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FINANCE COMMITTEE
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BRYAN CRENSHAW
TODD TENNIS
CAROL KOENIG
DENNIS LOUNEY
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 16, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [May 2, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – [Quarterly Investment Report](#) for December 31, 2017
2. Homeland Security and Emergency Management – Resolution to Apply for State [Disaster Contingency Fund Grants](#) under P.A. 390 Section 19
3. LOFT Committee – Resolution to Authorize Three Year Contracts for [Westlaw](#) Electronic Law Library, Patron Access and Clear Access for Various Ingham County Departments, Offices and Courts
4. Parks Department – Resolution to Authorize a Voluntary Park Patron Optional Decal –[Fundraising Program](#)
5. Health Department
 - a. Resolution to Convert the Vacant Lead Social Worker Position to [Medical Social Worker](#)
 - b. Resolution to Establish [340B Pharmacy Coordinator](#) Position
6. Facilities Department
 - a. Resolution to Authorize a Service Warranty Renewal for the Maintenance of the [X-Ray Screening Machine](#) at the Ingham County Family Center
 - b. Resolution to Authorize a Renewal for [Fire Prevention Services](#) at Several County Facilities
 - c. Resolution to Authorize the Replacement of the Rolling [File Storage System](#) in the Hilliard Building and the Veterans Memorial Courthouse
7. Animal Control
 - a. Resolution Approving [Contract of Lease](#)
 - b. Resolution Approving [Ground Lease](#)

8. Road Department
 - a. Resolution to Authorize an Agreement with [Delhi Township](#) for Cedar Street Resurfacing Aurelius to Willoughby Roads, Delhi Township
 - b. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County and a Third Party Agreement between the Village of Dansville and the Road Department in Relation to Road [Reconstruction Projects](#) of Haslett Road from M-52 Easterly to Morrice Road, Fitchburg Road from Nims Road Easterly to Freiermuth Road, and Williamston Road from North Street Northerly to Howell Road
 - c. Resolution to Award a Construction Contract for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to [M&M Pavement Markings, Inc.](#), Grand Blanc, Michigan

9. Controller/Administrator's Office – Resolution Updating Various [Fees](#) for County Services

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
May 2, 2018
Draft Minutes

Members Present: Grebner, Crenshaw, Koenig, and Schafer

Members Absent: Anthony, Louney, and Tennis

Others Present: Bill Conklin, Rick Terrill, Andy Bouck, Deb Fett, Michael Townsend, Lindsey LaForte, and others.

The meeting was called to order by Chairperson Grebner at 6:04 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of the April 18, 2018 Closed and Open Session Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE APRIL 18, 2018 FINANCE COMMITTEE CLOSED AND OPEN MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Anthony, Louney, and Tennis

Additions to the Agenda –

None.

Substitutions –

5. Health Department
 - c. Resolution to Change WIC Program Positions

6. Innovation and Technology Department
 - b. Resolution To Reclassify And Retitle the MIS Administrative Clerk Position.

Limited Public Comment

None.

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

1. Prosecuting Attorney – Resolution to Authorize the Acceptance of Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative and to Authorize Expenditure of Funds to Hire an Ingham County Deputy

2. Circuit Court–Family Division
 - a. Resolution to Authorize a Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy

- b. Resolution to Authorize Funds for Two Replacement Vehicles for the Ingham County Family Center
 - c. Resolution to Authorize a Contract for Electronic Monitoring with House Arrest Services
3. 9-1-1 Dispatch Center
- a. Resolution to Amend Resolution #18-065 for the Renewal of the 9-1-1 Telephone Support Agreement with Carousel Industries Inc.
 - b. Resolution to Authorize Electronic Training Records Programs
 - c. Resolution to Authorize Replacement of Outdoor Surveillance Cameras at the 9-1-1 Center
4. Facilities – Resolution to Authorize Placement of a Fire Hydrant and Water Main
5. Health Department
- a. Resolution to Extend Agreement with ERG Environmental for Hazardous Waste Hauling Services
 - b. Resolution to Authorize a Letter of Understanding to Extend Probation to Allow Coding Specialist to Obtain Certification
 - c. Resolution to Change WIC Program Positions
6. Innovation and Technology Department
- a. Resolution to Approve the Support Renewal for Barracuda Anti-Spam Filter
 - b. Resolution to Update the MIS Administrative Clerk Position
7. Road Department
- a. Resolution to Authorize the Purchase of Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe with Aluminized Coating
 - b. Resolution to Authorize Modification of Prior Road Department Re-Organization
8. Potter Park Zoo
- a. Resolution to Authorize Acceptance of a Donation from and to Enter into a Contract with Christman Constructors, Inc.
 - b. Resolution to Authorize the Purchase of Parakeets for Potter Park Zoo
9. Human Resources – Resolution to Approve United Automobile Aerospace & Agricultural Implement Workers of America (UAW) Ingham County Local 2256 for the Zoo Unit Reclassification Request

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony, Louney, and Tennis

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Anthony, Louney, and Tennis

10. Controller/Administrator's Office– Resolution Updating Various Fees for County Services (*Discussion*)

Michael Townsend, Budget Director, stated that this was a routine examination and adjustment of fees.

Commissioner Koenig asked if there were major concerns.

Mr. Townsend stated that there were no concerns.

Chairperson Grebner stated that there was a statement during the County Services Committee about perhaps changing the method or index to do the fee adjustments. He further stated that there were a lot of possibilities, but they are all similar.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:10 p.m.

MAY 16, 2018 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

2. **Ingham County Office of Homeland Security and Emergency Management** – Resolution to Apply for State Disaster Contingency Fund Grants under P.A. 390 Section 19

This resolution will allow the Ingham County Office of Homeland Security and Emergency Management to apply for the State of Michigan Disaster Contingency Fund Grant pursuant to Section 19 of the Emergency Management Act, 1976 PA 390 due to significant burden and stress on local resources during the February 2018 flooding event. During this flooding event, Ingham County sustained severe losses resulting in damage to county roadways, bridges and culverts. Public damage and expenditures were extraordinary with an estimated cost to Ingham County totaling \$100,000.

3. **LOFT Committee** – Resolution to Authorize Three Year Contracts for Westlaw Electronic Law Library, Patron Access, and Clear Access for Various Ingham County Departments, Offices, and Courts

This resolution will authorize contracts for Westlaw Electronic Law Library, Patron Access, and Clear Access for the time period June 1, 2018 through May 31, 2021. The three-year electronic law library contracts with Westlaw and CLEAR are due to expire on May 31, 2018. The LOFT Committee, which includes representatives from the Circuit Court, Friend of the Court, Probate Court, 55th District Court, Sheriff's Office, and the Prosecuting Attorney's Office, reviewed services provided by Westlaw and CLEAR for the purpose of making a decision regarding renewal of the electronic law library services. Additionally, the Committee discussed adding public access to the county's electronic law library which could be achieved by adding the Patron product. The LOFT Committee determined that the West Publishing Company, through the Westlaw for Government, CLEAR and Patron products is the only vendor which can provide all of the on-line research needed by the public and various Ingham County Departments Offices and Courts.

4. **Parks Department** -Resolution to Authorize a Voluntary Park Patron Optional Decal – Fundraising Program

This resolution authorizes a Park Patron Decal that would be available for sale at Ingham County Park facilities. The Park Patron Decal would work in the same manner as the park's department annual pass and provide entry into the Ingham County Parks for one calendar year. When park staff sells the Patron Decal, there will be a Friends of Ingham County Parks membership form that the Patron may complete and mail to the Friends. This will help the Friends build a membership base of park supporters and donors. The concept of the Park Patron program would be mutually promoted by the Parks Department and the Friends of Ingham County Parks through all social media platforms and available websites. The parks would also have signage at the entry gates with information about the program. The resolution sets the price of \$100 for the Patron Decal. This revenue would be collected by the Parks Department. The Agreement with the Friends of Ingham County Parks provides a revenue split of \$42 (annual non-resident fee) to the Parks and \$58 to the Friends. If 200 passes were sold it would generate \$11,600 for the Friends of Ingham County Parks to support the Ingham County Parks Department. This will not displace any current revenue.

5a. Health Department - Resolution to Convert the Vacant Lead Social Worker Position to Medical Social Worker

This resolution converts a vacant Lead Social Worker position (ICEA County Pro 08) Position #601258 to a Medical Social Worker position (ICEA County Pro 07) to better meet the Ingham Community Health Center's operational needs. This move results in a long term savings of approximately \$5,700 annually, and the union is supportive of this conversion.

5b. Health Department - Resolution to Establish 340B Pharmacy Coordinator Position

This resolution establishes a 340B Pharmacy Coordinator position. There is an operational need to add a 340B Pharmacy Coordinator position in order to manage this growing self-auditing component and optimization aspects of the 340B program, and to preserve the cost saving benefit and protect the County from penalty costs of non-compliance audit findings. The 340B Pharmacy Coordinator position would be classified as an ICEA County Professional Grade 08 (\$56,844.47-\$68,240.39), and the cost of the position will be covered through 340B program savings.

6a. Facilities Department – Resolution to Authorize a Service Warranty Renewal for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center

The Facilities Department requests approval of a resolution to authorize a three-year service warranty to perform inspections, maintenance, and repair services on the x-ray screening machine at the Ingham County Family Center. The current service warranty with Astrophysics will expire on July 31. The proposed three-year service warranty would run through July 31, 2021 at a total annual cost of \$4,963 (\$14,889 over three years).

