

CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
BRYAN CRENSHAW
TERI BANAS
REBECCA BAHAR-COOK
KARA HOPE
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, AUGUST 18, 2015 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 [July 21, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer
 - a. Resolution to Contract with [Legal Services](#) of South Central Michigan to take Client Referrals from the Ingham County Treasurer and Ingham County Register of Deeds
 - b. Resolution Setting a Public Hearing for an Application to the Michigan State Housing Development Authority for a Community Development Block Grant/Home Grant to Provide a [Homeowner Rehabilitation Program](#)
 - c. Resolution to Re-Establish the Position of [Assistant to the Treasurer](#) in the Ingham County Treasurers Office
2. Equal Opportunity Committee - Resolution Authorizing the Equal Opportunity Committee to [Raise Funds and Accept Donations](#) on Behalf of the Equal Opportunity Committee
3. Financial Services - Resolution to Extend the Agreement with Sparrow Occupational Health for [Occupational Health Services](#)
4. Farmland and Open Space Preservation - Resolution to [Amend Resolution #15-034](#), Approving Proceeding to Close Permanent Conservation Easement Deed on Kranz, Johnson and Hutchison Properties
5. Potter Park Zoo - Resolution Authorizing an Increase in the Contracted Amount with Laux Construction to Build the [Red Panda Exhibit](#)
6. Facilities
 - a. Emergency Purchase Order Memo to Replace the Domestic Hot Water Heat [Exchanger](#) at the Ingham County Jail
 - b. Emergency Purchase Order Memo to Replace the [Travel Cable](#) on the Elevator at the Grady Porter Building
 - c. Resolution Authorizing a Purchase Order to Myers Plumbing & Heating, Inc. to Install an [Air Conditioning Unit](#) in the 55th District Court Magistrate's Office
 - d. Resolution Authorizing an Agreement with MacMillan Associates, Inc. to Provide Professional [Architectural & Engineering Design Services](#) for the Replacement of the Fire Alarm System and Public Address (PA) System at the Human Services Building

- e. Resolution Awarding a Contract to Rieth-Riley Construction Company, Inc., to Provide [Asphalt Reconstruction Services](#) for the Forest Community Health Center Parking Lot
7. Road Department
- a. Resolution to Approve Local Road Agreement with [Stockbridge Township](#) for the Ingham County Department of Transportation and Roads
 - b. Resolution to Approve Amending: a First Party Construction Contract with Hoffman Bros., Inc.; a Second Party Agreement with the Michigan Department of Transportation; and a Third Party Agreement with Jackson National Life Insurance in Relation to Adding Sidewalk and Additional Repair Work to a Road [Reconstruction Project](#) for Okemos Road from Holt Road to the I-96 Interchange
 - c. Resolution to Authorize Re-Approval of the Preliminary Plat of [Whitehills Lakes South No. 2](#)
 - d. Resolution Authorizing the Purchase of [Diesel Fuel and Gasoline](#) for the Road Department
 - e. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A [Aggregate](#) for the Ingham County Road Department
 - f. Resolution Authorizing the Purchase of 2015-2016 Winter Season Supply of [Plow/Grader Blade Cutting Edges](#) for the Road Department
 - g. Resolution Authorizing the Purchase of [Propane](#) Used for Heating at the Eastern District of the Ingham County Road Department
 - h. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
8. Human Resources - Resolution to Approve Generic [Service Credit Purchase](#) for County Employee Ellen F. Lander
9. Controller's Office
- a. Discussion Regarding the Strategic Planning [RFP Scope of Services](#)
 - b. Discussion Regarding the Proposed Employee Satisfaction Survey
10. Board of Commissioners
- a. Resolution Supporting the [Kewadin Lansing Casino](#)
 - b. Resolution of Support for [American Airlines](#) Application with the Federal Aviation Administration
 - c. Resolution Honoring [Rudolph "Rudy" Wilson](#)

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.

COUNTY SERVICES COMMITTEE

July 21, 2015

Draft – Minutes

Members Present: Celentino, Bahar-Cook, Banas, Crenshaw, Hope, and Koenig

Members Absent: Maiville

Others Present: Tim Dolehanty, Travis Parsons, Mike Ashton, William Conklin, Sandra Dargatz, Rick Terrill, Becky Bennett, Ryan Buck, John Hayhoe, Jeanine Igl, Wendy Villarreal, and others

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

Approval of the June 16, 2015 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE MINUTES OF THE JUNE 16, 2015 MEETING.

The minutes were amended as follows:

Commissioner Koenig stated that she was uncomfortable with this motion because it appears quid pro quo.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO DIRECT STAFF TO DRAFT A RESOLUTION TO ENTER INTO A CONTRACT WITH CENTER PARK PRODUCTIONS FOR THE COUNTY TO PURCHASE A \$10,000 SPONSORSHIP AT THE 2015 COMMON GROUND MUSIC FESTIVAL. THE CONTRACT WOULD INCLUDE WAYS THE COUNTY COULD UTILIZE ITS SPONSORSHIP TO PROMOTE ECONOMIC DEVELOPMENT OPPORTUNITIES, HEALTH DEPARTMENT OPPORTUNITIES, AND OTHERS OPPORTUNITIES. THE CONTRACT WOULD ALSO CONTAIN LANGUAGE THAT EXPLICITLY STATES THAT FESTIVAL TICKETS WOULD NOT BE MADE AVAILABLE TO ANY COMMISSIONER AS A PART OF THE CONTRACT.

~~Commissioner Koenig stated that she was uncomfortable with this motion because it appears quid pro quo.~~

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Maiville.

Additions to the Agenda

None.

Remove from the Agenda –

6. Farmland & Open Space Preservation - Resolution to Amend Resolution #15-034 Approving Proceeding to Close Permanent Conservation Easement Deed on Kranz, Johnson and Hutchison Properties

Limited Public Comment

None.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

2. Treasurer's Office - Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property
4. Innovation & Technology Department
 - b. Resolution to Approve Entering into an Agreement with F.D. Hayes Electric Company for Data and Voice Wiring Services
7. Road Department
 - a. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item I of the 2015 Local Road Program Bid Packet 75-15 Hot in Place Recycling, Asphalt Resurfacing & Miscellaneous Repairs of Various Meridian Township Local Roads
 - b. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item II of the 2015 Local Road Program Bid Packet 75-15 Asphalt Resurfacing & Repairs of Lamb Road, Every to Meridian Roads, Alaiedon Township
 - c. Resolution Authorizing the Purchase of Two New Tandem Axle Truck Chassis for the Ingham County Road Department
 - d. Resolution Authorizing the Purchase of Equipment Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department
 - e. Resolution to Rescind and Replace Resolution #15-216 Approving Local Road Agreement with Meridian Township
 - f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
8. Potter Park Zoo
 - a. Resolution Recommending the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for Vehicle Partitions for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
 - b. Resolution Recommending the Acceptance of a \$2,650 Risk Avoidance Program (RAP) Grant Award for Security Cameras at Potter Park Zoo From the Michigan Municipal Risk Management Association (MMRMA)

9. Facilities Department
 - a. Memo Regarding the Emergency Replacement of the Chilled Water Coil at the Ingham County Jail
 - b. Resolution Authorizing a Lease Agreement with Capitol Walk Parking, LLC to Lease 100 Employee Parking Spaces
 - c. Resolution Authorizing the Renewal of the Service Agreement with Smiths Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse
 - d. Resolution Authorizing a Three Year Service Warranty Renewal with Astrophysics for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center
 - e. Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-220 for Soap Slingers Window Cleaning, LLC to Provide Window Cleaning Services to Various County Facilities
 - f. Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-364 for Len's Carpet Care & Consultants to Provide Carpet Cleaning Services to Various County Facilities
 - g. Resolution Authorizing a Contract Extension as Stated in Resolution #12-76 with Dietz Janitorial Service to Provide Cleaning Services in Various County Buildings
 - h. Resolution to Authorize a Three Year Agreement Extension with MSDS Online to Manage Material Safety Data Sheets (MSDS)

10. Controller's Office
 - a. Resolution to Amend Business Travel and Reimbursement Policy
 - b. Resolution Authorizing Adjustments to the 2015 Ingham County Budget

11. Board of Commissioners
 - a. Resolution Setting Fees for Freedom of Information Act Requests
 - b. Resolution Honoring Ross A. Allen

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Maiville.

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

1. Farmland & Open Space Preservation Board - Interviews

John Hayhoe interviewed for appointment to the Farmland & Open Space Preservation Board.

Commissioner Bahar-Cook disclosed that a board that Mr. Hayhoe's daughter served was one of her clients.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BANAS, TO APPOINT JOHN HAYHOE TO THE FARMLAND & OPEN SPACE PRESERVATION BOARD.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Maiville.

Jeanine Igl interviewed for appointment to the Farmland & Open Space Preservation Board.

Wendy Villareal interviewed for appointment to the Farmland & Open Space Preservation Board.

Chairperson Celentino stated that the candidates would be contacted after the Board of Commissioners next meeting to inform them of their status.

3. Health Department - Resolution to Authorize Updates to the Access to Care Project Coordinator Job Description and Changing the Job Title to Health Equity and Social Justice Coordinator

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE UPDATES TO THE ACCESS TO CARE PROJECT COORDINATOR JOB DESCRIPTION AND CHANGING THE JOB TITLE TO HEALTH EQUITY AND SOCIAL JUSTICE COORDINATOR.

Commissioner Bahar-Cook asked whether the Union was notified.

Travis Parsons, Human Resources Director, answered yes and provided an email correspondence exchange to the Committee.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Maiville

5. Fair - Resolution Authorizing Entering into a Contract with Fishbeck, Thompson, Carr, & Huber, Inc. for Architectural and Engineering Services for the Construction of a New 50,000 Square Foot Exposition Center with an Attached 3,000 Seat Grandstand at the Ingham County Fairgrounds

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH FISHBECK, THOMPSON, CARR, & HUBER, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CONSTRUCTION OF A NEW 50,000 SQUARE FOOT EXPOSITION CENTER WITH AN ATTACHED 3,000 SEAT GRANDSTAND AT THE INGHAM COUNTY FAIRGROUNDS.

Sandra Dargatz, Ingham County Fair Executive Director, addressed the Committee.

There was a discussion regarding the Fair's mission statement.

Ms. Dargatz provided an overview of the proposed project.

Commissioner Bahar-Cook asked for information about seating capacity.

Ms. Dargatz reviewed the memorandum attached to the resolution for the Committee.

There was a discussion about Ms. Dargatz's vision for future development and usage of the fairgrounds.

Commissioner Koenig asked how often the facility was inspected.

Ms. Dargatz stated that the facility was scheduled to be inspected tomorrow. She provided a brief overview of the facility's inspection history.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Maiville.

4. Innovation & Technology Department
a. Monthly Project Update

Mike Ashton, IT Department Director, provided his monthly update to the Committee, including reviewing position vacancies, work order tickets, security threats, the Gartner "Real Value of IT" workshop, the Microsoft Exchange migration, the computer replacement project, and other pending projects.

Commissioner Crenshaw asked how many employees the IT Department had.

Mr. Ashton answered 18 employees.

There was a discussion regarding the Sheriff's Office projects.

There was a discussion regarding the Granicus upgrade/replacement project.

Commissioner Bahar-Cook asked how old the open tickets were.

Mr. Ashton stated that most of the tickets that remained open were likely 30 days or older. He further stated that these tickets were related to long-term projects.

Commissioner Bahar-Cook asked for a list of the open tickets.

Mr. Ashton stated that he would provide that list to the Committee.

Commissioner Banas asked for more information about the Lifecycle Review.

Mr. Ashton provided background on the Lifecycle Review and other assessments that were being performed on the network. He provided a brief overview of the costs that would be incurred for assessments.

Commissioner Banas asked what percentage of the IT Department's budget was eaten up by security projects.

Mr. Ashton stated that he would provide the budgetary documentation to the Committee.

Chairperson Celentino asked for information about the online credit card processing in the County Clerk's Office.

