CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
CAROL KOENIG
VICTOR CELENTINO
REBECCA BAHAR-COOK
PENELOPE TSERNOGLOU
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, JUNE 7, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the May 17, 2016 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Parks & Recreation Commission - Interviews

2. Capital City Region International Airport - Airport Update

3. Treasurer
   a. Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property
   b. Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007A Note and Series 2009A Note
   c. Resolution to Authorize Service Contracts for the Purpose of Conducting Personal Service Visits
   d. 2015 Year End Investment Report and First Quarter Investment Report

4. Drain Office - Resolution Pledging Full Faith and Credit to Smith Consolidated Drain Drainage District Bonds

5. Health Department - Resolution to Authorize Conversion of Three Health Center Nurse Positions to Two Health Center Nurse Practitioner Positions

6. Innovation & Technology
   a. Resolution to Approve the Renewal of the VmWare Support Agreement from CDWG
   b. Resolution to Approve the Renewal of the Hardware Maintenance Agreement from Service Express, Incorporated
   c. Discussion: Convert Vacant Project Manager Position to two Technician I Positions

7. Facilities Department
   a. Resolution Authorizing a Contract with D.M. Burr for Uniformed Unarmed Guard Services in Various County Facilities
   b. Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and Engineering Services for File Storage Room Expansion in the Probate Court Office

c. Resolution Authorizing Entering into a Contract with RNA Facilities Management for Janitorial Services at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, the Willow Clinic, Ingham County Family Center, Well Child Clinic, the 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and the Road Department

d. Resolution Authorizing a One Year Contract Extension with PM Technologies to Provide Generator Services for Various Backup Generators throughout the County

e. Resolution Authorizing a One Year Contract Extension with Schindler Elevator Company to Provide Elevator Repair and Maintenance

f. Resolution Awarding a Contract to Wolverine Engineers & Surveyors, Inc. to Provide Professional Services for Parking Spaces, Asphalt Parking Lot and Light Pole Replacement at the Human Services Building

g. Resolution to Proceed with Plans to Renovate the Second Floor of the Human Services Building, Authorizing a Contract with Laux Construction to Provide Interior Renovations, and Amending Resolution #15-124 to Adjust the Cost of the Project

8. Fair

a. Resolution Authorizing Entering into a Contract with Iverson Electric, Inc. for as Needed Electrical Maintenance at the Ingham County Fairgrounds

b. Resolution Authorizing Entering into a Contract with Jared A. Beduhn Excavating and Landscaping for Excavation Services at the Ingham County Fairgrounds

9. Farmland & Open Space Preservation Board – Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Hunt Holt Kiwanis and VanPatten Properties

10. Parks Department

a. Resolution Authorizing Entering into Contracts for the Trails and Parks Millage Applications and Recommending Two Applications be Considered for the Upcoming Bridge Application Round

b. Resolution Authorizing Funding for Signage for Trails and Parks Millage Projects from the Trails and Parks Millage Fund

c. Discussion: Reorganization of Ranger I Position to Assistant Park Manager I

11. Road Department

a. Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville

b. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department

c. Resolution Authorizing Contracted Trucking Services to Haul Gravel to the Ingham County Road Department

d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

12. Human Resources
    a. Resolution Approving a Letter of Understanding with American Federation of State, County, and Municipal Employees and Office and Professional Employees International Union Regarding Temporary Signal Technician Work
    b. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual to Include the Position of Attorney/Referee
    c. Resolution to Authorize the Execution of the Letter of Understanding – Backup Courier
    d. Resolution Approving a Letter of Understanding with Michigan Nurses Association Regarding Temporary Staffing

13. Potter Park Zoo - Resolution Recommending the Acceptance of a Modular Building from AIS to Potter Park Zoo

14. Controller's Office - Discussion and Comments on Draft Ingham County Strategic Plan

15. Board of Commissioners - Resolution Honoring Eileen Delaney

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
May 17, 2016
Draft Minutes

Members Present: Celentino, Hope, Koenig (Departed at 6:28 p.m.), Maiville, and Nolan

Members Absent: Bahar-Cook and Tsernoglou

Others Present: Tim Dolehanty, Travis Parsons, Becky Bennett, Deb Fett, Sally Auer, Rick Terrill, Jill Rhode, Jim Hudgins, Russell Kolski, Bill Conklin, Tim Morgan, Henry Rojas, and others

The meeting was called to order by Chairperson Nolan 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 May 3, 2016 Minutes

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE OPENED AND CLOSED SESSION MAY 3, 2016 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook and Tsernoglou.

Additions to the Agenda

The following was added as a substitute resolution:

8. Road Department
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The following were added as late agenda items:

11. Controller's Office
   d. Software Purchase for Data Encryption of LEIN data
   e. UAW Update (C*losed Session*)

12. Board of Commissioners
   h. Resolution Honoring Verna D. Holley

Limited Public Comment

There was a discussion regarding an agreement between the County and the United Auto Workers (UAW).

Sally Auer, UAW Representative, addressed the committee regarding the wage study and wage reopener.

MOVED BY COMM. MAIVILLE TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

1. Drain Office
   a. Resolution to Approve Agreement for Work in County Road Right of Way by Smith Consolidated Drain Drainage District
   b. Resolution Pledging Full Faith and Credit to Stimson Drain Drainage District Bonds

2. Ingham County Clerk - Resolution to Authorize Entering into a Three-Year Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office

3. Purchasing Department - Emergency Purchase Memo Regarding a Polycom Unit in Judge Garcia's Courtroom

4. Potter Park Zoo - Resolution Authorizing a Contract to Black Box Network Services for Installation of Fiber

5. Facilities Department - Resolution Authorizing an Agreement with Geotech, Inc. to Provide Electrical Engineering Services for Lighting Upgrades in the Mason Courthouse

6. Financial Services Department - Resolution to Authorize the Purchase of Retiree Medicare Supplemental Insurance from Humana Effective August 1, 2016

7. Parks Department
   a. Resolution Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees
   c. Resolution Authorizing an Agreement with Comsource, Inc. for Radios at Hawk Island County Park

8. Road Department
   a. Resolution to Award Construction Contracts for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to M&M Pavement Markings, Inc., Grand Blanc, Michigan
   b. Resolution Authorizing the Purchase of One Used, Self-Propelled Asphalt Paver for the Road Department
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

10. Community Mental Health - Resolution to Proceed with Plans to Renovate and Expand Community Mental Health Authority Building

11. Controller's Office

d. Software Purchase for Data Encryption of LEIN data

12. Board of Commissioners
    a. Resolution Recognizing Kylie Kayser as the First Place Winner of the 2016 Ingham County Women's Commission Doris Carlice Essay Contest
    b. Resolution Recognizing Anuva Suresh as the Second Place Winner of the 2016 Ingham County Women's Commission Doris Carlice Essay Contest
    c. Resolution Recognizing Victoria Centeno as the Third Place Winner of the 2016 Ingham County Women's Commission Doris Carlice Essay Contest
    d. Resolution Recognizing Brianna Bethea with an Honorable Mention in the 2016 Ingham County Women's Commission Doris Carlice Essay Contest
    e. Resolution Recognizing Hannah O'farrell with an Honorable Mention in the 2016 Ingham County Women's Commission Doris Carlice Essay Contest
    f. Resolution Recognizing Zach Sneed with an Honorable Mention in the 2016 Ingham County Women's Commission Doris Carlice Essay Contest
    g. Resolution Recognizing Kylie James with an Honorable Mention in the 2016 Ingham County Women's Commission Doris Carlice Essay Contest
    h. Resolution Honoring Verna D. Holley

13. Board Referral - Letter from Meridian Charter Township Regarding a Notification to Amend its Master Plan

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook and Tsernoglou.

THE MOTION FOR A CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook and Tsernoglou.

10. Community Mental Health - Resolution to Proceed with Plans to Renovate and Expand Community Mental Health Authority Building

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO PROCEED WITH PLANS TO RENOVATE AND EXPAND COMMUNITY MENTAL HEALTH AUTHORITY BUILDING.

John Peifer, Property/Facilities Manager of Community Mental Health (CMH), addressed the committee regarding plans to renovate and expand the CMH building.

Chairperson Nolan asked if $600,000 would be used for the first bond payment.

Stacia Chick, Chief Financial Officer of CMH, answered yes.

Commissioner Celentino asked where Bergman Associates was.

Alan Goschka, Bergman Associates, stated that they were on West Saginaw by the I-96 interchange.

Commissioner Koenig stated that the County would not be taking on any of the payments and that CMH would be responsible for everything. She further stated that it may be an additional benefit of the County to bond the Human Services renovation project with CMH's project.

Commissioner Maiville asked if the bond would change other potential construction activities.

Tim Dolehanty, Controller/Administrator, stated that it was a relatively small number in terms of county's bonding capacity.

Commissioner Celentino asked what the timeline to meet with the building authority was and if anything would come back to the Committee.

Mr. Dolehanty stated that the process would mirror the process for how the building was built. He further stated that the building authority would handle all the detail work.

Discussion.

Chairperson Nolan asked how the State budget cuts would affect CMH's ability to pay.

Ms. Chick stated that the project would not be restrained by the budget cuts because they received funding from different sources and that the State's funding was only a small portion of their overall budget.

Commissioner Koenig stated that Medicaid dollars were very stable.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook and Tsernoglou.

Commissioner Koenig departed at 6:28 p.m.

7. Parks Department

b. Resolution Authorizing the Establishment of Ingham County Employee Free Event Days at Ingham County Parks

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF INGHAM COUNTY EMPLOYEE FREE EVENT DAYS AT INGHAM COUNTY PARKS.

The resolution was amended as follows:

- ~~One~~ Free Evening Snow Tubing Hill Pass and Free Vehicle Entrance at Hawk Island County Park on a date to be selected by park staff in winter, weather dependent
- ~~One~~ Free Moonlight Ski Pass and Free Vehicle Entrance at Burchfield County Park on a date to be selected by park staff in winter, weather dependent
- ~~One~~ Free Admission to the first Sounds of Summer Concert on Friday and Free Vehicle Entrance for that entire day in June at Lake Lansing Park South

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook, Koenig, and Tsernoglou.

d. Resolution to Enter into a Contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for Improvements to the Trails and Parking Lots Located within Hawk Island County Park

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO ENTER INTO A CONTRACT WITH LANSING ASPHALT, A DIVISION OF SUPERIOR ASPHALT INC. FOR IMPROVEMENTS TO THE TRAILS AND PARKING LOTS LOCATED WITHIN HAWK ISLAND COUNTY PARK.

Commissioner Maiville asked why only one of the two bidders was asked to lower their bid.

Jim Hudgins, Purchasing Director, stated that the cost was too great between them.

Tim Morgan, Parks Director, stated that the thermal spray painting was dropped.

Commissioner Celentino asked why the other bidder was not asked to rebid.

Mr. Hudgins stated that the scope of work had changed.

Discussion.

THE MOTION FAILED TO CARRY. **Yay**: Nolan and Hope **Nay**: Celentino and Maiville **Absent**: Bahar-Cook, Koenig, and Tsernoglou

9. Human Resources - Discussion: Community Health Centers Position Conversion

Russell Kolski, Deputy Health Officer, addressed the committee regarding the conversion of three nurse practitioners positions to two nurse practitioner positions.

Discussion.

11. Controller's Office
    a. Discussion: Ingham County Draft Strategic Plan

There was a discussion regarding if the Board as a whole would discuss the draft.

Mr. Dolehanty stated that the original memo did not set a date.

Commissioner Maiville stated that all the Commissioners would have a chance to see it twice for two meeting cycles.

b. Discussion: Procurement Procedures Policy

Mr. Dolehanty addressed the committee regarding changes to the purchasing policy.

There was a discussion regarding the threshold for short-form authorization.

Commissioner Maiville suggested keeping the threshold at $5,000 in light of recent events.

Chairperson Nolan stated that it sounded like the consensus was to keep it at $5,000.

Discussion.

Chairperson Nolan asked when the MUNIS system would be installed.

Mr. Dolehanty stated that it would be installed once the audit was finished around June.

Chairperson Nolan asked what kind of mechanism there was to talk to all of the county-wide elected officials and department heads to get feedback on the policy.

Mr. Dolehanty stated that it had already been sent to department heads and county-wide elected officials. He stated that if County Services was satisfied with the draft, it would be resent to all department heads and county-wide elected officials along with the Finance Committee.

Chairperson Nolan asked if there was a way to do an executive summary of all the changes.

Mr. Dolehanty indicated that it was forthcoming.

c. Discussion: Debt Financing Policy

Mr. Dolehanty presented an overview debt financing policy.

e. UAW Update (C*losed Session*)

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, AT 7:01 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSES OF PROVIDING A UAW UPDATE.

THE MOTION CARRIED UNANIMOUSLY. **Yeas:** Celentino, Hope, Maiville, and Nolan
Nays: None **Absent**: Bahar-Cook, Koenig, and Tsernoglou

The meeting entered closed session.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, AT 7:33 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. **Yeas:** Celentino, Hope, Maiville, and Nolan
Nays: None **Absent**: Bahar-Cook, Koenig, and Tsernoglou

The meeting adjourned closed session and re-entered open session.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:33 p.m.

JUNE 7, 2016 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY

AGENDA ITEMS:

1. **Parks and Recreation Commission** - *Interviews*

Applicants for open seats on the Parks and Recreation Commissioner will present to participate in interviews with the Committee.

2. ***Capital City Region International Airport*** - *Airport Update*

Capital City Region International Airport President and CEO Bob Selig will be present to provide an update on airport activities.

3a. ***County Treasurer*** - *Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property*

Acting as the Foreclosing Governmental Unit under the General Property Tax Act (MCL 211.78(8)(a)), the Treasurer proposes resolution to accept minimum bids in the name of Ingham County for certain specifically identified properties to be transferred to the Ingham County Land Bank Fast Track Authority. The statute provides a mechanism by which the County may purchase that property through payment to the foreclosing governmental unit (MCL 211.78m(1)). The cost of acquisition will be covered by the Authority utilizing a variety of funding sources.

3b. ***County Treasurer*** - *Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007a Note and Series 2009a Note*

In 2007 and 2009, respectively, the Ingham County Land Bank established notes or lines of credit with PNC Bank with for the purpose of paying the cost of acquiring, developing, improving, using, assembling, and disposing of tax-foreclosed and other distressed property. The Land Bank now requests an additional three-year extension of the maturity dates of both notes to July 1, 2019. The 2007A note has a balance of $10,000.00 and the 2009A note has a balance of $615,000.00.

The draft resolution offered by the County Treasurer would pledge the full faith and credit of the County to support the Notes. In the event and to the extent that the net revenues of the Authority are not sufficient to pay the principal of and interest on the Notes, such principal and interest are payable as a first budget obligation of the County from its general funds.

3c. ***County Treasurer*** - *Resolution to Authorize Service Contracts for the Purpose of Conducting Personal Service Visits*

Section 78i of the General Property Tax Act (MCL 211.78i[1]) allows the County Treasurer, in his capacity as foreclosing governmental unit, to enter into a contract with one or more authorized representatives to perform other functions required for the collection of delinquent taxes. The Treasurer has offered a resolution to authorize a service contract with G & L Process Services, Inc., for the purpose of conducting personal service visits on tax delinquent properties.

3d. ***<u>County Treasurer</u>*** *- 2015 Year End Investment Report and First Quarter Investment Reports*

The Treasurer has provided year-end and quarterly investment reports for Board consideration. Financial Policy No. 407 requires that the County Treasurer provide an annual report to the Board which provides a clear picture of the status and types of investments of the current investment portfolio. This report is presented in a format intended to allow Commissioners to ascertain whether investment activities during the reporting period have conformed to the Investment Policy.

4. ***<u>Drain Commissioner</u>*** ***-*** *Resolution Pledging Full Faith and Credit to Smith Consolidated Drain Drainage District Bonds*

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Smith Consolidated Drain Drainage District bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District's bonds in an amount not to exceed $5 million. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

5. ***<u>Health Department</u>*** ***-*** *Resolution to Authorize Conversion of Three Health Center Nurse Positions to Two Health Center Nurse Practitioner Positions*

A resolution proposed by the Health Department seeks to authorize conversion of three current vacant Health Center Nurse (RN) positions into two Health Center Nurse Practitioner positions. The proposed position conversion would allow the generation of approximately $560,000 in revenue during the 2017 fiscal year – an improvement of $260,000 over the current practice. This improvement would be expected to increase during the second year of employment. This position conversion would be funded from within current operations. The budget analysis performed by the Controller's office shows this to be a budget neutral position exchange.

6a. ***<u>Innovation and Technology Department</u>*** ***-*** *Resolution to Approve the Renewal of the Vmware Support Agreement from CDWG*

Ingham County currently utilizes VmWare for virtualizing phone system servers and network servers at the datacenter and at the 911 center. These licenses have an annual support that must be renewed each year. The provider previously used for this support (Merit) is no longer working with VmWare, so CDWG has provided national contract pricing for ongoing support and upgrades. The IT Department offered a resolution to authorize purchase of a support agreement from CDWG for 12 months in the amount not to exceed $13,662.

6b. ***<u>Innovation and Technology Department</u>*** ***-*** *Resolution to Approve the Renewal of the Hardware Maintenance Agreement from Service Express, Incorporated*

Resolution #12-102 approved on April 10, 2012 authorized a contract with Service Express, Inc. to provide maintenance on critical computer hardware in case of a failure. Four bids for three years of hardware support service were obtained. The IT Department offered a resolution to authorize the purchase of the hardware maintenance from Service Express, Inc. for 36-months in an amount not to exceed $11,808.

6c. ***<u>Innovation and Technology Department</u>*** ***-*** *Discussion: Convert Vacant Project Manager Position to two Technician I Positions*

The Innovation and Technology (IT) Department has an authorized staffing level of 20 full-time positions and one part-time position, with the Project Manager position being vacant. After thorough review of duties of said position and needs of the business partners, the IT Director has determined that more direct support is needed to improve customer service. Consistent with the Reorganization Procedure Policy, the IT Director will be present to discuss this proposal.

7a. ***<u>Facilities Department</u>*** ***-*** *Resolution Authorizing a Contract with D.M. Burr for Uniformed Unarmed Guard Services in Various County Facilities*

The Facilities Department proposes a resolution to authorize a new agreement with D.M Burr to provide uniformed unarmed guard services for an initial yearly cost of $447,048.16. Costs for additional years will be based on living wage rate adjustments. This contract will be effective June 1, 2016 through May 31, 2019 (or whenever the transition from the current vendor can take place) based on their proposal as recommended by the Purchasing and Facilities Departments. This security guard service includes the 55th District Court, 30th Circuit Court, and all other County facilities that currently have these services. Funds are available within the existing Facilities budget for this purpose.

7b. ***<u>Facilities Department</u>*** ***-*** *Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and Engineering Services for File Storage Room Expansion in the Probate Court Office*

This resolution, referred back to Committees by the Board of Commissioners, seeks authorization to enter into an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services related to file storage room expansion in the Probate Court Office for a total not to exceed cost of $15,650.00. Funds are available within the 2016 Capital Improvement fund for this purpose. The Law and Courts Committee and County Services Committee previously approved this on consent, but the matter was referred back to each Committee following concerns raised by the Finance Committee.

7c. ***<u>Facilities Department</u>*** ***-*** *Resolution Authorizing Entering into a Contract with RNA Facilities Management for Janitorial Services at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, the Willow Clinic, Ingham County Family Center, Well Child Clinic, the 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and The Road Department*

The Facilities Department proposed this resolution to authorize a contract with RNA Facilities Management for janitorial services at various County buildings. RNA Facilities Management submitted the lowest responsive and responsible bid of $2,132,523.37 for a three (3) year contract beginning August 1, 2016 through July 31, 2019 with an optional two (2) year renewal.

7d. ***Facilities Department*** *- Resolution Authorizing a One Year Contract Extension with PM Technologies to Provide Generator Services for Various Backup Generators throughout the County*

Regular preventative maintenance is required on all generators and Emergency Services 911 backup generators. Resolution #13-330 approved on July 23, 2013 authorized a three-year contract with PM Technologies to provide generator services for various back-up generators stationed at County facilities. The contract will expire July 31, 2016 and the Facilities Department seeks approval of a resolution to renew the contract for one year at a total cost of $16,800.

7e. ***Facilities Department*** *- Resolution Authorizing a One Year Contract Extension with Schindler Elevator Company to Provide Elevator Repair and Maintenance*

The Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings. A resolution is offered to authorize a service contract with Schindler Elevator Company provide repair and maintenance services to be performed by trained and certified technicians at a cost no to exceed $43,635.

7f. ***Facilities Department*** *- Resolution Awarding a Contract to Wolverine Engineers & Surveyors, Inc. to Provide Professional Services for Parking Spaces, Asphalt Parking Lot and Light Pole Replacement at the Human Services Building*

The Facilities Department seeks approval to replace forty-five (45) parking spaces on the north end of the Human Services Building, the drive isle next to the building and part of the employee parking lot on the east side of the building. The Department also proposes to replace ten 25-foot-tall parking lot poles that have deteriorated over time. Following established procurement procedures, the Department recommends entering into a contract with Wolverine Engineers & Surveyors, Inc. to provide professional services for parking spaces, asphalt parking lot and light pole replacement at the Human Services Building at a not to exceed $14,900.

7g. ***Facilities Department*** *- Resolution to Proceed with Plans to Renovate the Second Floor of the Human Services Building, Authorizing a Contract with Laux Construction to Provide Interior Renovations, and Amending Resolution #15-124 to Adjust the Cost of the Project*

The Facilities Department proposes a resolution to authorize renovations to the Health Department space at the Human Services Building, and an agreement with Laux Construction to provide interior renovations to the second floor of the Human Services Building. The Building Authority will oversee the project which may be bonded in conjunction with the CMH expansion/renovation project. The estimated costs are $263,000 per year over 10 years. The General Fund will assume payment until the Community Health Center Fund is in a position to do so. The costs of the project are estimated as follows:

HSB Renovation Costs	
Construction	$1,829,400
Furniture	$260,725
IT	$65,040
TOTAL	**$2,155,165**

8a. ***Fair*** **-** *Resolution Authorizing Entering into a Contract with Iverson Electric, Inc. for As Needed Electrical Maintenance at the Ingham County Fairgrounds*

Many phases of construction, demolition, and upgrades to infrastructure at the County Fairgrounds have presented challenges to the electrical systems that support the multiple venues on the grounds. Electrical services are balanced to a ensure safe, useable electrical supply is available on demand. As with all facilities, the Ingham County Fairgrounds can experience immediate support demands during one of the numerous events. Those on-call or as-needed services are not something that is always readily available through conventional electrical service companies or within the County structure. To meet this need, a resolution is offered to authorize a contract with Iverson Electric, Inc., for as-needed electrical services at a cost not to exceed $5,750 in year one, $5,850 in year two, and $6,050 in year three, and an hourly rate for any additional as-needed electrical work at a cost not to exceed $55 per hour.

8b. ***Fair*** **-** *Resolution Authorizing Entering into a Contract with Jared A. Beduhn Excavating and Landscaping for Excavation Services at the Ingham County Fairgrounds*

Breed and youth horse shows on the County Fairgrounds requires a safe and professional horse arena to host the over 30 shows annually. The Main Arena hosts the majority of those horse shows and requires the "footing" to be built in such a manner as to accommodate the desired foundation to ensure the health of the horses as they move about on the "footing". The arena "footing" has a specific composition and grade; all requiring a specialized knowledge of construction needed to ensure a successful season. Likewise, annual grandstand events such as tractor pulls, motocross, rodeos, demolition derbies, and monster truck shows all require a safe, professionally constructed course to be completed the morning before that day's performance.

To meet this ongoing excavation need, a resolution is offered to authorize awarding a contract for with Jared A. Beduhn Excavating and Landscaping for excavation services at the fairgrounds at a cost not to exceed $38,100 in year one, $43,500 in year two, and $43,500 in year three, and an hourly rate for any additional excavation work at a cost not to exceed $150 per hour.

9. **Farmland and Open Space Preservation Board** **-** *Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Hunt Holt Kiwanis and VanPatten Properties*

The Farmland and Open Space Preservation Board scored and ranked all applications received for the 2015 cycle and recommends a resolution to authorize proceeding to close on the Hunt Holt Kiwanis and VanPatten properties at a price not to exceed the amounts listed below:

Name	Appraisal / CE Price	Landowner	County
Hunt Holt Kiwanis	$ 145,000	$ 0.00	$ 145,000
VanPatten	$ 194,000	$ 0.00	$ 194,000

10a. ***Parks Department*** **-** *Resolution Authorizing Entering into Contracts for the Trails and Parks Millage Applications and Recommending Two Applications be Considered for the Upcoming Bridge Application Round*

The Parks Commission reviewed six applications for millage funds received from the City of Lansing (4), City of East Lansing (1) and Meridian Township (1). Four of the applications were recommended for funding and two projects be considered for the bridge round of applications. The Park Commission recommend that two applications from the City of Lansing that deal primarily with sea wall and bank stabilization and limited asphalt repairs to be first priority under the Bridge replacement application round. A resolution is offered for Board consideration to authorize funding for the aforementioned projects.

10b. ***Parks Department*** **-** *Resolution Authorizing Funding for Signage for Trails and Parks Millage Projects from the Trails and Parks Millage Fund*

The Parks Commission recommends approval of a resolution to fund the design and printing of signage to be posted at various trail and park locations in an amount not to exceed $10,000. The Parks Department will design and print the signs.

10c. ***Parks Department*** **-** *Discussion: Reorganization of Ranger I Position to Assistant Park Manager I*

The Parks Department seeks consideration of a reorganization proposal at the Ranger I level of service. One open position for Ranger I will occur on June 30 because of a retirement. The vacated position presents an opportunity to restructure the Parks Department to better fit the present needs of park operations. Consistent with the Reorganization Procedure Policy, the Parks Director will be present to discuss this proposal.

11a. ***Road Department*** **-** *Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville*

Ingham County annually refreshes centerline and edge line paint on 433 miles of primary roads. The proposed resolution would authorize agreements with the City of Leslie ($1,597.87), City of Mason ($3,380.51), City of Williamston ($1,343.61), and the Village of Webberville ($1,403.22) to participate in the Road Department's 2016 pavement marking program.

11b. ***Road Department*** **-** *Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department*

The Road Department annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations. Based on their

evaluation of bids received for various types of processed road gravel and sand the Road Department recommends the Board award contracts to all three responding bidders shown in the table below with various delivery options also shown. Road Department staff will determine which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

Vendor	Local	21AA Stockpiled Gravel	22A Stockpiled Gravel	23A Stockpiled Gravel	2NS Sand Stockpiled	6A Crushed Stockpiled	21AA Delivered/ Spread	22A Delivered/ Spread
Crandell (1)	No - Charlotte	no bid	$ 5.50	$ 5.50	no bid	no bid	$ 20.00	$ 12.00
Stoneco (1)	No - Monroe	no bid	$ 5.50	$ 5.50	$ 5.25	$ 13.20	no bid	no bid
James Tow (2)	Yes - Onondaga	no bid	$ 5.65	$ 5.65	no bid	no bid	no bid	no bid

Vendor	23A Delivered/ Spread	21AA Delivered to Garage	22A Delivered to Garage	23A Delivered to Garage	2NS Sand Delivered to Garage	6A Crushed Delivered to Garage	Pit Location
Crandell (1)	$ 12.00	$ 18.00	$ 10.00	$ 10.00	$ 12.00	$ 22.00 (limestone)	Charlotte, MI Dundee, MI Ovid, MI
Stoneco (1)	no bid	no bid	$ 11.75	$ 13.00	$ 11.25	$ 22.20	St. Johns, MI Horton, MI
James Tow (2)	no bid	no bid	no bid	no bid	no bid	no bid	Onondaga, MI

(1) Priced per ton
(2) Priced per cubic yard

11c. <u>Road Department</u> - *Resolution Authorizing Contracted Trucking Services to Haul Gravel to the Ingham County Road Department*

The Road Department uses approximately 10,000 to 15,000 tons of gravel annually to maintain and improve the roads of Ingham County, and contracted trucking services are needed to deliver gravel to the Road Department District Garages. Quotes for delivering gravel for the 2016 season were received and evaluated, and it is the recommendation of the Road Department to award a gravel delivery service contract to D.L. Transport based on pricing shown in the table below.

Vendor Name	Local Pref.	ADD 1	Western Garage Unit Price	Eastern Garage Unit Price	Metro District Garage Unit Price	Western Garage Amount	Eastern Garage Amount	Metro District Garage Amount	Overall Total
D.L. Transport	Yes - Leslie	Yes	$ 3.60	$ 4.10	$ 3.75	$ 9,000	$ 20,500	$ 3,750	$ 33,250
Ocenasek, Inc.	No - Perry	Yes	$ 6.90	$ 5.30	$ 6.90	$ 17,250	$ 26,600	$ 6,900	$ 50,650
Anderson, Fischer & Associates, Inc.	Yes - Mason	Yes	$ 5.95	$ 7.15	$ 7.15	$ 14,875	$ 35,750	$ 7,150	$ 57,775

11d. <u>Road Department</u> - *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

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

12a. ***<u>Human Resources Department</u>*** ***-*** *Resolution Approving a Letter of Understanding with American Federation of State, County, and Municipal Employees and Office and Professional Employees International Union Regarding Temporary Signal Technician Work*

A long-term vacancy in the Signal Technician position at the Road Department occurred because of a long-term Workers' Compensation leave. The Road Department sought to temporarily have the Signal Technician job duties performed for the duration of the approved leave by AFSCME and/or OPEIU employees having experience related to the signal work. A Letter of Understanding was written in 2013 to address this issue and subsequently expired. The matter was recently revisited, culminating in a draft Letter of Understanding (MOU) which clarifies arrangements agreed to by all parties. The Human Resources Department recommends approval of the MOU through a proposed resolution.

