THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 7, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

1. Sheriff’s Office – Resolution to Authorize a Contract for Dry Cleaning, Laundering and Repair of Issued Uniforms and Clothing
2. Prosecutor’s Office – Resolution to Authorize the Expenditure of Funds to Hire an Assistant Prosecuting Attorney
3. Human Resources – Resolution to Restore the Human Resources Specialist Position
4. Animal Control
   a. Resolution to Accept the MDARD Anti-Cruelty Grant
   b. Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse
5. Facilities
   a. Resolution to Authorize Community Mental Health (CMH) to Utilize Unused Space at the Human Services Building
   b. Resolution to Provide Professional Paving Design Services for the Asphalt Parking Lot
6. Fair Office
   a. Resolution to Authorize a Lease Agreement with CVTS Enterprise, LLC at the Ingham County Fairgrounds
   b. Resolution to Authorize a Part-Time Temporary Position at the Ingham County Fairgrounds
7. Parks Department
   a. Resolution to Authorize Application for a Land and Water Conservation Fund Grant
   b. Resolution to Authorize Application for a Recreation Passport Program Grant
   c. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant
   d. Resolution to Authorize Contracts for Trails and Parks Millage Applications
8. **Health Services Millage** – Resolution Authorizing a Contract Extension with Malanoye Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation

9. **Youth Commission** – Resolution Authorizing the Youth Commission to Raise Funds and Accept Donations on Behalf of the Youth Commission

10. **Road Department**
   a. Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of **29A Crushed Natural Aggregate**
   b. Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of **29A Slag**

11. **Controller/Administrator’s Office**
   a. Resolution to Authorize Participation and Funding for **Booking/Holding Facility Feasibility Study**
   b. Resolution to Authorize Participation and Funding for a **Health Insurance Pool Feasibility Study**
   c. Resolution to Authorize a Transition Overlap for the **Financial Services Director Position**
   d. Resolution Establishing the **Budget Calendar** for 2019

**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](http://www.ingham.org).
Members Present: Grebner, Anthony, Crenshaw, Koenig (arrived at 6:11 p.m.), Louney, Tennis and Schafer

Members Absent: None

Others Present: Deb Fett, Bill Conklin, Tim Morgan, Andy Bouck, Michael Townsend, Liz Noel, and others

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

Approval of the February 7, 2018 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE FEBRUARY 7, 2018 FINANCE COMMITTEE MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Koenig

Additions to the Agenda –

None.

Substitute –

11. Controller/Administrator’s Office
   b. Resolution to Approve a Social Media Policy

Limited Public Comment

None.

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

1. Drain Commissioner – Resolution Pledging Full Faith and Credit to Ferley Consolidated Drain Drainage District Bonds

2. Sheriff’s Office
   a. Resolution to Authorize Purchase of Replacement Batteries and Microphones for Sheriff Portable Radios
   b. Resolution to Authorize a Contract with PJ’s Towing Service for Ingham County Sheriff’s Office Vehicles and Seized Property or Evidence
c. Resolution to Authorize an Amendment to a Current Contract with the Michigan Department of Human Services for Transport Services of Specific Juveniles by Sheriff’s Deputies

3. Homeland Security and Emergency Management – Resolution to Authorize Purchase of Outdoor Warning Siren from West Shore Services

4. Community Mental Health – Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Mental Health Screening Services in the Ingham County Jail to Include On Call Personnel for Weekends and Holidays

5. Parks Department – Resolution to Authorize the Purchase of Splash Pad Equipment for Hawk Island

6. Fair Office – Resolution to Authorize a Contract with Miller’s American Rentals dba American Rentals Inc. to Provide Sanitation Services at the Ingham County Fair and at Various Ingham County Parks

7. Health Department
   a. Resolution to Authorize a Great Start Agreement with the Midland County Educational Services Agency
   b. Resolution to Authorize an Amendment to Resolution #17-432
   c. Resolution to Amend Resolution #18-024 to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
   d. Resolution to Authorize a Pharmacy Agreement with Meijer, Inc.
   e. Resolution to Authorize a Pharmacy Agreement with Walmart

8. Innovation and Technology Department – Resolution to Approve the Contract for E9-1-1 Software

9. Road Department
   a. Resolution to Authorize Acceptance of the Final Plat of Whitehills Lakes South No. 2 and Acceptance of Public Roads
   b. Resolution to Authorize an Agreement with Delhi Township for Cedar Street Reconstruction/Complete Street Redevelopment Holt to Aurelius Roads, Delhi Township
   c. Resolution to Acknowledge Award and Authorize Acceptance of Educational Training Vouchers

11. Controller/Administrator’s Office
    a. Resolution Authorizing Continuation Funding for Jail-Based Break Out Programming from Wellness, InX

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

Please note that later in the meeting, Commissioner Koenig stated she supported all items on the consent agenda.

10. Board of Commissioners – Appointments to the Equalization Subcommittee (No Material)

Chairperson Grebner stated since there was no resolution to tell how many appointees to the Equalization Subcommittee there should be, the Committee would appoint two Commissioners to the Equalization Subcommittee.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. ANTHONY, TO APPOINT COMMISSIONER LOUNEY TO THE EQUALIZATION SUBCOMMITTEE.

The motion was amended as follows:

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. ANTHONY, TO APPOINT COMMISSIONER LOUNEY AND COMMISSIONER SCHAFER TO THE EQUALIZATION SUBCOMMITTEE.

This was considered a friendly amendment.

THE MOTION TO APPOINT COMMISSIONER LOUNEY AND COMMISSIONER SCHAFER TO THE EQUALIZATION SUBCOMMITTEE CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

11. Controller/Administrator’s Office
   b. Resolution to Approve a Social Media Policy

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner Anthony stated the policy read similar to other County policies, in that it outlined all of the things that you could not do and the appropriate ways you should be using social media. She further stated that nowhere in the policy or resolution did it express how it could effectively provide services for County residents and constituents.

Commissioner Anthony stated she read the resolution where it mentioned an interest in the County not being sued, and making sure staff was using it properly. She further stated since the County was forward-thinking, she thought the policy or resolution should highlight the positive ways social media could be used to spread information about things and to inform the citizenry about services provided.
Chairperson Grebner stated he thought the resolution could have a few whereas clauses that mentioned how the world was changing and there were new technological opportunities and new methods of communicating with people instantaneously, and a resolved clause that stated the Board of Commissioners supported departmental efforts to communicate with citizens.

Discussion.

Commissioner Louney asked where Countywide officials fit in with the social media policy. He further stated the policy mentioned all employees and departments within the County, and then went on to mention Public Information Officers, Communication Managers, and Program Leads.

Commissioner Louney asked if those mentions in the policy bound the Countywide officials or people they had doing social media for them to the social media policy.

Commissioner Anthony stated the Countywide officials were probably not bound to the social media policy.

Michael Townsend, Budget Director, stated the Countywide officials could be presented with a policy, but the County could not instruct them to follow it, as the Countywide officials were in control of their departments. He further stated he recalled a similar issue had come about with the County Suspension of Operations Policy, where the various elected officials and departments like that were encouraged to follow the policy, but there was no force from the Controller’s standpoint to make them follow the policy.

Chairperson Grebner stated the force was that the IT Department was under the control of the Board of Commissioners, and unless a department wanted to set up its own IT Department, then the IT Department would try to get them to do the right thing.

Commissioner Louney asked what would happen if the County Clerk or Register of Deeds had their own Twitter account.

Chairperson Grebner stated there was nothing they could do.

Discussion.

Chairperson Grebner stated he presumed a similar thing happened with the judicial bench, where IT services were provided to them, but if they wanted to do something else, they could. He further stated there was a delicate interplay, where the County tried to be cooperative, but the legal interface between the Board of Commissioners and the Countywide officials and the judicial bench was limited.

Commissioner Tennis asked when the amendments to the resolution would be made.

Chairperson Grebner stated he thought the amendments could be made at the full Board of Commissioners meeting.
Commissioner Schafer stated he agreed with the other Committee members’ comments. He further stated that he recalled back in the 1980’s, some elected officials did not have pre-bid conferences, and that had become an issue, so the ethics policy in pre-bid conferences became essential.

Commissioner Schafer stated the Board of Commissioners had more power than they thought, when they said County Commissioners expected all people to follow something.

Commissioner Koenig arrived at 6:11 p.m.

Chairperson Grebner stated he thought the Board of Commissioners had just passed a resolution for compensation to Commissioner Schafer’s point, where it had stated the Board of Commissioners expected the Countywide officials to follow policies.

Discussion.

Commissioner Anthony asked who would oversee the social media usage for the County.

Mr. Townsend stated the IT Department would monitor the social media activity. He further stated each department would develop a Social Media Action Plan (SMAP) to outline how they would use social media.

Discussion.

Commissioner Anthony asked if the IT Department would be the ones who would constantly review accounts and make sure posts were appropriate.

Mr. Townsend stated that was correct.

Chairperson Grebner stated he did not think the IT Department would monitor outgoing tweets, but if there was a complaint, he would assume the complaint would be referred to the IT Department.

Discussion.

Commissioner Anthony asked if there was a requirement that departments had to use social media to reach constituents.

Mr. Townsend stated there was no requirement for departments to use social media, as there had not been a policy regarding social media before that. He further stated this policy had come from the 2017 IT malware issue.

Mr. Townsend stated the SMAP would be important to outline what each department needed to do and to allow the IT Department to police the accounts and make sure it conformed to County standards.
Commissioner Louney asked if he decided to write something on his personal Twitter account that, for instance, attacked the Health Department, if he would be bound by the social media policy.

Commissioner Anthony stated he was an elected official, so he would not be bound by the social media policy.

Discussion.

Commissioner Schafer stated he advised employees not to use County resources for anything other than their direct work.

Discussion.

Chairperson Grebner stated that anyone had the right in their private life to have their own beliefs and disseminate them however they wanted, but the issue became if it was done as a representative of the County, then it probably needed to comport with departmental policy.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Schafer moved to suspend the rules to allow Commissioner Koenig to vote on the consent agenda.

Discussion.

Commissioner Schafer withdrew his motion.

Chairperson Grebner asked if Commissioner Koenig would like it noted in the minutes that she would have been in support of the items on the consent agenda if she had been present for the vote.

Commissioner Koenig stated she would like that noted in the minutes.

Discussion.

Public Comment

Andy Bouck, Undersheriff, updated the Committee regarding flooding in the County. He stated that the most affected areas would be Lansing Township, the Urbandale neighborhood, and the Flowerpot neighborhood.
Undersheriff Bouck stated the City of Lansing Emergency Operations Center had been activated to some extent, and the Dive Team and Fire Department boats were ready to go in the event they were needed if people did not heed the warnings. He further stated that this flooding event was considered a moderate but significant flooding event.

Commissioner Anthony asked if that information had been communicated through social media.

Undersheriff Bouck stated the Sheriff’s Office had posted that information and it had been sent out on the Countywide alert system.

Commissioner Koenig stated the Potter Park Zoo had also communicated that they were closed and the moose might need to move to a new exhibit. She further stated that Animal Control had indicated that they would be willing to help with pets if people needed to evacuate their homes.

Adjournment

The meeting was adjourned at 6:24 p.m.
RESOLUTION ACTION ITEMS:

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

1. **Sheriff’s Office** – Resolution to Authorize a Contract for Dry Cleaning, Laundering, and Repair of Issued Uniforms and Clothing

   The Ingham County Sheriff’s Office requires all Law Enforcement and Corrections personnel to wear issued uniforms and clothing in the performance of their duties. The Sheriff’s Office currently compensates individuals in the Law Enforcement Unit and the Supervisors Unit at a rate of $425.00 annually and the Corrections Unit at a rate of $300.00 annually for such cleaning and repairs pursuant to the collective bargaining agreements. The current collective bargaining agreements permit the transfer of this individual compensation to a contractor for providing such services. A request for proposal resulted in two respondents, and after an assessment of cost and available locations, the Ingham County Sheriff’s Office seeks to contract with Baryames Cleaners for the requested services. This resolution will authorize the Sheriff’s Office to contract with Baryames Cleaners for services involving dry cleaning, laundering, and garment repair for issued or required uniforms and clothing.

2. **Prosecuting Attorney’s Office** – Resolution to Authorize the Expenditure of Funds to Hire an Assistant Prosecuting Attorney

   This resolution will authorize a transfer of up to $76,702 from the 2018 Contingency Fund to the Prosecutor’s budget to hire an Assistant Prosecuting Attorney from April 1 through December 31, 2018. The Ingham County Prosecutor’s Office has seen an increase in sexual assault warrant requests due to the change of policy of some of the local police agencies requiring that every case of sexual assault be reviewed by the Ingham County Prosecutor’s Office. Current staffing is not sufficient to handle the volume of cases that are necessary to be reviewed and prosecuted if authorized. Due to the time sensitive nature of the pending review of these additional criminal cases it is necessary to authorize an additional Assistant Prosecuting Attorney position. Over the remainder of the year, the Prosecutor’s Office will determine what the future needs will be in reviewing and prosecuting these types of crimes.

3. **Human Resources Department** – Resolution to Restore the Human Resources Specialist Position

   In response to the budget reduction requests for the 2018 fiscal year, the Human Resources Department offered a 0.25 FTE reduction of the Human Resources Specialist position. Unexpected but significant department staffing changes have forced reconsideration of the budgeted reduction. The Human Resources Department has offered a resolution to reinstate the 0.25 FTE position for the remainder of 2018 at an estimated cost of $26,000. As with item 6c above, the unusual number of position vacancies in the Human Resources office will minimize, if not eliminate, the need for a fund transfer to cover this added expenditure.

4a. **Animal Control** – Resolution to Accept the MDARD Anti-Crueley Grant

   This resolution will approve acceptance of a grant from the Michigan Department of Agriculture and Rural Development (MDARD). This is an anti-cruelty grant from the MDARD Companion Animal Welfare Fund. The $5,000 grant will be used to offset the cost of the animal cruelty officer’s salary, which is completely funded by grants and donations.
4b. **Animal Control Department** – Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse

On September 27, 2016 the Board of Commissioners approved Resolution 16-409 to authorize the Building Authority to proceed with plans to construct, equip, and finance a new Animal Shelter Facility. The Building Authority is authorized to renovate, construct, furnish and equip the project on behalf of the County, to finance the cost of the project by the issuance of bonds, and to lease the Project to the County. To accomplish this, the Building Authority proposes that the County enter into the Lease with the Authority for the construction of the project. The Lease and the Bonds issued to finance the project will contain the terms and conditions as finally approved by the County and the Authority.

5a. **Facilities** – Resolution to Authorize Community Mental Health (CMH) to Utilize Unused Space at the Human Services Building

This resolution authorizes CMH to utilize unused space at the Human Services Building. CMH currently leases space from Ingham County at the Human Services Building. CMH is requesting to utilize up to 350 sq. ft. of unoccupied space at the Human Services Building near entrance door #2, in the foyer, to be used for a conference room/multi-purpose room. Work will be performed in compliance with state and federal rules and regulations. CMH will pay for a removable wall and all associated costs to convert the space. CMH will also be responsible for the cost of utilities to the converted space and any other costs as per the lease agreement.

5b. **Facilities Department** – Resolution to Provide Professional Paving Design Services for the Asphalt Parking Lot

The Facilities Department continues to work towards the completion of repaving the back parking lot at the Human Services Building. Professional paving design services are required for the proposed repaving of the northeast portion of the lot. The Facilities Department recommends approval of a resolution to award Wolverine Engineers & Surveyors, Inc. a contract to complete this project at a cost not to exceed $17,700.

6a. **Fair Office** - Resolution to Authorize a Lease Agreement with CVTS Enterprise, LLC at the Ingham County Fairgrounds

This resolution authorizes a Lease Agreement with CVTS Enterprise, LLC at the Ingham County Fairgrounds. This resolution is necessary because Steven Taylor, owner of CVTS Enterprise, LLC has acquired the Crest View Tack Shop located on the Fairgrounds, from his parents, who were the former leaseholders. The Fair gets $3,420 annually in lease revenue from the tack shop.

6b. **Fair Office** - Resolution to Authorize a Part-Time Temporary Position at the Ingham County Fairgrounds

This resolution authorizes a part-time temporary position at the Ingham County Fairgrounds. This position will function as the interim Fair Manager until a permanent replacement is hired by the Board of Commissioners. Carol Carlson has agreed to serve in this role. Ms. Carlson has served as interim Fair Manager once before, in 2011. This part-time temporary employee will be compensated at a rate of $25 per hour for no more than 25 hours per week. Funds are available in the Fair budget due to attrition savings from the vacant Fair Manager position.
7a. **Parks Department** - *Resolution to Authorize Application for a Land and Water Conservation Fund Grant*

This resolution authorizes the Parks Department to apply for grant funding to improve accessibility to site amenities and enhance the user experience. In addition, by utilizing the Land and Water Conservation Fund grant it will provide a second universal accessible canoe/kayak launch within the park. This will provide a much desired blue ways loop trail that will be universally accessible from McNamara Landing to Burchfield Park. Board of Commissioners Resolution 17-106 previously authorized allocating matching funds and this resolution requests the Ingham County Board of Commissioners reallocate $32,000 in capital improvement funds, $175,700 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match; and an additional $56,300 from the 2020 Trails and Parks Millage (for a total $232,000 match from the Trails and Parks Millage) for a total local match in the amount of $266,500 for a Michigan Natural Resources Land and Water Conservation Fund Application generating $256,500 for a total $523,000 project cost.

7b. **Parks Department** - *Resolution to Authorize Application for a Recreation Passport Program Grant*

This resolution authorizes a grant application to provide a universal accessible canoe/kayak launch, the first of its kind, to Lake Lansing. This will provide for a blueway trail on Lake Lansing. The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of $59,000 from the Trails and Parks Millage local match for a Michigan Natural Resources Passport Grant generating $137,400 for a total $196,400 project cost.