Mr. Ashton stated that they were waiting for a quote from Tyler Eagle. He further stated they were able to resolve the issues that were occurring in the Treasurer's Office. Mr. Ashton stated that he had a meeting scheduled with County Clerk Barb Byrum on August 3rd to discuss this issue.

Chairperson Celentino asked for information about the Clerk's Office inability to access the InghamClerk@ingham.org email system on the computer-based application.

Mr. Ashton stated that he would double-check with his staff to see whether the ticket was resolved.

Chairperson Celentino asked for information about the computer replacement project in the Circuit Court and Circuit Court Clerk's Office.

Mr. Ashton stated that they would be able start the project next week barring any unforeseen circumstances. He further stated that he was working with Rhonda Swayze, Deputy Court Administrator, to establish a schedule.

There was a discussion about the County's future relationship with Tyler Eagle and arrangements for credit card processing.

Mr. Ashton provided an overview of the payment vendor, Authorize.Net.

Commissioner Bahar-Cook asked whether the Treasurer's Office run the payment processing for the County Clerk's Office.

Mr. Ashton provided an overview of the payment process and how Tyler Eagle was not compatible.

Commissioner Bahar-Cook suggested that we all needed to be creative in discovering IT fixes.

Commissioner Banas asked what the volume of transactions was.

Mr. Ashton answered that he did not know. He stated that this would be a question for the County Clerk's Office. Mr. Ashton stated that he would ask the County Clerk's Office and follow up with the Committee.

Commissioner Koenig asked whether we could skip Tyler Eagle and push toward the OnBase solution.

Mr. Ashton stated that he would have to review the Statement of Work and to speak with Clerk Byrum.

Discussion.

Chairperson Celentino confirmed with Mr. Ashton that he had meetings scheduled with Clerk Byrum on August 3rd and 10th.

Mr. Ashton stated that he wanted the IT Department to be transparent. He invited the Committee to tour the IT Department.

12. Board Referral - Letter from Frank Hatfield Regarding the Funding of the Meridian River Front Trail

Chairperson Celentino stated that this letter was hereby referred to the Trails & Parks Task Force.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:59 p.m.

AUGUST 18, 2015 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

- 1a.** *Treasurer's Office* - Resolution to Contract with Legal Services of South Central Michigan to take Client Referrals from the Ingham County Treasurer and Ingham County Register of Deeds

For a number of years the County Treasurer and Register of Deeds have been authorized to enter into agreements with Legal Services of South Central Michigan to refer citizens affected by foreclosures and predatory lending practices. Past contracts have also allowed for training of local housing counselors who provide assistance in navigating the loss mitigation system. The Treasurer and Register of Deeds seek Board approval to continue this practice at an annual cost of \$60,000. Funding for this service would be taken from the Delinquent Tax Fund.

- 1b.** *Treasurer's Office* - Resolution Setting a Public Hearing for an Application to the Michigan State Housing Development Authority for a Community Development Block Grant/Home Grant to Provide a Homeowner Rehabilitation Program

The Treasurer seeks approval of a resolution to set a public hearing for review and comment on a Community Development Block Grant (CDBG) Homeowner Rehabilitation Program grant application. If approved, grant funds would be administered on behalf of the County by a third-party administrator, Capital Area Housing Partnership (CAHP). A mandatory public hearing on this application would be conducted at the Board of Commissioners meeting scheduled for September 22, 2015. The total grant amount is \$315,000.

- 1c.** *Treasurer's Office* - Resolution to Re-Establish the Position of Assistant to the Treasurer in the Ingham County Treasurers Office

The Treasurer's Office proposes to resurrect the classification Assistant to the Treasurer to enhance their ability to serve residents of Ingham County. The Assistant to the Treasurer job description has been updated to accurately reflect the essential functions. The position remains classified as MCF 06 with a total (wages and benefits) annual cost of \$78,184 at Step 5.

- 2.** *Equal Opportunity Committee* - Resolution Authorizing the Equal Opportunity Committee to Raise Funds and Accept Donations on Behalf of the Equal Opportunity Committee

The Equal Opportunity Committee would like to sponsor contests and scholarships to help promote a greater awareness of diversity in Ingham County government. Funds raised through this effort would be used to award contest winners with prizes or scholarships.

3. **Financial Services Department** - Resolution to Extend the Agreement with Sparrow Occupational Health for Occupational Health Services

The County has contracted with Sparrow Occupational Health Services since 2010 to provide medical services to injured employees. The County has been using Sparrow since 2010 and is very pleased with the service. Sparrow also provides other services such as pre-employment physicals and substance abuse testing. Road Department employees currently operate under a different agreement, and this extended contract provides an opportunity to include all employees under one agreement. The proposed resolution would extend the contract through September 30, 2020 at a total annual cost of \$30,000.

4. **Farmland and Open Space Preservation** - Resolution to Amend Resolution #15-034 - Approving Proceeding to Close Permanent Conservation Easement Deed on Kranz, Johnson and Hutchison Properties

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. After nearly two years, the FOSP Board recommends closing on the Hutchison and Kranz properties. The FOSP Board concluded it would be best to withdraw these properties from the Federal Agriculture Conservation Easement Program because the federal match would be minimal and does not justify the rigorous federal approval process. Therefore, the Hutchison and Kranz properties will be closing with 100% local funds.

5. **Potter Park Zoo** - Resolution Authorizing an Increase in the Contracted Amount with Laux Construction to Build the Red Panda Exhibit

Fencing of the Red Panda exhibit at Potter Park Zoo was budgeted at \$10,000.00, but the lowest quote submitted for adequate fencing was \$15,399. Potter Park Zoo proposes an amendment to the contact with Laux Construction to increase the total project cost by \$5,399.00 to account for the increased price of the fencing. A proposed line item transfer accompanies this resolution.

6a. **Facilities Department** - Emergency Purchase Order Memo to Replace the Domestic Hot Water Heat Exchanger at the Ingham County Jail

A hole in the heat exchanger of the domestic hot water heater at the jail allowed water into the combustion chamber resulting in a loss of hot water throughout the entire jail facility. Consistent with Section 412.J of the Purchasing Procedures Policy, the Controller determined immediate purchase of a new hot water heat exchanger was essential to prevent detrimental impacts on jail employees and inhabitants. Subsequently, a purchase order was issued to Myers Plumbing and Heating for a total cost of \$12,259.90. Funds for this purchase were previously allocated to a budgeted line item earmarked for such repairs. No further action is necessary beyond the County Services Committee receipt of this report.

6b. Facilities Department - Emergency Purchase Order Memo to Replace the Travel Cable on the Elevator at the Grady Porter Building

An elevator travel cable at the Grady Porter Building was damaged by water in the hoist way causing operational issues that forced the elevator out of service. Consistent with Section 412.J of the Purchasing Procedures Policy, the Controller determined immediate purchase of a new elevator travel cable was essential to prevent detrimental impacts on employees and citizens using the Grady Porter Building. Subsequently, a purchase order was issued to Schindler Elevator for a total cost of \$8,690. Funds for this purchase were previously allocated to a budgeted line item earmarked for such repairs. No further action is necessary beyond the County Services Committee receipt of this report.

6c. Facilities Department - Resolution Authorizing a Purchase Order to Myers Plumbing & Heating, Inc. to Install an Air Conditioning Unit in the 55th District Court Magistrate's Office

The Facilities Department requests approval of a resolution to allow purchase of an air conditioning unit in the 55th District Court Magistrate's office. Office temperatures cannot be controlled without adversely affecting the temperature in the courtroom. Myer's Plumbing and Heating, Inc. submitted the lowest quote of \$5,860. Funds for this purchase will be taken from an approved CIP line item.

6d. Facilities Department - Resolution Authorizing an Agreement with MacMillan Associates, Inc. to Provide Professional Architectural and Engineering Design Services for the Replacement of the Fire Alarm System and Public Address (PA) System at the Human Services Building

The Facilities Department has determined that the fire alarm and public address systems at the Human Services Building must be replaced. A proposed resolution is offered that would authorize an agreement with MacMillan Associates, Inc. to provide necessary architectural and engineering design services at a total cost of \$8,350. Funds for this purchase will be taken from an approved CIP line item.

6e. Facilities Department - Resolution Awarding a Contract to Reith-Riley Construction Company, Inc., to Provide Asphalt Reconstruction Services for the Forest Community Health Center Parking Lot

The parking lot at Forest Community Health Center has exceeded its functional design life and is in need of replacement. After careful review, the Facilities Department recommends approval of a resolution to authorize a contract with Reith-Riley Construction Company, Inc. to reconstruct the parking lot at a total cost of \$230,652. The Department also seeks a \$20,000 project contingency, bringing the total cost to \$280,652.

7a. Road Department - Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads

The Road Department seeks approval of a resolution to replace the Milner Road bridge over Lowe Lake Drain between M-52 and Brogan Road with a new culvert. The estimated total cost of project is \$25,000 for materials to be placed by Road Department crews. Because the Road Department's annual local road match allocation to Stockbridge Township been committed to other projects, Stockbridge

Township is willing to fund this project. Road department crews will provide labor at no charge to the project.

7b. Road Department - Resolution to Approve Amending: a First Party Construction Contract With Hoffman Bros., Inc.; a Second Party Agreement with the Michigan Department of Transportation; and a Third Party Agreement with Jackson National Life Insurance in Relation to Adding Sidewalk and Additional Repair Work to a Road Reconstruction Project for Okemos Road from Holt Road to the I-96 Interchange

Support from the public, MDOT and Jackson National Life (JNL) has recently been expressed for adding a sidewalk to run on the west side of Okemos Road from JNL's north-most driveway to the southwest corner of the Jolly and Okemos Roads intersection using the existing barrier separated sidewalk on the bridge over I-96, and including signal upgrades and traffic/pedestrian safety treatments recommended by MDOT to provide pedestrian crossings at the freeway ramps. JNL has indicated a desire to amend the agreement to fund sidewalk design and construction engineering by Fishbeck, Thompson, Carr & Huber, (FTCH), and to contribute the ROW necessary from JNL for the sidewalk. The result is an increase of \$56,387 in JNL's current project contribution (\$49,500 for engineering and \$6,887 for JNL supplied ROW).

Also, the State of Michigan recently announced additional funding for road maintenance which will provide the Road Department an estimated additional \$516,206. The Road Department recommends using some of the additional road funding to do additional joint repair work on Okemos Road between Holt and Sandhill roads, estimated to cost an additional \$65,000 for construction, to take advantage of the current construction zone set up and favorable pricing of adding this additional repair work to the Current Project construction contract.

7c. Road Department - Resolution to Authorize Re-Approval of the Preliminary Plat of Whitehills Lakes South No. 2

The Whitehills Lakes South development is a 34 unit single-family subdivision located on roughly 29 acres, north of Lake Lansing Road and west of I-69 BL (Saginaw Street). Phase 1 of the subdivision (lots 1 through 13) was constructed and its roads accepted into the county road system. The proprietor wishes to proceed with the final phase of the subdivision (lots 14 through 34). The current Whitehills Lakes South No. 2 Preliminary Plat expired on July 23, 2015 (per state statute, Preliminary Plat approvals expire after two years). The Road Department recommends re-approval of the Preliminary Plat of Whitehills Lakes South No. 2.

7d. Road Department - Resolution Authorizing the Purchase of Diesel Fuel and Gasoline for the Road Department

The Road Department periodically needs to replenish its fuel supply for road construction and maintenance. By way of a proposed resolution, the Department recommend acceptance of a bid from Avery Oil and Propane to purchase of 13,830 gallons of diesel fuel and 7,880 gallons of gasoline at a total cost of \$45,263.75.

7e. **Road Department** - Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department

The Road Department annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations. Through a proposed resolution, the Department recommends that the Board authorize purchase of 29A crushed natural aggregate from Gerken Materials Inc., based on availability of required material, with preference based on lowest bid unit price (\$19.95 - \$21.00 per ton) and quality of material.

7f. **Road Department** - Resolution Authorizing the Purchase of 2015-2016 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department

The Road Department periodically needs to replace the cutting edges of the snow plow blades on its plow trucks for winter and gravel road maintenance. The Department recommends approval of a resolution to authorize the purchase of approximately 1,000 feet of plow/grader blade cutting edge from Chemung Supply at a unit cost of \$48.69 per foot, for an extended total cost of \$48,690.