12b. ***<u>Human Resources Department</u>*** ***-*** *Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual to Include the Position of Attorney/Referee*

Coverage of Court Referees under the Public Employment Relations Act (PERA) has been the subject of challenge for several years. The question has been considered in the bargaining process with prior and current Circuit Court Administrators. The Michigan Court of Appeals held that Attorney/Referees are not appropriate for placement in a collective bargaining unit based upon their judicial and quasi-judicial decision-making functions. Through the negotiation process for a successor agreement with ICEA and reopener negotiations with OPEIU, all parties reached tentative agreement through Letters of Understanding (LOU). The LOU for ICEA has been executed as part of the current collective bargaining agreement. The Human Resources Department recommends approval of the MOU through a proposed resolution.

12c. ***<u>Human Resources Department</u>*** ***-*** *Resolution to Authorize the Execution of the Letter of Understanding – Backup Courier*

Occasionally the Courier position in the Purchasing Department requires backup coverage. This position is represented by the UAW-TOPS unit. Primary backup has historically been provided by the Copy Center Coordinator, also represented by the UAW-TOPS unit. There have been circumstances in which the Copy Center Coordinator is unavailable to perform the courier duties. The Buyer position, also in the Purchasing Department, performs similar duties of transporting materials, orders and parts on behalf of the Road Department. This position is represented by the OPEIU – Technical/Clerical Unit. The Employer engaged the UAW and OPEIU to discuss the need for secondary backup coverage provided by the Buyer. The UAW and OPEIU agreed to the conditions outlined in the attached Letter of Understanding (LOU). The Human Resources Department recommends approval of the MOU through a proposed resolution.

12d. ***<u>Human Resources Department</u>*** ***-*** *Resolution Approving a Letter of Understanding with Michigan Nurses Association Regarding Temporary Staffing*

The Latent Tuberculosis Infection (LTBI) clinic operates for four hours, two days per month. Based on the unique qualification necessary to staff the clinic and the limited hours of operation, it has been difficult to assign existing staff or recruit a nurse practitioner into this role. Dana Balander is a recently retired nurse practitioner with experience in the LTBI. Ms. Balander is willing and able to staff the clinic for eight hours per month but required a rate of pay outside the rate of 10% above Step 1 provided in the current collective bargaining agreement. The Employer engaged the Michigan

Nurses Association to discuss the need for nurse practitioner with experience in the LTBI, culminating in a Letter of Understanding (LOU) to allow the Employer to deviate from the aforementioned Step 1 wage. The Human Resources Department recommends approval of the MOU through a proposed resolution.

13. ***Potter Park Zoo*** **-** *Resolution Recommending the Acceptance of a Modular Building from AIS to Potter Park Zoo*

As is true with most County facilities, available office space is limited at Potter Park Zoo. In the spirit of making due with available floor space, office space has been created in the Zoo's kitchen, copy room, and a former A/V closet. Zoo management has effectively exhausted all opportunities of creating new office space for their growing workforce. A donated modular building from AIS would create much needed office space for Zoo employees. At a Potter Park Zoological Society Board Meeting on May 26, the donated building along with all financial obligations associated with the building was approved and accepted. Potter Park Zoo recommends approval of a resolution to authorize acceptance of this donation.

14. ***Controller's Office*** **-** *Discussion and Comments on Draft Ingham County Strategic Plan*

A draft Strategic Plan submitted for consideration by Management Partners, Inc. reflects input received from Commissioners at their workshop held on March 24. The draft incorporates the vision and mission along with goals and strategies for the future. Prior to completing the strategic plan, Commissioners are asked to review the document to make sure it accurately reflects the correct language and intent.

15. ***Board of Commissioners*** **-** *Resolution Honoring Eileen Delaney*

A resolution is offered to congratulate Eileen for her outstanding community service, kindness, and tireless efforts on behalf of Leader Dogs for the Blind in Ingham County.

Agenda Item 3a

DATE: May 23, 2016

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

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Attached for your consideration is a proposed resolution to request the County Treasurer, acting as the Foreclosing Governmental Unit under PA123 of 1999, accept the minimum bid in the name of Ingham County for certain specifically identified properties to be transferred to the Ingham County Land Bank Fast Track Authority (the "Authority").

Public Act 123 of 1999 provides mechanisms by which "the county in which that property is located may purchase that property under this section by payment to the foreclosing governmental unit of the minimum bid." The cost of acquisition will be covered by the Authority utilizing a variety of funding sources.

On May 2, 2016, the Authority passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Agenda Item 3a

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO ACQUIRE TAX FORECLOSED PROPERTY

WHEREAS, the Ingham County Treasurer is acting as the foreclosing governmental unit under P.A. 123 of 1999; and

WHEREAS, the General Property Tax Act (PA123 of 1999), allows a county, under MCL 211.78m(1), to purchase tax foreclosed property for the minimum bid which is defined in statute; and

WHEREAS, the County Board of Commissioners wish to utilize their local option to acquire tax foreclosed property not otherwise optioned by the State of Michigan or other local units of government; and

WHEREAS, the Ingham County Land Bank Fast Track Authority (the "Authority") on May 2, 2016 passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

THEREFORE BE IT RESOLVED, that the Board of Commissioners request the County Treasurer, acting as the Foreclosing Governmental Unit, accept the minimum bid in the name of Ingham County for the properties identified in the attached list, subject to local and state option and other deletions as required by statute and Land Bank Priorities, Policies and Procedures.

BE IT FURTHER RESOLVED, that acquisition costs shall be covered by the Ingham County Land Bank Authority.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary documents as approved to form by the County Attorney to convey said properties to the Authority.

Parcel Number	Address1	City	Postal Code	Minimum Bid Amount
33-01-01-03-101-091	SANFORD AVE	LANSING	48906	1,135.71
33-01-01-03-378-051	2324 COMMONWEALTH AVE	LANSING	48906	18,695.11
33-01-01-04-103-122	326 W FREDERICK AVE	LANSING	48906	13,633.92
33-01-01-04-109-101	622 CARRIER ST	LANSING	48906	8,606.72
33-01-01-04-276-081	541 E PAULSON ST	LANSING	48906	4,456.40
33-01-01-04-301-141	2703 TAYLOR ST	LANSING	48906	11,469.07
33-01-01-04-328-231	TURNER ST	LANSING	48906	2,126.52
33-01-01-04-426-592	426 CHILSON AVE	LANSING	48906	6,070.19
33-01-01-05-427-041	2730 N M L KING JR BLVD	LANSING	48906	14,849.16
33-01-01-05-451-021	N GRAND RIVER AVE	LANSING	48906	1,489.73
33-01-01-05-451-031	N GRAND RIVER AVE	LANSING	48906	4,031.42
33-01-01-06-131-035	ALFRED AVE	LANSING	48906	1,564.12
33-01-01-06-178-031	3020 YOUNG AVE	LANSING	48906	4,911.44
33-01-01-06-279-091	2606 LAFAYETTE AVE	LANSING	48906	7,046.09

33-01-01-08-127-521	1425 MUSKEGON AVE	LANSING	48915	10,132.12
33-01-01-08-201-571	1217 MUSKEGON AVE	LANSING	48915	9,377.36
33-01-01-08-203-031	1434 REDWOOD ST	LANSING	48915	5,520.02
33-01-01-08-228-311	1411 ROOSEVELT AVE	LANSING	48915	6,872.90
33-01-01-08-232-061	1514 ROSENEATH AVE	LANSING	48915	4,393.86
33-01-01-08-282-051	ROOSEVELT AVE	LANSING	48915	2,407.85
33-01-01-08-328-011	1208 COMFORT ST	LANSING	48915	9,876.50
33-01-01-08-378-251	817 N JENISON AVE	LANSING	48915	8,089.92
33-01-01-08-404-041	1126 WESTMORELAND AVE	LANSING	48915	7,390.30
33-01-01-08-405-061	1214 GLENN ST	LANSING	48915	7,207.89
33-01-01-08-405-111	1135 LINWOOD ST	LANSING	48915	14,651.55
33-01-01-08-406-161	1123 THEODORE ST	LANSING	48915	8,780.40
33-01-01-08-408-071	1003 WESTMORELAND AVE	LANSING	48915	9,868.42
33-01-01-08-455-271	923 N M L KING JR BLVD	LANSING	48915	18,003.80
33-01-01-08-479-011	922 CHICAGO AVE	LANSING	48915	2,118.39
33-01-01-08-481-102	716 N M L KING JR BLVD	LANSING	48915	9,419.66
33-01-01-08-482-191	729 CHICAGO AVE	LANSING	48915	7,751.17
33-01-01-09-229-061	1910 THOMPSON ST	LANSING	48906	7,485.12
33-01-01-09-252-191	1503 TURNER ST	LANSING	48906	17,296.58
33-01-01-09-304-021	1118 N PINE ST	LANSING	48906	16,208.29
33-01-01-09-352-221	623 BROOK ST	LANSING	48906	21,239.59
33-01-01-09-360-231	515 W OAKLAND AVE	LANSING	48906	8,904.08
33-01-01-09-476-041	808 CENTER ST	LANSING	48906	5,728.54
33-01-01-10-103-011	1913 N HIGH ST	LANSING	48906	2,319.30
33-01-01-10-103-031	1903 N HIGH ST	LANSING	48906	19,696.92
33-01-01-10-106-051	825 E NORTH ST	LANSING	48906	15,292.03
33-01-01-10-131-181	1601 MASSACHUSETTS AVE	LANSING	48906	13,805.91
33-01-01-10-153-311	1545 N HIGH ST	LANSING	48906	1,706.43
33-01-01-10-180-161	1315 MASSACHUSETTS AVE	LANSING	48906	6,398.95
33-01-01-10-181-381	1311 VERMONT AVE	LANSING	48906	5,494.62
33-01-01-10-183-231	1229 CLEVELAND ST	LANSING	48906	7,567.83
33-01-01-10-254-121	1419 OHIO AVE	LANSING	48906	15,353.47
33-01-01-10-304-101	1108 N HIGH ST	LANSING	48906	7,470.22
33-01-01-10-326-561	1108 E GRAND RIVER AVE	LANSING	48906	19,385.29
33-01-01-10-327-121	1110 CAMP ST	LANSING	48906	8,821.04
33-01-01-10-329-381	1021 JOHNSON AVE	LANSING	48906	10,399.81
33-01-01-10-378-191	715 JOHNSON AVE	LANSING	48906	4,654.53
33-01-01-10-401-140	CLARK ST	LANSING	48906	1,803.58
33-01-01-10-408-061	1108 CLEVELAND ST	LANSING	48906	7,430.49
33-01-01-14-104-291	N HAYFORD AVE	LANSING	48912	2,362.84
33-01-01-14-104-301	519 N HAYFORD AVE	LANSING	48912	12,250.27
33-01-01-14-136-291	331 N FRANCIS AVE	LANSING	48912	8,479.89
33-01-01-14-352-041	413 S CLEMENS AVE	LANSING	48912	6,085.63
33-01-01-14-353-151	426 S MAGNOLIA AVE	LANSING	48912	7,089.52
33-01-01-14-360-001	501 S HAYFORD AVE	LANSING	48912	7,487.33
33-01-01-15-104-341	904 LINDEN GROVE	LANSING	48912	8,658.75
33-01-01-15-104-401	508 LESHER PLACE	LANSING	48912	4,416.64
33-01-01-15-154-091	917 JEROME ST	LANSING	48912	11,837.51
33-01-01-15-154-201	910 VINE ST	LANSING	48912	8,452.85
33-01-01-15-311-001	900 PROSPECT ST	LANSING	48912	8,139.68

33-01-01-15-358-271	830 LARNED ST	LANSING	48912	9,976.23
33-01-01-15-376-241	1116 E KALAMAZOO ST	LANSING	48912	66,459.95
33-01-01-15-405-091	CLIFFORD ST	LANSING	48912	1,423.70
33-01-01-15-408-081	LATHROP ST	LANSING	48912	1,368.33
33-01-01-15-479-121	513 LESLIE ST	LANSING	48912	5,812.40
33-01-01-16-106-011	528 N SYCAMORE ST	LANSING	48933	12,372.88
33-01-01-17-227-241	727 W SAGINAW ST	LANSING	48915	8,619.82
33-01-01-17-227-311	825 W SAGINAW ST	LANSING	48915	5,495.23
33-01-01-17-228-321	915 W LAPEER ST 1	LANSING	48915	9,649.38
33-01-01-17-231-291	433 N BUTLER BLVD	LANSING	48915	11,860.00
33-01-01-17-258-121	1210 W OTTAWA ST	LANSING	48915	10,815.64
33-01-01-17-258-181	1112 W OTTAWA ST	LANSING	48915	12,507.77
33-01-01-17-276-111	1014 W IONIA ST	LANSING	48915	19,895.36
33-01-01-17-384-071	1800 W ST JOSEPH ST	LANSING	48915	7,044.74
33-01-01-20-107-201	1901 WILLIAM ST	LANSING	48915	5,802.06
33-01-01-20-130-131	1607 W MALCOLM X ST	LANSING	48915	27,768.86
33-01-01-20-412-041	1208 EDWARD ST	LANSING	48910	12,743.14
33-01-01-20-480-011	1711 S M L KING JR BLVD	LANSING	48910	15,482.34
33-01-01-20-480-021	1715 S M L KING JR BLVD	LANSING	48910	14,090.96
33-01-01-20-489-041	1817 S RUNDLE AVE	LANSING	48910	10,240.59
33-01-01-21-253-040	1033 S GRAND AVE	LANSING	48910	22,613.54
33-01-01-21-258-085	227 E SOUTH ST	LANSING	48910	16,288.77
33-01-01-21-277-070	1016 BEECH ST	LANSING	48912	7,180.26
33-01-01-21-360-141	612 W MT HOPE AVE	LANSING	48910	6,183.53
33-01-01-21-380-121	1716 COLEMAN AVE	LANSING	48910	10,455.33
33-01-01-21-382-101	1843 DAVIS AVE	LANSING	48910	2,731.13
33-01-01-21-430-040	535 TORRANCE CT	LANSING	48910	3,392.09
33-01-01-21-431-095	1508 BAILEY ST	LANSING	48910	7,910.28
33-01-01-21-451-015	138 GARDEN ST	LANSING	48910	10,454.22
33-01-01-21-484-020	1815 LINVAL ST	LANSING	48910	3,832.03
33-01-01-22-132-041	1017 PARKER ST	LANSING	48912	7,488.85
33-01-01-22-203-161	924 DAKIN ST	LANSING	48912	11,873.10
33-01-01-22-206-142	1042 DAKIN ST	LANSING	48912	5,211.99
33-01-01-22-207-021	1015 DAKIN ST	LANSING	48912	4,609.25
33-01-01-22-207-181	1024 MCCULLOUGH ST	LANSING	48912	5,935.97
33-01-01-22-208-181	1034 LATHROP ST	LANSING	48912	10,553.12
33-01-01-22-228-041	721 LESLIE ST	LANSING	48912	10,356.86
33-01-01-22-253-211	1416 WALSH ST	LANSING	48912	3,682.59
33-01-01-22-256-101	1233 BENSCH ST	LANSING	48912	9,347.50
33-01-01-22-277-101	1142 LESLIE ST	LANSING	48912	9,593.49
33-01-01-22-277-121	1132 LESLIE ST	LANSING	48912	9,467.79
33-01-01-22-280-162	1236 ALLEN ST	LANSING	48912	8,633.83
33-01-01-22-283-262	1820 PERKINS ST	LANSING	48912	2,272.81
33-01-01-22-309-291	912 BAKER ST	LANSING	48910	10,312.05
33-01-01-22-352-011	1507 LYONS AVE	LANSING	48910	11,990.07
33-01-01-22-353-031	1609 DONORA ST	LANSING	48910	14,321.01
33-01-01-22-353-131	1709 DONORA ST	LANSING	48910	11,133.39
33-01-01-22-354-191	1700 LYONS AVE	LANSING	48910	4,893.49
33-01-01-23-103-091	704 S MAGNOLIA AVE	LANSING	48912	3,212.39
33-01-01-23-127-061	723 S FRANCIS AVE	LANSING	48912	7,622.92

33-01-01-23-153-021	1210 S CLEMENS AVE	LANSING	48912	4,626.87
33-01-01-23-153-071	1228 S CLEMENS AVE	LANSING	48912	8,016.68
33-01-01-26-302-021	2023 HAMELON ST	LANSING	48910	11,530.72
33-01-01-27-108-021	2009 DONORA ST	LANSING	48910	8,975.64
33-01-01-27-158-391	TISDALE AVE	LANSING	48910	1,327.55
33-01-01-27-476-050	AURELIUS RD	LANSING	48910	7,416.56
33-01-01-27-476-055	AURELIUS RD	LANSING	48910	685.52
33-01-01-28-106-021	2113 S RUNDLE AVE	LANSING	48910	6,673.63
33-01-01-28-106-101	2106 BEAL AVE	LANSING	48910	10,583.22
33-01-01-28-179-131	2523 EATON RD	LANSING	48910	10,091.86
33-01-01-28-285-071	569 LINCOLN AVE	LANSING	48910	15,499.44
33-01-01-28-303-081	627 DUNLAP ST	LANSING	48910	5,783.20
33-01-01-28-331-101	100 DUNLAP ST	LANSING	48910	11,297.07
33-01-01-28-351-361	621 W HODGE AVE	LANSING	48910	1,228.90
33-01-01-28-452-231	3116 S CEDAR ST	LANSING	48910	6,545.28
33-01-01-29-159-001	2801 PLEASANT GROVE RD	LANSING	48910	4,800.29
33-01-01-29-229-161	2004 S RUNDLE AVE	LANSING	48910	10,149.28
33-01-01-29-277-051	2501 STIRLING AVE	LANSING	48910	15,135.43
33-01-01-30-478-121	3318 AVALON ST	LANSING	48911	9,209.65
33-01-01-31-126-281	W HOLMES RD	LANSING	48911	5,287.51
33-01-01-31-127-141	3406 WAINWRIGHT AVE	LANSING	48911	10,628.48
33-01-01-31-203-051	3114 GLENBROOK DR	LANSING	48911	8,833.50
33-01-01-31-254-181	4120 INGHAM ST	LANSING	48911	6,798.66
33-01-01-31-279-011	4209 RICHMOND ST	LANSING	48911	5,449.16
33-01-01-31-328-371	3211 RONALD ST	LANSING	48911	10,081.97
33-01-01-31-352-211	4710 STILLWELL AVE	LANSING	48911	14,791.58
33-01-01-31-405-381	2811 LEYBURN CT	LANSING	48911	13,615.20
33-01-01-32-101-311	1901 W HOLMES RD	LANSING	48910	16,144.36
33-01-01-32-152-331	1921 CARVEL CT	LANSING	48910	6,571.35
33-01-01-32-203-072	1408 HILLCREST ST	LANSING	48910	15,516.64
33-01-01-32-203-081	HILLCREST ST	LANSING	48910	1,347.26
33-01-01-32-353-131	4909 HUGHES RD	LANSING	48910	8,517.77
33-01-01-32-402-231	4400 S M L KING JR BLVD	LANSING	48910	4,661.57
33-01-01-33-151-101	3827 BURCHFIELD DR	LANSING	48910	3,602.32
33-01-01-33-428-100	535 SAMANTHA ST	LANSING	48910	6,738.74
33-01-01-33-433-161	612 JULIA ST	LANSING	48910	4,295.88
33-01-01-34-229-045	REX ST	LANSING	48910	1,021.42
33-01-01-35-326-131	2621 DIER ST	LANSING	48910	7,640.62
33-01-01-35-353-132	2018 IRENE ST	LANSING	48910	11,441.21
33-01-05-04-377-001	5835 ROLFE RD	LANSING	48911	6,635.70
33-01-05-05-301-081	SELFRIDGE BLVD	LANSING	48911	918.34
33-01-05-05-302-081	5812 S M L KING JR BLVD	LANSING	48911	14,345.81
33-01-05-05-302-091	S M L KING JR BLVD	LANSING	48911	3,739.19
33-01-05-05-329-081	5933 VALENCIA BLVD	LANSING	48911	9,280.66
33-01-05-05-376-151	5818 VALENCIA BLVD	LANSING	48911	7,265.59
33-01-05-05-378-021	6013 VALENCIA BLVD	LANSING	48911	8,870.47
33-01-05-05-429-251	923 R G CURTIS AVE	LANSING	48911	12,193.34
33-01-05-06-180-201	3411 VIOLA DR	LANSING	48911	26,980.12
33-01-05-06-201-282	3009 W JOLLY RD	LANSING	48911	23,317.51
33-01-05-06-226-041	2416 MIDWOOD ST	LANSING	48911	9,091.25

33-01-05-06-433-041	2422 WEBSTER ST	LANSING	48911	8,821.14
33-01-05-06-434-061	5840 PIPER AVE	LANSING	48911	10,283.54
33-01-05-06-480-031	2500 W MILLER RD	LANSING	48911	7,156.60
33-01-05-09-177-031	6347 SOMMERSET RD	LANSING	48911	15,784.02
33-01-05-09-202-321	6120 GARDENIA AVE	LANSING	48911	8,753.63
33-01-05-09-203-001	300 E MILLER RD	LANSING	48911	9,804.41
33-01-05-10-477-112	7000 AURELIUS RD	LANSING	48911	7,202.42
33-02-02-06-176-055	3300 BIBER	EAST LANSING	48823	8,426.97
33-02-02-09-201-003	SLEEPY HOLLOW	EAST LANSING	48823	7,601.83
33-09-09-16-100-003	627 S ONONDAGA RD	MASON	48854	1,366.88
33-09-09-26-351-013	4444 W BARNES RD	MASON	48854	4,094.27
33-09-09-34-226-006	4545 W BARNES RD	MASON	48854	4,627.24
33-14-14-12-300-002	3330 WOODS RD	LESLIE	49251	10,988.90
33-14-14-20-200-001	KINNEVILLE RD	LESLIE	49251	5,022.77
33-14-14-22-351-006	4484 RACE RD	LESLIE	49251	4,131.74
33-17-14-21-452-008	208 E RACE	LESLIE	49251	7,934.56
33-18-07-02-401-001	FOXBOROUGH DR	WILLIAMSTON	48895	691.76
33-20-01-13-109-114	611 GLENMOOR 2A	EAST LANSING	48823	8,285.23
33-20-02-18-202-003	641 GUNSON	EAST LANSING	48823	10,134.41
33-20-02-18-202-009	1025 SNYDER	EAST LANSING	48823	14,398.43
33-21-01-11-456-021	1041 KIMBERLY DR #7	LANSING	48912	5,326.18
33-21-01-14-382-015	528 S CHARLES ST	LANSING	48912	1,539.06
33-21-01-14-382-016	528 S CHARLES ST	LANSING	48912	1,656.25
33-21-01-18-180-004	234 N DEERFIELD AVE	LANSING	48917	3,798.26
33-21-01-18-207-005	412 N CATHERINE ST	LANSING	48917	10,001.82
33-21-01-18-404-008	2701 W MICHIGAN AVE	LANSING	48917	18,850.30
33-21-01-18-428-016	124 HUNGERFORD ST	LANSING	48917	5,768.74
33-21-01-18-432-013	341 HAZE ST	LANSING	48917	1,518.02
33-25-05-11-359-007	2532 BERYL STREET	HOLT	48842	11,068.36
33-25-05-15-408-008	2129 DEAN AVENUE	HOLT	48842	15,280.67
33-25-05-17-127-001	SANIBEL HOLLOW	HOLT	48842	4,449.16
33-25-05-18-226-016	HORSTMEYER ROAD	LANSING	48911	1,045.17
33-25-05-18-226-019	GROVENBURG ROAD	LANSING	48911	5,746.18
33-42-16-26-108-019	118 N CENTER ST	STOCKBRIDGE	49285	29,380.02

Agenda Item 3b

DATE: May 13, 2016

TO: Ingham County Board of Commissioners

FROM: Jeff Burdick, Executive Director
Ingham County Land Bank Fast Track Authority

In 2007 and 2009, respectively, the Ingham County Land Bank established notes or lines of credit with PNC Bank with for the purpose of paying the cost of acquiring, developing, improving, using, assembling, and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs related to these activities. The Series 2007A Note was issued in July 2007 with the principal amount of $3,000,000.00. The 2009A Note was issued in October 2009 with the principal amount of $2,000,000.00. The maturity dates of both notes were extended in both 2010 and 2013 with approval of the Ingham County Board of Commissioners.

The Ingham County Land Bank is now requesting an additional three year extension of the maturity dates of both notes from July 1, 2016 to July 1, 2019. The 2007A note has a balance of $10,000.00 and the 2009A note has a balance of $615,000.00.

Agenda Item 3b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING LIMITED TAX PLEDGE FOR INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY SERIES 2007A NOTE AND SERIES 2009A NOTE

WHEREAS, on July 13, 2007, the Ingham County Land Bank Fast Track Authority (the "Authority") delivered its Series 2007A Note (the "2007A Note") in the principal amount of $3,000,000 to National City Bank (now known as PNC Bank, N.A.) (the "Bank") for the purpose of paying the cost of acquiring, developing, improving, using, assembling and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs related thereto in accordance with the Land Bank Fast Track Act, Act 258, Public Acts of Michigan, 2003 ("Act 258"); and

WHEREAS, on October 22, 2009, the Authority delivered its Series 2009A Note (the "2009A Note") in the principal amount of $2,000,000 to the Bank for the purpose of paying the cost of acquiring, developing, improving, using, assembling and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs related thereto in accordance with Act 258; and

WHEREAS, the Board of Commissioners by resolutions adopted on June 26, 2007, and October 13, 2009, made a full faith and credit limited tax pledge to support the Series 2007A Note and the Series 2009A Note, respectively; and

WHEREAS, on May 3, 2010, the Board of Directors of the Authority adopted a resolution (the "2010 Authority Resolution") authorizing amendments to the Series 2007A Note and the Series 2009A Note to extend the maturity date thereof to July 1, 2013, and to provide for an increase of .35% per annum in the variable rate thereon; and

WHEREAS, on June 3, 2013, the Board of Directors of the Authority adopted a resolution (the "2013 Authority Resolution") authorizing amendments to the Series 2007A Note and the Series 2009A Note to extend the maturity date thereof to July 1, 2016; and

WHEREAS, the Board of Commissioners, by resolutions adopted June 8, 2010 and June 25, 2013, made a full faith and credit limited tax pledge to support the Series 2007A Note and the Series 2009A Note as so amended; and

WHEREAS, on June 6, 2016, the Board of Directors of the Authority adopted a resolution (together with the 2010 Authority Resolution and the 2013 Authority Resolution, the "Amending Resolutions") authorizing further amendments to the Series 2007A Note and the Series 2009A Note (the Series 2007A Note as so amended and the Series 2009A Note as so amended are referred to herein as the "Notes") to extend the maturity date of the Notes to July 1, 2019; and

WHEREAS, the Board of Commissioners, by a majority vote, may make a limited tax pledge to support the Notes pursuant to section 24(2) of Act 258.

THEREFORE BE IT RESOLVED, by the Board of Commissioners of the County of Ingham, State of Michigan, as follows:

1. The Board of Commissioners hereby makes its full faith and credit limited tax pledge to support the Notes in accordance with the terms of the Authority's resolutions authorizing the issuance of the Series 2007A Note and the Series 2009A Note as amended by the Amending Resolutions. In the event and to the extent that the net revenues of the Authority are not sufficient to pay the principal of and interest on the Notes, such principal and interest are payable as a first budget obligation of the County of Ingham (the "County") from its general funds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County.

2. The Chairperson of the Board of Commissioners, the County Treasurer and the County Clerk are hereby authorized to do all things necessary to effectuate the pledge made by this resolution. The County Clerk is hereby directed to deliver a certified copy of this resolution to the Authority.

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

Agenda Item 3c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SERVICE CONTRACTS FOR THE PURPOSE OF CONDUCTING PERSONAL SERVICE VISITS

WHEREAS, Under Public Act 123 of 1999, the Ingham County Treasurer is the foreclosing governmental unit (FGU); and

WHEREAS, at Section 211.78i (1), it specifically states that "The foreclosing governmental unit may enter into a contract with 1 or more authorized representatives to …perform other functions required for the collection of delinquent taxes under this act."; and

WHEREAS, at Section 211.78i (3), it specifically states that "The foreclosing governmental unit or its authorized representative or authorized agent shall make a personal visit to each parcel of property forfeited to the county treasurer under section 78g to ascertain whether or not the property is occupied."; and

WHEREAS, the contracts will be funded by fees generated by Public Act 123, Section 211.78g (1); and

WHEREAS, since 2005, T & C Process Services has contracted with the Ingham County Treasurer's Office to provide this service; and

WHEREAS, the owner and CEO of G & L Process Services, Inc. has worked for T & C Process Services for over ten years; and

WHEREAS, G & L Process Services, Inc., assumed the role as civil process server for Ingham County Sheriff's Office June 30, 2014; and

WHEREAS, the County Treasurer, as FGU, recommends awarding a contract to G & L Process Services, Inc; and

WHEREAS, the owner and CEO of G & L Process Services, Inc., has agreed to the terms of the T & C Process Services, LLC contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with G & L Process Services, Inc., for the purpose of conducting personal service visits on tax delinquent properties for the Ingham County Treasurer's Office (FGU).

