THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 18, 2018 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 April 4, 2018 Minutes
Additions to the Agenda
Limited Public Comment

1. Presentation – Pre-Audit Communication

2. Sheriff’s Office – Resolution to Accept Dataworks as a Sole Source Vendor and to Purchase Two Mobile Identification Units

3. Circuit Court – Resolution to Authorize Project Change Request #2 for the Statement of Work Entered into with Imagesoft Corporation Pursuant to Resolution #16-276 and an Analysis by Equivant of the Case Initiation and Auto Docketing Processes

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

5. Law & Courts Committee – Resolution to Submit to the Electorate a Special Millage Question for a Justice Complex and Treatment Programming

6. Equalization/Tax Mapping
   a. Resolution to Adopt the 2018 County Equalization Report as Submitted with the Accompanying Statements (Report to be Distributed at Meeting)
   b. Resolution Designating County Representatives at State Tax Commission Hearings

7. Parks Department
   a. Resolution to Authorize a Contract with L. J. Trumble Builders, LLC
   b. Resolution to Authorize an Addendum to the Residential Lease Agreement for the Lake Lansing Park South Rental House
   c. Resolution to Authorize a Contract with Rowe Professional Services Company
   d. Resolution to Authorize Additional Contracts for Trails and Parks Millage Applications for __________________ and __________________
   e. Resolution Revising the Parks Department Shelter Fee Waiver Policy
8. **Innovation and Technology Department** – Resolution to Approve the Renewal of the Dell Compellent Support Agreement

9. **Road Department**
   a. Resolution to Approve Proposed 2018 Ingham County Bridge Funding Applications
   b. Resolution to Authorize the Purchase of 2018-2021 Seasonal Requirements of Processed Road Gravels, Crushed Aggregates, and 2NS Sand

10. **Potter Park Zoo**
    a. Resolution to Amend Resolution #17-066 Visitor Incentive Programs at Potter Park Zoo
    b. Resolution to Authorize a Film Policy at Potter Park Zoo

11. **Controller/Administrator’s Office**
    a. Resolution Authorizing Adjustments to the 2018 Ingham County Budget
    b. Resolution to Accept the 2019 – 2023 Strategic Plan

12. **Human Resources**
    a. Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program, Inc – 911 Non-Supervisory Unit
    b. Resolution to Approve Reclassification Requests for the ICEA – Professional County Employees (Materials to be Distributed at Meeting)
    c. Collective Bargaining Update (Closed Session)

13. **Board Referral** – Letter from Lansing Economic Development Corporation Announcing a Public Hearing for the Application of Tecomet, Inc. for an Industrial Facilities Exemption Certificate on April 23, 2018

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
FINANCE COMMITTEE
April 4, 2018
Draft Minutes

Members Present: Grebner, Louney, Crenshaw, Koenig, Tennis, Anthony, and Schafer

Members Absent: None

Others Present: Treasurer Eric Schertzing, Michael Townsend, Rick Terrill, Tim Morgan, Lance Langdon, Doug Stover, Stacy Biers, Eric Thelen, Ryan Buck, and others

The meeting was called to order by Chairperson Grebner at 6:01 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of the March 21, 2018 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MARCH 21, 2018 FINANCE COMMITTEE MEETING MINUTES WERE APPROVED AS PRESENTED.

Additions to the Agenda –

Please note that Agenda Item 2 was renumbered as Agenda Item 2(a).

2. Treasurer’s Office
   b. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding

10. Board of Commissioners – Resolution Recognizing April 5, 2018 as the 180th Anniversary of the Organization of the County Of Ingham

Removed –

9. Health Department
   f. Resolution to Authorize Conversion of Nutrition Educator Positions

Limited Public Comment

None.

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

1. Sheriff’s Office
   a. Resolution to Continue Contract with Dr. Jerry Gallagher for Psychological Services for the Screening of New Applicants who are given Conditional Job Offers and for
Post-Traumatic Stress Reviews for Deputies
b. Resolution to Continue Records Management Software Support from TriTech

2. Treasurer’s Office
a. Resolution to Provide Imprest Cash for Friend of the Court Account

3. Human Resources
a. Resolution to Approve a Collective Bargaining Agreement with Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit
b. Resolution to Approve a Letter of Understanding with Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit Regarding Vacation Leave Pay-Out

4. Facilities
a. Resolution to Amend Resolution #18-063 Which Authorized the Purchase and Installation of a New Dishwasher for the Ingham County Family Center Kitchen
b. Resolution to Authorize Purchase of a Liebert Cooling Unit

5. 9-1-1 Center – Resolution to Authorize the Cardinal Group II to Conduct Organization Wide Training with the Staff of the Ingham County 9-1-1 Central Dispatch Center

6. Parks Department – Resolution to Authorize an Agreement with Comsource, Inc. for Radios at Hawk Island County Park

7. Potter Park Zoo – Resolution to Purchase Flavor Burst Color Touch Panel

8. Equalization Department
a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
b. Resolution to Award Contracts for Peer Review Group Members
c. Resolution to Award Contracts for Remonumentation Project Surveyors

9. Health Department
a. Resolution to Authorize Amendment #2 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
b. Resolution to Accept Healthy! Capital Counties Funds
c. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for FY 2018
d. Resolution to Authorize Agreements with Licensed Dentists and Hygienists
e. Resolution to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program

10. Board of Commissioners – Resolution Recognizing April 5, 2018 as the 180th Anniversary of the Organization of the County Of Ingham

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

2. Treasurer’s Office
   b. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY WITH CAPACITY BUILDING FUNDING.

Treasurer Eric Schertzing introduced the resolution to the Committee.

Chairperson Grebner stated that the idea was that the Land Bank was going to pay down its line of credit by $300,000.

Treasurer Schertzing stated that the Land Bank had been paying down its debt previously. He further stated that this was an attempt to eliminate the debt in a shorter amount of time.

Commissioner Crenshaw asked how the resolution would increase the Land Bank’s funding in the 2018 through 2022 fiscal years with funding from the Delinquent Tax Revolving Fund for tax years 2015 through 2019.

Treasurer Schertzing stated that the maturation of the Delinquent Tax Revolving Funds had a two to three year lag due to the collection process. He further stated that the money that would convey in 2018 would come out of the 2015 Delinquent Tax Revolving Fund year because it was the year they were closing out more or less.

Discussion.

Treasurer Schertzing stated that the Treasurer’s Office now owned the property where the Life O’Riley trailer park was located.

Commissioner Tennis asked how this line of credit was used in the past.

Treasurer Schertzing stated that it was used for many things, including demolition and construction financing.

Commissioner Tennis asked how much the debt was.

Treasurer Schertzing stated that the amount was approximately $3.5 million.

Chairperson Grebner stated that $5 million was the maximum of the two lines. He further stated that their balance sheet was one with a lot of nonconventional assets on it. Chairperson Grebner stated that their balance sheet showed that they had approximately $4.5 million to $5 million in assets, receivables, balances on hand, and properties they owned. He further stated that they were
Chairperson Grebner stated that the assets they owned were hard to liquidate in a hurry and were subject to value decline in a recession.

Discussion.

Commissioner Schafer asked what the value of all the assets was.

Chairperson Grebner stated that it was approximately $4.5 million to $5 million.

Treasurer Schertzing stated that it depended on the method of valuation.

Commissioner Schafer asked whether the 1,300 properties they had was approximately $5 million.

Chairperson Grebner stated that it was many things, including tax receipts, assets on hand, and land contracts. He asked whether $3 million were for actual properties.

Treasurer Schertzing stated that they had thirty rental properties and other standing inventory. He further stated that there were something like that in hard assets of real estate.

Chairperson Grebner stated that they have a pro forma, which is a formal statement of this.

Discussion.

Treasurer Schertzing stated that at one point in time, they had 250-300 houses, which were not assets, but liabilities. He further stated that because they were able to work with partners to take care of these blighted structures, their true net worth probably went up.

Commissioner Koenig asked what the Treasurer was most proud of.

Treasurer Schertzing stated that he was proud of the 250 houses that they had renovated or built in Lansing that had twenty year owner occupancy covenants, which would bring population back to Lansing. He further stated that they had leveraged $60-$70 million in investments.

Commissioner Koenig stated that we should talk about what the benefits of the Land Bank were.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Schafer asked whether the wells were capped at the Life O’Riley property.

Treasurer Schertzing stated that they just took ownership of the property.

Announcements

None.
Public Comment

None.

Adjournment

The meeting was adjourned at 6:14 p.m.
RESOLUTION ACTION ITEMS:

The Controller’s Office recommends approval of the following resolutions:

2. **Sheriff’s Office** – Resolution to Accept Dataworks as a Sole Source Vendor and the Purchasing of Two Mobile Identification Units

This resolution would recognize DataWorks as a sole source vendor for Ingham County and approve the purchase of two hand held identification units and associated equipment from DataWorks with $7,308 of approved funding through the Medical Marihuana Operation and Oversight Grant. This grant was previously approved by Resolution 18-136. See attached memo for details.

3. **Circuit Court** – Resolution to Authorize Project Change Request #2 for the Statement of Work Entered into with Imagesoft Corporation Pursuant to Resolution #16-276 and an Analysis by Equivant of the Case Initiation and Auto Docketing Processes

Resolution #16-276 authorized the Ingham County Circuit Court to enter into a contract with ImageSoft for the analysis and design of an imaging solution and granted funding in the amount of $540,788. Resolution #16-375 authorized the Ingham County Circuit Court to enter into a Project Change Request (PCR) to correct the Milestone Payment Schedule contained in the original Statement of Work (SOW).

Members of the Ingham County Circuit Court, the Ingham County IT Department, the ImageSoft Corporation, and Equivant (formerly Courtview) have identified some high impact risks to the successful completion and implementation of the project as originally planned. ImageSoft has submitted a PCR which addresses the identified risks by proposing changes in scope to the original SOW described above, including moving from a full, one-time go-live project plan to a two-phase go-live project plan. This PCR requires an additional $72,825 in funding. Equivant has provided a quote for the Analysis of the Case Initiation Processes for the Circuit Court for purposes of evaluating the Court’s processes for determining integration needs for auto-docketing and case initiation. The analysis requires an additional $14,625.

This resolution would approve the PCR from ImageSoft and the quote from Equivant and additional funding in the amount of $87,450 to be transferred from the 2018 contingency account. It is uncertain if the project will be completed in 2018, so any funds unspent in 2018 would be authorized to be carried over to the 2019 budget. See attached memo for details.

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

This resolution will accept a grant for no fee adoptions as part of the BISSELL Pet Foundation’s Empty the Shelters Free Adoption event, to be held on May 5, 2018. The Ingham County Animal Control and Shelter (ICACS) will make animals available to qualifying adopters for free and the BISSELL Pet Foundation will reimburse the Shelter at the following rates:

- $49/senior dog (6 years and older)
- $105/dog (6 months to 6 years)
- $140/puppy (under 6 months)
- $45/senior cat (6 years and older)
- $84/cat or kitten (under 6 years)
ICACS will use its regular adoption application, screening process, and adoption agreement for adoptions done as part of this event. The amount of the grant will be determined by the number, species, and ages of the animals adopted on May 5, but is anticipated not to exceed $5,000. There is no match requirement.

5. **Law & Courts Committee – Resolution to Submit to the Electorate a Special Millage Question for a Justice Complex and Treatment Programming**

This resolution would approve a special millage question for a justice millage, including a new justice complex facility and to expand treatment programming.

The current draft of the resolution includes blanks for the millage levy and estimated dollars to be raised. The Controller’s Office is awaiting information from Redstone Architects updating cost estimates for the new facility, to include replacement of the Jail, Sheriff’s Administrative Offices, and the 55th District Court. Estimates will also be provided to include a Circuit Court Courtroom in the new facility should the Board of Commissioners decide to explore the option of moving the Circuit Court Courtroom located in the Mason Courthouse to the new facility. These cost estimates should be available by the April 12 Law and Courts Committee meeting.

In addition to the construction costs, the millage language also includes programming. The committee has previously discussed a range of $500,000 to $1 million annually to be dedicated to programming to treat substance addictions and mental illness at the Jail and to reduce recidivism.

For inclusion on the August 7 primary election ballot, a resolution authorizing the ballot language would need to be approved at the next round of committee meetings. If the Board of Commissioners is inclined, this resolution could be adopted at this round.

See attached memo for details.

6a. **Equalization/Tax Mapping - Resolution to Adopt the 2018 County Equalization Report as Submitted with the Accompanying statements**

This resolution will adopt the annual Equalization Report, which is used to levy property taxes for the general fund’s 2018 budget year, and the 2019 budget year for the county’s other millages. The 2018 equalized values for the 16 townships and five cities in the County will be adopted for real property values at $8,351,502,165 and personal property values at $678,075,893, for a total equalized value of real and personal property of $9,029,578,058.

The 2018 County Equalization Report will be distributed at the meeting.

