

CHAIRPERSON  
SARAH ANTHONY

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
BRYAN CRENSHAW  
MARK GREBNER  
DEB NOLAN  
CAROL KOENIG  
RYAN SEBOLT  
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, APRIL 4, 2017  
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 [March 21, 2017 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews – Historical Commission
2. Facilities Department – Emergency Purchase Order to Myers Plumbing & Heating, Inc. to Replace the [Heat Coil](#) in the Make-Up Air Unit (MAU) for the Kitchen/Laundry at the Jail
3. Innovation and Technology
  - a. Resolution to Approve Hardware Support from [Oracle](#)
  - b. Resolution to Approve a Service Agreement with [AT&T](#)
4. Road Department
  - a. Resolution to Authorize a Contract for Construction of [RAM II Trail](#)
  - b. Resolution to Approve and Certify the Ingham County [2016 Public Road Mileage Report](#)
  - c. Resolution to Approve Proposed 2017 Ingham County [Bridge Funding Applications](#) for Submission to the Local Bridge Program Manager
  - d. Resolution to Authorize the Purchase of Smooth-Lined Corrugated Polyethylene Pipe and Helically Corrugated Steel [Pipe](#)
  - e. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
5. Controller
  - a. Resolution Authorizing [Adjustments](#) to the 2017 Ingham County Budget
  - b. [Suspension](#) of County Operations (*Discussion*)
6. Board of Commissioners Office – Resolution in Honor of the [2017 State Arbor Day Celebration](#)

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE  
March 21, 2017  
Draft Minutes

Members Present: Celentino, Crenshaw, Nolan, Sebolt, Grebner, Koenig, and Maiville

Members Absent: None.

Others Present: Clerk Barb Byrum, Sheriff Scott Wriggelsworth, Andy Bouck, Sam Davis, Becky Bennett, Rick Terrill, Travis Parsons, Tim Dolehanty, Sally Auer, Maggie Fenger, Liz Kane and others

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

Approval of the March 7, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE MARCH 7, 2017 COUNTY SERVICES COMMITTEE MEETING.

MOVED BY COMM. NOLAN TO AMEND THE CLOSED SESSION MINUTES.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitute –

13. Controller
  - c. Resolution to Implement a Hiring Freeze for Ingham County General Fund Positions

Limited Public Comment

Sheriff Scott Wriggelsworth, Ingham County Sheriff's Office, acknowledged that the Committee would be taking up a resolution regarding a hiring freeze that evening. He acknowledged that positions in Corrections were exempt from the proposed hiring freeze, however, Law Enforcement positions were not. He further stated that the Sheriff's Office was running bare bones on the Law Enforcement side because they are needed to respond to emergency calls and to have the department properly staffed at all hours, every day.

Sheriff Wriggelsworth provided examples of why positions are needed including transporting prisoners between the court and the jail, protecting judges, guarding inmates when at the

hospital, and more. He also provided statistics on the 2,300 calls that Law Enforcement Officers responded to in the last year to highlight the demand the Sheriff's Office faced on a daily basis.

Sheriff Wriggelsworth stated that the Sheriff's Office was one of three facilities in the County that run 24/7, and the other two facilities, the Juvenile Detention Center and the 911 Center, were funded through millages, while the Sheriff's Office was not. He further stated that forcing the current Law Enforcement Officers to work overtime to cover the shifts was also not acceptable, because the officers should be able to take vacations and have lives.

Sheriff Wriggelsworth stated that there were also circumstances beyond the officers' control, like the loss of a parent, FMLA, or an injury that kept them from working, further straining the department and causing others to work overtime.

Sheriff Wriggelsworth stated that his office was down a few positions on the Law Enforcement side, but they were actively trying to recruit and fill those positions. He further stated that when he took office in the beginning of 2017, he eliminated an administrative position and did not plan to refill it in the coming years, as to create more savings in the department. He requested the Committee exempt all sworn deputies from the hiring freeze.

Sally Auer, UAW Representative, stated that learning about the hiring freeze through the board agenda and news media was disheartening. She further stated that she does not believe there is open communication between the Board and the County employees. She further stated that she understood the notion of a hiring freeze and that she was not necessarily opposed to it, but she believed that the top management should make sacrifices as well.

Ms. Auer stated that employees are still recovering from the recession, and the 4.5% salary increase does not make up for their increasing health care costs. She further stated that management should lead by example, which would be a way for employees to better understand and accept the hiring freeze.

Steven Leiby, Tri-County Bicycle Association, stated that his organization urged the Commissioners to support the Resolution to Authorize Contracts for Trails and Parks Millage Applications. He further stated that the Parks and Recreation Commission worked hard and weighed many proposals to improve the non-motorized facilities in Ingham County.

Clerk Barb Byrum, Ingham County Clerk's Office, stated that all Constitutional Officers should be exempt from the hiring freeze, as they have constitutional duties and responsibilities they must perform. She further stated that her office had a position eliminated right before she took office, and she does not have a secretary, unlike many department heads.

Clerk Byrum stated that due to limited staff, she and her Chief Deputy Clerk both answer phones, open mail, and wait on customers to help keep the office running as efficiently as possible. She further stated that her office does not just file papers, but works with hospitals, funeral homes and other entities to ensure vital records are correct, because they affect peoples' lives.

Clerk Byrum stated that the hiring freeze would impose significant hardships for the office, with new election equipment bringing new processes, computers and tabulators across Ingham County that her staff will need to manage and work with municipal clerks to properly administer elections. She further stated that she had not been able to create a County Directory, which was a statutory duty, due to the lack of staff.

Clerk Byrum stated that the office cannot afford to have less staff, because there currently were duties required by the office that were not being performed as well as they could be.

She further requested that if the Board intended to put on a County-wide election in August or November, that the Clerk's Office be notified as soon as possible to prepare the election equipment and municipal clerks.

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

2. Farmland and Open Space Preservation Board – Resolution to Approve the Farmland and Open Space Preservation Board's Recommended Selection Criteria and Application Cycle for 2017
3. Economic Development – Resolution to Approve a Brownfield Plan for the K3 Property
4. Facilities Department
  - b. Resolution to Award a Contract for Replacement of the Air Separator at the Human Services Building
  - d. Resolution to Award a Contract to Rebuild Three-Way Chilled Water Control Valves at the Human Services Building
  - e. Resolution to Award a Contract for Replacement of an Air Compressor at the Human Services Building
5. Innovation and Technology - Resolution to Honor Randy Neff
6. Equalization Department
  - a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
  - b. Resolution to Award Contracts for Remonumentation Project Surveyors
  - c. Resolution to Award Contracts for Peer Review Group Members
7. Road Department
  - a. Resolution to Authorize a Professional Services Contract for the Biennial Bridge Inspection Program
  - b. Resolution to Authorize a Bridge Design Professional Engineering Services Contract
  - c. Resolution to Authorize the Purchase of Seasonal Requirement of Hot Mix Asphalt Mixtures
  - d. Resolution to Authorize the Purchase of Seasonal Requirement of Asphalt

- e. Emulsions  
Resolution to Approve Special and Routine Road Department Permits
- 8. Fair Office - Resolution to Authorize Purchase of Collapsible Horse Stalls
- 9. Potter Park Zoo – Resolution to Authorize Transport of a Black Rhino
- 10. Parks
  - a. Resolution to Authorize Acceptance of a Michigan Recreation Passport Grant Project Agreement
  - b. Resolution to Authorize Application for a Recreation Passport Program Grant
  - c. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant
  - d. Resolution to Adopt the Ingham County Parks and Recreation 2018-2022 Master Plan
  - f. Resolution to Authorize Acceptance of Two Parcels of Land
- 11. Health Department – Resolution to Authorize a Subcontract with the City of Lansing, a Subcontract with Refugee Development Center, and a 0.5 FTE Community Health Worker
- 12. Human Resources
  - a. Resolution to Approve a Letter of Understanding with the Ingham County Employees’ Association Assistant Prosecuting Attorney Division
- 13. Controller
  - a. Resolution to Approve a Contract of Lease and Sublease for the Community Mental Health Building
  - b. Resolution to Approve a Ground Lease for the Community Mental Health Building
- 14. County Clerk
  - a. Resolution to Adopt a Fee Increase for Expedited Service for Certified Copies of Vital Records Issued by the County Clerk’s Office
- 15. Board of Commissioners Office
  - a. Resolution Creating a Special Complete Streets Committee
  - b. Resolution Establishing a Special Trails and Parks Committee
  - c. Resolution Declaring March 31, 2017 as “Cesar E. Chavez Day” in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

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

1. Interviews – Economic Development Corporation

Aaron Davis interviewed for appointment to the Economic Development Corporation Board of Directors.

Kyle Bowman interviewed for appointment to the Economic Development Corporation Board of Directors.

Ashley Keimach interviewed for appointment to the Economic Development Corporation Board of Directors.

Josh Church interviewed for appointment to the Economic Development Corporation Board of Directors.

Angelica Kim interviewed for appointment to the Economic Development Corporation Board of Directors.

4. Facilities Department

- a. Resolution to Award a Contract for Replacement of Light Fixtures at the Ingham County Courthouse

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

Commissioner Sebolt stated that he understood the funds were allocated as part of the 2017 budget from the CIP line item and asked where the CIP funds came from.

Commissioner Koenig stated that the money came from the General Fund.

Commissioner Sebolt clarified that these funds could be used for anything, and stated that he found it difficult to spend nearly \$100,000 from the General Fund to improve the look of the courthouse when faced with a resolution to implement a hiring freeze. He asked if the light fixtures were a want or a need for the Courthouse.

Rick Terrill, Facilities Director, stated that the light fixtures in the Courthouse did need to be replaced. He further stated that the lighting was old, the light levels were substandard, they took a long time to turn on, and they were not energy efficient. Mr. Terrill stated that the replacements would be LEDs that were energy efficient, there would be a 9-10 year payback on the investment, and they have been working with Consumers Energy and their agent to pursue a rebate on this project.

Commissioner Sebolt asked if the fixtures were being replaced and asked if a retrofit of the existing light fixtures would be possible.

Mr. Terrill stated that they tried retrofitting the current fixtures but it did not work.

Commissioner Maiville stated that the Board has heard about the issue of substandard lighting levels in the Courthouse for some time.

Commissioner Grebner asked if the lights being replaced were all indoors.

Mike Hughes, Facilities Manager, stated that was correct.

Discussion.

Commissioner Grebner asked if the new lights would be more efficient and give more light than the current lights.

Mr. Hughes stated they would be much more efficient and give much more light than the current metal halide lights.

Commissioner Grebner asked if the current lights were old.

Mr. Hughes stated they were, and the current bulbs were also being phased out. He further stated the last time these fixtures were replaced was when the Courthouse was remodeled in 1992.

Discussion.

Chairperson Celentino asked how the replacement of the light fixtures would affect the 2018 budget.

Tim Dolehanty, Controller/Administrator, stated that it would not affect the 2018 budget, since the funds were part of 2017 budget. He further stated that this was part of the capital improvement projects approved for 2017.

Mr. Dolehanty stated that the project was before the Committee due to the cost of the purchase, and the fact that all purchases above a certain amount must be approved by the Board of Commissioners. He further stated that it may positively impact the 2018 budget, because of the possible energy savings costs.

Mr. Terrill stated that Mr. Hughes worked with the Historical Commission to ensure there would not be much of an aesthetic difference with the replacement.

Discussion.

Commissioner Maiville asked how long this project had been in the works.

Mr. Terrill stated that the County had been working on the project for about 2 years, including time spent researching what the most effective approach would be, hiring an engineering company to test light levels, and putting the project out for bid.

Commissioner Maiville asked how long Mr. Terrill had been hearing about the substandard light levels.

Mr. Terrill stated that he had been hearing about poor lighting concerns for several years. He further stated it was difficult for some employees in the Courthouse whose tasks require reading or filing to see properly without straining their eyesight.

Commissioner Sebolt asked if there was an alternative, more cost effective way to improve the light levels such as by providing task-lighting lamps at a lower cost to the County.

Mr. Terrill stated that many offices already had task-lighting lamps, and with the light level improvements, those lamps may be able to be eliminated.

Discussion.

THE MOTION CARRIED. **Yeas:** Celentino, Crenshaw, Maiville, Koenig, Grebner, and Nolan **Nays:** Sebolt **Absent:** None

c. Resolution to Authorize a Contract to Strip, Clean, and Seal Tile Floors at the Ingham County Courthouse

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

Commissioner Crenshaw stated that he understood this was the lowest bid, but the supporting documentation for the bids was missing. He asked why the supporting documentation was missing, and who would have that information.

Mr. Terrill stated that would follow up with the Purchasing Director to see if it was meant to be excluded from the agenda. He further stated that there were three bids submitted, and the chosen bid was the most responsive, local vendor with the lowest cost for the project.

Commissioner Celentino asked if the cost would be \$6500 or \$5700.

Mr. Terrill stated that \$6500 was the budgeted amount, but the actual cost was slightly lower. He further stated the proposal would include the stripping and restoring of all tile on the first, second and third floors.