BE IT FURTHER RESOLVED, under "Contract Terms" of the agreement, "the process server company or companies selected shall be designated as the County Treasurer's official process server vendor for an initial one (1) year period with an as needed renewal clause – at the County's sole discretion."

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

Agenda Item 3d

INGHAM COUNTY
INVESTMENTS AS OF DECEMBER 31, 2015

Month Investment Added to Schedule	Bank Name	Bank Account Number	CUSIP	11/30/15 Bank Balance	Investment Maturity	New investment purchase	Investment income Earned In Current Month (Increase to Investment Account)	PNC Cap Income (INCREASE)	PNC Cap Income Transferred to Bank 11 (Decrease)	12/31/2015 Bank Balance
Other Investments:										
Prior to Dec 2014	Comerica Bank Money Market 10566	1851102606		1,143,268.23			145.65			1,143,413.88
Dec-15	Comerica Bank CD 12858								2,000,000.00	2,000,000.00
Prior to Dec 2014	Dart Bank 12527	xxx5042		3,056,845.13			778.87			3,057,624.00
Prior to Dec 2014	Fifth Third Bank 12791	7167779060		1,006,151.12			170.84			1,006,321.96
Prior to Dec 2014	Fifth Third Bank	7167779052		64.00			(3.00)			61.00
Prior to Dec 2014	First National Bank 12844			1,000,000.00						1,000,000.00
Prior to Dec 2014	FirstMerit Bank 12833/34	0		2,000,000.00						2,000,000.00
Prior to Dec 2014	Flagstar Bank 12794	100737016		5,396,626.29			2,291.72			5,398,918.01
Prior to Dec 2014	**Founders Bank Money Market 12564**	301003391		3,145,754.03			106.86			3,145,860.89
Prior to Dec 2014	Homestead Bank 12629	301151496		505,313.98			191.02			505,505.00
Prior to Dec 2014	Huntington Bank 12831			11,036,003.68			1,791.18	(2,000,000.00)		9,037,794.86
Prior to Dec 2014	Independent Bank CD 12830	9019757227		250,000.00			-			250,000.00
Prior to Dec 2014	LAFCU Money Market 12593			2,566,722.48			654.07			2,567,376.55
Prior to Dec 2014	LAFCU Money Market			5.00						5.00
Prior to Dec 2014	Lake Trust CD 12823	110032048		1,000,526.03			1,003.38			1,001,529.41
Prior to Dec 2014	Lake Trust CD	110032048		5.00						5.00
Prior to Dec 2014	Mercantile Bank			-			-			-
Prior to Dec 2014	Michigan State University FCU 12839			2,000,000.00						2,000,000.00
	Michigan State University FCU 12838			2,000,000.00						2,000,000.00
	Michigan State University FCU 12446			2,207,998.99			28,129.27			2,236,128.26
	Michigan State University FCU 12779			22.19						22.19
Prior to Dec 2014	Portland Credit Union 10805	xxx0748		1,013,732.08			1,377.91		-	1,015,109.97
Prior to Dec 2014	Portland Credit Union	xxx0748		5.00						5.00
Prior to Dec 2014	Private Bank CD 12767			4,000,000.00		-	-			4,000,000.00
Prior to Dec 2014	Summit Bank 12595	xxx1715		2,035,198.06			252.77			2,035,450.83
Prior to Dec 2014	Talmer Bank 12821			1,000,758.33			505.56			1,001,263.89
Prior to Dec 2014	Wolverine Bank 12835/28			1,250,000.00						1,250,000.00
	Subtotal-Other Investments			47,614,997.60	-	-	37,396.10	(2,000,000.00)	2,000,000.00	47,652,393.70
PNC Investments										
Prior to Dec 2014	Bank of America CD - 12696	PNC	06051VZP4	250,000.00			-	1,090.75	(1,090.75)	250,000.00
Prior to Dec 2014	BWL 12782	PNC	516391AE9	1,000,000.00						1,000,000.00
Prior to Dec 2014	BWL 12781	PNC	516391AF6	950,000.00						950,000.00
	Subtotal-BWL			1,950,000.00	-	-	-	-	-	1,950,000.00
Prior to Dec 2014	Fannie Mae 12786	PNC	3136G0R29	1,000,000.00						1,000,000.00
Oct-15	FFCB		313EFMG9	2,000,000.00						2,000,000.00
Prior to Dec 2014	Federal Farm Credit Bank	PNC	3133EDA51	-						-
Prior to Dec 2014	Federal Farm Credit Bank	PNC	3133EEGM6	-						-
Prior to Dec 2014	Federal Farm Credit Bank	PNC	3133EEGN4	-						-
purchased 5/13/2015	Federal Farm Credit Bank 12841	PNC	3133EEK58	-	-			-	-	-
	Subtotal-FFCB			3,000,000.00	-	-	-	-	-	3,000,000.00
Oct-15	Federal Home Loan Bank 12785	PNC	3130A2L20	1,000,000.00		-				1,000,000.00
Prior to Dec 2014	Federal Home Loan Bank 12795	PNC	3113A6JA6	1,000,000.00				-	-	1,000,000.00
Prior to Dec 2014	Federal Home Loan Bank 12808	PNC	3130A3MR2	-						-
Prior to Dec 2014	Federal Home Loan Bank 12809	PNC	3130A3ST2	-						-
Prior to Dec 2014	Federal Home Loan Bank 12677	PNC	313379XT1	-						-
Prior to Dec 2014	Federal Home Loan Bank 12686	PNC	313380EM5	2,000,000.00				-	-	2,000,000.00
Prior to Dec 2014	Federal Home Loan Bank 12697	PNC	313380PF8	2,000,000.00				-	-	2,000,000.00
Prior to Dec 2014	Federal Home Loan Bank 12704	PNC	313380TJ6	-						-
Prior to Dec 2014	Federal Home Loan Bank 12709	PNC	313381FH3	2,000,000.00				17,500.00	(17,500.00)	2,000,000.00

	FHLB	PNC		2,000,000.00	-	-	-	-	-	2,000,000.00
10/29/2015										
	Subtotal-FHLB			**10,000,000.00**	-	-	-	**17,500.00**	**(17,500.00)**	**10,000,000.00**
Purchase 4/24/2015	Federal Home Loan Mortgage Corp 12842	PNC	3134G6QW6	-						-
Dec 2014	Federal Home Loan Mortgage Corp 12800	PNC	3134G5Q40	-	-			-		-
	Federal Home Loan Mortgage Corp 12812	PNC	3134G5UD5	-						-
	Federal Home Loan Mortgage Corp 12846	PNC	3134G6P72	-	-			-	-	-
	Federal Home Loan Mortgage Corp 12819	PNC	3134G7XZ9	2,000,000.00		-		6,875.00	(6,875.00)	**2,000,000.00**
	Federal Home Loan Mortgage Corp 12843	PNC	3134G7VB4	2,000,000.00		-				**2,000,000.00**
Oct-15	FHLMC		3134 G7P88	1,000,000.00		-				**1,000,000.00**
	Subtotal-FHLB			**5,000,000.00**	-	-	-	**6,875.00**	**(6,875.00)**	**5,000,000.00**
Prior to Dec 2014	LANSING -TXB-CAP Bonds 12702	PNC	516372PH6	250,000.00				8,437.50	(8,437.50)	**250,000.00**
Prior to Dec 2014	Macomb 12607	PNC	55539PAD0	-				1,343.75	(1,343.75)	-
Prior to Dec 2014	Macomb 12628	PNC	55539PAZ1	50,000.00						50,000.00
	Subtotal-Macomb Interceptor			**50,000.00**	-	-	-	**1,343.75**	**(1,343.75)**	**50,000.00**
Prior to Dec 2014	Maple Valley Schools 12752	PNC	565369CN3	-						-
Prior to Dec 2014	Mason Building Authority 12738	PNC	575238AV2	-						-
Oct-15	Abbey National Treasury	PNC	00280NG53	1,000,000.00						1,000,000.00
	Abbey National Treasury	PNC	00280NJ92			3,000,000.00				3,000,000.00
Oct-15	Anadarko			2,000,000.00	(2,000,000.00)	-		-	-	-
Prior to Dec 2014	South Lyon Mi County Schools 12728	PNC	838736VS2	190,000.00				2,128.00	(2,128.00)	**190,000.00**
Prior to Dec 2014	South Lyon Mi County Schools 12729	PNC	838736VU7	300,000.00						**300,000.00**
Oct-15	Anheuser Busch			3,000,000.00		-				**3,000,000.00**
10/29/2015	Amoor LTD			1,000,000.00	(1,000,000.00)	-		1,090.75	(1,090.75)	-
	Subtotal-South Lyon			7,490,000.00	(3,000,000.00)	3,000,000.00	-	3,218.75	(3,218.75)	7,490,000.00
	Other Commerical Paper									
Purchase Sept 2015	COCA-COLA Company 12836	PNC	19121AEG2	1,000,000.00		-				**1,000,000.00**
Prior to Dec 2014	Wells Fargo Bank CD 12658	PNC	94986TJV0	-						-
Prior to Dec 2014	Wells Fargo Bank CD 12717	PNC	94986TMB0	1,000,000.00				2,394.52	(2,394.52)	**1,000,000.00**
	Wells Fargo Bank CD	PNC	94986TWJ2			1,000,000.00				1,000,000.00
	Natixis		63873JF39			2,000,000.00				2,000,000.00
	Natixis		63873JFU9			5,000,000.00				5,000,000.00
	Subtotal-Wells Fargo			2,000,000.00	-	8,000,000.00	-	2,394.52	(2,394.52)	10,000,000.00
	Subtotal-PNC Capital Market Statement			29,990,000.00	(3,000,000.00)	11,000,000.00	-	40,860.27	(40,860.27)	37,990,000.00
	Subtotal-All Investments			77,604,997.80	(3,000,000.00)	11,000,000.00	37,366.10	(1,956,139.73)	1,956,139.73	85,642,363.70

INGHAM COUNTY
INVESTMENTS AS OF MARCH 31, 2016

Month Investment Added to Schedule	Bank Name	Bank Account Number	CUSIP	2/29/16 Bank Balance	Investment Maturity	New investment purchase	Investment Income Earned in Current Month (Increase to Investment Account)	PNC Cap Income (INCREASE)	PNC Cap Income Transferred to Bank 11 (Decrease)	3/31/2016 Bank Balance
Other Investments:										
Prior to Dec 2014	Comerica Bank Money Market 10566	1851102606		1,143,695.06			145.31			
Prior to Dec 2014	Dart Bank 12527	xxx5042		3,059,132.05			779.45			3,059,911.50
Prior to Dec 2014	Fifth Third Bank 12791	7167779060		1,006,651.78			170.44			1,006,822.22
Prior to Dec 2014	Fifth Third Bank	7167779052		58.00						58.00
Prior to Dec 2014	First National Bank 12844			1,000,000.00						1,000,000.00
Prior to Dec 2014	FirstMerit Bank 12833/34	0		2,000,000.00						2,000,000.00
Prior to Dec 2014	Flagstar Bank 12794	100737016		5,403,344.26			2,288.30			5,405,632.56
Prior to Dec 2014	**Founders Bank Money Market 12564**	301003391		3,146,067.16			-			3,146,067.16
Prior to Dec 2014	Homestead Bank 12629	301151496		505,440.64			138.47			505,579.11
Prior to Dec 2014	Huntington Bank 12831			9,041,253.51			2,056.73			9,043,310.24
Prior to Dec 2014	Independent Bank CD 12830	9019757227		250,000.00						250,000.00
Prior to Dec 2014	LAFCU Money Market 12593			2,568,030.78			654.56			2,568,685.34
Prior to Dec 2014	LAFCU Money Market			5.00			-			5.00
Prior to Dec 2014	Lake Trust CD 12823	110032048		1,001,529.41			985.35			1,002,514.76
Prior to Dec 2014	Lake Trust CD	110032048		5.00						5.00
Prior to Dec 2014	Mercantile Bank			-						-
Prior to Dec 2014	Michigan State University FCU 12839			2,000,000.00						2,000,000.00
	Michigan State University FCU 12838			2,000,000.00						2,000,000.00
	Michigan State University FCU 12446			2,240,399.36						2,240,399.36
	Michigan State University FCU 12779			22.19						22.19
Prior to Dec 2014	Portland Credit Union 10805	xxx0748		1,017,939.80			1,326.39			1,019,266.19
Prior to Dec 2014	Portland Credit Union	xxx0748		5.00						5.00
Prior to Dec 2014	Private Bank CD 12767			4,000,000.00						4,000,000.00
Prior to Dec 2014	Horizon/Summit Bank 12595	xxx1715		2,035,710.14			259.37			2,035,969.51
Prior to Dec 2014	Talmer Bank 12821			1,001,263.89						1,001,263.89
Prior to Dec 2014	Wolverine Bank 12835/28			1,254,746.57						1,254,746.57
	Subtotal-Other Investments			**45,675,299.60**	-	-	**8,804.37**	-	-	**44,540,263.60**
PNC Investments										
Prior to Dec 2014	Bank of America CD - 12696	PNC	06051VZP4	250,000.00						250,000.00
Prior to Dec 2014	BWL 12782	PNC	516391AE9	1,000,000.00						**1,000,000.00**
Prior to Dec 2014	BWL 12781	PNC	516391AF6	950,000.00						**950,000.00**
	Subtotal-BWL			**1,950,000.00**	-	-	**-**	-	-	**1,950,000.00**
Prior to Dec 2014	Fannie Mae 12786	PNC	3136G0R29	1,000,000.00						**1,000,000.00**
	FNMA	PNC	3136G2XA0	2,000,000.00		-				**2,000,000.00**
Oct-15	FFCB		313EFMG9	2,000,000.00						**2,000,000.00**
Prior to Dec 2014	Federal Farm Credit Bank	PNC	3133EDA51	-						-
Prior to Dec 2014	Federal Farm Credit Bank	PNC	3133EEGM6	-						-
Prior to Dec 2014	Federal Farm Credit Bank	PNC	3133EEGN4	-						-
purchased 5/13/2015	Federal Farm Credit Bank 12841	PNC	3133EEK58	-	-			-	-	-
	Subtotal-FFCB			**5,000,000.00**	-	-	-	-	-	**5,000,000.00**

Oct-15	Federal Home Loan Bank 12785	PNC	3130A2L20	1,000,000.00						1,000,000.00
Prior to Dec 2014	Federal Home Loan Bank 12795	PNC	3113A6JA6	1,000,000.00	-			-	-	1,000,000.00
Prior to Dec 2014	Federal Home Loan Bank 12808	PNC	3130A3MR2	-	-			-	-	-
Prior to Dec 2014	Federal Home Loan Bank 12809	PNC	3130A3ST2	-						-
Prior to Dec 2014	Federal Home Loan Bank 12677	PNC	313379XT1	-						-
Prior to Dec 2014	Federal Home Loan Bank 12686	PNC	313380EM5	2,000,000.00				-	-	**2,000,000.00**
Prior to Dec 2014	Federal Home Loan Bank 12697	PNC	313380PF8	2,000,000.00				-	-	**2,000,000.00**
Prior to Dec 2014	Federal Home Loan Bank 12704	PNC	313380TJ6	-						-
Prior to Dec 2014	Federal Home Loan Bank 12709	PNC	313381FH3	2,000,000.00						**2,000,000.00**
	FHLB	PNC		2,000,000.00	-	-		-	-	2,000,000.00
10/29/2015										
	Subtotal-FHLB			10,000,000.00	-	-	-	-	-	10,000,000.00
Purchase 4/24/2015	Federal Home Loan Mortgage Corp 12842	PNC	3134G6QW6	-						-
Dec 2014	Federal Home Loan Mortgage Corp 12800	PNC	3134G5Q40	-	-			-	-	-
	Federal Home Loan Mortgage Corp 12812	PNC	3134G5UD5	-						-
	Federal Home Loan Mortgage Corp 12846	PNC	3134G6P72	-	-			-	-	-
	Federal Home Loan Mortgage Corp 12819	PNC	3134G7XZ9	2,000,000.00		-				**2,000,000.00**
	Federal Home Loan Mortgage Corp 12843	PNC	3134G7VB4	2,000,000.00		-				**2,000,000.00**
Oct-15	FHLMC		3134 G7P88	1,000,000.00		-				**1,000,000.00**
	Subtotal-FHLB			5,000,000.00	-	-	-	-	-	5,000,000.00
Prior to Dec 2014	LANSING -TXB-CAP Bonds 12702	PNC	516372PH6	250,000.00						**250,000.00**
Prior to Dec 2014	Macomb 12607	PNC	55539PAD0	-						-
Prior to Dec 2014	Macomb 12628	PNC	55539PAZ1	50,000.00						50,000.00
	Subtotal-Macomb Interceptor			50,000.00	-	-	-	-	-	**50,000.00**
Prior to Dec 2014	Maple Valley Schools 12752	PNC	565369CN3	-						-
Prior to Dec 2014	Mason Building Authority 12738	PNC	575238AV2	-						-
Oct-15	Abbey National Treasury	PNC	00280NG53	1,000,000.00						1,000,000.00
	Abbey National Treasury	PNC	00280NJ92							-
Oct-15	Anadarko			2,000,000.00						**2,000,000.00**
Prior to Dec 2014	South Lyon Mi County Schools 12728	PNC	838736VS2	190,000.00						**190,000.00**
Prior to Dec 2014	South Lyon Mi County Schools 12729	PNC	838736VU7	300,000.00						**300,000.00**
Oct-15	Anheuser Busch			3,000,000.00						**3,000,000.00**
10/29/2015	Amcor LTD			1,000,000.00						**1,000,000.00**
	Subtotal-South Lyon			7,490,000.00	-	-	-	-	-	7,490,000.00
	Other Commerical Paper									
Purchase Sept 2015	COCA-COLA Company 12836	PNC	19121AEG2	1,000,000.00		-				**1,000,000.00**
Prior to Dec 2014	Wells Fargo Bank CD 12656	PNC	94986TJV0	-						-
Prior to Dec 2014	Wells Fargo Bank CD 12717	PNC	94986TMB0	-	-			-	-	-
	Wells Fargo Bank CD	PNC	94986TWJ2	1,000,000.00						1,000,000.00
	Natixis		63873JF39	2,000,000.00						2,000,000.00
	Natixis		63873JFU9	5,000,000.00						5,000,000.00
	National Grid USA	PNC	6362P2CQ7	2,000,000.00						2,000,000.00
	Centerpoint Energy In.c	PNC	1518T2C10	5,000,000.00						5,000,000.00
	Subtotal-Wells Fargo			16,000,000.00	-	-	-	-	-	16,000,000.00
	Subtotal-PNC Capital Market Statement			45,990,000.00	-	-	-	-	-	45,990,000.00
	Subtotal-All Investments			91,665,299.60	-	-	8,804.37	-	-	90,530,263.60

Agenda Item 4

Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

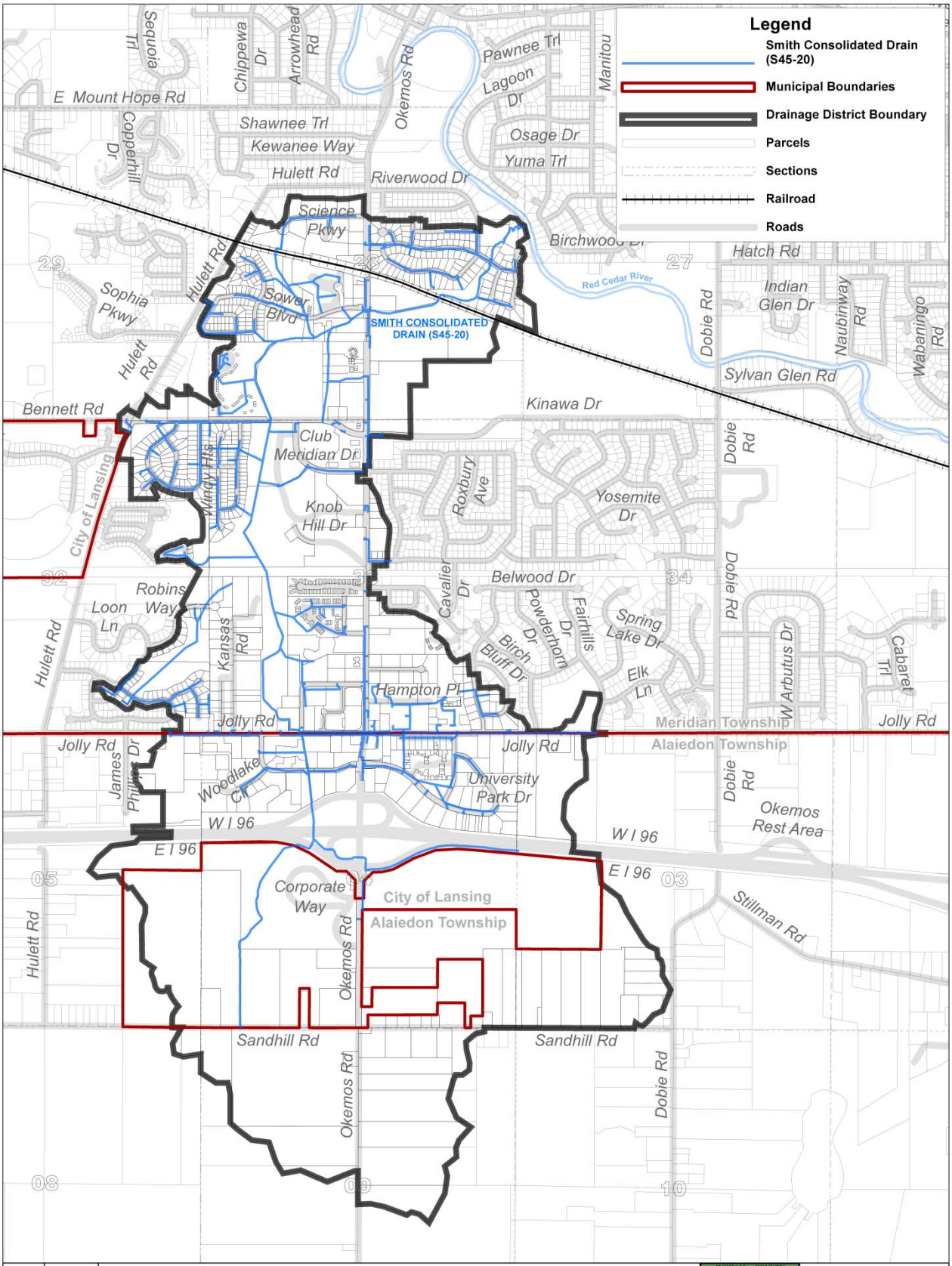
Re: Smith Consolidated Drain Maintenance and Improvement Project

May 23, 2016

I am requesting that the Board of Commissioners grant Full Faith and Credit of the County for the bonds that will finance the Smith Consolidated Drain Maintenance and Improvement Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the benefits of the Project. The Project is located within Meridian Charter Township, Alaiedon Township, and the City of Lansing (see attached map of the existing Drain and Drainage District). There are 1210 properties and 2044 acres within the Smith Consolidated Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for this Project include the Charter Township of Meridian, the Township of Alaiedon, the City of Lansing, the Michigan Department of Transportation, and the County of Ingham.

The Smith Consolidated Drain Maintenance and Improvement Project results from a November 17, 2015 petition submitted by Meridian Charter Township and a November 23, 2015 petition submitted by Alaiedon Township to consolidate six drains and their drainage districts into one drain and one drainage district in order to provide for a more efficient and cost-effective administration, maintenance, and improvement of the drainage. The Townships also petitioned for this new consolidated drain, the Smith Consolidated Drain, to be maintained and improved to address the failing pipe under and adjacent to Jolly Road and the longstanding flooding problems in the commercial areas south of Jolly Road. On December 15, 2015, the petitions were found necessary by a statutory Board of Determination. The proposed Project includes the installation of enclosed storm sewer and storm structures to replace the failing pipe and improve drainage in flooded areas; the improvement of four culverts; and the excavation of the main drain channel, existing detention basins, and two new wetland enhancement areas to improve the hydraulics of the main drain channel system. The Project construction is expected to commence in July, 2016 and be completed in June, 2017. The pipe replacement in Jolly Road is to be completed by August 27, 2016 in order to have this important roadway open before the Fall term commencement of Okemos Schools and the first home football game and Fall term commencement of Michigan State University.

Project bids will not be opened until June 7, 2016 so the total computation of cost will not be completed until that time. As a result, the attached Full Faith and Credit Resolution includes a "not-to-exceed" amount instead of the exact amount that is needed. I anticipate having the final Project cost and exact Full Faith and Credit amount available for you at your Committee meetings on June 7th and 8th. Thank you for consideration of my request for this Project. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.



SHEET 1 OF 1

S45-20

SMITH CONSOLIDATED DRAIN DRAINAGE DISTRICT
DRAINAGE DISTRICT BOUNDARY
ALAIEDON TOWNSHIP, CITY OF LANSING & MERIDIAN TOWNSHIP
INGHAM COUNTY, MICHIGAN

707 BUHL AVENUE
P.O. BOX 220
MASON, MI 48854
PHONE: (517) 676-8395
FAX: (517) 676-8364

May 23, 2016

Mr. Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Ave.
Mason, MI 48854

RE: Smith Consolidated Drain Drainage District
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Smith Consolidated Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Meridian Charter Township, Alaiedon Township, The City of Lansing, and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2015 property tax records found on the Ingham County web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2015 equalization report available at:

http://eq.ingham.org/Portals/DP/2015%20Equalization%20Report%20for%20Web.pdf

The requested full faith and credit amount is $5,000,000. The total SEV for the three combined municipalities is $3,987,813,591. The estimated SEV for the lands within the special assessment district is $227,456,700. Additionally, the total SEV for all of Ingham County is $7,962,695,894. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount =	**$5,000,000**		
Estimated SEV of the lands in the special assessment district	**$227,456,700**	**Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.**	**2.20%**
Combined Municipality SEV	**$3,987,813,591**	**Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Municipalities.**	**0.13%**
Ingham County SEV	**$7,962,695,894**	**Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.**	**0.06%**

Please contact our office at (989) 224-2355 with any questions or concerns.

Sincerely,

Spicer Group, Inc.

James E. Ensign, P.E.
Project Manager

SPICER GROUP, INC.
1400 Zeeb Drive
St. Johns, MI 48879
Phone: (989) 224-2355
Cell: (989) 493-0997

cc: Carla Clos –Deputy Drain Commissioner
SGI File

Agenda Item 4

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO SMITH CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on June 14, 2016, at 6:30 p.m., local time.

PRESENT: Commissioners _____

_____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner:

_____

WHEREAS pursuant to petitions filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Smith Consolidated Drain Maintenance and Improvement Project (the "Project"), which is being undertaken by the Smith Consolidated Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed $5,000,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $5,000,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay

the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them ("Authorized Officers"), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners _____

_____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

RESOLUTION DECLARED ADOPTED.

_____
Barb Byrum, Clerk
County of Ingham

STATE OF MICHIGAN)
) SS
COUNTY OF INGHAM)

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on June 14, 2016, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____day of June, 2016.

_____
Barb Byrum, Clerk
County of Ingham

Agenda Item 5

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 24, 2016

SUBJECT: **HEALTH CENTER NURSE POSITIONS CONVERSION TO NURSE PRACTITIONER POSITIONS**

For the meeting agenda of June 6, 2016, June 7, 2016, and June 14, 2016

BACKGROUND

The Ingham Community Health Centers (ICHC) most recent financial projections predict a shortfall for FY 2016. Three Health Center Nurse positions have been vacated in recent months and all non-essential position replacements have been frozen. Recent analysis of ICHC staffing has shown the capacity to flex staff responsibilities to continue the current level of care without immediately replacing the vacant positions. These positons reflect a $300,000 annual cost to ICHC and do not generate revenue. ICHC is requesting that three current vacant Health Center Nurse (RN) positions be converted to two Health Center Nurse Practitioner positions.

All three positions are represented by the Michigan Nurses Association (MNA). A meeting with the MNA to review the proposed position conversion resulted in their support (see attached). The Ingham County Human Resources Department is also supportive of this conversion. The position conversion was included as a discussion item at the relevant Board of Commissioners' subcommittee meetings.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The proposed position conversion would allow the generation of approximately $560,000 in revenue during the 2017 fiscal year – an improvement of $260,000 over the current practice. This improvement would be expected to increase during the second year of employment. This position conversion would be funded from within current operations. The budget analysis performed by the controller office shows this to be a budget neutral position exchange. The detailed analysis is attached.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend conversion of three Health Center Nurse positions (#601231, #601390, and #601187) to two Health Center Nurse Practitioner positions.

Kolski, Russell

From: Nicole Jackson <Nicole.Jackson@minurses.org>
Sent: Wednesday, May 04, 2016 4:51 PM
To: Parsons, Travis; Kolski, Russell
Cc: charlynstratton@msn.com
Subject: Conversion of vacant nurse positions to NP positions

Hello Travis and Russell,

As a follow-up to our meeting earlier today, this email is confirmation that the MNA is supportive of the decision to convert three vacant RN positions to NP positions.

In turn, Management has agreed to prepare a letter to the RN's in the MNA bargaining unit, and follow up with a meeting on either June 10 or June 24 to discuss the reorganization.

This agreement is only to convert the three frozen RN positions to NP positions. This agreement is not a waiver of the duty to bargain any future changes to the existing RN's job descriptions or the duty to bargain the transfer of work traditionally done by RN's in the MNA bargaining unit to MA's outside of the MNA bargaining unit.