6b. **Equalization/Tax Mapping - Resolution Designating County Representatives at State Tax Commission Hearings**

This resolution will designate Douglas A. Stover, Equalization Director, and Commissioners Dennis Louney and Randy Schafer to represent Ingham County at the State Tax Commission Hearings. The preliminary meeting will be held on Monday, May 14, 2018 and the Annual State Equalization Hearing will be held on Monday, May 29, 2018.
7a. **Parks Department** - Resolution to Authorize a Contract with L. J. Trumble Builders, LLC

This resolution approves entering into a contract with L. J. Trumble Builders, LLC for a cost not to exceed $205,896 for the Overlook Shelter accessibility upgrade construction project at Burchfield Park. L. J. Trumble’s bid for the project was $59,500 more than anticipated, and engineering costs were $11,025 more than expected. Therefore, the resolution also authorizes the utilization of $71,421 from Trails & Parks Millage reserves to cover the cost of the project.

7b. **Parks Department** - Resolution to Authorize an Addendum to the Residential Lease Agreement for the Lake Lansing Park South Rental House

This resolution authorizes extending the lease for the Lake Lansing South rental house through December 31, 2018. The lease will be set at a rate of $800 per month with the tenant responsible for all utilities.

7c. **Parks Department** - Resolution to Authorize a Contract with Rowe Professional Services Company

This resolution authorizes a contract with Rowe Professional Services Company to act as the professional of record, completing survey, preparing bid documents, bidding, and assisting the county with part-time construction assistance. The project will provide accessibility improvements throughout the Lake Lansing North Park. Board of Commissioners Resolution #17-107 authorized the submission of the Michigan Natural Resources Trust Fund grant and approved a financial commitment to the project in the amount of $114,900 which includes $32,000 in capital improvement funds, $80,400 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match for a total $359,700 project cost. The $28,787 for the contract with Rowe is included in the budgeted cost of the project.

7d. **Parks Department** - Resolution to Authorize Additional Contracts for Trails and Parks Millage Applications for ________________ and ________________

Board of Commissioners Resolution #18-110 approved the authorization of contracts for the third round of trails and parks millage contracts as well as allowing the communities that were not recommended for funding to increase their offered match amount by March 31, 2018 for further consideration by the board. The communities that were not recommended for funding include Onondaga Township, Delhi Township, Meridian Township’s second proposal, City of Leslie and the City of East Lansing. Two communities have come forward with an increase in match for the board’s consideration: Meridian Township and Delhi Township. This resolution has been left blank because there are several funding options for the Board to choose from, the details of which are included in the Parks Department cover memo to the resolution.

7e. **Parks Department** - Resolution Revising the Parks Department Shelter Fee Waiver Policy

This resolution revises the Parks Department shelter fee waiver policy to limit the number of waivers to be granted to three per group, per year.
8. **Innovation and Technology Department** – Resolution to Approve the Renewal of the Dell Compellent Support Agreement

On May 28, 2013 the Board of Commissioners approved purchase of an enterprise wide storage area network solution from Dell Computers (Resolutions 13-230 and 13-231). The five-year service and support contract included with the purchase expires on July 1, 2018. It is critical to continue maintenance and support coverage for this system because it houses over 95% of the County’s servers. The Innovation and Technology Department requests approval of a resolution to renew maintenance and support coverage at a cost not to exceed $264,135.35.

9a. **Road Department** – Resolution to Approve Proposed 2018 Ingham County Bridge Funding Applications

Major county bridge repair, replacement, and preventative maintenance projects are typically funded through the Local Bridge Program using a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program in which applications approved in the first year of the program receive funding in the third year. Each local road agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs while the Road Department funds the remaining 5%. The Ingham County Road Advisory Board recommended approval of the following projects:

- Dietz Road bridge over Red Cedar River (Locke Township)
- Nobel Road bridge over Deer Creek (Wheatfield Township)
- Waverly Road bridge over the Grand River (Delhi Township)
- Holt Road bridge over Doan Creek (Leroy Township)
- Bridge deck preventative maintenance on nine primary road bridges

Road Department personnel concur with the advisory board findings and recommend Board approval of a resolution to submit these projects for funding.

9b. **Road Department** – Resolution to Authorize the Purchase of 2018-2021 Seasonal Requirements of Processed Road Gravels, Crushed Aggregates, and 2NS Sand

The Road Department offered a resolution to purchase processed road gravels, crushed aggregates and 2NS sand for the scheduled 2018-2021 construction and maintenance programs of the Road Department. These agreements have a duration of 3 years with a 2 year renewal option. The different types of aggregates are designed to meet the various needs for winter maintenance, building, and repairing of Ingham County roads, and meet or exceed specifications from the 2012 MDOT Standard Specifications for Aggregates. The decision to purchase for any given operation will be based on Road Department staff judgment as to which of four suppliers is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $300,000.

10a. **Potter Park Zoo** – Resolution to Amend Resolution #17-066 Visitor Incentive Programs at Potter Park Zoo

On March 14, 2017 the Board of Commissioners adopted Resolution #17-066 Visitor Incentives at Potter Park Zoo. Zoo officials request consideration of a resolution to add three visitor incentive days as follows:
<table>
<thead>
<tr>
<th>New Incentives</th>
<th>Fees</th>
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</thead>
<tbody>
<tr>
<td>Independence Day (July 4)</td>
<td>All Military Free Admission</td>
</tr>
<tr>
<td>Grandparent’s Day (September)</td>
<td>Grandparent’s Free Admission</td>
</tr>
<tr>
<td>Veteran’s Day (November)</td>
<td>Veteran’s and Families Free Admission</td>
</tr>
</tbody>
</table>

The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives the Zoo is able to improve accessibility for visitors of all ages and abilities.

10b. **Potter Park Zoo** – Resolution to Authorize a Film Policy at Potter Park Zoo

Potter Park Zoo provides a high-quality environment and desirable subject material for personal, amateur, and commercial film and photography. Zoo personnel wish to encourage film and photography activities but also needs to protect the experience, safety, and rights of guests; the safety of its animals and staff; and the integrity of its environment. Zoo officials also believe the County should not bear the costs of for-profit film and photography activities carried out on zoo grounds. The Zoo seeks approval of a resolution to establish a Film Policy intended to meet these objectives by establishing reasonable oversight of, and reimbursement for, film and photography activities. The proposed Film Policy is not intended to restrict individual rights to record images for their personal enjoyment of the zoo or to unreasonably burden those persons engaged in amateur or commercial activities for financial gain. It is, rather, intended as a balance between encouraging photo and film use of the Zoo and the safety, animal welfare, environmental, and financial considerations of management.

11a. **Controller’s Office** – Resolution Authorizing Adjustments to the 2018 Ingham County Budget

This resolution will authorize various budget adjustments for the first quarter of 2018. The total increase to the General Fund is $389,160.

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

Also included is an update of contingency fund spending so far this year. The current contingency amount is $202,921.

See attached memo for details.

11b. **Controller’s Office** – Resolution to Accept the 2019 – 2023 Strategic Plan

This resolution would update the current Strategic Plan for the time period of 2019 – 2023. Ingham County’s current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work. The plan includes strategies and an action plan that specifies activities and tasks required for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original. It is being presented to all liaison committees for review and update, if necessary.
12a. **Human Resources Department** – Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program, Inc – 9-1-1 Non-Supervisory Unit

A tentative agreement was reached on a collective bargaining agreement between representatives of Ingham County and the Capital City Labor Program, Inc. – 9-1-1 Non-Supervisory Unit. The agreement was ratified by employees of the bargaining unit on March 30. If approved by the Board of Commissioners, the agreement will be effective from April 25, 2018 through December 31, 2020. The Human Resources Department recommends approval of a resolution to approve the three-year agreement.

12b. **Human Resources Department** – Resolution to Approve Reclassification Requests for the ICEA – Professional County Employees

This will be a late item.

12c. **Human Resources Department** – Collective Bargaining Update (Closed Session)

The Human Resources Director will be present to offer his final collective bargaining update before his scheduled retirement.

**DISCUSSION ITEMS:**

1. **Presentation** – Pre-Audit Communication

13. **Board Referral** – Letter from Lansing Economic Development Corporation Announcing a Public Hearing for the Application of Tecomet, Inc. for an Industrial Facilities Exemption Certificate on April 23, 2018
TO: Law & Courts Committee  
Finance Committee

FROM: Captain Greg Harris, Field & Staff Services

DATE: April 3, 2018

RE: RESOLUTION TO ACCEPT DATAWORKS AS A SOLE SOURCE VENDOR AND THE PURCHASING OF TWO MOBILE IDENTIFICATION UNITS

This resolution is for the approval of DataWorks as a sole source vendor and to purchase (2) two mobile identification units.

The Sheriff’s Office has been awarded funding through the Medical Marihuana Operation and Oversight Grant. One of the projects that was funded was to purchase (2) two mobile identification units. Currently the Ingham County Sheriff’s Office does not have any capability of scanning an individual’s fingerprints outside of the jail. These units will save time and aid in the identification of individuals that are trying to evade law enforcement. DataWorks currently holds the mobile identification contract for the Michigan State Police. Ingham County Sheriff’s Office is requesting that DataWorks be recognized as a sole source vendor for mobile identification hardware/software.
Agenda Item 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT DATAWORKS AS A SOLE SOURCE VENDOR AND TO PURCHASE TWO MOBILE IDENTIFICATION UNITS

WHEREAS, the Ingham County Sheriff’s Office applied to receive a Medical Marihuana Operation and Oversight Grant from Department of Licensing and Regulatory Affairs Bureau of Professional Licensing; and

WHEREAS, the Ingham County Sheriff’s Office was awarded the Medical Marihuana Operation and Oversight Grant; and

WHEREAS, the Ingham County Board of Commissioners approved the Ingham County Sheriff’s Office to accept the grant funds in the amount of $114,055.70; and

WHEREAS, $7308.00 of the 2018 Medical Marihuana Operation and Oversight Grant is approved to purchase two handheld identification units and associated equipment from DataWorks Mobile ID; and

WHEREAS, DataWorks currently holds the Michigan State Police contract for mobile identification; and

WHEREAS, the Michigan State Police allow agencies to participate in the Mobile-ID application for which DataWorks is the sole provider; and

WHEREAS, DataWorks is the exclusive manufacture of the Evolution device that Ingham County Sheriff’s Office has chosen and the only device that can be upgraded to an “all-inclusive” CJIS compliant fingerprint solution and approved by the Michigan State Police; and

WHEREAS, Ingham County Sheriff’s Office is requesting that DataWorks be recognized as a sole source vendor for Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners recognizes DataWorks as a sole source vendor for Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the purchase of (2) two hand held identification units and associated equipment from DataWorks with $7308.00 of approved funding through the Medical Marihuana Operation and Oversight Grant.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administer to make the necessary budget adjustments in the Ingham County Sheriff’s Office 2018 budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
Resolution #16-276 authorized the Ingham County Circuit Court to enter into a contract with ImageSoft for the analysis and design of an imaging solution and granted funding in the amount of $540,788. Resolution #16-375 authorized the Ingham County Circuit Court to enter into a Project Change Request (PCR #001_17275) to correct the Milestone Payment Schedule contained in the original Statement of Work (SOW).

Members of the Ingham County Circuit Court, the Ingham County IT Department, the ImageSoft Corporation, and Equivant (formerly Courtview) have identified the following high impact risks to the successful completion and implementation of the project as originally planned in the SOW:

1. Capturing case and hearing data through feeds from the case management system to the document management system. This will provide a daily update of changes made in the case management system to the document management system;
2. Identifying, developing and programming integration functionality specific to the Circuit Court for auto docketing and case initiation. Once developed and functional, this will eliminate steps taken by the clerks to connect the document scanned to the correlating entry in the case management system.
3. Needing supplementary user acceptance testing hours and on-site go-live support hours. This will allow an expanded time frame for users to test the system and will give us in-person technical support for the first days that we are live with the system.

ImageSoft has submitted a Project Change Request (PCR #17275 dated April 3, 2018) which addresses the identified risks by proposing changes in scope to the original SOW described above, including moving from a full, one-time go-live project plan to a two-phase go-live project plan. This will allow us to begin basic imaging this summer (Phase 1) while providing Equivant and ImageSoft with time to develop the more complex systems involved in auto docketing and case initiation (Phase 2). This PCR requires an additional $72,825 in funding. As need for the additional funds is dependent on Equivant’s progress in the identification, development and programming of integration functionality, it is unknown whether the funding will be needed in 2018 or 2019.
Equivant has provided Quote INGHM120180329, dated March 29, 2018, for the Analysis of the Case Initiation Processes for the Circuit Court for purposes of evaluating the Court’s processes for determining integration needs for auto-docketing and case initiation. The analysis requires an additional $14,625 in funding and said funding is needed in 2018.