6b. Facilities Department – Resolution to Authorize a Renewal for Fire Prevention Services at Several County Facilities

The Facilities Department requests approval of a resolution to approve a two-year renewal agreement to provide fire prevention services at several county facilities. Fire alarm testing, fire extinguisher, and fire suppression services are required and necessary in the daily operation of county facilities. The current service warranty with Boynton Fire Service expired on April 30. The proposed two-year service warranty would run through April 30, 2021 at a total cost of \$17,505.

6c. Facilities Department – Resolution to Authorize the Replacement of the Rolling File Storage System in the Hilliard Building and the Veterans Memorial Courthouse

The Facilities Department seeks approval of a resolution to authorize up to \$260,000.00 from the general fund balance to cover the costs associated with replacement of rolling file storage systems at the Hilliard Building and Veterans Memorial Courthouse. Funds would be used to cover all expenses associated with installing the new systems, re-packaging the files/materials, the cost of temporary labor to package, transport, and temporarily re-locate the materials. The rolling file storage systems in both locations have outlived their life expectancy and deteriorated to the point of causing safety concerns.

7a. Animal Control Department – Resolution Approving Contract of Lease

The Animal Control Department by way of the Ingham County Building Authority seeks to construct, furnish and equip a new 16,000 square foot County animal control shelter facility. It was contemplated that the County and/or the Authority will enter into a lease, amended lease, or sublease of the project with the County, who will be the major tenant, and occupy and maintain the project, and pay rental with respect to the project. It is necessary and desirable for the County to enter into a Contract of Lease with the Authority.

7b. Animal Control Department – Resolution Approving Ground Lease

This proposed resolution is a companion document to agenda item 4a. Item 4a addresses the physical building structure; item 4b addresses the actual “ground.”

8a. Road Department – Resolution to Authorize an Agreement with Delhi Township for Cedar Street Resurfacing Aurelius to Willoughby Roads, Delhi Township

The Road Department recommends approval of a resolution to authorize an agreement with Delhi Township to effect construction and engineering oversight of the Cedar Street resurfacing between Aurelius and Willoughby Roads as part of the Realize Cedar Project. Funding for this project was made available through Michigan Public Act 82 of 2018 which appropriated funds to local units for construction or preservation of county roads and city/village streets and other purposes. Approval of this project will provide a complete update to Cedar Street throughout the Holt business district. The total cost of the project is estimated to be \$677,902.52.

8b. Road Department – Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County and a Third Party Agreement between the Village of Dansville and the Road Department in Relation to Road Reconstruction Projects of Haslett Road from M-52 Easterly to Morrice Road, Fitchburg Road from Nims Road Easterly to Freiermuth Road, and Williamston Road from North Street Northerly to Howell Road

The Road Department requests approval of a resolution to authorize a contract with the State of Michigan/MDOT to resurface portions of Haslett Road, Fitchburg Road, and Williamston Road at a total estimated cost of \$2,517,600. The projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. The projects generally involve roadway resurfacing, installation of gravel shoulders, guardrail, and drainage improvements.

8c. Road Department – Resolution to Award a Construction Contract for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to M&M Pavement Markings, Inc., Grand Blanc, Michigan

The Road Department recommends approval of a resolution to accept the unit price bid results for annual countywide waterborne pavement marking and cold plastic common text and symbol pavement marking program, and to award a contract to M&M Pavement Markings, Inc. at a total cost not to exceed \$401,274.60.

9. Controller's Office – *Resolution Updating Various Fees for County Services*

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2018, and for all other departments on January 1, 2019. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2019 cost was calculated by multiplying the 2018 cost by the 2019 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings. If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$83,970. Any additional revenue will be recognized in the 2019 Controller Recommended Budget. (See attached memo for details)

PRESENTATION/DISCUSSION ITEM:

1. Treasurer's Office – *Quarterly Investment Report for December 31, 2017*

**INGHAM COUNTY
POOLED CASH AND INVESTMENTS
December 31, 2017**

	ACCOUNT		
	BALANCE	MATURITY	PURCHASE DATE
OPERATING BANK ACCOUNTS	\$ 11,245,530.84		
CERTICATES OF DEPOSITS			
CIBC (formerly Private Bank)	1,000,000.00	1/25/2018	1/25/2017
Wolverine Bank	252,132.93	2/26/2018	2/27/2017
Independent Bank	250,000.00	3/11/2018	3/10/2017
CIBC (formerly Private Bank)	1,000,000.00	3/15/2018	3/15/2017
CIBC (formerly Private Bank)	1,000,000.00	3/23/2018	9/14/2017
Flagstar Bank	1,000,000.00	4/20/2018	12/27/2017
Huntington Bank	1,006,025.44	4/29/2018	10/29/2016
Huntington Bank	1,006,025.44	4/29/2018	10/29/2016
Comerica	2,000,000.00	5/18/2018	5/19/2017
CIBC (formerly Private Bank)	1,000,000.00	6/1/2018	12/18/2017
MSU Credit Union	2,000,000.00	6/15/2018	6/15/2015
First National Bank	1,000,000.00	7/9/2018	1/9/2017
Flagstar Bank	1,000,000.00	7/13/2018	12/27/2017
Independent Bank	1,000,000.00	7/27/2018	12/27/2017
Chemical Bank	1,007,668.09	8/9/2018	8/7/2017
Level 1	500,000.00	8/20/2018	8/18/2017
Horizon CD	\$1,000,000.00	9/21/2018	12/27/2017
Lake Trust Credit Union	1,002,627.25	9/30/2018	9/30/2017
Flagstar Bank	1,000,000.00	10/5/2018	12/27/2017
Independent Bank	1,000,000.00	11/30/2018	12/27/2017
MSU Credit Union	2,000,000.00	12/26/2018	12/26/2017
LAFCU	1,000,150.68	12/27/2018	12/27/2017
Horizon CD	\$1,000,000.00	12/28/2018	12/27/2017
MSU Credit Union	2,000,000.00	2/17/2019	2/17/2016
MSU Credit Union	300,000.00	1/14/2020	1/14/2017
LAFCU	1,000,217.81	12/27/2020	12/27/2017
Total Certificates of Deposit	27,324,847.64		
RESERVE AND SAVINGS			
Dart Bank	2,074,005.51		
LAFCU	582,957.11		
Small Account	37.19		
MSU Credit Union	89,120.28		
Portland Credit Union	1,048,981.33	1/5/2018	
Flagstar	2,459,410.23		
Homestead Savings Bank	506,516.23		
Michigan Class	32,056,662.18		
Total Reserve and Savings	38,817,690.06		
FEDERAL AGENCY COUPON SECURITIES			
Federal National Mortgage Association	987,370.00	4/25/2018	5/16/2014
Federal Farm Credit Bank	2,000,000.00	7/18/2018	7/16/2016

Federal Farm Credit Bank	2,000,000.00	10/13/2020	7/14/2016
Federal Farm Credit Bank	2,000,000.00	1/19/2021	7/19/2016
Federal Farm Credit Bank	2,500,000.00	8/16/2021	6/22/2016
Federal Home Loan Bank	2,000,000.00	11/9/2021	11/9/2016
Federal Farm Credit Bank	2,000,000.00	11/1/2023	11/8/2016
Total Federal Agency Coupon Securities	13,487,370.00		
COMMERCIAL PAPER/LOCAL ISSUES			
Abbey Natl Treas	1,991,755.00	1/26/2018	9/19/2017
General Electric	1,987,853.34	3/29/2018	10/5/2017
Toyota Motor Credit	1,987,780.00	4/6/2018	10/23/2017
JP Morgan Securities LLC	1,983,566.67	5/17/2018	10/19/2017
GE Capital Treasury	2,975,745.00	6/15/2018	11/20/2017
JP Morgan Securities LLC	1,976,300.00	6/29/2018	10/2/2017
Credit Suisse	1,974,661.11	8/31/2018	12/8/2017
Total Commerical Paper	14,877,661.12		
MUNICIPAL BONDS			
Hartland Consolidated School	201,028.00	5/1/2018	4/6/2016
Lansing Board of Water and Light	1,000,000.00	7/1/2019	6/18/2011
Haslett Schools	1,600,000.00	5/1/2020	3/23/2016
South Lyons Community Schools	190,000.00	5/1/2020	5/15/2016
Wayland Union School District	700,000.00	5/1/2020	12/1/2016
Lansing Board of Water and Light	950,000.00	7/1/2020	6/16/2011
Haslett Schools	250,405.40	5/1/2021	5/30/2017
South Lyons Community Schools	300,000.00	5/1/2022	5/15/2013
State of Michigan A REG	709,669.97	11/1/2022	6/22/2017
Houghton-Portage Township	201,666.00	5/1/2025	7/14/2016
Ionia School District	233,787.40	5/1/2025	3/27/2017
City of Lansing	304,250.00	5/1/2027	9/25/2012
Total Municipal Bonds	6,640,806.77		
Total Pooled Cash and Investments	\$ 112,393,906.43		


Eric A. Schertzing, Ingham County Treasurer

Agenda Item 2

TO: Law & Courts Committee
Finance Committee

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

DATE: Friday, April 27, 2018

RE: RESOLUTION TO APPLY FOR STATE DISASTER CONTINGENCY FUND
GRANT PURSUANT TO SECTION 19 OF THE EMERGENCY
MANAGEMENT ACT, 1976 PA 390

The Ingham County Office of Homeland Security and Emergency Management would like to apply for the State of Michigan Disaster Contingency Fund Grant pursuant to Section 19 of the Emergency Management Act, 1976 PA 390; due to significant burden and stress on local resources during the February 2018 flooding event.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPLY FOR STATE DISASTER CONTINGENCY FUND GRANTS
UNDER P.A. 390 SECTION 19**

WHEREAS, Ingham County, Michigan, is a political subdivision within the State of Michigan with an official emergency operation plan in compliance with Section 19 of the Emergency Management Act, 1976 PA 390, MCL 30.419, as amended; and

WHEREAS, Ingham County, sustained severe losses of major proportion brought on by the flooding resulting in the following conditions; damage to county roadways, bridges and culverts; and

WHEREAS, Ingham County Board of Commissioners certifies that the municipal Emergency Operations Plan was implemented at the onset of the disaster at 0940 on 19 February 2018 and all applicable disaster relief forces identified therein were exhausted; and

WHEREAS, as a direct result of the disaster, public damage and expenditures were extraordinary and place an unreasonably great financial burden on Ingham County totaling \$100,000.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners requests the Governor authorize a grant to the County of Ingham from the State Disaster Contingency Fund pursuant to Section 19 of the Emergency Management Act, 1976 PA 390, MCL 30.419, as amended.