Nicole D. Jackson, Esq.
Labor Relations Representative
MI NURSES Association
2310 Jolly Oak Rd, Okemos, MI 48864
888.MINURSE | Office: 517.349.5640 | Direct: 517.853.5514 | Fax: 517.349.5818
minurses.org | facebook.com/minurses | twitter@minurses

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Conversion Financial Analysis

Health Center Nurse - 2016 MNA	Step 5
Wages	$59,290
Unemployment	296
FICA	4,536
Health	13,190
Current Retiree Hlth	3,043
Future Retiree Hlth	2,668
Dental	886
Vision	122
Life	79
Disability	77
MERS Hybrid DC	593
MERS Hybrid DB	2,911
Workers Comp	273
CARES	33
Total	$87,997

$263,989.71 **3 HEALTH CENTER NURSES**

Nurse Practitioner - 2016 MNA	Step 1	Step 5
Wages	$71,405	$85,713
Unemployment	357	429
FICA	5,462	6,557
Health	13,190	13,190
Current Retiree Hlth	3,043	3,043
Future Retiree Hlth	3,213	3,857
Dental	886	886
Vision	122	122
Life	79	79
Disability	93	111
MERS Hybrid DC	714	857
MERS Hybrid DB	3,506	4,209
Workers Comp	328	394
CARES	33	33
Total	$102,432 **Per Nurse Prac**	$119,480 **Per Nurse Prac**
	$204,864.52	$238,960.48 **TWO NP's**

Long Term Cost

ELIMINATING THREE HEALTH CENTER NURSES AND REPLACING WITH 2 NURSE PRACTITIONERS WOULD BE A YEARLY DECREASE OF -$25,029.23

2016 Cost

SAVINGS FOR 2016 FOR VACANCIES PER RUSS' DATES GIVEN IN EMAIL 4/28/2016	$ 112,459.00
STEP 1 COST FOR 2 NURSE PRACTITIONERS FROM JULY-SEPTEMBER	$ 51,216.13
Cost Savings for 2016	$ 61,242.87

Agenda Item 5

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONVERSION OF THREE HEALTH CENTER NURSE POSITIONS TO TWO HEALTH CENTER NURSE PRACTITIONER POSITIONS

WHEREAS, the Ingham Community Health Centers (ICHC) most recent financial projections predict a shortfall for FY 2016; and

WHEREAS, three Health Center Nurse positions have been vacated in recent months, presenting an opportunity to convert the positions to Health Center Nurse Practitioner positions; and

WHEREAS, the proposed position conversions would allow the generation of approximately $560,000 in revenue during the 2017 fiscal year – an improvement of $260,000 over the current practice; and

WHEREAS, the Human Resources Department has reviewed the proposed changes and has no objections; and

WHEREAS, the Michigan Nurses Association (MNA) union has reviewed the proposed changes and have no objections.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves conversion of three Health Center Nurse positions (#601231, #601390, and #601187) to two Health Center Nurse Practitioner positions.

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

Agenda Item 6a

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 5/24/2016
SUBJECT: Resolution – VmWare Software Support Renewal

For the meeting agendas of 6/07/2016, 6/08/2016 and 6/14/2016

BACKGROUND

Resolution #13-154 was to purchase and install our Cisco phone system. As part of that phone system project, Ingham County obtained VmWare licenses for virtualizing our phone system servers and network servers at our datacenter and at the 911 center. These licenses have an annual support that must be renewed each year. The provider we previously used for this support (Merit) is no longer working with VmWare so CDWG has provided national contract pricing for ongoing support and upgrades.

ALTERNATIVES

The alternative would be to not renew our support, risk failure of our systems, and not be able to upgrade to newer versions as our version becomes obsolete.

FINANCIAL IMPACT

The funding for the $13,662.00 total will come from the County's Innovation and Technology Department's Network Maintenance Fund #636-25810-932030. Last year's cost was $14,588.25.

OTHER CONSIDERATIONS

This support contract brings all our support expiration dates into alignment. There will be an increase next year as we have added 8 additional licenses this year due to expansion of our server/storage needs. The estimated increase is approximately $6,000.00.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached quote for VmWare support renewal from CDWG.

CDW·G

CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
HCDJ994	6091672	5/18/2016

BILL TO:
VICKY L WATSON
121 E MAPLE ST
HILLLIARD BLDG 3RD FL

Accounts Payable
MASON , MI 48854-1655

Customer Phone #

SHIP TO:
INGHAM COUNTY
Attention To: VICKY WATSON
121 E MAPLE ST
HILLLIARD BLDG 3RD FL

MASON , MI 48854-1655
Contact: JAKE WILLET 517.676.7299

Customer P.O. # VMWARE QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877.325.3701	ELECTRONIC DISTRIBUTION	MasterCard/Visa Govt	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1955140	VMWARE VIEW 4 PRM START PSNS Mfg#: VU4-PR-STR-P-SSSCR Contract: National IPA Technology Solutions 130733 3/23/2016 to 3/30/2017 Electronic distribution - NO MEDIA	632.93	632.93
1	1955140	VMWARE VIEW 4 PRM START PSNS Mfg#: VU4-PR-STR-P-SSSCR Contract: National IPA Technology Solutions 130733 3/23/2016 to 3/30/2017 Electronic distribution - NO MEDIA	632.93	632.93
1	1955146	VMWARE VIEW 4 PRM 10P PSNS Mfg#: VU4-PR-10-P-SSS-CR Contract: National IPA Technology Solutions 130733 3/23/2016 to 3/30/2017 Electronic distribution - NO MEDIA	632.93	632.93
1	1955146	VMWARE VIEW 4 PRM 10P PSNS Mfg#: VU4-PR-10-P-SSS-CR Contract: National IPA Technology Solutions 130733 3/23/2016 to 3/30/2017 Electronic distribution - NO MEDIA	632.93	632.93
1	1955146	VMWARE VIEW 4 PRM 10P PSNS Mfg#: VU4-PR-10-P-SSS-CR Contract: National IPA Technology Solutions 130733 3/23/2016 to 3/30/2017 Electronic distribution - NO MEDIA	632.93	632.93
4	3649002	VMWARE VSPHERE 6 ENT PROD SUP COV Mfg#: VS6-ENT-P-SSS-C-R Contract: National IPA Technology Solutions 130733 3/23/2016 to 3/30/2017 Electronic distribution - NO MEDIA	722.51	2,890.04
8	3649015	VMWARE VSPHERE ENT PROD SUP COV Mfg#: VS6-EPL-P-SSS-C-R Contract: National IPA Technology Solutions	429.87	3,438.96

		130733 10/1/2016 to 3/30/2017 Electronic distribution - NO MEDIA		
4	3649015	VMWARE VSPHERE ENT PROD SUP COV Mfg#: VS6-EPL-P-SSS-C-R Contract: National IPA Technology Solutions 130733 10/1/2016 to 3/30/2017 Electronic distribution - NO MEDIA	429.87	1,719.48
4	3649015	VMWARE VSPHERE ENT PROD SUP COV Mfg#: VS6-EPL-P-SSS-C-R Contract: National IPA Technology Solutions 130733 10/1/2016 to 3/30/2017 Electronic distribution - NO MEDIA	429.87	1,719.48
1	3649012	VMWARE VCENTER SRV PROD SUP COV Mfg#: VCS6-STD-P-SSS-C-R Contract: National IPA Technology Solutions 130733 10/1/2016 to 3/30/2017 Electronic distribution - NO MEDIA	729.39	729.39
		SUBTOTAL		13,662.00
		FREIGHT		0.00
		TAX		0.00

US Currency

TOTAL 13,662.00

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL60061
Fax: 312.705.8283

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager.

Agenda Item 6a

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT FROM CDWG

WHEREAS, Ingham County currently utilizes VmWare for maintenance on critical virtualization software and requires ongoing support; and

WHEREAS, ITD obtained national contract pricing from CDWG for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement expired on March 30, 2016 and ITD recommends renewing this agreement; and

WHEREAS, our previous annual cost was $14,588.25 and the new annual cost will be $13,662.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the support agreement from CDWG for 12 months in the amount not to exceed $13,662.00.

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

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

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

Agenda Item 6b

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 5/16/2016
SUBJECT: Resolution – Service Express, Inc. Renewal

For the meeting agendas of 6/07/2016, 6/08/2016 and 6/14/2016

BACKGROUND
Resolution #12-102 contracted Service Express, Inc. (Vendor #25340) to provide maintenance on critical computer hardware in case of a failure. Their performance has been very satisfactory so far.

ALTERNATIVES
Following due process requirements, bids for 3 years of hardware support service were obtained from the following vendors:

- CDWG $ 11,706.53 per year
- Innovative Network Solutions $ 25,574.54 per year
- Service Express $ 3,936.00 per year
- Systems Maintenance Services $ 3,960.00 per year

FINANCIAL IMPACT
The funding for the renewed $11,808.00 three year contract ($3,936.00 annual invoice) will come from the County's Innovation and Technology Department's Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for hardware services from Service Express.

Service Agreement 6798

Service Express Inc
3854 Broadmoor Ave. SE
Grand Rapids MI 49512
Phone: 800-940-5585
Billing/Contract Fax: (616) 971-0754

Agreement Information

Name :	**Ingham County**
Agreement :	6798
Sales Person :	Chase Mills
Duration:	12 Months
Commencement:	5/1/2016
Expiration:	4/30/2017

Contact Information

Name :	Jacob "Jake" Willett
Address :	121 E Maple Street Mason MI 48854-1655
Phone :	(517) 676-7299
Email:	jwillett@ingham.org

Billing Information

Invoice :	Annual
Terms :	Net 30

Billing Contact Information

Name :	Vince Foess
Address :	P.O. Box 319 Mason MI 48854
Phone :	(517) 676-7373
Email:	vfoess@ingham.org

Service Agreement 6798

Service Express Inc
3854 Broadmoor Ave. SE
Grand Rapids MI 49512
Phone: 800-940-5585
Billing/Contract Fax: (616) 971-0754

Location: SERVERS			Contact: Jake Willett			City: Mason MI 48854				
Location:9401- Print Heads and Maintenance Kits Not Included										
Line	Model Number	Description	Additional Description	Serial Number	Warranty	QTY	Start Date	Days	Hours	Response	Price
1	PROLIANT DL380G4	HP PROLIANT DL380G4 3.0GHZ/2MB	ME-DC1	EALTMND23X		1	5/1/2016	7	12A-12A	4 HOUR	$23.00
2	PROLIANT DL380G4	HP PROLIANT DL380G4 CTO CHASSIS	TERMINAL	USE513A4M4		1	5/1/2016	7	12A-12A	4 HOUR	$23.00
3	PROLIANT DL380G5	HP PROLIANT DL380G5 3.0GHZ/12MB/QC (X5450)	ESX-4A	2UX81302EV		1	5/1/2016	7	12A-12A	4 HOUR	$30.00
4	PROLIANT DL380G5	HP PROLIANT DL380G5 3.0GHZ/12MB/QC (X5450)	ESX-4B	2UX81400CS		1	5/1/2016	7	12A-12A	4 HOUR	$30.00
5	PROLIANT DL380G3	HP PROLIANT DL380G3 3.06GHZ/512KB/SC	INTRANET2	D337LJC1H084		1	5/1/2016	7	12A-12A	4 HOUR	$30.00
6	PROLIANT DL380G6	HP PROLIANT DL380G6 CTO CHASSIS	ESX1A	USE934N4FT		1	5/1/2016	7	12A-12A	4 HOUR	$30.00
7	PROLIANT DL380G6	HP PROLIANT DL380G6 2.26GHZ/8MB/QC (E5520)	VIRTUALCENTER	2M202806B3		1	5/1/2016	7	12A-12A	4 HOUR	$30.00
8	PROLIANT DL380G7	HP PROLIANT DL380G7 2.80GHZ/12MB/6C (X5660)	ESX-3B	2M2103032B		1	5/1/2016	7	12A-12A	4 HOUR	$33.00
9	PROLIANT DL380G7	HP PROLIANT DL380G7 2.80GHZ/12MB/6C (X5660)	TAX	2M205103CA		1	5/1/2016	7	12A-12A	4 HOUR	$33.00

SERVERS Total: $262.00

Location: 911 Center			Contact: Jake Willett			City: Mason MI 48854				
Line	Model Number	Description	Additional Description	Serial Number	Warranty	QTY	Start Date	Days	Hours	Response	Price
1	PROLIANT DL380G7	HP PROLIANT DL380G7 2.80GHZ/12MB/6C (X5660)	TIC-1A	2M2103041M		1	5/1/2016	7	12A-12A	4 HOUR	$33.00
2	PROLIANT DL380G7	HP PROLIANT DL380G7 2.80GHZ/12MB/6C (X5660)	TIC-1B	2M205000G2		1	5/1/2016	7	12A-12A	4 HOUR	$33.00

911 Center Total: $66.00

Service Agreement 6798

Service Express Inc
3854 Broadmoor Ave. SE
Grand Rapids MI 49512
Phone: 800-940-5585
Billing/Contract Fax: (616) 971-0754

Notes:

Monthly Charge: **$328.00**

05/01/2016 - 04/30/2017 ***$3,936.00***

Authorized Representative Date

Printed Authorized Representative: Ingham County

Authorized Representative Date

Printed Authorized Representative: Service Express, Inc

* Customer acknowledges they have read and understand the terms and conditions stated on the last page of the contract.
** All prices include continuous repair efforts and preventative maintenance on all equipment.

For Service Call: 1-800-940-5585

Terms and Conditions

1. TERMS

This Agreement shall be effective from the commencement date stated on the face of this Agreement and shall continue for an initial term of thirty-six (36) months unless otherwise stated on face hereof. This Agreement may be terminated, in part or in its entirety, by either party upon thirty (30) days prior written notice, without penalty.

2. EQUIPMENT ADDITIONS OR DELETIONS

Equipment may be added or deleted from this Agreement upon mutual agreement of the parties. Charges for equipment added to this Agreement will be at the then current monthly rate. Charges for Equipment added to or deleted from this Agreement will be prorated on a thirty (30) day month.

3. SERVICE RESPONSIBILITIES OF SERVICE EXPRESS, INC.

In consideration of payment of the charges set forth in this Agreement, SEI shall provide maintenance services as described below:

(1) SEI shall perform Preventive Maintenance Health Checks based upon specific needs of the Equipment.

(2) SEI shall perform remedial maintenance following Customer notification of Equipment malfunction. SEI shall provide on-site response within the time frames specified on the face of this Agreement and shall provide a continuous repair effort.

(3) SEI shall provide labor and parts deemed necessary to maintain the Equipment or to return the Equipment to operating condition. Exchanged parts removed from the Equipment become property of SEI. Notwithstanding the foregoing, in the case of magnetic media, Customer may retain ownership of failed devices at Customer's discretion.

(4) SEI shall install Field Engineering Change Orders deemed necessary. Field Engineering Change Orders shall be installed at a mutually agreed upon time.

4. SERVICE RESPONSIBILITIES OF CUSTOMER

(1) Customer shall contact SEI immediately when Equipment malfunctions and take reasonable precautions to limit further damage to the Equipment.

(2) Customer shall provide full and free access to Equipment. Waivers of liability or other restrictions shall not be imposed as a requirement for access to the site.

(3) Customer shall ensure that a Customer's representative is present during service by personnel.

(4) Customer shall make every effort to provide a reasonable environment for the Equipment covered by this Agreement. Customer shall make all efforts to abide by manufacturer's specifications regarding environmental considerations for the Equipment being covered by this Agreement.

5. SERVICE LIMITATIONS

(1) Requests for service received outside of the hours of coverage stipulated in this Agreement shall be responded to on a best efforts basis.

(2) This Agreement does not cover damage due to improper treatment or use of Equipment; unauthorized attempts by other than SEI personnel to repair, maintain or modify the Equipment; or, damage created by external sources to this Equipment. Repairs made under these circumstances shall be made at the then prevailing per call rates for labor and parts.

(3) SEI reserves the right to withdraw individual items of Equipment from the agreement if, in SEI opinion, these items can no longer be supported. In these circumstances, SEI shall allow the Customer reasonable time to replace subject Equipment or to have Equipment refurbished.

(4) Maintenance service does not include operation supplies or accessories (as defined by the manufacturer), cosmetic damage to Equipment, or work external to the Equipment itself.

(5) SEI has the right to refuse, terminate, or suspend service, when in SEI's opinion, conditions at the Customer's site jeopardize the health or safety of SEI personnel.

(6) Access to all firmware and software updates fall under the relationship between the Original Equipment Manufacturer (OEM) or Authorized Partner and the rightful owner (Customer) of the equipment in question. While SEI cannot provide firmware or software updates, SEI is able to act as Customer's agent and assist with gaining access, obtaining, and applying all necessary updates.

6. CHARGES

(1) CHARGES FOR MAINTENANCE SHALL BE INVOICED THIRTY (30) DAYS IN ADVANCE. PAYMENT OF THE APPLICABLE CHARGES IS DUE ON THE FIRST DAY OF THE MONTH IN WHICH SERVICE IS TO BE RENDERED.

(2) ALL OVERDUE ACCOUNTS WILL BE CHARGED A LATE FEE OF 1½% PER MONTH. SEI ALSO RESERVES THE RIGHT TO REFUSE SERVICE TO CUSTOMERS WITH INVOICES PAST DUE.

(3) Charges for services not covered under this Agreement shall be invoiced at SEI per call rates, terms and conditions in effect when the service is performed.

(4) SEI may adjust the applicable charges for Equipment covered under this Agreement upon the anniversary date of this Agreement.

7. LIMITATIONS OF LIABILITY AND WARRANTY

(1) EXCEPT FOR THE EXPRESS WARRANTIES STATED HEREIN, SEI DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

(2) CUSTOMER'S RIGHT TO RECOVER PROPERTY DAMAGES CAUSED BY SEI'S FAULT OR NEGLIGENCE SHALL BE LIMITED TO THE LIMITS OF SEI'S INSURANCE POLICIES IN EFFECT AT THE TIME OF LOSS. SEI WILL NOT BE LIABLE FOR DAMAGES RESULTING FROM LOSS OF DATA, PROFITS, USE OF PRODUCTS, OR FOR INCIDENTAL CONSEQUENTIAL DAMAGE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

This limitation of SEI's liability will apply regardless of the form of action, whether in contract or tort including negligence. Any action against SEI must be brought within six (6) months after the cause of action occurs.

(3) SEI shall not be liable for any delay in performance due to causes beyond the reasonable control of SEI.

8. INSURANCE

(1) SEI shall carry occurrence based General Liability Insurance coverage and Prods/Com Ops coverage in amounts no less than $1,000,000 each occurrence and $2,000,000 aggregate. SEI shall also carry $5,000,000 in Technology & Information Professional Liability insurance. In addition, umbrella liability of no less than $5,000,000 is carried in excess of General Liability coverage.

(2) SEI shall carry Workers' Compensation/ Employer's Liability as required by the applicable state law; $1,000,000 per employee, accident, and disease.

(3) SEI shall carry Auto Liability insurance coverage for any hired and non-owned autos in an amount no less than $1,000,000 with a combined single limit each accident for bodily injury and property damage.

9. GENERAL

(1) If either party neglects or fails to perform any of its obligations under this Agreement, or any other Agreement between the parties, and such failure continues for a period of twenty (20) days after written notice thereof, the other party shall have the right to terminate this Agreement.

(2) The terms and conditions of this Agreement shall prevail over the terms and conditions of any order submitted by Customer for maintenance services under this Agreement.

(3) This Agreement supersedes all prior service agreements and understandings between the parties with respect to Equipment covered hereunder. This Agreement may not be changed or terminated orally.

(4) It is expressly understood that if either party, on any occasion, fails to perform any provision of this Agreement, and the other party does not enforce that provision, the failure to enforce on that occasion shall not prevent enforcement on any other occasion.

(5) During the term of this Agreement and for a period of one (1) year thereafter, neither party shall solicit the employment of any employee of the other party with whom such party has had contact in connection with the relationship arising under this Agreement. The foregoing prohibition shall not be applicable to an employee responding to the general advertisement of an open position by the other party.

(6) Neither party shall assign this Agreement unless consented to in writing by both parties.

(7) This Agreement will be governed by the laws of the State of Michigan.

Agenda Item 6b

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE HARDWARE MAINTENANCE AGREEMENT FROM SERVICE EXPRESS, INCORPORATED

WHEREAS, Ingham County currently utilizes Service Express, Inc. for maintenance on critical computer hardware in the case of a failure; and

WHEREAS, the ITD department is very satisfied with the service thus far; and

WHEREAS, ITD researched multiple vendors solutions and recommend continuing with Service Express, Incorporated for our hardware maintenance needs; and

WHEREAS, our current existing hardware maintenance agreement is expired on April 30, 2016 and ITD recommends renewing this agreement; and

WHEREAS, our previous annual cost was $15,144.00 and the new annual cost will be $3,936.00; and

WHEREAS, ITD is recommending a 36-month contract which allows for the removal of any equipment without penalty for a total cost not to exceed $11,808.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the hardware maintenance from Service Express, Inc. for 36-months in the amount not to exceed $11,808.00.

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

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

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

Agenda Item 6c

TO: Board of Commissioners, County Services Committee
FROM: Deb Fett, CIO
DATE: 5/10/2016
SUBJECT: Discussion – Innovation and Technology Department - Convert Vacant Project Manager Position to two Technician I Positions

For the meeting agenda of 6/07/2016

BACKGROUND

Resolutions #14-213 authorized the re-establishment of two positions eliminated in 2011 – which were then renamed to Deputy Information Officer and Project Manager. Currently, the Innovation and Technology Department has 20 full-time positions and one part-time position, with the Project Manager position being vacant. After thorough review of duties of said position and needs of the business partners, it is clear that more direct support is needed to improve customer service.

Discussions have been held with the ITD staff to review the proposed change of converting the vacant Project Manager position to two Technician I positions and all are in agreement that this would be very beneficial to both the team and to our business partners. The UAW has also been briefed about the potential change and supports the conversion.

ALTERNATIVES

It was considered to keep the position and hire a Project Manager. However, our upcoming project lists do not include large enough projects for this to be beneficial. Also, in general vendors that contract for large projects require that their own project manager is used thus negating any potential cost savings.

FINANCIAL IMPACT

The review from Budget indicates that for the year 2016 there would be at least a $27,767.97 savings. Due to benefits and step increases, over the long term the cost savings would vanish with an annual cost increase of $42,733.36 reached in year 5 when the Technicians reach maximum income levels.

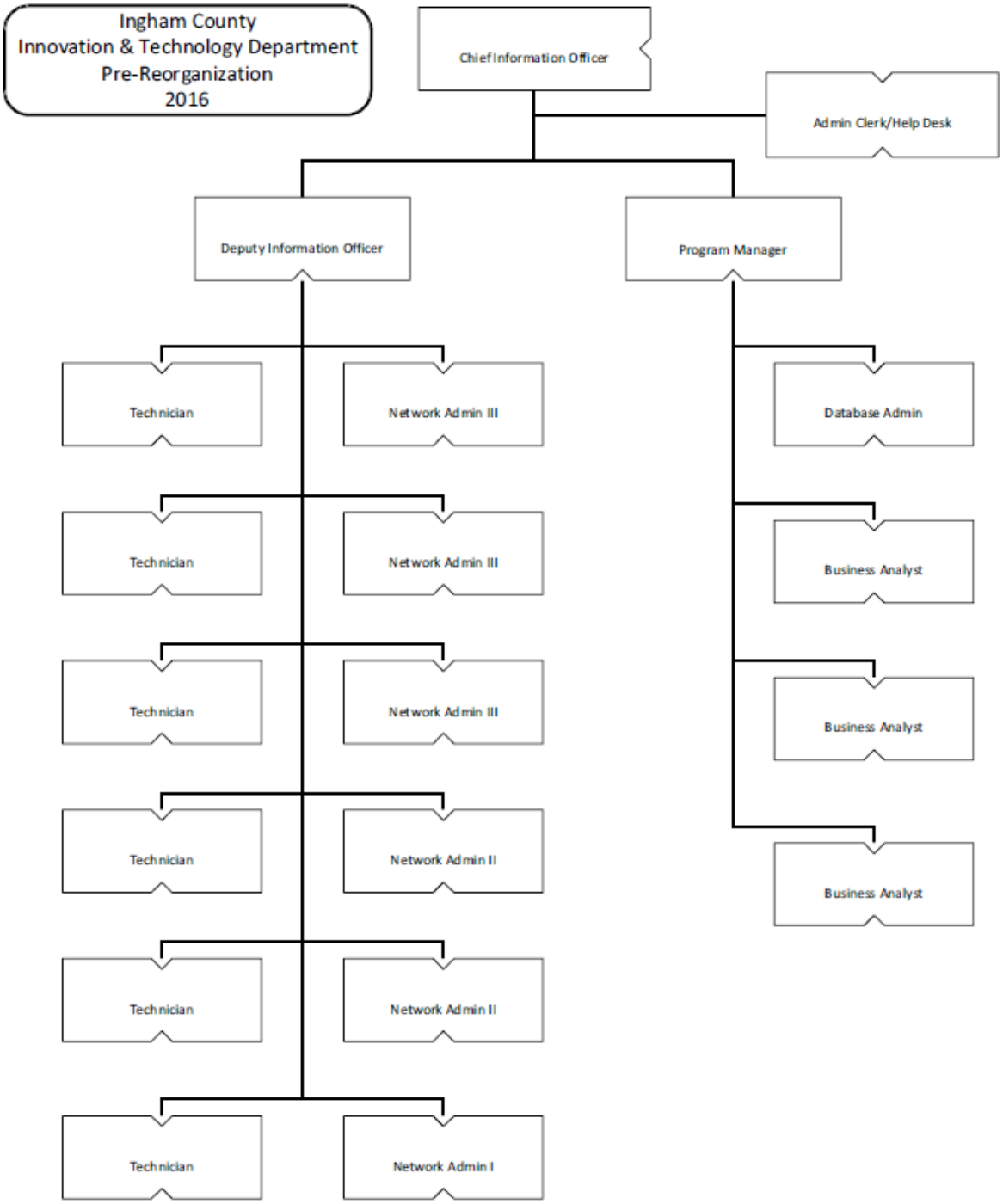
OTHER CONSIDERATIONS

Innovation and Technology is a service department. The more people we have directly interfacing with our business partners and working on their issues, the less County business will be interrupted with said issues. Best practices in IT per MetricNet would suggest a ratio of 8.5 employees per manager to offer the best balance between cost and user satisfaction. Before this change ITD stands at 5.6 but after would become 9.5 per manager which is much closer to the desired number.

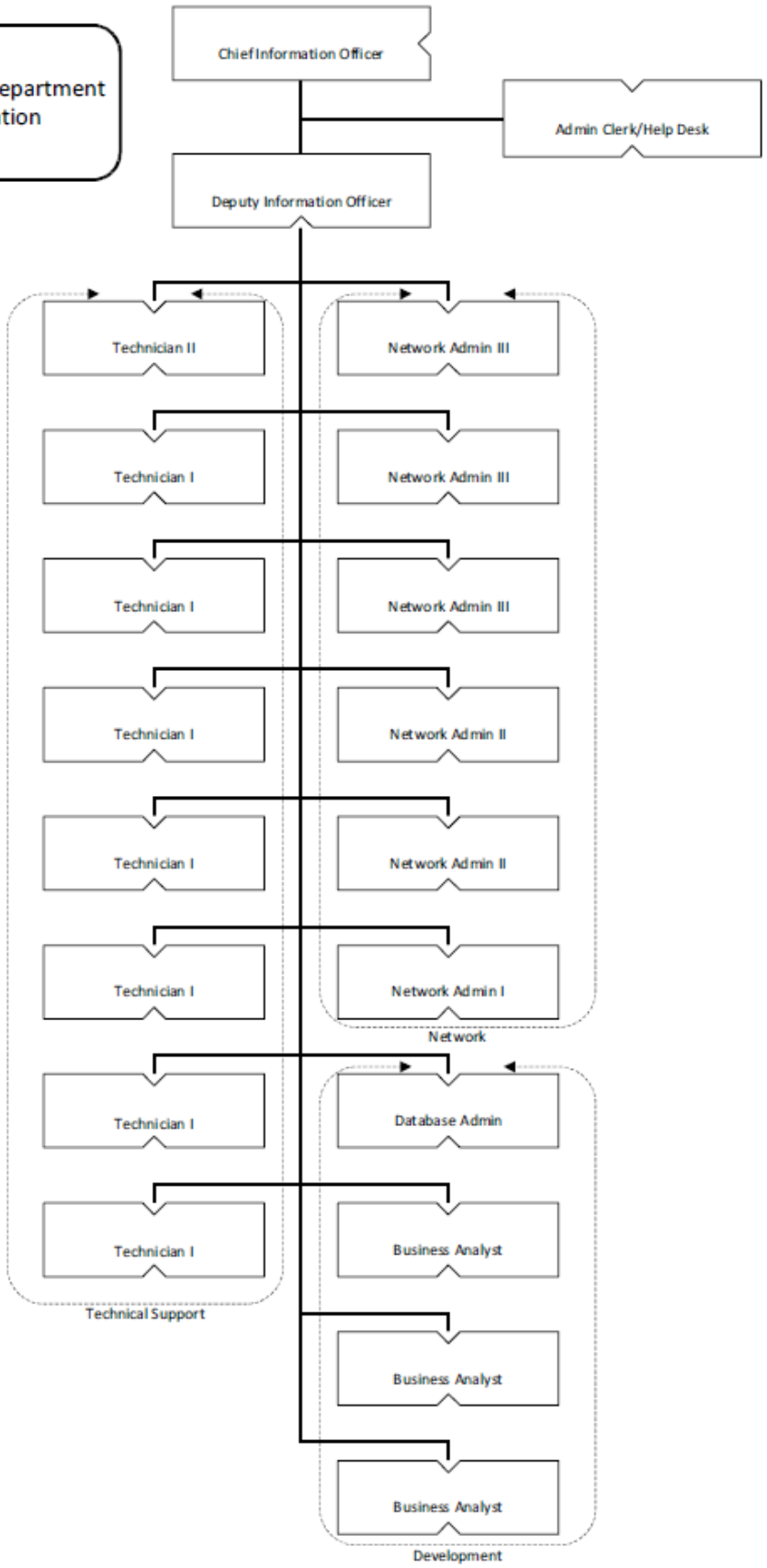
RECOMMENDATION

Based on feedback from business partners, staff and metrics from our helpdesk tickets, I would recommend converting the Project Manager position to two Technician I positions.