7c. **Parks Department** - *Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant*

This resolution authorizes a grant application to remove an existing dock at Lake Lansing South and replace it with a pier that will provide boat slips, pedal boat slips, and fishing access. The Parks Department is requesting the Ingham County Board of Commissioners authorizes the use of $156,600 from the Trails and Parks Millage local match for a Michigan Natural Resources Trust Fund Grant generating $300,000 for a total $456,000 project cost.

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

This resolution authorizes two-year agreements with municipalities for trails and parks millage projects as detailed in the chart below:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Amount Requested</th>
<th>Millage Funds Recommended for Funding</th>
<th>Year Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurelius Township</td>
<td>Aurelius Township 5-Year Parks and Recreation Plan</td>
<td>$3,875.00</td>
<td>$3,875.00</td>
<td>2018</td>
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<tr>
<td>Lansing (FLRT)</td>
<td>Volunteer Trail Ambassador Coordinator</td>
<td>$17,500.00</td>
<td>$17,500.00</td>
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<tr>
<td>Lansing</td>
<td>Bank Stabilization - Washington Avenue</td>
<td>$55,000.00</td>
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<tr>
<td>Lansing</td>
<td>Bridge Rehabilitation - Bridge#CL-09-LTW-GR</td>
<td>$78,750.00</td>
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<tr>
<td>Location</td>
<td>Project Description</td>
<td>Amount</td>
<td>Year</td>
<td></td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Lansing</td>
<td>Bridge Removal and Replacement - Bridge#CL-21-LTE-RC</td>
<td>$1,333,750.00</td>
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<tr>
<td>Lansing</td>
<td>Fenner Pathway extension</td>
<td>$455,250.00</td>
<td>2019-2020</td>
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<tr>
<td>Lansing</td>
<td>Universally accessible canoe/kayak launch at City Market</td>
<td>$14,400.00</td>
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<td></td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Moores Park</td>
<td>$10,500.00</td>
<td>2018</td>
<td></td>
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<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Krueger Landing</td>
<td>$10,500.00</td>
<td>2018</td>
<td></td>
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<tr>
<td>Leroy Township</td>
<td>Simmons Memorial Park - Trail Attached to Handicap Accessible Parking</td>
<td>$50,000.00</td>
<td>2019</td>
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<tr>
<td>Mason</td>
<td>Hayhoe Riverwalk Extension- Kerns Road</td>
<td>$153,281.00</td>
<td>2019</td>
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<tr>
<td>Meridian Township</td>
<td>Old Raby Culvert Replacement</td>
<td>$95,000.00</td>
<td>2018</td>
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<tr>
<td>Stockbridge</td>
<td>Lakelands Trail Resurfacing</td>
<td>$809,980.00</td>
<td>2018-2019</td>
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<td><strong>Meridian Township</strong></td>
<td><strong>Okemos Road Pedestrian Boardwalk</strong></td>
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<tr>
<td><strong>Delhi Charter Township</strong></td>
<td><strong>RAM 2 Burchfield Trail</strong></td>
<td><strong>$2,764,210.00</strong></td>
<td><strong>2018</strong></td>
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</tr>
</tbody>
</table>

*The Meridian Township (Okemos Road Pedestrian Boardwalk) and Delhi Township (RAM 2 Burchfield Trail) were added to the resolution by the Finance Committee. The Board of Commissioners referred this resolution back to the Human Services Committee at their meeting of February 13, 2018.

8. **Health Services Millage** – Resolution Authorizing a Contract Extension with Malannoye Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation

This resolution extends the contract with MaLannoye Consulting LLC, through March 31, 2019 for review of IHPC invoices from the 2018 Health Services Millage contract. The amount will not exceed $7,000 from the Health Services Millage for monthly review of invoices and random sampling as to millage eligibility.
9. **Youth Commission** - Resolution Authorizing the Youth Commission to Raise Funds and Accept Donations on Behalf of the Youth Commission

This resolution authorizes the Youth Commission to raise funds and accept donations for the purpose of advancing the goals and mission of the Youth Commission which includes training opportunities for Youth Commission members.

10a. **Road Department** – Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of 29A Crushed Natural Aggregate

The Road Department purchases approximately 1,200 tons of 29A crushed natural aggregate annually for use in road chip-sealing and various other road maintenance operations. The material will be delivered to Road Department Western, Eastern, and Metro facilities. The Department recommends approval of a resolution to authorize purchase of 29A crushed natural aggregate on an as-needed, unit price per ton basis from Gerken Materials at a cost of $21.05 per ton.

10b. **Road Department** – Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of 29A Slag

The Road Department purchases approximately 19,000 tons of 29A Blast furnace slag annually for use in road chip-sealing and various other road maintenance operations. The material will be delivered to Road Department Western, Eastern, and Metro facilities. The Department recommends approval of a resolution to authorize purchase of 29A Blast furnace slag on an as-needed, unit price per ton basis from Yellow Rose Transport Inc. at a cost of $25 per ton.

11a. **Controller’s Office** – Resolution to Authorize Participation and Funding for Booking/Holding Facility Feasibility Study

On June 9, 2015 the Board of Commissioners approved Resolution 15-229 to authorize a contract to Redstone Architects, Inc. to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention, and 55th and 54A District Courts. The City of Lansing contributed $41,850 (25%) toward the total approved cost of $169,835. After much deliberation and study, the City of Lansing modified its building strategy to include just 54A District Court and lock-up facility. Redstone has proposed development of a detailed building plan to develop construction costs projections and allow the Sheriff’s Office to create a staffing plan/operational budget for the new lock-up facility. If proven to be a feasible arrangement, this information will form the basis of a future agreement between the City and County to operate the lock-up facility. The Sheriff’s Office will also address long-standing Court security concerns in the operational study. Plans for climate-controlled storage of Circuit Court and Probate Court records will be included as part of the overall project. The City of Lansing has asked the County to participate in a professional services agreement with Redstone Architects, Inc. to complete an operational study at a total cost of $27,080. A resolution is proposed for County participation in the study for half the quoted cost ($13,540).
11b. **Controller’s Office** – Resolution to Authorize Participation and Funding for a Health Insurance Pool Feasibility Study

The Michigan Association of Counties (MAC) is currently evaluating the interest and feasibility of developing a county health plan pool, leveraging the purchasing power of combined county membership, and cost containment strategies to provide counties and other public agencies with a low cost, high value health plan for county employees. The first step to determine overall benefits of the contemplated pool program is completion of a feasibility study. The study will focus on fulfillment of federal and state application filing requirements and other regulatory needs. MAC has already secured interest in the regional model from six counties, the Community Mental Health Authority and Medical Care Facility. The Cities of Lansing and East Lansing have also expressed interest, but have not yet committed to participation. A resolution is offered to commit up to $95,000 for the feasibility study, with funds committed through the employee benefit fund.

11c. **Controller’s Office** – Resolution to Authorize a Transition Overlap for the Financial Services Director Position

By the end of November, 2018 the incumbent Financial Services Director will retire after 10 years of dedicated service to Ingham County. A resolution is offered to allow overlapping employment of the current and new directors for a six-month transition period to assure administrative continuity. The total cost of a six-month overlap is $79,912. However, an unusual number of position vacancies in the Financial Services office this fiscal year will minimize, if not eliminate, the need for a fund transfer to cover this added expenditure.

11d. **Controller’s Office** – Resolution Establishing the Budget Calendar for 2019

As provided by Public Act 621 of 1978, this resolution will establish the schedule for preparation of the 2019 budget.
TO: Law & Courts Committee
    Finance Committee
FROM: Chief Deputy Jason Ferguson, Ingham County Sheriff’s Office
DATE: February 12th 2018
RE: RESOLUTION TO AUTHORIZE A CONTRACT FOR DRY CLEANING, LAUNDERING, AND REPAIR OF ISSUED UNIFORMS AND CLOTHING

The Ingham County Sheriff’s Office issues or requires uniforms and clothing items for more than 140 employees. This is required to make official Law Enforcement and Corrections personnel readily identifiable to those they serve in the performance of their duties and responsibilities.

In an effort to provide a professional appearance and to maintain or extend the life of the garments, the Ingham County Sheriff’s Office is seeking to provide dry cleaning, laundering, and repair services to employees who are required to maintain a uniform appearance.

RFP #15-18 resulted in Maurer’s Sanitary and Baryames Cleaners as the only respondents. After an assessment of cost and available locations pursuant to the Record of Bid, the Ingham County Sheriff’s Office seeks to contract with Baryames Cleaners for the requested services.
TO: Chief Deputy Jason Ferguson, Sheriff’s Office
FROM: James Hudgins, Director of Purchasing
DATE: February 8, 2018
RE: Memorandum of performance for RFP No. 15-18: Dry Cleaning Services

Per your request, the Purchasing Department sought proposals from qualified vendors to provide dry cleaning services for the Ingham County Sheriff’s Office for a period of three years with an option for renewing for a two-year term.

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>5</td>
<td>5</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

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

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

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Baryames Cleaners</th>
<th>Cleaning Fee Each</th>
<th>Maurer’s Sanitary</th>
<th>Cleaning Fee Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform Shirt</td>
<td>$3.20</td>
<td>$3.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Trousers</td>
<td>$3.20</td>
<td>$2.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Tie</td>
<td>$2.35</td>
<td>$2.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Sweater</td>
<td>$2.85</td>
<td>$3.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Windbreaker</td>
<td>$5.40</td>
<td>$5.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Utility</td>
<td>$5.70</td>
<td>$6.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Civilian Suit</td>
<td>$8.35</td>
<td></td>
<td>$11.50</td>
<td></td>
</tr>
<tr>
<td>Professional Civilian Pant</td>
<td>$3.20</td>
<td></td>
<td>$6.30</td>
<td></td>
</tr>
<tr>
<td>Professional Civilian Shirt</td>
<td>$2.90</td>
<td></td>
<td>$2.70</td>
<td></td>
</tr>
<tr>
<td>Professional Civilian Skirt</td>
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<td></td>
<td>$6.35</td>
<td></td>
</tr>
<tr>
<td>Professional Civilian Tie</td>
<td>$2.35</td>
<td></td>
<td>$3.00</td>
<td></td>
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</tbody>
</table>
**INGHAM COUNTY PURCHASING DEPARTMENT**

**RECORD OF BID/PROPOSAL OPEN**

**OPENING STAMP: 02/08/18 AM 11:00 PUR**

**PACKET #15-18 Dry Cleaning Services**

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

<table>
<thead>
<tr>
<th>X None</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>Maurer's Sanitary</th>
<th>Baryames Cleaners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Pref:</td>
<td>Yes, Lansing</td>
<td>Yes, Lansing</td>
</tr>
<tr>
<td>Timestamp:</td>
<td>01/24/18 AM 10:26 PUR</td>
<td>02/07/18 PM 3:46 PUR</td>
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</tbody>
</table>

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**Recorder: Julie Buckmaster**

**Witness: James Hudgins**
Introducing by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR DRY CLEANING, LAUNDERING
AND REPAIR OF ISSUED UNIFORMS AND CLOTHING

WHEREAS, the Ingham County Sheriff’s Office requires all Law Enforcement and Corrections personnel to wear issued uniforms and clothing in the performance of their duties; and

WHEREAS, the required uniforms and clothing are routinely soiled and/or damaged as a result of the expectations and environments in which the personnel wearing the garments operate; and

WHEREAS, the Ingham County Sheriff’s Office currently compensates individuals in the Law Enforcement Unit and the Supervisors Unit at a rate of $425.00 annually and the Corrections Unit at a rate of $300.00 annually for such cleaning and repair pursuant to the collective bargaining agreements; and

WHEREAS, the current collective bargaining agreements permit the transfer of this individual compensation to a Contractor for providing such services; and

WHEREAS, the Contractor agrees to provide the stated services at rates pursuant to the record of bid/proposal cited in RFP #15-18 (02-08-18).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to contract with Baryames Cleaners for the above cited services involving dry cleaning, laundering, and garment repair for issued or required uniforms and clothing.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the Sheriff are authorized to sign any necessary contract amendment documents consistent with this resolution and approved as to form by the County Attorney.
We are requesting approval to hire an additional Assistant Prosecutor for the period of time of April 1, 2018 – December 31, 2018. This is due to the increased number of criminal sexual assault warrant requests our office is currently receiving. For example, Michigan State University Police Department indicated that they had 103 new disclosures in the past couple of weeks. We are receiving these additional requests due to a change in policy by some of the local police agencies. These agencies are now bringing every sexual assault case for us to review in order to determine if there should be charges issued. We do not have the current staff to handle these complicated and sophisticated requests. Due to the nature of these requests, it is also imperative that these requests are handled in a timely fashion by an experienced prosecutor. Due to the experience necessary for this type of review, we are seeking approval to hire the Assistant Prosecutor at Step 3. The cost including salary and fringe benefits will be $76,702.00. We believe that we can assume the costs of the computer expenses, supplies and any other necessary expenses out of our current 2018 budget.

We believe hiring an Assistant Prosecutor from April 1, 2018 – December 31, 2018 will allow us to review these cases and also determine what our future needs are in reviewing and prosecuting these types of crimes.
INTRODUCED BY THE LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE EXPENDITURE OF FUNDS TO HIRE AN ASSISTANT PROSECUTING ATTORNEY

WHEREAS, the Ingham County Prosecutor’s Office has seen an increase in Sexual Assault Warrant requests due to the change of policy of some of the local police agencies requiring that every case of sexual assault be reviewed by the Ingham County Prosecutor’s Office; and

WHEREAS, the Ingham County Prosecutor’s Office does not have sufficient staff to handle the volume of cases that are necessary to be reviewed and prosecuted if authorized; and

WHEREAS, due to the time sensitive nature of the pending review of these additional criminal cases it is necessary to hire an Assistant Prosecuting Attorney from April 1, 2018 to December 31, 2018; and

WHEREAS, due to the complex nature and experience necessary to review these types of cases it is necessary to hire the Assistant Prosecuting Attorney at Step 3.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a transfer of up to $76,702 from the 2018 Contingency Fund to the Prosecutor’s budget to hire an Assistant Prosecuting Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2018 budget and position allocation list.
TO: Board of Commissioners - County Services Committee and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: 2/20/2018
SUBJECT: Request to restore .25 FTE to existing Human Resources Specialist position
County Services – March 6 and Finance Committee – March 7

BACKGROUND
In response to the budget reduction requests for the 2018 Ingham County Budget, Human Resources offered a .25 FTE reduction of the Human Resources Specialist position (#226011).

Subsequent to that change in FTE, there has been substantial changes to the staff of the Human Resources Department. The incumbent in the Benefits/Leave Analyst position resigned effective February 23, 2018 and Human Resources Director is resigning effective April 20, 2018.

Although the workload of the vacant positions will be shared between several HR staff during the recruitment, selection, on-boarding, and transition process for successors in the positions, the restoration of the .25 FTE Human Resources Specialist position would be instrumental in managing the overall workload of the department.

Human Resources is requesting that the .25 FTE reduction in the position be restored to ensure adequate staffing.

ALTERNATIVES
Although Human Resources could continue to operate, between the .25 FTE reduction and the impending staffing changes, there would be a reduction in customer and the ability to meet project demands in a timely manner.

FINANCIAL IMPACT
Restoring this position would increase the County’s budget by approximately $26,000 annually (current pay and benefits for the position). The financial impact in 2018 would be less based on salary savings from the vacancies and there is only approximately ¾ of the budget year remaining.

OTHER CONSIDERATIONS
This position is currently filled with a knowledgeable staff person with over 3 years experience in the current position.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to restore .25 FTE of the Human Resources Specialist position that was eliminated in the 2018 budget.
RESOLUTION TO RESTORE THE HUMAN RESOURCES SPECIALIST POSITION

WHEREAS, the 2018 County budget included the reduction of a Human Resources Specialist position by .25 FTE; and

WHEREAS, impending changes in current department staffing may impact the ability to meet project deadlines and deliver acceptable customer service to departments and the public; and

WHEREAS, salary savings from vacancies in the Human Resources Department will assist with offsetting the cost of the restoration.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the restoration of .25 FTE for the Human Resources Specialist position (#226011) to the 2018 budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2018 Ingham County Human Resources budget and the position list.
TO: Law & Courts and Finance Committees  
    Board of Commissioners  
FROM: John Dinon – Director, Ingham County Animal Control  
DATE: 16 February 2018  
SUBJECT: Request to accept an anti-cruelty grant  
    For the meeting agendas of March 1 (L&C) and March 7 (Finance)  

BACKGROUND  
The Michigan Department of Agriculture and Rural Development offers grants to animal shelters for a variety of programs from their Companion Animal Welfare Fund including projects that serve to educate the public in proper animal care per the anticruelty laws. ICACS has applied for and been awarded $5,000 to put towards the salary of our animal cruelty officer.  

ALTERNATIVES  
The cruelty officer position is funded through grants and donations. Acceptance of this grant will decrease the amount of money needed from other sources. If we do not accept the grant, we will make up the $5,000 with other raised money.  

FINANCIAL IMPACT  
The cruelty officer position is funded through grants and donations. Acceptance of this grant will help ensure that money from the department budget will not be needed to pay this cost.  

OTHER CONSIDERATIONS  
In addition to providing some grants to animal shelters, MDARD is the state regulatory agency that licenses and inspects shelters.  