Mr. Terrill stated that the floors had not been restored in the time he has been with the County. He further stated that the goal was to preserve the historical look of the Courthouse.

Mr. Hughes stated that the tile was never supposed to be waxed as the type of tile was meant to look dull rather than shiny. He further stated this project would acid wash and clean the tile and seal the grout to help the floors look clean and restored.

Commissioner Sebolt asked whether this project was a want or need.

Mr. Terrill stated that the Courthouse was the jewel of the county, so he saw the project as a need. He further stated that the project was approved previously and the resolution before the Committee was to approve the vendor contract.

Commissioner Grebner stated that the Courthouse was inefficient office space, and it would cost less to build and operate a generic office building rather than maintain the historic Courthouse.

Discussion.

Commissioner Grebner stated that the renovation of the floors in the Courthouse was more of a want than a need, but since the County had already spent millions of dollars to restore the rest of the Courthouse, he felt that \$5,000 was not much to consider.

Commissioner Koenig asked how long Mr. Terrill has worked for the County.

Mr. Terrill stated that he had worked for the County for 13 years.

**THE MOTION CARRIED. Yeas:** Crenshaw, Koenig, Grebner, Nolan, and Maiville **Nays:** Celentino and Sebolt **Absent:** None

10. Parks

e. Resolution to Authorize Contracts for Trails and Parks Millage Applications

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

Commissioner Maiville stated that he was troubled by the fact that some projects with lower rankings were chosen over projects with higher rankings. He gave the example of Aurelius Township's project with a score of 3.5 with a local matching amount of 50%, versus a Volunteer Coordinator Ambassador position with a score of 2.9 and a local matching amount of 12.5%. He further stated that these millages are supposed to be for repairs and long-term maintenance.

Commissioner Maiville asked why a Trail Ambassador Coordinator position was being funded through this resolution, when there were projects that were not being funded that scored higher.

Tim Morgan, Parks Director, stated that the Park Commission made the recommendations brought before the Committee, and he did not take part in the scoring or deliberations that transpired. He further stated that the Commission reviewed the applications for the projects last December and scored each proposal.

Mr. Morgan stated that the Commission evaluated the projects not only based on score, but also on local match and how they felt the proposals fit into the scheme of the trails system in Ingham County. He further stated the Park Commission then voted on the projects individually.

Discussion.

Commissioner Koenig left at 7:11 p.m.

MOVED BY COMM. GREBNER, SUPPORTED BY NOLAN, TO AMEND THE RESOLUTION TO ADDITIONALLY FUND THE AURELIUS TOWNSHIP REPAIR, REHABILITATION AND LONG TERM MAINTENANCE ITEM AND REDUCE THE AMOUNT OF UNSPENT MONEY.

Commissioner Koenig returned at 7:13 p.m.

Discussion.

Commissioner Koenig stated that the Parks Commission had put hundreds of hours into evaluating the proposed projects and that should be honored.

She further stated that the Aurelius Township project was not approved because it was an internal asphalt trail, and was not part of an interconnected trail to the rest of the Ingham County Trails system. She further stated the Parks Commission stated the project did not fit with the Parks Commission's stated goal of creating an inter-connected trail system throughout the County.

Chairperson Celentino asked Commissioner Koenig if her comments were in favor of the amendment.

Commissioner Koenig stated that the Committee should do what they wish with the resolution.

Discussion.

Commissioner Maiville stated that Aurelius was trying to start their trail system and hoped to eventually connect their trail to the rest of the county. He further stated he did not know how to explain to Aurelius Township that their project did not get approved when other projects that also did not have anything to do with an interconnected trail system had been approved.

Commissioner Grebner stated that the millage language did not delineate the statement that trails needed to be interconnected, rather that it was a system of trails throughout the County. He further stated that by adding the Aurelius Township project, the Committee would recognize the work of the Parks Commission by acknowledging the higher graded project.

Commissioner Grebner stated that the money should not just be for the urban areas, but for projects that all residents of the County could have access to. He further stated that when the

millage goes back to the voters, it would be prudent to distribute money to projects all over the county so residents can see the benefit of having the trails projects.

Commissioner Nolan stated that she also attended the Parks Commission meeting last night. She further stated that she was grateful to the Parks Commission for their hard work.

Commissioner Nolan stated that this amendment was in response to constituent concerns, and she thought it was an appropriate response. She further stated that she agreed to the idea of interconnected trails, but the out-county trails should also matter.

Commissioner Koenig stated that if the amendment was approved, that it sets the precedent that all municipalities should be able to propose a project to the Parks Commission in the future.

Commissioner Grebner stated he thought that would be a good idea, and then the Committee could decide where it would make the most sense to build trails.

**MOVED BY COMM. NOLAN TO AMEND THE AMENDMENT TO TAKE THE \$23,000 OUT OF THE FUND BALANCE TO FUND THE AURELIUS PROJECT TRAILS.**

This was considered a friendly amendment.

**THE AMENDMENT PASSED. Yeas:** Celentino, Crenshaw, Koenig, Grebner, Maiville, and Nolan **Nays:** Sebolt **Absent:** None

Commissioner Crenshaw asked what the funding was paying for in regards to the Volunteer Trail Ambassador Coordinator position, and if the position itself was a paid position.

Mr. Morgan stated that the title was misleading because the position itself was not a volunteer position and the position would be paid. He further stated their job would be to recruit, coordinate and organize volunteers who would work on the trails.

Commissioner Maiville asked if the City Lengths project solely focused on the River Trails, or if other trails were involved.

Mr. Morgan stated that there was an MOU signed with Friends of Lansing Regional Trails, to branch out beyond Lansing with the trail system. He further stated there were MOU's in the works for Mason, Meridian Township, East Lansing, and Delhi Township within the next few weeks. He further stated the idea is to have MOU's with all communities that have trails, so each community could be part of a bigger network.

Commissioner Maiville stated that the Committee still needed to look at the big picture for connecting trails, even outside the county. He further stated that on the other hand, there should be attention paid to communities in the County.

Commissioner Nolan asked where the Volunteer Trail Ambassador Coordinator position would be located, who they would be reporting to, and why they are not under Ingham County's purview if they are serving the whole County, not just Lansing.

Mr. Morgan stated that Lansing was the sponsor of the application because the Task Force originally said not-for-profits were not considered. He further stated that if not-for-profits wanted to be involved, they would have to coordinate with a taxing entity. He stated that it was not brought to Ingham County because they were part of the broad budget process and they were not to bring applications to the millage table.

Commissioner Nolan stated that she will be voting no, because she believed the position should be based in Ingham County to better serve all entities in the county.

Discussion.

COMM. NOLAN ASKED FOR THE QUESTION TO BE DIVIDED TO VOTE SEPARATELY ON THE VOLUNTEER COORDINATOR POSITION.

Mr. Morgan clarified that the position would have a contract with the City of Lansing, and then doing an MOU with the rest of the entities to work for all of Ingham County, and legal would work out the details.

Discussion.

MOVED BY COMM. CELENTINO TO APPROVE THE VOLUNTEER TRAIL AMBASSADOR COORDINATOR POSITION.

**Yeas:** Celentino, Crenshaw, Grebner, Koenig, Maiville, and Sebolt **Nays:** Nolan **Absent:** None

THE RESOLUTION, AS AMENDED, PASSED UNANIMOUSLY.

g. Resolution to Consolidate Parks Department Fee Waiver Policies

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

Commissioner Grebner asked what the change WAS in the resolution, aside from consolidation.

Mr. Morgan stated that there were no real changes, the language was cleaned up and there were no real substantive changes. He further stated that going forward, decisions currently made by the Parks Commission would be made by the Board.

THE RESOLUTION PASSED UNANIMOUSLY.

Mr. Morgan thanked the Commissioners for cleaning and clarifying the language in the resolution.

12. Human Resources
  - b. Resolution to Approve a Letter of Understanding with Capitol City Labor Program Corrections Unit

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

Commissioner Sebolt asked if it was known how much this LOU would cost.

Sheriff Wriggelsworth stated that it cost just under \$27,000 last year.

Commissioner Sebolt asked how often the Sheriff expects having to pay employees for hours in excess of the maximum accumulation to happen.

Mr. Parsons stated that this LOU had been in place in 2015 and 2016, and this resolution would be for 2017.

Commissioner Sebolt asked if it would be easier to hire more law enforcement to prevent having to pay out the vacation time.

Mr. Parsons stated the new administration had met with Human Resources to review hiring practices and to try to fix the issue at hand.

Commissioner Sebolt asked if the proposed hiring freeze would exacerbate this issue.

Mr. Parsons stated the positions in question are exempt from the hiring freeze.

THE MOTION PASSED UNANIMOUSLY.

13. Controller
  - c. Resolution to Implement a Hiring Freeze for Ingham County General Fund Positions

MOVED BY COMM NOLAN, SUPPORTED BY COMM CRENSHAW, TO SUBSTITUTE THE RESOLUTION.

Commissioner Nolan stated that she was concerned with the need for additional staff at the Health Department, because the County needed to keep bringing revenue in and providing health care appointments. She stated that she thought the original resolution had a process to determine which positions should be exempt from the hiring freeze.

Mr. Dolehanty stated that he was not aware of anything being removed from the original resolution. He further stated that there was a part in the resolution that would allow any department head that believes that it's necessary to fill a position to maintain a vital County service could make a formal request to the Committee for a waiver. He stated the Committee

meets every other week, and that would be plenty of time for a department to come before the Committee and fill a position.

Commissioner Nolan stated she thought it was not a good practice to start naming exclusions in the resolution.

Commissioner Maiville stated that the Committee was coming up on their modified summer schedule and asked how long the approval could process to waive an exemption take in Committee.

Mr. Dolehanty stated the delay would possibly be about 10 days, or 25 days on the summer schedule.

Commissioner Koenig asked the Sheriff how many positions were open in the department.

Sheriff Wriggelsworth stated there were two positions on the Law Enforcement side that were not currently filled.

Commissioner Koenig asked what the cost of the recently eliminated administrator position was.

**MOVED BY COMM. KOENIG, SUPPORTED BY COMM. CRENSHAW, TO AMEND THE RESOLUTION TO INCLUDE SWORN SHERIFFS DEPUTIES IN THE EXEMPTION.**

Commissioner Grebner asked if management staff was included in the definition of sworn deputies.

Discussion.

Sheriff Wriggelsworth stated that sworn deputies would include Corrections and Law Enforcement employees, but it would not include support staff.

Commissioner Grebner asked how many employees that were not sworn deputies were in the department.

Discussion.

Sheriff Wriggelsworth stated that there were about 20 staff, including kitchen and janitorial staff.

**THE MOTION PASSED. Yeas:** Celentino, Crenshaw, Koenig, Maiville, Sebolt, and Nolan.  
**Nays:** Grebner

Commissioner Celentino asked what the process was in the Sheriff's Office for filling vacancies.

Sheriff Wriggelsworth stated he hoped to have two paths for hiring. He further stated that Corrections staff were currently hired to fill Law Enforcement vacancies. He further stated that

he wished to be able to hire Law Enforcement Officers from outside the department at some point.

Commissioner Celentino asked if the Law Enforcement vacancies came before the Committee.

Mr. Parsons answered no.

Commissioner Celentino stated he recalled a hiring delay and asked Grebner how that hiring freeze worked, and if it was different from the proposed freeze.

Commissioner Grebner stated he has been around for multiple hiring freezes. He stated that during a hiring freeze, there were two branches. One branch would be where a position becomes open and it takes more time to fill the position because the hire needs to be approved. He stated that in this case, the department would fill in the work by a temp or go short-staffed until the position is filled again. He further stated that this may cause chaos in the department, but may also save some money in the long run.

Commissioner Grebner stated the other branch of a hiring freeze is when positions are eliminated, usually when an employee leaves, and the department learns how to do the work with less staff. He further stated that the idea is to save several hundred thousand dollars by not filling the positions immediately, or at all.

Commissioner Sebolt asked what impact this hiring freeze would have on the Health Department, as he remembered the conversations the Committee had about medical assistants and nurses feeling short-staffed.

Mr. Dolehanty stated that the hiring freeze would affect the Health Department hires, but the department could either wait 2-4 weeks, or be proactive and come before the Committee to speed up process.

Commissioner Sebolt clarified the hiring freeze would slow down the process of hiring health care professionals.

Mr. Dolehanty stated yes.

Discussion.

Commissioner Maiville asked if there was a way to avoid the delay in the summer months by having the Controller or the Committee Chairperson give departments permission to start looking, with the understanding that the full Committee would still have to approve the position at their next meeting. He stated that some positions could take some time to fill.

Commissioner Celentino asked Clerk Byrum if the City of Lansing was the only election in August.

Clerk Byrum stated that elections would be held in the City of Lansing and Meridian Township in August.

Commissioner Celentino asked if the Clerk currently had vacant positions in her office.

Clerk Byrum stated no, but any employee could leave at any time for a better offer because they are underpaid and overworked. She stated that all employees were at their limit of what they would be able to accomplish and losing an employee would cause the office to be beyond struggling.