IT Project Manager - 2016 MCF 11	**Step 5**				
Wages	$79,082				
			Long Term Cost		
Unemployment	395		ELIMINATING ONE PROJECT MANAGER AND CREATING		
FICA	6,050		TWO TECHS WOULD BE A YEARLY INCREASE OF		$ 42,733.36
Health	13,190				
Current Retiree Hlth	3,043				
Future Retiree Hlth	3,559		**2016 Cost**		
Dental	886		SAVINGS FOR 2016 VACANT PROJECT MANAGER		$ 107,057.00
Vision	122		STEP 1 COST FOR 2 TECH I'S FROM JUNE-DECEMBER		$ 79,289.03
Life	132		Cost Savings for 2016		$ 27,767.97
Disability	103				
MERS Hybrid DC	1,977				
MERS Hybrid DB	4,049				
Workers Comp	158				
CARES	33				
Total	$112,778				
Computer Tech I - UAW TOPS	**Step 1**		**Step 5**		
Wages	$42,308		$50,495		
Unemployment	212		252		
FICA	3,237		3,863		
Health	13,190		13,190		
Current Retiree Hlth	3,043		3,043		
Future Retiree Hlth	1,904		2,272		
Dental	886		886		
Vision	122		122		
Life	79		79		
Disability	55		66		
MERS Hybrid DC	423		505		
MERS Hybrid DB	2,386		2,848		
Workers Comp	85		101		
CARES	33		33		
Total	$67,962	**PER TECH**	$77,756	**PER TECH**	
	$135,924.06		$155,511.48	**TWO TECHS**	


Ingham County
Innovation & Technology Department
Pre-Reorganization
2016
Chief Information Officer
Admin Clerk/Help Desk
Deputy Information Officer
Program Manager
Technician
Network Admin III
Technician
Network Admin III
Technician
Network Admin III
Technician
Network Admin II
Technician
Network Admin II
Technician
Network Admin I
Database Admin
Business Analyst
Business Analyst
Business Analyst

Ingham County
Innovation & Technology Department
Proposed Reorganization
2016



Fett, Deb

From: Auer, Sally
Sent: Thursday, May 05, 2016 4:01 PM
To: Fett, Deb
Subject: RE: ITD Reorg proposal

You have the UAW's support. Thank you for working with us.

No act of kindness,
no matter how small,
is ever wasted.
Aesop

In Solidarity

Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-6548 – Cellular

From: Fett, Deb
Sent: Thursday, May 05, 2016 3:55 PM
To: Auer, Sally
Cc: Foess, Vincent
Subject: ITD Reorg proposal

Hi Sally,

As we discussed, we are looking to revise our IT department positions. I am proposing that we abolish the currently vacant Project Manager position and create 2 additional Technician I positions instead. These would be UAW positions. Do we have support from UAW to proceed?

Thanks,

Deb Fett
Chief Information Officer
Ingham County Innovation & Technology

ADOPTED - May 27, 2014
Agenda Item No. 10

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A DEPUTY INFORMATION OFFICER AND PROJECT MANAGER IN THE INNOVATION & TECHNOLOGY DEPARTMENT

RESOLUTION # 14 – 213

WHEREAS, prior to 2011 the Department of Innovation & Technology (IT), formerly called Management Information Services (MIS), had a Deputy Director position and an Application Developer/Business Analyst position; and

WHEREAS, the Department of Innovation & Technology (IT) currently has 18 full time positions and 1 part time position; and

WHEREAS, the County has a need for proper project management of IT projects to keep these projects within budget and on time; and

WHEREAS, currently the Chief Information Officer is the only management position within the IT Department; and

WHEREAS, the job descriptions of the Deputy Director and Application Developer/Business Analyst have been re-written; and

WHEREAS, the Human Resources Department has renamed and classified the positions as an MCF12 Deputy Information Officer ($68,331-$82,015) and an MCF 11 IT Project Manager ($63,641-$76,389); and

WHEREAS, the estimated cost for both positions would be between $117,218 and $121,747 for FY 2014; and

WHEREAS, the funding for these two positions would come from the IT Networking Fund 636-25810.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the establishment of an MCF 12 Deputy Information Officer position ($68,331-$82,015) and an MCF 11 IT Project Manager position ($63,641-$76,389) in the IT Department with funds allocated from the IT Networking Fund (636-25810) at a FY 2014 cost not to exceed $121,747.

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

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the IT Department Position Allocation List in accordance with this resolution.

COUNTY SERVICES: Yeas: Holman, Tsernoglou, Crenshaw, Nolan, Koenig, Celentino, Maiville
Nays: None **Absent:** None **Approved 5/20/14**

FINANCE: Yeas: Koenig, Anthony, McGrain, Bahar-Cook, Schafer, Vickers
Nays: None **Absent:** Tennis **Approved 5/21/14**

Agenda Item 7a

TO: Board of Commissioners, Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 23, 2016

SUBJECT: D.M. Burr for uniformed unarmed guard services in various county buildings

For the meeting agendas of: June 2, 7, and June 8

BACKGROUND

The current contract for guard services will expire on May 31, 2016. Over the past couple of years we have had several security breaches and other issues with our current service provider.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Even though D.M. Burr was not the lowest bid, they were the most responsive and responsible bidder in the amount of $447,048.16 for the first year at a billable rate of $21.82 per hour. The second and third years will be based on the increase in the living wage rate.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with D.M. Burr to provide uniformed unarmed guard services in various county buildings.

Agenda Item 7a

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH D.M. BURR FOR UNIFORMED UNARMED GUARD SERVICES IN VARIOUS COUNTY FACILITIES

WHEREAS, the current contract for guard services will expire on May 31, 2016; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to D.M Burr for uniformed unarmed guard services for a contract term of three (3) years starting June 1, 2016 through May 31, 2019, with an option to renew for two (2) additional years; and

WHEREAS, this contract requires the payment of living wages; and

WHEREAS, the funds for this contract are available within the appropriate contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a three (3) year contract with D.M Burr, 4252 Holiday Drive, Flint, Michigan 48507 to provide uniformed unarmed guard services for an initial yearly cost of $447,048.16, additional years will be based on the living wage rate increase.

BE IT FURTHER RESOLVED, this contract will be effective June 1, 2016 through May 31, 2019, based on their proposal as recommended by the Purchasing and Facilities Departments.

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

Agenda Item 7b

TO: Board of Commissioners Law & Courts, County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: April 13, 2016

SUBJECT: File Storage Room Expansion in the Probate Court Office

For the meeting agendas of: April 28, May 3, and May 4

BACKGROUND

The resolution before you authorizes an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Ingham County Probate Court Office for a not to exceed cost of $15,650.00. This includes all electrical, mechanical, engineering, infrastructure costs, and any/all permitting costs. The purpose of this project is to construct a file storage room expansion to enhance storage efficiency.

ALTERNATIVES

There are no alternatives with this project.

FINANCIAL IMPACT

Funds are available within Line Item #245-26710-976000-6FC15 which has a balance of $50,000.00.

OTHER CONSIDERATION

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Ingham County Probate Court Office for a total not to exceed cost of $15,650.00.

Agenda Item 7b

TO: Law and Courts, County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 15, 2016

SUBJECT: Architectural and Engineering Services for File Storage Expansion for the Probate Court Office

Project Description:
Proposals were sought from experienced and qualified architectural and engineering consultants for the purpose of entering into a contract to provide professional design and construction administration services for the File Storage Expansion project for the Probate Office.

Proposal Summary:

Vendors contacted:	95	Local: 27
Pre-proposal attendance	2	Local: 0
Vendors responding:	1	Local: 0

Vendor Name	Local Pref	TOTAL
Straub Pettitt Yaste Architects	No, Clawson MI	$15,650.00

Vendors Not Bidding:
WTA Architects, 100 S. Jefferson Ave, Suite 601, Saginaw, MI 48607
Reason: No reason provided.

Recommendation:
Straub Pettitt Yaste Architects submitted the only responsive proposal. The company has experience working on projects in similar size and scope required for this contract. Straub Pettitt Yaste Architects was the consultant for the Tension Fabric Structure project at the Fairgrounds in 2014.

The Facilities Department recommends awarding the contract to Straub Pettitt Yaste Architects, in an amount not to exceed $15,640.

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

Agenda Item 7b

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH STRAUB PETTITT YASTE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR FILE STORAGE ROOM EXPANSION IN THE PROBATE COURT OFFICE

WHEREAS, the resolution before you authorizes an agreement with Straub Pettitt Yaste Architects for architectural and engineering services for file storage room expansion in the Ingham County Probate Court Office; and

WHEREAS, this project includes all electrical, mechanical, engineering, infrastructure costs, and any/all permitting costs; and

WHEREAS, the Probate Court Office has outgrown the space they currently occupy, more space is required to ensure proper record keeping and organization; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Straub Pettitt Yaste Architects for a not to exceed cost of $15,650.00; and

WHEREAS, funds for the file room expansion are available within the approved CIP Line Item # 245-26710-976000-6FC15 which has a balance of $50,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Straub Pettitt Yaste Architects, 850 North Crooks, Suite 200, Clawson, Michigan 48017-1311 for Architectural and Engineering services for file storage room expansion in the Probate Court Office for a total not to exceed cost of $15,650.00.

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.

Agenda Item 7c

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

FROM: Rick Terrill, Facilities Director

DATE: May 23, 2016

SUBJECT: RNA Facilities Management for janitorial services

For the meeting agendas of: June 6, June 7 and June 8

BACKGROUND

The Facilities Departments janitorial contract will expire July 31, 2016. The Purchasing Department solicited proposals from qualified, experienced vendors who are familiar with providing janitorial services for office buildings and medical facilities.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

RNA Facilities Management submitted the lowest responsive and responsible bid of $2,132,523.37 for a three (3) year contract beginning August 1, 2016 through July 31, 2019 with an optional two (2) year renewal. Funds for said services are available within the appropriate 931100 and 818000 contractual line items.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with RNA Facilities Management to provide janitorial services at various county buildings.

Agenda Item 7c

TO: Rick Terrill, Facilities
Mike Pathfinder, Facilities
Mike Hughes, Facilities
Jim Benjamin, Road Department
Bobbie Mayes, Road Department

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: April 29, 2016

RE: Memo of performance for RFP No. 24-16 Janitorial Services

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Per your request, the Purchasing Department issued a request for proposal from interested and qualified vendors experienced with cleaning commercial office buildings and medical facilities for the purpose of entering into a three-year agreement to provide janitorial services at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, 9-1-1 Dispatch Center, Ingham County Family Center, Willow Clinic, Well Child Clinic, and Ingham County Road Department which has three locations and five buildings.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	46	17
Vendors responding	6	3

The grid on the next page summarizes the vendors' costs:

Vendor Name	Local Pref	Total Cost Year 1	Total Cost Year 2	Total Cost Year 3	Actual 3 Year Calculation
Copeland Building Maintenance Inc.	No, Westland	$648,600.00	$648,600.00	$648,600.00	$1,945,800.00
RNA Facilities Management	No, Ann Arbor	$706,593.09	$710,832.64	$715,097.64	$2,132,523.37
Du-All Cleaning Inc.	No, Shelby Twp	$838,086.96	$845,888.96	$853,546.95	$2,537,522.87
Dietz Janitorial Service Inc.	Yes, Lansing	$912,722.00	$921,849.00	$935,313.00	$2,769,884.00
Romanow Building Services	Yes, Lansing	$980,132.21	$1,000,570.06	$1,021,620.99	$3,002,323.26
Boling Janitorial Service Inc	Yes, Lansing	$1,012,572.00	$1,027,760.00	$1,043,176.00	$3,083,508.00

Attached are electronic copies of the vendors' responses, as well as, an evaluation grid for your use. One hard copy will be sent to each department.

You are now ready to complete the final steps in the process: 1) Coordinate with all departments involved in the decision process to evaluate the submissions based on the criteria established in the RPF; 2) confirm funds are available; 3) submit a joint evaluation to the Purchasing Department with the recommendation for award; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the "resolutions group" as an acknowledgement of the Purchasing Department's participation in the proposal process.

If you require further assistance please let me know.

Agenda Item 7c

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH RNA FACILITIES MANAGEMENT FOR JANITORIAL SERVICES AT THE HUMAN SERVICES BUILDING, GRADY PORTER BUILDING, VETERANS MEMORIAL COURTHOUSE, THE WILLOW CLINIC, INGHAM COUNTY FAMILY CENTER, WELL CHILD CLINIC, THE 911 DISPATCH CENTER, FOREST COMMUNITY HEALTH CENTER, 55th DISTRICT COURT, DRAIN OFFICE AND THE ROAD DEPARTMENT

WHEREAS, the current janitorial contract expires in July 31,2016; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors who are familiar with providing janitorial services for office buildings and medical facilities; and

WHEREAS, after review of the bids both the Purchasing and Facilities Departments agree that a three (3) year contract be awarded to RNA Facilities Management who submitted the lowest responsive bid of $2,132,523.37, with a two (2) year renewal option for the following listed annual costs:

Year 1: 2016 – 2017	$ 706,593.09
Year 2: 2017 – 2018	$ 710,832.64
Year 3: 2018 – 2019	$ 715,097.64
Total cost for 3 years	$2,132,523.37

WHEREAS, funds for said services are located within the appropriate 931100 and 818000 contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to RNA Facilities Management, 4722 S. State Road, Ann Arbor, Michigan 48108 to provide janitorial services for the Human Services Building, Grady Porter Building, Veteran's Memorial Courthouse, Willow Health, Ingham County Family Center, Well Child Clinic, the 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and the Road Department for three (3) years with a (2) year renewal option, for a not to exceed cost of $2,132,523.37.

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

Agenda Item 7d

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 23, 2016

SUBJECT: One year contract extension with PM Technologies

For the meeting agendas of: June 7 and June 8

BACKGROUND

Resolution #13-330 authorized a three year contract with PM Technologies with a two year renewal option. The contract will expire July 31, 2016 and the Facilities Department would like to renew the contract for one year to provide generator services for various back-up generators throughout Ingham County. Regular preventative maintenance is required on all generators and Emergency Services 911 backup generators.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

PM Technologies has agreed to hold their current pricing for the one year extension. The one year contract extension will begin August 1, 2016 and end July 31, 2017 for a total not to exceed cost of $16,800.00.
Funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, totaling $12,870.00, are available within the appropriate contractual operating budgets.
Funds for the four (4) Emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling $3,930.00, are available in Line Item #261-32500-818000.

In addition, load bank testing will be provided for $498.00, per generator, on an as needed basis only.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

I am confident that PM Technologies will continue to provide us with the quality of service we need to successfully maintain these units.
Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with PM Technologies to provide generator services for various backup generators throughout Ingham County.

Agenda Item 7d

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH PM TECHNOLOGIES TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACKUP GENERATORS THROUGHOUT THE COUNTY

WHEREAS, the current agreement expires July 31, 2016; and

WHEREAS, the generators, including four (4) Emergency Services 911 back-up generators, require regular preventative maintenance, repair and emergency services; and

WHEREAS, PM Technology has agreed to hold their current pricing for a one year contract extension; and

WHEREAS, load bank testing is available on an as needed basis for a cost of $498.00 per generator; and

WHEREAS, funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, totaling $12,870.00, are available within the appropriate contractual operating budgets; and

WHEREAS, funds for the four (4) Emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling $3,930.00, are available in Line Item #261-32500-818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one year contract extension with PM Technologies, 29395 Wall Street, Wixom, Michigan 48393 to provide generator services for various backup generators throughout Ingham County for a total cost of $16,800.00. In addition, load bank testing will be provided at a cost of $498.00 per generator, on an as needed basis.

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

Agenda Item 7e

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 23, 2016

SUBJECT: One year contract extension with Schindler Elevator

For the meeting agendas of: June 7 and June 8

BACKGROUND

The current agreement has expired. The Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings. Due to the liability exposure and technical nature required for maintaining the elevators, a service contract performed by a trained and certified technician is required.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Schindler Elevator has agreed to hold their total cost current pricing of $43,635.00 for a one year contract extension, beginning June 1, 2016 and ending May 31, 2017. The funds for this service are available through maintenance related and contractual line item 931100.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a one year contract extension with Schindler Elevator Company to provide elevator and dumb waiter repair and maintenance.

Agenda Item 7e

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH SCHINDLER ELEVATOR COMPANY TO PROVIDE ELEVATOR REPAIR AND MAINTENANCE

WHEREAS, the current agreement has expired; and

WHEREAS, the Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings; and

WHEREAS, due to the liability exposure and technical nature required for maintaining the elevators, a service contract performed by a trained and certified technician is required; and

WHEREAS, Schindler Elevator has agreed to hold their current pricing for a one year contract extension; and

WHEREAS, the funds for this service are available through maintenance related and contractual line item 931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one year contract extension with Schindler Elevator Company of 3135 Pine Tree Road, Suite B, Lansing, Michigan 48911 for repair and maintenance of county elevators and dumbwaiters for an amount not to exceed $43,365.00.

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.

Agenda Item 7f

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 23, 2016

SUBJECT: Professional services for HSB parking spaces, asphalt parking lot and light pole replacement

For the meeting agendas of: June 7 and June 8

BACKGROUND

The Facilities Department would like to replace the forty-five (45) parking spaces on the north end of the Human Services Building, the drive isle next to the building and as much of the employee parking lot on the east side of the building, starting at the south end, replacing as much as possible while staying within budget. Additionally, the replacement of ten (10) 25-foot-long parking lot poles that have deteoriated over time to the point of causing a safety hazard.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Wolverine Engineers & Surveyors, Inc submitted the lowest responsive and responsible bid of $14,900.00 for preliminary design services ($3,500.00) and construction services ($11,400.00).

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Wolverine Engineers & Surveyors for professional services for HSB parking spaces, asphalt parking lot and light pole replacement.

Agenda Item 7f

TO: Rick Terrill, Facilities

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: May 16, 2016

RE: Memo of performance for RFP No. 20-16: Professional Services for Asphalt Parking Lot and Parking Light Poles Replacements at the Human Services Building

---

Per your request, the Purchasing Department sought proposals for Professional Services for Asphalt Parking Lot and Parking Light Poles Replacements at the Human Services Building.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	104	27
Vendors attending pre-proposal	7	4
Vendors responding	5	3

The following grid is summary of the vendors' costs:

Vendor Name	Local Pref	Addendums	Phase I Not to Exceed Cost	Phase II Not to Exceed Cost	Grand Total
Wolverine Engineers & Surveyors, Inc.	Yes, Mason	Yes	$3,500.00	$11,400.00	$14,900.00
Ziemnick Foster Engineering LLC	No, Grand Ledge	Yes	$12,600.00	$7,900.00	$20,500.00
Byce & Associates, Inc.	No, Kalamazoo	Yes	$16,100.00	$8,500.00	$24,600.00
William A. Kibbe & Assoc.	Yes, Lansing	Yes	$6,925.00	$19,900.00	$26,825.00
Mannik Smith Group	Yes, Lansing	Yes	$6,811.00	$20,033.50	$27,144.50

Attached are electronic copies of the vendors' responses, as well as, an evaluation grid for your use.
Hard copies will be sent in courier.

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

This Memorandum is to be included with your memo and resolution submission to the "resolutions group" as acknowledgement of the Purchasing Department's participation in the proposal process.

If I can be of further assistance, please email jhudgins@ingham.org

Agenda Item 7f

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO WOLVERINE ENGINEERS & SURVEYORS, INC. TO PROVIDE PROFESSIONAL SERVICES FOR PARKING SPACES, ASPHALT PARKING LOT AND LIGHT POLE REPLACEMENT AT THE HUMAN SERVICES BUILDING

WHEREAS, forty-five parking spaces and the drive isle next to the building are in need of replacement due to deterioration over time; and

WHEREAS, ten (10) 25-foot-long parking lot poles have deteoriated over time to the point of causing a safety hazard and need to be replaced; and

WHEREAS, as much of the employee parking lot on the east side of the building needs to be replaced, budget allowing; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Wolverine Engineers & Surveyors who submitted the lowest responsive and responsible bid in the amount of $14,900.00; and

WHEREAS, funds for this project are available within the approved CIP Line Item #631-23304-931000-6FC06 which has a balance of $235,000.00 for the Human Services Building parking lot replacement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Wolverine Engineers & Surveyors, Inc. 312 North Street, Mason, Michigan, 48854, to provide professional services for parking spaces, asphalt parking lot and light pole replacement at the Human Services Building for a not to exceed total cost of $14,900.00.

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.

Agenda Item 7g

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

FROM: Jared Cypher, Deputy Controller & Richard Terrill, Facilities Director

DATE: May 20, 2016

SUBJECT: Human Services Building Renovations

For the meeting agendas: June 6, June 7, and June 8

BACKGROUND

The resolution before you authorizes proceeding with renovations to the Health Department space at the Human Services Building, and an agreement with Laux Construction to provide interior renovations to the second floor of the Human Services Building. Renovations include selective demolition / replacement of existing walls, doors, casework, finishes and associated mechanical and electrical devices in addition to new appliances, door frames and hardware, appliances, lighting, power, fire alarm, mechanical sheet metal, VAV boxes, plumbing and fire suppression.

ALTERNATIVES

Continuing this project is important to the transition of adult services and realigning its women's and children's services in the Human Services Building. Inaction will result in a waste of time and money already spent for professional Architectural and Engineering services as well as result in the incompletion of the Ingham County Health Department Community Health Center consolidation.

FINANCIAL IMPACT

The project will be bonded in conjunction with the CMH expansion/renovation project. The estimated costs are $263,000 per year over 10 years. The General Fund will pick up the payment until the Community Health Center Fund is in a position to do so. The costs of the project are estimated as follows:

HSB Renovation Costs	
Construction	$1,829,400
Furniture	$260,725
IT	$65,040
TOTAL	**$2,155,165**

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution to support renovations at the Human Services Building.

Agenda Item 7g

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROCEED WITH PLANS TO RENOVATE THE SECOND FLOOR OF THE HUMAN SERVICES BUILDING, AUTHORIZING A CONTRACT WITH LAUX CONSTRUCTION TO PROVIDE INTERIOR RENOVATIONS, AND AMENDING RESOLUTION #15-124 TO ADJUST THE COST OF THE PROJECT

WHEREAS, the Ingham County Health Department (ICHD) Community Health Centers are consolidating so they are prepared to meet the increased demand for services in the coming years and provide economies of scale; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Laux Construction for a cost of $1,669,400.00 which includes the base bid and alternates #1 and #2; and

WHEREAS, the Facilities Department would like to ask for a $160,000.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, bond payments for the interior renovations, furniture, and information technology will be supported by the General Fund until the Community Health Center Fund can assume payment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to proceed with the financing and renovation of the Ingham County Human Services Building through bonding in conjunction with the Community Mental Health expansion project.

BE IT FURTHER RESOLVED, Resolution #15–124 is hereby amended to set the total cost of the project to an amount not to exceed $2,155,165 as follows:

HSB Renovation Costs	
Construction	$1,829,400
Furniture	$260,725
IT	$65,040
TOTAL	**$2,155,165**

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Laux Construction, 4218 Charlar Drive, Holt, Michigan 48842 to provide interior renovations to the second floor of the Human Services Building for a total not to exceed cost of $1,829,400.00 which includes a $160,000.00 contingency.

BE IT FURTHER RESOLVED, that the purchase of any furniture necessary to complete the renovation project is authorized in an amount not to exceed $260,000 from DBI.

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

Agenda Item 8a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Sandra Dargatz – Executive Director – Ingham County Fair

DATE: May 24, 2016

SUBJECT: As-Needed Electrical Maintenance for the Ingham County Fairgrounds

For the meeting agenda of June 7, and 8, 2016

BACKGROUND

In 2016, The Ingham County Fair will mark 162 years of creating memories and supporting the recreational offerings in Ingham County and the surrounding communities. The fairgrounds host over 131 events annually, which include the annual fair. This brings over 85,000 people to Ingham County throughout the year.

Throughout the past twenty plus years, the fairground has had many phases of construction, demolition, and upgrades to infrastructure; all of which have presented challenges to the electrical systems supporting the multiple venues on the grounds. The electrical services on the fairgrounds is balanced to ensure that during the over 131 events annually there is a safe, useable electrical supply to cover the demand. As with all facilities, the Ingham County Fairgrounds can experience immediate support demands during one of the numerous events. Those on-call or as-needed services are not something that is always readily available through conventional electrical service companies or within the County structure.

The electrical demands are at greatest risk during the six days of fair when there are hundreds of vendors, rides, and patrons utilize the complex supply system. The need to have an as-needed electrician on-site during the vendor set up and tear down process save countless dollars due to vendors inappropriately connecting to the systems. It also equips the fair to deal with any loss of electrical service by immediately addressing the issue to ensure a seamless experience for the 41,000 plus patrons of the fair.

ALTERNATIVES

The loss of electrical supply, or having an electrical malfunction during one of the events on the Fairgrounds, or during the annual fair could potentially lead to the loss of the recurring business with the renter and/or a request for a refund from the renter due to lack of electrical supply that adversely affects their event. When calling a conventional electrical supply company for a small repair many times the call goes unaddressed or the response time is too large to save the event from failing and potentially losing the renter's loyalty and future revenue.

During the six day annual fair the lack of immediate response to electrical malfunctions could adversely affect the fair patrons, hundreds of commercial vendors, and a revenue stream that accounts for over $700,000 annually.

FINANCIAL IMPACT

The Ingham County Fair has budgeted for as-needed electrical maintenance in both the hotel/motel line item 56176900 -0931000 and the operational budget line item 56176013 – 931000 and 56176014 – 818000 for a combined total of $10,000.00.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the awarding of a contract for as-needed electrical maintenance on the Ingham County Fairgrounds to Iverson Electric, Inc.

Agenda Item 8a

TO: Sandra Dargatz, Fair

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: May 23, 2016

RE: Memo of performance for ITB No. 84-16: As-Needed Electrical Services for the Ingham County Fairgrounds

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Per your request, the Purchasing Department sought bids from qualified, licensed and experienced vendors to submit bids for entering into a three (3) year agreement with an option to extend for two (2) additional years, for the purpose of furnishing and providing emergency electrical repairs of nonfunctioning services on the fairgrounds on an as-needed basis.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to bid/propose	85	15
Vendors responding	1	1

Vendors not bidding:
West Shore Services, not bidding at this time, thank you for the opportunity.
Superior Electric of Lansing, work load, keep in mind for next time.

The following grid is summary for the one submission received:

VENDOR NAME	PURCH PREF	LICENSE	YEAR 1 LABOR DURING FAIR	YEAR 2 LABOR DURING FAIR	YEAR 3 LABOR DURING FAIR	YEAR 1 RATE/HOUR	YEAR 2 RATE/HOUR	YEAR 3 RATE/HOUR	YEAR 1 % MTL MARKUP	YEAR 2 % MTL MARKUP	YEAR 3 % MTL MARKUP
Iverson Electric	Yes, Mason	Yes	$5,750.00	$5,850.00	$6,050.00	$55.00	$56.00	$55.00	0	0	0

Attached is an electronic copy of the vendors' response.

You are now ready to complete the final steps in the process: 1) confirm funds are available; 2) submit your recommendation to the Purchasing Department; 3) write a memo of explanation; and, 4) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the "resolutions group" as acknowledgement of the Purchasing Department's participation in the bid process.

If I can be of further assistance, please email jhudgins@ingham.org

Agenda Item 8a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH IVERSON ELECTRIC, INC. FOR AS NEEDED ELECTRICAL MAINTENANCE AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fair hosts over 131 events annually, which includes the six days of fair; and

WHEREAS, the Ingham County Fairgrounds can experience immediate electrical support demands during one of the numerous events; and

WHEREAS, on-call or as-needed services are not always readily available through conventional electrical service companies or within the County structure; and

WHEREAS, the electrical demands are at greatest risk during the six days of fair when there are thousands of vendors, rides, and patrons utilizing the complex supply system the need to have an as-needed electrician on-site will save countless dollars and allow an immediate response to ensure that the annual fair goers have a seamless experience; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Iverson Electric who submitted the most qualified bid in the amount of $5,750.00 in year one, $5,850.00 in year two and $6,050.00 in year three for as-needed electrical repairs on the fairgrounds for both off season and during the six days of the annual fair and $55.00 per hour for additional electrical work; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2016 operational budget account numbers account 56176013 – 931000 and 56176014 – 818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract for three years, with an additional two year extension option, to Iverson Electric, Inc., 1102 S. Eifert Rd. Mason, MI 48854 for as-needed electrical services at the Ingham County Fairgrounds at a cost not to exceed $5,750.00 in year one, $5,850.00 in year two, and $6,050.00 in year three, and an hourly rate for any additional as-needed electrical work at a cost not to exceed $55.00 per hour.

