

*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, JULY 18, 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 [June 20, 2017](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – Resolution [Amending Resolution #16-322](#) to Extend the Sunset of an Allocation to the Revolving Drain Fund
2. Innovation and Technology
  - a. Resolution to Approve the Purchase of [Backup Storage](#) Solution from Avalon
  - b. Resolution to Approve the Purchase of [Host Server](#) Replacement from Avalon
  - c. Resolution to Approve the Purchase of [Palo Alto NextGen Firewall](#)
  - d. Resolution to Authorize Conversion of the Vacant Deputy Information Officer to a [Senior Network Administrator](#)
  - e. Resolution to Approve the Replacement of the Uninterruptable [Power Supply](#) for Datacenter
3. Facilities
  - a. Resolution to Award a Contract for the Replacement of the [Sheriff's Office Roof](#)
  - b. Resolution Honoring [Michael T. Hughes](#)
4. Road Department
  - a. Resolution to Approve an Agreement for the [Columbia Road Bridge](#) Replacement Project
  - b. Resolution to Rescind Resolution 17-259 Approving a Local Road Agreement with [Lansing Township](#)
  - c. Resolution to Rescind [Resolution 17-261](#) Authorizing a Contract for Recycling and Resurfacing of Various Streets in Lansing Township
  - d. Resolution to Approve Purchase of [Synchro Traffic Modeling Software](#)
  - e. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
5. Parks Department
  - a. Resolution to Authorize Acceptance of [Charitable Donation](#) from the Friends of Ingham County Parks

- b. Resolution to Authorize a Contract for Improvements to the [Parking Lot](#) at Hawk Island County Park
  - c. Resolution to [Adopt the Recommendations](#) of the Special Trails and Parks Committee
6. Health Department
- a. Resolution to Authorize [FY 2018 Agreement](#) with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement
  - b. Resolution to [Amend Amendment #3](#) to the 2016-2017 Comprehensive Agreement with the Michigan Department of Health and Human Services
7. Financial Services – Resolution to Authorize the Bi-Annual [Retiree Health Care](#) Actuarial Study and Second Year Update
8. Board of Commissioners
- a. Resolution to Adopt a [Complete Streets Policy](#) for Ingham County
  - b. Resolution Honoring [Bishop Samuel Duncan, Jr.](#)
9. Controller's Office – Resolution Authorizing [Adjustments](#) to the 2017 Ingham County Budget
10. Human Resources – Labor Relations (*Closed Session*)
11. Board Referral – Memorandum from Clinton County Community Development Regarding a Proposed Amendment and Public Hearing for Zoning Ordinance No. OR-129-17 – [Aircraft Hangers](#)

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  
June 20, 2017  
Draft Minutes

Members Present: Celentino, Crenshaw, Grebner, Koenig (arrived at 6:13 p.m.), Nolan, and Maiville

Members Absent: Sebolt

Others Present: Jennifer Cronkite, Andrew Brewster, Christopher Jackson, Heather Noel Turner, Sandy Gower, Rick Terrill, Deb Fett, Bill Conklin, Tim Morgan, Teri Morton, Travis Parsons, Becky Bennett, Liz Kane, and others

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

Approval of the June 6, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE JUNE 6, 2017 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt and Koenig

Additions to the Agenda

None.

Limited Public Comment

None.

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

3. Facilities – Resolution to Award a Contract for Carpet Cleaning Services
5. Road Department
  - a. Resolution to Approve Local Road Agreement with Leslie Township
  - b. Resolution to Approve Local Road Agreement with Meridian Township for 2017 Local Road Program
  - c. Resolution to Approve Local Road Agreement with Lansing Township for 2017 Local Road Program
  - d. Resolution to Approve a Contract for 2017 Local Road Program-Meridian Township
  - e. Resolution to Approve a Contract for 2017 Local Road Program-Lansing Township

- f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
- 6. Parks Department
  - a. Resolution to Authorize Mower Purchase for Burchfield Park
  - b. Resolution Honoring James Daggiy
- 7. Board of Commissioners – Step Increase for Controller/Administrator

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt and Koenig

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt and Koenig

1. Equal Opportunity Committee – Interviews

Andrew Brewster interviewed for a position on the Equal Opportunity Committee.