7g. **Road Department** - Resolution Authorizing the Purchase of Propane Used for Heating at the Eastern District of the Ingham County Road Department

The Road Department uses propane to heat its Eastern District Garage which uses approximately 16,500 gallons of propane annually. The Road and Purchasing Departments have determined that it would be advantageous for the Road Department to have a fixed price contract for propane and therefore recommend acceptance of a proposal submitted by Avery Oil and Propane for delivery of propane at a fixed unit price of \$1.599/gallon for the next winter season ending May 31, 2016.

7h. **Road Department** - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary.

8. **Human Resources Department** - Resolution to Approve Generic Service Credit Purchase for County Employee Ellen F. Lander

Pursuant to Resolution 02-101 (April 9, 2002), it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS). The resolution further provides that the cost for generic service "must be totally borne by the employee." The Human Resources Department recommends approval of the purchase of five (5) years generic service under County Resolution #02-101 for employee Ellen F. Lander.

9a. Controller's Office - Discussion Regarding the Strategic Planning RFP Scope of Services

As requested at the July 13 Board Leadership Meeting, a “scope of services” was developed as a preliminary step to issuing a Request for Proposals (RFP) to engage strategic planning and facilitation support to the Ingham County Board of Commissioners, staff and its stakeholders. The successful proposer will have to demonstrate experience in successfully assisting groups with high level policy makers and multi interest stakeholders with complicated and often competing strategic planning objectives. Expert facilitation and mediation skills in collaborative problem solving, group strategies and dynamics, and the proven ability to create an atmosphere of trust will be necessary. The purpose of this discussion is to determine whether the proposed scope of service is consistent with intentions of the Board.

9b. Controller's Office - Discussion Regarding the Proposed Employee Satisfaction Survey

Human resource experts have found that anonymous surveys work best to gain employee feedback. These anonymous engagement surveys give leaders the valuable, direct feedback they need to know when problems arise. The Controller's Office intends to release such a survey in the near future. The purpose of this discussion is to answer any concerns raised by Commissioners and to consider provided feedback.

10a. Board of Commissioners - Resolution Supporting the Kewadin Lansing Casino

A resolution is offered in support the Kewadin Lansing Casino project and includes a stated belief that the project will provide a major economic boost for Lansing and Ingham County.

10b. Board of Commissioners - Resolution of Support for American Airlines Application with the Federal Aviation Administration

A resolution is offered in support of American Airlines' application to provide nonstop air service between Capital Region International Airport and Ronald Reagan Washington National Airport.

10c. Board of Commissioners - Resolution Honoring Rudolph “Rudy” Wilson

A resolution is offered to honor Rudolph Wilson for his many years of outstanding service and the contributions he has made to the County of Ingham and its citizens.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTRACT WITH LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN
TO TAKE CLIENT REFERRALS FROM THE
INGHAM COUNTY TREASURER AND INGHAM COUNTY REGISTER OF DEEDS**

WHEREAS, Ingham County and its residents have been hit hard by the foreclosure crisis and predatory lending; and

WHEREAS, the foreclosure crisis has directly impacted the county budget by lowering property values across the county and increased the county's tax foreclosure costs; and

WHEREAS, Legal Services of South Central Michigan has served over 350 Ingham County residents in the last 6 years based on the county's funding, furthermore, during the 2014 grant year, has closed 65 cases on behalf of Ingham County residents and is currently still working 6 open cases; and

WHEREAS, in addition to direct client services, the previous grants have enabled Legal Services of South Central Michigan to train local housing counselors; and

WHEREAS, for clients without legal claims, Legal Services can promptly direct them to housing counselors for assistance in navigating the loss mitigation system; and

WHEREAS, for clients with legal issues, housing counselors can direct them to Legal Services to confront these legal issues as soon as possible; and

WHEREAS, the Treasurer's Office is expanding the focus on land contract disputes where vendee rights are being abused similar to other predatory lending instruments; and

WHEREAS, Legal Services has worked with The Center for Financial Health, The Financial Empowerment Center, Clark Hill, and the Ingham County Bar Association to specifically address issues faced by vendees in land contracts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to continue its contract with Legal Services of South Central Michigan for 2015-2016, to refer clients who have been effected by these issues in the amount of \$60,000 to be taken from the delinquent tax fund.

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

To: Ingham County – County Services
Ingham County Board of Commissioners

From: Desiree Kirkland, Ingham County Treasurer’s Office
Mikki Droste, Capital Area Housing Partnership

cc: Eric Schertzing, Ingham County Treasurer

Date: [Date]

Re: Public Hearing Resolution

Attached please find a resolution to set a public hearing, requested for the review and comment regarding an application for funding for the reinstatement of a Home Owner Rehabilitation program in Ingham County. Community Development Block Grant and/or HOME Grant funds are to be requested from the Michigan State Housing Development Authority (**MSHDA**) in the amount of **\$315,000**.

Funds are to be available to income qualified home owners that live within the targeted areas identified in the Ingham County Place-Based Targeting Strategy, conducted as a requirement for funding eligibility. These target areas include **Leslie, Mason and Williamston**.

Funds are expected to serve 6-8 homeowners over a **one year** period.

Grant funds would be administered by the Capital Area Housing Partnership (CAHP), selected as the **Third Party Grant Administrator** via an RFP selection process. This service, following the grant award, is paid with grant funds.

The grant application will be available at the offices of CAHP in East Lansing for review/comment by Ingham County residents prior to the Public Hearing.

Additionally attached is the Public Notice as it will read in the City Pulse a minimum of five days prior to the Public Hearing date.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SETTING A PUBLIC HEARING FOR AN APPLICATION TO THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY FOR A COMMUNITY DEVELOPMENT BLOCK GRANT/HOME GRANT TO PROVIDE A HOMEOWNER REHABILITATION PROGRAM

WHEREAS, Ingham County government has long term objectives to foster economic well-being and affordable housing to assist their citizens in meeting basic needs; and

WHEREAS, Ingham County has been invited by the Michigan State Housing Development Authority to apply for a Community Development Block Grant/HOME Grant to assist income eligible residents via a Home Owner Rehabilitation program; and

WHEREAS, pursuant to the application procedures, the Ingham County Board of Commissioners is required to post notice and hold a public hearing to hear any interested persons on the proposed application to the State of Michigan for the county homeowner rehabilitation program; and

WHEREAS, a copy of the application is available for public review at the office of Ingham County's Third Party Administrator, Capital Area Housing Partnership, 1290 Deerpath, East Lansing, Michigan 48823.

THEREFORE BE IT RESOLVED, a public hearing shall be set for Tuesday, September 22, 2015 at 6:30 PM before the Ingham County Board of Commissioners in the Board of Commissioners Room, third floor, Ingham County Courthouse, Mason, Michigan for the purpose of hearing any interested persons on the proposed application for Community Development Block Grant/HOME Grant funds.

BE IT FURTHER RESOLVED, that pursuant to the application procedures, a notice of the public hearing shall be published at least five (5) days before the hearing date.

**NOTICE OF PUBLIC HEARING
INGHAM COUNTY, MICHIGAN**

Notice is hereby given that the Ingham County Board of Commissioners will conduct a public hearing Tuesday, September 22, 2015 during their regular meeting at the Ingham County Courthouse, Mason, MI at 6:30 p.m. to hear all interested persons regarding the filing of a Community Development Block Grant/HOME application for \$315,000. If awarded, Ingham County will use the grant funds to assist income qualified homeowners in the communities of Mason, Leslie and Williamston with needed rehabilitation of their homes. Program funds will benefit low and moderate income homeowners. If you wish further information or to view this application please contact Ingham County's Third Party Program Administrator, Mikki Droste, Executive Director, Capital Area Housing Partnership, 1290 Deerpath, East Lansing, MI 48823 or 517-332-4663 or mdroste@capitalareahousing.org. All comments must be received no later than 3:00 PM on September 21, 2015.

Agenda Item 1c

TO: Eric Schertzing, Ingham County Treasurer
FROM: Travis Parsons, Human Resources Director
DATE: 8-5-15
RE: Memo of Analysis

The Treasurer's Office would like to resurrect the classification Assistant to the Treasurer to enhance their ability to serve residents of Ingham County. The Assistant to the Treasurer job description has been updated to accurately reflect the essential functions. The position remains the same salary MCF 06. I have attached the updated job description for your records.

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

If I can be of further assistance, please email or call me (887-4372).

**2015 Personnel Cost Projection - Treasurer
Assistant to the Treasurer**

	MCF06, step 1	MCF06, step 5
Wages	<u>42,721</u>	<u>51,279</u>
Unemployment	128	154
FICA	3,268	3,923
Health	12,464	12,464
Current Retiree Hlth	2,766	2,766
Future Retiree Hlth	1,559	1,872
Dental	886	886
Vision	119	119
Life	126	126
Disability	49	59
Retirement	3,443	4,133
Workers Comp	128	154
Liability	207	249
Total	<u>67,864</u>	<u>78,184</u>

**INGHAM COUNTY
JOB DESCRIPTION**

ASSISTANT TO THE TREASURER

General Summary:

Under the direction of the County Treasurer: Supervises all phases of the Treasurer's Office regarding tax calculations, billing and collection of taxes, redemption of tax sale properties and maintaining proper tax records; serves as trainer for local units, other departments, and outside tax system users; assists Chief Deputy Treasurer in complex accounting functions. Effectively communicates with the public and co-workers and handles difficult problems which may arise regarding taxes and legal descriptions when dealing with the public. Works with computer systems and assists in programming new and revised programs. Actively participates in hiring, firing and discipline.

Essential Functions:

1. Assist the County Treasurer in hiring, training, discipline and evaluation of staff by making recommendations of action to be taken.
2. Supervises Tax Administration staff and with approval of Treasurer, assigns specific duties to each.
3. Audits cash drawers and prepares bank deposits for various banks.
4. Calculates and collects delinquent taxes, issues tax receipts and redemptions, audits cash received with orders or warrants and issues official receipts specifying the fund to which monies are to be applied.
5. Answers correspondence and telephone inquiries relating to tax matters including bankruptcies, redemptions and reconveyances.
6. Deciphers legal descriptions of property and locates parcel descriptions on the tax map and in the tax roll.
7. Assist Chief Deputy Treasurer in tax settlements, with the local treasurers by auditing their delinquent tax rolls and breaking down total tax items to specific tax items.
8. Evaluates ongoing computer programs to keep them updated to current needs and technology.
9. Maintains detail of accounts receivable delinquent taxes.
10. Bills and manages homestead denials.
11. Serves as trainer for local treasurers, other departments and other outside users on tax system. Duties include writing and maintaining the user's manual, on-site training, telephone assistance, other assistance as needed.
12. Serves as trainer for departments utilizing the cash receipting system of the County.
13. Serves as liaison between local treasurers and the County Treasurer's Office.
14. Backup Treasurer and Deputy Treasurer on Banking Technology
15. Enters payment vouchers via County's accounts payable system and runs necessary reports.
16. Reconciles drain ledgers and monitors payments from individual drainage districts.
17. Assist Treasurer with Tax Auction administration and inspection, community outreach, and non-profit partnerships (i.e. Money Smart Week, Asset Independence Coalition - Volunteer Income Tax Assistance)
18. Serves as internal email and phone administrator. Duties include coordinating writing, recording and updating of automated systems.

Other Functions:

19. Perform related duties as required.

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

Employment Qualifications:

Education: Associate's Degree in Accounting or related field.

Experience: Three to five years of related experience.

Other Requirements: Working knowledge of computer systems and able to assist in programming new and updated software. Extensive MS Office software knowledge is preferred.