The court requests that PCR #17275 and Quote INGHM120180329 be approved by the Ingham County Board of Commissioners and additional funding in the amount of $87,450 be transferred from the 2018 contingency account and that any funds unspent in 2019 be carried over to the 2018 budget.

cc: Hon. Joyce Draganchuk
    Shauna Dunnings
    Hon. Richard J. Garcia
    Hon. Janelle A. Lawless
Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PROJECT CHANGE REQUEST #2 FOR THE STATEMENT OF WORK ENTERED INTO WITH IMAGESOFT CORPORATION PURSUANT TO RESOLUTION #16-276 AND AN ANALYSIS BY EQUIVANT OF THE CASE INITIATION AND AUTO DOCKETING PROCESSES

WHEREAS, the Ingham County Circuit Court entered into a contract with ImageSoft to implement an imaging system for the Ingham County Circuit Court as approved through Resolution #16-276; and

WHEREAS, funding in the amount of $540,788 was authorized by the Board for a contract with ImageSoft; and

WHEREAS, members of the Ingham County Circuit Court, the Ingham County IT Department, the ImageSoft Corporation, and Equivant (formerly Courtview) have identified high impact risks to the successful completion and implementation of the project as originally planned in the Statement of Work (SOW) #15485, Revision 1.7 dated May 3, 2016; and

WHEREAS, the risks involve capturing case and hearing data through feeds from the case management system to the document management system; identifying, developing and programming integration functionality specific to the Circuit Court for auto docketing and case initiation; and needing supplementary user acceptance testing hours and on-site go-live support hours; and

WHEREAS, ImageSoft has drafted Project Change Request #17275, dated April 3, 2018, which addresses the identified risks by proposing changes in scope to the original SOW described above, including moving from a full, one-time go-live project plan to a two-phase go-live project plan; and

WHEREAS, Project Change Request #17275 will require additional funding in the amount of $72,825; and

WHEREAS, Equivant has provided Quote INGHM120180329, dated March 29, 2018, for the Analysis of the Case Initiation Processes for the Circuit Court for purposes of evaluating the Court’s processes for determining integration needs for auto-docketing and case initiation; and

WHEREAS, Quote INGHM120180329 will require additional funding in the amount of $14,625; and

WHEREAS, Equivant must complete the Analysis of the Case Initiation Processes to determine how much additional programming and development will be required by Equivant, so the additional funding of $14,625 will be needed in 2018; and

WHEREAS, because ImageSoft cannot begin Phase II of the project until after Equivant has completed programming and development of the specific integration functionality needed, it is difficult to know if the additional funding of $72,825 for the change in scope will be needed in 2018 or 2019.
THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners hereby approves amending the original Statement of Work (SOW) cited above through PCR #17275 dated April 3, 2018; signing the Analysis of the Case Initiation Processes for the Circuit Court to Evaluate the Process to Determine Integration Efforts through Quote INGHM12080329 dated March 29, 2018; and funding both initiatives in the amounts of $72,825 for ImageSoft and $14,625 for Equivant.

BE IT FURTHER RESOLVED, that $87,450 will be transferred from the 2018 contingency account to fund the additional cost, and that any funds unspent in 2018 will be carried over to the 2019 budget.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract/purchase documents consistent with this Resolution and approved as to form by the County Attorney.
TO:       Board of Commissioners, Finance and Law & Courts Committee  
FROM:    John Dinon, Director – Ingham County Animal Control and Shelter  
DATE:    3 April 2018  
SUBJECT: Resolution to accept Bissell Pet Foundation Grant  
          For the meeting agendas of April 12, 18, and 24.

BACKGROUND  
The Ingham County Animal Control and Shelter (ICACS) has applied for and been awarded a grant to reimburse ICACS for no fee adoptions finalized on May 5, 2018 as part of the BISSELL Pet Foundation’s Empty the Shelters Free Adoption event. ICACS will make animals available to qualifying adopters for free and the BISSELL Pet Foundation will reimburse ICACS at the following rates:

$49/senior dog (6 years and older)  
$105/dog (6 months to 6 years)  
$140/puppy (under 6 months)  
$45/senior cat (6 years and older)  
$84/cat or kitten (under 6 years)

ICACS 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 ICACS’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 May 5, but is anticipated not to exceed $5,000. There is no match requirement.

ALTERNATIVES  
If the grant is not accepted, ICACS 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  
Four previous Bissell Foundation adoption events were very successful and increased adoptions from ICACS.

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 and Shelter 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 May 5, 2018; and

WHEREAS, the award amount of this grant is dependent on the number of animals adopted on May 5, 2018, 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 May 5, 2018, but not to exceed $5,000 with no match requirement.

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.

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.
TO: Law & Courts and Finance Committees  
FROM: Teri Morton, Deputy Controller  
DATE: April 3, 2018  
SUBJECT: Resolution to Submit to the Electorate a Special Millage Question for a Justice Complex and Treatment Programming

Please see attached draft resolution to submit to the electorate a special millage question for a justice millage, including a new justice complex facility and to expand treatment programming.

The millage language is the culmination of numerous discussions at the Law and Courts Committee, and among commissioners and county officials, and review by the County Attorney.

Blanks still remain for the millage levy and estimated dollars to be raised. The Controller’s Office is awaiting information from Redstone Architects updating cost estimates for the new facility. These cost estimates will include replacement of the Jail, Sheriff’s Administrative Offices, and the 55th District Court. Redstone is also working on an estimated cost to include a Circuit Court Courtroom in the new facility should the Board of Commissioners decide to explore the option of moving the Circuit Court Courtroom located in the Mason Courthouse to the new facility. These cost estimates should be available by the April 12 Law and Courts Committee meeting. If available sooner, they will be forwarded to commissioners in advance of the meeting.

The other component of the millage levy will be programming. The committee has previously discussed a range of $500,000 to $1 million annually to be dedicated to programming to treat substance addictions and mental illness at the Jail, and to reduce recidivism.

Based on an estimated 2018 adjusted taxable value of around $7.3 billion, the millage equivalent of various programming dollar amounts would be as follows:

<table>
<thead>
<tr>
<th>Programming</th>
<th>Millage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500,000 annually</td>
<td>0.0685</td>
</tr>
<tr>
<td>$750,000 annually</td>
<td>0.1027</td>
</tr>
<tr>
<td>$1,000,000 annually</td>
<td>0.1369</td>
</tr>
</tbody>
</table>

For construction costs, for every $5 million bonded over 20 years at an estimated interest rate of 3.75%, the annual debt service payment would be around $365,000, or a millage equivalent of 0.05 mills. For example, the millage equivalent for a $70 million project would be around 0.7 mills.
In order to be included on the August 7 primary election ballot, a resolution authorizing the ballot language would need to be approved at the next round of committee meetings beginning with Law and Courts on April 26, then Finance on May 2, and the Board of Commissioners on May 8. If the Board of Commissioners is inclined, this resolution can be adopted at this round of committee meetings.

If the voters of Ingham County choose to support this proposal, a Request for Proposal will be released in August to begin the planning phase of construction. Meetings will also continue to develop programming proposals for consideration and approval by the Board of Commissioners with implementation feasibly to begin around January 1, 2019.

Please contact me if you would like any additional information.
Agenda Item 5

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION
FOR A JUSTICE COMPLEX AND TREATMENT PROGRAMMING

WHEREAS, the Board of Commissioners desires to build a new combined justice complex facility to include a new county Jail, Sheriff’s department offices and court facilities, and to expand programming for treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons; and

WHEREAS, a millage is necessary to construct, equip, and finance a new Justice Complex and to expand treatment programming; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of constructing, equipping, and financing a safer and more efficient Justice Complex to replace existing facilities and to expand treatment programs for arrested persons.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 7, 2018:

JUSTICE MILLAGE QUESTION

For the purpose of constructing, equipping, and financing a new combined justice complex facility and expanding correctional programming, to include a new county jail, Sheriff’s department offices, and court facilities, which would replace the existing facilities and will be safer for the public, staff and inmates, and allow for more efficient operations; and including programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to xx/100 (0.xxxx) of one (1) mill, $0.xx per thousand dollars of state taxable valuation, for a period of twenty (20) years (2018-2037) inclusive? If approved and levied in full, this Millage will raise an estimated $_____________ in the first calendar year of the levy, based on state taxable valuation.

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

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the August 7, 2018 ballot and to be prepared and distributed in the manner required by law.

BE IT FURTHER RESOLVED, that in order maximize efficiency there will be shared common space at the new facility and scheduling of all shared common space will be performed by the Controller or designee.
To: Ingham County Finance Committee

From: Douglas A. Stover, Director
       Equalization/Tax Mapping

Date: April 3, 2018

Subject: 2018 County Equalization

Attached please find:

(1) Resolution to Adopt the 2018 County Equalization Report as submitted with the Accompanying Statements; and

(2) Resolution Designating County Representatives at State Tax Commission Hearings.

The 2018 County Equalization Report will be distributed at the meeting.

DAS/rf
Enc.
Agenda Item 6a

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE 2018 COUNTY EQUALIZATION REPORT
AS SUBMITTED WITH THE ACCOMPANYING STATEMENTS

WHEREAS, the Equalization Department has examined the assessment rolls of the 16 townships and five cities within Ingham County to ascertain whether the real and personal property in the respective townships and cities has been equally and uniformly assessed; and

WHEREAS, based on its studies, the Equalization Department has presented to the Equalization Subcommittee the 2018 Equalization data that equalizes the townships’ and cities’ valuations, by adding to or deducting from the valuations of the said taxable property in the 16 townships and five cities, an amount which represents the true cash value; and

WHEREAS, the attached report is the result of the foregoing process.

THEREFORE BE IT RESOLVED, by the Board of Commissioners of the County of Ingham, that the accompanying statements be, and the same hereby are, approved and adopted by the Board of Commissioners of the County of Ingham as the equalized value of all taxable property, both real and personal, for each of the 16 townships and five cities in said County for real property values equalized at $8,351,502,165 and personal property values equalized at $678,075,893, for a total equalized value of real and personal property at $9,029,578,058 pursuant to Section 211.34 MCL, 1948, as amended.
WHEREAS, the State Tax Commission has by statute the responsibility to annually equalize all county equalization reports for the State of Michigan; and

WHEREAS, the State Equalization hearing date and issuance of final order is set for Tuesday, May 29, 2018; and

WHEREAS, under administrative procedures the State Tax Commission requires that each county designate the individuals selected to represent the County at said hearing.

THEREFORE BE IT RESOLVED, that Douglas A. Stover, Equalization Director, and Commissioners Dennis Louney and Randy Schafer, be and hereby are appointed to represent the County of Ingham at the preliminary meeting on Monday, May 14, 2018 and the Annual State Equalization Hearing on Tuesday, May 29, 2018, and any other dates as set by the State Tax Commission, in the matter of the 2018 equalization of assessments for Ingham County.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Contract with L. J. Trumble Builders, LLC

For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance

BACKGROUND
The Purchasing Department solicited proposals from qualified and experienced general contractors for its Overlook Pavilion Accessibility Upgrade Construction project. The scope of this project includes constructing two paved accessible parking spots, a wider, more accessible ADA paved pathway leading to a new shelter (300-person capacity), and new accessible concrete pre-casted vault restroom facility with two unisex restrooms.

We received four bids for the project. The low bidder, based on the base bid amount, at the bid opening was L. J. Trumble Builders, LLC with an as-read bid price of $205,000. The County also requested an alternate for electrical work in the bid documents. L. J. Trumble Builders, LLC submitted alternate pricing for this work for $1,750, which substitutes for line item 10 ($854) in the base bid for a total add alternate of $896. The Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC for the base bid amount and the alternate resulting in a bid award in the amount not to exceed $205,896.00.

ALTERNATIVES
The Parks Department has identified a need for developing and improving facilities at Burchfield County Park with universal accessibility in mind. Currently, the site has a wooden shelter which, due to age and condition, is in need of replacement. The site currently has two rented port-a-jon units, which would be replaced with an accessible restroom building. A narrow concrete walkway and gravel parking area would be replaced with a wider, accessible walkway, drinking fountain and paved parking spots for ADA accessibility.

FINANCIAL IMPACT
In 2016 the County applied for a DNR Recreation Passport grant. The grant was awarded in late 2016/early 2017 in the amount of $45,000.

In April 2017, the County solicited proposals for professional services. Spicer Group was hired in June 2017 as the professionals to complete engineering for the project in an amount of $25,025, or $11,025 more than the grant proposal. On Tuesday, March 13th, the County received bids for the construction of the project. The low bid was in the amount of $205,000, or $59,500 higher than the costs estimated in the grant proposal. Considering the discrepancy in cost, additional funds should be appropriated for the project. There are no work scope items that can be deleted from the project since all are part of the grant request. To re-bid the project will not guarantee lower prices.

The County would like to award the base bid amount to L. J. Trumble Builders, LLC along with a bid alternate of $896, for a total bid award in the amount of $205,896.
A summary of the grant and County funding is as follows:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DNR RP GRANT</td>
<td>$45,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ingham County</td>
<td>$114,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$159,500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A summary of the additional funds needed is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Construction</th>
<th>Engineering</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANT/COUNT</td>
<td>145,500</td>
<td>$14,000</td>
<td>$159,500</td>
</tr>
<tr>
<td>SPICER GROUP</td>
<td></td>
<td>$(25,025)</td>
<td>$(25,025)</td>
</tr>
<tr>
<td>LJ TRUMBLE</td>
<td>$(205,896)</td>
<td></td>
<td>$(205,896)</td>
</tr>
<tr>
<td>DIFFERENCE</td>
<td>$(60,396)</td>
<td>$(11,025)</td>
<td>$(71,421)</td>
</tr>
</tbody>
</table>

**OTHER CONSIDERATIONS**
The Ingham County Park Commission supported this resolution at their March 26, 2018 meeting.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with L. J. Trumble Builders, LLC.
TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: March 13, 2018

RE: Memorandum of Performance for RFP No. 7-18: Burchfield Park Overlook Pavilion Accessibility Upgrade Construction Project

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for the Overlook Pavilion Accessibility Upgrade Construction project. The scope of this project includes constructing two paved accessible parking spots, a wider, more accessible ADA paved pathway leading to a new shelter (300-person capacity), and new accessible concrete pre-casted vault restroom facility with two unisex restrooms.