Discussion.

Clerk Byrum stated that her office was all hands on deck already, and the idea of losing an employee with upcoming elections where new equipment was being put in place would be very troublesome. She further stated she did not believe her office had ever been fully staffed, which she had already made known to the Committee over the past 5 years, but the hiring freeze would impose a significant hardship.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. KOENIG, TO AMEND THE EXEMPTION TO INCLUDE COUNTY CLERK STAFF CRITICAL TO ADMINISTERING AN ELECTION.

Discussion.

Clerk Byrum stated her entire office is crucial to running an election, because the entire staff pinch-hit for other staff when they would not be available. She further stated that all deputies help with filing and receiving paperwork, especially when Elections staff would be training clerks to use the new equipment.

COMMISSIONER KOENIG WITHDREW HER SUPPORT OF THE MOTION.

COMMISSIONER SEBOLT WITHDREW THE MOTION.

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SEBOLT, TO AMEND THE RESOLUTION TO ALLOW COUNTY-WIDE OFFICERS WHO HAVE CONSTITUTIONAL DUTIES TO BE EXEMPT FROM THE HIRING FREEZE.

MOVED BY COMM. SEBOLT TO AMEND THE RESOLUTION TO READ CONSTITUTIONAL COUNTY-WIDE OFFICERS WHO HAVE CONSTITUTIONAL DUTIES TO BE EXEMPT FROM THE HIRING FREEZE.

The amendment was considered friendly.

Discussion.

Commissioner Grebner stated that the Board could not cut the Constitutional Officers' funding below a minimal serviceable level. He further stated that he was not aware of any time any Board of Commissioners reduced a Constitutional Officer to a minimal serviceable level. He stated that he did not think Constitutional Officers should be given special treatment in this resolution.

Commissioner Nolan asked Becky Bennett, Board Office Director, if there were resolutions in the past that were referenced, because she could not recall a hiring freeze being so scrutinized in the past.

Becky Bennett stated she was not asked to pull up old resolutions, but they could have found the resolutions on their own.

Mr. Dolehanty stated that the foundation of the current resolution was based on the original creation.

Commissioner Nolan stated that because it had been amended, she would be voting against adding any more amendments.

Discussion.

Commissioner Maiville acknowledged a lot of positions have been cut and intentionally left vacant since previous freezes, so there would be pressures on the departments.

Commissioner Koenig acknowledged that the County may not be flying at its original level yet, which could contribute to the scrutiny over this hiring freeze. She asked for the amendment to be re-read.

Commissioner Sebolt clarified his amendment for the Committee.

Commissioner Koenig stated that her amendment was intended for the 24/7 operations, because they were strained already. She further stated she was not sure how many people the proposed amendment would affect and how it would affect the County.

Discussion.

**THE AMENDMENT PASSED. Yeas:** Sebolt, Crenshaw, Celentino, and Maiville  
**Nays:** Grebner, Nolan, and Koenig

Commissioner Crenshaw left at 8:08 p.m.

Ms. Auer stated that she was concerned with the idea of temp workers filling proper positions. She further stated that managerial staff should not be assuming bargaining unit work that the Clerk indicated she was taking on.

Commissioner Crenshaw returned at 8:10 p.m.

Mr. Dolehanty stated that the resolution did not speak to temporary positions, however he believed that would defeat the purpose of the freeze.

Ms. Auer stated that she agreed that hiring temps would defeat the purpose, as it may save some money in terms of benefits, but not a lot.

Commissioner Celentino asked Travis Parsons if hiring a temp during the hiring freeze would come before the Committee.

Travis Parsons, Human Resources Director, stated the Committee would review hiring a temp if it was proposed, but would come as a grievance first.

Discussion.

Commissioner Grebner stated that there were some non-union jobs where this would not be the case. He asked Clerk Byrum if temps were hired during elections.

Clerk Byrum answered yes.

Commissioner Grebner stated that if the Clerk's Office hired one more temp worker for this election than in previous years, all that would be required would be drawing up the salary items. He clarified that he was not suggesting departments hire temps to replace a full-time staff person, but departments did have a need to get their work done regardless of a hiring freeze.

Clerk Byrum stated she did not budget a lot in 2017 for temp workers, because there was not a presidential or statewide election.

Commissioner Sebolt asked what the effectiveness of the approach of a hiring freeze was. He stated that it seemed like this approach considered all positions to be on the same level, and that no positions were considered more critical than others. He further stated that this seemed like a clumsy way to deal with budget issues rather than a surgical way.

Mr. Dolehanty stated that the hiring freeze was a temporary fix, to try to adjust for a \$3.6 million deficit in 2018. He further stated that in 2019, the deficit would increase to \$5.6 million due to pension costs, which would completely drain the fund balance and dip into the reserve funding. He further stated that this was intended as a proactive approach to minimize layoffs at the end of the year. Mr. Dolehanty stated they were not completely sure what the turnover rate would be and how each department would be directly impacted, but this was the best fix at the current time.

Commissioner Koenig stated that the freeze allowed for oversight, and it allowed the Board to pay more attention to the budget items, rather than looking at the big picture as they may have done when initially passing the budget.

Commissioner Nolan stated that this freeze communicated to all 1000 employees in the County that there would be financial trouble in the County.

Commissioner Maiville stated there may also be potential for employees that would be at risk of losing their jobs to apply for vacant positions in the County.

Sheriff Wriggelsworth stated there was a difference between the Sheriff's Office and others. He stated there had been 34 positions lost so they were already short-staffed, and the job duties of the Sheriff's Office could not be put off to the next day like other duties such as filing.

Commissioner Sebolt stated that employees already knew the County was in trouble.

THE RESOLUTION PASSED UNANIMOUSLY.

14. County Clerk

- b. Resolution to Terminate the Service Agreement Contract with Granicus, Inc.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Commissioner Nolan asked if Clerk Byrum kept the recordings of the meetings.

Clerk Byrum answered yes.

Commissioner Nolan stated she appreciated the potential to save the County money by terminating the contract. She asked if there was a mechanism to obtain recordings.

Clerk Byrum provided background on the reason for having audio recordings and the issues with Granicus. She stated that there was not a requirement for audio or visual recordings to be provided, and many other County Clerks did not provide recordings, they simply took the minutes. She further stated that she believed previous recordings were owned by the County, so they could be retrieved, however all action was more formally recorded in the approved minutes.

Clerk Byrum stated that Granicus was extremely costly, and it was a dying system. She stated that two years ago, the RFP's quoted an upgrade of the system would cost \$80,000. She further stated that the County was FOIA compliant without providing the audio and video.

Commissioner Grebner asked if there would still be any audio recording available.

Clerk Byrum stated there would not be any live streaming, but the Recording Secretary could record meetings on their personal phones or voice recorders until minutes were approved and then the recording would be destroyed.

Commissioner Grebner asked if the audio would be preserved.

Clerk Byrum stated it would be kept until the minutes were approved, and then destroyed.

Commissioner Grebner asked how much it would cost for the Board to preserve the audio.

Clerk Byrum stated the County would need a new RFP, which would include new equipment, new lines for audio, and a new computer program to host and manage the recordings.

Discussion.

Commissioner Grebner stated he would like to have some preservation of an audio recording, because it would be more reliable than minutes.

Commissioner Maiville stated he would like to see some audio record maintained, but video was not necessary, and have the audio recordings available to the public on the website.

Discussion.

Commissioner Sebolt stated that in his experience in the Legislature, minutes were the only thing that counts. He further stated that minutes would be referred to in legal matters over a recording.

Commissioner Grebner stated that the recordings would be public documents and would be available under FOIA, but it would not matter if the recording was the official record. He further stated that an audio recording available to the public would allow contractors, union members, and political opponents access to what was said during a meeting. He stated if the Clerk was not willing to provide the recording, the Board of Commissioners Office could record the meetings.

Clerk Byrum stated that she is the Clerk of the Board, and takes minutes of the meeting. She further stated that an RFP would be needed to buy something new to take recordings.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO TABLE THE RESOLUTION.

THE MOTION PASSED. **Yeas:** Crenshaw, Koenig, Grebner, Maiville, Nolan, and Sebolt  
**Nays:** Celentino

Commissioner Crenshaw asked Clerk Byrum to come back with more information regarding options for providing and maintaining recordings.

#### Announcements

Commissioner Celentino rescinded the Complete Streets Subcommittee he had previously appointed.

Commissioner Celentino further stated that it was a long passionate meeting, and thanked the commissioners for their patience and passion.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:33 pm.

# APRIL 4, 2017 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Interviews** – *Historical Commission*

Candidates for appointment to the Historical Commission will be in attendance for interviews with the Committee.

2. **Facilities Department** - *Emergency purchase order to Myers Plumbing & Heating, Inc. to replace the heat coil in the make-up air unit (MAU) for the kitchen/laundry at the Jail*

An emergency purchase order was issued to Myers Plumbing & Heating in the amount of \$6,630 to replace a heat coil in a kitchen/laundry make-up air unit at the Jail. These repairs were necessary to prevent damage caused by sub-freezing temperatures. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works, and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

3a. **Innovation and Technology Department** - *Resolution to Approve Hardware Support from Oracle*

Ingham County has contracted with the firm Mythics in the past to provide support services related to Oracle hardware currently in use. However, Mythics is no longer a participant in the State's cooperative purchasing program. The Innovation and Technology Department recommends approval of an agreement with Oracle, which is now a recognized vendor in the State's cooperative purchasing program, for maintenance on critical computer hardware in an amount not to exceed \$5,255.

3b. **Innovation and Technology Department** - *Resolution to Approve a Service Agreement with AT&T*

The current contract with AT&T for local and long distance service expires in March and failure to approve a new service agreement will cause an extreme (272%) rate increase. The State of Michigan has not completed its contract negotiations with AT&T, which means renewal under a cooperative purchase agreement is not an option. Our rates can be modified once the State and AT&T reach an agreement. This new contract is not as favorable, but does prevent implementation of the exorbitant pricing schedule. The Innovation and Technology Department will also continue to review options and reduce usage wherever possible. Based on this knowledge, the Innovation and Technology Department recommends approval of a resolution to enter into the new agreement with AT&T for an amount not to exceed \$100,000 over two years.

**4a. Road Department - *Resolution to Authorize a Contract for Construction of RAM II Trail***

The federal government makes available Congestion Mitigation and Air Quality (CMAQ) funding to build transportation projects, including pathways, which will contribute to the attainment or maintenance of the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter. Townships wishing to utilize CMAQ funding to build pathways must find an eligible agency to sponsor their applications for funding. The County Road Advisory Board voted to sponsor the CMAQ funding application from Delhi Township for the RAM II Trail Project. Estimated costs for the project are as follows:

Federal CMAQ Funding	\$ 696,440
Delhi Township Match:	<u>\$ 485,560</u>
	\$1,182,000

The Road Department recommends approval of a resolution to authorize a contract with the State of Michigan to effect construction of RAM II Trail from the Holt Road / Eifert Road intersection to Jaycee Park, on behalf of Delhi Charter Township.

**4b. Road Department - *Resolution to Approve and Certify the Ingham County 2016 Public Road Mileage Report***

Public Act 51 of 1951, as amended (being MCL 247.659a (9)), requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. With no additions or subtractions of public road mileage this year, the centerline mileage of Ingham County roads is 1,254.59 miles. This reported road mileage is used to apportion Michigan Transportation Fund revenue to public road agencies in the state. The Road Department recommends approval of a resolution to grant authorization to sign the annual report.

**4c. Road Department - *Resolution to Approve Proposed 2017 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager***

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

- Okemos Road bridges over Red Cedar River (Meridian Township)
- Dietz Road bridge over Red Cedar River (Locke Township)
- Nobel Road bridge over Deer Creek (Wheatfield Township)
- Waverly Road bridge over the Grand River (Delhi Township)
- Holt Road bridge over Doan Creek (Leroy Township)

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

**4d. Road Department - *Resolution to Authorize Purchase of Smooth-Lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe***

The Road Department seeks approval to purchase two different types of corrugated pipe at various sizes designed to meet the needs for building and repairing county roads. The Department purchases approximately 4000 lineal feet of corrugated pipe annually. A proposed resolution would authorize purchase of smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe with aluminized coating from Contech Engineered Solutions, LLC on an as-needed, unit price basis.

**4e. Road Department - *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department***

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 15 projects (see attachment).

**5a. Controller's Office - *Resolution Authorizing Adjustments to the 2017 Ingham County Budget***

This resolution authorizes adjustments to the Ingham County budget for the first quarter of fiscal year 2017. The total increase to the General Fund is \$31,600. Also included is an update of contingency fund spending so far this year. The current contingency amount is \$330,219.

**5b. Controller's Office - *Suspension of County Operations* (Discussion)**

Recent decisions to suspend some office operations as a result of sporadic power outages led to questions about the application of rules under the Suspension of County Operations Policy. Various Department Heads and Union representatives will be present to discuss application of this policy.