Christopher Jackson interviewed for a position on the Equal Opportunity Committee.

Jennifer Cronkite interviewed for a position on the Equal Opportunity Committee.

Heather Noel Turner interviewed for a position on the Equal Opportunity Committee.

Commissioner Koenig arrived at 6:13 p.m.

2. Innovation and Technology – Reorganization Request (*Discussion*)

Deb Fett, Chief Information Officer, stated since she had become the CIO last year, she had been evaluating the needs and structure of the IT Department. She further stated that when the Deputy CIO had been reduced to part-time for medical reasons, she realized that she only needed a part-time management position, but they also needed more hands-on work done in the IT Department.

Ms. Fett stated this reorganization gave her the support she needed with management without the additional price tag, as well as the hands-on work the IT Department needed. She further stated with the reorganization, the position moved from an MCF to ICEA bargaining position, and it was a budget-neutral change.

Ms. Fett stated she saw this reorganization as a way to open up the IT Department for more work that needed to be done, while managing and supporting the twenty technicians they had on staff.

Chairperson Celentino noted the email correspondence from the ICEA president. He asked if the ICEA approved of the reorganization.

Ms. Fett stated the ICEA supported the reorganization.

Commissioner Crenshaw stated he noticed the financial impact was only an annual increase of \$208. He asked why there was such a low financial impact.

Ms. Fett stated that the Deputy CIO was paid higher, whereas the proposed Senior Network Analyst position was only one step higher from their current Network Analysts. She further stated there was a difference in the benefits the new position would receive, which made the costs of the two positions very similar.

Teri Morton, Deputy Controller, stated that the Senior Network Analyst would be paid higher than the Deputy CIO, but the pension costs were lower for the Senior Network Analyst, so the financial impact was relatively neutral.

Chairperson Celentino stated the resolution in the Committee packet should be considered a draft, as this item was just a discussion for this round of committee meetings, and the resolution should be on the July Committee meeting's agenda.

#### Discussion.

Commissioner Nolan asked if the name of the Innovation and Technology Department still suited it, or if it was a concern for Ms. Fett.

Ms. Fett stated it was irrelevant what the IT Department was called, as they would still perform the same duties, and it was still referred to as "IT."

Commissioner Grebner stated the IT Department tended to get reorganized every time there was a new Director in the Department. He further stated that any amount of money given to the IT Department by the Board of Commissioners could be expected to go to good use; it was just that each Director had different priorities as the times changed.

Commissioner Grebner stated the IT Department was changing more than any other department in the County. He further stated that his approach was that the Board of Commissioners was not in a position to oversee the IT Department, but just to oversee the performance of the IT Department by hearing from other departments if they were happy or unhappy with the IT Department's performance.

Commissioner Grebner stated that disasters were common in the IT field, and they were lucky that Ingham County's IT Department had had relatively few disasters. He further stated as long as that continued to be the case, the IT Department had his approval to do what they needed to do.

Commissioner Koenig asked when the IT Department was last reorganized.

#### Discussion.

Travis Parsons, Human Resources Director, stated the last reorganization happened over three years ago.

Ms. Fett stated the previous CIO had created the Deputy CIO position and the Project Manager position around 2013.

Ms. Fett stated that things were always changing in the IT field, so that caused her to come before the Board of Commissioners frequently. She thanked the Board of Commissioners for their support.

Commissioner Nolan asked if there was an update about last month's malware situation.

Ms. Fett stated the County's IT system was mostly back to normal; they were now just looking at how to fund an upgrade to the County's firewall. Ms. Fett stated the Internet speeds had slowed significantly by having new protection measures on the current firewall.

Discussion.

4. Economic Development – Resolution to Approve the Termination of the Economic Development Services Agreements

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

Sandy Gower, Economic Development Coordinator, provided background on the service agreements.

Ms. Gower stated of the six communities left with service agreements, most were on a continuation plan and had sufficient staff to handle the management of their districts. She further stated the only exception would be Dansville, but their DDA paid for their water and sewer system, so they had an outstanding bond issue and they had very little money they could do anything else with besides pay off those bonds.