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

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

Agenda Item 8b

TO: Board of Commissioners, County Services and Budget Committees

FROM: Sandra Dargatz, Executive Director – Ingham County Fair

DATE: May 23, 2016

SUBJECT: Excavation Services for the Ingham County Fairgrounds – Off Season and Fair

For the meeting agenda of June 7, and June 8, 2016

BACKGROUND

Over two-thirds of the off season revenue is generated by the breed and youth horse shows on the Ingham County Fairgrounds, which requires a safe and professional horse arena to host the over 30 shows annually. The Main Arena hosts the majority of those horse shows and requires the "footing" to be built in such a manner as to accommodate the desired foundation to ensure the health of the horses as they move about on the "footing". The arena "footing" has a specific composition and grade; all requiring a specialized knowledge of construction needed to ensure a successful season.

Likewise, the annual grandstand events, such as tractor pulls, motocross, rodeos, demolition derbies, and monster truck shows all require a safe, professionally constructed course to be completed the morning before that day's performance.

ALTERNATIVES

The breed shows can and will relocate if their horses come up lame or develop injuries due to poorly constructed "footing" in the arena; thus having a domino effect and the potential loss of important revenue for the Ingham County Fairgrounds in excess of over $100,000 annually.

The grandstand performances are carried out by professional companies that are paid to engage local athletes or performers who can and will no longer contract with the Ingham County Fairgrounds should the courses not be constructed correctly. The inability to secure a diverse offering at the grandstand could lead to the potential loss of revenue during the annual fair in amount of over $30,000 annually.

FINANCIAL IMPACT

The Ingham County Fair has budgeted for the excavation services in the 2016 operational budget under line item 56176013 – 957540, 56176014 – 957540, and 56176014 -0805000 in the combined amount of $42,600.00.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the awarding of a contract for Excavation Services at the Ingham County Fairgrounds for the off season and six day fair to Jared A. Beduhn Excavating and Landscaping.

Agenda Item 8b

TO: Sandra Dargatz, Fair
FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org
DATE: May 17, 2016
RE: Memo of performance for ITB No. 83-16 Excavation Services for the Ingham County Fairgrounds.

Per your request, the Purchasing Department sought bids from qualified, licensed and experienced vendors to submit proposals for entering into a three (3) year agreement with an option to extend for two (2) additional years, for the purpose of furnishing and providing emergency electrical repairs of nonfunctioning services on the fairgrounds on an as-needed basis.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to bid	82	15
Vendors responding	4	2

The following grid is summary of the vendors' costs:

VENDOR NAME	LOCAL PREF	YEAR 1 SERVICES	YEAR 2 SERVICES	YEAR 3 SERVICES	YEAR 1 RATE/HOUR	YEAR 2 RATE/HOUR	YEAR 3 RATE/HOUR
R & C Excavating LLC	Yes, Webberville	$35,000.00	$35,000.00	$35,000.00	$160.00	$160.00	$160.00
Jared Beduhn Excavating & Landscaping	No, Gregory	$38,100.00	$43,500.00	$43,500.00	$150.00	$150.00	$150.00
Central Excavating LLC	No, Westphalia	$83,360.00	$86,850.00	$90,225.00	$143.75	$149.75	$155.60
Mauldon Brothers Construction LLC	Yes, Mason	$68,000.00	$70,000.00	$72,000.00	$400.00	$425.00	$450.00

Electronic copies of the vendors' responses, as well as, an evaluation grid for your use have been emailed to you.

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

This is a construction project over $10,000 and a preconstruction meeting is required. Please make sure the Purchasing Department is invited and able to attend the meeting to ensure all contractors are in compliance with prevailing wages and proper bonding.

This Memorandum is to be included with your memo and resolution submission to the "resolutions group" as acknowledgement of the Purchasing Department's participation in the bid process.

If I can be of further assistance, please email jhudgins@ingham.org

Agenda Item 8b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH JARED A. BEDUHN EXCAVATING AND LANDSCAPING FOR EXCAVATION SERVICES AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fair hosts over thirty horse shows and hosts six days of grandstands events annually; and

WHEREAS, the excavation services required to execute the preparation of the facilities to host said events in a safe and professional manner is one of a highly skilled nature; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Jared A. Beduhn Excavation and Landscaping who submitted the most qualified bid in the amount of $38,100.00 in year one, $43,500.00 in year two and year three for excavation services on the fairgrounds for both off season and during the six days of the annual fair and $150.00 per hour for additional excavation work; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2016 operational budget account numbers 56176013 – 957540, 56176014 – 957540, and 56176014 -0805000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract for three years, with an additional two year extension option, to Jared A. Beduhn Excavating and Landscaping, 16400 M-36, Gregory, MI 48137 for excavation services at the Ingham County Fairgrounds at a cost not to exceed $38,100.00 in year one, $43,500.00 in year two, and $43,500.00 in year three, and an hourly rate for any additional excavation work at a cost not to exceed $150.00 per hour.

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

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

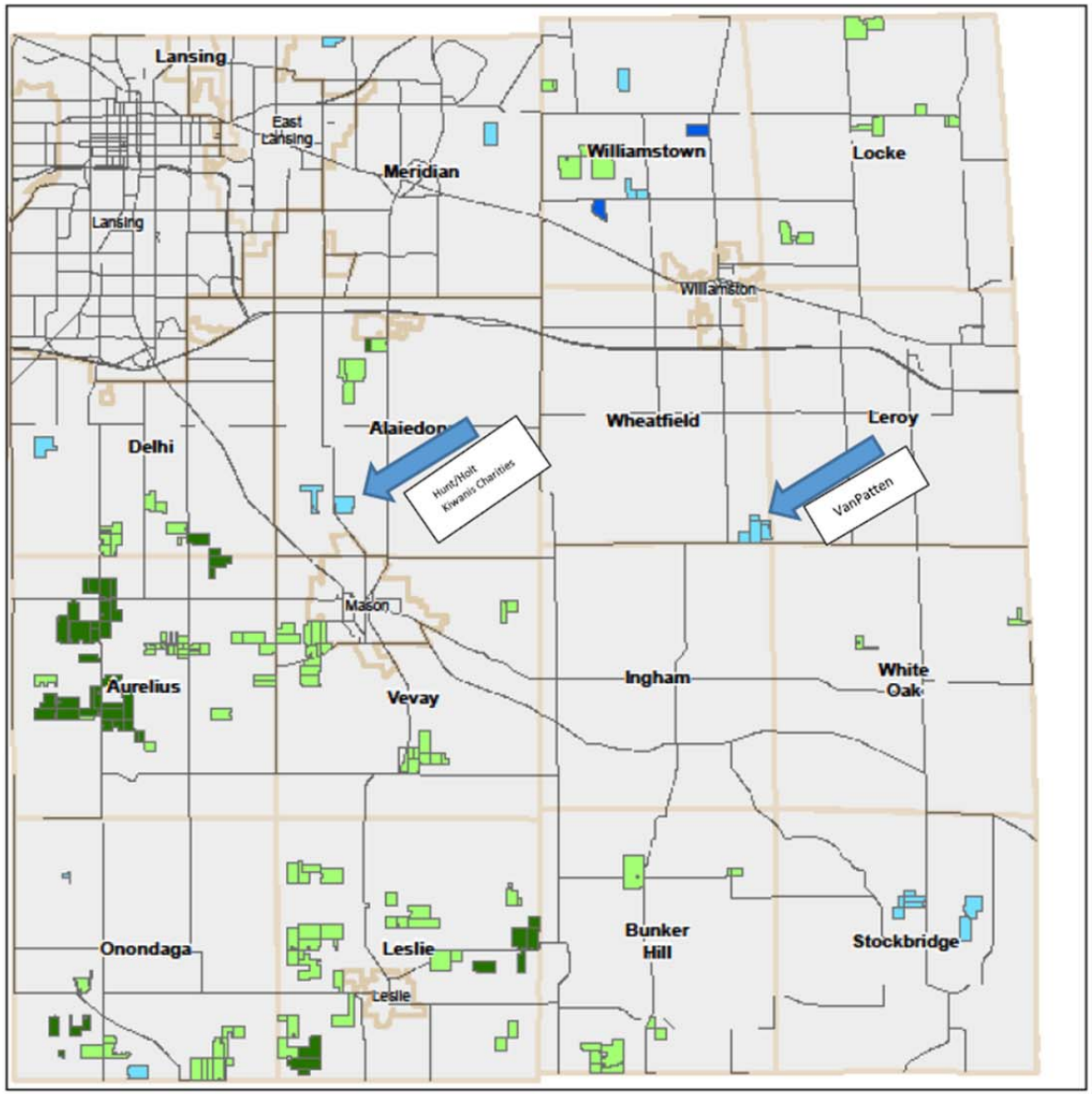
Agenda Item 9

TO: **COUNTY SERVICES AND FINANCE**
DATE : **May 24, 2016**
FROM: **STACY BYERS**
SUBJECT: **APPROVAL TO CLOSE ON HUNT/HOLT KIWANIS CHARITIES AND THE VANPATTEN OPEN SPACE PROPERTIES**

The Farmland and Open Space Preservation Board received applications for the 2014 cycle from May to July 31, 2014. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2014 Open Space selection criteria. The Board of Commissioners approved proceeding to negotiate on the top ranked properties through Resolution #15-012.

In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, four farmland properties, (Fogg, Swiler, Bauman and Eifert; already approved for closing) and two open space properties, Hunt/Holt Kiwanis Charities and the VanPatten properties, were recommended for purchase by the Purchasing Department.

The FOSP Board has money in the budget to close on the two open space properties and cover all closing costs.



Ingham County Farmland and Open Space Preservation Board

Program Parcels

- Applicant, Farmland
- Applicant, Open Space
- Closed, Farmland
- Closed, Open Space

N W E S

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Miles

Agenda Item 9

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON HUNT HOLT KIWANIS AND VANPATTEN PROPERTIES

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2015 cycle approved by Resolution #16-044; and

WHEREAS**,** the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a "Bid" process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on the Hunt Holt Kiwanis and VanPatten properties.

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

Name	Appraisal /CE Price	Landowner	County
Hunt Holt Kiwanis	$145,000.00	$0.00	$145,000.00
VanPatten	$194,000.00	$0.00	$194,000.00

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

Agenda Item 10a and 10b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: May 24, 2016

SUBJECT: Ingham County Trails and Park Millage

For the meeting agenda of 6/7/16 County Services and 6/8/16 Finance

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BACKGROUND

Board of Commissioner Resolution 16-104 approved all 84 segments of existing asphalt trails identified within the Ingham County Trails and Parks Comprehensive Report in Table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 were eligible to apply for millage funds effective April 1, 2016 to April 29, 2016 with the total amount not to exceed $1,000,000. Board of Commissioner Resolution 16-163 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Following the directives of the Board of Commissioners, the Park Commission reviewed the six applications that were received for Round 1 from the City of Lansing (4), City of East Lansing (1) and Meridian Township (1). The Park Commission recommended four of the applications be funded and two of the applications be considered for the bridge round of applications. The Park Commission recommend that two applications from the City of Lansing that deal primarily with sea wall and bank stabilization and limited asphalt repairs to be first priority under the Bridge replacement application round.

The Park Commission recommends the recognition of projects completed for the Trails and Parks Millage. This resolution requests funding signage in the amount not to exceed $10,000 from the Trails and Parks Millage fund to provide for the design and printing of signage that will be provided by the Ingham County Parks to be posted on the project location from the time of the award until the work has been completed.

ALTERNATIVES

Past deferred maintenance of the existing trail system county wide resulted in infrastructure in various state of disrepair. The Trails and Parks millage newly adopted report calls for enhancement and rehabilitation of existing trails, bridges and County Park infrastructure which had been deferred in the past and will provide for much needed upgrades to aging facilities into the near future. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force's recommendation to address "the Big Fix" rehabilitation and repairs of existing trails that were of a PASER rating of 7 and under.

FINANCIAL IMPACT

Board of Commissioner Resolution 16-104 authorized the allocation of $1,000,000 for Round 1 Applications. The Park Commission recommends the following projects:

Entity	Project Title	Total
City of Lansing	Overlay and Partial Reconstruction Of Multiple Lansing River Trail Sections- 7 segments of an average PASER rating of 3.286	$419,663
Meridian Township	Meridian Township Trail Rehabilitation 2016 Multiple Sections- 7 segments of an average PASER rating of 6.143	$88,000
City of East Lansing	Northern Tier Trail Repair And Maintenance Of Multiple Sections- 8 segments of an average PASER rating of 6.625	$198,000
City of Lansing	Over Band and Crack Sealing Of Multiple Lansing River Trail Sections- 14 segments of an average PASER rating of 6.64	$83,200
	TOTAL	**$788,863**

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 23, 2016 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolutions as recommended by the Park Commission at their May 23, 2016 meeting.

Agenda Item 10a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO CONTRACTS FOR THE TRAILS AND PARKS MILLAGE APPLICATIONS AND RECOMMENDING TWO APPLICATIONS BE CONSIDERED FOR THE UPCOMING BRIDGE APPLICATION ROUND

WHEREAS, Board of Commissioner resolution 16-104 authorized that all 84 segments of existing asphalt trails identified within the Ingham County Trails and Parks Comprehensive Report in Table #3 with a pavement surface evaluation and rating system (PASER) rating between 1-7 was eligible for millage funds with the total amount not to exceed $1,000,000; and

WHEREAS, six applications were received for Round 1 from the City of Lansing (4), Meridian Township (1), and the City of East Lansing (1); and

WHEREAS, after careful review and evaluation of the applications, the Park Commission recommends funding the below four applications in order of PASER rating lowest to highest all under 7; and

Entity	**Project Title**	**Total**
City of Lansing	Overlay and Partial Reconstruction Of Multiple Lansing River Trail Sections- 7 segments of an average PASER rating of 3.286	$419,663
Meridian Township	Meridian Township Trail Rehabilitation 2016 Multiple Sections- 7 segments of an average PASER rating of 6.143	$88,000
City of East Lansing	Northern Tier Trail Repair And Maintenance Of Multiple Sections- 8 segments of an average PASER rating of 6.625	$198,000
City of Lansing	Over Band and Crack Sealing Of Multiple Lansing River Trail Sections- 14 segments of an average PASER rating of 6.64	$83,200
	TOTAL	**$788,863**

WHEREAS, the Park Commission recommends two of the applications below received from the City of Lansing that deal primarily with sea wall and bank stabilization and limited asphalt repairs be considered for round 2 bridge application authorized by resolution 16-105; and

Entity	**Project Title**	**Total**
City of Lansing	River Trail West (Near Elm St) - Wall and Pavement Repair	$215,393
City of Lansing	Moores River Drive Trail Repair	$368,160
	TOTAL	**$583,553**

WHEREAS, the entire section of Moores River Drive Trail was omitted from Table #3 in the Ingham County Trails and Parks Comprehensive Report and the Park Commission recommends the Moores River Drive Trail Repair application be considered for the bridge application round.

THEREFORE BE IT RESOLVED, that the Moores River Drive Trail is eligible to be considered for an application to apply for millage funds subject to the subsequent approval by the Board of Commissioners in a future resolution for the bridge round.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the application titled River Trail West (Near Elm St) - Wall and Pavement Repair and the application titled Moores River Drive Trail Repair from the City of Lansing that deal primarily with sea wall and bank stabilization and limited asphalt repairs be considered for the bridge application round and to be first priority under the bridge application round.

BE IT FURTHER RESOLVED, the City of Lansing will not need to reapply for the bridge application round for the applications titled River Trail West (Near Elm St) - Wall and Pavement Repair and Moores River Drive Trail Repair.

BE IT FURTHER RESOLVED, that the remaining dollars from the Asphalt round ($211,137) be placed with the 4.5 million already approved for the bridge round of applications bringing the total of the bridge round to $4,711,137.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Lansing to fund a Project Titled: Over Band and Crack Sealing of Multiple Lansing River Trail Sections; 28, 29, 30, 31, 35, 37, 40, 42, 43, 49, 50, 54, 57, 70 for a total of 4.592 miles of trails in an amount not to exceed $83,200 and to fund a second Project Titled: Overlay and Partial Reconstruction of Multiple Lansing River Trail Sections; 32, 33, 36, 38, 45, 46, 74 for a total of 2.281 miles of trails in an amount not to exceed $419,663 respectively.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Meridian Township to fund the Projects Titled: Meridian Township Trail Rehabilitation 2016 Multiple Sections; 12, 16, 17, 20, 21, 22, 23 for a total of 3.008 miles of trails in an amount not to exceed $88,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with the City of East Lansing to fund the Project Titled: Northern Tier Trail Repair and Maintenance of Multiple Sections; 76, 77, 78, 79, 80, 81, 82, 83 for a total of 3.47 miles of trail in an amount not to exceed $198,000.

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed.

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

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

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

Agenda Item 10b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING FUNDING FOR SIGNAGE FOR TRAILS AND PARKS MILLAGE PROJECTS FROM THE TRAILS AND PARKS MILLAGE FUND

WHEREAS, the Park Commission recommends the recognition of projects completed for the Trails and Parks Millage; and

WHEREAS, it is a requirement that each entity include signage during the construction phase and post completion of the project.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes funding signage in the amount not to exceed $10,000 from the Trails and Parks Millage fund to provide for the design and printing of signage that will be provided by the Ingham County Parks to be posted on the project location from the time of the award until the work has been completed.

BE IT FURTHER RESOLVED, a second permanent sign will be placed on the project application sites stating that Ingham County Trails and Parks Millage dollars were utilized to support this project/facility.

Agenda Item 10c

TO: Board of Commissioners County Services Committee

FROM: Tim Morgan, Parks Director

DATE: May 24, 2016

SUBJECT: Reorganization of Ranger I Position to Assistant Park Manager I

For a discussion item at the meeting agenda of 6/7/16 County Services

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BACKGROUND

The Ingham County Parks Department is requesting consideration of the reorganization of the department at the Ranger I level of service in the parks. Ingham County will have one open position for Ranger I effective June 30, 2016. This is due to retirement. The vacated position presents an opportunity to restructure the Parks Department to better fit the present needs of park operations. Upon review by staff, Park Commission, Human Resources and consulting with the union it was determined that the best way to cover the present needs of the Ingham County Parks would be to reorg the following position:

Park Ranger 1 to Assistant Park Manger 1

Both of these positions are ICEA Park Ranger Union positions; see attached correspondence from the ICEA Park Ranger Union president. Please find attached job descriptions for both positions that represent the job duties performed in their day to day roles in the department.

Presently, there are three Ranger I positions and two Assistant Manger's Positions. Presently one of these Assistant Mangers Positions is shared in the summer months between Burchfield Park and Lake Lansing Parks. If this reorganization occurs, then there will be an Assistant Manager at all three Parks and then two Ranger I Positions, those Ranger I Positions then will be then shared seasonally between the parks.

The Ingham County Parks Commission at their May 23, 2016 meeting and Human Resources have approved and are included with this request. The ICEA Park Rangers Union has reviewed the job descriptions for the positions and has given their approval.

ALTERNATIVES

As part of the 2016 Budget request the Parks Department had asked for an additional Assistant Manager Position to help with the present needs in the Parks Department. By utilizing a reorganization of the Ranger I position to an Assistant Manager this will address immediate needs within the department, thus the Parks Department will not be requesting for an additional Assistant Manager Position for fiscal 2017 budget request.

FINANCIAL IMPACT

The financial analysis of this change is attached and provided by Teri Morton, Budget Director. The long term annual cost of this reorganization would be $9,627. These costs will come from projected increase in revenue from snow hill and parking gate revenues. Half will be required for fiscal 2016 and will be transferred from within the present park budget to cover the remainder of this year from the open positon and/or other lines.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 23, 2016 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a reorganization of the Parks Department's soon to be vacant Ranger I position to an Assistant Manager I.

2016 PERSONNEL COST PROJECTIONS
PARKS REORGANZIATION PROPOSAL
LONG TERM COSTS (ALL POSITIONS AT TOP STEP)

	CURRENT PARK RANGER I	**PROPOSED** ASSISTANT PARKS MANAGER I
WAGES	$41,616	$49,410
UNEMPLOYMENT	208	247
FICA	3,184	3,780
HEALTH	13,190	13,190
DENTAL	886	886
VISION	122	122
LIFE	79	79
DISABILITY	55	65
RETIREMENT	2,913	3,459
CURRENT RETIREE HLTH	3,043	3,043
FUTURE RETIREE HLTH	1,873	2,223
WORKERS COMP	1,556	1,848
CARES	33	33
TOTAL	$68,758	$78,385
ADDITIONAL COST		$9,627

From: Emens, Coe
Sent: Thursday, May 19, 2016 7:55 AM
To: Morgan, Timothy
Cc: Parsons, Travis
Subject: Re: Consideration by Union of Reorg of Ranger I position

On behalf of the Union,

We would like to thank you for including us in this process. We appreciate the opportunity to have our opinions be heard and acknowledged.

Again, the Union agrees with the changes the Department is proposing.

Thank you.

Coe F. Emens III
Ingham County Parks Department
121 East Maple Street
Mason, MI 48854

From: Morgan, Timothy
Sent: Wednesday, May 18, 2016 4:33 PM
To: Emens, Coe
Cc: Parsons, Travis
Subject: RE: Consideration by Union of Reorg of Ranger I position

Coe,
Please accept this as acknowledgement of my receipt of both your giving us approval to proceed with the possible reorganization of the Ranger I to an Assistant Manager I position and that your concerns below are dully noted.

Thank you Coe for your commitment to serving as Union President for ICEA Park Rangers,

Tim Morgan
Tim Morgan, CPRP (Certified Parks & Recreation Professional), and
CTA (Certified Tourism Ambassador™)
Director, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-244-7191 (Direct)
517-676-2233 (Park Information)
tmorgan@ingham.org
www.inghamcountyparks.org

From: Emens, Coe
Sent: Tuesday, May 10, 2016 2:57 PM
To: Morgan, Timothy
Cc: Parsons, Travis; Cypher, Jared; Buckley, Timothy; Jeffrey Donahue
Subject: Re: Consideration by Union of Reorg of Ranger I position

I have spoken with all the union members. The consensus was we are giving our approval, with a few concerns we would like documented.

1. Members are concerned that in the absence of a full-time Ranger I, more Ranger I duties will be placed on other positions. We accept the fact that some of those duties are expected of all positions in the Union, but don't want the other positions performing Ranger I duties the majority of the time.

2. Concern about the effects of the Department becoming more management top-heavy. The loss of skilled labor positions will effect the level of service we provide to the region. We would like to ask that the soon to be vacated Ranger I position be left vacant and not eliminated so that when the County is more economically stable, we can re-fill the position without conflict.

Thank you for your time and consideration.

Coe F. Emens III
Ingham County Parks Department
121 East Maple Street
Mason, MI 48854

From: Morgan, Timothy
Sent: Tuesday, May 10, 2016 2:04 PM
To: Emens, Coe
Cc: Parsons, Travis; Cypher, Jared
Subject: RE: Consideration by Union of Reorg of Ranger I position

Please see correction to first e-mail, thank you Coe for catching that, is should state **Assistant Manager I**, not II.

Coe,

The corrected e-mail should read;

Please consider this a follow-up to our conversation this afternoon that we had on the phone in consideration by Union of potential Reorg of Ranger I position, that will be open upon John Elias retirement at the end of June, to an **Assistant Manager I position**.

Thank you Coe for following up on this in a timely manner for consideration. Please advise of the outcome of your discussion.

Thank you for your time and consideration in this matter,

Tim

INGHAM COUNTY
JOB DESCRIPTION

PARK RANGER 1

General Summary: Under the supervision of the Park Manager II's, Assistant Park Manger I and Assistant Park Manger II's, performs a variety of maintenance and repair tasks ranging from grounds maintenance to construction of new facilities. Operates heavy, and other equipment in completing assigned tasks. Displays proficiency in a number of semi-skilled trade areas including cement and brick work, carpentry, plumbing, minor electrical repair, roofing and grounds maintenance. Supervises seasonal employees as assigned.

Typical Duties:

1. Performs park maintenance and repair activities such as plumbing and electrical repairs, seasonal start-up and shut-down, and maintenance and repair of water and irrigation systems.

2. Performs ground maintenance tasks such as mowing, tree trimming and removal, sign repair, aeration, fertilization, custodial duties, etc.

3. Participates in the construction of new buildings, signs, trails, bridges, and other structures. Performs a variety of semi-skilled tasks such as painting, cement and brick work, carpentry, minor electrical work, etc.

4. Operates heavy equipment such as a back-hoe.

5. Functions as a job leader on some work assignments, instructing and monitoring the work of seasonal employees.

6. Assists in the operation of the winter sports area. Performs maintenance tasks, assists the general public and monitors park activities.

7. Performs other duties as required.

Employment Qualifications: Possession of a high school diploma, or the equivalent, is required. A minimum of three years experience in the building trades is also required.

Special Employment Requirements: State Licensing as a Pesticide Applicator is required. A valid Michigan Motor Vehicle Operator's License is also required.

INGHAM COUNTY
JOB DESCRIPTION

ASSISTANT PARK MANAGER

General Summary:
Under the supervision of the Park Manager II assists with the supervision of and performs the work necessary to operate and maintain the County Parks System. Acts as the Relief Manager in the absence of the Park Manager. Duties include, but are not limited to, supervision of seasonal employees, community service workers, and inmate crews, overseeing and participating in visitor assistance, rule and regulation enforcement, landscaping and fertilization, building and equipment repair and upkeep, department-operated enterprise fund activities, and other required duties. Functions as a working foreperson during the off season, performing tasks related to winter sports operations maintenance and construction operations, and other assigned duties.

Essential Functions:

1. In the absence of the Manager, is responsible for the day-to-day management of the park(s) as assigned.

2. Assists with the supervision of seasonal, community service workers, inmate crews, and occasionally full-time employees engaged in park maintenance and operational activities. Assists with scheduling of work, provides training and supervision for seasonal and full-time employees, as warranted.

3. Performs and assists with the assignment and supervision of maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.

4. Performs and assists with the assignment and supervision of maintenance and repair work on park buildings, structures, and equipment including roofing, painting, plumbing repairs, carpentry, and other areas of general maintenance.

5. Responsible for first level rule and regulation enforcement.

6. Assists with monitoring reservations. Oversees snack bar, rentals and other enterprise fund activities.

7. Assists with accounting for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.

8. Functions as a Crew Leader during the off season, performing tasks related to winter sports and other maintenance and construction activities.

Other Functions:
- Performs other duties as assigned.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.)

Employment Qualifications:

Education: Must have a Bachelor's Degree in Parks and Recreation or other closely related field of study or equivalent park experience.

Experience: Directly related Parks management experience can be substituted for education on a one-to-one ratio. Supervisory experience preferred.

Other Requirements:

- Ability to obtain state licensing as a Pesticide Applicator is required within six months of hire date.
- A valid Michigan Motor Vehicle Operator's License is required at date of hire.
- Must have a good driving record.

(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:

- Must be physically and mentally capable of conversation and instruction with park patrons, employees, other County Staff, and the general public. Visually monitors staff and park patrons for appropriate actions.
- Operates various types of hand power tools and outdoor power equipment.
- Must be capable of performing various types of maintenance and construction tasks necessary to build and maintain the facilities.
- Performs other routine physical functions like bending, sitting, standing, squatting, etc., typical of Parks Maintenance duties and employees. Climbs stairs and ladders.
- Will occasionally, lift, carry, push or pull weights up to 100 lbs.