State or federal funds are being used to assist in this construction project and relevant state or federal requirements will apply.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>47</td>
<td>15</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>TOTAL AMOUNT OF BID</th>
<th>BID ALTERNATE (Electrical)</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Lake Construction Inc.</td>
<td>Horton MI - No</td>
<td>$222,100.00</td>
<td>$3,500.00</td>
<td>$225,600.00</td>
</tr>
<tr>
<td>Cross Renovation Inc.</td>
<td>Livonia MI - No</td>
<td>$244,777.00</td>
<td>$4,942.00</td>
<td>$249,719.00</td>
</tr>
<tr>
<td>Moore Trosper Construction Co.</td>
<td>Holt MI - Yes</td>
<td>$267,957.00</td>
<td>$2,100.00</td>
<td>$270,057.00</td>
</tr>
<tr>
<td>LJ Trumble Builders LLC</td>
<td>Lansing MI - Yes</td>
<td>$205,000.00</td>
<td>$1,750.00</td>
<td>$206,750.00</td>
</tr>
</tbody>
</table>

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 HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC

WHEREAS, Board of Commissioners Resolution #17-105 authorized the acceptance of a Michigan Recreation Passport Grant Project Agreement for the Overlook Shelter accessibility upgrade construction project; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced general contractors for the project; and

WHEREAS, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.; and

WHEREAS, Board of Commissioners Resolution #16-099 authorized $159,500 for the project; and

WHEREAS, the actual cost for the engineering and estimated costs for construction exceed costs estimated in the grant proposal by $71,421; and

WHEREAS, considering the discrepancy in cost, additional funds need to be appropriated for the project from the Trails and Parks Millage reserve fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with L. J. Trumble Builders, LLC for a cost not to exceed $205,896 for the Overlook Shelter accessibility upgrade construction project at Burchfield Park.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional $71,421 from the Trails and Parks Millage reserve fund for the Overlook Shelter Project.

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

BE IT FURTHER RESOLVED, that the 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 & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Addendum to the Residential Lease for the Lake Lansing Park South Rental House
For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance

BACKGROUND
The Parks Department has a rental house located within Lake Lansing Park-South. The address of the rental house is 1608 Lake Lansing Rd., Haslett, MI. The house was the caretaker’s home when the park was an amusement park and since Ingham County purchased the property in the early to mid 1970’s, the property has been used as a rental. This resolution authorizes extending the lease through December 31, 2018.

ALTERNATIVES
If this resolution is not approved, the lease will continue month to month until either party terminates the lease.

FINANCIAL IMPACT
The existing lease is currently set month to month at a rate of $800.00 with the tenant responsible for all utilities.

OTHER CONSIDERATIONS
The tenants requested this lease extension. The Parks & Recreation Commission supported this resolution with the passage of a motion at their March 26, 2018 meeting. Legal reviewed the lease and recommended this approach as well.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing an addendum to the residential lease agreement for the Lake Lansing Park South rental house.
Introducing by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ADDENDUM TO THE RESIDENTIAL LEASE AGREEMENT FOR THE LAKE LANSING PARK SOUTH RENTAL HOUSE

WHEREAS, the Ingham County Parks Department owns and maintains a rental house located within Lake Lansing Park-South; and

WHEREAS, Board of Commissioner Resolution #14-115 set the rental rate to $800.00 per month for the property located at 1608 Lake Lansing Road in Haslett, Michigan; and

WHEREAS, the current lease agreement, as amended in 2017 by Resolution #17-028, expired on December 31, 2017, and the occupants are presently holding over on a month to month tenancy; and

WHEREAS, the Parks Department and the occupants of the rental house would like to extend the lease agreement through December 31, 2018; and

WHEREAS, the Parks Department and the occupants have agreed that either party may terminate the lease upon no less than 90 days’ prior notice; and

WHEREAS, all other terms of the agreement shall remain the same.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an addendum to extend the lease agreement for the property located at 1608 Lake Lansing Road in Haslett, Michigan to December 31, 2018.

BE IT FURTHER RESOLVED, that the rate of the monthly lease shall be $800.00 per month for the renewal period.

BE IT FURTHER RESOLVED, that during the period of the renewal, the Parks Department or occupants may terminate the lease upon not less than 90 days’ prior notice.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Prime Professional Services for Lake Lansing North Improvements
For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance Committee

BACKGROUND
The county has received a 2017 Michigan Natural Resource Trust Fund Grant from the Michigan Department of Natural Resources for improvements at Lake Lansing North Park. The Purchasing Department solicited proposals from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Lake Lansing North Park Improvements project for the Ingham County Parks Department. The prime professional will act as the professional of record, completing survey, preparing bid documents, bidding, and assisting the county with part-time construction assistance.

The project will provide accessibility improvements throughout the park. These improvements will include paved parking spaces, restroom improvements, paved walkways to connect facilities within the park for people of all abilities, etc. Below is a detailed list of the improvements:

- Replacement of approximately 800 feet of the entrance drive.
- Path widening at Oak Knoll, Sandhill, and Main shelter areas.
- New 6-foot-wide path at Oak Knoll and Sandhill areas.
- ADA paved parking spaces at Oak Knoll, Sandhill, and Main shelter areas.
- Boardwalk replacement and new bench at the Oak Knoll area.
- Replacement of drinking fountains with ones that include a dog bowl and concrete approach at Sandhill and Main shelter areas.
- Native landscaping at the Oak Knoll area.
- Restroom renovations at the Sandhill and Main shelter locations, includes various replacements and reconfigurations of concrete entry slabs, interior walls, partitions and other features.

ALTERNATIVES
This project is to make Lake Lansing North more accessible and user friendly to the whole population. This location provides access for hikers, picnickers, and skiers. The development will benefit the community and increase the use of the facility.

FINANCIAL IMPACT
Board of Commissioners Resolution #17-107 authorized the submission of the Michigan Natural Resources Trust Fund grant and approved a financial commitment to the project in the amount of $114,900 which includes $32,000 in capital improvement funds, $80,400 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match for a total $359,700 project cost.

The lowest bid was summited by a non-local vendor (MCSA Group Inc.) for $28,787. A registered local vendor (ROKE Professional Services Company) summited a bid that was within 10% of $28,787. ROWE Professional Services Company qualifies and has agreed to utilize the local preference policy. The Purchasing Department has verified ROWE Professional Services Company can adjust their bid to match the $28,787 low bid.
OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a resolution at their March 26, 2018 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend the resolution authorizing a contract with ROWE Professional Services Company be approved.
TO: Tim Morgan, Parks Director
FROM: James Hudgins, Director of Purchasing
DATE: March 14, 2018
RE: Memorandum of performance for RFP No. 35-18 Prime Professional Services for Lake Lansing North Park Improvements

Per your request, the Purchasing Department sought from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Lake Lansing North Park Improvements project for the Ingham County Parks Department. The Prime Professional must be registered in Michigan.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>48</td>
<td>8</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>PROPOSED COSTS</th>
<th>TOPOGRAPHICAL SURVEY</th>
<th>SOIL BORING</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCSA Group Inc.</td>
<td>No, Grand Rapids</td>
<td>$28,787.00</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Rowe Professional Services</td>
<td>Yes, Lansing</td>
<td>$30,500.00</td>
<td>Included</td>
<td>Not Included</td>
</tr>
<tr>
<td>Spicer Group</td>
<td>Yes, Lansing</td>
<td>$45,600.00</td>
<td>$7,200.00</td>
<td>Not Included</td>
</tr>
</tbody>
</table>

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH ROWE PROFESSIONAL SERVICES COMPANY

WHEREAS, Board of Commissioners Resolution #17-107 authorized the submission of the Michigan Natural Resources Trust Fund grant for the Lake Lansing North Park improvements project; and

WHEREAS, the Purchasing Department solicited proposals from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Lake Lansing North Park improvements project; and

WHEREAS, the project will provide accessibility improvements throughout the park. These improvements will include paved parking spaces, restroom improvements, paved walkways to connect facilities within the park for people of all abilities, native landscaping, replacement of drinking fountains, path widening, and replacement of approximately 800 feet of the entrance drive, etc.; and

WHEREAS, the prime professional will act as the professional of record, completing survey, preparing bid documents, bidding, and assisting the county with part-time construction assistance; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to ROWE Professional Services Company who submitted the most responsive and responsible proposal; and

WHEREAS, the lowest bid was submitted by a non-local vendor (MCSA Group Inc.) for $28,787. A registered local vendor (ROWE Professional Services Company) submitted a bid that was within 10% of $28,787. ROWE Professional Services Company qualifies and has agreed to utilize the local preference policy. The Purchasing Department has verified ROWE Professional Services Company can adjust their bid to match the $28,787 low bid.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to ROWE Professional Services Company in an amount not to exceed $28,787.

BE IT FURTHER RESOLVED, the term of the contract shall be from the date of execution until July 31, 2020.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees  
FROM: Tim Morgan, Parks Director  
DATE: April 3, 2018  
SUBJECT: Ingham County Trails and Park Millage  
For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance

**BACKGROUND**
Board of Commissioners Resolution #17-275 approved a third round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. Board of Commissioner Resolution #17-275 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Board of Commissioners Resolution #18-110 approved the authorization of contracts for the third round of trails and parks millage contracts as well as allowing the communities that were not recommended for funding to increase their offered match amount by March 31, 2018 for further consideration by the board. The communities that were not recommended for funding include Onondaga Township, Delhi Township, Meridian Township’s second proposal, City of Leslie and the City of East Lansing. Two communities have come forward with an increase in match for the board’s consideration: Meridian Township and Delhi Township.

**ALTERNATIVES**
This resolution is being provide with blanks so that the Board of Commissioners can choose from the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Cost</th>
<th>(Unallocated 2018-2020) Total Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: Fund Neither</td>
<td>$0.00</td>
<td>$4,162,392.00</td>
</tr>
<tr>
<td>Option 2: Fund Meridian Only</td>
<td>$975,000.00</td>
<td>$3,187,392.00</td>
</tr>
<tr>
<td>Option 3: Fund Delhi Phase 1 Only</td>
<td>$980,700.00</td>
<td>$3,181,692.00</td>
</tr>
<tr>
<td>Option 4: Fund Delhi Phase 1 And Meridian</td>
<td>$1,955,700.00</td>
<td>$2,206,692.00</td>
</tr>
<tr>
<td>Option 5: Fund Total request Delhi And Meridian</td>
<td>$4,142,464.00</td>
<td>$19,928.00</td>
</tr>
<tr>
<td>Option 6: Other considerations</td>
<td>?</td>
<td>?</td>
</tr>
</tbody>
</table>
**FINANCIAL IMPACT**

The projected funds available for 2018 from the Trails and Parks Millage after the passing of resolution #18-110 is $746,213.00. The total projected Trails and Parks Millage funds available are 2018 funds ($746,213.00) and funds not exceeding 70% from 2019 ($1,197,604.00) and 2020 ($2,218,575.00).

The total amount requested by Meridian Township for the Okemos Road Pedestrian Boardwalk is $975,000. Meridian Township increased their match from 10% ($130,000.00) to 25% ($325,000).

The total amount requested by Delhi Township for the entire stretch of RAM 2 Burchfield Trail is $3,167,464. Alternatively, if the board were to recommend funding the amount for phase one of the RAM 2 Burchfield Trail the requested amount by Delhi Township is $980,700.00. Delhi Township increased their match from 11% ($342,544) to 17% ($542,544).

If the Board funds Meridian Township for their entire ask over two years the remaining funds for each year would be as follows: 2018 funds: $0, 2019 funds: $968,817.00 and 2020 funds: $2,218,575.00.

If the Board funds Meridian Township for their entire ask as well as funding Delhi Township for their phase one of the RAM 2 Burchfield Trail over two years, the remaining funds for each year would be as follows: 2018 funds: $0, 2019 funds: (-$11,883.00), 2020 funds: $2,218,575.00. If these are both funded over two years there is not enough money between 2018 and 2019 to fund both the Meridian Township and Delhi Township phase one in their entirety. There is an $11,883.00 deficit. This amount would need to be funded from one of the projects in 2020 leaving the balance 2020 funds at $2,206,692.00.

If the Board funds Meridian Township for their entire ask over two years as well as funding Delhi Township’s entire ask over three years this would zero out the remaining millage funds for 2018-2019 and leave an unallocated amount of $19,928 for 2020.