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

Physical Requirements

- Ability to access department files
- Ability to enter and retrieve information from a computer

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

Working Conditions:

Works in office conditions

**MCF 06
August 2015**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RE-ESTABLISH THE POSITION OF ASSISTANT TO THE TREASURER
IN THE INGHAM COUNTY TREASURERS OFFICE**

WHEREAS, discussions have taken place between the Controller/Administrator and Treasurer concerning enhancing functions within Treasury; and

WHEREAS, the position of Assistant to the Treasurer that was retired in 2009 has been determined to be the best fit for the overall needs; and

WHEREAS, the cost to fund the position (MCF06, step 1, \$67,864; step 5, \$78,184) is an appropriate expense of the Delinquent Tax Administration Fund (Fund 516); and

WHEREAS, the Human Resources Department has updated the prior job description with input from Treasury.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby re-establishes the position of Assistant to the Treasurer in Treasury, with all the duties and responsibilities inherent in that position, effective as of the date of this resolution.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE EQUAL OPPORTUNITY COMMITTEE TO RAISE FUNDS
AND ACCEPT DONATIONS ON BEHALF OF THE EQUAL OPPORTUNITY COMMITTEE**

WHEREAS, the Equal Opportunity Committee would like to sponsor various contests and scholarships to help promote a greater awareness of diversity in Ingham County government; and

WHEREAS, the Equal Opportunity Committee would like to raise funds and seek donations in order to award the winners of these contests with prizes or scholarships.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Equal Opportunity Committee to raise funds for the purpose of promoting a greater awareness of diversity in Ingham County government.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of donations on behalf of the Equal Opportunity Committee and the Controller/Administrator is authorized to establish an account for the Equal Opportunity Committee for donations and related expenditures.

Agenda Item 3

TO: County Services and Finance Committee
FROM: Jill Rhode, Director of Financial Services
RE: Sparrow Occupational Health Services
DATE: July 21, 2015

The County is currently contracted with Sparrow Occupational Health Services to provide medical services to any injured employee. The County has been using Sparrow since 2010 and is very pleased with the service. They are attentive to the County administration needs but much more importantly, they provide excellent care to our employees.

They also provide other services such as pre-employment physicals and substance abuse testing. Currently, the Road employees are operating under a difference agreement than the other County employees. This extended contract will include all employees under one agreement.

Our current contract expires on September 30, 2015. We are recommending that this contract be extended for five years until September 30, 2020.

If you have questions or wish to discuss, please contact me.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND THE AGREEMENT WITH SPARROW OCCUPATIONAL HEALTH FOR OCCUPATIONAL HEALTH SERVICES

WHEREAS, Ingham County is currently using Sparrow Occupational Health Services to provide health service to injured employees along with other employment related services; and

WHEREAS, the employees and administration of the County are pleased with the services they are receiving; and

WHEREAS, our current contract with Sparrow Occupational Services expires on September 30, 2015; and

WHEREAS, the Road Department and the other County employees are operating under two different contracts with Sparrow.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with Sparrow Occupational Health be extended for five years expiring on September 30, 2020 and include all employees under the one agreement.

BE IT FURTHER RESOLVED, the total cost estimated to be \$30,000 annually will be paid from the Worker's Compensation Fund.

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

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

MEMORANDUM

TO: County Service and Finance Committees

FROM: Stacy Byers, Farmland and Open Space Preservation Board

DATE: August 4, 2015

SUBJECT: **RESOLUTION TO AMEND RESOLUTION #15-034, APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES**

Project Description:

The Ingham County Farmland and Open Space Preservation Program has been working to close the Hutchison and Kranz properties for nearly 2 years (The Johnson property closed in June 2015). Both properties have presented their own challenges with the Federal Program and the FOSP Board felt it would be best to withdrawal participation with the Federal Program and close using 100% local funds. The federal match is minimal and at this point does not out way the rigorous process for approval to close, within the Federal Program. Since the Federal Farm Bill passed in January 2015, many changes have been implemented that impact Ingham County and the properties we have pending.

Since the 2013 Hutchison and Kranz appraisals, supplemental updates have been conducted, which illustrate an increase in value, as the market recovers from the economic downturn. This increase in value is a positive step forward for the FOSP program as we anticipate more applications to the program and a larger pool of applicants from which to choose from.

As you know, the FOSP Board has money in their budget to cover these costs and they are included in the 2015 Budget.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #15-034, APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES

WHEREAS, the Ingham County Board of Commissioners passed Resolution #15-034 approving closing on the Kranz, Johnson and Hutchison Properties; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has updated the appraisals of the Hutchison and Kranz properties; and

WHEREAS, the updated Hutchison and Kranz property appraisals, conducted by a State Certified Appraiser, showed an increase in value from the December 2013, 2012 appraisal; and

WHEREAS, the Hutchison property will proceed with using local funds to close; and

WHEREAS, the Kranz property will proceed with using local funds to close.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Hutchison and Kranz properties at a price not to exceed the amount listed in the chart below:

Based on August 10, 2013 values

<u>Name</u>	<u>Appraisal</u>	<u>CE Price</u>	<u>Landowner</u>	<u>County</u>	<u>Federal</u>
Hutchison	\$102,000.00	\$102,000.00	\$0.00	\$102,000.00	\$0.00
Kranz	\$101,000.00	\$101,000.00	\$0.00	\$101,000.00	\$0.00

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

MEMORANDUM

To: PPZ Advisory Board, County Services and Finance Committees
FROM: Sherrie Graham, Zoo Director
DATE: August 4, 2015
SUBJECT: Increase in Laux Construction Contract to build Red Panda Exhibit

In resolution #15-096, the Board of Commissioners awarded a contract to Laux Construction in the amount of \$101,200.00 with a contingency of \$5,800.00 to build a new Red Panda Exhibit. The fencing of the exhibit was budgeted at \$10,000.00, but the lowest quote for adequate fencing was \$15,399.00. We are proposing the contract with Laux Construction be increased by \$5,399.00 to account for the increased price of the fencing. The total amount of the contract would then be \$106,599.00. \$2,799.00 of the increased cost will be covered by the contingency and \$2,600.00 needs to be transferred from the remaining Tree Shrew Holding capital improvement project to the Red Panda Exhibit project.

We are proposing a line item transfer of \$2,600.00 to complete this new exhibit.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN INCREASE IN THE CONTRACTED AMOUNT WITH
LAUX CONSTRUCTION TO BUILD THE RED PANDA EXHIBIT**

WHEREAS, Resolution #15-096 was accepted by the Board of Commissioners, awarding a contract to Laux Construction in the amount of \$101,200.00 with a contingency of \$5,800.00 to build a new Red Panda Exhibit; and

WHEREAS, the amount budgeted for the Red Panda Exhibit fencing was \$10,000.00, but the lowest quote for adequate fencing was \$15,399.00; and

WHEREAS, an increase in the contract with Laux Construction of \$5,399.00 is required to account for the unbudgeted cost of the fencing, bringing the total contract amount to \$106,599.00; and

WHEREAS, \$2,799.00 of the additional cost of the fencing will be covered by the contingency, but a line item transfer of \$2,600.00 is required to cover the remaining cost; and

WHEREAS, the Zoo would like to request a line item transfer of \$2,600.00 from the Tree Shrew Holding Capital Improvement Project, line item #258-69900977000-1508Z, to the Red Panda Project, line item #258-69900-977000-1411Z; and

WHEREAS, once the above transfers are complete, the funds for this project will be available in the approved CIP line item #258-69900-977000-1411Z.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an increase in the contract with Laux Construction, 4218 Charlar Drive, Holt, Michigan 48842 to construct the new Red Panda Exhibit for a cost not to exceed \$106,599.00.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to transfer \$2,600.00 from the above mentioned account into the approved Red Panda Exhibit CIP #258-69900-977000-1411Z.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 24, 2015

SUBJECT: Emergency Purchase Order to Replace the Domestic Hot Water Heat Exchanger at the Ingham County Jail

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

The domestic hot water heater had water coming from the combustion chamber due to a hole in the heat exchanger; this hole resulted in the loss of hot water throughout the entire jail. An emergency Purchase Order was issued to Myers Plumbing & Heating for a total cost of \$12,529.90.

Funds for this purchase are available in Line Item 245-31199-976000-5FC19 for Jail heat exchanger.

Both the Controller and Facility Director approved this purchase.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 24, 2015

SUBJECT: Emergency Purchase Order to Replace the Travel Cable on the Elevator at the Grady Porter Building

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

The elevator travel cable was damaged by water in the hoist way. The water damage caused operational issues and the elevator was out of service. This was an emergency repair therefore; approval was not sought prior to replacing the cable. A Purchase Order was issued to Schindler Elevator for a total cost of \$8,690.00.

Funds for this repair are available in the approved Line Item 101-23303-931000-233GP.

Both the Controller and Facility Director approved this purchase.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 3, 2015

SUBJECT: **RESOLUTION AUTHORIZING A PURCHASE ORDER TO MYER'S PLUMBING AND HEATING INC. TO INSTALL AN AIR CONDITIONING UNIT IN THE 55TH DISTRICT COURT MAGISTRATE'S OFFICE**

The resolution before you authorizes a purchase order to Myer's Plumbing and Heating Inc. to install an air conditioning unit in the 55th District Court Magistrate's office.

The hearing room is connected mechanically to the north courtroom and the Magistrate's office temperature is not able to be controlled without adversely affecting the temperature in Judge Boyd's courtroom.

Myer's Plumbing and Heating, Inc. submitted the lowest quote of \$5,860.00 and have the recommendation of the Facilities Department.

The funds for this project are available in the approved CIP line Item 245-13799-976000-5FC16 which has a balance of \$20,000.00 for Magistrate hearing room HVAC.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 3, 2015

SUBJECT: Air Conditioning Unit and Installation for 55th District Court Magistrate Office

Project Description:

Competitive bids were sought from qualified and experienced HVAC businesses for the purpose of furnishing and installing an air conditioning unit in the 55th District Court Magistrate office.

Proposal Summary:

Vendors contacted: 03 Local: 02

Vendors responding: 03 Local: 02

Company	Address	Local Preference	Cost
Myers Plumbing & Heating	16825 Industrial Parkway, Lansing MI 48906	No, Clinton County	\$5,860.00
Shaw-Winkler Inc.	4910 Dawn Avenue, East Lansing MI 48823	Yes	\$6,752.00
T.H. Eifert Mechanical Contractors	3302 W. St. Joseph, Lansing MI 48917	Yes	\$10,600.00

Recommendation:

Myers Plumbing & Heating submitted the lowest responsive proposal and has worked with Ingham County on similar projects in the past.

It is recommended awarding a purchase order or contract to Myers Plumbing & Heating Inc. at a cost not to exceed \$5,860.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A PURCHASE ORDER TO MYERS PLUMBING & HEATING, INC.
TO INSTALL AN AIR CONDITIONING UNIT IN THE
55TH DISTRICT COURT MAGISTRATE'S OFFICE**

WHEREAS, the Hearing Room is connected mechanically to the north courtroom; and

WHEREAS, the Magistrate's office temperature is not able to be controlled without adversely affecting the temperature in Judge Boyd's courtroom; and

WHEREAS, Myer's Plumbing and Heating, Inc., submitted the lowest quote of \$5,860.00 and have the recommendation of the Facilities Department; and

WHEREAS, the funds for this project are available within CIP Line Item 245-13799-976000-5FC16 which has a balance of \$20,000.00 for Magistrate Hearing Room HVAC.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Purchase Order to Myers Plumbing & Heating, Inc., of 16825 Industrial Parkway Lansing, Michigan 48906 to provide materials and labor to install an air conditioning unit in the 55th District Court Magistrate's office for a not to exceed cost of \$5,860.00.

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.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 3, 2015

SUBJECT: **RESOLUTION AUTHORIZING AN AGREEMENT WITH MACMILLAN ASSOCIATES, INC. TO PROVIDE PROFESSIONAL ARCHITECTURAL & ENGINEERING (A&E) DESIGN SERVICES FOR THE REPLACEMENT OF THE FIRE ALARM SYSTEM AND PUBLIC ADDRESS (PA) SYSTEM AT THE HUMAN SERVICES BUILDING (HSB)**

The resolution before you authorizes an agreement with MacMillan Associates, Inc. to provide professional Architectural & Engineering design services for the replacement of the fire alarm system and public address system (PA) at the Human Services Building.