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to accept the MDARD anti-cruelty grant.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE MDARD ANTI-CRUELTY GRANT

WHEREAS, the Ingham County Animal Control has applied for and has been approved to receive an anti-cruelty grant from the Michigan Department of Agriculture and Rural Development (MDARD) Companion Animal Welfare Fund; and

WHEREAS, the purpose of this grant is pay part of ICACS’ animal cruelty officer’s salary; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the $5,000 grant from MDARD.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
TO:       County Services and Finance Committees
FROM:    Teri Morton, Deputy Controller
DATE:     February 23, 2018
SUBJECT: For the meeting agendas of March 6 and March 7

BACKGROUND
The Ingham County Board of Commissioners has authorized the Building Authority to proceed with plans to construct, equip and finance a new Animal Shelter Facility (R16-409). In order to finance the project, the Building Authority proposes that the County enter into the Lease with the Authority for the renovation and construction of the project. The Lease and the Bonds issued to finance the project will contain the terms and conditions as finally approved by the County and the Authority.

FINANCIAL IMPACT
The debt cost will be reimbursed by the Animal Control Shelter Replacement and Operational Millage approved by voters in 2016.

RECOMMENDATION
I respectfully recommend approval of the resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF INTENT TO ENTER INTO CONTRACT OF LEASE WITH INGHAM COUNTY BUILDING AUTHORITY; TO AUTHORIZE PUBLICATION OF NOTICE OF INTENT; AND TO DECLARE INTENT TO REIMBURSE

At a regular meeting of the Ingham County Board of Commissioners (the "Board") held on the _____ day of ______, 2018, at ___ _m., Michigan time, in the Ingham County Courthouse in Mason, Michigan.

PRESENT: _____________________________________________

ABSENT: _____________________________________________

The following preamble and resolution were offered by Commissioner ___________ and seconded by Commissioner ____________:

WHEREAS, the County of Ingham, Michigan (the "County") has established the Ingham County Building Authority (the "Authority") pursuant to Act 31 of the Public Acts of Michigan of 1948 (First Extra Session), as amended ("Act 31"); and

WHEREAS, the County deems it necessary and advisable to construct, furnish and equip a new 16,000 square foot County animal control shelter facility to be located at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (collectively, the "Project"); and

WHEREAS, the Authority is authorized by its Articles of Incorporation and Act 31 to construct, furnish and equip the Project on behalf of the County, to finance the cost of the Project by the issuance of bonds ("Bonds") and to lease the Project to the County; and

WHEREAS, a proposed Contract of Lease, in the form attached hereto as Exhibit A (the "Lease"), providing for the lease of the Project by the County from the Authority has been presented to and reviewed by the Board; and
WHEREAS, the Lease shall not become effective until 45 days after Notice of Intent of entering into a Lease has been published in a newspaper of general circulation in the County, pursuant to Section 8b of Act 31; and

WHEREAS, it is contemplated that the County and/or the Authority will advance all or a portion of the costs of the Project prior to the issuance of the Bonds, such advance or advances will be repaid from proceeds of the Bonds upon issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the "Reimbursement Regulations") specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution to qualify amounts advanced by the County or the Authority to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the County intends to enter into the Lease with the Authority for the construction of the Project.

2. That the Lease and the Bonds issued to finance the Project shall contain the terms and conditions as finally approved by the County and the Authority and shall be subject to the general limitations set forth in Exhibit B hereto.

3. That the Lease as presented to the Board on this date shall be maintained on file at the office of the County Clerk for public inspection together with a certified copy of this Resolution.

4. That the obligations of the County as set forth in the Lease, shall be the full faith and credit (limited tax) general obligation of the County, it being understood that any tax levied by the County to meet these obligations is a first budget obligation, subject to existing constitutional, statutory and charter tax limitations.
5. That the County Clerk is authorized and directed to publish a Notice of Intent to enter into the Lease in substantially the form attached hereto as Exhibit B, in the Lansing State Journal, which is hereby determined to be the newspaper reaching the largest number of persons to whom said Notice is directed.

6. The Project shall consist of the construction, furnishing and equipping of a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements. The completed facility will provide kennel housing, veterinary care and animal control services.

7. The maximum principal amount of obligations expected to be issued for the Project is $5,600,000.

8. The County hereby declares its official intent to issue Bonds to finance the costs of the Project, and hereby declares that it reasonably expects to reimburse advances to the Project as anticipated by this resolution.

9. That all resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.
IN FAVOR: 

AGAINST: 

ABSTENTIONS: 

RESOLUTION ADOPTED.
I, the undersigned, the duly qualified and acting Clerk of the County of Ingham, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Ingham County Board of Commissioners at the meeting indicated, the original of which resolution is on file in my office. I further certify that notice of the meeting was given, the meeting was held and the minutes therefor were filed and will be or have been made available, all in accordance with the provisions of the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

Dated: ___________, 2018

___________________________________________
Barb Byrum, Ingham County Clerk
EXHIBIT A

CONTRACT OF LEASE
EXHIBIT B

COUNTY OF INGHAM
STATE OF MICHIGAN

NOTICE OF INTENTION OF THE COUNTY OF INGHAM TO ENTER INTO A FULL FAITH AND CREDIT (LIMITED TAX) GENERAL OBLIGATION CONTRACT OF LEASE WITH THE INGHAM COUNTY BUILDING AUTHORITY AND NOTICE OF RIGHT TO PETITION FOR REFERENDUM THEREON

TO ALL ELECTORS AND TAXPAYERS OF THE COUNTY OF INGHAM:

NOTICE IS GIVEN, that the Board of Commissioners of the County of Ingham, State of Michigan, intends to authorize the execution of a full faith and credit (limited tax) general obligation contract of lease with the Ingham County Building Authority. The contract of lease will provide, among other things, for the construction, furnishing and equipping of a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (collectively, the "Project"), and the lease of the Project by the Ingham County Building Authority to the County of Ingham. The contract of lease will further provide that the Ingham County Building Authority will finance the cost of the Project by the issuance of building authority bonds, in one or more series, pursuant to the provisions of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, in anticipation of the receipt of cash rental payments to be made by the County of Ingham to the Ingham County Building Authority pursuant to the contract of lease. The maximum amount of bonds to be issued will be $5,600,000.
FULL FAITH AND CREDIT AND LIMITED TAXING POWER OF THE COUNTY OF INGHAM PLEDGED

NOTICE IS FURTHER GIVEN, that in the contract of lease, the County of Ingham will obligate itself to make cash rental payments to the Ingham County Building Authority in amounts sufficient to pay the principal of and interest on the bonds to be issued by the Ingham County Building Authority and that the full faith and credit of the County of Ingham will be pledged for the making of the cash rental payments as a limited tax first budget obligation. Pursuant to the pledge of its full faith and credit, the County of Ingham will be required in each fiscal year to include in its general fund budget and to appropriate such amounts as shall be necessary to make the cash rental payments to the extent other moneys are not available to make the cash rental payments. In no event may the County of Ingham levy ad valorem taxes for the purpose of paying the cash rental payments or for the Project in amounts in excess of the rate permitted by the Constitution and laws of the State of Michigan. In addition to its obligation to make cash rental payments, the County of Ingham will agree, in the contract of lease, to pay all costs and expenses of the Authority incidental to the issuance and payment of the bonds to the extent such expenses are not payable from the proceeds of the bonds and to pay the expenses of operating and maintaining the Project.

RIGHT TO PETITION FOR REFERENDUM

NOTICE IS FURTHER GIVEN, that this notice is given to and for the benefit of the electors and taxpayers of the County of Ingham in order to inform them that the Ingham County Board of Commissioners intends to authorize the execution of the above described contract of lease and also to inform them of their right to petition for a referendum upon the question of entering into the contract of lease. The County of Ingham intends to enter into the contract of lease without a vote of the electors thereon, but the contract of lease shall not become effective until 60 days after publication of this notice. If, within 45 days of the publication of this notice, a petition for referendum requesting an election on the contract of lease, signed by not less than 10% or 15,000 of the registered electors of the County of Ingham, whichever is less, has been filed with the County
Clerk, the contract of lease shall not become effective unless approved by a majority of the electors of the County of Ingham voting thereon at a general or special election.

This notice is given by order of the Ingham County Board of Commissioners pursuant to Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended. Further information may be secured at the office of the undersigned County Clerk.

Barb Byrum
Ingham County Clerk

Published: ____________, 2018
CONTRACT OF LEASE

THIS FULL FAITH AND CREDIT (LIMITED TAX) GENERAL OBLIGATION CONTRACT OF LEASE made as of the 1st day of _________, 2018, by and between the INGHAM COUNTY BUILDING AUTHORITY (sometimes hereinafter referred to as the "Authority"), a building authority organized and existing under and pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, (sometimes hereinafter referred to as "Act 31"), and the COUNTY OF INGHAM, a county organized and existing under the Constitution and laws of the State of Michigan (sometimes hereinafter referred to as the "County").

W I T N E S S E T H:

WHEREAS, the Authority has been incorporated by the County pursuant to Act 31 for the purposes set forth in Act 31; and

WHEREAS, the County desires to construct, furnish and equip a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (hereinafter sometimes referred to as the "Project"); and

WHEREAS, it is proposed that the Authority finance all or part of the cost of the Project by the issuance of building authority bonds payable from cash rental payments by the County to the Authority pursuant to this Contract of Lease; and

WHEREAS, an estimate of [40] years and upwards as the period of usefulness of the Project and an estimate of [$5,600,000] as the cost of the Project have been prepared and have been filed with the County Clerk and the Secretary of the Authority; and

WHEREAS, in order to provide for constructing, furnishing, equipping, improving and financing the Project and to make possible the issuance of building authority bonds to defray all or part of the cost of the Project it is necessary for the parties to enter into this Contract of Lease.
THEREFORE, IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS AND AGREEMENTS
HEREINAFTER SET FORTH, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS
FOLLOWS:

1. The Authority shall, as soon as practicable after the effective date of this Contract of Lease,
proceed to issue its building authority bonds in one or more series in the aggregate principal amount of
[$5,600,000] or such lesser amount as shall be determined by the Commission of the Authority to be necessary
to defray all or part of the cost of the Project, pursuant to and in accordance with the provisions of Act 31, and
shall pledge for the payment of the principal of and interest on said bonds the receipts from the cash rental
payments hereinafter agreed to be paid by the County. The bonds shall be serial bonds, term bonds or a
combination thereof dated as of such date as shall be determined by the Authority, shall bear interest at a rate or
rates not to exceed [7%] per annum and shall mature (subject to such prior redemption, if any, as may be
provided in the bond authorizing resolution) on such dates and in such years as shall be determined in the
resolution authorizing the issuance of the bonds. Upon receipt of the proceeds of the sale of the building
authority bonds the Authority immediately shall deposit such proceeds (other than any premium, capitalized
interest and accrued interest received from the purchaser of the bonds, which shall be transferred to the bond
and interest redemption fund) into a construction fund, which shall be maintained as a separate depositary
account and from which shall be paid the cost of the Project.

2. After the building authority bonds have been sold, the Authority shall undertake the
construction, furnishing, equipping and improving of the Project.

(a) The Authority shall contract with the architect selected by the County for the Project
unless the Authority objects to the contracting with the selected architect. In such event the Authority shall
contract with another architect selected by the County with whom the Authority has no objections. All final
plans and specifications prepared by the architect and the total project budget shall be reviewed and approved
by the County before commencement of construction. The final plans and specifications and the total project budget shall also require approval of the Authority, which approval shall not be unreasonably withheld.

(b) The Authority shall select a construction manager for the Project. After the plans and specifications have been approved by the Authority and the County, no changes shall be made except as approved by the Authority and the County in writing. The Authority and the County shall designate those persons who are authorized to approve changes to the plans and specifications. Any such changes shall be made by change order.

(c) The cost estimate and the estimated period of usefulness for the Project, both of which heretofore have been filed with the County Clerk and the Secretary of the Authority, are approved and adopted. The cost of the Project shall include not only the direct costs of constructing, furnishing, equipping and improving the Project but all other costs including, without limitation, all architectural, engineering, construction management, moving, financial, legal, printing and publishing costs and expenses incidental to the Project and to the issuance of the building authority bonds.

3. In the event that the Authority shall at any time determine that the Project cannot be completed at the estimated cost, the Authority immediately shall so notify the County in writing, specifying the additional funds required, and thereupon one of the following actions shall be taken: (a) the County shall pay or cause to be paid to the Authority in cash the additional amount so required, or (b) the Authority shall issue building authority bonds in such increased or additional principal amount as shall be necessary to complete the Project, or (c) the Project shall be modified so as to permit its completion within the estimated cost. No such increased or additional building authority bonds shall be issued unless the County and the Authority shall provide by amendment or supplement of this Contract of Lease for such issuance and for an increase in the cash rental payable by the County hereunder sufficient to permit payment of the principal of and interest on the increased or additional bonds. Any additional building authority bonds so issued shall have equal standing with the bonds hereinbefore authorized to be issued. The proceeds of any such cash payments or increased or additional bonds
(except for accrued interest, premium and capitalized interest) shall be deposited into the construction fund for the Project.

4. If, after completion of the Project, moneys remain in the construction fund, such moneys shall be considered to be an unexpended balance of the proceeds of the sale of the bonds. Any unexpended balance of the proceeds of the sale of the bonds remaining after completion of the Project may be used to improve or enlarge the Project or for other Projects of the Authority leased to the County if such use is approved by the Michigan Department of Treasury, if required by law, and by the County. Any unexpended balance not so used shall be paid into the bond and interest redemption fund and the County shall receive a credit against the cash rental payments next due under this Contract of Lease to the extent of the moneys so deposited in the manner provided in the resolution authorizing the bonds.

5. The Authority shall require the contractor or contractors for the construction of the Project to furnish all necessary bonds guaranteeing performance and all labor and materials bonds and all owners protective, workers compensation and liability insurance required for the protection of the Authority and the County. All bonds and insurance, and the amounts thereof, shall be subject to approval of the County attorney. All such insurance shall be made effective from the date of issuance of the building authority bonds described in Section 1 or commencement of construction of the Project, whichever is later. The Authority also shall require a sufficient fidelity bond from any person handling funds of the Authority.

6. The Authority hereby leases the Project and the Site described on Exhibit A to the County for a term commencing on the effective date of this Contract of Lease and ending on ________, 20__, or such earlier date as hereinafter provided. Possession of the Project shall vest in the County upon completion of construction of the Project. When all of the building authority bonds issued by the Authority to finance the Project have been retired, the Authority shall convey to the County all of its right, title and interest in the Project and any lands, air space, easements or rights-of-way appertaining thereto. Upon such conveyance by the Authority to
the County, this Contract of Lease and the leasehold term shall terminate and the Authority shall have no further interest in, or obligations with respect to, the Project.

7. The County hereby agrees to pay to the Authority as cash rental for the Project herein leased to it by the Authority such periodic amounts as shall be sufficient to enable the Authority to pay the principal of and interest on the building authority bonds to be issued by the Authority as such principal and interest shall become due. On the 15th day of the month preceding the first date that any noncapitalized interest shall become due on the bonds and semiannually thereafter while any of the bonds remain outstanding the County shall pay to the Authority an amount sufficient to pay the interest due on the bonds on the first day of the following month. On the 15th day of the month preceding the first principal payment date on the bonds and annually thereafter while any of the bonds are outstanding the County shall pay the Authority an amount sufficient to pay the principal due on the bonds on the first day of the following month. If for any reason the cash rental payments made by the County are not used to pay the principal of and interest on the bonds, the County agrees to pay to the bondholders on behalf of the Authority as additional cash rental such amounts as are necessary to pay such principal and interest. The County hereby pledges its limited tax full faith and credit for the payment of the cash rental when due and agrees that it will levy each year such ad valorem taxes as shall be necessary for the payment of such cash rental which taxes shall be subject to applicable constitutional and statutory tax limitations. If the County, at the time prescribed by law for the making of its annual tax levy, shall have other funds on hand which have been set aside and earmarked for payment of its obligations for which a tax levy otherwise would have to be made, then the tax levy shall be reduced by the amount of such other funds. Such other funds may be raised from any lawful source. The obligation of the County to make such cash rental payments shall not be subject to any setoff by the County nor shall there be any abatement of the cash rentals for any cause including, but not limited to, casualty that results in the Project being untenantable.

8. The County may pay in advance to the Authority any cash rental payments herein required to be made and in such event shall be credited therefor upon future-due cash rental payments as the County shall
direct. Any such advance payments, if the County shall so direct, shall be used by the Authority to redeem or purchase bonds prior to maturity when and to the extent possible and to pay the interest thereon and any call premiums applicable thereto. Any such advance payments shall be deposited in the bond and interest redemption fund of the Authority. The County also shall have the right to purchase bonds on the open market and to surrender the same to the Authority at any time. In the event that any bonds are redeemed or purchased and surrendered as above provided, the respective amounts which otherwise would have been payable as semiannual interest thereon shall be credited upon the cash rental payments otherwise required to be made on the cash rental payment dates next preceding such semiannual interest payment dates and the principal amount of such bonds shall be credited upon the cash rental payments otherwise required to be made on the cash rental payment dates next preceding the maturity dates of the bonds. Any bonds redeemed, purchased or surrendered shall be cancelled.

9. In addition to the cash rental provided for in Section 7 hereof, the County hereby agrees to pay to the Authority all operating expenses of the Authority including expenses incidental to the issuance and payment of the bonds to the extent such expenses are not paid from the proceeds of the bonds. The obligations of the County to make such payments shall be limited tax general obligations of the County.

10. The County shall, at its own expense, operate and maintain the Project and shall keep the same in good condition and repair. The County may contract for the operation and maintenance of the Project or any part of the Project by a private party. Operation and maintenance shall include (but not be limited to) the providing of all personnel, equipment and facilities, all air conditioning, light, power, heat, telephone, water, sewage disposal, storm drainage and all other personnel services, equipment and supplies, of whatever nature, as shall be necessary or expedient for the operation and maintenance of the Project. Premiums for insurance required to be carried upon or with respect to the Project or the use thereof and taxes levied upon either party hereto on account of the ownership or use thereof or rentals or income therefrom likewise shall be deemed
operation and maintenance expenses. The obligation of the County to pay all costs and expenses of the operation and maintenance of the Project shall be a limited tax general obligation of the County.