Ms. Gower stated she had found some grants that Dansville could apply to, for some small projects they wanted to accomplish. She further stated she thought Dansville was the only community that could see an impact from eliminating their service agreement.

Ms. Gower stated the agreements as they were written had not been fulfilled completely on either end for some time. She further stated she tried to attend the communities' board meetings, provide technical assistance, and find grant opportunities and state funding, but the communities were operating on the plans they had in place without too much variability.

Ms. Gower stated there would be a revenue loss for the County if they eliminated the service agreements, but she did not believe the service agreements served a legitimate function anymore. She further stated with the discussion at the County and State levels about TIF reform, she believed it was hypocritical that the County received state education taxes because of a quirk in Proposal A.

Ms. Gower stated if these agreements were eliminated, the communities would not be allowed to collect that set tax use for anything else, so it would just go away. She further stated it would not be a financial boom to any of the communities, because large portions of what they paid to the EDC were school education taxes, so it would be a wash.

Commissioner Maiville stated the reason he wanted to discuss the resolution was to hear what the impact would be for the communities if they terminated the agreements. He further stated he hoped the EDC would open the door for communities to help them in the future.

Ms. Gower stated she did not see the role changing, and the EDC would still service the communities, they just would not have this agreement in place.

Commissioner Crenshaw asked Ms. Gower what percentage of her time was spent doing these services for communities, and how it would change going forward.

Ms. Gower stated she spent about 40% of her time on these services, but she was planning on retiring at the end of December. She further stated she had been discussing with the Controller about how to reorganize the EDC Department, and had thought about reducing the County's budget by contracting out the management of the Brownfield Authority and not providing as much service to individual communities, as many had the staff to handle it themselves.

Commissioner Koenig stated if they did terminate these contracts, then the County would not be responsible for them anymore. She further stated she was not sure who would take over and manage these contracts on the EDC's behalf once Ms. Gower retired.

Commissioner Koenig stated it looked like they were winding down the duties of the EDC as they were discussing outsourcing the management of the Brownfield Authority, so it would be better if these contracts were not outstanding.

Chairperson Celentino asked if the communities had been notified of the termination of the agreements.

Ms. Gower stated they had not yet been notified, and the proposed date this would go into effect would be December 31, 2017, so the agreements would not be terminated immediately.

Commissioner Nolan stated she understood there was not going to be a budget impact for the County in 2017.

Ms. Gower stated that was correct. She further stated that she was thinking they could prepare to end the agreements before she retired at the end of the year, to give them time to make sure things were in place.

Discussion.

THE MOTION PASSED UNANIMOUSLY. Absent: Commissioner Sebolt

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:36 p.m.

# **JULY 18, 2017 COUNTY SERVICES AGENDA**

## **STAFF REVIEW SUMMARY**

### **AGENDA ITEMS:**

**The Controller/Administrator recommends approval of the following resolutions:**

- 1. Drain Commissioner - Resolution Amending Resolution #16-322 to Extend the Sunset of an Allocation to the Revolving Drain Fund**

The Drain Commissioner seeks to extend the sunset of Resolution 16-322 to fund necessary work undertaken in response to duly authorized petitions for the Montgomery Drain project. On July 26, 2016 to Board agreed to advance \$5 million to the Drain Revolving Fund for a period ending on July 31, 2017. An extension of this advance to December 31, 2017 is necessary in order to finance the costs of bringing pending petitions to permanent financing. Funds are repaid when permanent bonding is obtained for a drain project as required by statute (MCL 280.303) with interest at a rate equal to 1.50% greater than the yield on a one year U.S. Treasury obligation. Other terms and conditions of this proposal are unchanged from those approved in 2016 (Resolution 16-322) and in 2010 (Resolution 10-159).

The Financial Reserves Policy requires that unreserved undesignated balance in the General Fund not fall below 5% of the total General Fund expenses of the preceding year. General fund reliance on fund balance and a number of significant changes in pension obligation payments have resulted in additional stress on County finances. It is important that this advance not extend beyond the close of the fiscal year in order to maintain compliance with the Financial Reserves Policy.