It is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with MacMillan Associates, Inc. Although not a local vendor, they are a registered vendor who submitted the lowest responsive and responsible bid of \$8,350.00.

Funds for this project are available within the approved CIP Line Item 631-23304-976000-5FC04 which has an available balance of \$50,100.00 for a new HSB fire panel.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: July 29, 2015
SUBJECT: Professional Architectural and Engineering Design Services for the Replacement of the Fire Panel and PA System at the Human Services Building (HSB)

Project Description:

Proposals were sought from experienced and qualified architectural and engineering (A/E) consultants for the purpose of entering into a contract to provide professional design services for the replacement of the Fire Panel and PA System located at the Ingham County Human Services Building.

Proposal Summary:

Vendors contacted: 92 Local: 27
Vendors responding: 03 Local: 01

Table with 5 columns: VENDOR NAME, Local Pref, Phase 1 Not to Exceed, Phase 2 Not to Exceed, Grand Total Not to Exceed. Rows include MACMILLAN ASSOC INC, CLARK TROMBLEY RANDERS, and WAK & ASSOCIATES.

Vendors Not Bidding

- Hobbs & Black, Lansing, MI. Reason: Does not match their skill set.
K L Design Group, LLC, East Lansing MI. Reason: Current work load.
Roger Donaldson, Holt, MI. Reason: Appears to be primarily an engineering project and will defer to engineering firms.
Fishbeck, Thompson, Carr & Huber, Inc., Lansing MI. Reason: Previous time commitments
WTA Architects, Saginaw, MI. Will not be submitting a proposal.

Recommendation:

MacMILLAN Associates Consulting Engineers of Bay City Michigan submitted the lowest responsive proposal. The company has experience working with the County on projects of similar size and scope.

The Evaluation Committee recommends awarding the contract to Macmillan Associates Consulting Engineers in an amount not to exceed \$8,350.

Advertisement:

The RFP was advertised in the Lansing State Journal, the City Pulse, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH MACMILLAN ASSOCIATES, INC.
TO PROVIDE PROFESSIONAL ARCHITECTURAL & ENGINEERING DESIGN SERVICES
FOR THE REPLACEMENT OF THE FIRE ALARM SYSTEM AND PUBLIC ADDRESS (PA)
SYSTEM AT THE HUMAN SERVICES BUILDING**

WHEREAS, the fire alarm panel and PA system at the Human Services Building are in need of replacement;
and

WHEREAS, although not a local vendor, after careful review of the bids the Purchasing and Facilities
Departments both agree that a contract be awarded to MacMillan Associates, Inc. the most qualified vendor
who submitted the lowest responsive and responsible bid of \$8,350.00; and

WHEREAS, funds for this project are available within the approved CIP Line Item 631-23304-976000-5FC04
which has an available balance of \$50,100.00 for a new HSB fire panel.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into
an agreement with MacMillan Associates, Inc., 714 East Midland Street, Bay City, Michigan 48706 to provide
professional architectural & engineering design services for the replacement of the fire alarm panel and public
address system at the Human Services Building for an amount not to exceed \$8,350.00.

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.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 4, 2015

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO RIETH-RILEY CONSTRUCTION COMPANY, INC., TO PROVIDE ASPHALT RECONSTRUCTION SERVICES FOR THE FOREST COMMUNITY HEALTH CENTER PARKING LOT**

This resolution before you authorizes awarding a contract to Rieth-Riley Construction Company, Inc., to provide asphalt reconstruction services for the Forest Community Health Center parking lot.

The parking lot at the Forest Community Health Center is deteriorated, has exceeded its functional design life and is in need of replacement. After careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Rieth-Riley Construction Company, Inc., who submitted the lowest responsive and responsible bid in the amount of \$230,652.50.

The Facilities Department would like to ask for a \$20,000.00 contingency for any unforeseen circumstances that may arise with this type of project, bringing the total project cost to a not to exceed amount of \$250,652.50.

The funds for this project are available in the approved CIP line Item 51161553-931000-02012 which has a balance of \$337,250.00 for McLaren Building renovations.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 30, 2015

SUBJECT: Asphalt Reconstruction Services at Forest Community Health Center

Project Description:

Proposals were sought from experienced and qualified asphalt and excavation vendors for reconstructing the existing asphalt parking lot at Forest Community Health Center (FCHC). Prevailing wages are a requirement of this construction contract.

Proposal Summary:

Vendors contacted: 21 Local: 05

Pre-Bid attendance 04 Local: 02

Vendors responding: 03 Local: 02

Company	Local Preference	Cost
Michigan Paving & Materials	No, Clinton County	\$230,652.50
Rieth Riley Construction	Yes, Mason	\$249,127.40
Laux Construction	Yes, Holt	\$270,027.70

Vendors Not Bidding:

Tomco Asphalt, Mason MI will not be submitting a bid.

Recommendation:

Michigan Paving & Materials, a non-local vendor, submitted the lowest responsive proposal. However, Reith-Riley, a local vendor, chose to accept the opportunity to utilize the 10% local purchasing preference on this project, in accordance with the Local Purchasing Preference Policy. Reith Riley has years of experience working on projects of similar size and scope.

Therefore, the Evaluation Committee recommends awarding the contract to Rieth Riley Construction in an amount not to exceed \$230,652.50.

Advertisement:

The RFP was advertised in the Lansing State Journal, ElCentral Hispanic News, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO RIETH-RILEY
CONSTRUCTION COMPANY, INC., TO PROVIDE ASPHALT RECONSTRUCTION SERVICES
FOR THE FOREST COMMUNITY HEALTH CENTER PARKING LOT**

WHEREAS, the parking lot at the Forest Community Health Center is deteriorated, has exceeded its functional design life, and is in need of replacement; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Rieth-Riley Construction Company, Inc., who submitted the lowest responsive and responsible bid in the amount of \$230,652.50; and

WHEREAS, the Facilities Department would like to ask for a \$20,000.00 contingency for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved CIP Line Item 511-61553-931000-02012 which has a balance of \$337,250.00 for McLaren Building renovations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Rieth-Riley Construction Company, Inc., 4150 S. Creyts Road, Lansing, Michigan 48917 to provide asphalt reconstruction services for the Forest Community Health Center parking lot for a total not to exceed cost of \$250,652.50 which includes a \$20,000.00 contingency.

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

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: July 27, 2015

RE: Resolution for Local Road Program Agreement with Stockbridge Township

Attached is a proposed resolution for approving an agreement with Stockbridge Township to replace the Milner Road bridge over Lowe Lake Drain between M-52 and Brogan Road with a new culvert as recommended by the Road Department at an estimated cost of \$25,000.00 for materials to be placed by Road Department crews.

As the Road department's annual local road match allocation to Stockbridge Township's local roads has been committed to other 2015 Stockbridge Township local road projects, Stockbridge Township is willing to pay the remaining cost of this project, which is estimated to be \$25,000.00 for materials to be placed by Road department crews at no charge to the project.

Therefore approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH STOCKBRIDGE TOWNSHIP
FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, Stockbridge Township desires that the Milner Road bridge over Lowe Lake Drain between M-52 and Brogan Road be replaced by a new culvert as recommended by the Road Department at an estimated cost of \$25,000.00 for materials to be placed by Road Department crews; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements, which is estimated to be \$25,000.00; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews during the construction season of the 2015 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution based on actual final costs for materials for the above described project.

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

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

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: August 4, 2015

RE: Resolution to amend agreements approved per Resolution 15-119

Attached is a proposed resolution for approving amendments to agreements approved per Resolution 15-119.

Background:

The Road Department previously received a State of Michigan, Transportation (MDOT) Economic Development Fund, Category A (TEDFA) grant to reconstruct Okemos Road from approximately 700 feet south of Sandhill Road to the I-96 interchange (Current Project), and to improve the Jolly-Okemos Roads intersection to add various turn lanes in the future (Future Project) to accommodate traffic generated as a result of the Jackson National Life Insurance Company's (JNL) current and on-going \$100M office expansion project. The Road Department also recommended adding concrete joint repair work on Okemos Road between Holt and Sandhill roads to the Current Project to take advantage of the construction zone set-up and favorable pricing by adding this repair work to the larger Current reconstruction project.

The Ingham County Board of Commissioners approved resolution 15-119 on April 14, 2015, authorizing entering into the following three agreements relating to the Current Project and associated repair work: a first party construction contract with Hoffman Bros., Inc. of Battle Creek, MI to effect reconstruction and repair of Okemos Road from Holt Road to I-96 and Sandhill Road at its intersection with Okemos Road; a second party agreement with MDOT (Contract No. 14-5652) to secure the TEDFA funds for the Current Project; and a third party agreement with JNL to be responsible for the County's applicable Current Project local match requirements.

Current request to add Sidewalk:

Support from the public, MDOT and JNL has recently been expressed for adding a sidewalk to run on the west side of Okemos Road from JNL's north-most driveway to the southwest corner of the Jolly and Okemos Roads intersection using the existing barrier separated sidewalk on the bridge over I-96, and including signal upgrades and traffic/pedestrian safety treatments recommended by MDOT to provide pedestrian crossings at the freeway ramps; and

Estimated construction costs for adding the above-described sidewalk are as follows:

Construction:	\$250,000
Design and Construction Engineering:	\$ 49,500
Right of Way (ROW) from JNL	\$ 6,887
<u>ROW from other properties</u>	<u>\$ 6,113</u>
Total Project Cost	\$ 312,500

MDOT has indicated the TEDFA grant and related Contract No. 14-5652 can be amended to fund the above-estimated sidewalk construction cost subject to TEDFA program limitations on the overall project per Contract 14-5652.

JNL has indicated a desire to amend the above-referenced Current Project third party agreement to fund the sidewalk design and construction engineering by the engineering consultant JNL has retained for this project, Fishbeck, Thompson, Carr & Huber, (FTCH), and to contribute the ROW necessary from JNL for the sidewalk, an increase of \$56,387 in JNL's Current Project contribution (\$49,500 for engineering and \$6,887 for JNL supplied ROW).

The ROW from other properties for the sidewalk north of I-96 to Jolly Road would either be contributed by the respective property owners or acquisition would be funded from a contribution JNL has expressed commitment to provide for the Future Project.

The above-proposed sidewalk would be built in two phases, with phase 1 being from JNL's north-most driveway to Woodlake Drive and phase two being from Woodlake Drive to the southwest corner of the Jolly and Okemos Roads intersection with estimated construction cost breakdown between these two sidewalk phases of \$230,000 for phase 1 and \$20,000 for phase 2.

To take advantage of the current construction zone set up and expected favorable pricing of adding the phase 1 sidewalk work to the Current Project construction contract, the Road Department therefore recommends adding the above described phase 1 sidewalk to the Current Project first party construction contract with Hoffman Brothers, Inc., if this contractor is willing to have this work added to this contract and to perform the phase 1 sidewalk work at reasonable unit prices commensurate with current typical unit prices and for this type of work and the above estimate and phase 2 sidewalk would be constructed as part of the Future Project.

Current request to also add additional pavement repair work:

Also the State of Michigan has recently announced additional Michigan General Fund funding for road maintenance will be provided and distributed to all local road agencies per the Act 51 of 1951 formula in the state 2015-2016 fiscal year starting October 1, 2015, which will provide the Road Department an estimated additional \$516,206 in additional 2015 road maintenance funding. Therefore the Road Department recommends using some of the additional road funding to do additional joint repair work on Okemos Road between Holt and Sandhill roads, estimated to cost an additional \$65,000 for construction, to take advantage of the current construction zone set up and favorable pricing of adding this additional repair work to the Current Project construction contract.