11. The County shall provide, at its own expense, fire and extended coverage, malicious mischief and vandalism insurance in an amount which is at least equal to the amount of the building authority bonds outstanding from time to time or to the amount of the full replacement cost of the Project if that amount be less than the amount of bonds outstanding. Such insurance shall be payable to the County and the Authority as their interests may appear and shall be made effective from the date of issuance of the building authority bonds described in Section 1 or commencement of construction of the Project, whichever is later. In the event of the partial or total destruction of the Project during or after construction, or if the Project is for any reason made unusable, the cash rental payments as provided in Section 7 hereof shall continue unabated. The County shall have the option to use the proceeds of insurance, in the event of loss or damage to the Project, for the repair or restoration of the Project. If the County shall determine not to use the proceeds of insurance for the repair or restoration of the Project the amount of such insurance proceeds shall be paid to the Authority and by it deposited in the bond and interest redemption fund and the County shall receive appropriate credits on future cash rental payments due.

12. The County shall provide adequate liability insurance protecting the County, the Authority and the members of the Commission of the Authority against loss on account of damage or injury to persons or property, imposed by reason of the ownership, possession, use, operation or repair of the Project or resulting from any acts of omission or commission on the part of the County, the Authority, the members of the Commission of the Authority or their agents, officers or employees in connection therewith. Such insurance shall be made effective from the date of issuance of the building authority bonds described in Section 1 or commencement of construction of the Project, whichever is later.

13. The County shall hold the Authority and the members of its Commission harmless and to the extent permitted by law keep it fully indemnified at all times against any loss, injury, or liability to any person
or property by reason of the use, misuse, or non-use of the Project by the County or by any other person or from any act or omission in, on or about the Project, including any liability resulting from any and all environmental matters pertaining thereto. The County shall, at its own expense, make any changes or alterations in, on or about the Project which may be required by any applicable statute, charter, ordinance or governmental regulation or order, and shall save the Authority and the members of its Commission harmless and free from all cost or damage in respect thereto.

14. The County, in its sole discretion, may install or construct in or upon, or may remove from the Project, any equipment, fixtures or structures and may make any alterations or structural changes as it may desire, but the County shall not make any permanent alterations to the Project that will affect adversely the security for the building authority bonds to be issued by the Authority or the prompt payment of the principal of or interest on such bonds.

15. The Authority, through its officers, employees or agents, may enter upon the Project at any time during the term of this Contract of Lease for the purpose of inspecting the Project and determining whether the County is complying with the covenants, agreements, terms and conditions hereof.

16. Inasmuch as this Contract of Lease, and particularly the obligations of the County to make cash rental payments to the Authority, provides the security for payment of the principal of and interest on the building authority bonds to be issued by the Authority to finance the Project, it is hereby declared that this Contract of Lease is made for the benefit of the holders of said bonds as well as for the benefit of the parties and that said holders shall have contractual rights herein. In the event of any default on the part of the County, the Authority and the holders of said bonds shall have all rights and remedies provided by law and especially by Act 31. The parties further covenant and agree that they will not do or permit to be done any act, and that this Contract of Lease will not be amended in any manner, which would impair the security of said bonds or the rights of the holders thereof. An amendment of this Contract of Lease to authorize the issuance of additional
building authority bonds and providing for the payment of additional cash rentals for the payment thereof shall not be deemed to impair the security of the bonds or the rights of the holders.

17. This Contract of Lease shall inure to the benefit of, and be binding upon the respective parties hereto and their successors and assigns; provided, however, that no assignment shall be made in violation of the terms hereof nor shall any assignment be made which would impair the security of the bonds or the rights of the holders thereof.

18. Additional building authority bonds of equal standing with the bonds herein authorized may be issued, in addition to those for which provision is made in Section 3, for the purpose of making improvements or additions to the Project; provided, however, that no such bonds of equal standing may be issued unless this Contract of Lease is amended or supplemented to provide for such issuance and for an increase in the cash rental payments required to be made by the County in amounts sufficient to permit payment of the principal of and interest on such additional bonds. Nothing in this Contract of Lease shall prevent the Authority from issuing building authority bonds to finance other Projects for lease to the County.

19. In the event the building authority bonds to finance the Project cannot be or are not issued by the Authority prior to [December 31, 2018], the Project shall be abandoned and the County shall pay all expenses of the Authority incurred to the date of abandonment, and neither party shall have any further obligations under this Contract of Lease. The provisions of this Section 19 may be extended or waived by the parties by resolution of their respective governing bodies.

20. Except as otherwise provided herein, the right to give any consent, agreement or notice herein required or permitted shall be vested, in the case of the County, in its Board of Commissioners, and in the case of the Authority, in its Commission. Any notice required or permitted to be given hereunder shall be given by delivering the same, in the case of the County, to the County Clerk or the Deputy County Clerk, and in the case of the Authority, to any member of its Commission.
21. In the event there shall occur changes in the constitution or statutes of the State of Michigan which shall affect the organization, territory, powers or corporate status of the County, the terms and provisions of this Contract of Lease shall be unaffected thereby insofar as the obligation of the County to make cash rental payments is concerned. The proceeds of any sale or other liquidation of any interest of the County in the Project are hereby impressed with a first and prior lien for payment of any outstanding building authority bonds or other obligations of the Authority incurred by reason of the Project or any additions or improvements thereto.

22. This Contract of Lease shall become effective 60 days after a notice of intention of entering into this Contract of Lease has been published in a newspaper of general circulation in the County as required by Section 8b(3) of Act No. 31; provided, however, that if a petition for a referendum requesting an election on this Contract of Lease is filed with the County Clerk within 45 days after the notice is published, signed by not less than 10% or 15,000 of the registered electors of the County, whichever is less, then this Contract of Lease shall become effective only if and when approved by a majority of the electors of the County voting thereon. This Contract of Lease shall terminate on __________, 20__, unless terminated prior to such date in accordance with the provisions hereof.

[Signature Page Follows]
IN WITNESS WHEREOF, the INGHAM COUNTY BUILDING AUTHORITY, by its Commission, and the COUNTY OF INGHAM, by its Board of Commissioners, each have caused this Contract of Lease to be signed in its name, for and on its behalf, by its duly authorized officers, as of the day and year first above written.

Witnessed: INGHAM COUNTY BUILDING AUTHORITY

_________________________  By: ________________________________

Its: Chairperson, Ingham County Building Authority

Witnessed: COUNTY OF INGHAM

_________________________  By: ________________________________

Its: Chairperson, Board of Commissioners

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

By:_________________________
EXHIBIT A

The Project includes the construction, furnishing and equipping of a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (collectively, the "Project"). The completed Project will provide kennel housing, veterinary care and animal control services.

The Site for the Project is described as follows:

Part of the Northwest 1/4 of Section 5, T2N, R1W, City of Mason, Ingham County, Michigan, being more particularly described as follows: Commencing at the Center of Section 5, thence South 89°32'24" West, 151.65 feet along the East-West 1/4 Line of Section 5; thence North, 32.30 feet; thence North 19°24' 33" West, 1004.47 feet; thence South 70°36'49" West, 84.43 feet to the Point of Beginning of the following described parcel; thence continuing South 70° 36' 49" West, 103.92 feet; thence South 68°24'09" West, 81.96 feet; thence South 79°58'29" West, 215.84 feet; thence North 10°38'06" West, 209.00 feet; thence North 78°20'21" East, 227.00 feet; thence South 61°45'50" East, 19.20 feet; thence North 86°49'11" East, 39.60 feet; thence South 55°20'46" East, 39.34 feet; thence North 79°29'38" East, 99.55 feet; thence South 06°45'16" East, 138.92 feet to the Point of Beginning.

Containing 1.77 acres, more or less, and subject to any easements or restriction of use or record.

Commonly known as:
600 Buhl Street, Mason, Michigan 48854.
STATE OF MICHIGAN )
COUNTY OF INGHAM )

On this ____ day of __________, 2018, in Ingham County, Michigan, before me appeared
______________________, the Chairperson of the Commission of the Ingham County Building Authority, a
public corporation in the State of Michigan, and, being duly sworn, did say that the foregoing Contract of Lease
was signed and sealed on behalf of said Authority by authority of its Commission, and the said person
acknowledged said instrument to be the free act and deed of said Authority.

________________________________
Notary Public, _______ County, Michigan
Acting in Ingham County, Michigan
My commission expires:
STATE OF MICHIGAN  
) 
)ss 
COUNTY OF INGHAM  
)

On this ____ day of ________, 2018, in Ingham County, Michigan, before me appeared
______________, the Chairperson of the Ingham County Board of Commissioners of the County of Ingham,
Michigan, and, being duly sworn, did say that the foregoing Contract of Lease was signed and sealed on behalf
of said County by authority of its Board of Commissioners, and the said person acknowledged said instrument
to be the free act and deed of said County.

________________________________________
Notary Public, _______ County, Michigan
Acting in Ingham County, Michigan
My commission expires:

LANSING 9425-8 518196v3
GROUND LEASE

This GROUND LEASE is made and entered into as of the 1st day of _______, 2018, by and between the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") and the INGHAM COUNTY BUILDING AUTHORITY (the "Authority"), a building authority organized and existing under the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended ("Act 31").

WHEREAS, the Authority has been incorporated by the County pursuant to Act 31, for the purposes set forth in Act 31; and

WHEREAS, the County has requested the Authority to assist in the construction, furnishing and equipping of a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (collectively, the "Project"); and

WHEREAS, under the terms of Act 31 the Authority has the power to construct, furnish and equip the Project, to lease the Project to the County for a period not exceeding 50 years and to finance the Project by the issuance of building authority bonds payable from the rentals received from the County for the use of the Project, all in accordance with Act 31; and

WHEREAS, the Authority is willing to construct, furnish and equip the Project on the premises described in Exhibit A (the "Site") hereby leased to the Authority and to lease back the Project to the County; and

WHEREAS, the estimated cost of the Project is approximately [Five Million Six Hundred Thousand] Dollars [($5,600,000)]; and

WHEREAS, as a prerequisite to the issuance of building authority bonds to finance part of the cost of the Project, it is necessary for the parties to enter into this Ground Lease, whereby the County will lease the Site to the Authority for a period extending beyond the last maturity date of the bonds, but not to exceed a period of 50 years;
IT IS HEREBY AGREED BY AND BETWEEN THE COUNTY AND THE AUTHORITY in consideration of the mutual agreements and covenants in this Ground Lease, as follows:

1. The County does hereby let and lease the Site to the Authority, and the Authority does hereby lease the Site from the County. The term of this Ground Lease shall commence on the effective date of the Contract of Lease (the "Contract of Lease") between the parties dated as of ________1, 2018, and shall terminate on ________, 20__ unless terminated prior to such date in accordance with the provisions hereof.

2. The Authority shall pay rent to the County for the Site hereby leased at the rate of One Dollar ($1.00) per year due and payable on the anniversary date of this Ground Lease each and every year during the term hereof.

3. The Authority will lease the Project to the County pursuant to the Contract of Lease.

4. It is mutually agreed that at the request of County, the Authority shall construct, furnish and equip the Project on the Site hereby leased as provided by and in accordance with the Contract of Lease.

5. Each of the Authority and the County shall have, and is hereby granted, access to and use of the Site during the construction, furnishing and equipping of the Project, and upon completion of the Project. The County agrees to provide any and all easements and/or rights of egress and ingress to the Authority on and around the Site to allow and permit the Authority and the general public access to the County animal control shelter facility and to adjacent facilities.

6. The Authority and the County shall not be held liable for a breach of this Ground Lease or for any damages or loss in the event the Site is damaged by an act beyond its control which makes its use untenable. In the event of such a condition, the Ground Lease may be immediately terminated by either party without further liability.

7. The County shall, at its own expense, indemnify, protect, defend and hold harmless the Authority, its elected and appointed officers, employees and agents at all times against any loss, injury, or liability to any person or property by reason of the use, misuse, or non-use of the project by the County or by
any other person or from any act or omission in, on or about the project, including any liability resulting from any and all environmental matters pertaining thereto. The County shall, at its own expense, make any changes or alterations in, on or about the Project which may be required by any applicable statute, charter, ordinance or governmental regulation or order, and shall save the Authority and its elected and appointed officers, employees and agents harmless and free from all cost or damage in respect thereto.

8. The County shall provide adequate liability insurance protecting the Authority against loss on account of damage or injury to persons or property, imposed by reason of the ownership, possession, use, operation or repair of the Project or resulting from any acts of omission or commission on the part of the Authority or their agents, officers or employees in connection therewith. Such insurance shall be made effective from the date of issuance of the building authority bonds or commencement of construction of the Project, whichever is later.

9. It is mutually agreed that, upon the termination of this Ground Lease, the premises leased hereby and all improvements thereon and the title to the same shall revert to the County.

10. This Ground Lease shall inure to the benefit of and be binding upon the respective parties hereto and their successors and assigns.

11. This Ground Lease shall remain in full force and effect for the period herein provided but shall terminate prior to __________, 20__ if and when the Authority shall have fully paid and discharged its liability with respect to the building authority bonds and any other obligations of the Authority or the County incurred with respect to the construction, furnishing and equipping of the Project.

12. In the event that the Authority for any reason, cannot issue its building authority bonds to finance the Project prior to [December 31, 2018] this Ground Lease shall terminate. The provisions of this Section may be extended or waived by the parties by resolution of their respective governing bodies.

13. This Ground Lease shall be subject to and construed in accordance with the laws of the State of Michigan. In the event any disputes arise under this Ground Lease the venue for the bringing of any actions in
law or in equity shall be in the State of Michigan established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

14. No failure or delay on the part of any party here to in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

15. All modifications, amendments or waivers of any provision of this Ground Lease shall be made only by the written mutual consent of the parties hereto.

16. This Ground Lease may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original; but such counterparts shall together constitute but one and the same Ground Lease.
IN WITNESS WHEREOF, the County, by its County Commission, and the Authority, by its Commission, have each caused this Ground Lease to be executed and delivered as of the day and year first written above.

Witness to Signature of County Officer

___________________________ By:_________________________________
Chairperson, Board of Commissioners

Witness to Signature of Authority Officer

___________________________ By:_________________________________
Chairperson, Ingham County Building Authority

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

By:____________________________
Exhibit A

Legal Description of Site

Part of the Northwest 1/4 of Section 5, T2N, R1W, City of Mason, Ingham County, Michigan, being more particularly described as follows: Commencing at the Center of Section 5, thence South 89°32'24" West, 151.65 feet along the East-West 1/4 Line of Section 5; thence North, 32.30 feet; thence North 19°24'33" West, 1004.47 feet; thence South 70°36'49" West, 84.43 feet to the Point of Beginning of the following described parcel; thence continuing South 70° 36' 49" West, 103.92 feet; thence South 68°24'09" West, 81.96 feet; thence South 79°58'29" West, 215.84 feet; thence North 10°38'06" West, 209.00 feet; thence North 78°20'21" East, 227.00 feet; thence South 61°45'50" East, 19.20 feet; thence North 86°49'11" East, 39.60 feet; thence South 55°20'46" East, 39.34 feet; thence North 79°29'38" East, 99.55 feet; thence South 06°45'16" East, 138.92 feet to the Point of Beginning.

Containing 1.77 acres, more or less, and subject to any easements or restriction of use or record.

Commonly known as:
600 Buhl Street, Mason, Michigan 48854.
TO: Board of Commissioners, Human Services, County Services, and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: February 20, 2018
SUBJECT: Authorizing Community Mental Health (CMH) to utilize unused space at the Human Services Building
For the meeting agendas of: March 6 & March 7

BACKGROUND
CMH currently leases space from Ingham County at the Human Services Building. CMH is requesting to utilize up to 350 sq. feet of unoccupied space at the Human Services Building near entrance door #2, in the foyer, to be used for a conference room/multi-purpose room. Work will be performed in compliance with state and federal rules and regulations.

ALTERNATIVES
There are no alternatives to this request.

FINANCIAL IMPACT
CMH will pay for a removable wall and all associated costs to convert the space. CMH will also be responsible for the cost of utilities to the converted space and any other costs as per the lease agreement.

OTHER CONSIDERATIONS
There are no other considerations for this contract.

RECOMMENDATION
Based on the information presented, the Facilities Department requests approval of an amendment to the lease agreement with CMH to convert up to 350 sq. feet of unoccupied space near door #2, in the foyer of the Human Services Building, for use as a conference room/multi-purpose room.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE COMMUNITY MENTAL HEALTH (CMH) TO UTILIZE UNUSED SPACE AT THE HUMAN SERVICES BUILDING

WHEREAS, CMH currently leases space from Ingham County at the Human Services Building; and

WHEREAS, CMH is requesting to utilize up to 350 sq. feet of unoccupied space at the Human Services Building near entrance door #2, in the foyer, to be used for a conference room/multi-purpose room; and

WHEREAS, work will be performed in compliance with state and federal rules and regulations; and

WHEREAS, CMH will pay for a removable wall and all associated costs to convert this space; and

WHEREAS, CMH will be responsible for the cost of utilities in the converted space.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to the lease agreement with CMH to convert up to 350 sq. feet of unoccupied space near door #2, in the foyer of the Human Services Building for use as a conference room/multi-purpose room.

BE IT FURTHER RESOLVED, CMH will pay for a removable wall and all associated costs to convert this space.

BE IT FURTHER RESOLVED, CMH will pay for the cost of utilities in the converted space and any other costs as per the lease agreement.