**6. Board of Commissioners Office - *Resolution in Honor of the 2017 State Arbor Day Celebration***

A Resolution is offered to formally endorse Arbor Day and extend congratulations and best wishes to all of those involved in the 2017 State Arbor Day.

**MEMORANDUM**

**TO:** County Services and Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** March 16, 2017

**SUBJECT:** Emergency purchase order to Myers Plumbing & Heating, Inc. to replace the heat coil in the make-up air unit (MAU) for the kitchen/laundry at the Jail

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

The bundle heater that supplies the hot water to the kitchen units developed a leak, which caused all of the glycol to leak out of the system. This happened during a period when we had sub-freezing temperatures. With the glycol gone we no longer had any freeze protection in the loop. Outside temperatures reached a point where the freeze stats finally shut the MAU down but by the time that happened the MAU, which only draws in outside air, had been exposed to extremely cold temperatures for several hours.

Compounding the problem was the fact that one of the three outside air dampers did not close when the unit shut down which we discovered when we found the coil leaking. .

Emergency Purchase Order # 2017-118 was issued to Myers Plumbing & Heating, Inc. for a total cost of \$6,630.00.

The Budget office created a new account for these repairs, 245-31199-931000-7FC32.

Both the Controller and Facility Director approved this purchase.

**Agenda Item 3a**

To: Board of Commissioners, County Services Committee, and Finance Committee  
From: Deb Fett, CIO  
Date: 3/21/2017  
Subject: Resolution – Oracle Hardware Maintenance

**BACKGROUND**

Ingham County had been using Mythics for our Oracle hardware support for the past few years. In investigating the price increase from Mythics, it was discovered that they are no longer on the State of Michigan or GSA contracts. Oracle is now on the State of Michigan contract. Last year we paid \$5,598 .00 for Mythics, this year with Oracle we will only pay \$5,254.47 giving us a slight savings.

**ALTERNATIVES**

Staying with Mythics would increase our support costs by \$500.00 over Oracle.

**FINANCIAL IMPACT**

The funding for the \$5,254.57 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 quote for hardware services from Oracle.

**SERVICE DETAILS**

<b>Hardware Technical Support Services</b>						
<b>Service Level: Oracle Premier Support for Systems - Renewal Partner</b>						

Product Description	Serial Number	CSI #	Qty	Start Date	End Date	Price
<b>Installed At: Ingham County - 121 E Maple St 3rd 3rd Floor Mason INGHAM MI 48854 United States</b>						
SPARC T5-2 server: model family		19467488	1	1-Apr-17	31-Mar-18	0.00
SPARC T5-2 server: model family	AK00198773	19467488	1	1-Apr-17	31-Mar-18	0.00
8Gb SAS PCIe HBA, External ATO		19467488	1	1-Apr-17	31-Mar-18	27.26
One 600 GB 10000 rpm 2.5-inch SAS-2 HDD with marlin bracket (for factory installation)		19467488	6	1-Apr-17	31-Mar-18	338.71
One 8 GB DDR3-1066 registered DIMM (for factory installation)		19467488	32	1-Apr-17	31-Mar-18	822.43
Power cord: North America and Asia, 2 meters, 6-15P plug, C13 connector, 10 A (for factory installation)		19467488	2	1-Apr-17	31-Mar-18	2.39
SPARC T5-2 server: base with 2 SPARC T5 16-core 3.6 GHz processors (for factory installation)		19467488	1	1-Apr-17	31-Mar-18	4,063.68

**Hardware Technical Support Fees: USD 5,254.47**

**Total Price: USD 5,254.47**

**NO TAX** Plus applicable tax

Please note the following:

- If You have questions regarding the Service Details section of this ordering document, or believe that corrections are required, please contact Your Oracle Support Sales Representative identified on the first page of this ordering document.
- Please review Oracle's technical support policies, including the Lifetime Support Policy, before entering into this ordering document. Under Oracle's Lifetime Support Policy, the support level for an Oracle product, if applicable, may change during the term of the services purchased under this ordering document. If extended support is offered, an additional fee will be charged for such support if ordered.
- If Oracle accepts Your order, the start date set forth in the Service Details table above shall serve as the commencement date of the technical support services and the technical support services ordered under this ordering document will be provided through the end date specified in the table for the applicable programs and/ or hardware ("Support Period").
- If any of the fields listed in the Service Details table above are blank, then such fields do not apply for the applicable programs and/or hardware for which You are purchasing technical support services.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE HARDWARE SUPPORT FROM ORACLE**

WHEREAS, Ingham County has been using Mythics for maintenance on critical computer hardware in the case of a failure; and

WHEREAS, Mythics is no longer on the State of Michigan or GSA contracts which has increased their price; and

WHEREAS, ITD researched current State of Michigan contract vendors that can be used for our hardware maintenance needs; and

WHEREAS, our current existing hardware maintenance agreement expires on April 1st, 2017 and ITD recommends replacing this agreement with Oracle; and

WHEREAS, our previous annual cost was \$5,598.00 and the new annual cost will be \$5,254.47.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the hardware maintenance from Oracle in the amount not to exceed \$5,255.00.

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 is authorized to make any necessary budget adjustments.

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

TO: Board of Commissioners, County Services Committee  
FROM: Deb Fett, CIO  
DATE: 3/23/2017  
SUBJECT: AT&T Renewal Local and Long Distance

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**BACKGROUND**

Ingham County currently uses AT&T for our local and long distance service. The current contract expires in March which will cause our rates to jump to extreme levels. The State of Michigan has not completed their contract negotiations with AT&T yet leaving us with less than favorable options at the moment. This new contract isn't as favorable, but the increase is smaller than doing nothing. Once the State of Michigan completes their contract, we have the ability to change to their rates, meanwhile we do not suffer exorbitant pricing. We will also continue to review our options and reduce usage wherever possible.

**ALTERNATIVES**

Annual costs under current contract prices	\$37,000.00
Annual estimated costs without contract or expired contract	\$136,000.00
Annual estimated costs new contract(usage may alter)	\$50,000.00

**FINANCIAL IMPACT**

The funding for the estimated \$50,000.00 annual cost will be spread to various departments based on usage as per current practice.

**OTHER CONSIDERATIONS**

This contract renewal does not include the previously negotiated 911 lines which also appear on AT&T bills. Those were not considered in this memo or resolution.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached renewal contracts for AT&T.



**COMPLETELINK® 2.0  
AT&T ILEC Pricing Schedule  
Provided Pursuant to Standard Service Publication Rates and Terms**

**AT&T MA Reference No. 137418UA**

<b>Customer</b>	<b>AT&amp;T</b>
COUNTY OF INGHAM 121 E MAPLE MASON, MI 48854	The applicable AT&T ILEC Service-Providing Affiliate
<b>Customer Contact (for Notices)</b>	<b>AT&amp;T Contact (for Notices)</b>
Name: Deb Fett Title: CIO Street Address: 212 E Maple City: Mason State/Province: MI Zip Code: 48854 Country: USA Telephone: Fax: Email: DFett@ingham.org	Name: JAY VAN DUZEN Street Address: 23500 NORTHWESTERN HWY W-216 City: SOUTHFIELD State/Province: MI Zip Code: 48075 Country: USA Telephone: 2482278297 Fax: 2482918875 Email: jv8204@att.com Sales/Branch Manager: Plzzuti SCVP Name: Blake Sales Strata: GEH Sales Region: MW <b><u>With a copy (for Notices) to:</u></b> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: <a href="mailto:mast@att.com">mast@att.com</a>
<b>AT&amp;T Solution Provider or Representative Information (if applicable)</b> <input type="checkbox"/>	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

This Pricing Schedule for the service(s) identified below ("Service") is part of the Agreement referenced above.

AT&T California currently provides billing and collections services to third parties, which may place charges that Customer authorizes on its bill. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

<b>Customer</b> (by its authorized representative)	<b>AT&amp;T</b> (by its authorized representative)
By:	By:
Printed or Typed Name:	Printed or Typed Name:
Title:	Title:
Date:	Date:

<b>For AT&amp;T internal use only</b>	
Is this CompleteLink 2.0 associated with ABN Complete?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Sales must submit to Contract Management (CM):</b> 1) Customer executed Pricing Schedule, and 2) a duplicate of this Pricing Schedule as a Word document, not a PDF file, OR an Excel list of the BTNs.	

**COMPLETELINK® 2.0**  
**AT&T ILEC Pricing Schedule**  
**Provided Pursuant to Standard Service Publication Rates and Terms**

**1. DISCOUNT PROGRAM, SERVICE PROVIDER AND SERVICE PUBLICATION**

<b>Discount Program</b>	CompleteLink® 2.0
Customer must separately order services to which CompleteLink 2.0 applies.	

Service Provider (Select all that apply.)	Service Publication (incorporated by reference)	Service Publication Location
<input type="checkbox"/> AT&T Arkansas	AT&T Arkansas Guidebook, including Part 4, Section 5	<a href="http://cpr.att.com/guidebook/ar/index.html">http://cpr.att.com/guidebook/ar/index.html</a>
<input type="checkbox"/> AT&T California	AT&T California Guidebook, including Part 9, Section 3	<a href="http://cpr.att.com/guidebook/ca/index.html">http://cpr.att.com/guidebook/ca/index.html</a>
<input type="checkbox"/> AT&T Illinois	AT&T Illinois Guidebook, including Part 4 Section 5	<a href="http://cpr.att.com/guidebook/il/index.html">http://cpr.att.com/guidebook/il/index.html</a>
<input type="checkbox"/> AT&T Indiana	AT&T Indiana Guidebook, including Part 4, Section 2	<a href="http://cpr.att.com/guidebook/in/index.html">http://cpr.att.com/guidebook/in/index.html</a>
<input type="checkbox"/> AT&T Kansas	AT&T Kansas Guidebook, including Part 4, Section 5	<a href="http://cpr.att.com/guidebook/ks/index.html">http://cpr.att.com/guidebook/ks/index.html</a>
<input checked="" type="checkbox"/> AT&T Michigan	AT&T Michigan Guidebook, including Part 4, Section 5	<a href="http://cpr.att.com/guidebook/mi/index.html">http://cpr.att.com/guidebook/mi/index.html</a>
<input type="checkbox"/> AT&T Missouri	AT&T Missouri Guidebook, including Part 4, Section 5	<a href="http://cpr.att.com/guidebook/mo/index.html">http://cpr.att.com/guidebook/mo/index.html</a>
<input type="checkbox"/> AT&T Ohio	AT&T Ohio Guidebook, including Part 4, Section 2	<a href="http://cpr.att.com/guidebook/oh/index.html">http://cpr.att.com/guidebook/oh/index.html</a>
<input type="checkbox"/> AT&T Oklahoma	AT&T Oklahoma Guidebook, including Part 4, Section 5	<a href="http://cpr.att.com/guidebook/ok/index.html">http://cpr.att.com/guidebook/ok/index.html</a>
<input type="checkbox"/> AT&T Texas	AT&T Texas Guidebook, including Part 4, Section 5	<a href="http://cpr.att.com/guidebook/tx/index.html">http://cpr.att.com/guidebook/tx/index.html</a>
<input type="checkbox"/> AT&T Wisconsin	AT&T Wisconsin Guidebook, including Part 4, Section 2	<a href="http://cpr.att.com/guidebook/wi/index.html">http://cpr.att.com/guidebook/wi/index.html</a>

**2. PRICING SCHEDULE TERM and EFFECTIVE DATES**

<b>Pricing Schedule Term</b>	2 years
<b>Start Date of Pricing Schedule Term</b>	Upon initial implementation of Discount Program in the applicable AT&T systems
<b>Effective Date of Rates and Discounts</b>	Start Date of Pricing Schedule Term
<b>Rates Following Termination or Expiration of the Pricing Schedule Term</b>	Service Publication rates for Eligible services (as described in the applicable Service Publication) in effect at time of termination or expiration of the Pricing Schedule Term

**3. MINIMUM ANNUAL REVENUE COMMITMENT (MARC) / MAXIMUM ANNUAL DISCOUNT**

<b>MARC / Maximum Annual Discount</b>	\$ 18000 MAD 2450
<b>MARC-Eligible Charges</b>	Charges for "Contributory Services", as defined in the applicable Service Publication, billed under BTNs in section 6 (before the application of discounts and credits)

**COMPLETELINK® 2.0**  
**AT&T ILEC Pricing Schedule**  
**Provided Pursuant to Standard Service Publication Rates and Terms**

**4. RATES and DISCOUNTS**

The rates and discounts below are listed for convenience only. If there is conflict between any rate or discount below and the corresponding Service Publication rate or discount in effect on the Effective Date, the Service Publication will control.