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AMENDING:
A FIRST PARTY CONSTRUCTION CONTRACT WITH HOFFMAN BROS., INC.;
A SECOND PARTY AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF TRANSPORTATION;
AND A THIRD PARTY AGREEMENT WITH JACKSON NATIONAL LIFE INSURANCE IN
RELATION TO ADDING SIDEWALK AND ADDITIONAL REPAIR WORK
TO A ROAD RECONSTRUCTION PROJECT FOR OKEMOS ROAD
FROM HOLT ROAD TO THE I-96 INTERCHANGE**

WHEREAS, the Ingham County Road Department (Road Department) received a State of Michigan, Transportation (MDOT) Economic Development Fund, Category A (TEDFA) grant to reconstruct Okemos Road from approximately 700 feet south of Sandhill Road to the I-96 interchange (Current Project), and to improve the Jolly-Okemos Roads intersection to add various turn lanes in the future (Future Project); and

WHEREAS, the above described current and future road work is needed to accommodate traffic generated as a result of the Jackson National Life Insurance Company’s (JNL) current and on-going \$100M office expansion project; and

WHEREAS, the Road Department also recommended adding concrete joint repair work on Okemos Road between Holt and Sandhill roads to the Current Project to take advantage of the construction zone set-up and favorable pricing by adding this repair work to the larger Current reconstruction project; and

WHEREAS, The Ingham County Board of Commissioners approved Resolution #15-119 on April 14, 2015, authorizing entering into the following three agreements relating to the Current Project and associated repair work: a first party construction contract with Hoffman Bros., Inc. of Battle Creek, MI to effect reconstruction and repair of Okemos Road from Holt Road to I-96 and Sandhill Road at its intersection with Okemos Road; a second party agreement with MDOT (Contract No. 14-5652) to secure the TEDFA funds for the Current Project; and a third party agreement with JNL to be responsible for the County’s applicable Current Project local match requirements; and

WHEREAS, support from the public, MDOT and JNL has recently been expressed for adding a sidewalk to run on the west side of Okemos Road from JNL’s north-most driveway to the southwest corner of the Jolly and Okemos Roads intersection using the existing barrier separated sidewalk on the bridge over I-96, and including signal upgrades and traffic/pedestrian safety treatments recommended by MDOT to provide pedestrian crossings at the freeway ramps; and

WHEREAS, the estimated construction costs for adding the above-described sidewalk are as follows:

Construction:	\$250,000
Design and Construction Engineering:	\$ 49,500
Right of Way (ROW) from JNL	\$ 6,887
<u>ROW from other properties</u>	<u>\$ 6,113</u>
Total Project Cost	\$ 312,500

WHEREAS, MDOT has indicated the TEDFA grant and related Contract No. 14-5652 can be amended to fund the above-estimated sidewalk construction cost subject to TEDFA program limitations on the overall project per Contract 14-5652; and

WHEREAS, JNL has indicated a desire to amend the above-referenced Current Project third party agreement to fund the sidewalk design and construction engineering by the engineering consultant JNL has retained for this project, Fishbeck, Thompson, Carr & Huber, (FTCH), and to contribute the ROW necessary from JNL for the sidewalk, an increase of \$56,387 in JNL's Current Project contribution (\$49,500 for engineering and \$6,887 for JNL supplied ROW); and

WHEREAS, the ROW from other properties for the sidewalk north of I-96 to Jolly Road would either be contributed by the respective property owners or acquisition would be funded from a contribution JNL has expressed commitment to provide for the Future Project; and

WHEREAS, the above-proposed sidewalk would be built in two phases, with phase 1 being from JNL's north-most driveway to Woodlake Drive and phase two being from Woodlake Drive to the southwest corner of the Jolly and Okemos Roads intersection with estimated construction cost breakdown between these two sidewalk phases of \$230,000 for phase 1 and \$20,000 for phase 2; and

WHEREAS, to take advantage of the current construction zone set up and expected favorable pricing of adding the phase 1 sidewalk work to the Current Project construction contract, the Road Department therefore recommends adding the above described phase 1 sidewalk to the Current Project first party construction contract with Hoffman Brothers, Inc., if this contractor is willing to have this work added to this contract and to perform the phase 1 sidewalk work at reasonable unit prices commensurate with current typical unit prices and for this type of work and the above estimate; and

WHEREAS, the phase 2 sidewalk would be constructed as part of the Future Project; and

WHEREAS, the State of Michigan has recently announced additional Michigan General Fund funding for road maintenance will be provided and distributed to all local road agencies per the Act 51 of 1951 formula in the state 2015-2016 fiscal year starting October 1, 2015, which will provide the Road Department an estimated additional \$516,206 in additional 2015 road maintenance funding; and

WHEREAS, therefore the Road Department recommends using some of the above described additional road funding to do additional joint repair work on Okemos Road between Holt and Sandhill roads, estimated to cost an additional \$65,000 for construction, to take advantage of the current construction zone set up and favorable pricing of adding this additional repair work to the Current Project construction contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Current Project first party construction contract with Hoffman Bros., Inc. of Battle Creek, Michigan to add the above proposed phase 1 sidewalk and the additional Okemos Road repair work between Holt and Sandhill roads at an estimated total construction cost increase of \$295,000 (\$230,00 for the phase 1 sidewalk and \$65,000 for the additional concrete repair work) resulting in a total estimated current project construction cost of \$3,084,438, to be funded by \$2,803,040 in State of Michigan TEDFA grant funding, \$110,182 of JNL local match, and an estimated \$171,216 in Road Department funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes amending the second party agreement with State of Michigan/MDOT (Contract No. 14-5652) to secure the additional \$230,000 of TEDFA funds, necessary for adding the above-proposed phase 1 sidewalk to the current project for an amended total of TEDFA eligible items of the Current Project cost up to but not to exceed \$2,803,040.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Current Project third party agreement with JNL to be responsible for the County's applicable second party agreement Current Project local match requirement (inclusive of engineering and JNL provided ROW costs) estimated with the above proposed sidewalk amendment to total \$739,110.

BE IT FURTHER RESOLVED, that the Road Department is authorized to use the estimated \$171,216 in Road Department funds for concrete pavement work on Okemos Road between Holt and Sandhill Roads that is not a TEDFA eligible (participating) cost.

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

MEMORANDUM

To: County Services Committee

From: Robert Peterson, Director of Engineering
Road Department

Date: July 20, 2015

Subject: Whitehills Lakes South No. 2 Subdivision Preliminary Plat Re-Approval

The Whitehills Lakes South development is a 34 unit single-family subdivision located on 29.43 acres, north of Lake Lansing Road and west of I-69 BR (Saginaw Street). The subdivision is part of the Southwest ¼ of Section 4 and Southeast ¼ of Section 5, Meridian Township, Ingham County, Michigan. Phase 1 of the subdivision (lots 1 through 13) was constructed and its roads accepted into the county road system. The proprietor wishes to proceed with the final phase of the subdivision (lots 14 through 34).

The reason for this memo is to re-approve the Whitehills Lakes South No. 2 Preliminary Plat, which will expire July 23, 2015. The previous Preliminary Plat approval was granted by the Board of Ingham County Commissioners on July 23, 2013. Per state statute, Preliminary Plat approvals expired after two years.

RECOMMENDATION:

Road Department staff recommends re-approval of the Preliminary Plat of Whitehills Lakes South No. 2.

Introduced by the County Services of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE APPROVAL OF THE PRELIMINARY PLAT OF
WHITEHILLS LAKES SOUTH NO. 2**

RESOLUTION # 13 - 290

WHEREAS, on April 4, 2006, the former Road Commission, now Ingham County Department of Transportation and Roads approved the Preliminary Plat for the residential subdivision called Whitehills Lakes South. The subdivision is part of the Southwest ¼ of Section 4 and Southeast ¼ of Section 5, Meridian Township, Ingham County, Michigan; and

WHEREAS, Phase 1 of the Whitehills Lakes South plat (lots 1 through 13) was subsequently built and the roads accepted into the county road system; and

WHEREAS, the two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, The Eastbrook Homes, is requesting approval of a new Whitehills Lakes South No. 2 Preliminary Plat (lots 14 through 34); and

WHEREAS, the new Whitehills Lakes South No. 2 Preliminary Plat (lots 14 through 34) contains a reasonable revision from the original road layout that exceeds the county's cul-de-sac length requirements, which requires a Board of Commissioners variance approval.

THEREFORE BE IT RESOLVED, that upon the recommendation of Road Department staff, the Ingham County Board of Commissioners approves the proposed cul-de-sac length variance and approves the Whitehills Lakes South No. 2 Preliminary Plat (lots 14 through 34) for a period of two years, in accordance with state statute.

COUNTY SERVICES: Yeas: De Leon, Koenig, Celentino, Holman, Nolan, Tsernoglou, Maiville
Nays: None **Absent:** None **Approved 7/16/13**

Introduced by the County Services of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RE-APPROVAL
OF THE PRELIMINARY PLAT OF WHITEHILLS LAKES SOUTH NO. 2**

WHEREAS, the Board of Ingham County Commissioners approved the Preliminary Plat for the residential subdivision called Whitehills Lakes South No. 2 on July 23, 2013; and

WHEREAS, the subdivision is part of the Southwest ¼ of Section 4 and Southeast ¼ of Section 5, Meridian Township, Ingham County, Michigan; and

WHEREAS, Phase 1 of the Whitehills Lakes South plat (lots 1 through 13) was subsequently built and the roads accepted into the county road system; and

WHEREAS, the two-year Preliminary Plat approval period, dictated by state statute, will expire shortly and the proprietor, Eastbrook Homes, requested re-approval of the Whitehills Lakes South No. 2 Preliminary Plat (lots 14 through 34).

THEREFORE BE IT RESOLVED, that upon the recommendation of Road Department staff, the Ingham County Board of Commissioners re-approves the Whitehills Lakes South No. 2 Preliminary Plat (lots 14 through 34) for a period of two years, in accordance with state statute.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: July 16, 2015
SUBJECT: Fuel – All Road Department locations

Project Description:
Ingham County Purchasing Department sought 3 bids for 13,830 gallons of #2 treated diesel fuel and 7,880 gallons of no lead gasoline for all Road Department locations.

Proposal Summary:
Vendors contacted & Responding: 03 Local: 01

Table with 4 columns: Company, Local, #2 Treated Diesel Fuel Per Gallon, No Lead Gasoline Per Gallon. Rows include Avery Oil & Propane, Lemmen Oil Inc., and Corrigan Oil & Propane.

Recommendation:
Avery Oil & Propane agreed to match Lemmen Oil’s cost on the #2 treated diesel fuel.

The Evaluation Committee recommends awarding the purchase order to Avery Oil & Propane, a local vendor, at the above quoted price per gallon, totaling \$45,263.75.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF DIESEL FUEL AND GASOLINE
FOR THE ROAD DEPARTMENT**

WHEREAS, the Road Department periodically needs to replenish their fuel supply for road construction and maintenance; and

WHEREAS, the Road Department adopted 2015 budget includes expenditure funds for this purchase; and

WHEREAS, bids for the Road Department's 2015 mid-summer fuel supply were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award to the low bidder, Avery Oil and Propane, a local vendor, for a total cost of \$45,263.75.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of 13,830 gallons of diesel fuel and 7,880 gallons of gasoline from Avery Oil and Propane for a total cost of \$45,263.75.

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

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: July 27, 2015
 SUBJECT: 29A Natural Aggregate

Project Description:

Ingham County Purchasing Department sought bids for 29A Natural Aggregate. The Ingham County Road Department will use the aggregate for chip sealing projects this year.

Proposal Summary:

Vendors contacted: 05 Local: 02

Company	Local	Lansing Cost/Ton	Mason Cost/Ton	Williamston Cost/Ton
Gerken Paving Napoleon OH	No	\$19.95-\$21.00*	\$19.95-\$21.00*	\$19.95-\$21.00*
Verplank Grand Haven, MI	No	\$46.60	\$48.30	\$48.30

*\$19.95 from 2 pit locations; \$21.00 from the Hillsdale pit location

No Bids:

EDW Levy (Detroit MI), Sunrise Aggregates (Dansville MI) and Stoneco of Michigan (Monroe MI) did not have this product to sell.