- 2a. Innovation and Technology Department - Resolution to Approve the Purchase of Backup Storage Solution from Avalon**

When the Storage Area Network (SAN) device was upgraded late in 2015, it provided a greatly increased capacity for data storage. As a side effect of that increased capability, data usage increased to a point where our current backup solution is now under stress. In order to properly protect our data and ensure that it can be restored, it is necessary to increase space within our backup solution. System backups are critical, especially with the ever expanding risk of cyber incidents. The Innovation and Technology Department offered a resolution to authorize purchase of the backup storage solution from Avalon at a cost not to exceed \$66,580.

- 2b. Innovation and Technology Department - Resolution to Approve the Purchase of Host Server Replacement from Avalon**

Servers at the 9-1-1 Dispatch Center are more than five years old which places them at higher risk for failure. Of course, we cannot allow such a failure to occur. The Innovation and Technology Department proposed to replace existing servers with three host servers to allow better disaster recovery and without the need for additional licensing. The recommended solution is to purchase hardware and installation services from Avalon at a total cost not to exceed \$86,581.

- 2c. Innovation and Technology Department - Resolution to Approve the Purchase of Palo Alto NextGen Firewall**

A recent cybersecurity incident brought to light a need to enhance firewall protection for the County IT network. The current outdated firewall is not operating at an optimal level, but is seriously limiting the

effectiveness of County employees. It provides better protection than it did before the incident, but was not designed to be used in this manner for long. After several weeks of research and testing, the Innovation and Technology Department concluded that the Palo Alto NextGen Firewall provides the best solution for the County's needs. In accordance with the Purchasing Procedures Policy, this solution is part of the State of Michigan's MiDeal contract. Funds transferred from the Insurance Liability Fund will cover hardware, implementation services and training costs not to exceed \$377,595.12.

**2d. Innovation and Technology Department - Resolution to Authorize Conversion of the Vacant Deputy Information Officer to a Senior Network Administrator**

The Innovation and Technology Department proposes to reorganize through reclassification of a vacant Deputy Information Officer position. This change is proposed in order to offer more direct support to improve customer service while still providing staff oversight needed to assist the Chief Information Officer.

The Reorganization Procedure Policy requires that Department Heads submit a discussion packet that includes information for all changes which result in an increased expenditure or a new job classification. Based on the County Services Committee discussion on June 20, a resolution was submitted to implement this proposed change.

**2e. Innovation and Technology Department - Resolution to Approve the Replacement of the Uninterruptable Power Supply for Datacenter**

An uninterruptible power supply (UPS) device controls electricity that powers the County's main datacenter. This device ensures IT infrastructure remains operational in case of a power failure so the site can continue operation until generator power is available. With the assistance of a consulting engineer, an RFP was developed and issued for a replacement UPS. The Innovation and Technology Department recommends authorization of a contract with Centennial Electric for hardware and associated services at a cost not to exceed #39,000. Centennial Electric is recommended because they have not only provided the lower cost, but they have also worked with Ingham County Facilities on previous successful projects.

**3a. Facilities Department - Resolution to Award a Contract for the Replacement of the Sheriff's Office Roof**

The roof at the Sheriff's Office is more than 30 years old and has deteriorated to the point that it is stretching and severely pulling away from the parapet wall, causing it to tear. The Facilities Department recommends authorization of a contract with Mid-Michigan Roofing, LLC at a total cost not to exceed \$77,736, including contingency.

**3b. Facilities Department - Resolution Honoring Michael T. Hughes**

The Facilities Department recommends approval of a resolution to honor Michael T. Hughes for 28 years of dedicated service to the Ingham County and its citizens.

**4a. Road Department - Resolution to Approve an Agreement for the Columbia Road Bridge Replacement Project**

The Road Department received state funding in the amount of \$1,853,300 to replace the Columbia Road Bridge over the Grand River, Aurelius Township. The project involves removal of the existing structure and installation of a prefabricated steel truss structure on pile supported foundations. A Road Department match of \$107,500 is also required. The Road Department recommends approval of a resolution to define Road Department responsibilities and to administer the construction contract on behalf of MDOT.