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 review and approval as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: February 20, 2018
SUBJECT: A resolution to provide professional paving design services for the asphalt parking lot

For the meeting agendas of: March 6 & March 7

BACKGROUND
The Facilities Department continues to work towards the completion of repaving the back parking lot at the Human Services Building. Professional paving design services are required for the proposed repaving of the Northeast portion.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
It is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Wolverine Engineers & Surveyors, Inc. a local vendor who submitted the lowest responsive and responsible bid in the amount of $17,700.00.

Funds for this project are available in the 2018 approved CIP line item #631-23304-931000-8F06 for Human Services Building parking lot repairs which has a current balance of $240,000.00.

OTHER CONSIDERATIONS
There are no alternatives for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Wolverine Engineers & Surveyors, Inc. to provide professional paving design services for the Human Services Building asphalt parking lot project.
TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: February 7, 2018
RE: Memorandum of performance for RFP No. 19-18: Architectural and Engineering Services for Asphalt Parking Lot Replacement

Per your request, the Purchasing Department sought proposals from experienced and qualified firms for the purpose of entering into a professional services contract for the replacement of a portion of the parking lot at the Human Services Building.

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>115</td>
<td>26</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Vendors Not Bidding
Hamilton Anderson, Detroit, MI. Due to our current and planned workload, we will not be able to submit a bid at this time.

KL Design Group, East Lansing, MI. We will not be submitting a proposal for this project.

Clark Trombley Randers, Lansing, MI. We will not be submitting a proposal on this. We do not do civil engineering.

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

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Phase 1 Preliminary Design Services Costs Not to Exceed</th>
<th>Phase 2 Construction Services Costs Not to Exceed</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wolverine Engineers &amp; Surveyors Inc.</td>
<td>Yes, Mason</td>
<td>$4,425.00</td>
<td>$13,275.00</td>
<td>$17,700.00</td>
</tr>
<tr>
<td>LSG Engineering &amp; Surveyors</td>
<td>Yes, Lansing</td>
<td>$7,500.00</td>
<td>$11,945.00</td>
<td>$19,445.00</td>
</tr>
</tbody>
</table>

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE PROFESSIONAL PAVING DESIGN SERVICES FOR THE ASPHALT PARKING LOT

WHEREAS, the Facilities Department continues to work towards the completion of repaving the back parking lot at the Human Services Building; and

WHEREAS, professional paving design services are required for the proposed repaving of the Northeast portion; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Wolverine Engineers & Surveyors, Inc., a local vendor who submitted the lowest responsive and responsible bid in the amount of $17,700.00; and

WHEREAS, funds for this project are available in the 2018 approved CIP line item #631-23304-931000-8F06 for Human Services Building parking lot repairs which has a current balance of $240,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract agreement with Wolverine Engineers and Surveyors, Inc., 312 North Street, Mason, Michigan, 48854, to provide professional paving design services for the Human Services Building repaving project for a not to exceed total cost of $17,700.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees  
FROM: Sandra Dargatz, Executive Director, Ingham County Fair  
DATE: February 12, 2018  
SUBJECT: Resolution Authorizing a Lease Agreement with CVTS Enterprise, LLC at the Ingham County Fairgrounds

BACKGROUND
Pursuant to a lease agreement dated April 1, 2001, the Ingham County Board of Commissioners, upon the recommendation of the Fair Board, authorized the construction of a pole barn structure to be used by a private vendor for the purpose of selling various equestrian supplies.

The former vendor is Edward and Marilyn Taylor, doing business as Crest View Tack Shop, with a lease beginning April 1, 2001 and ending December 31, 2013. The former vendor has leased the premises on a month to month basis since December 31, 2013.

Crest View Tack Shop was, through succession, acquired by Steven Taylor, owner of CVTS Enterprise, LLC operating in the aforementioned location.

ALTERNATIVES
None.

FINANCIAL IMPACT
This resolution authorizes Ingham County Fair to garner $3,420.00 yearly to assist in the continuing efforts to diversify revenue streams and to provide services to the numerous equestrian exhibitors utilizing the fairgrounds every year.

OTHER CONSIDERATIONS
The owner of CVTS Enterprise, LLC, Steven Taylor, is also the President of the Ingham County Fair Foundation, and as such raises funds for that body through the production of the open horse show during the annual fair and through multiple fund raising events throughout the year. The funds raised by the Ingham County Fair Foundation are used to provide educational opportunities for the youth utilizing the fairgrounds and to assist the Fair Board with fairgrounds beautification projects yearly.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Reservoirs for the future

Agenda Item 6a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A LEASE AGREEMENT WITH CVTS ENTERPRISE, LLC
AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, pursuant to a lease agreement dated April 1, 2001, the Ingham County Board of Commissioners, upon the recommendation of the Fair Board, authorized the construction of a pole barn structure to be used by a private vendor for the purpose of selling various equestrian supplies; and

WHEREAS, the former vendor is Edward and Marilyn Taylor, doing business as Crest View Tack Shop, with a lease beginning April 1, 2001 and ending December 31, 2013; and

WHEREAS, the former vendor has leased the premises on a month to month basis since December 31, 2013; and

WHEREAS, Crest View Tack Shop was, through succession, acquired by Steven Taylor, owner of CVTS Enterprise, LLC operating in the aforementioned location; and

WHEREAS, the Fair Board is recommending that the proposed lease agreement be approved.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a lease agreement with Steven Taylor, owner of CVTS Enterprise, LLC for a period of ten years expiring on December 31, 2028.

BE IT FURTHER RESOLVED, that rent for the premises is established at $3,420.00 per year ($285.00 per month), plus metered electrical charges, with an annual rent rate increase of ten-percent, effective January 1, 2018.

BE IT FURTHER RESOLVED, that CVTS Enterprise, LLC will pay the property tax on the leased premises billed by the City of Mason, on Parcel No. 33-19-10-09-400-800. The property taxes to be paid by CVTS Enterprise, LLC shall include the Summer and Winter taxes.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Human Services, County Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: February 21, 2018
SUBJECT: Part-Time Temporary Position at the Ingham County Fairgrounds
For the meeting agendas of March 5, March 6 and March 7

BACKGROUND
This resolution authorizes a part-time temporary position at the Ingham County Fairgrounds. This position will function as the interim Fair Manager until a permanent replacement is hired by the Board of Commissioners. Carol Carlson has agreed to serve in this role. Ms. Carlson has served as interim Fair Manager once before, in 2011.

ALTERNATIVES
The Deputy Controller and Executive Committee of the Fair Board could fill in on a temporary basis, however that arrangement does not provide the consistency the Fair Office needs to function efficiently.

FINANCIAL IMPACT
This part-time temporary employee will be compensated at a rate of $25 per hour for no more than 25 hours per week. Funds are available in the Fair budget due to attrition savings from the vacant Fair Manager position.

OTHER CONSIDERATIONS
The Fair Manager position is posted. It is expected to take a minimum of 6-8 weeks until the position is filled.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
WHEREAS, the Ingham County Fair Manager resigned effective February 9, 2018; and

WHEREAS, the Ingham County Fair Board recommends that the Ingham County Board of Commissioners authorize a part-time temporary employee to fulfill management duties at the Ingham County Fairgrounds during the transition to a permanent solution; and

WHEREAS, this action is necessary to maintain day-to-day operations at the Fair and ensure a smooth and orderly transition.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a part-time temporary employee to fulfill management duties at the Ingham County Fairgrounds.

BE IT FURTHER RESOLVED, this part-time temporary employee will be compensated at a rate of $25 per hour for no more than 25 hours per week.

BE IT FURTHER RESOLVED, this resolution will take immediate effect upon Board of Commissioners approval and remain in effect until 30 days after the implementation of a permanent staffing solution for the Ingham County Fairgrounds.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 20, 2018
SUBJECT: Authorization to Apply for a Michigan Natural Resources Land and Water Conservation Fund Grant for Burchfield Park
For the meeting agenda of 3/5/18 Human Services and 3/7/18 Finance

BACKGROUND
The Parks Department has identified a need for park and accessibility improvements at Burchfield County Park. Board of Commissioners Resolution 17-106 authorized the submittal of a Recreation Passport Grant Application for park and accessibility improvements at Burchfield County Park in 2017. The grant was not awarded. We are reapplying for this project under a Land and Water Conservation Fund Application which we feel will give us the best chance for funding and also address additional scope items. Attached is the scope of work and preliminary cost estimates.

A public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project.

If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. In addition, by utilizing the Land and Water Conservation Fund grant it will provide a second universal accessible canoe/kayak launch within the park. This will provide a much desired blue ways loop trail that will be universally accessible from McNamara Landing to Burchfield Park.

ALTERNATIVES
The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT
Board of Commissioners Resolution 17-106 previously authorized allocating matching funds and this resolution requests the Ingham County Board of Commissioners reallocate $32,000 in capital improvement funds, $175,700 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match; and an additional $56,300 from the 2020 Trails and Parks Millage (for a total $232,000 match from the Trails and Parks Millage) for a total local match in the amount of $266,500 for a Michigan Natural Resources Land and Water Conservation Fund Application generating $256,500 for a total $523,000 project cost.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 20, 2018 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
BURCHFIELD PARK
PROJECT SUMMARY
2018 DNR GRANT

The proposed project includes ADA (Americans with Disabilities Act) improvements at Burchfield Park. This will include:

WINTER SPORTS BUILDING AREA
- A new 6’ wide path from the center to the new ADA parking will be installed. This area will also include the interpretive sign panels and a new picnic table pad with new recycled table.
- Four paved ADA accessible parking spaces.
- Some areas of the existing gravel drives will be redone.
- Landscaping to include a rain garden near the center.
- Restroom renovations will include:
  o New partitions (recycled plastic).
  o New faucets.
  o New knee protection under the sink.
  o Removal of one toilet/urinal; stubbing the water/soil lines.
  o Relocating the flush handle.

SOUTH RIDGE SHELTER AREA
- A widened path (from 4’ to 8’ wide) from the parking area to the pavilion.
- Two paved ADA accessible parking spaces.

WOODSONG SHELTER AREA
- A 6’ wide path with a more direct route from the parking area to the pavilion.
- A concrete paved area around the existing fire pit.
- Replace the concrete
- Two paved accessible parking spaces at the Woodsong Shelter, two at the North Bluff Shelter walkway and five near the beach.
- Restroom renovations will include:
  o Removal of the privacy screens at the restroom entrances.
  o Removal and replacement of the concrete at the entrances.
  o New partitions (recycled plastic).
  o New faucets.
  o New knee protection under the sink.

DEER RUN SHELTER AREA
- A new 6’ wide path from the parking area to the pavilion. This will include relocation of the walkway to eliminate a drainage/soil erosion issue with the gravel parking area.
- A new 6’ wide path to connect the shelter and parking to the restrooms.
- Two paved ADA accessible parking spaces.
BEACH and CANOE/KAYAK AREA

- A new 6’ wide path from the parking lot to the improved canoe/kayak launch, rental building and docks will be installed, as well as a new 6’ wide path around the beach to the existing boardwalk.
- A new, accessible canoe/kayak launch.
- Restroom renovations will include:
  - New partitions (recycled plastic).
  - New faucets.
  - New knee protection under the sink.
  - Removal of one toilet/urinal; stubbing the water/sewer lines.
  - Relocating the flush handle.
  - New accessories (i.e. grab bars, toilet paper dispensers)
PRELIMINARY ESTIMATE OF COST
BURCHFIELD PARK - ACCESSIBILITY IMPROVEMENTS
INGHAM COUNTY, MI

Winter Sports Building Area $112,400.00
South Ridge Area $20,000.00
Woodsong Area $101,700.00
Deer Run Area $43,900.00
Beach and Canoe/Kayak Launch Area $235,000.00

GRAND TOTAL FOR ALL AREAS $513,000.00

Non-Grant Funded Expenses
Topographical Survey $10,000.00

GRAND TOTAL FOR ENTIRE PROJECT $523,000.00

<table>
<thead>
<tr>
<th>County's All-In Cost</th>
<th>Total Match &amp; Survey</th>
<th>Topographical Survey</th>
<th>Local Match for Grant Application</th>
<th>DNR LWCF Grant</th>
<th>Additional points given in DNR scoring**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$266,500</td>
<td>$10,000</td>
<td>$256,500</td>
<td>$255,500</td>
<td>NA</td>
</tr>
</tbody>
</table>

** DNR Recreation Passport grant does not give additional points for higher percentage of local match.

Local Match / Funding Sources:

Ingham County CIP: $32,000
Friends of I.C.P.: $2,500
Millage: $232,000

County's All-In Cost: $266,500
DNR LWCF Grant: $256,500

Total Project Cost: $523,000
# Preliminary Estimate of Cost

**Burchfield Park - Accessibility Improvements**  
*Ingham County, Michigan*

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WINTER SPORTS BUILDING AREA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Permits</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Soil Erosion Sedimentation Control</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$11,185.00</td>
<td>$11,185.00</td>
</tr>
<tr>
<td>4.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Entrance Drive, Install Recycled Cold Millings w/ Geo-Fabric</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>5.</td>
<td>35</td>
<td>Ton</td>
<td>ADA Parking Spaces (4), 3.5&quot; HMA</td>
<td>$120.00</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>6.</td>
<td>140</td>
<td>S.Y.</td>
<td>8&quot; Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td>$9.00</td>
<td>$1,260.00</td>
</tr>
<tr>
<td>7.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Signage &amp; Striping</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>8.</td>
<td>150</td>
<td>L.F.</td>
<td>Path Rough Grading</td>
<td>$13.00</td>
<td>$1,950.00</td>
</tr>
<tr>
<td>9.</td>
<td>130</td>
<td>S.Y.</td>
<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$1,170.00</td>
</tr>
</tbody>
</table>
| 10. | 1,960 | S.F. | Concrete Path, 6' Wide, 4" thick  
(includes access from parking to building, interpretive signs and picnic table pad) | $6.00 | $11,760.00 |
| 11. | 1 | Each | Recycled Plastic Picnic Table | $3,500.00 | $3,500.00 |

**RESTROOM - ADA IMPROVEMENTS (Items 12-16)**  
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove / Install New ADA and Standard Partitions</td>
<td>$18,375.00</td>
<td>$18,375.00</td>
</tr>
<tr>
<td>13.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove / Install New Faucet &amp; under sink Knee Protection</td>
<td>$1,800.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>14.</td>
<td>1</td>
<td>Lump Sum</td>
<td>New accessories in ADA stall (grab bars, toilet paper holder)</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>15.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove toilet/urinal and stub water / sewer lines</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>16.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Relocate flush handle for toilet</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>17.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Landscaping (Rain Garden)</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>18.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Restoration &amp; Cleanup</td>
<td>$1,400.00</td>
<td>$1,400.00</td>
</tr>
</tbody>
</table>

| | | | | Allowance | $1,500.00 |

**SUBTOTAL** | **$88,800.00**

| | Contingency | **$8,900.00**

| | Engineering (15%) | **$14,700.00**

**TOTAL PRELIMINARY ESTIMATE OF COST** | **$112,400.00**

2/13/2018
<table>
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<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit Description</th>
<th>Unit Price</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Lump Sum Permits</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Soil Erosion and Sedimentation Control</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$2,880.00</td>
<td>$2,880.00</td>
</tr>
<tr>
<td>4</td>
<td>90</td>
<td>L.F. Path Rough Grading</td>
<td>$13.00</td>
<td>$1,170.00</td>
</tr>
<tr>
<td>5</td>
<td>40</td>
<td>S.Y. 4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$360.00</td>
</tr>
<tr>
<td>6</td>
<td>3/0</td>
<td>S.F. Concrete Path, 4' Wide, 4&quot; thick</td>
<td>$6.00</td>
<td>$2,220.00</td>
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<tr>
<td>7</td>
<td>20</td>
<td>Ton ADA Parking Spaces (3), 3.5&quot; HMA</td>
<td>$120.00</td>
<td>$2,400.00</td>
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<tr>
<td>8</td>
<td>60</td>
<td>S.Y. 8&quot; Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td>$9.00</td>
<td>$540.00</td>
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<tr>
<td>9</td>
<td>1</td>
<td>Lump Sum Signage &amp; Striping</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>Lump Sum Site Restoration &amp; Cleanup</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<tr>
<td></td>
<td>1</td>
<td>Lump Sum Construction Staking &amp; Material Testing</td>
<td>Allowance</td>
<td>$1,500.00</td>
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**TOTAL PRELIMINARY ESTIMATE OF COST**

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td>$15,770.00</td>
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<tr>
<td><strong>Contingency</strong></td>
<td>$1,630.00</td>
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<tr>
<td><strong>Engineering (15%)</strong></td>
<td>$2,600.00</td>
</tr>
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**TOTAL PRELIMINARY ESTIMATE OF COST**

$20,000.00
## PRELIMINARY ESTIMATE OF COST

**BURCHFIELD PARK - ACCESSIBILITY IMPROVEMENTS**

**INGHAM COUNTY, MICHIGAN**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1.</td>
<td>1 Lump Sum</td>
<td>Permits</td>
<td></td>
<td>$1,200.00</td>
<td>$1,200.00</td>
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<tr>
<td>2.</td>
<td>1 Lump Sum</td>
<td>Soil Erosion and Sedimentation Control</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<td>3.</td>
<td>1 Lump Sum</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$15,360.00</td>
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<td>4.</td>
<td>240 L.F.</td>
<td>Path Rough Grading</td>
<td>$13.00</td>
<td>$3,120.00</td>
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<td>5.</td>
<td>300 S.Y.</td>
<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$2,700.00</td>
<td></td>
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<tr>
<td>6.</td>
<td>2,200 S.F.</td>
<td>Concrete Path, 6’ Wide, 4” thick (includes access walk from parking, area around fire pit and new concrete at restroom)</td>
<td>$6.00</td>
<td>$13,000.00</td>
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<tr>
<td>7.</td>
<td>70 Ton</td>
<td>ADA Parking Spaces (9), 3.5” HMA</td>
<td>$120.00</td>
<td>$8,400.00</td>
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<td>8.</td>
<td>290 S.Y.</td>
<td>8” Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td>$9.00</td>
<td>$2,610.00</td>
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<td>9.</td>
<td>1 Lump Sum</td>
<td>Signage &amp; Striping</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
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**RESTROOM - ADA IMPROVEMENTS (Items 10-12)**