Recommendation:

The Purchasing and Ingham County Road Departments recommend awarding a contract to Gerken Paving, at the above quoted cost per ton, totaling \$134,400.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF 2015 SEASONAL REQUIREMENT OF
29A AGGREGATE FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2015 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #88-15, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis, 29A crushed natural aggregate from Gerken Materials Inc., based on availability of required material, with preference based on lowest bid unit price.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase on an as-needed, unit price basis of 29A crushed natural aggregate from Gerken Materials Inc., based on availability of required material, with preference based on lowest bid unit price and quality of material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with Gerken Materials Inc. for 29A crushed natural aggregate as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 23, 2015

SUBJECT: Extension of the 2014 Contract with Chemung Supply for Single Tungsten Carbide Insert Grader Blades

Project Description:

Chemung Supply has a contract with the Ingham County Road Department for prices quoted in their 2014 proposal, as outlined below. The 2016 season’s requirement is 1,000± linear feet of Single Tungsten Carbide insert grader blades.

2014 Response to Proposal Packet #120-14

Vendors contacted: 11 Local: 02
 Vendors responding: 05 Local: 00

VENDOR NAME	LOCAL PREF	PRICE PER LINEAR FEET (1,000± LINEAR FT)
CHEMUNG SUPPLY	NO	\$48.69
SHULTS EQUIPMENT LLC	NO	\$50.50
VALK MANUFACTURING	NO	\$55.82
WINTER EQUIPMENT CO	NO	\$58.90
ST REGIS CULVERT	NO	\$62.80

Recommendation:

Chemung Supply having fulfilled the contract to the Road Department’s satisfaction has agreed to provide the same product at the same price, terms and conditions as the 2014 proposal submitted. Therefore, the Road Department seeks approval to extend Chemung Supply’s contract for 2016 season. This will be a purchase of 1,000± SF of Single Tungsten Carbide Insert Grader Blades at an estimated cost of \$48,690.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2015-2016 WINTER SEASON SUPPLY OF PLOW/GRADER BLADE CUTTING EDGES FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department periodically needs to replace the cutting edges of the snow plow blades on its plow trucks for winter and gravel road maintenance; and

WHEREAS, the Road Department adopted 2015/2016 budgets include expenditure funds for this purchase; and

WHEREAS, Chemung Supply was awarded and successfully filled the contract for the Road Department's 2014-2015 winter season supply, (approximately 1000 feet), of grader blade cutting edges and has offered to extend pricing for the 2015/2016 season; and

WHEREAS, it is the recommendation of the Purchasing Department, with the concurrence of Road Department staff, to extend current pricing and purchase approximately 1000 feet of plow/grader blade cutting edge from Chemung Supply at a unit cost of \$48.69 per foot, for an extended total cost of \$48,690.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the offer of price extension, and authorizes the purchase of approximately 1000 feet of plow/grader blade cutting edge from Chemung Supply at a unit cost of \$48.69 per foot, for an extended total cost of \$48,690.00.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with Chemung Supply to purchase grader blades as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: June 16, 2014
 SUBJECT: Propane Service for Heating Purposes

Project Description:

Competitive proposals were sought from qualified and experienced firms for the purpose of furnishing propane to the Eastern Garage for the Ingham County Road Department for a period of one year with an option for a one-year extension.

Proposal Summary:

Vendors contacted: 11 Local: 06
 Vendors responding: 03 Local: 02

VENDOR NAME	Local Pref	Unit Price	1 Yr Total Estimated	Annual Inspection Cost	Repair Cost Per Hour Plus Parts
Swan Fuel Service	Yes, Dansville	\$1.34	\$20,100.00	No Charge	No bid
Suburban Propane	No, Brighton	\$1.18	\$17,685.00	\$9.96	\$100/Hr
Avery Oil	Yes, Mason	\$0.9990	\$14,985.00	No Charge	\$75/hr

Recommendation:

Avery Oil & Propane, a local vendor, who has satisfactorily supplied propane to the County previously, submitted the lowest responsive proposal.

The Evaluation Committee recommends awarding the contract to Avery Oil & Propane as outlined (highlighted) above.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central Hispanic News, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF PROPANE USED FOR HEATING AT THE
EASTERN DISTRICT OF THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department uses propane to heat its Eastern District Garage which has three 1000 gallon propane storage tanks owned by the Road Department; and

WHEREAS, the Eastern District Garage uses approximately 16,500 gallons of propane annually; and

WHEREAS, the Road and Purchasing Departments have determined that due to the quantity used and the instability of the propane market which can complicate the budget it would be advantageous for the Road Department to have a fixed price contract; and

WHEREAS, quotes for supplying propane for the next winter season were solicited and evaluated by the Purchasing Department in RFP #86-15, and it is their recommendation, with the concurrence of Road Department staff to award a propane delivery service contract to Avery Oil and Propane, a local vendor, for its delivered propane fixed unit price of \$0.999/gallon for the next winter season ending May 3, 2016.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the proposal to award a propane delivery service contract to Avery Oil and Propane for its delivered propane fixed unit price of \$1.599/gallon for the next winter season ending May 31, 2016.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR
THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated August 4, 2015 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: August 4, 2015

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2015-317	JACKSON DIRT WORKS	STORM	DEXTER TR & IVES RD	VEVAY	
2015-318	MERIDIAN TOWNSHIP	SPECIAL EVENT	HULETT RD BET JOLLY RD & BENNETT RD	MERIDIAN	
2015-319	CONSUMERS ENERGY	GAS	ZIMMER RD BET WILD CHERRY DR & BRIDLEWOOD LN	WILLIAMSTOWN	27
2015-320	G.A. HUNT EXCAVATING	SANITARY	FITTING AVE BET UPTON RD & MITCHEL AVE	LANSING	18
2015-332	CONSUMERS ENERGY	GAS	BROGAN RD & DEXTER TR	STOCKBRIDGE	23
2015-333	CONSUMERS ENERGY	GAS	HULETT RD & JOLLY RD	ALAIEDON	5
2015-334	CONSUMERS ENERGY	GAS	GROVENBURG RD BET HOLT RD & MCCUE RD	DELHI	19
2015-335	FEDEWA HOLDINGS	SANITARY	HAMILTON RD BET MARSH RD & DOBIE RD	MERIDIAN	22
2015-336	MERIDIAN TOWNSHIP FIRE	SPECIAL EVENT	OKEMOS RD BET HAMILTON RD & HASLETT RD	MERIDIAN	
2015-337	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2015-349	CONSUMERS ENERGY	ELECTRIC / UG	OKEMOS RD & KNOB HILL	MERIDIAN	33
2015-350	AT & T	CABLE / UG	UNIVERSITY PARK DR & JOLLY	ALAIEDON	4
2015-359	WILLIAMSTOWN TOWNSHIP	SPECIAL EVENT	VARIOUS	VARIOUS	
2015-360	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2015-366	CONSUMERS ENERGY	ELECTRIC / UG	ARDMORE AVE & HAMILTON RD	MERIDIAN	21
2015-368	CONSUMERS ENERGY	GAS	TOWNER RD & SAGINAW ST	MERIDIAN	1
2015-369	CONSUMERS ENERGY	GAS`	HAMILTON RD & OKEMOS RD	MERIDIAN	21
2015-370	CONSUMERS ENERGY	GAS	OKEMOS RD & HAMILTON RD	MERIDIAN	21
2015-372	LANSING TOWNSHIP	WATERMAIN	BRYNFORD AVE	LANSING	18
2015-373	GREAT LAKES COMNET	CABLE / UG	KIPP RD & HULL RD	VEVAY	17
2015-374	CITY OF WILLIAMSTON	WATERMAIN	ROWLEY RD/CHURCH ST	WILLIAMSTOWN	35
2015-376	CONSUMERS ENERGY	GAS	MERIDIAN RD & DEXTER TR	INGHAM	19
2015-377	SPARTAN.NET	CABLE / UG	LAKE LANSING RD & GOSSARD AVE	MERIDIAN	6
2015-378	US SIGNAL COMPANY	CABLE / UG & OH	OKEMOS RD & BENNETT RD	MERIDIAN	28
2015-382	MERIDIAN CHARTER TOWNSHIP	SIDEWALK	HASLETT/KINAWA/MT HOPE	MERIDIAN	
2015-387	VEVAY TOWNSHIP	SPECIAL EVENT	VARIOUS	VARIOUS	
2015-388	AT & T	CABLE / UG	HOLLOWAY DR	DELHI	24
2015-393	CONSUMERS ENERGY	GAS	ZIMMER RD	WILLIAMSTOWN	27
2015-395	CONSUMERS ENERGY	GAS	ROWLEY RD	WILLIAMSTOWN	32
2015-398	SUN COMMUNITIES INC	MISC	VAN ORDEN RD	LEROY	24

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A GENERIC SERVICE CREDIT PURCHASE FOR
COUNTY EMPLOYEE ELLEN F. LANDER**

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the resolution further provides that the cost for generic service "must be totally borne by the employee; and

WHEREAS, Ms. Lander has completed the MERS application and received the cost estimate to purchase five (5) years under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing resolution, and by the employee's payment to MERS, Ms. Lander will purchase five (5) years generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Ellen F. Lander, the Board of Commissioners hereby approves the purchase of five (5) years generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

APPLICATION FOR ADDITIONAL CREDITED SERVICE
Member Certification and Governing Body Resolution

GOVERNING BODY RESOLUTION

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ingham Co, at its meeting on _____. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with "better" benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

 Signature of Authorized Official from Ingham Co

 Date

MERS Use Only

Payment Received:	Member Payment:
Service Credited:	ER Payment:
Signed:	

PAYMENT OPTIONS

The Member's share of the cost may be any amount from zero up to the total estimated actuarial cost, and is due at the time of purchase. The Employer's share is the balance of the total estimated actuarial cost not paid by the Member, and must be paid in a lump sum at the time of purchase.

STEPS FOR PROCESSING APPLICATION FOR ADDITIONAL SERVICE CREDIT

1. The cost estimate (Application for Additional Service Credit) is valid for 2 months from the calculation date.
2. If you are paying for the additional service by a rollover distribution from another pension plan (or traditional IRA), you must follow these steps:
 - Contact the other plan administrator (or trustee) to determine their rules for a distribution of your funds.
 - Complete the form "Certification of Qualified Rollover to MERS". After plan administrator signs form, return the completed original to MERS.
 - Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.
 - MERS' Finance Department will provide wiring instructions, if needed.
3. If you have any questions, please call MERS Employee and Retiree Services at 800-767-2308, or go to www.mersofmich.com. MERS is a tax-qualified plan under section 401(a) of the Internal Revenue Code, pursuant to IRS Letter of Favorable Determination dated June 15, 2005.

Strategic Planning **DRAFT Scope of Services**

1.0 PURPOSE

The purpose of this Request for Proposals (RFP) is to enter into a contract with a qualified and experienced vendor to lead and provide strategic planning and facilitation support to the Ingham County Board of Commissioners, staff and its stakeholders.

The successful proposer will have demonstrated experience in successfully assisting groups with high level policy makers and multi interest stakeholders with complicated and often competing strategic planning objectives. Furthermore, expert facilitation and mediation skills in collaborative problem solving, group strategies and dynamics, and the proven ability to create an atmosphere of trust and ensure all members of the group are effectively engaged and heard is assumed.

This RFP is designed to provide interested proposers with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Proposers are at liberty and are encouraged to expand upon the scope of work to evidence service capabilities.

2.0 PROFILE OF INGHAM COUNTY GOVERNMENT

Ingham County, 576 square miles and with a current population of approximately 280,000, is located in the south-central portion of Michigan's Lower Peninsula. The County is a focal point for Michigan's highway system, with major highways providing easy access to and from Detroit, Grand Rapids, Flint, Kalamazoo, Battle Creek, Jackson and Ann Arbor. Commercial air service is provided from Lansing, and there is a network of rail freight service as well as Amtrak. The City of Lansing, located in the northwest corner, is the County's major population and business center and is home to Michigan's State Capitol.

Ingham County is governed by a fourteen-member Board of Commissioners. Each Commissioner is elected on a partisan basis for terms of two years from single member districts that are approximately equal in population. The Board annually elects from its ranks a Chairperson, Vice Chairperson and Vice Chairperson Pro Tem by majority vote. The administration of the county, other than as delegated to elected officials, is guided by the County Controller who is appointed by a two-thirds vote of the Board of Commissioners and serves at its pleasure. Primary functions of the Board include determination of the type and level of county services, adoption of the county Budget, equalization of county property values, legislative oversight of county services and the appointment of various boards, commissions and county officials.