BE IT FURTHER RESOLVED, that Sergeant Mary Hull is authorized to execute for and in the behalf of Ingham County the application for financial assistance and to provide to the State any information required for that purpose.

Agenda Item 3

TO: Law & Courts and Finance Committees

FROM: Rhonda Swayze, Deputy Court Administrator of the General Trial Division,
LOFT Committee Member

RE: Renewal and Expansion of Electronic Law Library Services

DATE: May 1, 2018

This memo is on behalf of the LOFT Committee which includes a representative from the Circuit Court, Friend of the Court, Probate Court, 55th District Court, Sheriff's Office, and the Prosecuting Attorney's Office.

The three-year electronic law library contracts with Westlaw and CLEAR are due to expire on May 31, 2018. The LOFT Committee met earlier this year to review services provided by Westlaw and CLEAR for the purpose of making a decision regarding renewal of the electronic law library services provided by Westlaw and CLEAR. Additionally, the Committee discussed adding public access to the county's electronic law library which could be achieved by adding the Patron product.

The LOFT Committee determined that the West Publishing Company, through the Westlaw for Government, CLEAR and Patron products is the only vendor which can provide all of the on-line research needed by the public and various Ingham County Departments Offices, and Courts.

This contract term is June 1, 2018 through May 31, 2021 and the details of the contract allocations can be found in the attached resolution.

cc: Mike Dillon
Hon. Joyce Draganchuk
Shauna Dunnings
Chief Deputy Jason Ferguson
Hon. Richard Garcia
Hon. Janelle A. Lawless
Lisa McCormick
Harry Moxley
George Strander

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THREE YEAR CONTRACTS FOR WESTLAW ELECTRONIC LAW LIBRARY, PATRON ACCESS AND CLEAR ACCESS FOR VARIOUS INGHAM COUNTY DEPARTMENTS, OFFICES AND COURTS

WHEREAS, various Ingham County criminal justice agencies utilize automated Law Library access through a vendor; and

WHEREAS, the LOFT – the Law and Order Fund for Technology: Sheriff, Prosecutor, 55th District, 30th Circuit and Probate Courts collectively looked at various vendors to provide this service in preceding contract years and determined that the Westlaw and CLEAR products provided the most cost effective and efficient ways to provide these services; and

WHEREAS, the LOFT Committee met earlier this year to plan for the next three year contract term and determined that Westlaw for Government and CLEAR are still the most cost effective and efficient ways to provide these services; and

WHEREAS, MCL 600.4851(2) provides funding to establish, operate and maintain a law library for use by persons having business in the courts; and

WHEREAS, courts have been encouraged by the State Court Administrative Office to provide access to frequently-used electronic legal research resources; and

WHEREAS, access to the electronic law library can be provided to the public through the Westlaw Patron product, the Circuit Court expressed a desire to add public access to the automated Westlaw Law Library through the Patron product to this contract term; and

WHEREAS, the LOFT Committee recommends Westlaw for Government, CLEAR and Patron as products to provide automated law library access to the Ingham County Departments, Offices, Courts, and public for the contract term of June 1, 2018 through May 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the LOFT Committee's recommendation and authorizes three year contracts with the West Publishing Company for Westlaw for Government, CLEAR and Patron out of budgeted operational and LOFT Funds with the exception of Friend of the Court and Prosecuting Attorney's Office Family Support which will be paid through the Title IV-D Cooperative Reimbursement Program Contract with the State of Michigan and Patron which will be paid for with the surplus funds in the Law Library line item (269-13100-782000) as follows:

WESTLAW FOR GOVERNMENT:

YEAR 1:

Circuit/Probate/FOC	2018/19	\$1,386.38/month * 12 = \$16,636.56
Prosecutor	2018/19	\$1,612.07/month * 12 = \$19,344.84
55 th District	2018/19	\$225.69/month * 12 = \$2,708.28
Sheriff	2018/19	\$376.88/month * 12 = \$4,522.56
Total:	2018/19	\$3,601.02/month
Total:	2018/19	\$43,212.24/year

YEAR 2:

Circuit/Probate/FOC	2019/20	\$1,427.97/month * 12 = \$17,135.64
Prosecutor	2019/20	\$1,660.43/month * 12 = \$19,925.16
55 th District	2019/20	\$232.46/month * 12 = \$2,789.52
Sheriff	2019/20	\$388.19/month * 12 = \$4,658.28
Total:	2019/20	\$3,709.05/month
Total:	2019/20	\$44,508.60/year

YEAR 3:

Circuit/Probate/FOC	2020/21	\$1,470.81/month * 12 = \$17,649.72
Prosecutor	2020/21	\$1,710.25/month * 12 = \$20,523.00
55 th District	2020/21	\$239.43/month * 12 = \$2,873.16
Sheriff	2020/21	\$399.84/month * 12 = \$4,798.08
Total:	2020/21	\$3,820.33/month
Total:	2020/21	\$45,843.96/year

CLEAR:

YEAR 1:

Circuit Court	2018/19	\$141.21/month * 12 = \$1,694.52
55 th District	2018/19	\$141.21/month * 12 = \$1,694.52
Probate	2018/19	\$141.21/month * 12 = \$1,694.52
Prosecutor	2018/19	\$282.42/month * 12 = \$3,389.04
FOC	2018/19	\$482.15/month * 12 = \$5,785.80
Total:	2018/19	from LOFT \$423.63/month
		from LOFT \$5,083.56/year
Total:	2018/19	from Title IV-D for
		Prosecutor/FOC \$764.57/month
		from Title IV-D for
		Prosecutor/FOC \$9,174.84/year

YEAR 2:

Circuit Court	2019/20	\$148.27/month * 12 = \$1,779.24
55 th District	2019/20	\$148.27/month * 12 = \$1,779.24
Probate	2019/20	\$148.27/month * 12 = \$1,779.24
Prosecutor	2019/20	\$296.54/month * 12 = \$3,558.48
FOC	2019/20	\$502.26/month * 12 = \$6,027.12

Total: 2019/20 from LOFT \$444.81/month
from LOFT \$5,337.72/year

Total: 2019/20 from Title IV-D for
Prosecutor/FOC \$798.80/month
from Title IV-D for
Prosecutor/FOC \$9,585.60/year

YEAR 3:

Circuit Court	2020/21	\$155.68/month * 12 = \$1,868.16
55 th District	2020/21	\$155.68/month * 12 = \$1,868.16
Probate	2020/21	\$155.68/month * 12 = \$1,868.16
Prosecutor	2020/21	\$311.37/month * 12 = \$3,736.44
FOC	2020/21	\$531.57/month * 12 = \$6,378.84

Total: 2020/21 from LOFT \$467.04/month
from LOFT \$5,604.48/year

Total: 2020/21 from Title IV-D for
Prosecutor/FOC \$842.94/month
from Title IV-D for
Prosecutor/FOC \$10,115.28/year

PATRON:

YEAR 1:

Law Library Surplus 2018/19 \$625/month * 12 = \$7,500.00/year

YEAR 2:

Law Library Surplus 2019/20 \$646.84/month * 12 = \$7,762.08/year

YEAR 3:

Law Library Surplus 2020/21 \$666.25/month * 12 = \$8,268.72/year

Total: 2018 – 2021 \$23,643.72/term of contract

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 1, 2018
SUBJECT: Voluntary Park Patron Optional Decal – Fundraising Program
For the meeting agenda of 5/14/18 Human Services and 5/16/18 Finance

BACKGROUND

The Friends of Ingham County Parks (FOICP) have developed in conjunction with the Parks Department staff, a Voluntary Park Patron Optional Decal – Fundraising Proposal. This proposed agreement was reviewed by the county attorney.

The Friends of Ingham County Parks are proposing that the Park Patron Decal be available for sale at Ingham County Park facilities. The Park Patron Decal would work in the same manner as the park’s department annual pass and provide entry into the Ingham County Parks for one calendar year.

When park staff sells the Patron Decal, there will be a Friends of Ingham County Parks membership form that the Patron may complete and mail to the Friends. This will help the Friends build a membership base of park supporters and donors.

The concept of the Park Patron program would be mutually promoted by the Parks Department and the Friends of Ingham County Parks through all social media platforms and available websites. The parks would also have signage at the entry gates with information about the program.

ALTERNATIVES

The Friends of Ingham County Parks could pursue other fundraising avenues if this resolution is not approved.