<b>MARC Volume Discount (applies to Eligible services and may not exceed the Maximum Annual Discount)</b>			
<b>1 Year Term</b>	<b>1 Year Term</b>	<b>2 Year Term</b>	<b>2 Year Term</b>
2% – MARC \$1,200	6% – MARC \$50,000	3% – MARC \$1,200	7% – MARC \$50,000
2% – MARC \$3,000	7% – MARC \$75,000	3% – MARC \$3,000	8% – MARC \$75,000
3% – MARC \$7,000	8% – MARC \$100,000	4% – MARC \$7,000	9% – MARC \$100,000
4% – MARC \$12,000	9% – MARC \$150,000	5% – MARC \$12,000	9% – MARC \$125,000
4% – MARC \$18,000	10% – MARC \$200,000	5% – MARC \$18,000	10% – MARC \$150,000
5% – MARC \$25,000		6% – MARC \$25,000	11% – MARC \$200,000
5% – MARC \$35,000		6% – MARC \$35,000	

<b>Optional Features Discount (applies to Central Office Optional Features as described in the applicable Service Publication)</b>	<b>Discount</b>
	40%

**IntraLATA Intrastate Toll** (Enter only those which apply or enter N/A. **NOTE:** When "N/A" is selected, Discount Program discount rates for this service will not apply.)

Arkansas <b>N/A</b>	California <b>N/A</b>	Kansas <b>N/A</b>	Illinois <b>N/A</b>
Indiana <b>N/A</b>	Michigan <b>\$0.054</b>	Missouri <b>N/A</b>	Ohio <b>N/A</b>
Oklahoma <b>N/A</b>	Texas <b>N/A</b>	Wisconsin <b>N/A</b>	

**IntraLATA Interstate Rate** (Enter only those which apply or enter N/A. **NOTE:** When "N/A" is selected, Discount Program discount rates for this service will not apply.)

Illinois <b>N/A</b>	Indiana <b>N/A</b>	Michigan <b>\$0.115</b>	Ohio <b>N/A</b>	Wisconsin <b>N/A</b>
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**Local Usage Rates/Discounts** (Enter only those which apply or enter N/A. **NOTE:** When "N/A" is selected, Discount Program discount rates for this service will not apply.)

<b>California</b>	<b>Illinois</b>	<b>Michigan</b>	<b>Ohio</b>	<b>Wisconsin</b>
Zone 1 & Zone 2: <b>N/A</b>	Illinois Band A: <b>N/A</b>	per message rate:	per message rate:	per message rate:
Zone 3: <b>N/A</b>	Illinois Band B: <b>N/A</b>	<b>\$0.0900</b>	<b>N/A</b>	<b>N/A</b>
	Illinois Band C: <b>N/A</b>			

**Local Usage Service Level Discount:** For BTNs listed in section 7 that include a combination of Exchange Access Lines and/or Centrex with ISDN PRI and PBX Trunks. (Does not apply to per message rate listed above.)

<b>Michigan</b>	<b>Ohio</b>	<b>Wisconsin</b>
35%	15%	30%

**Other Discounts which may apply:** (Enter only those which apply or enter N/A. **NOTE:** When "N/A" is selected, Discount Program discount rates, if available, for the service or service component will not apply.)

Arkansas <b>N/A</b>	California <b>N/A</b>	Kansas <b>N/A</b>	Illinois <b>N/A</b>
Indiana <b>N/A</b>	Michigan <b>N/A</b>	Missouri <b>N/A</b>	Ohio <b>N/A</b>
Oklahoma <b>N/A</b>	Texas <b>N/A</b>	Wisconsin <b>N/A</b>	

**COMPLETELINK® 2.0**  
**AT&T ILEC Pricing Schedule**  
 Provided Pursuant to Standard Service Publication Rates and Terms

**Business Access Line Rates:**

State	Monthly Recurring Rate, per Line
AR, IN, KS, MO, OK, TX	\$39.00
KS - EAS	\$46.00
CA, IL, MI, OH, WI	\$28.00

**5. EARLY TERMINATION CHARGE**

Main BTN State	Early Termination Charge
AR, CA, KS, IN, MI, MO, OH, OK, TX, WI	<p><b>With No IL BTNs</b></p> <ul style="list-style-type: none"> <li>50% of the unsatisfied MARC (after application of any Shortfall Charges) for the balance of the Pricing Schedule Term</li> </ul> <p><b>With IL BTNs</b></p> <ul style="list-style-type: none"> <li>MARC is prorated for amount of MARC Eligible Charges in IL and outside IL                             <ul style="list-style-type: none"> <li>For IL BTNs, IL MARC Termination Charge; plus</li> <li>For non-IL BTNs, 50% of the unsatisfied MARC (prorated after application of any Shortfall Charges ) for the balance of the Pricing Schedule Term</li> </ul> </li> </ul>
IL	<ul style="list-style-type: none"> <li>the amount of unearned discounts for the 12-month period immediately preceding Customer's early termination ("IL MARC Termination Charge"). Unearned discounts are calculated by subtracting the discounted charges for Eligible services actually incurred during the twelve months immediately preceding termination from the discounted charges for those Eligible services that Customer would have incurred during that period under the longest CompleteLink 2.0 term for which the Customer would have actually qualified based upon the actual term of service (or Service Publication month-to-month rates for those Eligible services if the Customer would not have qualified for any CompleteLink 2.0 term)</li> </ul>

**6. BILLING TELEPHONE NUMBER (BTN) LIST**

<p><b>Eligibility:</b>                      (max. of 1,000 BTNs)</p>	<p>All BTNs listed below or in an attachment:</p> <ul style="list-style-type: none"> <li>must be valid business lines;</li> <li>may not be Consolidated or Special Bill Numbers;</li> <li>may not include Bill-Under, Working Telephone Numbers (WTNs), Account Telephone Numbers (ATNs), Cross Reference, Pager, Cell Phone, Pay Phone, Directory Advertising, Toll Free (800, 866, etc.) or Residential Numbers</li> <li>are all of the BTNs intended by Customer to be included on Effective Date</li> </ul> <p>To qualify as an Eligible or Contributory Service, a service must be billed under one of the listed BTNs or under a BTN added by Customer through Customer's AT&amp;T Sales Contact.</p>
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**BTN List follows**





**AT&T HIGH VOLUME CALLING IV<sup>SM</sup>  
Up To \$12,000 MARC  
Pricing Schedule**

AT&T MA Reference No.

<b>Customer</b>	<b>AT&amp;T</b>
Ingham County Street Address: 121 E Maple City: Mason State/Province: MI Zip Code: 48854 Country: USA	AT&T Corp.
<b>Customer Contact (for Notices)</b>	<b>AT&amp;T Contact (for Notices)</b>
Name: V Watson Title: A/P Street Address: 121 E Maple City: Mason State/Province: MI Zip Code: 48854 Country: USA Telephone: Email: VWatson@ingham.org Customer Account Number or Master Account Number:	Name: Jay Van Duzen Street Address: Southfield Complex City: Southfield State/Province: MI Zip Code: Country: USA Telephone: 248 227 8297 Email: jv8204@att.com Sales/Branch Manager: Pizzuti SCVP Name: Blake Sales Strata: GEH Sales Region: MW <b>With a copy (for Notices) to:</b> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: <a href="mailto:mast@att.com">mast@att.com</a>
<b>AT&amp;T Solution Provider or Representative Information (if applicable)</b> <input type="checkbox"/>	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

This Pricing Schedule is part of the Agreement referenced above.

**AT&T reserves the right to reject this Pricing Schedule if not signed by Customer and submitted to AT&T on or before June 30, 2017.**

<b>Customer</b> (by its authorized representative)	<b>AT&amp;T</b> (by its authorized representative)
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:



**AT&T HIGH VOLUME CALLING IV<sup>SM</sup>  
Up To \$12,000 MARC  
Pricing Schedule**

**1. SERVICE, SERVICE PROVIDER and SERVICE PUBLICATION**

<b>Service</b>	AT&T High Volume Calling IV <sup>SM</sup> – an optional calling plan for outbound and inbound long distance services
<b>Service Provider</b>	SBC Long Distance, LLC d/b/a AT&T Long Distance ("AT&T")
<b>Service Publication</b>	AT&T Long Distance Voice Product Reference and Pricing Guidebook ("Guidebook") and applicable state tariff or guidebook: <a href="http://www.att.com/gen/public-affairs?pid=11972">http://www.att.com/gen/public-affairs?pid=11972</a>

**2. PRICING SCHEDULE TERM and EFFECTIVE DATES**

<b>Pricing Schedule Term</b>	Selected below.
<b>Start Date of Pricing Schedule Term</b>	When this Pricing Schedule is implemented in the AT&T billing system.
<b>Effective Date of Rates and Discounts</b>	Start Date of Pricing Schedule Term.
<b>Rates Following end of Pricing Schedule Term</b>	Non-stabilized out of Term rates applicable to Customer's plan then in effect in the Service Publication.

**3. MARC, MINIMUM NUMBER of ACCESS LINES, RATES and CHARGES**

**A. Domestic Interstate Rates and Charges**

<b>Domestic: \$600, \$2,400, \$6,000, \$9,000 OR \$12,000 MARC Minimum of 2 access lines</b>
<b>Term and Interstate Rates*</b> 2 Year Term \$2,400 MAC - Sw \$.0430

**B. Domestic Intrastate Rates and Charges.** The following rates shall apply for intrastate interlata and intralata DDD and TFS calls.

**California**  
Select One

**Nevada**  
Select One

**Texas, Oklahoma and Kansas**  
Select One

**Michigan, Illinois, Indiana & Ohio**  
2 Year Term \$2,400 MAC - Sw \$0.043

**Arkansas**  
Select One

**Wisconsin**  
Select One

**Missouri**  
Select One

The MARC and term commitment selected above must match those selected in Section 3.A. Otherwise, the rates selected above shall be void and the applicable rates shall be those listed in the applicable Tariffs.

**C. International Rates and Charges (Select One)**

<input type="checkbox"/> <b>International – High Volume Calling IV Option C Rates</b> <b>Non-recurring charge: \$9.95</b> <input checked="" type="checkbox"/> <b>Standard International Rates</b> <b>No additional non-recurring charge</b>
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**AT&T HIGH VOLUME CALLING IV<sup>SM</sup>**  
**Up To \$12,000 MARC**  
**Pricing Schedule**

**4. GENERAL TERMS**

- A. If Customer fails to maintain the minimum number of access lines, Customer will be moved to a High Volume Calling Plan II with the same MARC and term commitments at the then-current usage rates in the Guidebook.
- B. **Additional Services, Rates and Charges:** The rates and charges for the following are not stabilized for the Pricing Schedule Term: International, International Mobile Termination Charges, Operator Toll Assistance Services, Directory Assistance Services, and any applicable payphone origination and other third-party pass through charges, regulatory fees, surcharges, and TFS charges. All such rates and charges are as set forth in the then-current Guidebook or Tariffs, and are subject to change at any time.
- C. **Automatic Dialer Devices.** CUSTOMER SHALL NOT USE AUTODIALERS, PREDICTIVE DIALERS OR OTHER DEVICES THAT GENERATE AUTOMATED OUTBOUND CALLS IN CONJUNCTION WITH SERVICE OR SERVICE COMPONENTS PROVIDED UNDER THIS PRICING SCHEDULE IS STRICTLY PROHIBITED. AT&T MAY TERMINATE THIS PRICING SCHEDULE IMMEDIATELY IF CUSTOMER USES SUCH DEVICES.
- D. **Cancellation.** If Customer is non-responsive or not ready to have AT&T provision/fulfill the Service, AT&T may cancel this Pricing Schedule: (1) ninety (90) Days after Customer executes this Pricing Schedule; or (2) if Customer appropriately applies for E-Rate funding, (a) the later of (i) ninety (90) days after July 1<sup>st</sup> of the applicable E-Rate funding year or (ii) ninety (90) days after the date of the E-Rate Funding Commitment Decision Letter (FCDL)\* for the Service in such E-Rate funding year, but, in any event, (b) upon expiration of the last day of such E-Rate funding year.

	<b><i>New or upgrade to an existing AT&amp;T Long Distance Agreement</i></b>
<input type="checkbox"/>	This is a new AT&T Long Distance Pricing Schedule
<input checked="" type="checkbox"/>	This is an upgrade to an existing AT&T Long Distance Agreement and the guidelines from Section 3.9.7 Revenue and Term plan Commitments of the Guidebook will apply to such existing agreement.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A SERVICE AGREEMENT WITH AT&T**

WHEREAS, the current Ingham County local and long distance telephone contract with AT&T expired in March, 2017; and

WHEREAS, currently Ingham County pays \$37,000.00 per year for local and long distance service; and

WHEREAS, although Ingham County will pay \$50,000.00 per year for long distance calls under the renewal, this recognizes a savings of an estimated \$86,000.00 over non-contract rates; and

WHEREAS, Innovation & Technology is recommending we continue to purchase local and long-distance phone services from AT&T for a period of 2 years for an estimated total cost of \$100,000.00 until such time as Ingham can obtain the State of Michigan rates.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the continuation of the local and long distance phone service from AT&T in the amount of \$100,000.00 for a period of 2 years.

BE IT FURTHER RESOLVED, that the total cost will be spread to various departments based on usage as per current practice.