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<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
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<tr>
<td>10.</td>
<td>1 Lump Sum</td>
<td>Remove Outside Screen Walls and Concrete Pad</td>
<td>$2,625.00</td>
<td>$2,625.00</td>
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<tr>
<td>11.</td>
<td>1 Lump Sum</td>
<td>Remove / Install New ADA and Standard Partitions</td>
<td>$18,375.00</td>
<td>$18,375.00</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>1 Lump Sum</td>
<td>Remove / Install New Faucet &amp; under sink Knee Protection</td>
<td>$1,800.00</td>
<td>$1,800.00</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>1 Lump Sum</td>
<td>Site Restoration &amp; Cleanup</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
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### Allowance

<table>
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<th>Item No.</th>
<th>Description</th>
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<tbody>
<tr>
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<td>$3,600.00</td>
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**SUBTOTAL**

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<th>Item No.</th>
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<td>$80,290.00</td>
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<table>
<thead>
<tr>
<th>Item No.</th>
<th>Contingency</th>
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<tbody>
<tr>
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<td>$8,110.00</td>
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</tbody>
</table>

**Engineering (15%)**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$13,300.00</td>
</tr>
</tbody>
</table>

**TOTAL PRELIMINARY ESTIMATE OF COST**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$101,700.00</td>
</tr>
</tbody>
</table>

2/13/2018

Page 4 of 6

Spicer
## PRELIMINARY ESTIMATE OF COST

**Burchfield Park - Accessibility Improvements**  
**Ingham County, Michigan**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lump Sum</td>
<td></td>
<td>Permits</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Sq. Ft</td>
<td>Soil Erosion and Sedimentation Control</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Sq. Ft</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$5.00</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Sq. Ft</td>
<td>Remove Ex. Conc. Sidewalk</td>
<td>$4.00</td>
<td>$2,160.00</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Lin. Ft</td>
<td>Path Rough Grading</td>
<td>$13.00</td>
<td>$1,040.00</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>Sq. Yds</td>
<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$450.00</td>
</tr>
</tbody>
</table>
| 7.       |          | Sq. Ft | Concrete Path, 6' Wide, 4" thick,  
(includes a re-design of the walk from the parking to the pavilion and a new path from the parking to the restroom) | $6.00 | $18,720.00 |
| 8.       |          | Ton | ADA Parking Spaces (2), 3.5" HMA | $120.00 | $2,400.00 |
| 9.       |          | Sq. Yds | 8" Crushed Limestone Base, 22A, C.I.P. (Parking) | $9.00 | $540.00 |
| 10.      |          |        | Signage & Striping | $1,500.00 | $1,500.00 |
| 11.      |          |        | Site Restoration & Cleanup | $1,000.00 | $1,000.00 |
| ######   |          |        | Construction Staking & Material Testing | Allowance | $1,500.00 |

**SUBTOTAL** | **$34,710.00**  
**Contingency** | **$3,490.00**  
**Engineering (15%)** | **$5,700.00**

**TOTAL PRELIMINARY ESTIMATE OF COST** | **$43,900.00**
# PRELIMINARY ESTIMATE OF COST

**BURCHFIELD PARK - ACCESSIBILITY IMPROVEMENTS**

**INGHAM COUNTY, MICHIGAN**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEACH and CANOE/KAYAK AREA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Permits</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Soil Erosion and Sedimentation Control</td>
<td>$8,500.00</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>3.</td>
<td>850</td>
<td>Lin. Ft.</td>
<td>Remove Ex. Conc. Sidewalk</td>
<td>$4.00</td>
<td>$3,400.00</td>
</tr>
<tr>
<td>4.</td>
<td>1,580</td>
<td>Sq. Ft.</td>
<td>Rough Grading</td>
<td>$5.00</td>
<td>$7,900.00</td>
</tr>
<tr>
<td>5.</td>
<td>1,060</td>
<td>Sq. Yds.</td>
<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$9,540.00</td>
</tr>
<tr>
<td>6.</td>
<td>9,500</td>
<td>Sq. Ft.</td>
<td>Concrete Path, 6' Wide, 4” thick</td>
<td>$6.00</td>
<td>$57,000.00</td>
</tr>
<tr>
<td>7.</td>
<td>40</td>
<td>Lin. Ft.</td>
<td>French Drain w/ 6&quot; pipe, filter fabric and stone, C.I.P.</td>
<td>$25.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>8.</td>
<td>1</td>
<td>Lump Sum</td>
<td>ADA Accessible Canoe/Kayak Launch</td>
<td>$40,000.00</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>9.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Concrete Headwall, approx. 20 LF</td>
<td>$6,500.00</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>10.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Bank Stabilization</td>
<td>$11,200.00</td>
<td>$11,200.00</td>
</tr>
<tr>
<td><strong>RESTROOM - ADA IMPROVEMENTS (Men &amp; Women) (Items 8-16)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove Outside Screen Walls and Concrete Pad</td>
<td>$2,625.00</td>
<td>$2,625.00</td>
</tr>
<tr>
<td>11.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove / Install New ADA and Standard Partitions</td>
<td>$18,375.00</td>
<td>$18,375.00</td>
</tr>
<tr>
<td>12.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove &amp; Install New Faucet &amp; under sink Knee Protection</td>
<td>$1,800.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>13.</td>
<td>1</td>
<td>Lump Sum</td>
<td>New accessories in ADA stall (grab bars, toilet paper holder)</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>14.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove toilet and stub water / sewer lines</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>15.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Relocate flush handle for toilet</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>16.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Restoration &amp; Cleanup</td>
<td>$5,700.00</td>
<td>$5,700.00</td>
</tr>
<tr>
<td>17.</td>
<td>1</td>
<td>Each</td>
<td>DNR Recognition Plaque</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>18.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Construction Staking &amp; Material Testing</td>
<td>Allowance</td>
<td>$3,800.00</td>
</tr>
</tbody>
</table>

**TOTAL PRELIMINARY ESTIMATE OF COST**

$185,840.00

Contingency: $18,560.00

Engineering (15%): $30,600.00

TOTAL PRELIMINARY ESTIMATE OF COST: $235,000.00
Agenda Item 7a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPLICATION FOR A LAND AND WATER CONSERVATION FUND GRANT

WHEREAS, Board of Commissioners Resolution 17-106 authorized submittal of a Recreation Passport Grant Application for park and accessibility improvements at Burchfield County Park in 2017; and

WHEREAS, the grant was not awarded; and

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Land and Water Conservation Fund for park and accessibility improvements at Burchfield Park; and

WHEREAS, the proposed application is supported by the Community’s 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years’ grant cycle through April 1, 2018; and

WHEREAS, a public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Parks Department currently has $32,000 budgeted in Capital Improvement fund for this project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $266,500 which include $32,000 in capital improvement funds, $232,000 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for $256,500 for park and accessibility improvements at Burchfield Park.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes from previously authorized Resolution 17-106 to reallocate $32,000 in capital improvement funds, $175,700 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match; and an additional $56,300 from the 2020 Trails and Parks Millage (for a total $232,000 match from the Trails and Parks Millage) for a total local match in the amount of $266,500 for a Michigan Natural Resources Land and Water Conservation Fund Application generating $256,500 for a total $523,000 project cost.
TO: Board of Commissioners Human Services & Finance Committees  
FROM: Tim Morgan, Parks Director  
DATE: February 20, 2018  
SUBJECT: Authorization to Apply for a Michigan Natural Resources Passport Grant for Lake Lansing South Park  
For the meeting agenda of 3/5/18 Human Services and 3/7/18 Finance

BACKGROUND  
The Parks Department has identified a need for park and accessibility improvements at Lake Lansing South. Attached is the scope of work and preliminary cost estimates.

A public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project.

If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. In addition, it will provide a universal accessible canoe/kayak launch, the first of its kind, to Lake Lansing. This will provide for a blueway trail on Lake Lansing.

ALTERNATIVES  
The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT  
The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of $59,000 from the Trails and Parks Millage for a local match, for a Michigan Natural Resources Passport Grant generating $137,400 for a total $196,400 project cost.

OTHER CONSIDERATIONS  
The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 20, 2018 meeting.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution.
LAKE LANSING PARK SOUTH
PROJECT SUMMARY
2018 DNR GRANT(S)

TRUST FUND GRANT PROJECT
The proposed project includes:

- Removal of the existing dock near the pedal boat rental.
- Replacement of the dock with a pier that will contain boat slips, fishing access and pedal boat slips.
- Solar Lighting on the Pier
- Amenities will include a recycled plastic bench, a recycled plastic trash receptacle and an interpretive sign.

The project funding is proposed to request $300,000 from the DNR Trust Fund grant and $156,600 from the Ingham County Trails and Parks Millage, for a total project amount of $456,600.

RECREATION PASSPORT GRANT PROJECT
The proposed project includes:

- An accessible canoe/kayak launch
- New concrete walks.
- Asphalt paving of the south end of the parking lot with 12 ADA accessible parking spaces.
- Drainage improvements around the newly paved parking area.

The project funding is proposed to request $137,400 from the DNR Recreation Passport grant and $59,000 from the Ingham County Trails and Parks Millage, for a total project amount of $196,400.
PRELIMINARY ESTIMATE OF COST
PIER AND PARKING RENOVATION
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MI

Trust Fund Grant - GRAND TOTAL $456,600.00
Recreation Passport Grant - GRAND TOTAL $196,400.00

Non-Grant Funded Expenses
Topographical Survey $15,000.00

GRAND TOTAL FOR ENTIRE PROJECT $668,000.00

<table>
<thead>
<tr>
<th>TRUST FUND GRANT: (34%)</th>
<th>Grant Funds</th>
<th>Trails &amp; Parks Millage</th>
<th>Total Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match Percentage:</td>
<td>$300,000</td>
<td>$156,600</td>
<td>$456,600</td>
</tr>
</tbody>
</table>

| RECREATION PASSPORT GRANT: | $137,400.00 | $59,000          | $196,400           |
| Match Percentage:          | (70%)       | (30%)            |                    |

| OTHER COSTS:               | Topographical Survey $0.00 | $15,000 | $15,000 |

| PROJECT TOTALS:  | $437,400 | $230,600 | $0 | $668,000 |
### Preliminary Estimate of Cost
**Peir and Parking Renovation**
**Lake Lansing Park South**
**Ingham County, Michigan**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Lump Sum Permits</td>
<td>Lump Sum</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Soil Erosion and Sedimentation Control</td>
<td>Lump Sum</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>Lump Sum</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove Ex. Dock</td>
<td>Lump Sum</td>
<td>$7,500.00</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>1,460</td>
<td>Sq. Ft.</td>
<td>Pier and Boat Slips</td>
<td></td>
<td>$150.00</td>
<td>$219,000.00</td>
</tr>
<tr>
<td>6.</td>
<td>670</td>
<td>Sq. Ft.</td>
<td>Peddle Boat Dock and Slips</td>
<td></td>
<td>$150.00</td>
<td>$100,500.00</td>
</tr>
<tr>
<td>7.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Pier Lighting (solar)</td>
<td>Lump Sum</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Bench, Recycled Plastic</td>
<td>Lump Sum</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Trash Receptacle, Recycled Plastic</td>
<td>Lump Sum</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Interpretive Sign</td>
<td>Lump Sum</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Restoration &amp; Cleanup</td>
<td>Lump Sum</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>1</td>
<td>Each</td>
<td>DNR Recognition Plaque</td>
<td></td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>13.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Construction Staking &amp; Material Testing, Allowance</td>
<td></td>
<td></td>
<td>$5,700.00</td>
</tr>
</tbody>
</table>

**Subtotal** | **$361,000.00**
**Contingency** | **$36,100.00**
**Engineering (15%)** | **$54,500.00**

**Total Preliminary Estimate of Cost** | **$451,600.00**

---

**Recreation Passport Grant - Parking, Walks, Drainage & Canoe/Kayak Launch**
Preliminary Estimate of Cost

Pier and Parking Renovation
Lake Lansing Park South
Ingham County, Michigan

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Lump Sum</td>
<td>Permits</td>
<td>Lump Sum</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Lump Sum</td>
<td>Soil Erosion and Sedimentation Control</td>
<td>Lump Sum</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>Lump Sum</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove Ex. Concrete Walks</td>
<td>Lump Sum</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>Lump Sum</td>
<td>ADA Canoe/Kayak Launch</td>
<td>Lump Sum</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>6</td>
<td>1,730</td>
<td>Sq. Ft.</td>
<td>Concrete Path, 6' Wide, 4&quot; thick</td>
<td>$12.00</td>
<td>$20,760.00</td>
</tr>
<tr>
<td>7</td>
<td>300</td>
<td>Sq. Ft.</td>
<td>Concrete Path, 10' Wide, 4&quot; thick</td>
<td>$12.00</td>
<td>$3,600.00</td>
</tr>
<tr>
<td>8</td>
<td>149</td>
<td>Ton</td>
<td>Paved Parking, HMA, 3.5&quot;</td>
<td>$120.00</td>
<td>$17,820.00</td>
</tr>
<tr>
<td>9</td>
<td>943</td>
<td>Sq. Yd.</td>
<td>8&quot; Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td>$15.00</td>
<td>$14,138.67</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>Lump Sum</td>
<td>Signage &amp; Striping</td>
<td>Lump Sum</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>11</td>
<td>300</td>
<td>Lin. Ft.</td>
<td>Drainage Pipe, 12&quot; RCP and End Sections (includes areas along parking lot)</td>
<td>$50.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>12</td>
<td>2</td>
<td>Each</td>
<td>Catch Basins</td>
<td>$3,500.00</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>13</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Restoration &amp; Cleanup</td>
<td>Lump Sum</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>14</td>
<td>1</td>
<td>Each</td>
<td>DNR Recognition Plaque</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>15</td>
<td>1</td>
<td>Lump Sum</td>
<td>Construction Staking &amp; Material Testing, Allowance</td>
<td>Lump Sum</td>
<td>$9,000.00</td>
</tr>
</tbody>
</table>

Subtotal: $155,118.67
Contingency: $15,681.33
Engineering (15%): $25,600.00

Total Preliminary Estimate of Cost: $196,400.00
Intended by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPLICATION FOR A RECREATION PASSPORT PROGRAM GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Recreation Passport Program for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the proposed application is supported by the Community’s 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this year’s grant cycle through April 1, 2018; and

WHEREAS, a public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount $59,000 from the Trails and Parks Millage for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Recreation Passport Grant Application for $137,400 for park and accessibility improvements at Lake Lansing South.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes $59,000 from the Trails and Parks Millage for a local match for a total $196,400 project cost.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 20, 2018
SUBJECT: Authorization to Apply for a Michigan Natural Resources Trust Fund Grant for Lake Lansing South
For the meeting agenda of 3/5/18 Human Services and 3/7/18 Finance

BACKGROUND
The Parks Department has identified a need for park and accessibility improvements at Lake Lansing South. Attached is the scope of work and preliminary cost estimates.

A public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project.

If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience.

ALTERNATIVES
The Parks Department is seeking approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT
The Parks Department is requesting the Ingham County Board of Commissioners authorizes the use of $156,600 from the Trails and Parks Millage for a local match for a Michigan Natural Resources Trust Fund Grant generating $300,000 for a total $456,000 project cost.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 20, 2018 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
LAKE LANSING PARK SOUTH
PROJECT SUMMARY
2018 DNR GRANT(S)

TRUST FUND GRANT PROJECT
The proposed project includes:

- Removal of the existing dock near the pedal boat rental.
- Replacement of the dock with a pier that will contain boat slips, fishing access and pedal boat slips.
- Solar Lighting on the Pier
- Amenities will include a recycled plastic bench, a recycled plastic trash receptacle and an interpretive sign.

The project funding is proposed to request $300,000 from the DNR Trust Fund grant and $156,600 from the Ingham County Trails and Parks Millage, for a total project amount of $456,600.

RECREATION PASSPORT GRANT PROJECT
The proposed project includes:

- An accessible canoe/kayak launch
- New concrete walks.
- Asphalt paving of the south end of the parking lot with 12 ADA accessible parking spaces.
- Drainage improvements around the newly paved parking area.

The project funding is proposed to request $137,400 from the DNR Recreation Passport grant and $59,000 from the Ingham County Trails and Parks Millage, for a total project amount of $196,400.
PRELIMINARY ESTIMATE OF COST  
PIER AND PARKING RENOVATION  
LAKE LANSING PARK SOUTH  
INGHAM COUNTY, MI

Trust Fund Grant - GRAND TOTAL $456,600.00
Recreation Passport Grant - GRAND TOTAL $196,400.00

Non-Grant Funded Expenses
Topographical Survey $15,000.00

GRAND TOTAL FOR ENTIRE PROJECT $668,000.00

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<tr>
<th></th>
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<th>Trails &amp; Parks Millage</th>
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PRELIMINARY ESTIMATE OF COST
PIER AND PARKING RENOVATION
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MICHIGAN

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<th>Item No.</th>
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SUBTOTAL $361,000.00
Contingency $36,100.00
Engineering (15%) $54,500.00

TOTAL PRELIMINARY ESTIMATE OF COST $451,600.00

Recreation Passport Grant - PARKING, WALKS, DRAINAGE & CANOE/KAYAK LAUNCH

2/13/2018
## PRELIMINARY ESTIMATE OF COST
**PIER AND PARKING RENOVATION**  
**LAKE LANSING PARK SOUTH**  
**INGHAM COUNTY, MICHIGAN**

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<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
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<td>Lump Sum Construction Staking &amp; Material Testing, Allowance</td>
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**SUBTOTAL** $155,118.67  
**Contingency** $15,681.33  
**Engineering (15%)** $25,600.00  

**TOTAL PRELIMINARY ESTIMATE OF COST** $196,400.00
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES
TRUST FUND GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the proposed application is supported by the Community’s 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this year's grant cycle through April 1, 2018; and

WHEREAS, a public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $156,000 from the Trails and Parks Millage for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Trust Fund Application for $300,000 for park and accessibility improvements at Lake Lansing South.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes $156,600 from the Trails and Parks Millage for a local match for a total $456,000 project cost.
TO:                 Board of Commissioners Human Services & Finance Committees
FROM:              Tim Morgan, Parks Director
DATE:              February 20, 2018
SUBJECT:           Ingham County Trails and Park Millage
                   For the meeting agenda of 3/5/18 Human Services and 3/7/18 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.