FINANCIAL IMPACT

We recommend the price of \$100 for the Patron Decal. This revenue would be collected by the Parks Department. The Agreement with the Friends of Ingham County Parks provides a revenue split of \$42 (annual non-resident fee) to the Parks and \$58 to the Friends. If 200 passes were sold it would generate \$11,600 for the Friends of Ingham County Parks to support the Ingham County Parks Department. This will not displace any current revenue.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features because we will be raising money through fundraising to improve our park system.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their April 23, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing the voluntary park patron decal fundraising proposal.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A VOLUNTARY PARK PATRON
OPTIONAL DECAL – FUNDRAISING PROGRAM**

WHEREAS, the Friends of Ingham County Parks has agreed to work with Ingham County Park staff for a Voluntary Park Patron Optional Decal – Fundraising Program at Ingham County Parks; and

WHEREAS, the Friends of Ingham County Parks are proposing that the Park Patron Decal be available for sale at Ingham County Park facilities; and

WHEREAS, the Park Patron Decal would work in the same manner as the park’s department annual pass and provide entry into the Ingham County Parks for one calendar year; and

WHEREAS, when park staff sells the Patron Decal, there will be a Friends of Ingham County Parks membership form that the Patron may complete and mail to the Friends; and

WHEREAS, this will help the Friends build a membership base of park supporters and donors; and

WHEREAS, the concept of the Park Patron program would be mutually promoted by the Parks Department and the Friends of Ingham County Parks through all social media platforms and available websites. The parks would also have signage at the entry gates with information about the program.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an Agreement with the Friends of Ingham County Parks for the Voluntary Park Patron Optional Decal – Fundraising Program.

BE IT FURTHER RESOLVED, the price for the Patron Decal is \$100 and this revenue would be collected by the Parks Department and provides a revenue split of \$42 (annual non-resident fee) to the Parks and \$58 to the Friends.

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

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

Agenda Item 5a

TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: April 30, 2018

SUBJECT: Resolution to Convert Lead Social Worker Position
For the meeting agendas of May 14, May 15 and May 16, 2018

BACKGROUND

The Lead Social Worker Position #601258 (ICEA County Pro 08) in the Ingham Community Health Centers (ICHC) of Ingham County Health Department (ICHHD) is currently vacant. ICHCs would like to convert the Lead Social Worker Position #601258 to a Medical Social Worker Position to better meet its operational needs. A Medical Social Worker Position is compensated at ICEA County Pro 07 range \$52,116.49-\$62,564.08. The ICEA County Professionals Union supports this proposed conversion and the Human Resources Department has also participated in and analyzed this conversion.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The conversion of the vacant position #601258 would save \$5,676.31 annually.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend the conversion of the vacant Lead Social Worker position (ICEA County Pro 08) Position #601258 to a Medical Social Worker position (ICEA County Pro 07).

Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT THE VACANT LEAD SOCIAL WORKER POSITION
TO MEDICAL SOCIAL WORKER**

WHEREAS, Position #601258, Lead Social Worker (ICEA County Pro 08) is currently vacant; and

WHEREAS, the Ingham County Health Department (ICHHD) would like to convert Position #601258 Lead Social Worker to a Medical Social Worker position to better meet its operational needs; and

WHEREAS, a Medical Social Worker is compensated at the ICEA County Pro 07 range \$52,116.49-\$62,564.08; and

WHEREAS, the ICEA County Professionals Union has been notified, and they support the conversion; and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the conversion of the vacant position #601258 would save \$5,676.31 annually; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed conversion of vacant Position #601258 Lead Social Worker (ICEA County Pro 08) to a Medical Social Worker (ICEA County Pro 07); and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed conversion of vacant Position #601258 Lead Social Worker (ICEA County Pro 08) to a Medical Social Worker (ICEA County Pro 07).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of vacant Position #601258 Lead Social Worker - ICEA County Professional Grade 08 (\$56,844.47-\$68,240.39) to a Medical Social Worker - ICEA County Professional Grade 07 (\$52,116.49-\$62,564.08).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary changes to the budget and position allocation list consistent with this resolution.

Agenda Item 5b

TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: April 26, 2018

SUBJECT: Resolution to Establish 340B Pharmacy Coordinator Position
For the meeting agendas of May 14, May 15 and May 16, 2018

BACKGROUND

Ingham County Health Department's (ICHD) network of Federally Qualified Health Centers (FQHCs), the Ingham Community Health Centers (ICHCs), are a covered entity eligible to capture savings through the 340B Drug Discount program. ICHD continues to expand its use of contract pharmacies as part of its 340B Drug Program, significantly increasing the contribution of savings to the ICHC budget as revenue. The 340B Drug Discount program contributed \$166,420.00 in savings in FY 2017, and has contributed over \$440,000.00 through March of FY 2018. The 340B program is also scrutinized in audits, requires rigorous oversight and requires self-auditing to maintain compliance in order to avoid costly pay-backs to drug manufacturers if non-compliance is found. There is an operational need to add a 340B Pharmacy Coordinator position in order to manage this growing self-auditing component and optimization aspects of the 340B program, and to preserve the cost saving benefit and protect the County from penalty costs of non-compliance audit findings.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The 340B Pharmacy Coordinator position would be classified as an ICEA County Professional Grade 08 (\$56,844.47-\$68,240.39), and the cost of the position will be covered through 340B program savings.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend the establishment of the 340B Pharmacy Coordinator position as part of ICHD as an ICEA County Professional Grade 08 (\$56,844.47-\$68,240.39).

Agenda Item 5b

TO: Anne Scott, Deputy Health Officer & Executive Director of CHC
FROM: Joan Clous, Human Resources Specialist
DATE: May 2, 2018
RE: Memo of Analysis for position creation

Regarding the creation of new positions, HR can confirm the following information:

1. The newly created position of 340B Pharmacy Coordinator has been determined to fall within the scope of the ICEA Pro jobs and was classified at an ICEA Pro level 7 (\$52,121.19 to \$62,569.90)
2. The newly created position of 340B Program Specialist has been determined to fall within the scope of the ICEA Pro jobs and was classified at an ICEA Pro level 5 (\$43,964.45 to \$52,778.88)
3. The ICEA Pro union is in agreement with this change (see attachment)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to complete the final step in the reorganization process: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4374).

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH 340B PHARMACY COORDINATOR POSITION

WHEREAS, Ingham County Health Department's (ICHHD) network of Federally Qualified Health Centers, the Ingham Community Health Centers, (ICHC) is a covered entity eligible to capture savings through the 340B Drug Discount program; and

WHEREAS, ICHHD continues to expand its use of contract pharmacies as part of its 340B Drug Program, significantly increasing the contribution of savings to the ICHHD budget as revenue; and

WHEREAS, the 340B Drug Discount program contributed \$166,420.00 in savings in FY 2017, and has contributed over \$440,000.00 through March of FY 2018; and

WHEREAS, the 340B Program is scrutinized in audits, and requires rigorous oversight and self-auditing to maintain compliance and to avoid costly pay-backs to drug manufacturers if non-compliance is found; and

WHEREAS, there is an operational need to add a 340B Pharmacy Coordinator position to manage the growing self-auditing and program optimization aspects of the 340B program, in order to preserve the cost saving benefit and protect the County from penalty costs of non-compliance audit findings; and

WHEREAS, the 340B Pharmacy Coordinator position would be classified as an ICEA County Professional Grade 08 (\$56,844.49-\$68,240.39), and the cost of the position shall be covered through 340B program savings; and

WHEREAS, the Community Health Center Board of Directors supports the establishment of the 340B Pharmacy Coordinator Position; and

WHEREAS, the Health Officer supports the establishment of the 340B Pharmacy Coordinator Position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of the 340B Pharmacy Coordinator position as part of ICHHD as a ICEA County Professional Grade 08 (\$56,844.47-\$68,240.39).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary changes to the budget and position allocation list consistent with this resolution.

Agenda Item 6a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 1, 2018

SUBJECT: A three year service warranty renewal with Astrophysics for the maintenance of the x-ray screening machine at the Ingham County Family Center
For the meeting agendas of: May 15 & May 16

BACKGROUND

Astrophysics currently performs all inspections, maintenance and repair services on the x-ray machine. The current service warranty will expire on July 31, 2018. The new three year service warranty renewal will begin August 1, 2018 and expire on July 31, 2021 for a total annual cost of \$4,963.00, a not to exceed total three year cost of \$14,889.00.

ALTERNATIVES

There are no alternatives to this request, Astrophysics is proprietary.

FINANCIAL IMPACT

Funds for this service are available within the Ingham County Family Center maintenance contractual line item #101-14006-931100.

STRATEGIC PLANNING IMPACT

This resolution supports the goals and strategies which address our service to the community, and employees alike, providing for their safety and security while present in our buildings.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of a three year service warranty renewal with Astrophysics to perform all inspections, maintenance and repair services on the x-ray screening machine at the Ingham County Family Center for a not to exceed total three year cost of \$14,889.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SERVICE WARRANTY RENEWAL FOR THE MAINTENANCE OF THE X-RAY SCREENING MACHINE AT THE INGHAM COUNTY FAMILY CENTER

WHEREAS, Astrophysics currently performs all inspections, maintenance and repair services on the x-ray machine; and

WHEREAS, the current service warranty will expire on July 31, 2018; and

WHEREAS, the new three year service warranty renewal will begin August 1, 2018 and expire on July 31, 2021 for a total annual cost of \$4,963.00, a not to exceed total three year cost of \$14,889.00; and

WHEREAS, Astrophysics is proprietary; and

WHEREAS, funds for this service are available within the Ingham County Family Center maintenance contractual line item #101-14006-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a three year service warranty renewal with Astrophysics, Inc. 21481 Ferrero Parkway, City of Industry, CA, 91789, to perform all inspections, maintenance, and repair services of the x-ray screening machine at the Ingham County Family Center, for a not to exceed total three year cost of \$14,889.00.