BE IT FURTHER RESOLVED, that the Controller 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 4a**

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: March 16, 2017

SUBJECT: Delhi Township RAM II Trail

For the County Services Committee meeting agenda in April 4, 2017

For the Finance Committee meeting agenda in April 5, 2017

For the BOC meeting agenda in April 11, 2017

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The federal government makes available Congestion Mitigation & Air Quality (CMAQ) funding to build transportation projects or programs that will contribute to the attainment or maintenance of the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter. CMAQ funds must benefit the non-attainment area or maintenance area by reducing mobile source emissions. Pathways are projects that are eligible for CMAQ funding.

Only certain agencies are eligible to make application for, and received CMAQ funding. The Michigan Department of Transportation, incorporated cities, some villages, and road commissions are all eligible agencies. Townships wishing to utilize CMAQ funding to build pathways must find an eligible agency to sponsor their applications for funding. The County Road Advisory Board voted to sponsor Delhi Township's CMAQ funding application for the RAM II Trail Project. The project was awarded FY 2017 funding to build the project. The estimated costs for the project are as follows:

Federal CMAQ Funding	\$ 696,440
Delhi Township Match:	<u>\$ 485,560</u>
	\$1,182,000

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a first party contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf. Lastly, a third party agreement between Ingham County and Delhi Township is required to transfer much of ICRD's construction oversight, maintenance, and local match responsibilities to the township and secure a construction administration fee.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement and the Ingham County and Delhi Township third party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR CONSTRUCTION OF RAM II TRAIL**

WHEREAS, The Ingham County Road Department received Congestion Mitigation & Air Quality (CMAQ), on behalf of Delhi Charter Township, to construct the RAM II Trail from the Holt Road and Eifert Road intersection to Jaycee Park; and

WHEREAS, Delhi Township desires to design, construct, and maintain the trailway for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the Road Department; and

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

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

WHEREAS, the Road Department and Delhi Township agree that the township will administer construction of the project, and will pay any and all local match costs incurred by the project, plus \$4,000.00 for project administration and oversight provided by the Road Department; and

WHEREAS, the estimated construction costs for the project are as follows:

Federal CMAQ Funding	\$ 696,440
Delhi Township Match:	<u>\$ 485,560</u>
	\$1,182,000

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect construction of RAM II Trail from the Holt Road and Eifert Road intersection to Jaycee Park, on behalf of Delhi Charter Township, for a total estimated cost of \$1,182,600 consisting of \$696,440 in federal CMAQ funding and \$485,560 in township matching funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with Delhi Charter Township to also effect construction of RAM II Trail from the Holt Road and Eifert Road intersection to Jaycee Park.

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 4b**

TO: Board of Commissioners, County Services Committee  
FROM: Robert Peterson, Director of Engineering, Road Department  
DATE: March 16, 2017  
SUBJECT: Ingham County 2016 Public Road Mileage Certification

For the County Services Committee meeting agenda in April 4, 2017  
For the Finance Committee meeting agenda in April 5, 2017  
For the BOC meeting agenda in April 11, 2017

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Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments or jurisdiction transfers. There were no additions or subtractions of public road mileage this year. Our road centerline mileage is 1,254.59 miles.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

The subject of this memo is the Public Road Mileage Report that covers the period from January 1, 2016 through December 31, 2016.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AND CERTIFY THE  
INGHAM COUNTY 2016 PUBLIC ROAD MILEAGE REPORT**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, the Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments or jurisdiction transfers; and

WHEREAS, the Ingham County road centerline mileage is unchanged at 1,254.59 miles; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners approves and authorizes the Board Chairperson to sign three copies of the 2016 Public Road Mileage Report document that is consistent with this resolution.

**Agenda Item 4c**

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: March 17, 2017

SUBJECT: Proposed 2017 Local Bridge Program Funding Applications

For the County Services Committee meeting agenda in April 4, 2017

For the Finance Committee meeting agenda in April 5, 2017

For the BOC meeting agenda in April 11, 2017

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Major county bridge repair, replacement, and preventative maintenance projects are typically funded by the Local Bridge Program (LBP), which is funded by a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Local Bridge Program applications for this year are due on, or around, May 1st for fiscal year 2020 funding. Each agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs and the Road Department would need to fund the remaining 5%.

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

Ingham County Road Department staff thoroughly evaluated our inspection consultant's recommendations and presented a list of bridge projects, for which funding applications were to be submitted, was presented to the Ingham County Road Advisory Board (CRAB) and approved in early 2016. None of the 2016 applications were selected for funding, so staff is recommending the resubmittal of the updated 2016 applications for 2017 funding consideration. The 2017 bridge funding applications are as follows:

<u>Bridge</u>	<u>Comments</u>	<u>Priority</u>
Okemos Road bridges over Red Cedar River, Meridian Twp.	Primary road bridge <u>replacement</u> , 28,540 ADT. Temporary repairs were completed in July 2016. Subsequently posted for 36 tons, 45 tons, and 53 tons.	Repl-1
Dietz Road bridge over Red Cedar River, Locke Twp.	Primary road bridge <u>replacement</u> , 700 ADT, posted for 34 tons, 37 tons, and 42 tons.	Repl-2

Nobel Road bridge over Deer Creek, Wheatfield Twp.	Local road bridge <u>replacement</u> , 772 ADT, posted for 30 tons, 49 tons, and 64 tons.	Repl-3
Waverly Road bridge over the Grand River, Delhi Twp.	Primary road bridge <u>rehabilitation</u> , consisting of a superstructure replacement, 2,695 ADT, posted for 22 tons, 24 tons, and 32 tons.	Rehab-1
Holt Road bridge over Doan Creek, Leroy Twp.	Local road bridge <u>rehabilitation</u> , consisting of a superstructure replacement, 900 ADT, posted for 42 tons, 51 tons, and 62 tons.	Rehab-2

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

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PROPOSED 2017 INGHAM COUNTY  
BRIDGE FUNDING APPLICATIONS FOR SUBMISSION TO THE  
LOCAL BRIDGE PROGRAM MANAGER**

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

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

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

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

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

WHEREAS, the Ingham County Road Advisory Board was convened for a meeting on January 13, 2016, among other issues, to consider and advise the Board of Commissioners on projects to be submitted for federal and state Local Bridge Program funding; and

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

1. Replacement of the Okemos Road Bridges over the Red Cedar River, Meridian Township
2. Replacement of the Dietz Road Bridge over the Red Cedar River, Locke Township
3. Replacement of the Nobel Road Bridge over Deer Creek, Wheatfield Township
4. Rehabilitation of the Waverly Road Bridge over the Grand River, Delhi Township
5. Rehabilitation of the Holt Road Bridge over Doan Creek, Leroy Township

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Road Department staff to submit five applications for the bridges listed above to solicit fiscal year 2020 Local Bridge Program funding.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: March 20, 2017

SUBJECT: ITB No.56-17: Smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating

The purpose of this correspondence is to support the attached resolution to purchase smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating. The two different types of corrugated pipes and various sizes are designed to meet the needs for building and repairing county roads.

The Road Department annually purchases approximately 4000 lineal feet of various sizes of both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating for use as road drainage culverts and piping, for placement by Road Department crews in various road maintenance operations.

The smooth lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Construction for plastic pipe products and corrugated steel pipe.

The Road Department's adopted 2017 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #56-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase smooth lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating on an as-needed, unit price basis from:

1. Advance Drainage Systems (ADS), for smooth lined corrugated polyethylene pipe.
2. Contech Engineer Solutions, for helically corrugated steel pipe with aluminized coating.

The decision to where the corrugated pipe will be purchased on any given operation will be based on Road Department staff's judgment as to which product is most advantageous for the County. This decision will be based on a combination of engineering, availability of required material, with preference based on lowest qualifying bid unit price.

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department's 2017 seasonal supply of smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating.

**Agenda Item 4d**

TO: Tom Gamez, Road Department

FROM: James Hudgins, Director of Purchasing  
[jhudgins@ingham.org](mailto:jhudgins@ingham.org)

DATE: March 15, 2017

RE: Memo of performance for ITB No. 56-17: Smooth-lined Polyethylene Pipe and Helically Corrugated Steel Pipe.

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Per your request, the Purchasing Department sought bids for the purchase of the 2017 seasonal requirements of smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe for the Ingham County Road Department.

The ITB was advertised in the Lansing State Journal and City Pulse, as well as posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendor invited to propose	14	1
Vendors responding	4	1

A summary of the vendors’ costs is on the following pages.

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

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

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SUMMARY OF COSTS

<b>Item 1: Smooth-lined Corrugated Polyethylene Pipe and Couplers</b>				
*To furnish Ingham County Road Department with their annual requirements of smooth-lined corrugated polyethylene pipe and couplers of various sizes and lengths as outlined below.				
<b><i>Pipe Diameter</i></b>	<b><i>Price per Linear ft.</i></b>			
	<b>Contech Engineered Solutions</b>	<b>St. Regis Culvert Inc</b>	<b>Jensen Bridge &amp; Supply Company</b>	<b>Advanced Drainage Systems (ADS)</b>
<b><i>Local</i></b>	<b>Yes, Mason</b>	<b>No, Charlotte</b>	<b>No, Sandusky OH</b>	<b>No, Owosso</b>
6" Double-Wall Plastic Pipe	No Bid	No Bid	No Bid	\$1.48
8" Double-Wall Plastic Pipe				\$2.30
10" Double-Wall Plastic Pipe				\$3.32
12" Double-Wall Plastic Pipe				\$4.05
15" Double-Wall Plastic Pipe				\$5.42
18" Double-Wall Plastic Pipe				\$7.94
24" Double-Wall Plastic Pipe				\$13.09
30" Double-Wall Plastic Pipe				\$20.62
36" Double-Wall Plastic Pipe				\$25.50
4" Plastic Flex Pipe (Single Wall-Plain end)				\$0.26
6" Plastic Flex Pipe (Single Wall-Plain end)				\$0.73
8" Plastic Flex Pipe (Single Wall-Plain end)				\$1.39
<b><i>Solid Sleeve External Couplers</i></b>				<b><i>Price Each</i></b>
	<b>Contech Engineered Solutions</b>	<b>St. Regis Culvert Inc</b>	<b>Jensen Bridge &amp; Supply Company</b>	<b>Advanced Drainage Systems (ADS)</b>
4" External Snap Coupler	No Bid	No Bid	No Bid	\$8.82
6" External Snap Coupler				\$7.61
8" External Snap Coupler				\$11.56
10" External Snap Coupler				\$15.19
12" External Snap Coupler				\$39.61
15" External Snap Coupler				\$58.67
18" External Snap Coupler				\$103.44
24" External Snap Coupler				\$157.05
30" External Snap Coupler				\$349.74
36" External Snap Coupler				\$480.46

**Item 1: Smooth-lined Corrugated Polyethylene Pipe and Couplers**

\*To furnish Ingham County Road Department with their annual requirements of smooth-lined corrugated polyethylene pipe and couplers of various sizes and lengths as outlined below.

<i>Solid Sleeve Internal Couplers</i>	<i>Price Each</i>			
	Contech Engineered Solutions	St. Regis Culvert Inc	Jensen Bridge & Supply Company	Advanced Drainage Systems (ADS)
4" Internal Coupler	No Bid	No Bid	No Bid	\$1.86
6" Internal Coupler				\$3.71
8" Internal Coupler				\$6.20
10" Internal Coupler				\$7.44
<i>30 Degree Dual Wall Elbow</i>	<i>Price Each</i>			
	Contech Engineered Solutions	St. Regis Culvert Inc	Jensen Bridge & Supply Company	Advanced Drainage Systems (ADS)
4" 30 Degree Dual Wall Elbow	No Bid	No bid	No Bid	\$7.79
6" 30 Degree Dual Wall Elbow				\$12.73
8" 30 Degree Dual Wall Elbow				\$20.26
10" 30 Degree Dual Wall Elbow				\$28.92
12" 30 Degree Dual Wall Bell				\$44.54

**Item 2: Helically Corrugated Aluminized Type 2 Steel Pipe and Connecting Bands**

\*To furnish the Ingham County Road Department with their annual requirement of Helically Corrugated Aluminized Type 2 Steel Pipe and Connecting Bands of various sizes and construction lengths as outlined below.