**4b. Road Department - Resolution to Rescind Resolution 17-259 Approving a Local Road Agreement with Lansing Township**

The Board of Commissioners approved Resolution 17-259 on June 27 to approve a local road agreement with Lansing Township. The Township petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. Cited projects involve improvements to six road segments to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at one-inch thickness, sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary. A County Road Department allocation of \$76,518.73 was reserved for local road improvement in Lansing Township pending Township approval of matching funds.

After further consideration, the Lansing Township Board of Trustees determined that financial limitations resulted in the need to cancel participation in the local road program for 2017. Local road program funds reserved by the Road Department will carry over into 2018 for exclusive use by Lansing Township. A resolution to rescind Resolution 17-259 is offered for consideration.

**4c. Road Department - Resolution to Rescind Resolution 17-261 Authorizing a Contract for Recycling and Resurfacing of Various Streets in Lansing Township**

In anticipation of Lansing Township's participation in the local road program for 2017 (see item 4b, above), an RFP was issued for various road improvement projects. The Board of Commissioners approved Resolution 17-261 on June 27 to authorize a contract with Rieth-Riley Construction Company to undertake these improvements. After further consideration, the Lansing Township Board of Trustees determined that financial limitations resulted in the need to cancel participation in the local road program for 2017. A Contract with Rieth-Riley was not executed pending a final decision from Lansing Township. A resolution to rescind Resolution 17-261 is offered for consideration.

**4d. Road Department - Resolution to Approve Purchase of Synchro Traffic Modeling Software**

The Road Department requests approval to purchase Synchro Traffic Modeling Software from their sole source supplier, Trafficware. The software is an industry-standard and the software of choice for permit seeking consultants and various governmental partners. The total cost of this purchase would not exceed \$3,414.47.

**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 37 projects (see attachment for permit list).

**5a. Parks Department - Resolution to Authorize Acceptance of Charitable Donation from the Friends of Ingham County Parks**

The Friends of Ingham County Parks organization seeks to donate \$7,200 to Ingham County in support of the Trail Signage Improvement Project at Burchfield Park. In addition to their own funds, the Friends group received funding support from the **Dick Allen Lansing to Mackinaw (DALMAC)** Fund and the Tri-County Bicycle Association for this contribution. The Parks Department seeks approval of a resolution to accept these funds in support of the Trail Signage Improvement Project.

**5b. Parks Department - Resolution to Authorize a Contract for Improvements to the Parking Lot at Hawk Island County Park**

The Parks Department seeks authorization to enter into a contract with Rieth-Riley Construction Company to reconstruct and repair portions of the parking lot at Hawk Island County Park. The total cost of this project would not exceed \$43,243.

**5c. Parks Department - Resolution to Adopt the Recommendations of the Special Trails and Parks Committee**

A Special Trails and Parks Committee was established to examine procedures for allocation of trails and parks millage funds. The Committee held a series of four meetings and developed the following recommendations for approval by the Board of Commissioners:

1. The Board of Commissioners may tentatively allocate funding over a multi-year period. This will allow for large projects to be funded in phases; for millage funds to be allocated as grant match in the year in which they are needed; and provide the Board of Commissioners with the flexibility to award funds to projects that may not have otherwise been approved in a given year due to funding limitations.
2. Small communities may apply for grants of less than \$50,000 each, and staff is directed to provide additional technical assistance. This will make the process fair for the smaller communities that may lack staff and technical expertise. These projects will be considered separately from the other applications.
3. The application is amended to reflect the consideration for small communities mentioned in #2 above. Additionally, the application includes language that projects already locally approved and bid will not be eligible for millage funding. Projects will not be approved that award funding retroactively, and retroactive match will also not be considered.
4. The scoring criteria for use by staff and the Park Commission is amended so that communities providing matching funds of 1-9% are awarded 2 points. Previously those communities were awarded 0 points. The rationale behind this change is that if a community is putting up some match, they should receive at least a minimal amount of points.

The proposed resolution to adopt these recommendations also adopts the timeline for awarding 2018 funds. Applications will be open on July 26, 2017 and be due on August 31, 2017. Final approval is expected from the Board of Commissioners in January or February of 2018.