**OTHER CONSIDERATIONS**

These projects were not originally recommended by the Park Commission at their December 10 meeting. At a subsequent conversation following the Park Commission meeting Commissioner Teri Banas expressed desire to allow communities that were not recommended for funding a chance to increase their match for further consideration by the Board of Commissioners, thus resulting in an additional Therefore Be It Further Resolved being added to the resolution #18-110. Meridian and Delhi Township both increased their matches.

Delhi Township’s increase in match only applies to the project to its entirety NOT to a partial funding of the project, which would be the funding of phase one of the project.
<table>
<thead>
<tr>
<th>Score</th>
<th>Project Type</th>
<th>Applicant</th>
<th>Project Title</th>
<th>Grant Request</th>
<th>Fund in 2018</th>
<th>2018 Total Amount Recommended</th>
<th>2019 Amount Unallocated After Park &amp; Rec. Commission</th>
<th>Grant Award 2018</th>
<th>Grant Award 2019</th>
<th>Grant Award 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>53.88</td>
<td>New</td>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Krueger Landing</td>
<td>$10,500.00</td>
<td>Yes</td>
<td>$10,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>52.25</td>
<td>New</td>
<td>Lansing</td>
<td>Universally accessible canoe/kayak launch at City Market</td>
<td>$14,400.00</td>
<td>Yes</td>
<td>$14,400.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>50.75</td>
<td>New</td>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Moors Park</td>
<td>$10,500.00</td>
<td>Yes</td>
<td>$10,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>47.25</td>
<td>New</td>
<td>Mason</td>
<td>Hayhoe Riverwalk Extension - Kerns Road</td>
<td>$153,281.00</td>
<td>Yes 2019</td>
<td>$0.00</td>
<td>$153,281.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>46</td>
<td>Repair/Rehab</td>
<td>Stockbridge</td>
<td>Lakeland's Trail Resurfacing</td>
<td>$809,980.00</td>
<td>Yes (18-19)</td>
<td>$404,990.00</td>
<td>$404,990.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>45.13</td>
<td>New</td>
<td>Lansing</td>
<td>Fenner Pathway extension</td>
<td>$455,250.00</td>
<td>Yes (19-20)</td>
<td>$0.00</td>
<td>$227,625.00</td>
<td>$227,625.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>44.13</td>
<td>Small Grant</td>
<td>Aurelius Twp</td>
<td>Aurelius Township 5-Year Parks and Recreation Plan</td>
<td>$3,875.00</td>
<td>Yes</td>
<td>$3,875.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>43.88</td>
<td>Repair/Rehab</td>
<td>Lansing</td>
<td>Bank Stabilization - Washington Avenue</td>
<td>$55,000.00</td>
<td>Yes</td>
<td>$55,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>43.5</td>
<td>Repair/Rehab</td>
<td>Lansing</td>
<td>Bridge Rehabilitation - Bridge#CL-09-LTW-GR</td>
<td>$78,750.00</td>
<td>Yes</td>
<td>$78,750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>43</td>
<td>New</td>
<td>Delhi Twp</td>
<td>RAM 2 Burchfield Trail</td>
<td>$2,764,210.00</td>
<td>No</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>42.5</td>
<td>Repair/Rehab</td>
<td>Meridian Twp</td>
<td>Old Raby Culvert Replacement</td>
<td>$95,000.00</td>
<td>Yes</td>
<td>$95,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>40.25</td>
<td>Small Grant</td>
<td>Onondaga Twp</td>
<td>Onondaga Township - Baldwin Park &amp; Trails Enhancement Project</td>
<td>$44,453.93</td>
<td>No</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>40.13</td>
<td>Repair/Rehab</td>
<td>Lansing</td>
<td>Bridge Removal and Replacement - Bridge#CL-21-LTE-RC</td>
<td>$1,333,750.00</td>
<td>Yes</td>
<td>$1,333,750.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
</tr>
<tr>
<td>38.86</td>
<td>Special</td>
<td>FLRT/Lansing</td>
<td>Volunteer Trail Ambassador Coordinator</td>
<td>$17,500.00</td>
<td>Yes</td>
<td>$17,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>38</td>
<td>New</td>
<td>Meridian Twp</td>
<td>Okemos Road Pedestrian Boardwalk</td>
<td>$1,170,000.00</td>
<td>No</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>37.75</td>
<td>Special</td>
<td>Leslie</td>
<td>Leslie Wayfinding Project</td>
<td>$7,500.00</td>
<td>No</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>34.5</td>
<td>Small Grant</td>
<td>Leroy Twp</td>
<td>Simmons Memorial Park - Trail Attached to Handicap Accessible Park</td>
<td>$50,000.00</td>
<td>Yes 2019</td>
<td>$0.00</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>27.13</td>
<td>Special</td>
<td>East Lansing</td>
<td>Northern Tier Trail Safety Fencing</td>
<td>$331,000.00</td>
<td>No</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,404,949.93</td>
<td>TOTAL RECOMMENDED</td>
<td>$2,024,265.00</td>
<td>$835,896.00</td>
<td>$227,625.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADDITIONAL CONTRACTS FOR TRAILS AND PARKS MILLAGE APPLICATIONS FOR ____________ AND ____________

WHEREAS, Board of Commissioners Resolution #18-110 approved a third round of 18 applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects; and gave non-recommended communities until March 31, 2018 to increase their match for further recommendation by the board; and

WHEREAS, two communities resubmitted their applications by March 31, 2018; and

WHEREAS, Meridian Township increased their match to 25% ($325,000) and a total ask of $975,000.00 and Delhi Township increased their match to 17% ($542,544) for a total ask of $3,167,464.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with __________ for the amount of $_____________ for the funding years of _______ and ________.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with ____________ for the amount of $_________ over the course of the funding years of _____ and ________ to aid in the development of phase _____ of the RAM 2 Burchfield trail.

BE IT FURTHER RESOLVED, that all work will be completed within three years from the date the contracts are executed since the projects are being funded across multiple years, with a project completion date of 2021.

BE IT FURTHER RESOLVED, that if work is not completed within three years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, granting of millage dollars to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase and a permanent sign to remain on the site in perpetuity post completion of the project.

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

BE IT FURTHER RESOLVED, that the 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 & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 3, 2018
SUBJECT: Resolution Revising Parks Department Shelter Fee Waiver Policy

For the meeting agenda of 4/16/18 Human Services and 4/18/18 Finance

BACKGROUND
Board of Commissioners Resolution #17-111 authorized guidelines for the waiving of Ingham County Park fees. Park staff is recommending a limit of three shelter waivers be granted per group per year. This will still allow groups requesting a shelter fee waiver access to the park. It will also allow for other customers to book a shelter and pay for the reservation.

ALTERNATIVES
By providing three waivers per group per year, this allows these groups access to the park. After the three waivers are used, the group can either pay for the shelter or choose to come to the park without a reservation and use a shelter on a first-come, first-serve basis.

FINANCIAL IMPACT
This will allow for additional shelter reservation by paying customers by reducing the number of bookings we do for fee waivers. For example, we have had a non-profit group book several Fridays in a row for the Red Tail Shelter at Hawk Island. This shelter rents for $260 per day. This totaled approximately $3,000 which was waived.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a motion at their March 26, 2018 meeting.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION REVISING THE PARKS DEPARTMENT SHELTER FEE WAIVER POLICY

WHEREAS, Board of Commissioners Resolution #17-111 authorized guidelines for the waiving of Ingham County Park fees; and

WHEREAS, staff is recommending limiting the number of shelter waivers per group to a limit of three waivers per year.

THEREFORE BE IT RESOLVED, that the following guidelines shall apply to the waiving of Ingham County Park Fees:

☐ Shelter fees will be waived by the Director of Parks for a limit of three waivers per group per year:
  ○ Ingham County Schools-whose students are under age 18 (Monday-Friday)
  ○ Organized Ingham County Youth Groups-whose members are under age 18 (Monday-Friday)
  ○ Volunteer groups, whose activities benefit the Parks Department
  ○ Military and Veteran Organizations (Monday-Friday)
  ○ Public safety organizations from within Ingham County (Monday-Friday)
  ○ Ingham County Departments (Monday-Friday)
  ○ Other Park and Recreation Agencies (Monday-Friday)
  ○ Internal use by the Parks Department (no limit of waivers)

BE IT FURTHER RESOLVED, that the guidelines listed above take effect upon passage of the resolution by the Board of Commissioners.
TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: March 28, 2018
SUBJECT: Storage Area Network (SAN) Support renewal

BACKGROUND
In 2013, Ingham County purchased an enterprise wide storage area network solution from Dell Computers (Resolutions 13-230 & 13-231). Five years of service and support was included with this purchase. That support contract expires on July 1, 2018. This system houses over 95% of the County’s servers therefore, it is critical that we keep it covered by a maintenance and support agreement.

ALTERNATIVES
There are no alternatives as this is a Dell product that can only be supported by Dell.

FINANCIAL IMPACT
The funding for this support renewal will come from the County’s Innovation and Technology Department’s Network Maintenance fund #636-25810-932030.

OTHER CONSIDERATIONS
Pricing from the recommended vendor is off the competitively bid Midwestern Higher Education Commission (Contract No. MHEC-07012015) contract for Dell Computers, Inc.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to renew our Dell Compellent support agreement for a term of three years through Avalon Technologies in the amount of $264,135.35
WHEREAS, Ingham County currently utilizes a Dell Compellent Storage Area Network for all production based data storage; and

WHEREAS, annual maintenance is required to maintain the system software and hardware in order to assure a high level of redundancy and reliability; and

WHEREAS, the existing maintenance and support contract expires on June 30, 2018; and

WHEREAS, the payment totaling $264,135.35 for three years of support will provide support from July 1st 2018- June 30th 2021; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed software updates and hardware support to maintain reliable operation of our existing Storage Area Network investment.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of support from Avalon Technologies in the amount not to exceed $264,135.35.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Maintenance Fund (#636-25810-932030).

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

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: April 3, 2018

SUBJECT: Proposed 2018 Local Bridge Program Funding Applications

For the County Services Committee meeting agenda in April 17, 2018
For the Finance Committee meeting agenda in April 18, 2018
For the BOC meeting agenda in April 24, 2018

Major county bridge repair, replacement, and preventative maintenance projects are typically funded by the Local Bridge Program (LBP), which is funded by a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Local Bridge Program applications for this year are due on, or before, May 1st for fiscal year 2021 funding. Each agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs and the Road Department would need to fund the remaining 5%.

The Road Department contracts to have all county bridges inspected, biennially or more frequently, by a state certified bridge inspection consultant as required by federal requirements. Our inspection consultant is required to recommend bridge project candidates for replacement, rehabilitation, or preventative maintenance as part of their contract deliverable.

Ingham County Road Department staff thoroughly evaluated our inspection consultant’s recommendations and presented a list of bridge projects, for which funding applications are to be submitted, to the Ingham County Road Advisory Board on April 4, 2018. The Ingham County Road Advisory Board approved 2018 bridge funding applications are as follows:

<table>
<thead>
<tr>
<th>Bridge</th>
<th>Comments</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietz Road bridge over Red Cedar River, Locke Twp.</td>
<td>Primary road bridge replacement, 700 ADT, closed to traffic (03-07-17) due to beam and deck deterioration.</td>
<td>Repl-1</td>
</tr>
<tr>
<td>Nobel Road bridge over Deer Creek, Wheatfield Twp.</td>
<td>Local road bridge replacement, 772 ADT, posted for 30 tons, 49 tons, and 64 tons.</td>
<td>Repl-2</td>
</tr>
</tbody>
</table>
Waverly Road bridge over the Grand River, Delhi Twp.

Primary road bridge rehabilitation, consisting of a superstructure replacement, 2,695 ADT, posted for 22 tons, 24 tons, and 32 tons.

Rehab-1

Holt Road bridge over Doan Creek, Leroy Twp.

Primary road bridge rehabilitation, consisting of a superstructure replacement, 900 ADT, posted for 42 tons, 51 tons, and 62 tons.