Following the directives of the Board of Commissioners, the Park Commission reviewed the 18 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (1), City of Lansing (8), Leroy Township (1), City of Leslie (1), City of Mason (1), Meridian Township (1), Onondaga Township (1), and Stockbridge (1). The Park Commission recommended 13 of the applications be funded (please reference the attached spreadsheet). At the Finance Committee meeting, two more projects were added bringing the total to 15 to be funded.

ALTERNATIVES
The Ingham County Trails and Parks Comprehensive Report provided for a detailed inventory and assessment of the County’s existing trails, identification of planned trails and regional corridors, public and stakeholder preferences for millage expenditures and regional corridors. These Park Commission recommendations for the new countywide trails and parks millage allocations and funding request through the current application process by each community present priorities in an effort to accomplish these tasks. Without these new construction enhancements and rehabilitation of existing trails, bridges and County Park infrastructure, which had been deferred in the past, with the goal to provide opportunities for people to walk and bike to more places through non-motorized trails linking people to places such as parks, neighborhoods, schools, places of employment and businesses for both recreation and commuting purposes may fall short. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force’s recommendation and the Board of Commissioner’s directive to address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects.

FINANCIAL IMPACT
The projected funds available for 2018 from the Trails and Parks Millage for the third round of applications is $2,770,478. The total projected Trails and Parks Millage funds available including available 2018 funds and funds not exceeding 70% from 2019 and 2020 is $7,306,478.
The total amount recommended for the round three applications by the Park Commission is $3,087,786 from the Trails and Parks Millage Fund which includes a percentage of 2018 funds as well as recommendations from 2019 and 2020 funds. The total amount of local match for this round is $1,750,009. Before the Finance Committee recommended funding two more projects, this left the following funds available by year: 2018 funds: $746,213, 2019 funds: $1,197,604, and 2020 funds: $2,274,875. At the Finance Committee they added two more projects to 2018 for a total of $1,935,000. If both projects were funded in 2018, this would leave 2018 funds with a negative amount (-$1,188,787). If it were split between 2018 and 2019 funding then it would leave the following funds available by year: 2018 funds: $0.00, 2019 funds: $8,817, and 2020 funds: $2,274,875.

OTHER CONSIDERATIONS
The Ingham County Park Commission reviewed and scored the projects and they supported this resolution at their December 11, 2017 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.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolutions as recommended by the Park Commission at their December 11, 2017 meeting.
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<th>Project Title</th>
<th>Applicant</th>
<th>Project Type</th>
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<th>2018 Award Amount</th>
<th>2018 Total Amount</th>
<th>2019 Amount Unallocated After Park &amp; Rec. Comm.</th>
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TRAILS AND PARKS MILLAGE GRANT OVERVIEW

Millage Funding By Municipality to Date and With Projections

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<th>Municipalities</th>
<th>Total Millage Funding To Date</th>
<th>Recommended 2018 Funds</th>
<th>Recommended 2019 Funds</th>
<th>Recommended 2020 Funds</th>
<th>Total Millage Funds With Recommendations Through 2020</th>
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<td>$27,109.00</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>$1,557,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,557,500.00</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>$4,496,093.00</td>
<td>$1,520,400.00</td>
<td>$227,625.00</td>
<td>$227,625.00</td>
<td>$6,471,743.00</td>
</tr>
<tr>
<td>City of Leslie</td>
<td>$4,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>City of Mason</td>
<td>$822,803.00</td>
<td>$0.00</td>
<td>$153,281.00</td>
<td>$0.00</td>
<td>$976,084.00</td>
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<tr>
<td>Meridian Township</td>
<td>$1,613,000.00</td>
<td>$1,070,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,683,000.00</td>
</tr>
<tr>
<td>Leroy Township</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Stockbridge</td>
<td>$0.00</td>
<td>$404,990.00</td>
<td>$404,990.00</td>
<td>$0.00</td>
<td>$809,980.00</td>
</tr>
<tr>
<td>Delhi Township</td>
<td>$0.00</td>
<td>$960,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$960,000.00</td>
</tr>
<tr>
<td>TOTALS</td>
<td>$8,516,630.00</td>
<td>$3,959,265.00</td>
<td>$835,896.00</td>
<td>$227,625.00</td>
<td>$11,769,436.00</td>
</tr>
</tbody>
</table>

The millage has also provided funding for the following services and projects; park improvements $1,099,400, trails and blueways work $195,600, professional services $268,461 and millage administration $167,438, totaling $1,730,899.

As of the latest Spicer report we have five projects completed, all other projects in the report show that they are in process, in the following stages; bidding, design, design and bidding, design and permitting or hired. We have 22 projects with a contract completion date set for 2018, five projects with a contract completion date of 2019 and one project with a completion date of 2020.

With the current recommendations for the millage grants un-allocated funds for the next three years are - $1,188,787 for 2018, $1,197,604 for 2019 and $2,274,875 for 2020. There is nothing precluding the Park Commission or the Board of Commissioners from opening a new round of applications for consideration. We would only be limited by the funds available after awards are granted from the current round up for consideration.

In regards to the rolling consideration of applications, the Board of Commissioners may tentatively allocate funding for projects over a multi-year period (an annual amount not to exceed 70% of projected future millage revenue in any given year) to provide for flexibility and to construct large projects in multi-year phases.
Resolution #17-275.

The Millage Coordinator, will, going forward be working one on one with communities that need assistance with grant applications. When the notice that the next round of applications is open, they will be instructed to contact the Coordinator to work on these applications. Communities that are not awarded this round will be contacted by the Coordinator to rework their application in anticipation of the next round of grants if they intend to reapply.

Total local match to date is $4,399,538.50 for all projects that have been funded. The total match for all currently recommended projects is $2,132,570.

The millage program has also generated fund from multiple sources as shown below. Three proposed grant projects up for consideration in 2018 could potentially generate an additional $693,00 bringing our total of money generated from the millage up to $5,093,438.50.
Money Generated From the Millage Program

<table>
<thead>
<tr>
<th>Sources</th>
<th>Money Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>$2,826,123.00</td>
</tr>
<tr>
<td>State</td>
<td>$747,840.00</td>
</tr>
<tr>
<td>Local</td>
<td>$570,575.50</td>
</tr>
<tr>
<td>Private</td>
<td>$255,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,399,538.50</strong></td>
</tr>
</tbody>
</table>
Introducing by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONTRACTS FOR TRAILS AND PARKS MILLAGE APPLICATIONS

WHEREAS, 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; and

WHEREAS, 18 applications that were received from Aurelius Township (1), Delhi Township (1), City of East Lansing (1), City of Lansing (8), Leroy Township (1), City of Leslie (1), City of Mason (1), Meridian Township (2), Onondaga Township (1), and Stockbridge (1); and

WHEREAS, after careful review and evaluation of the applications by the Park Commission, the Park Commission recommends funding the below applications.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into contracts with the following entities designated within the below table:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Amount Requested</th>
<th>Millage Funds Recommended for Funding</th>
<th>Year Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurelius Township</td>
<td>Aurelius Township 5-Year Parks and Recreation Plan</td>
<td>$3,875.00</td>
<td>$3,875.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing (FLRT)</td>
<td>Volunteer Trail Ambassador Coordinator</td>
<td>$17,500.00</td>
<td>$17,500.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Bank Stabilization - Washington Avenue</td>
<td>$55,000.00</td>
<td>$55,000.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Bridge Rehabilitation - Bridge#CL-09-LTW-GR</td>
<td>$78,750.00</td>
<td>$78,750.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Bridge Removal and Replacement - Bridge#CL-21-LTE-RC</td>
<td>$1,333,750.00</td>
<td>$1,333,750.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Fenner Pathway extension</td>
<td>$455,250.00</td>
<td>$455,250.00</td>
<td>2019-2020</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally accessible canoe/kayak launch at City Market</td>
<td>$14,400.00</td>
<td>$14,400.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Moores Park</td>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Krueger Landing</td>
<td>$10,500.00</td>
<td>$10,500.00</td>
<td>2018</td>
</tr>
<tr>
<td>Leroy Township</td>
<td>Simmons Memorial Park - Trail Attached to Handicap Accessible Parking</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td>2019</td>
</tr>
<tr>
<td>Mason</td>
<td>Hayhoe Riverwalk Extension- Kerns Road</td>
<td>$153,281.00</td>
<td>$153,281.00</td>
<td>2019</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Old Raby Culvert Replacement</td>
<td>$95,000.00</td>
<td>$95,000.00</td>
<td>2018</td>
</tr>
<tr>
<td>Stockbridge Township</td>
<td>Lakelands Trail Resurfacing</td>
<td>$809,980.00</td>
<td>$809,980.00</td>
<td>2018-2019</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Okemos Road Pedestrian Boardwalk</td>
<td>$1,170,000.00</td>
<td>$975,000.00</td>
<td>2018</td>
</tr>
<tr>
<td>Delhi Charter Township</td>
<td>RAM 2 Burchfield Trail</td>
<td>$2,764,210.00</td>
<td>$960,000.00</td>
<td>2018</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed except in the case of projects that are being funded across multiple years, which include Fenner Pathway Extension, Simmons Memorial Park and Hayhoe Riverwalk which will be completed in 2021.

BE IT FURTHER RESOLVED, that if work is not completed within two 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 entities with projects not recommended for funding in this resolution will have until March 15, 2018 to increase their match amount for further consideration by the Board of Commissioners.

BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses.

BE IT FURTHER RESOLVED, the decision whether to fund a given project is reserved to the Board of Commissioners.

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.
MEMORANDUM

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: February 15, 2018

Subject: Contract with MaLannoye Consulting to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with the Ingham Health Plan Corporation

For the meeting agendas of March 5 and March 7

BACKGROUND

In resolution #17-503 the Ingham County Board of Commissioners authorized contracts with the Ingham Health Plan Corporation (IHPC) through December 31, 2018. Resolution #17-503 contained the following clause:

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

MaLannoye Consulting, LLC has been under contract since 2016 to act as an outside reviewer to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract. The contract will expire on March 31, 2018. This resolution is necessary to approve an extension of that contract.

All terms and conditions of the current contract shall remain in place.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The contract with MaLannoye Consulting LLC, will be extended through March 31, 2019 for review of IHPC invoices from the 2018 Health Services Millage contract. The amount will not exceed $7,000 from the Health Services Millage for monthly review of invoices and random sampling as to millage eligibility.

OTHER CONSIDERATIONS

N/A

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 AUTHORIZING A CONTRACT EXTENSION WITH MALANNOYE CONSULTING, LLC TO REVIEW MEMBER ELIGIBILITY AND EXPENSES RELATIVE TO THE HEALTH SERVICES MILLAGE CONTRACTS WITH INGHAM HEALTH PLAN CORPORATION

WHEREAS, Resolution #17-503 the Ingham County Board of Commissioners authorized a contract with the Ingham Health Plan Corporation (IHPC) through December 31, 2018; and

WHEREAS, Resolution #17-503 stated that the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language; and

WHEREAS, it is necessary to contract with an outside reviewer to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a contract extension with Malannoye Consulting, LLC to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract.

BE IT FURTHER RESOLVED, MaLannoye Consulting, LLC will continue review of the net asset balance of the Ingham Health Plan Corporation for the fiscal years 2012 through 2017 to determine the portion of the fund balance that is eligible to be used for millage related services versus non-millage services.

BE IT FURTHER RESOLVED, the contracts shall be extended through March 31, 2019 in an additional amount not exceed $7,000 from the Health Services Millage.

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.
Introducing by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE YOUTH COMMISSION TO RAISE FUNDS AND ACCEPT DONATIONS ON BEHALF OF THE YOUTH COMMISSION

WHEREAS, the Youth Commission would like to raise funds to help further the goals and mission of the Youth Commission; and

WHEREAS, part of the initiative to further the goals of the Youth Commission would be to provide more leadership and training opportunities for its members.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Youth Commission to raise funds and accept donations for the purpose of advancing the goals and mission of the Youth Commission which includes training opportunities for Youth Commission members.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of donations on behalf of the Youth Commission and the Controller/Administrator is authorized to establish an account for the Youth Commission for donations and related expenditures.
TO: County Services and Finance Committees
FROM: Tom Gamez, Director of Operations ICRD
DATE: February 20, 2018
SUBJECT: Extension of RFP 36-17, 29A Crushed Natural Aggregate.

The Road Department annually purchases approximately 1,200 tons of 29A crushed natural aggregate that meet or exceed the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and various other road maintenance operations.

The purpose of this correspondence is to support the attached resolution to extend the 2017 RFP 36-17 (2017 Seasonal supply for 29A crushed natural aggregate), to purchase 29A crushed natural aggregate for the scheduled 2018 Chip seal program and various other road maintenance operations.

The Road Department’s adopted 2018 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Gerken Materials was awarded the bid proposal per RFP#36-17 in 2017, based on the lowest bid which meets the 29A crushed natural aggregate specifications, and it is the recommendation of the Purchasing Department, with the concurrence of Road Department staff, to extend this bid and purchase 29A crushed natural aggregate on an as-needed, unit price per ton basis from;

Gerken Materials 9072 County Road 424 Napoleon, Ohio 43545, 29A crushed natural aggregate @ $21.05 a ton, with an estimated quantity of 1,200 tons delivered to the ICRD Western, Eastern and Metro facilities.

Therefore approval of the attached resolution is recommended; to authorize purchase of the Road Department’s 2018 seasonal supply of 29A crushed natural aggregate by extending RFP 36-17.
Dear Ms. Mayes,

Please consider this request from Gerken Materials, Inc., “contractor”, to extend the 2017 contract (Bid Packet #36-17) with Ingham County Road Commission for 29A Coarse Aggregate to calendar year 2018. This request is being made by the contractor pursuant to the bid document for coarse aggregate under which we were awarded the contract for 29A in 2017. The 29A aggregate material would be provided at the same delivered pricing as bid for calendar year 2017.

We appreciate your consideration of this request.

Sincerely,

Amy Wenner

Amy Wenner
Sales Representative
Gerken Materials, Inc
Mobile: (419) 389-2193
Office: (419) 533-7701/ Fax: (419) 533-6393
amy@gerkenpaving.com
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION OF THE 2017 PURCHASE AGREEMENT FOR THE 2018 SEASONAL REQUIREMENT OF 29A CRUSHED NATURAL AGGREGATE

WHEREAS, the Road Department annually purchases approximately 1,200 tons of 29A crushed natural aggregate that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2018 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A crushed natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #36-17 in 2017, and it is their recommendation, with the concurrence of Road Department, to extend the RFP #36-17 and purchase on an as-needed, unit price per ton basis, for the 2018 Chip seal season; and

WHEREAS, a blanket PO shall be processed with materials delivered to the 3 Road Department facilities based on unit price per ton and a quantity not to exceed $25,000; and

WHEREAS, it is the recommendation of the Purchasing Department and Road Department to purchase 29A crushed natural aggregate from Gerken Materials, delivered to the ICRD Metro, Eastern and Western facilities and purchase on an as-needed, unit price per ton basis.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid extension for the 2018 season, and authorizes the purchase of 29A crushed natural aggregate on an as-needed, unit price per ton basis to; Gerken Materials 9072 County Road 424 Napoleon, Ohio 43545, 29A crushed natural aggregate at $21.05 a ton, with an estimated quantity of 1,200 tons delivered to the ICRD Western, Eastern and Metro facilities.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute the purchase orders as needed and budgeted.
TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: February 20, 2018

SUBJECT: Extension of RFP 36-17: 29A Blast Furnace Slag.

The Road Department annually purchases approximately 19,000 tons of 29A Blast furnace slag that meet or exceed the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and various other road maintenance operations.

The purpose of this correspondence is to support the attached resolution to extend the 2017 RFP # 36-17, to purchase 29A Blast furnace slag for the scheduled 2018 Chip seal program and various other road maintenance operations.

The Road Department’s adopted 2018 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for 29A Blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #36-17 in 2017, and it is their recommendation, with concurrence of Road Department staff, to extend this bid and purchase 29A Slag on an as-needed, unit price per ton basis from:

Yellow Rose Transport Inc., 29A blast furnace slag @ $25.00 a ton, with an estimated quantity of 19,000 ton delivered to the ICRD Western, Eastern and Metro facilities.

Yellow Rose Transport was awarded the Bid Proposal per RFP#36-17 in 2017, based on the lowest bid which meets the 29A Blast furnace slag specifications. The 29A Blast furnace slag will be delivered to the ICRD Western, Eastern and Metro facilities.

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department’s 2018 seasonal supply of 29A Blast furnace slag by extending RFP 36-17.
February 9, 2018

Doug Meekhof
President
Yellow Rose Transport Inc.