**6a. Health Department - Resolution to Authorize FY 2018 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement**

This resolution authorizes the FY 2018 Comprehensive Agreement with MDHHS for the period of October 1, 2017 through September 30, 2018, the necessary BCCNP and NFP subcontracts, and the service contracts with agencies to perform outreach activities to potential and current Medicaid beneficiaries. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor to provide required breastfeeding education services as mandated by the agreement. Compensation for this position is provided in the agreement.

Approximately \$5.3 million dollars in state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County's contribution to expenditures associated

with the agreement and budget will not exceed levels appropriated in the County's FY 2018 Budget for these purposes.

**6b. Health Department - Resolution to Amend Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Health and Human Services**

This resolution amends Resolution #17-210 to authorize changing the temporary .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) to a permanent position for the duration of the grant through the comprehensive agreement with MDHHS. The total cost of a .75 FTE WIC Breastfeeding Peer Counselor is \$51,047 (2017 rates at step 5) and the position is funded by the grant.

**7. Financial Service Department - Resolution to Authorize the Bi-Annual Retiree Health Care Actuarial Study and Second Year Update**

Generally accepted accounting principles require a municipality the size of Ingham County to actuarially calculate retiree health care on at least a bi-annual basis. The Financial Services Department recommends authorization of a contract with Gabriel Roeder Smith and Company (GRS) because they have previously undertaken this task for the County. They are familiar with our employee groups, our benefit levels and our financial reporting. For the current year, the County will need to implement GASB Rule 74 which changes the way other post employee benefits (OPEB) is reported. It would be very difficult to change actuaries during this implementation. The total cost to complete this task will not exceed \$28,700 in 2017 and \$10,250 in 2018.

**8a. Board of Commissioners Office - Resolution to Adopt a Complete Streets Policy for Ingham County**

A Special Committee on Complete Streets was established to determine the need for an Ingham County policy on complete streets. At the June 8, 2017 meeting, the Committee approved a resolution and policy for consideration by the Board of Commissioners.

**8b. Board of Commissioners Office - Resolution Honoring Bishop Samuel Duncan, Jr**

A resolution is offered in honor of Bishop Samuel Duncan, Jr. on the event of his 25<sup>th</sup> Anniversary as Pastor of the Lansing Church of God in Christ.

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

This proposed resolution would authorize adjustments to the Ingham County budget for the second quarter of fiscal year 2017. The total decrease to the General Fund is \$631,975. Also included is an update of contingency fund spending so far this year. The current contingency amount is \$167,921.

**10. Human Resources Department - Labor Relations (Closed Session)**

**Agenda Item 1**

MEMO TO THE INGHAM COUNTY BOARD OF COMMISSIONERS

FROM DRAIN COMISSIONER PATRICK E. LINDEMANN

RE: REVOLVING DRAIN FUND 802

July 5, 2016

In August of 2014 I sought and received a \$6 million increase in the use of county fund balance for Fund 802, the Revolving Drain Fund. (See Resolution 14-345) I promised the Finance Committee at that time to seek to reduce the use of fund balance when the Groesbeck Park Drain petition project was bonded. After Groesbeck Park was bonded, you passed Resolution 15-462 at my request, reducing the amount of fund balance allocated to Fund 802 to \$1 million.

In the intervening half year, I have concluded that interim Notes issued to banks (under Section 434 of the Drain Code) will be unable to meet the need for interim financing for the petitions now pending for drain construction and improvement. In order to finance the costs of bringing pending petitions to permanent financing, I am requesting that \$5 million be added to the Revolving Drain Fund (Fund 802), increasing its maximum balance to the level of \$6 million. This is accomplished by the attached Resolution.

The Fund will be used under the same terms and conditions as has been true since 2010. The money is repaid to the fund when permanent bonding is obtained for the drain that borrows the money. The agreed-upon interest benchmark means that the County receives more interest than it would from a bank while the drains pay less than they might from a bank.

My staff or I will attend the July 19 and 20 Committee meetings to answer questions.