Rehab-2

Bridge deck preventative maintenance on the following Primary Road Bridges:

1. College Road Bridge over Sycamore Creek, Alaiedon Township
2. Dobie Rod Bridge over the Red Cedar River, Meridian Township
3. Gramer Road Bridge over the Red Cedar River, Leroy Township
4. Hagadorn Road Bridge over the Red Cedar River, Meridian Township
5. Howell Road Bridge over Sycamore Creek, Vevay Township
6. Old Plank Road Bridge over the Grand River, Onondaga Township
7. Onondaga Road Bridge over the Grand River, Onondaga Township
8. Waverly Road Bridge over the Grand River, north of Willow, Lansing Township
9. Webberville Road Bridge over the Red Cedar River, Leroy Township

PM-1

Based on the Ingham County Road Advisory Board’s approval, we are soliciting similar support from the Board of Commissioners because the Local Bridge Program requires the road agency’s governing body to pass a resolution in support of the bridge funding applications.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROPOSED 2018 INGHAM COUNTY BRIDGE FUNDING APPLICATIONS

WHEREAS, federal and state funding is made available for major bridge reconstruction, rehabilitation, and preventative maintenance projects through the Local Bridge Program; and

WHEREAS, the Local Bridge Program requires an application process where “… a current resolution, signed and dated, from the governing board supporting the project” must be submitted for bridge projects to be considered for funding under this program; and

WHEREAS, the Ingham County Road Department has all Ingham County road bridges inspected by a state certified bridge inspection consultant biennially, or more often, as federally required; and

WHEREAS, the state certified bridge inspection consultant recommends bridge projects for replacement, rehabilitation, and preventative maintenance, which is provided to and evaluated by Road Department staff; and

WHEREAS, Road Department staff concurs with the bridge inspection consultant’s bridge project recommendations and priorities; and

WHEREAS, the Ingham County Road Advisory Board was convened for a meeting on April 4, 2018, among other issues, to consider and advise the Board of Commissioners on projects to be submitted for federal and state Local Bridge Program funding; and

WHEREAS, upon reviewing the county bridge needs and input from Road Department staff, the County Road Advisory Board passed a motion recommending approval for submitting funding applications to address replacement, rehabilitation, and preventative maintenance needs for the following bridges:

1. Replacement of the Dietz Road Bridge over the Red Cedar River, Locke Township
2. Replacement of the Nobel Road Bridge over Deer Creek, Wheatfield Township
3. Rehabilitation of the Waverly Road Bridge over the Grand River, Delhi Township
4. Rehabilitation of the Holt Road Bridge over Doan Creek, Leroy Township
5. Bridge deck preventative maintenance on the following nine Primary Road Bridges:
   a. College Road Bridge over Sycamore Creek, Alaiedon Township
   b. Dobie Road Bridge over the Red Cedar River, Meridian Township
   c. Gramer Road Bridge over the Red Cedar River, Leroy Township
   d. Hagadorn Road Bridge over the Red Cedar River, Meridian Township
   e. Howell Road Bridge over Sycamore Creek, Vevay Township
   f. Old Plank Road Bridge over the Grand River, Onondaga Township
g. Onondaga Road Bridge over the Grand River, Onondaga Township

h. Waverly Road Bridge over the Grand River (north of Willow St.) Lansing Township

i. Webberville Road Bridge over the Red Cedar River, Leroy Township

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Road Department staff to submit five applications for the bridges listed above to solicit fiscal year 2021 Local Bridge Program funding.
TO:       County Services and Finance Committees
FROM:     Tom Gamez, Director of Operations ICRD
DATE:     April 2, 2018
SUBJECT:  RFP 58-18, Processed Road Gravels, Various Crushed Aggregates and 2NS Sand

The purpose of this correspondence is to support the attached resolution to purchase processed Road Gravels, Crushed Aggregates and 2NS sand for the scheduled 2018-2021 construction and maintenance programs of the Ingham County Road Department (ICRD). These agreements will be for 3 years with a 2 year renewal option, if approved by both parties.

The ICRD annually purchases 21AA, 22A, 23A processed road gravels, 6A crushed limestone, 6A natural aggregates and 2NS sand. These different types of aggregates are designed to meet the various needs for winter maintenance, building and repairing of Ingham County roads. The aggregates shall be delivered to the required site by the supplier or picked up by ICRD staff, at the bid price per ITB 58-18 for various road maintenance operations.

These Aggregates shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Aggregates, Section 902.

The Road Department’s adopted 2018-2021 budgets shall include controllable expenditures and funds for this and other maintenance material purchases.

Bids for processed road gravels, crushed aggregates and sand were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #58-18, and it is their recommendation, with the concurrence of ICRD, to award all four bids and purchase of 21AA, 22A, 23A processed road gravels, 6A crushed limestone, 6A natural aggregates, and 2NS sand on an as-needed, unit price per ton basis from the following vendors:

1. Sunrise Aggregate 2100 Swan Road Dansville, Mi. 48819
2. Searles Construction Inc.1213 N. US-27 St. Johns, Mi. 48879
3. Stoneco of Michigan 3700 Patterson Road Middleville, Mi. 49333
4. Carl Schelgel Inc. 16527 Wood Road Lansing, Mi. 48906

The decision to where the gravel, aggregates and sand will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $300,000.
Therefore approval of the attached resolution is recommended to authorize purchase 21AA, 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand for the Road Department’s 2018 - 2021 seasonal supplies.
TO: Tom Gamez, Road Department
FROM: James Hudgins, Director of Purchasing
DATE: March 28, 2018
RE: Memorandum of Performance for RFP No. 58-18 Processed Road Gravels, Various Crushed Aggregates and 2NS Sand.

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing processed road gravel, various crushed aggregates, and 2NS sand for the Ingham County Road Department, for a period of three (3) years with an option for a two-year renewal. Prices will remain constant with no yearly price increases for the initial three-year term of the contract.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
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<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>20</td>
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<td>Vendors responding</td>
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A summary of the vendors’ costs is on the following pages:

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

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

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

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<thead>
<tr>
<th>Vendor</th>
<th>21AA Gravel</th>
<th>22A Gravel</th>
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<th>2NS Sand</th>
<th>6A Crushed</th>
<th>6A Crushed</th>
<th>21AA Delivered</th>
<th>22A Delivered</th>
<th>23A Delivered</th>
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INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF 2018-2021 SEASONAL REQUIREMENTS OF PROCESSED ROAD GRAVELS, CRUSHED AGGREGATES AND 2NS SAND

WHEREAS, the Road Department annually purchases 21AA, 22A and 23A processed road gravels, 6A crushed limestone, 6A natural aggregates, and 2NS sand. The different types of aggregates are designed to meet the various needs for winter maintenance, building and repairing of county roads; and

WHEREAS, the Road Department’s adopted 2018-2021 budgets shall include controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed for 21AA, 22A and 23A processed road gravels, 6A crushed limestone, 6A natural aggregates and 2NS sand from 4 vendors, based on bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $300,000 per year; and

WHEREAS, bids for 21AA, 22A, 23A processed road gravels, 6A crushed limestone, 6A natural aggregates, and 2NS sand mixtures were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #58-18, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase on an as-needed, unit price per ton basis from 4 responding bidders; Sunrise Aggregate, Searles Construction, Stoneco of Michigan and Carl Schelgel Inc. (pricing included on the bid tab portion of the attached Memo of Performance) and purchase on an as-needed, unit price per ton basis; and

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

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids for a 3 year agreement with a 2 year renewal option and authorizes the purchase of 21AA, 22A, 23A processed road gravels, 6A crushed limestone, 6A natural aggregates, and 2NS sand on an as-needed, unit price per ton from all four respondents to ITB 58-18.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all four listed suppliers and purchase aggregate materials as needed and budgeted.
TO: Ingham County Board of Commissioners
FROM: Cynthia Wagner
DATE: April 3, 2018
SUBJECT: Potter Park Zoo Incentives
For the meeting agenda of April 17th, 2018

BACKGROUND
Potter Park Zoo is a community organization and has been millage funded by Ingham County residents since 2007. Potter Park Zoo feels honoring members of the community on special holidays with free admission is one way to give back to the community. Special community event days have been part of Potter Park Zoo’s history since 1992. Each of the proposed incentives allows Potter Park Zoo the opportunity to reach a larger audience and engage visitors who otherwise may not be able to visit the Zoo.

The Board of Commissioners adopted Resolution #17-066 Visitor Incentives at Potter Park Zoo in April 2017. We are requesting to amend this resolution and include three additional incentives.

ALTERNATIVES
The alternative is to discontinue free or discounted admission for some or all of the proposed incentives.

FINANCIAL IMPACT
Incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

OTHER CONSIDERATIONS
The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. Each event or incentive day at the zoo provides an opportunity to promote and increase awareness of activities and opportunities at the zoo as well as create monetary accessibility for members of the community.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to amend resolution #17-066 and approve three additional visitor incentives at Potter Park Zoo.
WHEREAS, the Ingham County Board of Commissioners adopted Resolution #17-066 authorizing visitor incentive programs at Potter Park Zoo; and

WHEREAS, Potter Park Zoo wishes to include three additional incentives, Fourth of July, Grandparent’s Day, and veteran families included on Veteran’s Day; and

WHEREAS, citizens of Ingham County have invested in the operation of Potter Park Zoo through the passing of a .41mil levy; and

WHEREAS, positive visitor experience and incentive for increased attendance are valuable to Potter Park Zoo and beneficial to the community.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approve amending Resolution #17-066 to include the following visitor incentive programs at the Potter Park Zoo.

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<th>New Incentives</th>
<th>Fees</th>
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<td>Fourth of July (July)</td>
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<td>Grandparent’s Day (September)</td>
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<tr>
<td>Veteran’s Day (November)</td>
<td>Veteran’s and Families Free Admission</td>
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BE IT FURTHER RESOLVED, all other fees set by Resolution #17-066 will remain the same as adopted by the Board of Commissioners.

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<th>Current Incentives</th>
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<td>Free Admission and Parking with Tourist Passport</td>
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<td>Greater Lansing Convention and Visitor’s Bureau</td>
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<td>College Day (October)</td>
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<td>Registered groups 20+ (April-October)</td>
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TO: Potter Park Zoo Advisory Board
FROM: Cynthia Wagner
DATE: 3-29-18
SUBJECT: Potter Park Zoo Film and Photography Policy
For the meeting agenda of 4-17-2018

BACKGROUND
Potter Park Zoo (Zoo) is a community-supported institution that is home to nearly 600 animals. The Zoo provides opportunities for family entertainment, educational programs, special events, and supports global conservation and species survival programs. The zoo grounds also provide a high-quality environment and desirable subject material for personal, amateur, and commercial film and photography.

The Zoo wants to encourage film and photography activities but also needs to protect the experience, safety, and rights of guests; the safety of its animals and staff; and the integrity of its environment. The Zoo also believes that the County should not bear the costs of for-profit film and photography activities carried out on zoo grounds. The proposed Film Policy (Policy) is intended to meet these objectives by establishing reasonable oversight of, and reimbursement for, film and photography activities.

The Policy is not intended to restrict individual’s rights to record their personal enjoyment of the zoo or to unreasonably burden those persons engaged in amateur or commercial activities for financial gain. It is, rather, intended as a balance between encouraging photo and film use of the Zoo and the safety, animal welfare, environmental, and financial considerations of management.

ALTERNATIVES
Alternatives include no policy (the existing condition), and other policy constructions that are more or less restrictive.

FINANCIAL IMPACT
None of the alternatives will likely have a substantial effect on Zoo revenues unless there is a request for long-term, extensive use such as for a movie. Implementation of a policy with cost reimbursement elements will, however, marginally help defray management costs.

OTHER CONSIDERATIONS
The health and safety of animals and visitors is the Zoo’s primary concern. Not having a Film and Photography policy makes it more difficult to reach this objective because the Zoo has no means for employing reasonable oversight of potentially unsafe or otherwise disruptive uses. Film and photography policies are broadly applied at zoos, aquariums, gardens, and museums for this specific purpose. The Zoo’s proposed policy is consistent with similar ones in effect at such public institutions and tailored to conditions specific to Potter Park.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to implement a film policy at Potter Park Zoo.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A FILM POLICY AT POTTER PARK ZOO

WHEREAS, Potter Park Zoo (Zoo) is a community-supported institution that is home to nearly 600 animals; and

WHEREAS, the Zoo provides opportunities for family entertainment, educational programs, special events, and supports global conservation and species survival programs; and

WHEREAS, the zoo grounds also provide a high-quality environment and desirable subject material for personal, amateur, and commercial film and photography; and

WHEREAS, the Zoo wants to encourage film and photography activities but also needs to protect the experience, safety, and rights of guests; the safety of its animals and staff; and the integrity of its environment.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby adopts the attached Potter Park Zoo Film and Photography Policy in its entirety.
Potter Park Zoo
Film and Photography Policy

Mission: Inspiring Conservation of Animals and the Natural World

Requests and Approvals:

Potter Park Zoo is pleased to consider requests to film educational, informational, commercial or entertainment-based programming on premises. All requests must be made in writing to the zoo Communications Manager a minimum of two weeks in advance of the requested shoot. The film/photography waiver must be signed and submitted as well as the appropriate fee as agreed upon prior to beginning the project on zoo grounds.

Written Requests Must Include:

- Company name, contact information and general project description
- Publishing and/or broadcast intentions of zoo-obtained content
- Size of the crew, volume of equipment, vehicles for parking
- Estimated amount of time required, including set-up and take-down
- Proposed animals, areas or activities desired to film
- Proposed zoo staff desired to film/interview along with outline of interview questions
- Necessary assistance from zoo staff (i.e. electrician, curators, keepers, golf carts, security)
- Preferred date and time, as well as an alternative date in case of rain or poor weather conditions
- Proof of valid liability insurance workers compensation coverage for all persons participating

Non-Commercial Photo/Film:

Film and still photography are welcomed for personal non-commercial use. If photos and/or film are for non-commercial purposes, you may come to the Potter Park Zoo as a regular visitor (admission and parking fees will apply; please see our website for current hours and prices, www.potterparkzoo.org) and take your photos and/or film provided all the following apply:

1. Photos and/or film cannot be sold or professionally published.
2. Tripods and Monopods are permitted as long as they do not block visitor pathways.
3. The regular flow of zoo traffic is not disrupted while filming or taking photos.
4. Zoo visitors, staff or the animals are not disrupted in any way.
5. Photos and/or film are taken during regular zoo hours.
6. All people involved will stay behind exhibit barriers utilizing public areas only.
7. No special consideration is provided by Potter Park Zoo (e.g., electrical outlets, golf carts, public safety, etc.).
Commercial Photo/Film:

The following guidelines apply to production companies interested in filming programs about the zoo or its animal collection, documentary filming for educational/informational purposes, or commercial shoots. No photos, audio or video recordings taken at the zoo may be used for commercial purposes without the advance consent of the Zoo Director or designee.