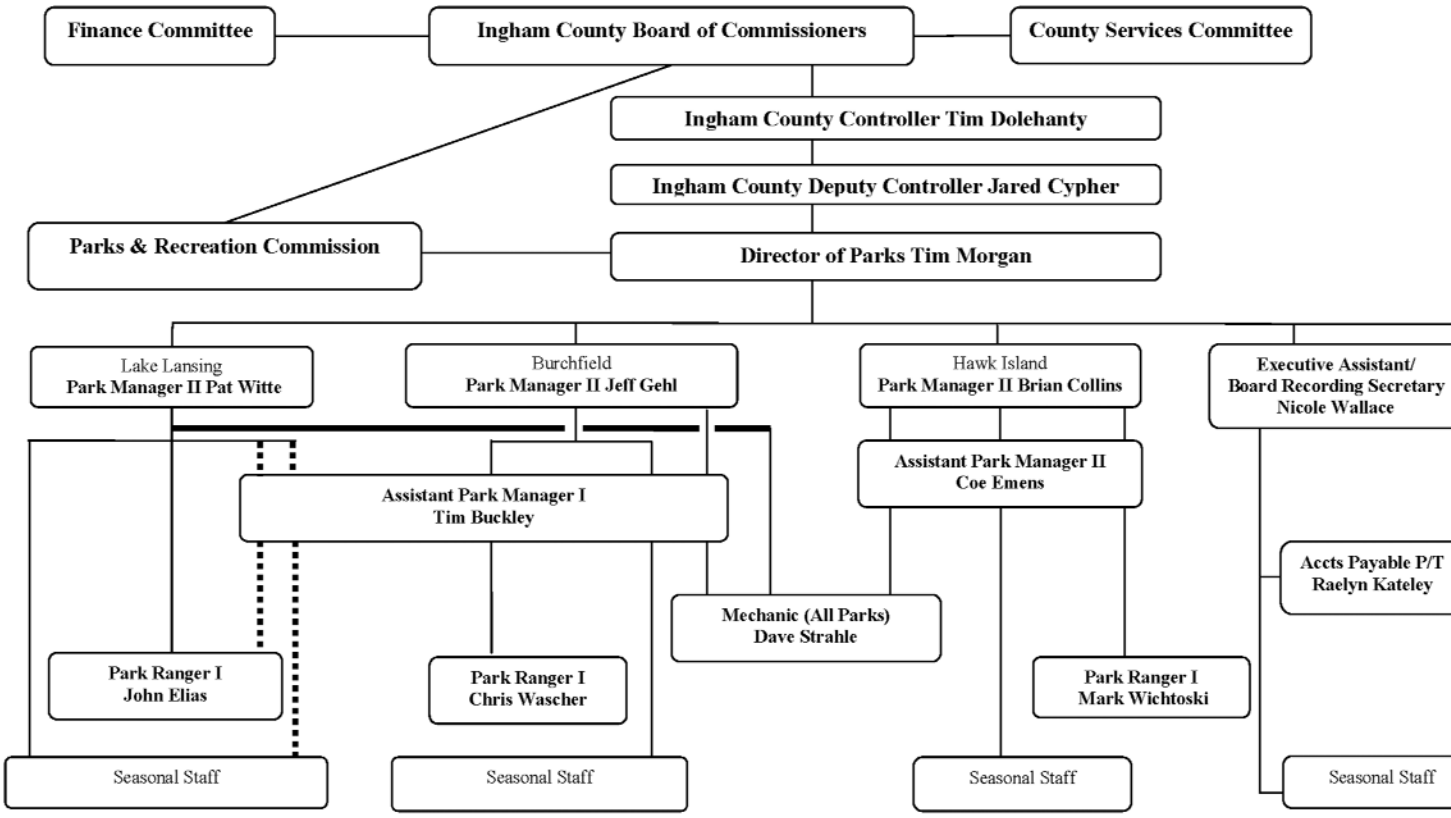
(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the above requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

Work Conditions:

- Walks on various types of terrain in all climate conditions.

CURRENT ORG CHART

INGHAM COUNTY PARKS ORGANIZATIONAL CHART– DRAFT 9



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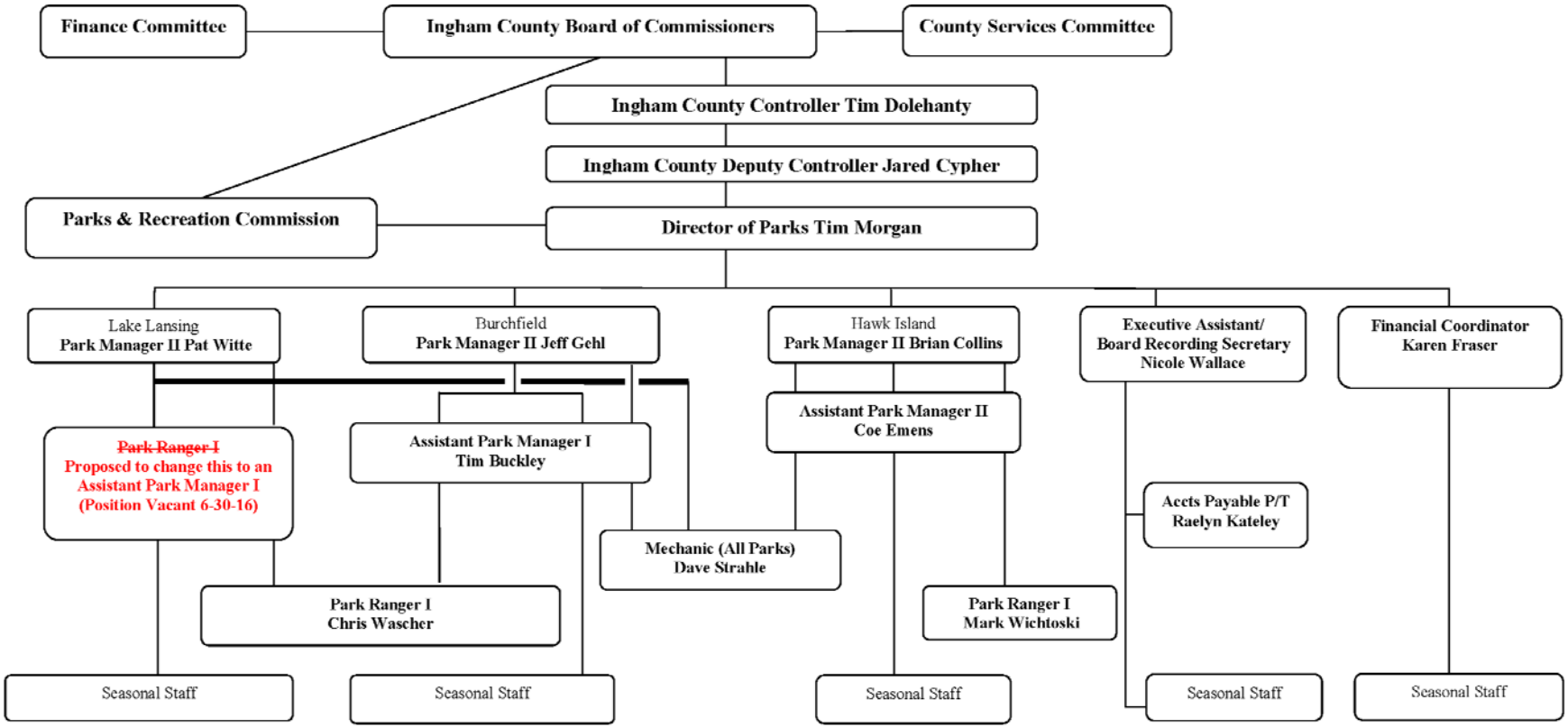
PROPOSED ORG CHART

INGHAM COUNTY PARKS ORGANIZATIONAL CHART– DRAFT 5-17-2016



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Agenda Item 11a

To: County Services and Finance Committees

From: Robert Peterson, Director of Engineering
Road Department

Date: May 16, 2016

Subject: 2016 City and Village Centerline Pavement Marking (Painting) Agreements
- City of Leslie
- City of Mason
- City of Williamston
- Village of Webberville

The Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor for the work. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow centerline and white edgelines that define our roadway laneage. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

We refresh the centerline and edgeline paint on all 433 miles of our primary roads every year. We also invite the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the annual program, for which they pay for the work performed on the roads within their jurisdiction. The estimated costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows:

City of Leslie:	$1,597.87
City of Mason:	$3,380.51
City of Williamston:	$1,343.61
Village of Webberville:	$1,403.22

The reason for this memo is to execute cost agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to provide centerline pavement marking their roads if they choose to participate in our 2016 pavement marking program.

Approval of the attached resolution is recommended.

Agenda Item 11a

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXECUTE WATERBORNE CENTERLINE PAVEMENT MARKING AGREEMENTS WITH THE CITY OF LESLIE, CITY OF MASON, CITY OF WILLIAMSTON AND THE VILLAGE OF WEBBERVILLE

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

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

WHEREAS, the Road Department refreshes the centerline and edgeline paint on all 433 miles of our primary roads as part of an annual program; and

WHEREAS, the Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the program, which they pay all costs for the work performed on the roads within their jurisdiction; and

WHEREAS, the estimated costs to the three cities and the Village of Webberville are as follows:

City of Leslie:	$1,597.87
City of Mason:	$3,380.51
City of Williamston:	$1,343.61
Village of Webberville:	$1,403.22

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2016 road centerline pavement marking agreements with the City of Leslie ($1,597.87), City of Mason ($3,380.51), City of Williamston ($1,343.61), and the Village of Webberville ($1,403.22) if they choose to participate in the Road Department's 2016 pavement marking program.

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

Agenda Item 11b

To: Ingham County Board of Commissioners
From: James M. Benjamin, Director of Operations, Ingham County Road Department
Date: 5/20/2016
Re: IFB #62-16 and IFB #102-16

The purpose of this memo is to explain a rather complicated procurement situation.

On April 14, 2016, sealed bids from IFB 62-16 were opened for the Road Department's, (RD), 2016 supply of gravel, stone and sand. 22-A gravel is the most utilized product and is used for comparison. There were three bids received before the 11:00 opening and two others were late. Timely bidders were:

1. Crandall Bros., FOB Charlotte, plant pickup price $5.50 per ton, delivered price $10.00 per ton
2. Stoneco Inc., FOB Horton and St Johns, plant pickup price $5.50 per ton, delivered price $11.75 per ton
3. James Tow, FOB Onondaga, plant pickup price, $5.65 per cubic yard, (=$3.53 per ton), delivery was not bid as allowed in the IFB
4.

The late bidders were Schlegel and Carrick, both of whom have been suppliers in recent years. The current supplier, Sunrise Aggregates having material in Dansville, failed to bid due to a calendar error.

Of the three timely bidders, only one, James Tow, has gravel in a location that is logistically feasible for pickup with Road Department trucks and is only feasible for pickup in the Western District. This would leave the Eastern District, our primary user of gravel, without plant pickup capability. An additional complication is that James Tow is the father of a Road Department (Western District) employee. Also, James Tow is the obvious low gravel bidder by a significant margin as his bid of $5.65 per cubic yard converted to per ton unit pricing equates to $3.53 per ton which is less than the other two responding bidders and less than current pricing from Sunrise. James Tow's proposal indicates he is the sole proprietor of the gravel business, which indicates the son employed by the county is not involved in the business. Furthermore, the son is not involved in any way with administering this vendor contract.

The initial recommendation due to the complexity of the situation was to re-bid, assuming that the late bidders and current supplier, all of whom have material in more logistically feasible locations, would submit timely bids. However, the Purchasing Department was reluctant to re-bid due to the unfairness of publically opened bids of the timely responding bidders being available to all bidders in the re-bid.

RD and Purchasing agreed that if the BOC was comfortable with the father of a RD employee being awarded a contract of potentially $48,025.00, we would also need to let an IFB for trucking the gravel from the James Tow pit to the District Garages since delivery was not included in James Tow's bid. Therefore, IFB 102-16 was let and opened. D.L. Transport of Leslie is the low bidder for trucking and will be recommended for award only if IFB #62-16 for gravel is awarded to James Tow.

The combination of James Tow gravel and D.L. Transport trucking brings delivered 22-A gravel to our District Garages at an average cost of under $6.00 per ton.

Agenda Item 11b

TO: Jim Benjamin, Road Department

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: May 23, 2016

RE: Memo of performance for ITB No. 62-16 Processed Road Gravel, 6A Crushed Natural Aggregate and 2NS Sand

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Per your request, the Purchasing Department sought bids from qualified and experienced companies for the purpose of furnishing Processed Road Gravel, 6A Crushed Natural Aggregate and 2NS Sand for the Ingham County Road Department.

The RFP was advertised in the Lansing State Journal and the MIITA, DBE Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises and posted on the Purchasing Department Web Page.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to bid/propose	23	3
Vendors responding	3	1

The following grid is summary of the vendors' costs:

Proposal #62-16

Processed Road Gravel, 6A Crushed Nat. Agg, and 2NS Sand

Vendor	Local	21AA Stockpiled Gravel	22A Stockpiled Gravel	23A Stockpiled Gravel	2NS Sand Stockpiled	6A Crushed Stockpiled	21AA Delivered/ Spread	22A Delivered/ Spread	23A Delivered/ Spread	21AA Delivered to Garage	22A Delivered to Garage	23A Delivered to Garage	2NS Sand Delivered to Garage	6A Crushed Delivered to Garage	Pit Location
Prices per Ton															
Crandell	No - Charlotte	no bid	$5.50	$5.50	no bid	No Bid	$20.00	$12.00	$12.00	$18.00	$10.00	$10.00	$12.00	$22.00 (Limestone)	Charlotte, MI/Dundee, MI/Ovid, MI
Stoneco	No - Monroe	no bid	$5.50	$5.00	$5.25	$13.20	No Bid	No Bid	No Bid	No Bid	$11.75	$13.00	$11.25	$22.20	St. Johns, MI/Horton, MI

Vendor	Local	21AA Stockpiled Gravel	22A Stockpiled Gravel	23A Stockpiled Gravel	Stockpiled 2NS Sand	6A Crushed Natural Aggregate	21AA Delivered/ Spread	22A Delivered/ Spread	23A Delivered/ Spread	21AA Delivered Gravel	22A Delivered Gravel	23A Delivered Gravel	2NS Sand Delivered	6A Crushed Delivered to Garage	Pit Location
Price per Cubic Yard															
James Tow	Yes, Onondaga	no bid	$5.65	$5.65	no bid	no bid	no bid	no bid	no bid	no bid	no bid	no bid	no bid	no bid	Onondaga, MI

Attached are electronic copies of the vendors' response.

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

This Memorandum is to be included with your memo and resolution submission to the "resolutions group" as acknowledgement of the Purchasing Department's participation in the bid process.

If I can be of further assistance, please email jhudgins@ingham.org

Agenda Item 11b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF SAND AND GRAVEL FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations; and

WHEREAS, the Road Department adopted 2016 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for various types of processed road gravel and sand were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (IFB) #62-16, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase the various types of sand and gravel, on an as-needed, unit price basis from all three responding bidders shown in the table below with various delivery options also shown, based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of various types of sand and gravel on an as-needed, unit price basis from all three respondents to IFB #62-16 shown in the table below with the various delivery options also shown, based on Road Department staff's judgment as to which supplier and delivery method is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

Proposal #62-16

Processed Road Gravel, 6A Crushed Nat. Agg, and 2NS Sand

Vendor	Local	21AA Stockpiled Gravel	22A Stockpiled Gravel	23A Stockpiled Gravel	2NS Sand Stockpiled	6A Crushed Stockpiled	21AA Delivered/ Spread	22A Delivered/ Spread	23A Delivered/ Spread	21AA Delivered to Garage	22A Delivered to Garage	23A Delivered to Garage	2NS Sand Delivered to Garage	6A Crushed Delivered to Garage	Pit Location
Prices per Ton															
Crandell	No - Charlotte	no bid	$5.50	$5.50	no bid	No Bid	$20.00	$12.00	$12.00	$18.00	$10.00	$10.00	$12.00	$22.00 (Limestone)	Charlotte, MI/Dundee, MI/Ovid, MI
Stoneco	No - Monroe	no bid	$5.50	$5.00	$5.25	$13.20	No Bid	No Bid	No Bid	No Bid	$11.75	$13.00	$11.25	$22.20	St. Johns, MI/Horton, MI

Vendor	Local	21AA Stockpiled Gravel	22A Stockpiled Gravel	23A Stockpiled Gravel	Stockpiled 2NS Sand	6A Crushed Natural Aggregate	21AA Delivered/ Spread	22A Delivered/ Spread	23A Delivered/ Spread	21AA Delivered Gravel	22A Delivered Gravel	23A Delivered Gravel	2NS Sand Delivered	6A Crushed Delivered to Garage	Pit Location
Price per Cubic Yard															
James Tow	Yes, Onondaga	no bid	$5.65	$5.65	no bid	no bid	no bid	no bid	no bid	no bid	no bid	no bid	no bid	no bid	Onondaga, MI

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with both above listed suppliers and purchase the various types of sand and gravel material as needed and budgeted.

Agenda Item 11c

TO: Jim Benjamin, Road Department

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: May 18, 2016

RE: Memo of performance for ITB No. 102-16: Trucking Services for Ingham County Road Department

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Per your request, the Purchasing Department sought proposals/bids for Trucking Services of 22A Gravel and 23A Gravel to be hauled in gravel trains from James Tow's gravel pit located at 3675 Baseline Road, Onondaga, MI, 49264 to the County's District Garages.

- Western Garage is located at 301 Bush Street, Mason, MI, 48854.
- Eastern Garage is located at 1335 East Howell Road, Williamston, MI, 48895.
- Metro Garage is located at 5613 South Aurelius Road, Lansing, MI 48910.

The RFP was advertised in the Lansing State Journal and posted the on the Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITA-DBE), County Road Association of Michigan and the Purchasing Department websites.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to bid/propose	28	5
Vendors responding	3	2

The following grid is summary of the vendors' costs:

VENDOR NAME	LOCAL PREF	ADD 1	WESTERN GARAGE UNIT PRICE	EASTERN GARAGE UNIT PRICE	METRO DISTRICT GARAGE UNIT PRICE	WESTERN GARAGE AMOUNT	EASTERN GARAGE AMOUNT	METRO DISTRICT GARAGE AMOUNT	OVERALL TOTAL
D. L. Transport	Yes, Leslie	Yes	$3.60	$4.10	$3.75	$9,000.00	$20,500.00	$3,750.00	$33,250.00
Ocenasek Inc.	No, Perry	Yes	$6.90	$5.30	$6.90	$17,250.00	$26,600.00	$6,900.00	$50,650.00
Anderson Fischer & Associates Inc.	Yes, Mason	Yes	$5.95	$7.15	$7.15	$14,875.00	$35,750.00	$7,150.00	$57,775.00

Attached are electronic copies of the vendors' responses, as well as, an evaluation grid for your use.
Hard copies will be sent in courier.

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

This Memorandum is to be included with your memo and resolution submission to the "resolutions group" as acknowledgement of the Purchasing Department's participation in the bid process.

If I can be of further assistance, please email jhudgins@ingham.org

Agenda Item 11c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTED TRUCKING SERVICES TO HAUL GRAVEL TO THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department uses approximately 10,000 to 15,000 tons of gravel annually to maintain and improve the roads of Ingham County; and

WHEREAS, contracted trucking services are needed to deliver gravel to the Road Department District Garages; and

WHEREAS, The Road Department amended 2016 budget includes controllable expenditures for this and other services; and

WHEREAS, the Purchasing Department solicited bids for contracted trucking services from James Tow pit in Onondaga to the District Garages with IFB 102-16; and

WHEREAS, quotes for delivering gravel for the 2016 season from IFB 102-16 were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff to award a gravel delivery service contract to D.L. Transport, a local vendor, for its gravel delivery pricing on the chart below.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the proposal to award a gravel delivery service contract to D.L. Transport for its gravel delivery pricing on the chart below.

VENDOR NAME	LOCAL PREF	ADD 1	WESTERN GARAGE UNIT PRICE	EASTERN GARAGE UNIT PRICE	METRO DISTRICT GARAGE UNIT PRICE	WESTERN GARAGE AMOUNT	EASTERN GARAGE AMOUNT	METRO DISTRICT GARAGE AMOUNT	OVERALL TOTAL
D. L. Transport	Yes, Leslie	Yes	$3.60	$4.10	$3.75	$9,000.00	$20,500.00	$3,750.00	$33,250.00
Ocenasek Inc.	No, Perry	Yes	$6.90	$5.30	$6.90	$17,250.00	$26,600.00	$6,900.00	$50,650.00
Anderson Fischer & Associates Inc.	Yes, Mason	Yes	$5.95	$7.15	$7.15	$14,875.00	$35,750.00	$7,150.00	$57,775.00

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.

Agenda Item 11d

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 May 24, 2016 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: May 24, 2016

LIST OF CURRENT PERMITS ISSUED

R/W PERMIT#	R/W APPLICANT /CONTRACTOR	R/W WORK	R/W LOCATION	R/W CITY/TWP.	R/W SECTION
2016-232	CONSUMERS ENERGY	GAS	GAY LN & MARK AVE	LANSING	11
2016-233	CONSUMERS ENRGY	GAS	GAY LN & MARK AVE	LANSING	11
2016-234	CONSUMERS ENERGY	GAS	GAY LN & MARK AVE	LANSING	11
2016-235	CONSUMERS ENERGY	GAS	ARDMORE AVE & KENT ST	MERIDIAN	21
2016-236	CONSUMERS ENERGY	GAS	LAKE LANSING & TOWAR RD	MERIDIAN	6
2016-237	CONSUMERS ENERGY	GAS	NEW SALEM AVE & ARUNDEL PL	MERIDIAN	33
2016-238	CONSUMERS ENERGY	GAS	PAWNEE TR & TACOMA BLVD	MERIDIAN	21
2016-239	CONSUMERS ENERGY	GAS	GALE RD & STIMSON RD	ONONDAGA	17
2016-246	WEST SIDE WATER SYSTEMS	WATERMAIN	WAREN AVE & MAIN ST	LANSING	18
2016-247	RANDY WIGGINTON	LAND DIVISION	OSBORNE RD & SWAN SR	WHITE OAK	30
2016-248	CONSUMERS ENERGY	GAS	ONONDAGA RD & ROLAND DR	ONONDAGA	17
2016-249	INGHAM TOWNSHIP	SPECIAL EVENT	VARIOUS	INGHAM	
2016-252	TIMOTHY SALOW	LAND DIVISION	PARMAN RD & FITCHBURG RD	STOCKBRIDGE	30
2016-253	COMCAST	CABLE / UG	BISHOP RD & WAVERLY RD	DELHI	7
2016-254	CN RAILROAD	DETROUR	WAVERLY RD & 496	LANSING	18
2016-256	MERIDIAN TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	MOORE ST & CLINTON ST	MERIDIAN	21
2016-257	MERIDIAN TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	CENTRAL PARK DR & OKEMOS RD	MERIDIAN	21
2016-258	MERIDIAN TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	MOORE ST & METHODIST ST	MERIDIAN	21
2016-269	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2016-270	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2016-258	CONSUMERS ENERGY	GAS	WILLIAMSTON RD & DEXTER TR	INGHAM	22
2016-273	COMCAST	CABLE / OH	WAVERLY RD & ST. JOSEPH ST	LANSING	18
2016-274	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2016-277	CN RAILROAD	DETOUR	MILTON RD	WILLIAMSTOWN	2, 3
2016-278	CN RAILROAD	DETOUR	SHOEMAN RD & BARRY RD	WILLIAMSTOWN	5
2016-290	ACD.NET	CABLE / UG	PINE TREE RD & PATIENT CARE DR	DELHI	1
2016-291	COMCAST	CABLE / UG	CEDAR ST & AURELIUS RD	DELHI	15

2016-292	COMCAST	CABLE / UG	CEDAR ST & EDGAR RD	DELHI	23
2016-293	COMCAST	CABLE / UG	HASLETT RD & OKEMOS RD	MERIDIAN	10
2016-294	COMCAST	CABLE / UG	OKEMOS RD & FOX HOLLOW DR	MERIDIAN	33
2016-295	AT & T	CABLE / UG	OKEMOS RD & HERITAGE AVE	MERIDIAN	33
2016-296	DANIEL RATHBUN	LAND DIVISION	TOMLINSON RD & TUTTLE RD	VEVAY	18
2016-304	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2016-305	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2016-306	CONSUMERS ENERGY	GAS	OKEMOS RD & FOX HOLLOW DR	MERIDIAN	11

Agenda Item 12a

TO: Board of Commissioners County Services Committee

FROM: Travis Parsons, Human Resources Director

DATE: May 23, 2016

SUBJECT: LOU – AFSCME Local #1499 and OPEIU Local #512

County Services June 7th Agenda

BACKGROUND

The Road Department had a vacancy in the Signal Technician position for an extended period of time due to a long-term approved leave under Workers' Compensation. The Road Department sought to temporarily have the Signal Technician job duties performed for the duration of the approved leave by AFSCME and/or OPEIU employees having experience related to the signal work.

A Letter of Understanding was written in 2013 to address this issue and subsequently expired. A recent challenge via the grievance process led to revisiting the issue of the work being done by each unit and clarifying the understanding by all parties.

The Resolution and corresponding Letter of Understanding (LOU) is the result of the grievance mediation hearing and a follow-up meeting of representatives from AFSCME, OPEIU and the Employer to address this issue.

ALTERNATIVES

The qualified employees in the unit will operate under the Letter of Understanding. The Road Department has a back-up service agreement in place with the Lansing Board of Water and Light for any additional duties which the employees serving in the temporary role may not be qualified to perform.

FINANCIAL IMPACT

The LOU provides for employees not currently in the OPEIU Grade 5and performing the temporary duties for eight (8) hours or more in a given day to receive the out-of-class pay at the OPEIU grade 5, step 3 wage rate.

OTHER CONSIDERATIONS

Through the meet and confer process, all parties agreed to the arrangement and captured the agreement in the proposed updated LOU. The LOU would also settle the outstanding grievance.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer, AFSCME and OPEIU regarding the temporary Signal Technician work to be performed.

Agenda Item 12a

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES AND OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION REGARDING TEMPORARY SIGNAL TECHNICIAN WORK

WHEREAS, an agreement was reached between representatives of Ingham County and the American Federation of State, County and Municipal Employees (AFSCME) for the period January 1, 2016 through December 31, 2017; and

WHEREAS, an agreement was reached between representatives of Ingham County and the Office and Professional Employees International Union (OPEIU) for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the Employer is seeking to have the OPEIU Signal Technician job duties performed by AFSCME and/or OPEIU employees for the duration of the long-term approved medical leave for the current Signal Technician; and

WHEREAS, the Human Resources Department and the Road Department have discussed with the AFSCME and OPEIU the need for the temporary duties to be performed by other personnel in the bargaining units; and

WHEREAS, the Employer and the Unions are agreeable to this temporary staffing arrangement and prepared the attached Letter of Understanding; and

WHEREAS, the provisions of the Letter of Understanding have been approved by County Services regarding the assignment temporary signal technician work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
AFSCME LOCAL #1499 (Union)
AND
OPEIU LOCAL #512 (Union)

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the "Employer") and the AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017; and

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the "Employer") and the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION (OPEIU) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017; and

WHEREAS, George H. Dugan is the sole OPEIU Signal Technician at the Road Department; and

WHEREAS, Mr. Dugan will be on long-term approved leave indefinitely or until the expiration of his available leave per the OPEIU labor agreement in place at the time Mr. Duggan last went out on leave in September, 2013; and

WHEREAS, the Road Department seeks to temporarily have the OPEIU Signal Technician job duties performed for the duration of Mr. Dugan's approved leave by AFSCME and/or OPEIU employees having experience assisting or relating to signal work; and

WHEREAS, AFSCME and/or OPEIU employees having experience assisting or relating to signal work are agreeable to accepting these duties and responsibilities; and

WHEREAS, the Road Department has a back-up service agreement in place with the Lansing Board of Water & Light (LBWL) for the Signal Technician duties which employees serving as temporary signal technicians may not be qualified to perform; and

WHEREAS, the Road Department and Human Resources both concur this temporary assignment is justified; and

WHEREAS, the Employer and the Unions are agreeable to this temporary staffing arrangement and the corresponding temporary salary increase;

NOW, THEREFORE, IT IS HEREBY AGREED UPON between the parties as follows:

1. The parties agree that the temporary signal technician duties will include the duties of the Signal Technician job description (attached). Temporary signal technician work not assigned to temporary signal technicians will be performed by LBWL or other appropriate contractors.

2. Routine signal maintenance work currently performed by AFSCME members will continue to be performed by AFSCME members at their current AFSCME class 5B rate of pay. The temporary duties for which OPEIU Grade 5, Step 3, pay will be provided are those outside the routine signal maintenance currently performed by AFSCME members.

3. The parties agree that while employees not currently in OPEIU Grade 5 are temporarily assigned to perform the temporary signal technician job duties listed above, their salary level shall be adjusted from their current rate of pay to the current OPEIU Grade 5, Step 3, salary, minimum, or according to job experience, for employees hired into OPEIU after 7/1/2011 ($53,298 per year for 2016). Current grade 5 OPEIU employees serving as temporary signal technicians would remain at their current rate of pay.

4. Temporary AFSCME signal technicians will paid either the OPEIU grade 5, step 3 rate, or their normal AFSCME Highway Worker 5(B) pay rate for a given day based on which type of duties he performs for the given day (8 or more hours), signal technician duties or sign worker duties.

5. Temporary AFSCME signal technicians will be paid for their on-call duty per the AFSCME contract. Any overtime worked while on call will be paid at the rate for the type of work performed, signal technician duties or sign worker duties.

6. Pay will be the only change in compensation for temporary signal technicians. Temporary signal technicians will continue to be members of their current bargaining units. While temporary signal technicians are performing these temporary duties, they shall continue to accrue leave time, earn seniority and be entitled to all other benefits pursuant to their current bargaining agreements. Temporary signal technicians' pay rate for all leave time will be at their normal applicable rate.

7. All other aspects of the current labor contracts will remain in-place, including the overtime equalization requirement. For the duration of the Agreement, all temporary AFSCME signal technicians' overtime will be subject to equalization per the AFSCME contract, whether performing Signal Technician duties or Highway Worker 5(B) duties.

8. Upon employees ceasing to be assigned the temporary signal job duties listed above, their salary shall return to that of their normal pay grade.

9. The parties agree this Agreement is intended to be temporary in duration, from date fully signed until Mr. Dugan's return from approved leave, unless the parties mutually agree to an extension.

IT IS FURTHER AGREED THAT this LOU shall be unique to this case and neither the Employer nor the Unions waive any rights as to future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.

COUNTY OF INGHAM

_____

Kara Hope, Chairperson Date
Board of Commissioners

_____

William Conklin Date
Managing Director – Road Department

UNION REPRESENTATIVES

_____

Todd A. Hull Date
President, AFSCME Local #1499

_____

Mark J. Swanson Date
Chief Steward, OPEIU Local #512

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

_____

Mattis D. Nordfjord, Esq.