<i>Aluminized Type 2 Pipe Diameter</i>	<i>Gage</i>	<i>Price per Linear ft.</i>				
		Contech Engineered Solutions	St. Regis Culvert Inc	Jensen Bridge & Supply Company	Advanced Drainage Systems (ADS)	
8 Inch Spiral Aluminized Type 2	14	No Bid	No Bid	No Bid	No Bid	
12 Inch Spiral Aluminized Type 2	14	\$7.44	\$10.20	\$10.78		
15 Inch Spiral Aluminized Type 2	14	\$9.30	\$12.75	\$13.46		
18 Inch Spiral Aluminized Type 2	14	\$11.16	\$15.30	\$16.15		
24 Inch Spiral Aluminized Type 2	14	\$14.88	\$20.40	\$21.66		
30 Inch Spiral Aluminized Type 2	14	\$18.60	\$25.50	\$26.43		
36 Inch Spiral Aluminized Type 2	14	\$22.32	\$30.60	\$31.92		
48 Inch Spiral Aluminized Type 2	14	\$29.76	\$40.80	\$44.73		
60 Inch Spiral Aluminized Type 2	12	\$56.12	\$71.30	\$75.70		
72 Inch Spiral Aluminized Type 2	12	\$67.10	No Bid	\$97.61		
<i>Connecting Bands</i>	<i>Gage</i>	<i>Width</i>	<i>Price Each</i>			
			Contech Engineered Solutions	St. Regis Culvert Inc	Jensen Bridge & Supply Company	Advanced Drainage Systems (ADS)
12 Inch Aluminized	14	24"	\$11.16	\$20.40	\$21.56	No Bid
24 Inch Aluminized	14	24"	\$26.04	\$40.80	\$43.32	

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE  
& HELICALLY CORRUGATED STEEL PIPE**

WHEREAS, the Road Department annually purchases approximately 3500 lineal feet of various sizes of both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating for use as road drainage culverts and piping; and

WHEREAS, the Road Department's adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating, were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe with aluminized coating from Contech Engineered Solutions, LLC.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase on an as-needed, unit price basis of smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe with aluminized coating from Contech Engineered Solutions, LLC.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with Advanced Drainage Systems for smooth lined corrugated polyethylene pipe, and Contech Engineered Solutions, LLC, for helically corrugated steel pipe with aluminized coating, as needed and budgeted.

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 March 21, 2017 as submitted.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE: March 21, 2017

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2017-105	CONSUMERS ENERGY	GAS	EDSON ST & HASLETT RD	MERIDIAN	10
2017-106	RYAN LEWIS	LAND DIVISION	DANSVILLE RD & M-52	WHITE OAK	22
2017-107	ACD.NET	CABLE / OH	MARSH RD & NEMOKE TR	MERIDIAN	22, 15
2017-108	ACD.NET	CABLE / UG	MARSH RD & TIMES SQUARE	MERIDIAN	15
2017-109	KAMMINGA & ROODVOETS	WALKWAY CONST.	HANCOCK DR, CEDAR ST	DELHI	15
2017-110	VERIZON WIRELESS	COMMERCIAL DRIVE	BURKLEY RD & TURNER RD	WILLIAMSTOWN	33
2017-113	CONSUMERS ENERGY	ELECTRIC	GREEN RD & OAKDALE DR	MERIDIAN	1
2017-116	CONSUMERS ENERGY	ELECTRIC / OH	HOLT RD & GUNN RD	DELHI	16
2017-117	CONSUMERS ENERGY	GAS	VARIOUS	STOCKBRIDGE	
2017-118	DELHI TOWNSHIP	SANITARY	EIFERT RD & HOLT RD	DELHI	15, 22
2017-119	CONSUMERS ENERGY	GAS	CEDAR ST & KELLER RD	DELHI	14
2017-121	CONSUMERS ENERGY	GAS	PARK LN & BOND AVE	DELHI	14
2017-122	GERALD PHILLIPS	LAND DIVISION	WAVERLY RD & MCCUE RD	DELHI	19
2017-123	CONSUMERS ENERGY	GAS	SHERWOOD RD & ZIMMER RD	WILLIAMSTOWN	22
2017-124	ALAIEDON TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	SANDHILL RD BET OKEMOS RD & HAGADORN RD	ALAIEDON	4, 5

MANAGING DIRECTOR: \_\_\_\_\_

**TO:** Board of Commissioners Finance and Liaison Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** March 21, 2017  
**SUBJECT:** First Quarter 2017 Budget Adjustments and Contingency Fund Update  
For the meeting agendas of 3/30 Law and Courts, 4/3 Human Services, 4/4  
County Services, and 4/5 Finance

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**BACKGROUND**

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

**FINANCIAL IMPACT**

Detail of the the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2017 are attached. The total increase to the General Fund is \$31,600.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2016. Some of the larger projects carried over from the 2016 budget include \$229,960 for parking lot replacement at the Human Services Building, \$159,500 for Hawk Island’s Overlook Shelter roof and restrooms, \$151,200 for the McNamara accessible boat launch, \$92,121 for Mason Courthouse lighting upgrades and three major imaging/scanning projects which are ongoing, \$171,580 for Probate Court, \$228,702 for Circuit Court and \$175,000 for the Clerk. Also reappropriated are the majority of the Trails and Parks millage projects approved by Resolutions 16-257 and 16-328. The balance of these projects totals \$5,451,426. A total of \$174,490 in computer replacements budgeted in 2016 is also reappropriated to 2017.

The use of fund balance in the general fund is increased \$31,600 for training funds for the new jury management system (\$1,600) and supplemental funding for the contract with Volunteers of America authorized by Resolution 16-269, but not spent in the Health Department’s 2016 fiscal year.

The revenue estimate in the Hotel/Motel fund is increased from \$2.7 million to \$2.9 million, based on 2016 actual collections, which will also increase allocations to the Greater Lansing Convention and Visitors Bureau, the Arts Council, and the Fair’s capital project fund.

After review 2016 actuals, the Fair Director recommended some budget adjustments to the Fair’s operating budget, which will decrease revenues by \$99,330, decrease expenses by \$57,304 and decrease the projected addition to fund balance by \$42,026.

**OTHER CONSIDERATIONS**

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$330,219. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

**RECOMMENDATION**

It is recommended that the Board adopt the adjustments to the Ingham County budget for the first quarter of fiscal year 2017 as presented in the attached resolution and schedule.

**2017 CONTINGENCY**

Adopted Contingency Amount	\$350,000
R17-042: Temporary Special Assistant Prosecutor	(12,656)
R17-080: Mass Communication Project	(7,125)
<b>Current Contingency Amount</b>	<b>\$330,219</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2017 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2017 Budget on October 25, 2016 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2017 BUDGET</u> <u>3/15/17</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$82,532,531	\$31,600	\$82,564,131
208	Parks	2,279,379	18,239	2,297,618
215	Friend of the Court	5,717,262	12,100	5,729,362
228	Trails & Parks Millage	338,456	5,661,986	6,000,442
230	Hotel/Motel	2,700,000	204,851	2,904,851
245	Public Improvements	509,500	708,258	1,217,758
261	911 Emergency Phone	8,244,123	94,816	8,338,939
267	Community Corrections	406,486	(8,054)	398,432
292	Family Div. Child Care Fund	14,200,023	9,675	14,209,698
561	Fair	1,181,674	(52,453)	1,129,221
631	Building Authority Operating	3,678,611	342,132	4,023,743
636	Innovation & Technology	5,103,209	434,624	5,537,833
664	Mach. & Equip. Revolving	1,041,590	746,329	1,787,919

## GENERAL FUND REVENUES

	2017 Budget – <u>3/15/17</u>	Proposed <u>Changes</u>	2017 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	45,750,675	0	45,750,675
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	15,000	0	15,000
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,149,564	0	6,149,564
Convention/Tourism Tax - Liquor	1,429,396	0	1,429,396
Court Equity Funding	1,510,000	0	1,510,000
Use of Fund Balance - Committed	1,600,000	0	1,600,000
Use of Fund Balance - Uncommitted	3,100,000	31,600	3,131,600
<b>Department Generated Revenue</b>			
Animal Control	939,041	0	939,041
Circuit Court - Family Division	1,203,451	0	1,203,451
Circuit Court - Friend of the Court	587,000	0	587,000
Circuit Crt - General Trial	2,388,631	0	2,388,631
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	629,210	0	629,210
District Court	2,673,298	0	2,673,298
Drain Commissioner/Drain Tax	415,500	0	415,500
Economic Development	63,037	0	63,037
Elections	66,550	0	66,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	175,647	0	175,647
Financial Services	89,673	0	89,673
Health Department	120,000	0	120,000
Human Resources	43,303	0	43,303
Probate Court	277,178	0	277,178
Prosecuting Attorney	654,093	0	654,093
Purchasing	0		0
Register of Deeds	2,036,729	0	2,036,729

Remonumentation Grant	85,000	0	85,000
Sheriff	5,394,914	0	5,394,914
Treasurer	4,352,133	0	4,352,133
Tri-County Regional Planning	63,921	0	63,921
Veteran Affairs	388,682	0	388,682
<b>Total General Fund Revenues</b>	<b>82,532,531</b>	<b>31,600</b>	<b>82,564,131</b>

## GENERAL FUND EXPENDITURES

	2017 Budget – <u>3/15/17</u>	Proposed <u>Changes</u>	2017 Proposed <u>Budget</u>
Board of Commissioners	611,391	0	611,391
Circuit Court - General Trial	8,708,723	0	8,708,723
District Court	3,225,412	0	3,225,412
Circuit Court - Friend of the Court	1,520,648	0	1,520,648
Jury Board	1,194	0	1,194
Probate Court	1,547,283	0	1,547,283
Circuit Court - Family Division	5,532,357	0	5,532,357
Jury Selection	126,872	1,600	128,472
Elections	259,378	0	259,378
Financial Services	779,377	0	779,377
County Attorney	456,219	0	456,219
County Clerk	957,514	0	957,514
Controller	959,550	0	959,550
Equalization/Tax Services	751,426	0	751,426
Human Resources	724,618	0	724,618
Prosecuting Attorney	6,629,406	0	6,629,406
Purchasing	229,397	0	229,397
Facilities	2,199,467	0	2,199,467
Register of Deeds	749,139	0	749,139
Remonumentation Grant	85,000	0	85,000
Treasurer	557,680	0	557,680
Drain Commissioner	1,011,396	0	1,011,396
Economic Development	137,519	0	137,519
Community Agencies	220,000	0	220,000
Ingham Conservation District Court	8,354	0	8,354
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	113,053	0	113,053

Jail Maintenance	212,600	0	212,600
Sheriff	21,075,674	0	21,075,674
Metro Squad	37,500	0	37,500
Community Corrections	160,899	0	160,899
Animal Control	1,970,276	0	1,970,276
Emergency Operations	215,818	0	215,818
Board of Public Works	300	0	300
Drain Tax at Large	460,000	0	460,000
Health Department	5,731,960	30,000	5,761,960
CHC	2,769,850	0	2,769,850
Jail Medical	1,588,527	0	1,588,527
Medical Examiner	396,575	0	396,575
Substance Abuse	717,954	0	717,954
Community Mental Health	1,968,872	0	1,968,872
Department of Human Services	2,213,279	0	2,213,279
Tri-County Aging	80,867	0	80,867
Veterans Affairs	550,936	0	550,936
Cooperative Extension	454,589	0	454,589
Library Legacy Costs	168,924	0	168,924
Parks and Recreation	1,597,379	0	1,597,379
Contingency Reserves	330,219	0	330,219
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	28,000	0	28,000
Capital Improvements	1,631,910	0	1,631,910
<b>Total General Fund Expenditures</b>	<b>82,532,531</b>	<b>31,600</b>	<b>82,564,131</b>

### **General Fund Revenues**

Use of Fund Balance            Increase use of fund balance \$31,600 for reappropriations.

### **General Fund Expenditures**

Jury Administration            Reappropriate \$1,600 in training funds for new jury management system. Funds were budgeted in 2016, but training was not completed.

Health Department            Reappropriate \$30,000 supplemental funding for contract with Volunteers of America per Resolution 16-269. Funds were not spent in Health Department's 2016 fiscal year.

### **Non-General Fund Adjustments**

Parks                                Reappropriate funds for the following capital improvement projects:

(F208)	Lake Lansing North restroom roof repair (\$1,836), Lake Lansing South restroom roof repair (\$8,000) and Burchfield gravel/road maintenance (\$7,000) per 2015 capital budget. Reappropriate remaining funds authorized in the 2015 budget for the master plan update (\$1,403).
Friend of the Court (F215)	Set up budget for Access and Visitation Grant per 2017 grant contract (\$4,600). Reappropriate funds for scanner budgeted but not purchased in 2016 (\$7,500).
Trails & Parks Millage (F228)	Reappropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257 and 16-328 (\$5,451,426). Reappropriate remaining funds for magic carpet at Hawk Island (\$16,860) per Resolution 16-198. Reappropriate funds for McNamara accessible boat launch (\$151,200) and Lake Lansing band shell roof (\$8,000) and rental house roof (\$14,500) and Lake Lansing and Burchfield road millings (\$20,000) per 2016 capital budget.
Hotel/Motel Fund (F230)	Increase revenues and expenses \$200,000 to reflect current projections. Reappropriate fair capital funds for repairs budgeted but not completed in 2016. (\$4,851)
Public Improvements (F245)	Reappropriate funds for the following capital improvement projects: new Facilities maintenance garage (\$41,436) per 2014 capital budget, District Court public bath flooring (\$17,293), replace Grady Porter Building rooftop insulation (\$15,000), floor replacement at Women’s Health (\$9,900) and Child Health (\$7,000), boiler replacement (\$67,623) and vent covers (\$12,000) at the Youth Center, countertop replacement at the Hilliard Building (\$1,850), Hawk Island parking lot repair (\$7,000), Lake Lansing South reforestation (\$1,575) and Drain Office vault shelving (\$25,000) per 2015 capital budget, concrete repairs at VMC (\$8,000), new Probate Court file room (\$38,346), indoor firearms range ventilation system for Sheriff (\$5,000), Jail heat pumps and piping (\$45,000), Jail water softener (\$25,000), Jail lock replacement (\$9,016), Jail plumbing repairs (\$6,286) , study for new garage at Forest Community Health Center (\$15,000), Mason Courthouse lighting upgrade (\$92,121), disc golf store inventory (\$3,598) and cross country ski equipment (\$4,000) at Burchfield Park, shoreline stabilization at Lake Lansing boat launch (\$13,197), security cameras and alarms at all parks (\$30,000), Overlook Shelter roof and restrooms (\$159,500), Hawk Island beach house roof (\$20,000) and Hawk Island maintenance building roof (\$20,000) per 2016 capital budget, and Sheriff card access system (\$8,517) per Resolution 16-468.
911 Emergency Phone (F261)	Increase use of fund balance to purchase two replacement PCs (\$1,816). Reappropriate funds for the following projects; upgrade 911 recorder system (\$28,000) per Resolution 16-456, additional work station (\$45,000) per Resolution 16-476, and radio system battery replacement (\$20,000) per 2016 capital budget.