Judges of the 30th Judicial Circuit and the Probate Court are elected at large for six-year terms, while the judges of the 55th District Court are elected from the area of the county outside of Lansing and East Lansing. (Lansing and East Lansing both have their own district courts.) Operation of the court system is under the auspices of the Michigan Supreme Court and the respective presiding judges, while the county government primarily provides financial support.

Administration of the county is divided by the Michigan Constitution among various county officials. These include the constitutional offices of County Treasurer, County Clerk, Register of Deeds, Prosecuting Attorney and Sheriff. The statutory office of Drain Commissioner joins these five and all are elected at-large for four-year terms. The County Treasurer is the custodian of all funds, administers the collection of delinquent property taxes, and performs other duties concerned with interrelated fiscal affairs of County departments and agencies. The duties of the County Clerk include keeping and maintaining records of births, deaths, marriages and discharges of military personnel, and serving as Clerk of the Board of Commissioners. The duties of the Register of Deeds include the recording of deeds, mortgages, surveys, plats, notices of liens and bills of sales. The Prosecuting Attorney prosecutes violations of state criminal law within the County. The Drain Commissioner administers the location, construction and maintenance of drains in the County. The Sheriff's duties involve the charge and custody of the County Jail, the serving of processes and primary law enforcement response in areas of the County without local police functions.

In addition, the Board of Commissioners appoints several county officials, including the Board Coordinator, the Controller, Health Officer, Medical Examiner, Equalization Director, Fair Director and Animal Control Director with responsibilities as defined by statute, County ordinance or resolution. The Controller's responsibilities include direction of central administrative functions of the County government and acting as a liaison on behalf of the Board of Commissioners between County offices, appointed officials and the general public. The Health Officer directs the operation of the County Health Department in accordance with Board of Commissioner's directions and as authorized by state law. The Health Officer appoints the Medical Director and the medical examiner services are provided through a contract with Sparrow Hospital. The Equalization Director oversees the equalization process of the County as prescribed by law. The Animal Control Director enforces appropriate state law and the Ingham County Animal Control Ordinance with respect to insuring the public safety in animal-related matters.

The Board of Commissioners also appoints various boards and commissions to oversee specific County services and to advise the Board on certain matters of interest. Appointments to boards overseeing specific county functions include the Department of Human Services Board, the Board of Park Trustees, the Capital Area District Library Board, the Economic Development Corporation Board, the Ingham Medical Center Board of Trustees and the Housing Commission. Appointments to advisory committees include the Women's Commission, the Equal Opportunity Commission, the Youth Commission, and the Board of Health. Finally, the Board also appoints representatives to regional bodies overseeing programs in the areas of airport operations, aging, manpower training, planning and substance abuse.

The 1,000± employees of the County are located on several different campuses throughout the County. Primary locations are downtown Lansing, south Lansing, and Mason, the County seat. County government provides a diverse array of services in the areas of human services, law enforcement, justice administration, recreation, education, elections, and record keeping. See Appendix A (pages 22-24) for *Resolution #15-57, Resolution Establishing Priorities to Guide the Development of the 2016 Budget and Activities of County Staff*.

In addition, see <http://co.ingham.org/> for additional information about the County's budgeting and strategic planning processes.

3.0 PURPOSE OF THE STRATEGIC PLANNING EXERCISE

The purpose of this exercise is to enhance the County's ability to think, act and learn strategically. The potential benefits from this project are numerous, although there is no guarantee that they will be realized in practice. Benefits include:

- *Increased effectiveness.* The County's performance is enhanced, our mission is furthered, our mandates are met, our values are honored, and real public value is created. In addition, County government responds effectively to rapidly changing circumstances.
- *Increased efficiency.* The same or better results are achieved with fewer resources.
- *Improved understanding and better learning.* The County understands its situation far more clearly. We are able to re-conceptualize our situation and work, if necessary, and establish an interpretive framework that can guide strategy development and implementation.
- *Better decision making.* A coherent, focused and defensible basis for decision making is established, and today's decisions are made in light of their future consequences.
- *Enhanced organizational capabilities.* Broadly based organizational leadership is improved, and the capacity for further strategic thought, action and learning is enhanced.
- *Improved communication and public relations.* Mission, vision, values, goals, strategies and action programs are communicated more effectively to key stakeholders. A desirable image of County government is established and managed.
- *Increased political support.* The legitimacy of County government is enhanced, its advocacy base broadened, and a powerful and supportive coalition developed.

4.0 OUTCOMES OF THE REQUEST FOR PROPOSALS

Clarify Organizational Mandates and Mission

Clarify formal and informal mandates on Ingham County government and explore their implications for organizational action.

1. Compile mandates and identify for each:
 - a. Source of mandates (statute, policy, citizen expectations, etc.)
 - b. Key requirements
 - c. Effects on Ingham County government
 - d. Evaluation criteria

2. Summarize group discussion of mandates to include:
 - a. What each mandate means about the purpose and nature of County government.
 - b. Which mandates may need to be changed, eliminated or added.
 - c. Which mandates can/should be changed by the County, and which ones require others to be involved.
 - d. Impact of each mandate on the future direction of Ingham County, including their implications on available resources.
 - e. Relationship of mandates to the mission of County government.

Identify and Understand Stakeholders; Develop and Refine Mission and Values

A stakeholder is any person, group or entity that can place a claim on the County's attention, resources, or output or that is affected by that output. The key to success is our ability to address the needs and desires of crucial stakeholders.

The mission developed and refined in this step should grow out of a thorough consideration of who the County's stakeholders are. The County's value system should be identified, discussed and documented.

1. External stakeholder identification and analysis to include:
 - a. How each stakeholder affects the County, and how the County affects the stakeholder
 - b. What the County's needs from the stakeholder, and what the stakeholder needs from the County.
 - c. Relative importance of each stakeholder.
 - d. Role of the stakeholder in the strategic planning process (if any).
2. Internal stakeholder identification and analysis to include:
 - a. How each stakeholder affects the County, and how the County affects the stakeholder
 - b. What the County's needs from the stakeholder, and what the stakeholder needs from the County.
 - c. Relative importance of each stakeholder.
 - d. Role of the stakeholder in the strategic planning process (if any).
3. Summarize group discussion of the County's mission to include:
 - a. What the current mission says about who we are, what our purpose is, whom we serve and how we are unique.
 - b. Identification of the basic social and political challenges we exist to address
 - c. The role of County government in addressing these challenges, and how County government differs from other organizations.
 - d. In general, what we want to do to recognize or anticipate and respond to these challenges.
 - e. How we should respond to key stakeholders.
 - f. Define our philosophy and core values
 - g. How the mission statement should be changed

Assess the Environment to Identify Strengths, Weaknesses, Opportunities and Challenges

In this step the strengths and weaknesses of the County are catalogued and evaluated and their strategic implications noted. This step should include identification of the County's distinctive competencies (those abilities that enable the County to perform well against key performance indicators). In addition, opportunities and challenges facing the County are explored, and again, strategic implications are recognized.

1. Identify and describe organizational strengths; Identify options to preserve or enhance each.
2. Identify and describe organizational weakness; Identify options to minimize or overcome each.
3. Identify and describe organizational opportunities; Identify options to take advantage of each.
4. Identify and describe organizational challenges; Identify options to overcome each.
5. Identify critical success factors.
 - a. Describe reasons why the County does well with each factor
 - b. What competencies/capabilities enable the County to succeed with each factor
 - c. What assets must be drawn upon in order to maintain competencies/capabilities

Identify and Frame Strategic Issues Facing the County

All previous steps lead to identification of strategic issues – the fundamental challenges that affect County mandates, its mission and values, its service level and mix, its costs, its financing, its structure, its processes and its management.

1. Create a master list of strategic issues
2. Explain why each subject is an issue and how it relates to organizational strengths, weaknesses, opportunities, challenges, mission and mandates.
3. Compare and contrast issues as operational versus strategic.
4. Identify consequences of not addressing the issue

5.0 PARTICIPANTS

It is anticipated that the following commissioners and staff will participate in the strategic planning exercise:

- 14 Commissioners
- Controller/Administrator
- Chief Deputy Controller
- Deputy Controller
- Budget Director
- 23 Department Heads
- Board Coordinator
- Administrative Analyst

6.0 TIMELINE

Contract commencement is anticipated to take place on a Saturday(s) in November 2015 at a County facility that has yet to be determined.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SUPPORTING THE KEWADIN LANSING CASINO

WHEREAS, the City of Lansing and the Sault Ste. Marie Tribe of Chippewa Indians have announced plans for a \$245 million downtown Lansing casino; and

WHEREAS, the casino is expected to generate about \$6 million or more in annual revenue sharing payments to the City of Lansing; and

WHEREAS, the City of Lansing will use those annual revenue payments to support the Lansing Promise to fund four-year college scholarships for Lansing School District graduates who live in the district at any public higher education institution in Michigan; and

WHEREAS, the 125,000-square-foot Kewadin Lansing Casino would create an estimated 1,500 permanent jobs at the property and more than 700 construction jobs in the heart of the city's entertainment district at Michigan Avenue and Cedar Street; and

WHEREAS, the casino is expected to create a "comp" program to support existing local restaurants, bars and other possible partners; and

WHEREAS, the casino is expected to increase visitors to Lansing and Ingham County and provide additional entertainment and economic opportunities for area residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby supports the Kewadin Lansing Casino project and believes it will provide a major economic boost for Michigan's capital city and the County of Ingham.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF SUPPORT FOR AMERICAN AIRLINES APPLICATION
WITH THE FEDERAL AVIATION ADMINISTRATION**

WHEREAS, American Airlines has filed an application with the Federal Aviation Administration that would ensure nonstop air service continues between Lansing's Capital Region International Airport and Ronald Reagan Washington National Airport; and

WHEREAS, the application for an exemption, if successful, would allow American – the nation's largest airline– to continue the Lansing-Washington, D.C., route now serviced by Sun Country Airlines, which has announced it is leaving Capital Region International Airport effective October 1, 2015; and

WHEREAS, the plan's expanded menu of travel opportunities offered by American through Lansing's airport far exceeds the options previously provided by Sun Country, which could spur significantly more passengers to fly from Capital Region International Airport and boost the Lansing-area economy; and

WHEREAS, the Ingham County Board of Commissioners wishes to join the campaign to help American Airlines gain federal approval to take over the Lansing-Washington, D.C. flight slots.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby supports the American Airlines application to provide nonstop air service between Capital Region International Airport and Ronald Reagan Washington National Airport.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to compose and sign appropriate documents of support for consideration by the Federal Aviation Administration and U.S. Department of Transportation on behalf of Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING RUDOLPH “RUDY” WILSON

WHEREAS, Rudolph "Rudy" Wilson was born December 12, 1924; and

WHEREAS, Rudy, affectionately known by the Lansing community as "Mr. NAACP," served as branch president from (1977-1986); and

WHEREAS, his undying and relentless commitment established a strong legacy for modeling stellar NAACP leadership, he fought tirelessly long after his official tenure ended earning him the honor of President Emeritus of the Lansing NAACP; and

WHEREAS, Rudy was the first black salaried professional employee at Lansing's General Motors Corporation where he continually negotiated over the years to ensure that equitable hiring practices were being followed; and

WHEREAS, he also led a massive campaign against the Quality Dairy Stores to promote fairness in hiring minorities; and

WHEREAS, during this time, he spearheaded strategies to increase the number of African American employees at Jackson National Life Insurance Company; and

WHEREAS, Rudy had a deep interest in education for all young people, he served as a watchdog on behalf of the school desegregation order with Lansing Public Schools, and for many years until 2012 served as a member of the Ingham County RESA School Board; and

WHEREAS, Rudolph Wilson passed away on August 6, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Rudolph Wilson for his many years of outstanding service and the contributions he has made to the County of Ingham and its citizens.

BE IT FURTHER RESOLVED, that Rudy has touched the lives of many and will live forever in the hearts of colleagues, friends and family.