1. Waiver and payment must be submitted prior to arriving on zoo grounds for the shoot.
2. A member of the zoo’s staff must accompany film crews/photographers on premises.
3. If animal care staff is required for filming (animal handling, interaction, feeding, oversight, interviews, background info, etc.), an hourly fee may be charged in order to ensure the care and well-being of the animals without interruption.
4. Film crews are encouraged to make a site visit prior to filming to review and agree upon all shooting locations, property access and other needs.
5. Film crews and equipment (to be approved) are permitted in visitor approved areas only, unless prior approval is obtained from the Zoo Director or designee.
6. No drones or Go Pros are allowed in the zoo without prior consent of the Zoo Director or designee.
7. No harm, physical intrusion or disturbances to animals, exhibits or public will be permitted.
8. No outside animal(s) may be brought onto zoo grounds.
9. Visitors must not be denied access to viewing of any exhibit.
10. Tripods and Monopods are permitted as long as they do not block visitor pathways.
11. If sound is to be recorded, the Zoo will attempt to minimize noise but we cannot guarantee a quiet environment.
12. Potter Park Zoo must be credited in the film and/or photo when requested by the Zoo Director or designee.
13. Final copies of film or photos will be provided to the zoo for archival purposes.
14. All photography, filming and recordings must be consistent with the Zoo’s mission and must promote the education and conservation goals of the Potter Park Zoo.
15. Normal zoo rules and regulations apply. No balloons or other items that pose a threat to the animals will be permitted.
16. For commercial shoots, a valid certificate of insurance covering all persons participating is required.

The health and safety of animals and visitors is our primary concern. Zookeepers, curators, veterinarians and other Zoo staff may set limitations on a case-by-case basis. As a general rule, most restrictions apply to those areas off public view, and in some cases, in which the health and safety of animals, guests, or staff would be at risk.

Note: The Potter Park Zoo Director or designee reserves the right to grant, deny, or terminate filming on Potter Park Zoo grounds.
Fees, If Applicable:

Site fees apply to shoots deemed commercial by the zoo and are based on length of time needed for the shoot in public areas of the zoo during regular business hours. Because photo sessions and filming require extra staff time and disrupt routine zoo operations, fees are charged to offset these costs and challenges.

Baseline Facility Fee Schedule

Commercial filming/photography $500.00 location fee for the first hour - $250 per hour after

Additional fees may apply if an extension of time or zoo staff is required (animal care staff, security, etc.). Facility fees serve as a benchmark. Actual fees may be higher or lower depending upon space and resource requirements to accommodate the shoot and PR value for the zoo.

- Animal Care Staff (i.e., keepers) $45.00 per hour
- Maintenance Staff $45.00 per hour
- Public Safety Staff $35.00 per hour
- Curator/Veterinarian $80.00 per hour

Note regarding student films: Students with a media assignment are required to have a letter from a school official verifying the applicant’s enrollment status and that the shoot is related to course work.

All payments shall be made prior to the beginning of the shoot.
Payment types accepted: Certified or Cashier’s Check, Money Order (No Personal Checks), and Credit Card
Make payable to: Potter Park Zoo
1301 S. Pennsylvania Ave.
Lansing, MI 48917
ATTN: Public Relations Department
IN CONSIDERATION of being permitted to participate in filming or photography at the Potter Park Zoo located at 1301 S. Pennsylvania Ave., Lansing, MI 48912, I (the undersigned participant), INTENDING TO BE LEGALLY BOUND, do hereby, for my heirs, executors, administrators and representatives, ASSUME ALL RISK INHERENT IN MY PARTICIPATION IN FILMING AND PHOTOGRAPHY AT THE POTTER PARK ZOO, and further agree to, and do hereby release, waive, discharge, covenant not to sue, and agree to indemnify the Potter Park Zoo and Zoological Society and Ingham County, its officers, employers, sponsors, volunteers, representatives and agents, of and from any claim in law or equity for injury or damages of any type whatsoever which I may make or incur arising out of my participation in the aforementioned activity, including payment of legal fees or costs incurred by Ingham County in defending any such claim.

In addition, I authorize and grant permission to Ingham County Personnel to secure emergency medical and/or hospital treatment which I may require as a result of my participation of filming or photography.

I HEREBY AGREE THAT I AM FULLY AWARE OF ALL THE INHERENT RISKS AND DANGERS ASSOCIATED WITH FILMING AND PHOTOGRAPHY AND THAT ZOO ANIMALS ARE LIVE ANIMALS WHOSE BEHAVIOR CANNOT BE PREDICTED WITH 100% CERTAINTY REGARDLESS OF THE AMOUNT OF TRAINING PROVIDED BY POTTER PARK ZOO, AND DO HEREBY_ASSUME AND ACCEPT ALL SUCH RISKS. I AM NOT AWARE OF ANY CONDITION, PHYSICAL OR OTHERWISE, WHICH COULD BE AGGRAVATED, WORSENED OR OTHERWISE ADVERSELY AFFECTED BY MY PARTICIPATION IN FILMING AND PHOTOGRAPHY AT THE POTTER PARK ZOO IDENTIFIED ABOVE.

I am signing this Waiver and Release form of my own free will and volition and I acknowledge that I have read this Waiver and Release form and fully understand it and that I am of legal age to execute this Agreement.

_________________________________________    ________________
Print Participant Name                      DOB

_________________________________________    ________________
Signature of Participant                      Date

_________________________________________    ________________
Print Name of Emergency Contact              Day Phone #    Evening Phone #

Participant’s Address, County, and Zip Code
POTTER PARK ZOO
FILM AND PHOTOGRAPHY
MINOR WAIVER AND RELEASE FORM

IN CONSIDERATION of allowing the below named MINOR to participate in filming or photography at the Potter Park Zoo located at 1301 S. Pennsylvania Ave., Lansing, MI 48912, the MINOR AND PARENT OR GUARDIAN, INTENDING TO BE LEGALLY BOUND, do hereby, for the MINOR, the MINOR’s, heirs, executors, administrators and representatives, ASSUME ALL RISK INHERENT IN THE MINOR’S PARTICIPATION OF FILMING AND PHOTOGRAPHY AT THE POTTER PARK ZOO, and further agree to, and do hereby release, waive, discharge, covenant not to sue, and agree to indemnify the Potter Park Zoo and Zoological Society and Ingham County, its officers, employers, sponsors, volunteers, representatives and agents, of and from any claim in law or equity for injury or damages of any type whatsoever which the MINOR AND PARENT OR GUARDIAN may make or incur arising out of the MINOR’s participation in the aforementioned activity, including payment of legal fees or costs incurred by Ingham County in defending any such claim.
In addition, the MINOR AND PARENT OR GUARDIAN authorize and grant permission to Ingham County Personnel to secure emergency medical and/or hospital treatment which the MINOR may require as a result of the MINOR’s participation in filming or photography. The Parent/Guardian further recognizes and agrees he/she is executing this WAIVER AND RELEASE FORM on behalf of himself/herself and on behalf of the MINOR.
THIS MINOR AND PARENT OR GUARDIAN HEREBY AGREE THAT HE/SHE IS FULLY AWARE OF ALL THE INHERENT RISKS AND DANGERS ASSOCIATED WITH FILMING AND PHOTOGRAPHY IN THAT ZOO ANIMALS ARE LIVE ANIMALS WHOSE BEHAVIOR CANNOT BE PREDICTED WITH 100% CERTAINTY REGARDLESS OF THE AMOUNT OF TRAINING PROVIDED BY THE ZOO, AND DO HEREBY ASSUME AND ACCEPT ALL SUCH RISKS. HE/SHE IS NOT AWARE OF ANY CONDITION, PHYSICAL OR OTHERWISE, WHICH COULD BE AGGRAVATED, WORSENED OR OTHERWISE ADVERSELY AFFECTED BY THE MINOR’S PARTICIPATION IN FILMING AND PHOTOGRAPHY AT THE POTTER PARK ZOO IDENTIFIED ABOVE.
I am signing this Waiver and Release form of my own free will and volition and I acknowledge that I have read this Waiver and Release form and fully understand it and that I am of legal age to execute this Agreement and am the Parent or Guardian of the MINOR.

Print Participant Name (Minor) ___________________________ DOB ____________

Print Name of Parent or Guardian ___________________________ FATHER/MOTHER/GUARDIAN (Circle One)

Signature of Parent or Guardian ___________________________ Date ____________

Print Name of Emergency Contact ___________________________ Day Phone # ____________ Evening Phone # ____________

Participant’s Address, County, and Zip Code ___________________________
Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2018. The total increase to the General Fund is $389,160.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2017. Some of the larger projects carried over from the 2016 and 2017 budgets include $151,200 for the McNamara accessible boat launch, $147,926 for the Overlook Shelter Roof Restrooms, and $130,900 for new boilers for HSB with ongoing major imaging/scanning projects, $293,068 for Circuit Court, $124,845 Probate Court, and $236,432 for the Clerk. 911 Emergency Dispatch requested $300,000 of 2017 funds for the VESTA 911 phone system upgrade. The IT department had a number of unfinished projects including $180,000 for wireless system upgrade, $118,000 web site revamp, $110,000 network security, $86,000 SAN components, $75,000 UPS replacement and others that total $860,530. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions 16-257, 16-328 and 17-109. The balance of these projects totals $6,435,127. A total of $66,346 in computer replacement budgeted in 2017 are also appropriated to 2018.

The State of Michigan suggested a budget of $750,000 for Personal Property Tax replacement for 2018, an increase of $550,000 over budget. Based on the anticipated 2018 budget employee concessions was originally budgeted in the amount of $300,000, due to additional revenue this is eliminated. Reduction of Jury requested budget $8,750 for software text messaging not needed until 2019 budget. After the retirement of the Economic Development Coordinator the 2018 budget called for economic development functions to be performed by LEAP which lead to additional expense of $41,499. Also, the 2018 budget reduced Cooperative Extension by $50,341 in error. Tri-County Metro Narcotics Squad was awarded Byrne/Jag funding at a reduced amount which leaves a need of additional funding of $6,070. R18-048 authorized a contract for the annual audit which was in need of an additional $30,400 more than the budgeted amount. The use of fund balance uncommitted will be reduced to balance these changes.

After reopening of Cross Country Skiing during January and February 2018, the Parks Director recommended some budget adjustments to the Park’s operating budget, which will increase revenues by $5,000 and increase expenses by $5,000.
A review of the 2017 Fair budget and fund balance lead to a decision to cancel an appropriation of $180,000 in 2018 CIP funds for the purchase of 2 portable shower & restroom, ADA compliant trailers.

Also included is an update of contingency fund spending so far this year. The current contingency amount is $202,921. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
### 2018 Contingency

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<tr>
<th>Description</th>
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<tr>
<td>Adopted Contingency Amount</td>
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<tr>
<td>R17-436: Additional Community Agency Funding</td>
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<tr>
<td>R18-035: Additional Funding for CATS</td>
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<tr>
<td>R18-084: Additional Funding for Sheriff Portable Radios</td>
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<tr>
<td>R18-088: Additional Funding for Jail Based Break Out from Wellness</td>
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<td>R18-114: Additional Funding to Hire Assistant Prosecuting Attorney</td>
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<td><strong>Current Contingency Amount</strong></td>
<td><strong>$202,921</strong></td>
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Agenda Item 11a

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2018 BUDGET 03/13/18</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
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<tr>
<td>101</td>
<td>General Fund</td>
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<td>419,560</td>
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### GENERAL FUND REVENUES

#### 2018 Budget – 03/13/18

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<th>Description</th>
<th>2018 Budget</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
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<td><strong>Tax Revenues</strong></td>
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<td>County Property Tax</td>
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<td>Animal Control</td>
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<td>Circuit Court - Family Division</td>
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### General Fund Revenues

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<tr>
<th>Department</th>
<th>2018 Budget</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
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</thead>
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<td>Treasurer</td>
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<td>Tri-County Regional Planning</td>
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<td>Veteran Affairs</td>
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<td><strong>Total General Fund Revenues</strong></td>
<td><strong>83,290,335</strong></td>
<td><strong>419,560</strong></td>
<td><strong>83,709,895</strong></td>
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### General Fund Expenditures

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<th>Department</th>
<th>2018 Budget</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
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<td>Board of Commissioners</td>
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</table>

**Total General Fund Expenditures**

83,290,335  419,560  83,709,895

**General Fund Revenues**

- **Personal Property Tax Replace**: State of Michigan projected increase $550,000 over budget 2018 amount.

- **Use of Fund Balance-Uncommitted**: Reduction of use of fund balance $130,440 due to above additional revenue.