Bobbie Mayes
Purchasing Agent
Ingham County Road Department
301 Bush street
Mason, MI 48854
517-676-9722

RE: Contract Extension

Yellow Rose Transport is please to extend and hold our bid price to Ingham County for the 2018 season.

Yellow Rose Transport will honor last years pricing of $25.00 per ton for approximately 19,000 ton of 29A Slag delivered to Ingham County locations. Price is for material and delivery, but does not include sales tax.

It is expected that Yellow Rose Transport Inc will begin shipping no later than April 1st and will have until July 31st to deliver the full 19,000 ton.

Thank you for the opportunity to serve Ingham County.

Doug Meekhof
Yellow Rose Transport Inc.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION OF THE 2017 PURCHASE AGREEMENT FOR THE 2018 SEASONAL REQUIREMENT OF 29A SLAG

WHEREAS, the Road Department annually purchases approximately 19,000 tons of 29A Blast furnace slag that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2018 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A Blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #36-17 in 2017, and it is their recommendation, with the concurrence of Road Department, to extend the RFP #36-17 (2017 Seasonal supply for Slag) and purchase on an as-needed, unit price per ton basis for the 2018 seasonal supply; and

WHEREAS, a blanket PO shall be processed with materials delivered to the 3 Road Department facilities based on unit price per ton and a quantity not to exceed $475,000; and

WHEREAS, it is the recommendation of the Purchasing Department and Road Department to purchase 29A Blast furnace slag from Yellow Rose Transport Inc., delivered to the ICRD Metro, Eastern and Western facilities and purchase on an as-needed, unit price per ton basis.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid extension for the 2018 seasonal supply, and authorizes the purchase of Blast furnace slag on an as-needed, unit price per ton basis to:

Yellow Rose Transport Inc., 3531 Busch Driver SW, Grandville, MI 49418, 29A Blast furnace slag at $25.00 a ton, with an estimated quantity of 19,000 tons delivered to the Western, Eastern and Metro facilities.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute the purchase orders as needed and budgeted.
TO:  Board of Commissioners County Services and Finance Committee
FROM:  Timothy J. Dolehanty, Controller/Administrator
DATE:  February 20, 2018
SUBJECT:  Resolution to Authorize Participation and Funding for Booking/Holding Facility Feasibility Study

BACKGROUND
On June 9, 2015 the Board of Commissioners approved Resolution 15-229 to authorize a contract to Redstone Architects, Inc. to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention, and 55th and 54A District Courts. The City of Lansing contributed $41,850 (25%) toward the total approved cost of $169,835. A summary of the final report was presented to the Board of Commissioners at a leadership meeting on May 5, 2016.

In the 2016 study Redstone recommended “that a new 54A Court and Lansing Police Facility could be located on one of two sites identified. The joint facility would include a shared lock-up to service both facilities, which would be run by the Ingham County Sheriff’s Office…..” Redstone projected this project would cost about $51.6 million plus additional costs for land acquisition.

After much deliberation and study, the City of Lansing modified its building strategy to include just 54A District Court and lock-up facility. Final disposition of Lansing Police Facility needs will be addressed separately by the City. For reasons of public convenience and operational efficiency, the ideal location for the new facility is adjacent to the Veteran’s Memorial Courthouse/Grady Porter complex. Preliminary design concepts developed by Redstone for the 2016 study confirmed viability of this option.

Redstone has proposed development of a detailed building plan to develop construction costs projections and allow the Sheriff’s Office to create a staffing plan/operational budget for the new lock-up facility. If proven to be a feasible arrangement, this information will form the basis of a future agreement between the City and County to operate the lock-up facility. The Sheriff’s Office will also address long-standing Court security concerns in the operational study. Plans for climate-controlled storage of Circuit Court and Probate Court records will be included as part of the overall project.

Following is the work plan developed by Redstone for this project:

1. Meeting with ICSD/Court Administrator to discuss operations, daily schedule, etc.
2. Review VMCH floor plans and VMCH holding area
3. Discuss VMCH historic occupant load; historic 54A occupant load
4. Meeting with LPD to look at processing/court detainees history LPD booking stats
5. Review 2015 LPD program requirements for holding (for both LPD and 54A)
6. Develop program statement identifying holding/processing needs
7. Review building drawings to determine if existing holding area can be modified/expanded to incorporate Lansing booking/processing area
8. Meeting with ICSD, LPD, 54A and VMCH staff regarding work flow and prisoner flow
9. Develop consensus
10. Identify option(s) to develop:
   a. If consensus is that VMCH holding can be modified for processing, develop concept plans showing modifications
   b. Develop initial project cost projections
   c. With ICSD, develop staffing plan
   d. ICSD to develop staffing cost model
11. Prepare and present report

**ALTERNATIVES**
The County could choose not to participate in this project.

**FINANCIAL IMPACT**
The City of Lansing has an approved professional services agreement with Redstone and will act as project administrator. The City requests that the County share half the $27,080 cost of this phase ($13,540). Costs associated with a second phase to develop concept designs for 54A District Court will be borne solely by the City.

**OTHER CONSIDERATIONS**
In a November 21, 2017 letter to Lansing Chief Operating Officer Chad Gamble, the County indicated it is “open to discussion about conceptual plans to relocate certain City of Lansing justice services near or adjacent to the Veterans Memorial Courthouse and Grady Porter Building. Although the concept presents a number of complex logistical challenges, we are certainly prepared to explore the many advantages to such an arrangement.”

Approval of this proposal is consistent with the intent and spirit of the Regional Service Coordination Policy adopted on February 13 which states, “Ingham County Government will make routine inventory of the services it performs and determine which of these services it can perform for other municipal and county governments…. Ingham County shall proactively communicate to other units of government the available services with the intent of arranging agreements to provide these services.”

**RECOMMENDATION**
I respectfully recommend support of the attached Resolution to Authorize Participation and Funding for Booking/Holding Facility Study.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PARTICIPATION AND FUNDING
FOR BOOKING/HOLDING FACILITY FEASIBILITY STUDY

WHEREAS, it is a goal of the Ingham County Board of Commissioners Strategic Plan to provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County; and

WHEREAS, as stated in the Strategic Plan, the Board strives to make facilities and services user friendly, and seeks to collaborate with local government networks to learn about innovations and cost effective service delivery models; and

WHEREAS, through another goal included in the Strategic Plan, the Board seeks to provide user-friendly, accessible facilities and quality infrastructure; and

WHEREAS, strategies identified to achieve this goal include planning physical space needed for future storage needs and identification of opportunities to collaborate with other government units for facilities, property and infrastructure upgrades; and

WHEREAS, the City of Lansing has proposed a building strategy to construct a building to house 54A District Court and City lock-up facility at the Veteran’s Memorial Courthouse/Grady Porter complex; and

WHEREAS, the County will benefit from efforts to explore a shared lock-up facility to service the City and County Courts, and to explore Court storage space needs.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes participation in a booking/holding facility feasibility to be administered by the City of Lansing.

BE IT FURTHER RESOLVED, that the Board authorizes funding not to exceed half the total cost of the feasibility study, with the County allocation not to exceed $13,540.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to $13,540 from the 2018 Ingham County Contingency Fund to the Controllers Budget for this purpose.

BE IT FURTHER RESOLVED, that the Board Chairperson 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 and Finance Committee  
FROM: Timothy J. Dolehanty, Controller/Administrator  
DATE: February 20, 2018  
SUBJECT: Resolution to Authorize Participation and Funding for MEWA Feasibility Study

BACKGROUND
A Multiple Employer Welfare Arrangement (MEWA) is defined as a single health insurance plan that covers the employees of two or more unrelated employers. A typical MEWA consists of a group of employers who seek an alternative to standard health insurance options. A self-funded MEWA provides an alternative to the fully insured market or the individual self-insured model. The MEWA option allows a group of employers to share in the overall claims risk by joining together (Wright, 2014).

The Michigan Association of Counties (MAC) is currently evaluating the interest and feasibility of developing a county health plan pool, leveraging the purchasing power of combined county membership and cost containment strategies to provide counties and other public agencies with a low cost, high value health plan for county employees. MAC has partnered with the County’s third party administrator, 44North, to utilize their expertise and resources in experienced pooling initiatives in the evaluation and development of the MAC pool.

The first step to determine overall benefits of the contemplated pool program is completion of a feasibility study. As in most situations, there is general agreement that a MEWA pool is feasible simply based on economies of scale. The feasibility study will therefore focus on fulfillment of federal and state application filing requirements and other regulatory needs. The study becomes, in essence, a business plan, with actuarial support for loss assumptions, a description of any reinsurance protection behind the pool, and an explanation of how the capital requirements will be met.

ALTERNATIVES
The Board of Commissioners may elect to continue the past practice of securing health insurance through the fully insured market. However, the County has already exhausted most savings opportunities under this model.

FINANCIAL IMPACT
The total cost of a feasibility study focused on Ingham County health insurance needs will range from $65,000 to $95,000 and include the following:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Legal Services</td>
<td>$12,000 to $20,000</td>
</tr>
<tr>
<td>Actuarial Services</td>
<td>$17,000 to $25,000</td>
</tr>
<tr>
<td>Consulting &amp; Application Process</td>
<td>$20,000 to $28,000</td>
</tr>
<tr>
<td>Market Benchmark &amp; Impact Study</td>
<td>$15,000 to $20,000</td>
</tr>
<tr>
<td>Regulatory Fees</td>
<td>$1,000 to $2,000</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td><strong>$65,000 to $95,000</strong></td>
</tr>
</tbody>
</table>

Funding for this proposal will be taken from the Employee Benefit Fund, the source typically used for employee benefit studies.
OTHER CONSIDERATIONS
MAC has already secured interest in the MEWA model from six counties. In addition, the Community Mental Health Authority and Medical Care Facility have agreed to participate in the study phase. The Cities of Lansing and East Lansing have also expressed interest, but have not yet committed to participation.

Lansing Community College (LCC) recently joined a MEWA consisting of primarily education providers based in west Michigan. LCC officials recently expressed overall satisfaction with the decision to join that coalition, noting in particular high employee satisfaction with new options available through the MEWA.

MAC has targeted January 1, 2019 as a start date for the new MEWA.

RECOMMENDATION
I respectfully recommend support of the attached Resolution to Authorize Funding for a MEWA Feasibility Study.
Michigan County Health Plan Pool Proposal

The Michigan Association of Counties (MAC) is currently evaluating the interest and feasibility of developing a county health plan pool, leveraging the purchasing power of combined county membership and cost containment strategies to provide counties with a low cost, high value health plan for county employees.

The MAC has partnered with a health plan advisor, 44North, to utilize their expertise and resources in experienced pooling initiatives in the evaluation and development of the MAC pool.

The evaluation and development estimated costs include:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Legal Services</td>
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</tr>
</tbody>
</table>

The first step is to perform a feasibility study. A feasibility study is a study undertaken to determine whether the contemplated pool program is financially feasible. In most situations, 44North is in agreement that the pool is feasible, its purpose will be more driven by fulfilling the requirement that a pool submit a feasibility study as part of the application filing.

As such, the study will primarily focus on what regulatory needs. The study becomes, in essence, a business plan, with actuarial support for the loss assumptions, a description of any reinsurance protection behind the pool, and an explanation of how the capital requirements of the selected domicile will be met.

The study will:

1. State the scope and purpose of the pool.
2. Assumptions used in producing financial projection.
3. Expected premiums
4. Loss projections based on historical and industry loss data
5. Estimated Expenses Loads
   a. Reinsurance (Fronting Fees if applicable)
   b. Management
   c. General and administrative Expenses
   d. Etc.
6. Conclusion

With the completion of the feasibility study the next steps would follow the process below:
Estimated Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Gathering</td>
<td>30 to 60 days</td>
</tr>
<tr>
<td>(Currently in process)</td>
<td></td>
</tr>
<tr>
<td>Feasibility Study</td>
<td>60 to 90 days</td>
</tr>
<tr>
<td>Reinsurance</td>
<td>30 to 90 days</td>
</tr>
<tr>
<td>Application Submission</td>
<td>90 days</td>
</tr>
<tr>
<td>Approval</td>
<td>120 day</td>
</tr>
</tbody>
</table>

Thank you for consideration of this proposal and working with the MAC in providing a valuable resource for Michigan’s counties.
WHEREAS, it is a goal of the Ingham County Board of Commissioners Strategic Plan to maintain and enhance County fiscal health to ensure delivery of services to residents; and

WHEREAS, one strategy to attain the Board goal is to identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs; and

WHEREAS, the Michigan Association of Counties is currently evaluating the interest and feasibility of developing a county health plan pool, leveraging the purchasing power of combined county membership and cost containment strategies to provide counties and other public agencies with a low cost, high value health plan for county employees; and

WHEREAS, the first step to determine overall benefits of the contemplated pool program is completion of a feasibility study.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes participation and funding for a health insurance pool feasibility study through the Michigan Association of Counties at a total cost not to exceed $95,000.

BE IT FURTHER RESOLVED, that funding for the feasibility study shall be taken from the Employee Benefit Fund.

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 Board Chairperson 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 and Finance Committees  
FROM: Timothy J. Dolehanty, Controller/Administrator  
DATE: February 20, 2018  
SUBJECT: Resolution to Authorize a Transition Overlap for the Financial Services Director

BACKGROUND  
By the end of November, 2018 the incumbent Financial Services Director will retire after 10 years of dedicated service to Ingham County. Under the general direction of the Controller/Administrator, this key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting. The Director recommends related policies and is responsible for preparation of County financial statements and various financial analysis projects.

In order to assure administrative continuity, a six-month transition period would allow ample time to familiarize the new director with Ingham County accounting policies and procedures. Administration of more than 150 funds, management of employee benefits, and actual close-out of September 30 fiscal year-end funds with mentoring assistance from the current director will be extraordinarily valuable.

At least two Financial Services department employees, the Accounts Payable/Travel Coordinator and an accountant, will retire at about the same time as the incumbent director. The Benefits Coordinator position was filled in February, and another accountant was transferred to Financial Services from the Treasurer’s office in late 2017. The institutional memory and professional guidance from the incumbent Director will certainly benefit in these transitions as well.

ALTERNATIVES  
A more traditional approach to hiring would have the new director start upon departure of the current director.

FINANCIAL IMPACT  
The total cost of a six-month overlap is $79,912. However, an unusual number of position vacancies in the Financial Services office this fiscal year will minimize, if not eliminate, the need for a fund transfer to cover this added expenditure.

OTHER CONSIDERATIONS  
Recruitment of a new Financial Services Director has begun. Approval of this proposal would allow the transition period to begin on or about June 18.

RECOMMENDATION  
I respectfully recommend support of the attached Resolution to Authorize a Transition Overlap for the Financial Services Director.
WHEREAS, the incumbent Financial Services Director will soon retire after 10 years of dedicated service to Ingham County; and

WHEREAS, this key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting for the County; and

WHEREAS, the Financial Services Department has experienced an unusual employee turnover rate in the past year; and

WHEREAS, a six-month transition period would allow ample time to familiarize the new director with Ingham County accounting policies and procedures and allow for a mentoring period with the current director.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Controller to hire a new Financial Services Director in time to allow for a six-month transition period with the incumbent Director at a cost not to exceed $80,000.

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

To: Finance Committee

From: Michael A. Townsend, Budget Director

Date: February 20, 2018

Subject: Resolution Establishing the 2019 Budget Calendar
For the meeting agenda March 7

BACKGROUND
Attached is a resolution establishing the Budget Calendar for 2019. The Board of Commissioners will consider an updated strategic plan for the years 2019 through 2023, which is scheduled to go before the committees in April.

Collection from departments of background information and activity indicators will coincide with the operating and capital budget request submissions, as was done last year. This information will be distributed to Board members in advance of the Controller’s budget meetings to begin around mid-June.

A date range is given for the Controller’s budget meetings, and exact dates will be released as they become available. Liaison Budget hearings will be held on August 23 through 29, and the Finance Budget hearing will be held on September 12. Commissioners are invited to attend all of these meetings.

ALTERNATIVES
N/A

FINANCIAL IMPACT
N/A

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2019 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.
**2019 BUDGET CALENDAR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7</td>
<td>Finance Committee recommends 2019 budget calendar.</td>
</tr>
<tr>
<td>March 13</td>
<td>Board of Commissioners approves 2019 budget calendar.</td>
</tr>
<tr>
<td>April 12 – 18</td>
<td>Liaison and Finance Committees review Ingham County Strategic Plan for 2019 through 2023</td>
</tr>
<tr>
<td>April 12 – 18</td>
<td>Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2019.</td>
</tr>
<tr>
<td>April 24</td>
<td>Board of Commissioners adopts Ingham County Strategic Plan for 2019 through 2023.</td>
</tr>
<tr>
<td>April 26 – May 2</td>
<td>Committees may make recommendations for increases to fees for various county services to be effective January 1, 2019.</td>
</tr>
<tr>
<td>May 8</td>
<td>Board of Commissioners considers updates to fees for various county services to be effective January 1, 2019.</td>
</tr>
<tr>
<td>May 25</td>
<td>Department heads, elected officials and agencies, submit operating and capital budgets.</td>
</tr>
<tr>
<td>June 13 – 29</td>
<td>Controller holds budget meetings with departments.</td>
</tr>
<tr>
<td>July 31</td>
<td>Community agencies submit applications for 2019 funding. (tentative)</td>
</tr>
<tr>
<td>August 20</td>
<td>Controller’s Recommended Budget distributed to full Board of Commissioners.</td>
</tr>
<tr>
<td>August 23 – 29</td>
<td>Liaison Committees hold hearings on operating and capital budget recommendations.</td>
</tr>
<tr>
<td>September 12</td>
<td>Finance Committee holds hearing and makes operating and capital improvement budget recommendations.</td>
</tr>
<tr>
<td>October 23</td>
<td>Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and millages.</td>
</tr>
</tbody>
</table>