Agenda Item 12b

TO: Board of Commissioners County Services and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: May 23, 2016

SUBJECT: Modification of the Managerial and Confidential Employee Personnel Manual

County Services June 7th and Finance Committee June 8th Agendas

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BACKGROUND

For several years there have been challenges regarding if Court Referees were covered under the Public Employment Relations Act (PERA). The question has been considered in the bargaining process with prior and current Circuit Court Administrators.

The Michigan Court of Appeals has held that Attorney/Referees are not appropriate for placement in a collective bargaining unit based upon the judicial and quasi-judicial decision-making functions of such Attorney/Referees.

After consultation with County Attorneys and through the recent negotiation process for a successor agreement with ICEA and reopener negotiations with OPEIU, the County proposed the move of the Attorney/Referee positions out of the collective bargaining units and into the Managerial and Confidential Employee Personnel Manual.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact is negligible since currently the top step of the Attorney/Referee grade in the ICEA - Professional Court Employees unit is PRO 12 - **$90,772** and under the OPEIU – Circuit Court/Family Division Professional Employees is **$90,763** and the top step of grade 13 of the Managerial and Confidential Employee Personnel Manual is **$90,832**.

OTHER CONSIDERATIONS

Through the negotiation process for a successor agreement with ICEA and reopener negotiations with OPEIU, all parties reached tentative agreement and captured the terms in the attached Letters of Understanding. A review of benefits revealed the employees would suffer no harm in pension and accruals. The LOU for ICEA has been executed as part of the current collective bargaining agreement.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution approving the Letters of Understanding and the modification of the Managerial and Confidential Employee Personnel Manual.

Agenda Item 12b

Introduced by the County Services Committee and the Finance Committees of the:

RESOLUTION APPROVING MODIFICATIONS TO THE 2016 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL TO INCLUDE THE POSITION OF ATTORNEY/REFEREE

WHEREAS, the Ingham County Board of Commissioners approves the modifications to the Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Ingham County Board of Commissioners, and the Thirtieth Judicial Circuit Court, and the Office And Professional Employees International Union (OPEIU) – Circuit Court/Family Division have agreed to a collective bargaining agreement for the Professional Court Employees/Family Division Unit; and

WHEREAS, the Ingham County Board of Commissioners, Thirtieth Judicial Circuit Court and the Fifty-Fifth Judicial District Court, and the Ingham County Employees' Association have agreed to a collective bargaining agreement for the Professional Court Employees Unit; and

WHEREAS, the Michigan Court of Appeals has held that Attorney/Referees are not appropriate for placement in a collective bargaining unit based upon the judicial and quasi-judicial decision-making functions of such Attorney/Referees; and

WHEREAS, all parties have met and conferred over the move of the employees in the Attorney/Referee classification to the Managerial and Confidential Employee Personnel Manual and prepared the attached Letters of Understanding; and

WHEREAS, the provisions of the attached Letter of Understanding with each unit have been approved by the County Services and Finance Committees; and

WHEREAS, the corresponding modification of the Managerial and Confidential Employee Personnel Manual to comply with the Court of Appeals decision have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letters of Understanding.

BE IT FURTHER RESOLVED, the Ingham Board of Commissioners approves the following modifications to the 2016 Managerial and Confidential Employee Personnel Manual:

1. The Attorney/Referee positions, formerly covered under the ICEA Professional Court Employees collective bargaining agreement and the OPEIU Circuit Court/Family Division collective bargaining agreement will be covered by the Managerial and Confidential Employee Personnel Manual.
2. Section V. Definition of Employees to include the definition of Seasonal Employees to comply with the definition under the Affordable Care Act.
3. Change in Appendix A – Other Specific Managerial Benefits to include a provision for on-call and minimum call back for the Attorney/Referee position.

4. Change in Appendix C – Position Listing Managerial & Confidential Pay Grades to include the addition of the following professional classification under grade 13: Attorney/Referee.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

LETTER OF UNDERSTANDING
BETWEEN COUNTY OF INGHAM,
THIRTIETH JUDICIAL CIRCUIT COURT (Employers)
AND
INGHAM COUNTY EMPLOYEES' ASSOCIATION (Union)
AND ITS
PROFESSIONAL COURT EMPLOYEES UNIT

WHEREAS, the COUNTY OF INGHAM, THIRTIETH JUDICIAL CIRCUIT COURT and the FIFTY-FIFTH JUDICIAL DISTRICT COURT (hereinafter referred to as the "Employer"), and the INGHAM COUNTY EMPLOYEES' ASSOCIATION (hereinafter referred to as the "Union") have agreed to a collective bargaining agreement for the Professional Court Employees Unit; and

WHEREAS, the parties are agreeable to the following concerning Attorney/Referees.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. Current Referees in the bargaining unit (being Helen Hartford and Vickey Peterson) may remain in the ICEA or elect to move to the Managerial Plan to be effective January 31, 2016.

2. If the Referees remain in the ICEA, they will be "at will" with their employment status covered by the Managerial Plan sections A & K. The employee's salary and benefits, including pension, will also be controlled by the Managerial Plan, with the position compensated at the MCF 13 Grade, Step 5.

3. If the Referees move to the Managerial Plan, the terms and conditions of employment, salaries and benefits will be controlled by the Managerial Plan, and the MCF Grade 13, Step 5, will apply.

4. If Michigan Supreme Court Administrative Order 1996-11 (Hiring of Relatives by Courts) is amended to allow relatives of a judge to be employed within the same court, Helen Hartford and Vicki Peterson shall automatically be covered by the Managerial Plan effective the date of the amended Administrative Order.

5. All employees hired on or after December 8, 2015, will be under the Managerial Plan and not recognized as under the ICEA contract, and will be placed on the MCF Grade 13 scale.

6. This Letter of Understanding shall be effective from and after January 1, 2016.

7. This Letter of Understanding shall not serve to modify any other terms or conditions agreed to by the parties in the aforementioned collective bargaining agreement. 104

EMPLOYERS

_____
Honorable Janelle A. Lawless
Chief Circuit Judge
Thirtieth Judicial Circuit Court

_____
Kara Hope, Chairperson
Ingham County Board of Commissioners

INGHAM COUNTY EMPLOYEES' ASSOCIATION

_____
By: Jean Ann Hamlin
Its: Local President

_____
By: Jeffrey S. Donahue
Its: General Counsel

Agenda Item 12c

TO: Board of Commissioners County Services Committee

FROM: Travis Parsons, Human Resources Director

DATE: May 9, 2016

SUBJECT: LOU – UAW-TOPS and OPEIU for County Services June 7th Agenda

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BACKGROUND

Occasionally the Courier position in the Purchasing Department requires backup coverage. This position is represented by the UAW-TOPS unit. Primary backup has historically been provided by the Copy Center Coordinator, also represented by the UAW-TOPS unit. There have been circumstances in which the Copy Center Coordinator is unavailable to perform the courier duties.

The Buyer position, also in the Purchasing Department, performs similar duties of transporting materials, orders and parts on behalf of the Road Department. This position is represented by the OPEIU – Technical/Clerical Unit.

The Buyer position would serve as the secondary backup to the Courier in the event the primary backup is unavailable to perform these duties.

The Employer engaged the UAW and OPEIU to discuss the need for secondary backup coverage. The UAW and OPEIU agreed to the conditions outlined in the attached Letter of Understanding (LOU).

ALTERNATIVES

The Buyer position performing the secondary backup role as outlined in the attached LOU is the most viable option.

FINANCIAL IMPACT

The Buyer, while performing the back-up duties, would continue to receive his/her pay, all other fringe benefits, and maintain seniority rights pursuant to the OPEIU collective bargaining agreement. There would be no additional financial impact.

OTHER CONSIDERATIONS

Through the meet and confer process, all parties agreed to the arrangement and captured the agreement in the attached LOU.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and UAW and OPEIU regarding the secondary backup for the Courier position.

Agenda Item 12c

Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE EXECUTION OF THE LETTER OF UNDERSTANDING – BACKUP COURIER

WHEREAS, the County of Ingham (Employer) and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) have entered into a collective bargaining agreement with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, the County of Ingham (Employer) and the Office and Professional Employees International Union (OPEIU) have entered into a collective bargaining agreement with a term running from January 1, 2016 through December 31, 2017; and

WHEREAS, the Employer recognized a need for secondary backup for the employee working in the Courier position, represented by UAW; and

WHEREAS, the Employer desired to utilize an employee working in the Buyer position, represented by the OPEIU, as a secondary backup to the Courier; and

WHEREAS, the Ingham County Board of Commissioners, UAW, and OPEIU are agreeable to this arrangement, as reflected in the attached Letter of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County after approval as to form by the County Attorney.

LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW) INGHAM COUNTY UNIT LOCAL #2256
AND
OPEIU LOCAL #512 TECHNICAL-CLERICAL UNIT (OPEIU)

WHEREAS, the Employer and UAW have entered into a collective bargaining agreement (UAW CBA) with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, the Employer and OPEIU have entered into a collective bargaining agreement (OPEIU CBA) with a term running from January 1, 2016 through December 31, 2017; and

WHEREAS, the Employer seeks to provide secondary backup coverage for the employee working in the Courier position, which is part of the UAW bargaining unit, by utilizing an employee working in the Buyer position which is part of the OPEIU bargaining unit; and

WHEREAS, the Employer, UAW and OPEIU agree to this arrangement; and

NOW, THEREFORE, IT IS HEREBY AGREED UPON between the parties as follows:

1. The parties agree that the Buyer will provide secondary backup coverage to the Courier in the event the primary backup coverage provided by the employee working as the Copy Center Coordinator, which is part of the UAW bargaining unit, is unavailable to perform these duties due to absence, vacation or work.

2. While providing coverage for the Courier, the Buyer will not accrue leave time, earn seniority or be entitled to any other pay or benefits pursuant to the UAW CBA.

3. While the Buyer is performing the duties of the Courier he/she will continue to receive his/her current rate of pay, all other economic fringe benefits and seniority rights pursuant to the OPEIU CBA.

IT IS FURTHER AGREED THAT this Letter of Understanding shall be unique to this case and neither the Employer nor Unions waive any rights as to other future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

COUNTY OF INGHAM

_____ _____
Kara Hope, Chairperson Date
Ingham County Board of Commissioners

_____ _____
James Hudgins Date
Purchasing Director

_____ _____
Travis Parsons Date
Human Resources Director

UNION REPRESENTATIVES

_____ _____
Mark J. Swanson Date
Chief Steward, OPEIU Local #512

_____ _____
Aaron Sanders Date
Staff Representative, OPEIU Local #512

_____ _____
Sally Auer Date
Bargaining Chairperson, UAW #2256

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

_____
Mattis D. Nordfjord, Esq.

Agenda Item 12d

TO: Board of Commissioners County Services and Finance Committees

FROM: Travis Parsons, Human Resources Director

DATE: May 9, 2016

SUBJECT: LOU – MNA Temporary Nurse Practitioner Wages

County Services June 7th Agenda and Finance Committee June 8th Agenda

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BACKGROUND

The Latent Tuberculosis Infection (LTBI) clinic operates for 4 hours, 2 days per month. Based on the unique qualification necessary to staff the clinic and the limited hours of operation, it has been difficult to assign existing staff or recruit a nurse practitioner into this role.

Dana Balander is a recently retired nurse practitioner with experience in the LTBI. Ms. Balander is willing and able to staff the clinic for 8 hours per month but required a rate of pay outside the rate of 10% above step 1 provided in the current collective bargaining agreement. The attached Letter of Understanding (LOU) allows the Employer to deviate from the aforementioned step 1 wage. This is a renewal of a prior expired LOU.

Ms. Balander has agreed to provide the Employer with a 30 day notice of resignation to allow the Employer adequate time to evaluate specialized skill sets of other staff and determine a provider that is capable to staff the clinic.

ALTERNATIVES

Currently there are no other qualified and available Nurse Practitioners at the Health Department to work the LTBI clinic.

FINANCIAL IMPACT

This arrangement has minimal financial impact since the temporary assignment is for 8 hours per month.

OTHER CONSIDERATIONS

Through the meet and confer process, all parties agreed to the arrangement and captured the agreement in the proposed renewal of the LOU.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and the MNA regarding the temporary wage for the Nurse Practitioner in the LTBI clinic.

Agenda Item 12d

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH MICHIGAN NURSES ASSOCIATION REGARDING TEMPORARY STAFFING

WHEREAS, an agreement was reached between representatives of Ingham County and the Michigan Nurses Association Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the parties wish to amend Article 12, Section 5 of the Agreement; and

WHEREAS, the Human Resources Department and the Health Department have discussed with the Michigan Nurses Association the changes regarding wages paid to Temporary Nurse Practitioners in the Latent Tuberculosis Infection (LTBI) Clinic and prepared the attached Letter of Understanding; and

WHEREAS, the provisions of the Letter of Understanding have been approved by County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding with respect to wages paid to Temporary Nurse Practitioners in the LTBI clinic.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

LETTER OF UNDERSTANDING
BETWEEN
INGHAM COUNTY (Employer)
AND
MICHIGAN NURSES ASSOCIATION (Union)
NURSE PRACTITIONERS/CLINIC NURSES UNIT

WHEREAS, the Employer and the Union have entered a collective bargaining agreement with a term running January 1, 2015 through December 31, 2017; and

WHEREAS, the parties wish to amend Article 12, Section 5 of the contract as to the wage paid to a temporary Nurse Practitioner; and

WHEREAS, the temporary position is necessary to operate the Latent Tuberculosis Infection (LTBI) clinic, currently scheduled to operate for 4 hours, 2 days per month.

NOW, THEREFORE, it is hereby agreed by the parties as follows:

1. Dana Balander will continue to staff the LTBI clinic as a Nurse Practitioner immediately upon the execution of this agreement.

2. Dana Balander will be paid at a rate of $45.00/hour.

3. This agreement only applies to Dana Balander as the temporary Nurse Practitioner position assigned to the LTBI clinic and does not establish a precedent or past practice.

4. If Dana Balander voluntarily resigns this temporary assignment, the Employer respectfully requests a 30 day notice from Ms. Balander to provide adequate time to evaluate appropriate specialized skill sets of other staff and determine which provider is capable staff the LTBI clinic.

5. The Employer will endeavor to backfill the vacant LTBI clinic assignment in accordance with Article 10, Section 4 of the MNA collective bargaining agreement.

6. The Employer will provide appropriate scheduling change notice, in accordance with Article 10, Section 6 of the MNA collective bargaining agreement, to a practitioner assigned to the LTBI clinic.

COUNTY OF INGHAM	**MICHIGAN NURSES ASSOCIATION**
_____	_____
Kara Hope, Chairperson	Nicole Jackson, Labor Representative
Date:_____	Date:_____
_____	_____
Linda Vail, Health Officer	Charlyn Stratton, President
Date:_____	Date:_____

_____
Dana Balander

Date:_____

Approved as to form:
Cohl, Stoker & Toskey, P.C.

_____
Mattis Nordfjord, Esq.

Agenda Item 13

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

FROM: Cynthia Wagner, Interim Director, Potter Park Zoo

DATE: May 2, 2016

SUBJECT: DONATION OF MODULAR BUILDING FROM AIS

BACKGROUND

The Potter Park Zoo is very limited in office space. Within the past few years, there has been office space created in the Zoo's kitchen, copy room, and a former A/V closet. A donated modular building from AIS would create much needed office space for Zoo employees.

ALTERNATIVES

If the status quo is allowed to continue, Zoo office space will continue to be a problem. We have exhausted all opportunities of creating new office space for our growing workforce and have come to the conclusion we need more building space to create more offices.

FINANCIAL IMPACT

The funding for this project will be paid for by the Potter Park Zoological Society (PPZS). At the PPZS Board Meeting on May 26th, 2016, the donated building along with all financial obligation associated with the building was approved and accepted.

OTHER CONSIDERATIONS

The placement of the modular building will be behind the Welcome Center and it does not change the Master Plan of the Zoo.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of the modular building donation from AIS.

Agenda Item 13

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING THE ACCEPTANCE OF A MODULAR BUILDING FROM AIS TO POTTER PARK ZOO

WHEREAS, the Potter Park Zoo has been offered a 24’ x 24’ modular building to be donated from AIS; and

WHEREAS, the Potter Park Zoo is in need of increased office space for the growing workforce and this modular unit will provide the necessary space; and

WHEREAS, the placement of the modular unit will be placed behind the Welcome Center and it does not change the Master Plan of the zoo; and

WHEREAS, the Potter Park Zoological Society will be funding this project for all future financial obligations that are associated with this building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts this donation from AIS to Potter Park Zoo.

Agenda Item 14

To: Mr. Tim Dolehanty, Controller/Administrator

From: Management Partners Representatives:
Jacquelyn McCray, Senior Manager
Amy Paul, Corporate Vice President
Susan Hoyt, Special Advisor

Subject: Ingham County Draft Strategic Plan

Date: April 19, 2016

The attached draft Strategic Plan reflects the input received from members of the Commission at their workshop on March 24. The draft incorporates the vision and mission along with goals and strategies for the future. Prior to completing the strategic plan you and the Commissioners should review the document to make sure it accurately reflects the correct language and intent.

Additionally, there are three areas requiring decisions by the Commissioners, as listed below:

1. **Vision statement** – While there was extensive discussion about the wording of the vision, we discouraged wordsmithing so we have two versions for consideration. The Commissioners will need to determine which of the two statements (or another to their liking) best reflects their desired future for the County.
2. **Goals** – Please review the wording of the goals and indicate any desired revisions or changes. Any edits or changes to the wording should reflect a consensus or majority of the Commission members.
3. **Strategies** – Please review the wording of the strategies and indicate any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members.
4. **Performance Indicators** – Please review the performance indicators and provide any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members

You will notice that pages 6 and 14 of the document are missing photographs. I have requested a few pictures from Becky. We will add those to the final plan.

Once confirmation on a vision statement and any other changes are received, we will finalize the document and prepare the draft Implementation Action Plan. If you have questions please let us know.

Ingham County Strategic Plan

Vision

Mission

Values

Goals

Strategies

Success Indicators

April 2016

Prepared for Ingham County, Michigan by Management Partners

Management Partners

Table of Contents

Table of Contents ii
Background 4
Vision, Mission and Values 5
Values 6
Goals and Strategies 7
Service to Residents 8
Communication 10
Management and Finance 12
Information Technology 14
Facilities and Infrastructure 16
Human Resources and Staffing 17
Conclusion 19

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Background

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

Introduction

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

Strategic Planning Process and Workshops

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

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County's vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan.

Vision and Mission

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

OUR VISION

(The Commissioners discussed many concepts about vision, but did not reach consensus. Please choose one.)

Ingham County is a welcoming, inclusive area working to empower people to live well in a safe, healthy, engaged community that respects diversity.

or

Ingham County is a safe, welcoming, engaged, inclusive and just community that empowers people to live their best lives.

A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.

OUR MISSION

Ingham County is committed to assuring the identification and provision of services most important to its citizens in the achievement of its vision. County services will be of high quality, cost effective, and easily accessible and delivered in cooperation and collaboration with its citizens and other community and governmental organizations. These services will be delivered by a highly motivated, well-trained, service-oriented workforce, utilizing effective technology and guided by the highest ethical standards.

Values

Insert Photo

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

OUR VALUES

While providing county services and doing our work we value:

- *Honesty, integrity and ethics;*
- *Accountability and fiscal responsibility;*
- *Creativity and innovation; and*
- *Quality constituent services*

Goals and Strategies

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

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs.

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

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

Service to Residents

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

Success Indicators

- *Percent of survey respondents rating the quality of service by County employees as good or excellent*
- *Percent of survey respondents rating accessibility to County services as good or excellent*

Strategies

1. Implement a public marketing campaign to promote key services through the local media, the County website and various publications.
2. Provide a forum for residents and service recipients to share their positive stories and experiences about County services.
3. Create an electronic, public directory of all County services with contact information.
4. Create a physical reception area and information desk in major and frequently used County facilities.
5. Create a virtual front desk that directs callers and electronic inquiries to the appropriate department contact.
6. Connect with local government networks to learn about innovations and new cost effective service delivery models (e.g., Alliance for Innovation, International City and County Management Association—ICMA, etc.).
7. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.

- *Percent of calls and inquiries to the County's virtual front desk that are responded to within 24 hours*
- *Percent of survey respondents rating customer service as good or excellent*

8. Conduct training that will help employees better understand and respond to customer questions and inquiries.
9. Contract with an impartial third party to survey residents and customers to evaluate the quality and accessibility of County services.
10. Hold public forums to gather feedback on County services.

Communication

Goal: Improve external and internal communication.

Strategies

Success Indicators

- *Percent of survey respondents who rate the County website as good or excellent*
- *Percent of policy and procedure changes communicated to County employees within one week of adoption.*

1. Implement routine department head agenda review meetings to share information about upcoming County Board committee and business meetings.
2. Communicate policy and procedure changes and other updates to the Employee Handbook to department heads and employees within one week of adoption.
3. Assign an employee in each department with responsibility for keeping the intranet up to date.
4. Schedule department head meetings with the County Board once or twice a year and outside of the budget process.
5. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.
6. Develop and adopt a County communication plan that includes ways to brand and unify messaging.
7. Identify financing for a dedicated position to coordinate and manage communication for the County.

- *Percent of Commissioners and department heads that have completed public relations and media training.*

8. Provide public relations and media training for Commissioners, department heads, and staff.

9. Improve the layout and ease of access to information on the County web site.

10. Create and maintain a social media presence for County programs and services.

11. Publish a quarterly newsletter for distribution to County residents with access via mail, the web and an e-news distribution system.

Management and Finance

Goal: Be an open, well-managed and collaborative government that ensures our public services are efficiently delivered to all geographic areas while preserving the County's fiscal health.

Success Indicators

- *Percent change in the County's financial reserves*
- *Percent of policies reviewed as scheduled*
- *Percent change in tax base*

Strategies

1. Maintain and grow the County's financial reserves.
2. Monitor adherence to the County's reserve policy.
3. Develop options for expanding, maintaining or reducing service levels depending on the County's fiscal health.
4. Create a schedule for reviewing and revising internal policies and contracting procedures to reflect current best practices.
5. Train department heads how to monitor their budgets and on contracting policies and procedures.
6. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
7. Train staff on budgeting, grant writing and finding revenue enhancement opportunities.
8. Expand tax base growth through partnerships with economic development influencers and organizations.
9. Develop a long-term millage strategy that includes a calendar of

- *Percent change in average expenditure per service or program*
- *Percent of capital improvement projects that are funded*

upcoming millage deadlines.

10. Schedule regular County Board information sessions on the use of debt service, updates on Tax Increment Financing and other financing tools.

11. Develop a policy to ensure adherence with the approved CIP when reviewing capital funding requests.

12. Develop a process for identifying funding priorities and financing options for future capital projects.

13. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.

14. Schedule reports to the County Board on management and financial issues outside of the budget process.

Information Technology

Goal: Anticipate and meet the information technology needs of each department and effectively engage our residents through reliable platforms.

Insert Image

Success Indicators

- *Average number of annual training hours completed by IT managers and staff*
- *Percent of IT priorities funded*
- *Percent of quarterly meetings held as scheduled*

Strategies

1. Hire well-trained IT managers and staff.
2. Invest in training to keep IT managers and staff current with emerging trends and best practices.
3. Prioritize and annually budget for countywide IT projects including updates to existing software applications.
4. Establish consistent standards for department website design, information and posting and monitor.
5. Schedule quarterly face-to-face meetings with the IT director and department heads and elected officials.
6. Schedule quarterly meetings with the County Board and the IT director.
7. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.
8. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and

- *Percent of department IT evaluations completed*
- *Percent of survey respondents (employees and Commissioners) rating the quality of IT services as good or excellent*

assessment of related needs with cost estimates.

9. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.
10. Develop a repository of prior IT vendors' performance for reference and use during vendor selection.
11. Develop a five-year IT growth plan with associated costs.
12. Create an up-to-date IT emergency management plan including the security of private data.
13. Develop a data retention policy.
14. Evaluate future storage capacity needs for electronic data.

Facilities and Infrastructure

Goal: Provide environmentally friendly, accessible facilities and quality infrastructure, which supports a safe and efficient pedestrian and multi-modal transportation network.

Success Indicators

- *Percent change in annual expenditures for planned facilities upgrades*
- *Percent of 17-year old offenders with adequate housing*
- *Percent change in annual expenditures devoted to proactive maintenance*

Strategies

1. Use the County space study to prioritize and budget for facility space.
2. Develop a plan for a new jail.
3. Plan for and anticipate additional housing needs to adequately accommodate 17-year old offenders.
4. Plan physical space needed for future data storage needs.
5. Evaluate alternatives for countywide "complete streets" policy.
6. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.
7. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.

Human Resources and Staffing

Goal: Make Ingham County the employer of choice where employees, diversity, inclusion, and public service are valued, and our workforce reflects the community it serves.

Success Indicators

- *Percent change in employee turnover*
- *Percent of employees completing job satisfaction surveys*
- *Percent of survey respondents rating job satisfaction as good or excellent*
- *Percent change in funding for professional development*

Strategies

1. Attract and retain employees who value public service.
2. Implement policies to encourage work-life balance, including flexible work hours and mobile access to work.
3. Use job satisfaction surveys and interviews to identify employee retention risks and suggestions for improving the work environment.
4. Develop an employee succession plan with a timeline for anticipated retirements.
5. Regularly solicit employee feedback and suggestions for workflow improvements.
6. Develop formal and informal employee recognition programs to encourage and reward creativity and innovation.
7. Support employee and professional development including travel to national conferences and educational opportunities.

- *Percent of employees who have participated in professional development*

8. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.

9. Develop a countywide training program that promotes respect for diversity.

10. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).

Conclusion

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

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

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

Board of Commissioners

Kara Hope
Chairperson

Sarah Anthony
Vice- Chairperson

Randy Maiville
Vice Chairperson Pro Tem

Victor Celentino, District 1

Rebecca Bahar-Cook, District 2

Bryan Crenshaw, District 4

Todd Tennis, District 5

Penelope Tsernoglou, District 8

Carol Koenig, District 9

Brian McGrain, District 10

Teri Banas, District 11

Deb Nolan, District 12

Randy Schafer, District 13

Robin Case Naeyaert, District 14

INGHAM COUNTY WOMEN'S COMMISSION
INGHAM COUNTY COURTHOUSE
P.O. BOX 319
MASON, MI 48854
TELEPHONE: (517) 676-7200
FAX: (517) 676-7264
http://bc.ingham.org/AppointedBoardsandCommissions/WomensCommission.aspx

The Ingham County Women's Commission was established in 1974 and continues to demonstrate strong female leadership in Ingham County. Out of Michigan's eighty-three counties, ICWC is the longest serving Women's Commission. The Commission advises the Ingham County Board of Commissioners regarding the impact of county policies on women and children.

RESOLUTION HONORING EILEEN DELANEY

WHEREAS, the Ingham County Women's Commission presents the Lucile E. Belen Award to Eileen Delaney; and

WHEREAS, Eileen was nominated for her indomitable work ethic while serving her community; and

WHEREAS, she works tirelessly in her retirement as a volunteer for Leader Dogs for the Blind, an international organization that provides canine partners for the blind and visually-impaired empowering them with lifelong skills for safe and independent daily travel; and

WHEREAS, Eileen has opened her home to many future leader-dog pups and their mothers, many of the pups being born at Eileen's home; and

WHERAS, she has given countless hours to organize fundraisers and community events such as the Holt Lions Club Kids Day; and

WHEREAS, Eileen has demonstrated a kind, giving, hardworking and compassionate demeanor while volunteering when and where needed, as a wonderful example to her sons, grandchildren and her community; and

WHEREAS, the Ingham County Women's Commission created the Lucile E. Belen Award to help recognize women from Ingham County who do extraordinary things; and

WHEREAS, women strengthen our community every day in various ways and go unnoticed; and

WHEREAS, this award creates an opportunity to shine a spotlight on those who have had a positive impact in Ingham County; and

THEREFORE BE IT RESOLVED, that the Ingham County Women's Commission applauds Eileen Delaney for her outstanding community service, kindness, and tireless efforts on behalf of Leader Dogs for the Blind in Ingham County.

BE IT FURTHER RESOLVED, that the Women's Commission offers our best wishes to Ms. Delaney for good health and happiness and the best of luck in all of her future endeavors.

Agenda Item 15

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING EILEEN DELANEY

WHEREAS, the Ingham County Women's Commission presents the Lucile E. Belen Award to Eileen Delaney; and

WHEREAS, Eileen was nominated for her indomitable work ethic while serving her community; and

WHEREAS, she works tirelessly in her retirement as a volunteer for Leader Dogs for the Blind, an international organization that provides canine partners for the blind and visually-impaired empowering them with lifelong skills for safe and independent daily travel; and

WHEREAS, Eileen has opened her home to many future leader-dog pups and their mothers, many of the pups being born at Eileen's home; and

WHEREAS, she has given countless hours to organize fundraisers and community events such as the Holt Lions Club Kids Day; and

WHEREAS, Eileen has demonstrated a kind, giving, hardworking and compassionate demeanor while volunteering when and where needed, as a wonderful example to her sons, grandchildren and her community; and

WHEREAS, the Ingham County Women's Commission created the Lucile E. Belen Award to help recognize women from Ingham County who do extraordinary things; and

WHEREAS, women strengthen our community every day in various ways and go unnoticed; and

WHEREAS, this award creates an opportunity to shine a spotlight on those who have had a positive impact in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners join the Ingham County Women's Commission in applauding Eileen Delaney for her outstanding community service, kindness, and tireless efforts on behalf of Leader Dogs for the Blind in Ingham County.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Eileen for good health and happiness and the best of luck in all of her future endeavors.