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, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 1, 2018
SUBJECT: Authorizing a two year renewal for fire prevention services at several county facilities

For the meeting agendas of: May 15 and May 16

BACKGROUND

Fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operation of our county facilities. The current agreement expired on April 30, 2018 and the Facilities Department would like to exercise the (2) two year renewal option extending the agreement until April 30, 2021.

ALTERNATIVES

There are no alternatives to this request.

FINANCIAL IMPACT

The total annual cost for the (2) two year renewal option is \$17,505.00. This is \$269.45 lower than the previous 3 year agreement due to fire extinguisher discrepancies found during price sheet comparisons with the vendor. Funds for this service are available within the appropriate 931100 maintenance contractual line items.

STRATEGIC PLANNING IMPACT

This resolution supports the goals and strategies which address our service to the community, and employees alike, providing for their safety and security while present in our buildings.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of a two year renewal agreement with Boynton Fire Service, 1031 Northcrest, Lansing, Michigan 48906, to provide fire prevention services at several county facilities, for an annual not to exceed cost of \$17,505.00 which reflects the payment of living wage.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A RENEWAL FOR FIRE PREVENTION SERVICES
AT SEVERAL COUNTY FACILITIES**

WHEREAS, fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operation of our county facilities; and

WHEREAS, the current agreement expired on April 30, 2018; and

WHEREAS, the Facilities Department would like to exercise the (2) two year renewal option extending the agreement until April 30, 2021; and

WHEREAS, the total annual cost for the (2) two year renewal option is \$17,505.00; and

WHEREAS, this is \$269.45 lower than the previous 3 year agreement due to fire extinguisher discrepancies found during price sheet comparisons with the vendor; and

WHEREAS, the funds for said services are available within the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board Commissioners authorizes a two year renewal with Boynton Fire Service, 1031 Northcrest, Lansing, Michigan 48906, to provide fire prevention services at several county facilities, for an annual not to exceed cost of \$17,505.00 which reflects the payment of living wage.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 1, 2018

SUBJECT: Resolution authorizing the replacement of the rolling file storage systems at the Hilliard Building and Veterans Memorial Courthouse

For the meeting agendas of: May 15 and May 16

BACKGROUND

The rolling file storage systems in both locations have outlived their life expectancy and deteriorated to the point of causing safety concerns. The rolling file system in the Hilliard Building is over 26 years old, the Veterans Memorial Courthouse, over 18 years old. Over the years, multiple repairs have been made to both systems but due to the age and weight of the systems they are beyond repair and lack the appropriate safety features.

ALTERNATIVES

There are no alternatives for this project, repairs are no longer cost effective or realistic from a safety point of view.

FINANCIAL IMPACT

The Facilities Department is asking for approval to utilize up to \$260,000.00 from the general fund balance to cover the costs associated with replacing both systems. Funds will be used for all expenses associated with installing the new systems, re-packaging the files/materials, the cost of temporary labor to package, transport and temporarily re-locate the materials. This estimated cost is based on a quote from a local vendor.

STRATEGIC PLANNING IMPACT

This resolution supports the goals and strategies which address our service to the community, and employees alike, providing for their safety and security while present in our buildings.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented and subject to the Controller's approval, the Facilities Department respectfully recommends approval of the attached resolution to move forward, following all Purchasing Department policies and procedures for the replacement of the rolling file storage systems in both the Hilliard Building and the Veterans Memorial Courthouse, for an estimated cost not to exceed \$260,000.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE REPLACEMENT OF THE ROLLING FILE STORAGE SYSTEM IN THE HILLIARD BUILDING AND THE VETERANS MEMORIAL COURTHOUSE

WHEREAS, the rolling file storage systems in both locations have outlived their life expectancy and deteriorated to the point of causing safety concerns; and

WHEREAS, the rolling file system in the Hilliard Building is over 26 years old, the Veterans Memorial Courthouse, over 18 years old; and

WHEREAS, over the years, multiple repairs have been made to both systems; and

WHEREAS, due to the age and weight of the systems they are beyond repair and lack the appropriate safety features; and

WHEREAS, repairs are no longer cost effective or realistic from a safety point of view; and

WHEREAS, the Facilities Department is asking for approval to utilize up to \$260,000.00 from the general fund balance to cover the costs associated with replacing both systems; and

WHEREAS, funds will be used for all expenses associated with installing the new systems, re-packaging the files/materials, the cost of temporary labor to package, transport and temporarily re-locate the materials; and

WHEREAS, the estimated cost is based on a quote from a local vendor.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the Facilities Department to move forward, following all Purchasing Department policies and procedures, for the replacement of the rolling file storage systems in both the Hilliard Building and the Veterans Memorial Courthouse, for an estimated cost not to exceed \$260,000.00.

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING CONTRACT OF LEASE

At a regular meeting of the Ingham County Board of Commissioners held on 22nd day of May, 2018, at 6:30 p.m., Michigan time, in the Ingham County Courthouse in Mason, Michigan.

PRESENT: _____

ABSENT: _____

The County Clerk presented a proposed Contract of Lease between the Ingham County Building Authority (the "Authority") and the County of Ingham (the "County") dated as of June 1, 2018 relative to the construction, furnishing and equipping of a new 16,000 square foot county animal control shelter facility located at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (the "Project").

After discussion of the Contract of Lease the following resolution was offered by Commissioner _____ and seconded by Commissioner _____:

WHEREAS, pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended (hereinafter referred to as "Act 31"), the County, has heretofore authorized and directed the incorporation of the Authority; and

WHEREAS, the Ingham County Board of Commissioners previously adopted a resolution on March 13, 2018 (the "Resolution of Intent") stating the intent of the County to enter into a contract of lease and authorizing publication of a notice of intent (the "Notice of Intent"); and

WHEREAS, the Notice of Intent was published on or about March 16, 2018, which notice included the right of referendum; and

WHEREAS, a form of contract of lease was attached to the Resolution of Intent and is on file with the County Clerk; and

WHEREAS, a proposed Contract of Lease between the Authority and the County has been prepared and presented at this meeting (Exhibit A), which Contract of Lease is substantially in the form of the contract of lease attached to the Resolution of Intent; and

WHEREAS, it is necessary and desirable for the County to enter into the proposed Contract of Lease with the Authority; and

NOW, THEREFORE, BE IT RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS, as follows:

1. The Contract of Lease is hereby approved and the Chairperson is directed to execute the Contract of Lease on behalf of the County and to deliver the same to the Authority no earlier than 60 days after the Notice of Intent was published and only if the applicable referendum period has expired without the filing of sufficient petitions requesting a referendum, with such changes which are not materially adverse to the County. Changes to the not to exceed amount of bonds and the length of the term of the Contract of Lease are deemed not materially adverse, provided that the overall not to exceed principal amount of \$4,850,000 is not exceeded and the term of the Contract of Lease does not extend beyond November 1, 2023.

2. The Chairperson shall execute and deliver as many copies of the Contract of Lease as she in her discretion shall deem necessary or desirable.

3. A copy of the Contract of Lease this day presented to the Commissioners shall be attached to the minutes of this meeting and placed on file in the office of the County Clerk.

4. The Controller/Administrator and the County Treasurer are authorized severally and jointly to execute on behalf of the County (i) a certificate of the County to comply with the requirements for a continuing disclosure undertaking of the County, if necessary, pursuant to subsection (b)(5) of Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended, and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth in the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions insofar as they may be in conflict herewith are rescinded.

YEAS: _____

NAYS: _____

ABSTENTIONS: _____

RESOLUTION ADOPTED.

I, the undersigned County Clerk of the County of Ingham, State of Michigan, 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

CONTRACT OF LEASE

THIS FULL FAITH AND CREDIT (LIMITED TAX) GENERAL OBLIGATION CONTRACT OF LEASE made as of the 1st day of June, 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 located 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 \$4,850,000 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 \$4,850,000 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 5% 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 depository 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 November 1, 2023, 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 untenable.

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 November 1, 2023, 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)
)ss
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:

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS
RESOLUTION APPROVING GROUND LEASE

At a regular meeting of the Ingham County Board of Commissioners (the "Board") held on the 22nd day of May, 2018, at 6:30 p.m., Michigan time, in the Ingham County Courthouse in Mason, Michigan.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by Commission _____ and seconded by Commissioner _____:

WHEREAS, pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended ("Act 31"), the County of Ingham, Michigan (the "County") has authorized and directed the incorporation of the Ingham County Building Authority (the "Authority"); and

WHEREAS, a design, cost estimate and period of estimated useful life for the construction, furnishing and equipping of a new 16,000 square foot county animal control shelter facility located at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (the "Project"), to be acquired by the Authority pursuant to the Contract of Lease approved by the Board in a resolution adopted on May 22, 2018 (the "Contract of Lease") have been prepared and presented to this Board; 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, a proposed Ground Lease (the "Ground Lease") between the County and the Authority has been prepared and presented to this Board for the purpose of having the County lease the lands on which the Project is located to the Authority; and

WHEREAS, it is necessary and desirable for the County to enter into the proposed Ground Lease so that the Authority may in turn lease the lands and the Project to the County pursuant to the Contract of Lease for the use of the Project, all in accordance with the Act;

NOW, THEREFORE, BE IT RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS, that:

1. The Ground Lease is hereby approved, and the Chairperson is hereby directed to execute the Ground Lease on behalf of the County with such changes which are not materially adverse to the County and to deliver the same to the Authority.
2. The Chairperson shall execute and deliver as many copies of the Ground Lease as she shall, in her discretion, deem necessary or desirable.
3. A copy of the approved Ground Lease this day presented to the Board shall be attached to the minutes of this meeting and placed on file in the office of the County Clerk.
4. All resolutions and parts of resolutions insofar as they may be in conflict with this Resolution are rescinded.
5. This Resolution shall be effective immediately upon its adoption.