**General Fund Expenditures**

- **Employee Concessions**: Reduction of employee concessions $300,000 due to additional revenue.

- **Jury Administration**: Reduction of requested budget $8,750 for software text messaging not needed until 2019 budget.

- **Economic Development**: Additional funds requested for new LEAP contract $41,499 to perform function.

- **Financial Services**: Additional funds requested for annual audit per resolution #18-048, $30,400, new contract negotiated to a higher rate than budgeted.
Metro Squad
Additional funds requested $6,070 due to reduction in Byrne/Jag funding.

Cooperative Extension
Additional funds requested $50,341 due to miscalculations in preparation of 2018 budget.

Non-General Fund Adjustments

Parks (F208)
Increase budget to recognize $5,000 income from opening Cross Country Skiing Jan and Feb 2018 and appropriate expense.

Trails & Parks Millage (F228)
Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328 and 17-109 ($6,435,127). Re-appropriate remaining funds for magic carpet at Hawk Island ($4,393) per Resolution 16-198. Re-appropriate funds for McNamara accessible boat launch ($151,200) from CIP 2016, Pump House Building ($18,267), Stone Chip Road ($5,581), Restrooms Refurbishment ($6,707), Gravel/Millings Burchfield & Lake Lansing ($30,000) from CIP 2017, Burchfield Trails & Wayfinding ($17,200) from CIP 2017 and R17-286. Millage Coordinator’s funds for laptop, GPS, Bike ($7,885) from R17-312.

Hotel/Motel (F230)
To cancel transfer to Fund 561 for 2018 CIP project (180,000).

Public Improvement (F245)
Re-appropriate funds for Overlook Shelter roof/restrooms($147,926), gravel road maintenance Lake Lansing South ($7,000) and Burchfield ($7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: District Court Public Bath Flooring ($17,293), and Replace Insulation Rooftop ($15,000) from CIP 2015, Rooftop Duct Insulation ($23,160), and Steam Repairs VMC ($20,000) from CIP 2017, Indoor Firearms Range ($5,000), Lock Replacement Jail ($8,156), and Jail Plumbing Repairs ($8,714) from CIP 2016, Jail Plumbing Study ($25,000), Jail Roof Repairs ($33,847), Training Center Roof ($21,096), Lock Repair Parts ($14,689) all from CIP 2017, Jail Heat Pumps/Piping ($45,000), and Replace Jail Water Softener ($25,000) from CIP 2016, RTU Duct Insulation ($23,160) from CIP 2017, Floor Women’s Health ($9,900), and Floor Waiting Area Child Health ($7,000) from CIP 2015, Restore Tile Floors Mason ($6,500) from CIP 2017.

Register of Deeds Automation (F256)
Re-appropriate $1,330 for the computer replacements not purchased in 2017.

911 Emergency Phone (F261)
Re-appropriate funds for the following projects; Radio system battery replacement ($20,000) per 2016 capital budget and Phone System Upgrade to VESTA 911 ($300,000) from the CIP 2017. Re-appropriate $449 for 911 computer replacements not purchased in 2017.
To cancel 2018 CIP funds for project 2 Portable Shower & Restroom, ADA Compliant Trailers ($180,000) due to lack of fund balance.

Bldg. Authority Operating
Re-appropriate funds for the following projects at HSB; Replace Entrance Door ($13,215) from CIP 2016, New Boilers ($130,900), Drop Ceiling Public Health ($10,000) from CIP 2015, and Replace Air Separator ($6,705) from CIP 2017.

Innovation & Technology
Re-appropriate remaining funds for the following projects: Probate Court scanning project ($124,845) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project ($236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2017; UPS replacement ($75,000), server replacement hosts ($50,000), wireless system upgrade ($180,000), WAN encryption ($40,000), SAN Components ($86,000), Network Security ($110,000) multi-factor authentication ($53,000), network access control ($70,000), and web services ($25,000), Web Site Revamp ($118,000), Network Security Assessment ($20,000) and Phone System Upgrade ($33,530).

Mach./Equip. Revolving
Re-appropriate Circuit Court’s imaging/scanning project ($293,068), and E-filing software ($10,000) from CIP 2014, video equipment ($80,000), courtroom tech replacements ($10,923), courtview training ($5,000), and key card holder ($2,600) from CIP 2014 and 2015, computer, keyboard, monitor ($2,432) and phonic ear ($750) from 2017. Re-appropriate Parks’ Dump Truck ($40,000) from CIP 2017. Animal Control’s bullet proof vest ($3,300), toughbooks ($10,455) from 2016 and 2017 CIP, District Court’s Lobby Furniture CIP 2016 ($2,592) and Two Way Radios CIP 2017 ($1,750). Re-appropriate funds for computer replacements budgeted but not purchased in 2017 for the following departments; BOC ($1,697), Circuit Court ($3,148), Co-op Ext ($900), District Court ($6,742), Equalization ($2,700), Financial Services ($2,076), FOC ($900), Health Dept ($29,276), and Prosecuting Attorney ($17,126).
TO: Law & Courts, Human Services, County Services, & Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: April 4, 2018

SUBJECT: Ingham County Strategic Plan
For the meeting agendas of 4/12, 4/16, 4/17 and 4/18

BACKGROUND
Ingham County’s current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original. It is being presented to all liaison committees for review and update, if necessary.

ALTERNATIVES
The Board of Commissioners could opt not to make any changes to the 2018 – 2022 plan.

FINANCIAL IMPACT
There is no direct financial impact. However, the goals and strategies included in the Strategic Plan are considered when allocating resources during the annual budget process.

OTHER CONSIDERATIONS
Review of the 5-year strategic plan is necessary to ensure that the strategies and goals remain current.

RECOMMENDATION
I recommend approval of the attached resolution after review by the Board of Commissioners to incorporate any necessary changes.
INTRODUCED BY THE LAW & COURTS, HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2019 – 2023 STRATEGIC PLAN

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt of a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, in 2017, the Board of Commissioners, working with elected officials, department heads and budgetary units completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

WHEREAS, the Board of Commissioners reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

WHEREAS, the Board deemed the plan to be comprehensive, appropriate, aspirational and strategically sound; and

WHEREAS, the Ingham County Board of Commissioners adopted the 2018 - 2022 Ingham County Strategic Plan; and

WHEREAS, the Ingham County Strategic Plan should be reviewed and updated, if necessary, on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2019 – 2023 Ingham County Strategic Plan as presented and modified by the Board membership.
Ingham County Strategic Plan

Vision
Mission
Values
Overarching Priorities
Goals
Strategies
Success Indicators

February 2017
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Background

Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction
Ingham County's Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

Strategic Planning Process and Workshops
The process for creating Ingham County's Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County's vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on March 14, 2017.
Vision and Mission

A vision statement is aspirational. It reflects a desired future for the County.

**OUR VISION**

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

**OUR MISSION**

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.
Values

OUR VALUES

Values guide the actions and behaviors of County leaders and employees in carrying out Ingham County programs, projects and policy development.

While providing County services and doing our work we value:

- Quality resident services;
- Accountability and fiscal responsibility;
- Diversity, equity and inclusion;
- Honesty, integrity and ethics; and
- Creativity and innovation.
Goals and Strategies (2018 – 2022)

A goal is a statement of a specific direction and the desired outcome(s).

The Commissioners developed goals and strategies that address six strategic issue areas:

- Service to Residents
- Communication
- Facilities and Infrastructure
- Information Technology
- Management, Finance and Governance
- Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.
Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

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<th>Overarching Long-term Objective</th>
<th>Goal</th>
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<td>Preventing and controlling disease</td>
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<td>Promoting accessible healthcare</td>
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<td>Assisting in meeting basic needs</td>
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<td>Fostering youth development</td>
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<td>Enhancing access to County records</td>
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<td>Supporting public safety</td>
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<td>Assuring fair and efficient judicial processing</td>
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<td>Providing appropriate evidence based sanctions for adult offenders</td>
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<td>Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles</td>
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<td>Providing a quality transportation system, including roads</td>
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</tr>
<tr>
<td>Providing a suitable and ecologically sensitive drainage system</td>
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<tr>
<td>Providing recreational opportunities</td>
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</tr>
<tr>
<td>Promoting environmental protection, smart growth and conservation</td>
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</table>
Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategies

1. Strive to make facilities and services user-friendly.

2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.

3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.

4. Ensure employees provide complete and courteous responses to resident questions and inquiries.

5. Provide opportunities to gather feedback on County services from the public.
Communication

Goal: Improve service by enhancing the quality of external and internal communication.

Strategies

1. Promote key services through the local media.

2. Provide opportunities for residents and service recipients to share their experiences about County services.

3. Consider ways to brand and unify County messaging.

4. Assure ease of access to information on and maintenance of the County Web site.
Management, Finance and Governance

Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategies

1. Maintain the County’s financial reserves at adequate levels.

2. Continue to monitor adherence to the County’s financial reserve policy.

3. Develop options for service levels depending on the County’s fiscal health.

4. Periodically review and revise policies and contracting procedures to reflect current best practices.

5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.

6. Identify long and short-term funding priorities and financing options for capital projects.

7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.

8. Monitor and address unfunded liabilities.
Information Technology

Goal: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.

2. Annually budget for countywide IT projects including updates to existing software applications.

3. Establish consistent standards for department website design, information postings and monitoring.
Facilities and Infrastructure

Goal: Provide user friendly, accessible facilities and quality infrastructure.

Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.

2. Plan physical space needed for future storage needs.

3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.

Human Resources and Staffing

Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategies

1. Attract and retain employees who value public service.

2. Regularly solicit employee feedback and suggestions for workflow improvements.

3. Encourage employee creativity and innovation.

4. Support employee and professional development.
Conclusion

This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

Kara Hope
Chairperson

Sarah Anthony
Vice Chairperson

Randy Maiville
Vice Chairperson Pro Tem

Victor Celentino, District 1
Rebecca Bahar-Cook, District 2 (2016)
Ryan Sebolt, District 2 (2017)

Bryan Crenshaw, District 4
Todd Tennis, District 5

Penelope Tsernoglou, District 8 (2016)
Mark Grebner, District 8 (2017)

Carol Koenig, District 9
Brian McGrain, District 9

Teri Banas, District 11
Deb Nolan, District 12

Randy Schafer, District 13
Robin Case Naeyaert, District 14

Ingham County Strategic Plan

February 2017
Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE CAPITAL CITY LABOR PROGRAM, INC – 911 NON-SUPERVISORY UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the CCLP – 911 Non-Supervisory Unit through December 31, 2020; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Capital City Labor Program, Inc. through December 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
Economic highlights of the tentative agreement include the following:

- **Contract Duration**: Date of BOC approval thru December 31, 2020

- **Hours and Rates of Pay (Article 20)**:
  20.31 Employees who are on-call shall be compensated as follows:
  
  - 0600 Monday through 0559 Friday compensated at the rate of $25/day
  - 0600 Friday through 0559 Monday compensated at the rate of $30/day
  - For the calendar day of all CBA recognized Holidays compensated at the rate of $35/day

- **Salary Schedule (Article 22)**:
  
  - Effective the first full pay period following approval by the BOC – 5% wage increase applied to the current 2017 Salary Table
  - 2019 0% wage increase, Reopener – each party may choose one issue for reopener, to take effect on or after January 1, 2019
  - 2020 0% wage increase, Reopener – each party may choose one issue for reopener, to take effect on or after January 1, 2020

- **Sick Leave (Article 31)**:
  
  - Annual Cash-Out Option 31.11. Each year the employee may request to be paid for one-half (1/2) of the sick leave credit earned during the prior 12 month period. Effective in 2018, the payment period is changed to June 15th.

- **Hospitalization – Medical Coverage (Article 35)**:
  
  - Incorporate changes as provided by the Health Cost Containment Committee and approved by the Board of Commissioners
  - Dental Insurance: Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioners
April 4, 2018

Ms. Becky Bennett, Board Coordinator
Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Dear Ms. Bennett,

The Lansing City Council will hold a public hearing on April 23, 2018 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing and other interested persons to appear and be heard on the application of Tecomet, Inc. for an Industrial Facilities Exemption Certificate (IFT-01-18) pursuant to Public Act 198 of 1974, as amended, as requested by the applicant for the location indicated below:

Applicant: Tecomet, Inc.
By: Daren Dodson
IFT Location: 5858 Enterprise Drive, Lansing, MI

Legally described as:

LOT 16 EXC COM SW COR LOT 16, TH S 89DEG 35MIN 10SCD E 118.66 FT ON S LINE LOT 16, N 24DEG 03MIN 40SCD W 376.87 FT, S 65DEG 56MIN 20SCD W 108 FT, S 24DEG 03MIN 40SCD E 327.71 FT TO BEG; MIDWAY INDUSTRIAL CENTER.

Approval of IFT-01-18 as requested by Tecomet, Inc. will make certain new property investment (real property) eligible for tax abatements and/or exemptions. Further information regarding this application may be obtained from Mr. Karl Dorshimer, Lansing Economic Area Partnership, 1000 South Washington Ave., Ste. 201, Lansing, Michigan, 48910, (517) 702-3387.

Chris Swope
City Clerk