Community Corrections (F267)	Reduce budget and contract for Day Reporting Program per award for Comprehensive Plans and Services. (\$8,054)
Fam. Div. Child Care Fund (F292)	Reappropriate unspent funds for First Step Program and Parenting Wisely curriculum authorized by Resolution 14-327. (\$9,675)
Fair (F561)	Amend Fair budget to better align with current projections as follows: Decrease revenues \$99,330, decrease personnel services \$1,711, decrease controllable expenses \$57,593, increase non-controllable expenses \$2,000, and decrease addition to fund balance \$42,026. Reappropriate capital funds from hotel/motel fund for repairs budgeted but not completed in 2016. (\$4,851)
Bldg. Authority Operating (F631)	Reappropriate funds for the following projects at the Human Services Building: new fire panel (\$45,172), new boilers (\$45,000) and drop ceiling for Public Health Services (\$10,000) per the 2015 capital budget, and replace entrance doors (\$15,000) and parking lot replacement (\$229,960) per 2016 capital budget.
Innovation & Technology (F636)	Reappropriate remaining funds for the following projects: Probate Court scanning project (\$171,528) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$48,096) approved by the 2014 and 2015 capital budgets and Resolution 13-199, and Prosecuting Attorney Juvenile Foldering project per Resolution 16-378 (\$7,000). Reappropriate unspent network funds for the following projects budgeted but not completed in 2016; UPS replacement (\$75,000), server replacement hosts (\$30,000), core switch upgrades (\$10,000), multi-factor authentication (\$30,000), network access control (\$25,000), and web services (\$38,000).
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase surface pro for Board of Commissioners Office (\$1,696), copier for Cooperative Extension (\$3,719), and two copiers for the Road Department (\$12,450). Reappropriate Circuit Court imaging/scanning project (\$228,702), and Circuit Court e-filing software/integration (\$10,000) and backscanning (\$50,000) per 2014 capital budget. Reappropriate funds for TV monitors for District Court lobby (\$3,650) and electric letter opener (\$1,000) for Circuit Court per 2015 capital budget. Reappropriate funds for Animal Control toughbooks (\$6,995) and body armor (\$2,000), Clerk electronic imaging project (\$175,000) and website design (\$4,800), Prosecuting Attorney scanner (\$6,190), Sheriff evidence room barcoding tracking system (\$2,129), Sheriff electronic warrant request (\$47,625) and Circuit Court courtroom technology replacements (\$15,883) per 2016 capital budget. Reappropriate funds for computer replacements budgeted but not purchased in 2016 for the following departments; County Clerk (\$1,496), Circuit Court (\$3,119), District Court (\$7,983), Prosecuting Attorney (\$19,007), Drain Commissioner (\$4,216), and Health Department (\$138,669).

**TO:** Board of Commissioners County Services Committee

**FROM:** Timothy J. Dolehanty, Controller/Administrator

**DATE:** March 28, 2017

**SUBJECT:** Suspension of County Operations Policy Application

For the meeting agenda of April 4

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**BACKGROUND**

On January 26, 2016 the Board of Commissioners approved a policy to provide the framework for action and responses when situations arise that require suspension of some or all County functions (Resolution 16-010). Discussion of the policy was initiated on December 1, 2015 at the request of the Human Resources Department in an attempt to unify various policies and procedures. At a regular meeting held on January 19, 2016 the County Services Committee struck a reference to termination in the draft policy in cases where employees continue working after being “instructed to return home” (Minutes, page 5)

Sally Auer, United Auto Workers (UAW) Chairperson, addressed the County Services Committee about the Suspension of County Operations Policy on February 2, 2016. Ms. Auer claimed “several County employees were not compensated properly for hours they worked on December 28, 2015 due to the County’s closing” and that “she planned on filing a grievance” (Minutes, page 1). It was suggested that the UAW Chairperson discuss the matter with the Human Resources Director. It was also noted at the time that “any action taken by the Board on the policy could be amended” (Minutes, page 1). Ultimately, there were no changes to the policy adopted on January 26.

On March 8, 2017 a severe wind storm struck Ingham County resulting in sporadic power outages throughout the day. Events related to the suspension of some County operations on March 8 are summarized below:

- 1:38 p.m. Facilities Director reported a power outage impacting the Sheriff’s Office, Drain Commissioner’s Office, 55<sup>th</sup> District Court and the Animal Control Shelter.
- 1:52 p.m. Animal Control Director report the Animal Control Shelter was without power and, “If it does not come back on we will not be able to be open. It is not safe to let people into the animal areas in the dark and we have no computers to sell licenses to do adoptions etc.”
- 2:00 p.m. District Court Administrator contacts the Controller’s Office to report closure of the Court because of loss of power. The Court Administrator made reference to employees being paid for the day because the wind storm was an “act of God.”
- 2:02 p.m. Controller advises Deputy Controllers and Human Services Director to “consult the Suspension of Operations Policy for guidance.”
- 2:24 p.m. County Commissioners are notified via Email of the power situation.
- 2:30 p.m. Deputy Controller distributes Suspension of County Operations Policy as a reminder to all department heads, supplemental to the policy posted on the County Web page.

- 2:42 p.m. Controller notifies Board Chair that staff is “monitoring spotty power outages at some of our facilities. There is no need to suspend all operations, but note that some department heads might choose to close their offices.”
- 2:50 p.m. Sheriff reports his decision “suspending all non sworn personnel as of 1500 hrs.”
- 2:56 p.m. Controller advises Sheriff that, “In this situation, the Suspension of Operations Policy (Section D.1.b) allows employees to go unpaid or they may use accrued time off (complete. time, vacation or sick) for full compensation.”
- 3:30 p.m. Deputy Controller reports, “it appears some department heads are disgruntled at the need for employees to use their comp, sick or vacation time.”
- March 9  
6:44 a.m. District Court Administrator reports, “The court is closed until further notice due to the power outage. We will reopen as soon as power is restored.”
- 1:50 p.m. Facilities Department reports power fully restored, but Drain Commissioner’s Office would remain on generator power until 7:00 a.m. on March 10.
- March 13  
4:01 p.m. Animal Control Director acknowledges early closure on March 8, noting staff was sent home “because the shelter is not safe for either them or the public without lights.” The Director states he knows what the policy says but requests a review of the policy for purposes of granting of an exception in this case.
- March 21  
9:17 a.m. District Court Administrator reported “The administration of the court appreciates the great working relationship we’ve had with the County over the years. And, we want to continue maintaining that type of relationship as we continue to serve the needs of the citizens of Ingham County. Out of respect for that relationship, we will instruct our employees to record leave time for the time that the 55<sup>th</sup> District Court operations were suspended. However, we find your decision to require our employees to record leave time as indefensible. We don’t see how we, the joint employer, could prevail in a grievance. The court does not have standby power (e.g., a generator) or even a working emergency lighting system. The administration of the court did not choose to suspend operations. The significant safety and security situation dictated that result.”

## **POLICY APPLICATION**

Department Heads possess the authority to suspend any or all department operations (221.C). A Department Head must notify the Controller of his/her decision to suspend some or all department operations (221.D.1). Employees not working during the period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via utilization of compensatory, vacation or sick time (221.D.1.b). The procedure for Department-specific closure (221.D.1) is unambiguously separate and distinct from situations where the Controller and Board Chair close departments or the entire County (221.D.2).

**The Policy does not provide for special waivers, and the Controller and/or Board Chair do not possess authority to waive any part of the Policy.** However, the County Services Committee could initiate changes to the Policy that would allow the Controller and/or Board Chair to grant administrative leave time in narrowly-focused situations.

## **OTHER CONSIDERATIONS**

The Board of Commissioners can elect to waive any portion of an adopted policy at any time. If a decision is made to waive rules in the Suspension of County Operations Policy and to grant administrative leave time to employees impacted by the March 8 power outage, Commissioners should be prepared to address requests for proportionate administrative leave time from other non-impacted employees.

# Suspension of County Operations

Approved: January 26, 2016  
Resolution No. 16-010

## A. Purpose and Applicability

The purpose of this policy is to provide the framework for action and response when situations arise requiring the suspension of some or all of the County's functions. The policy is applicable to all permanent County employees.

## B. Definitions

**Chairperson of the Board of Commissioners** - the Chairperson of the Board of Commissioners, the Vice-Chairperson of the Board of Commissioners, or personnel designated to fill in for the Chairperson of the Board of Commissioners or the Vice-Chairperson of the Board of Commissioners in their absence.

**Controller** - the Controller, Interim Controller, or personnel designated by the Controller or Interim Controller to fill in for them during an absence.

**Department Head** - the Department Head, Interim Department Head, or personnel designated by the Department Head or Interim Department Head to fill in for them during an absence.

**Day** - the 24 hour period commenced at 00:00 Eastern Time and ended 23:59 Eastern Time of a specified calendar date.

**Leave of Absence** – time away from work which may be paid or unpaid, e.g. FMLA leave. Vacation time and sick time are not considered leaves of absence.

**Period of closure** – days of closure.

**Period of suspended operations** - days of suspended operations.

**Regularly Scheduled** - the time period and day of the week for which an employee is normally scheduled to work. For employees working rotating schedules, the time period and day of the week for which an employee is scheduled to work when the schedule for the period is finalized. Employees on any type of leave of absence are not considered to be regularly scheduled.

**C. Authority and Responsibility**

Department Heads have the authority to suspend any or all of their department's operations.

The Controller together with the Chairperson of the Board of Commissioners may officially close departments of the County or the entire County.

The Controller is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval.

**D. Procedure**

1. In a situation where an Department Head suspends some or all of their department's operations, they must notify the Controller as soon as reasonably feasible given the situational circumstances, but no later than one hour after the decision to suspend operations has been made.
  - a. Employees being asked to work during the period of suspended operations shall be compensated at their contractually specified rates for the hours they work.
    - i. An employee who works during a period of suspended operations fewer hours than those for which they are regularly scheduled can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time.
  - b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time.
2. In a situation where the Controller together with the Chairperson of the Board of Commissioners closes departments of the County or the entire County, and if:
  - a. Notification of the closure has been made to employees via public service announcement at least one hour prior to the commencement of their regularly scheduled shift, then:
    - i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work and will also accrue one hour of vacation time for each hour worked.
      1. Vacation time accrued for working during the period of closure is subject to the contractually specified caps. An employee accruing time over the cap will lose that time and will not be compensated for it.

- ii. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
    - iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
  - b. Notification of the closure is not made at least one hour prior to the commencement of the regularly scheduled shift and/or employees are instructed to return home, then:
    - i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work.
      - 1. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
    - ii. Employees being instructed to return home, who do not follow the instruction and continue to work, shall be compensated at their contractually specified rates for the hours they work, but will be subject to disciplinary action.
    - iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
  - c. Should an instance arise that falls outside of these stipulations, the overarching principal to be used to determine remuneration actions to be taken on behalf of employees is, “the actions necessary to make employees whole.” This stipulation is subject to the limitations stated in item d. below.
  - d. The Controller together with the Chairperson of the Board of Commissioners can declare a maximum of sixteen hours per calendar year as paid administrative leave. Any further loss of compensation by employees must be compensated by use of compensatory, vacation or sick time or employees will be uncompensated.
- 3. Employees who are reasonably prevented from reporting to work at their regularly scheduled time immediately following a period of suspended operations or period of closure under this policy may use compensatory, vacation or sick time to cover their absence.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION IN HONOR OF THE 2017 STATE ARBOR DAY CELEBRATION**

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wish to recognize the outstanding efforts of all involved with the success of Arbor Day including the Michigan Arbor Day Alliance, Michigan Forestry and Park Association, the Michigan Department of Natural Resources Forest, Mineral and Fire Management Division, City of Lansing's Parks & Recreation and Forestry Division; and

WHEREAS, the 2017 State Arbor Day Celebration will take place Friday, April 28, 2017 at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2017 State Arbor Day.