IN FAVOR: _____

AGAINST: _____

ABSTENTIONS: _____

RESOLUTION ADOPTED.

I, the undersigned County Clerk of the County of Ingham, Michigan, 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

GROUND LEASE

This GROUND LEASE is made and entered into as of the 1st day of June, 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 located 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 Four Million Eight Hundred Fifty Thousand Dollars (\$4,850,000); 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 June 1, 2018, and shall terminate on November 1, 2023 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 November 1, 2023 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 hereto 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

COUNTY OF INGHAM

By: _____
Chairperson, Board of Commissioners

Witness to Signature
of Authority Officer

INGHAM COUNTY BUILDING
AUTHORITY

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.

LANSING 9425-8 518198v4

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director
Road Department

DATE: May 1, 2018

RE: Proposed Agreement with Delhi Township for
Cedar Street Resurfacing, Aurelius to Willoughby Roads, Delhi Township

BACKGROUND

Delhi Township and their Downtown Development Authority (DDA) are planning a project, known as the “Realize Cedar Street Project”, for the reconstruction of Cedar Street, Holt to Aurelius Roads, in 2018 to include on-street parallel parking, bicycle lanes, and other amenities. An agreement between Delhi Township and Ingham County for this project to be funded by the DDA was authorized by the Board of Commissioners per Resolution 18-074 adopted February 27, 2018. The Township has taken bids on the Realize Cedar project and plans to start work soon.

On March 20, 2018, Michigan Public Act 82 of 2018, became effective. Section 105 of the act appropriates \$175 million in state General funds to local units for the purpose of construction or preservation of county roads and city/village streets and other purposes as stipulated in the act for distribution on April 4, 2018. Per information received from MDOT, Ingham County is expected to receive an estimated \$1,356,941 from PA 82.

The Road Department recommends using PA 82 additional funding for additional improvements on several of the more heavily travelled county primary roads in need including resurfacing of Cedar Street between Aurelius and Willoughby Roads—the next section of Cedar Street north of the Realize Cedar project described above. This will provide a complete update to Cedar Street throughout the Holt business district. Complete recognition of the additional revenue will be included in an upcoming budget adjustment request.

REQUEST

As it would be most cost advantageous and least disruptive to the traveling public to combine resurfacing of the Cedar Street, Aurelius to Willoughby Roads, segment with the Realize Cedar reconstruction of the Holt to Aurelius Roads segment, Delhi Township and the Road Department now desire and request authorization from the Board of Commissioners to enter into an agreement to effect construction and engineering oversight of the Cedar Street resurfacing between Aurelius and Willoughby Roads as part of the Realize Cedar Project.

Delhi Township has received sealed, competitive bids which included the resurfacing of Cedar Street between Aurelius and Willoughby Roads which again would be funded by the Road Department with the above mentioned PA 82 additional funding. Again the Realize Cedar reconstruction of the Holt to Aurelius Roads segment is being funded entirely by the DDA. Three bids were received for the resurfacing of Cedar Street, between Aurelius and Willoughby Roads, from qualified contractors as follows:

Leavitt & Starck Excavating, Inc., Lansing, MI: \$616,902.52 (Lowest qualified bid)
Hoffman Bros., Inc., Battle Creek, MI: \$650,898.00
C & D Hughes, Inc., Lansing MI: \$772,905.20

The Road Department approves of the above indicated lowest qualified bid received and the same has been accepted by Delhi Township subject to approval of the attached resolution. As with all road construction contracts, the subject contract will be unit-price based and thus final cost will vary with final constructed quantities of all pay items, which are estimated by the engineer for bidding.

It is also desired to have the same engineering firm approved by the Road department that is handling the design and construction engineering on the Realize Cedar project, Holt to Aurelius Roads, Hubbell, Roth & Clark, Inc., Holt, MI office (HRC) provide construction oversight services on the Cedar Street resurfacing, Aurelius to Willoughby Roads, as Road department staff will already be at capacity with other projects this summer. Construction engineering oversight cost is based on unit costs of consultant staff time applied to the project and varies with time necessary for the construction to be completed. HRC estimates an engineering oversight budget of \$61,000.00 for the Cedar Street resurfacing, Aurelius to Willoughby Roads.

FINANCIAL IMPACT

Thus the total estimated cost to the Road department for both construction and engineering oversight of the Cedar Street resurfacing project, Aurelius to Willoughby Roads, as described above is estimated to be \$677,902.52, which again will be covered by the recently announced PA 82 additional funding also discussed above, and to be recognized in an upcoming budget adjustment.

RECOMMENDATION

Approval of the attached, proposed resolution is recommended to approve a local agreement with Delhi Township to effect the above described road improvements as provided above.

ATTACHMENTS

Proposed Approval Resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DELHI TOWNSHIP FOR CEDAR STREET RESURFACING AURELIUS TO WILLOUGHBY ROADS, DELHI TOWNSHIP

WHEREAS, Delhi Township and their Downtown Development Authority (DDA) are planning a project, known as the “Realize Cedar Street Project”, funded entirely by the DDA, for the reconstruction of Cedar Street, Holt to Aurelius Roads, in 2018 to include on-street parallel parking, bicycle lanes, and other amenities; and

WHEREAS, an agreement between Delhi Township and Ingham County for the above-described Realize Cedar project was authorized by the Board of Commissioners per Resolution 18-074, adopted February 27, 2018; and

WHEREAS, the Township has taken bids on the Realize Cedar project and plans to start work soon which is to be completed in the 2018 construction season; and

WHEREAS, on March 20, 2018, Michigan Public Act 82 of 2018, (PA 82) became effective, and section 105 of the act appropriates \$175 million in state General funds to local units for the purpose of construction or preservation of county roads and city/village streets and other purposes as stipulated in the act for distribution on April 4, 2018; and

WHEREAS, per information received from the Michigan Department of Transportation (MDOT), Ingham County is expected to receive an estimated \$1,356,941 from PA 82; and

WHEREAS, the Road Department recommends using PA 82 additional funding for additional improvements on several of the more heavily travelled county primary roads in need including resurfacing of Cedar Street between Aurelius and Willoughby Roads—the next section of Cedar Street north of the Realize Cedar project described above, which will provide a complete update to Cedar Street throughout the Holt business district; and

WHEREAS, it would be most cost advantageous and least disruptive to the traveling public to combine resurfacing of the Cedar Street, Aurelius to Willoughby Roads, segment with the Realize Cedar reconstruction of the Holt to Aurelius Roads segment, and thus Delhi Township requests and the Road Department recommends entering into an agreement to effect construction and engineering oversight of the Cedar Street resurfacing between Aurelius and Willoughby Roads funded by the Road Department with PA 82 funding, as part of the Realize Cedar Project which is funded by the DDA; and

WHEREAS, Delhi Township has received sealed, competitive bids from qualified bidders for the resurfacing of Cedar Street between Aurelius and Willoughby Roads, and has accepted the lowest qualified bid as follows:

Leavitt & Starck Excavating, Inc., Lansing, MI: \$616,902.52 (Lowest qualified bid)

Hoffman Bros., Inc., Battle Creek, MI: \$650,898.00

C & D Hughes, Inc., Lansing MI: \$772,905.20

; and

WHEREAS, the Road Department approves of the above indicated lowest qualified bid received and the same has been accepted by Delhi Township subject to approval of this resolution; and

WHEREAS, as with all road construction contracts, the subject contract will be unit-price based and thus the final cost will vary with final constructed quantities of all pay items, which are estimated by the engineer for bidding; and

WHEREAS, the Road Department, due to lack of sufficient internal staff capacity, recommends engineering oversight for the Cedar Street resurfacing, Aurelius to Willoughby Roads, be provided by the same consulting engineering firm approved by the Road department that is handling the design and construction engineering on the Realize Cedar project, Holt to Aurelius Roads, Hubbell, Roth & Clark, Inc., Holt, MI, office (HRC); and

WHEREAS, construction engineering oversight cost is based on unit costs of consultant staff time applied to the project and varies with time necessary for the construction to be completed; and

WHEREAS, HRC estimates an engineering oversight budget of \$61,000.00 for the Cedar Street resurfacing, Aurelius to Willoughby Roads, based on the expected construction time; and

WHEREAS, The total estimated cost to the Road Department for both construction per the low bid indicted above and engineering oversight of the Cedar Street resurfacing project, Aurelius to Willoughby Roads, as described above is estimated to be \$677,902.52, to be covered by the recently announced PA 82 additional funding also discussed above, and will be recognized in an upcoming budget adjustment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township for both construction and engineering oversight of the Cedar Street resurfacing project, Aurelius to Willoughby Roads, as provided above, and per the above indicated low bid and a unit price based construction contract between Delhi Township and the above indicted low bidder, Leavitt & Starck Excavating, Inc., Lansing, MI, and per a unit cost based engineering oversight contract between Delhi Township and Hubbell, Roth & Clark, Inc., Holt, MI.

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

Agenda Item 8b

TO: Board of Commissioners, County Services Committee and Finance Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: April 20, 2018
SUBJECT: Resurfacing of Haslett Road from M-52 easterly to Morrice Road, Fitchburg Road from Nims Road easterly to Freiermuth Road, and Williamston Road from North Street northerly to Howell Road

For the County Services Committee meeting agenda of May 15, 2018
For the Finance Committee meeting agenda of May 16, 2018
For the BOC meeting agenda of May 22, 2018

The Ingham County Road Department (ICRD) received federal and state funding to resurface Haslett Road from M-52 easterly to Morrice Road, Fitchburg Road from Nims Road easterly to Freiermuth Road, and Williamston Road from West Road northerly to Howell Road. Included in the bidding documents is work to resurface Williamston Road from North Street to West Road, which is within the Village of Dansville. The Village of Dansville will be responsible for the North Street to West Road resurfacing costs.

The projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. The projects generally involve roadway resurfacing, installation of gravel shoulders, guardrail and drainage improvements. The estimated costs for the project are as follows:

State of Michigan TED funding	\$ 279,300
2018 federal Rural STP funding	\$ 1,266,272
2019 federal Rural STP funding	\$ 124,736
Village of Dansville funding	\$ 28,100
Road Department match:	<u>\$ 819,192</u>
	\$ 2,517,600

We are to the point where the available funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf and a third party agreement is required to secure funding for the Village of Dansville desire work.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement and the Village of Dansville and Road Department third party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY AND A THIRD PARTY AGREEMENT BETWEEN THE VILLAGE OF DANSVILLE AND THE ROAD DEPARTMENT IN RELATION TO ROAD RECONSTRUCTION PROJECTS OF HASLETT ROAD FROM M-52 EASTERLY TO MORRICE ROAD, FITCHBURG ROAD FROM NIMS ROAD EASTERLY TO FREIERMUTH ROAD, AND WILLIAMSTON ROAD FROM NORTH STREET NORTHERLY TO HOWELL ROAD

WHEREAS, the Ingham County Road Department received federal and state funding to resurface Haslett Road from M-52 easterly to Morrice Road, Fitchburg Road from Nims Road easterly to Freiermuth Road, and Williamston Road from West Road northerly to Howell Road; and

WHEREAS, the bidding documents includes work to resurface Williamston Road from North Street to West Road, which is within the Village of Dansville; and

WEREAS, the Village of Dansville will be responsible for the North Street to West Road resurfacing costs; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated third party agreement with the Village of Dansville to pay for village requested work; and

WHEREAS, the estimated costs for the project is as follows:

State of Michigan TED funding	\$ 279,300
2018 federal Rural STP funding	\$ 1,266,272
2019 federal Rural STP funding	\$ 124,736
Village of Dansville funding	\$ 28,100
Road Department match:	<u>\$ 819,192</u>
	\$ 2,517,600

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract No. 18-5195 with the State of Michigan/MDOT to effect resurfacing of Haslett Road from M-52 easterly to Morrice Road, Fitchburg Road from Nims Road easterly to Freiermuth Road, and Williamston Road from North Street northerly to Howell Road. All for a total estimated cost of \$2,517,600 consisting of \$279,300 of State of Michigan TED funding, \$1,266,272 of 2018 federal Rural STP funding, \$124,736 of 2019 federal Rural STP funding, \$28,100 of Village of Dansville funding, and \$819,192 of Ingham County Road Department matching funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into third party agreement with the Village of Dansville to secure the estimated \$28,100 of funds for the Village of Dansville requested work.

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

Agenda Item 8c

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: April 28, 2018

SUBJECT: 2018 Pavement Marking Contract

For the County Services Committee meeting agenda in May 15, 2018

For the Finance Committee meeting agenda in May 16, 2018

For the BOC meeting agenda in May 22, 2018

This memo contains a recommendation for the Board of Commissioners to accept the unit price bid results for the Road Department's annual Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program and award a contract for the work.

The Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow and white longitudinal lines that define road laneage and white rolled plastic material, such as arrows, stop bars and school symbols to further direct motorists. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

The Purchasing Department advertised and received five bids for each of the pavement marking work items: Item No. 1 – Waterborne Pavement Markings and Item No. 2 - Cold Plastic Common Text & Symbols. The bid results for both items of work are as follows:

	<u>Total Bid</u>
J. V. Contracting, Inc.	\$455,666.00
P. K. Contracting, Inc.	\$445,463.30
Michigan Pavement Markings, LLC	\$439,825.00
R. S. Contracting, Inc.	\$428,229.00
M&M Pavement Markings, Inc.	\$401,274.60

This year's recommended contractor for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled \$401,274.60.

Approval of the attached resolution is recommended.

Agenda Item 8c

TO: Robert Peterson, Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: April 25, 2018
RE: Memorandum of performance for ITB No. 85-18 2018 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the 2018 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Road Department, for a period of one (1) possibly two (2) years depending on unit pricing.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	6	1
Vendors responding	5	0

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

VENDOR NAME	LOCAL PREF	ITEM NO. 1 TOTAL BID PRICE YEAR 1	ITEM NO. 2 TOTAL BID PRICE YEAR 1	GRAND TOTAL BID PRICE ITEM 1 & 2
M&M PAVEMENT MARKING	No, Grand Blanc, MI	\$354,650.00	\$46,624.60	\$401,274.60
RS CONTRACTING, INC.	No, Casco, MI	\$397,200.00	\$31,029.00	\$428,229.00
MICHIGAN PAVEMENT MARKINGS LLC	No, Wyoming, MI	\$407,800.00	\$32,025.00	\$439,825.00
PK CONTRACTING, INC.	No, Troy, MI	\$410,452.25	\$35,011.05	\$445,463.30
J.V. CONTRACT, INC.	No, Goodrich, MI	\$424,425.00	\$31,241.00	\$455,666.00

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR
WATERBORNE PAVEMENT MARKINGS AND COLD PLASTIC COMMON TEXT & SYMBOLS
TO M&M PAVEMENT MARKINGS, INC., GRAND BLANC, MICHIGAN**

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and estimated quantities to determine and recommend a contractor to perform the work; and

WHEREAS, a request for proposals was issued and the following five responsive bids were received to provide the contractor applied pavement markings:

J. V. Contracting, Inc.	\$455,666.00
P. K. Contracting, Inc.	\$445,463.30
Michigan Pavement Markings, LLC	\$439,825.00
R. S. Contracting, Inc.	\$428,229.00
M&M Pavement Markings, Inc.	\$401,274.60

WHEREAS, the Road Department recommends that the Board of Commissioners accept the unit price bid results for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols and authorizes a contract with the most responsive low bidder, which is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled \$401,274.60.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Markings, Inc., Grand Blanc, Michigan, to provide Countywide Waterborne Pavement Markings and Cold Plastic Common Text & Symbols for a total estimated cost of \$401,274.60.

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

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: May 1, 2018

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2018, for the Park and Zoo winter seasonal fees on November 1, 2018, and for all other departments with the exception of the Zoo, on January 1, 2019. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2019 cost was calculated by multiplying the 2018 cost by the 2019 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$83,970. Any additional revenue will be recognized in the 2019 Controller Recommended Budget.

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

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

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

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

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

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2019 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2018, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2018.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

2019 County Fees Analysis
 Law and Courts Committee

ATTACHMENT A

Location of Service	Fee Description	Target Percent	2018 Fee	2019 Fee
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$460.00	\$470.00
Pros Atty	Diversion - Felony Offender	50.0%	\$810.00	\$820.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$235.00	\$240.00
Jail	Day Rate (1)	100.0%	\$55.00	\$56.00
Sheriff	Costs for Command per hour	100.0%	\$65.60	\$66.98
Sheriff	Costs for Deputy per hour	100.0%	\$58.84	\$60.07
Sheriff	Road Bonds per Warrant	100.0%	\$10.00	\$11.00
Sheriff	False Alarm Fee- third offense	100.0%	\$43.00	\$44.00
Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	100.0%	\$31.00	\$32.00
Sheriff	False Alarm Fee-fourth offense & subsequent/each yr	100.0%	\$105.00	\$110.00

ATTACHMENT B: Fees Which Adjustment is Recommended
Law and Courts Committee

Location of Service	Fee Description	2018 Fee	2019 Fee
Circuit Court	Show Cause - Probation	\$185.00	\$190.00
Family Division	Delinquency Court Costs	\$285.00	\$290.00
Family Division	Tether	\$33.00	\$34.00
Family Division	Traffic - Fail to Appear	\$26.00	\$27.00

2019 County Fees Analysis
Human Services Committee

ATTACHMENT A

Location of Service	Fee Description	Target Percent	2018 Fee	2019 Fee
BCCCP	Hypertension Case Management	100%	\$27.00	\$34.00
BCCCP	Participation Screening NEW	100%		\$108.00
BCCCP	Lifestyle Modification Mgmt of CVD - 2nd or 3rd Stage NEW	100%		\$68.00
BCCCP	Diabetes Prevention Counseling NEW	100%		\$34.00
Comm. Health	INS Vaccination Verif Form I-693	100%	\$38.00	\$39.00
Comm. Health	MIHP Tran. Bus/Van	100%	\$36.02	\$36.78
Comm. Health	MIHP - Trans Taxi	100%	\$32.95	\$33.64
Comm. Health	Compreh Envir Investigation	100%	\$305.00	\$310.00
Imm. Clinic	Internat'l Travel Consult	100%	\$63.00	\$64.00
Med Examiner	Autopsy Report Copies (others)	100%	\$26.00	\$25.00
Env. Health	Category 1 (see definition below) - License Fee *	80%	\$470.00	\$475.00
Env. Health	Category 1 (see definition below) - Full Plan Review	80%	\$975.00	\$980.00
Env. Health	Category 1 (see definition below) - New Owner/Eval	80%	\$520.00	\$525.00
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	80%	\$625.00	\$630.00
Env. Health	Category 2 (see definition below) - License Fee *	80%	\$650.00	\$655.00
Env. Health	Category 2 (see definition below) - Full Plan Review	80%	\$1,355.00	\$1,360.00
Env. Health	Category 2 (see definition below) - New Owner/Eval	80%	\$730.00	\$735.00
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	80%	\$765.00	\$770.00
Env. Health	Category 3 (see definition below) - License Fee *	80%	\$920.00	\$925.00
Env. Health	Category 3 (see definition below) - Full Plan Review	80%	\$1,950.00	\$1,955.00
Env. Health	Category 3 (see definition below) - New Owner/Eval	80%	\$1,060.00	\$1,065.00
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	80%	\$1,175.00	\$1,180.00
Env. Health	Mobile - License Fee *	80%	\$365.00	\$370.00
Env. Health	Mobile - Full Plan Review	80%	\$500.00	\$505.00
Env. Health	Mobile - New Owner/Eval.	80%	\$415.00	\$420.00
Env. Health	STFU - Full Plan Review	80%	\$500.00	\$505.00
Env. Health	STFU - New Owner/Eval	80%	\$450.00	\$455.00
Env. Health	Seasonal Facilities - License Fee *	50%	\$275.00	\$280.00
Env. Health	Construction/Remodeling that begins without approved plans (**)	80%	\$795.00	\$800.00
Env. Health	Food Service plan review re-evaluation or re-submission	100%	\$500.00	\$505.00
Env. Health	Informal Hearing Fee (**)	100%	\$1,130.00	\$1,200.00
Env. Health	Formal Hearing Fee (**)	100%	\$1,130.00	\$1,200.00
Env. Health	Fee for new owner operating without new license(**)	80%	\$655.00	\$660.00
Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	90%	\$385.00	\$390.00
Env. Health	Septic - new or repair permit for residential or commercial	90%	\$855.00	\$860.00
Env. Health	Combined - well & septic	90%	\$1,055.00	\$1,060.00
Env. Health	Septic - new/repair septic tank only	90%	\$355.00	\$360.00
Env. Health	Well - Sanitary survey, public non community Type II - transient well	90%	\$430.00	\$435.00
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	90%	\$500.00	\$505.00
Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	90%	\$390.00	\$395.00
Env. Health	Septic Evaluation - plan review for engineered system	90%	\$311.00	\$315.00
Env. Health	License renewal	80%	\$335.00	\$340.00
Env. Health	Full plan review	80%	\$435.00	\$440.00
Env. Health	Permanent Campground	100%	\$420.00	\$425.00
Env. Health	Point of Sale - Application/Administrative processing fee	85%	\$250.00	\$255.00
Env. Health	Point of Sale - On-site evaluation of well & septic	75%	\$450.00	\$455.00
Env. Health	Point of Sale - Waste treatment evaluation	100%	\$350.00	\$355.00
Env. Health	Point of Sale - Well evaluation	100%	\$250.00	\$255.00
Env. Health	Point of Sale - inspector annual renewal fee	100%	\$200.00	\$205.00
Env. Health	Full inspection, water system, sewage disposal, building and grounds	100%	\$285.00	\$290.00
Env. Health	Pool Inspection	100%	\$175.00	\$180.00

Location of Service	Fee Description	Target Percent	2018 Fee	2019 Fee
Env. Health	Additional pool at the same location	100%	\$100.00	\$105.00
Env. Health	Re-inspection fee after violation	100%	\$200.00	\$180.00
Env. Health	Tobacco & E- cigarette sales license - East Lansing	80%	\$301.67	\$307.00
Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	90%	\$340.00	\$345.00
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	100%	\$135.00	\$122.00
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	100%	\$155.00	\$160.00
Env. Health	Tobacco & E - cigarette sales license vending machine	100%	\$340.00	\$345.00
Env. Health	Temporary Tobacco License - Sampling Permit	100%	\$135.00	\$140.00
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	50%	\$71.00	\$72.00
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee	50%	\$240.00	\$245.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	50%	\$225.00	\$230.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	50%	\$355.00	\$360.00
Parks	Administrative -Returned Check Fee	100.0%	\$32.00	\$33.00
Parks	Hawk Island Peregrine	100.0%	\$130.00	\$135.00
Parks	Lake Lansing - North - Main	100.0%	\$185.00	\$190.00
Parks	Burchfield - North Bluff	100.0%	\$185.00	\$190.00
Parks	Burchfield - Woodsong	100.0%	\$185.00	\$190.00
Parks	Lake Lansing - South - Main	100.0%	\$185.00	\$190.00
Parks	Burchfield - Overlook	100.0%	\$185.00	\$190.00
Parks	Hawk Island - Red Tail	100.0%	\$260.00	\$265.00
Parks	Abandonment Recovery Fee	100.0%	\$41.00	\$42.00
Parks	Late Fee (arriving 1/2 hour or later after closing)	100.0%	\$21.00	\$22.00
Parks	Canoe/Kayak Trips - Bunker Rd	100.0%	\$23.00	\$24.00
Parks	Canoe/Kayak Trips - Eaton Rapids	100.0%	\$29.00	\$30.00
Parks	Moonlight Ski - Child (12 & under)	100.0%	\$3.00	\$5.00
Parks	Cross Country Ski Rental- adult per hour	100%	\$7.00	\$10.00
Parks	Resident Monday-Friday 9am-4pm	100.0%	\$96.00	\$97.00
Parks	Non-Resident Monday-Friday 9am-4pm	100.0%	\$105.00	\$110.00
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	100.0%	\$140.00	\$145.00
Parks	Equipment Replacement-lost,damaged,stolen Discs	100.0%	\$10.00	\$11.00
Parks	Non-operational hour reservation (2 hours) minimum of 25 people + pp group rate of \$8.00 per person for any additional guests past the pre-paid 25 people	100.0%	\$100.00	\$300.00
Parks	1/2 day = up to 4 hours	100.0%	\$50.00	\$51.00
Parks	full day = up to 8 hours	100.0%	\$100.00	\$105.00
Parks	Moonwalk	100.0%	\$285.00	\$290.00
Parks	Dunk Tank	100.0%	\$235.00	\$240.00
Parks	Giant Slide	100.0%	\$415.00	\$420.00
Parks	Snow Shoe Rental Adult NEW	100.0%	\$0.00	\$7.00
Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations NEW	100.0%	\$0.00	\$25.00

2019 County Fees Analysis
County Services Committee

ATTACHMENT A

Location of Service	Fee Description	Target Percent	2018 Fee	2019 Fee
Drain Comm.	Photography	100.0%	\$285.00	\$290.00
Drain Comm.	Topography	100.0%	\$570.00	\$575.00
Drain Comm.	Floodplain/wetland	100.0%	\$110.00	\$115.00
Drain Comm.	Preliminary Comm. Site Plan Review (2)	75.0%	\$700.00	\$705.00
Drain Comm.	Preliminary Plat Review (2)	75.0%	\$700.00	\$705.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$700.00	\$705.00
Drain Comm.	Additional acre	100.0%	\$79.00	\$80.00
Drain Comm.	Re-submission Admin fee	100.0%	\$225.00	\$230.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,510.00	\$2,520.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	100.0%	\$500.00	\$505.00
Drain Comm.	Drain Crossing Permit- (Residential)	100.0%	\$130.00	\$135.00
Drain Comm.	Tap-in Permit - Commercial	75.0%	\$415.00	\$420.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$610.00	\$620.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	100.0%	\$61.00	\$62.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less (3)	100.0%	\$535.00	\$540.00
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	100.0%	\$53.00	\$54.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)	100.0%	\$455.00	\$460.00
Drain Comm.	Soil Erosion Permit Transfer	100.0%	\$96.00	\$98.00
Drain Comm.	Escrow account-1/2 acre or less	100.0%	\$570.00	\$575.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,710.00	\$1,720.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,410.00	\$3,420.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,635.00	\$5,645.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,835.00	\$2,845.00
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	100.0%	\$260.00	\$265.00
Drain Comm.	Soil Erosion Permit - 9 month duration	75.0%	\$255.00	\$260.00
Drain Comm.	Soil Erosion Permit - 6 month duration	75.0%	\$200.00	\$210.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$330.00	\$335.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$48.00	\$49.00
Drain Comm.	Violation and Cease&Desist Order	100.0%	\$300.00	\$305.00
Econ. Devel.	Application Fee - Brownfield	100.0%	\$1,510.00	\$1,520.00
Equalization	11" x 17"	100.0%	\$12.00	\$13.00
Equalization	22" x 34"	100.0%	\$25.00	\$26.00
Equalization	34" x 44"	100.0%	\$38.00	\$39.00
Equalization	8.5" x 11"	100.0%	\$12.00	\$13.00
Equalization	11" x 17"	100.0%	\$25.00	\$26.00
Equalization	17" x 22"	100.0%	\$38.00	\$39.00
Equalization	22" x 34"	100.0%	\$51.00	\$52.00
Equalization	28" x 40"	100.0%	\$64.00	\$65.00
Equalization	34" x 44"	100.0%	\$77.00	\$78.00
Equalization	Custom Maps	100.0%	\$72.00	\$73.00
Zoo	Children (age 3-12) (April - October)*	35.0%	\$4.00	\$5.00
Zoo	Potter Park Penguin Cove	100.0%	\$110.00	\$115.00
Zoo	Potter Park Eagle Landing	100.0%	\$135.00	\$140.00
Zoo	Potter Park - Tiger Den	100.0%	\$205.00	\$210.00
Treasurer	NSF Checks	100.0%	\$32.00	\$33.00