**Agenda Item 1**

Introduced by the County Services Committee and Finance Committee

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #16-322 TO EXTEND THE SUNSET OF AN  
ALLOCATION TO THE REVOLVING DRAIN FUND**

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a revolving drain fund (the "Revolving Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund was \$1,000,000 in 2010; and

WHEREAS, this amount was increased to \$7,000,000 in 2014; and

WHEREAS, this amount was decreased to \$1,000,000 in 2015; and

WHEREAS, Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners increase the Revolving fund amount by \$5,000,000 to a total of \$6,000,000; and

WHEREAS, the Drain Commissioner has agreed to continue to pay interest to the general fund on any funds that are borrowed from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

**THEREFORE BE IT RESOLVED THAT:**

1. Pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall set the cash advance from the general fund of the County to the Revolving Drain Fund in the amount of \$6,000,000. The additional \$5 million authorized by this Resolution is for a period ending December 31, 2017 . This limitation is an exception to the general rules for Fund 802 outlined in the rest of this Resolution.
2. The amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.
3. The County Treasurer shall account for these funds in a separate account or subaccount in the Revolving Drain Fund (the "Account").
4. The Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.
5. The interest rate will be determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one-year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.

6. The Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.
7. This arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the amount in excess of the original \$292,500 in cash provided in 1975 will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.

## **Agenda Item 2a**

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

FROM: Deb Fett, CIO

DATE: 6/26/2017

SUBJECT: Resolution – Additional Backup Storage Purchase

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### **BACKGROUND**

When the SAN (Storage Area Network) device was upgraded late in 2015 (resolution #15-465), it gave Ingham County a greatly increased capacity for data. As a side effect of that increased capability, data usage increased to a point where our current backup solution is being overly taxed. In order to properly protect our data and ensure that it can be restored when necessary, we must look at increasing our space on our backup solution. Since backups are critical with the ever expanding risk of cyber incidents, this has become even more critical.

### **ALTERNATIVES**

Our current devices limit our choices as to specific brands and parts but we were able to utilize the Midwestern Higher Education Commission (MHEC) contract (#MHEC-09C701.02) to obtain the best price possible.

### **FINANCIAL IMPACT**

The funding for the total of \$66,580.00 total for the hardware is budgeted and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

### **OTHER CONSIDERATIONS**

If we do not increase this space by mid-2018, IT will be forced to backup less data or shrink the window of time available to restore data. Moving forward, storage must be considered in tandem to ensure that data integrity is assured.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached quotes for the Backup SAN expansion from Avalon.



Ingham County - DR4300 - 36TB

Quote #RR000460 v1

## Prepared For:

**Ingham County**  
Jake Willett  
121 E. Maple  
Mason, MI 48854

P: (517) 676-7373  
E: jwillett@ingham.org

## Prepared By:

**Avalon Technologies LLC**  
Rob Rulison  
39533 Woodward Avenue  
Suite 125Bloomfield Hills , MI 48304

P: (800)720-3811 x 2040  
E: rob.rulison@avalontech.net

## Date Issued:

04.11.2017

Expires:  
05.31.2017

Hardware		Price	Qty	Ext. Price
AAE-OCA-CK-247-4HR-3YR	QUEST DR4300 36TB APPLIANCE W/4HR ONSITE WARRANTY HARDWARE/24X7 3YR MAINT PACK	\$66,580.00	1	\$66,580.00
MHEC	Midwestern Higher Education Commission (MHEC) Contract No. MHEC-09C701.02 for Dell Computers	\$0.00	1	\$0.00
Subtotal:				<b>\$66,580.00</b>

Quote Summary	Amount
Hardware	\$66,580.00
Total	<b>\$66,580.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Terms: Net 30 after equipment ships. Avalon's full terms can be found at:

<http://www.avalontech.net/wp-content/uploads/2017/01/Avalon-Technologies-Terms-and-Conditions.pdf>

## Acceptance

Jake Willett, IT Specialist

Print Name / Title

Signature

04/11/2017

Date

**Agenda Item 2a**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF BACKUP STORAGE SOLUTION  
FROM AVALON**

WHEREAS, Ingham County increased our storage capacity in 2015 with the purchase of new SAN devices; and

WHEREAS, our current backup storage solution did not increase although our data usage has; and

WHEREAS, backup sizes and times have reached a point where soon Ingham County will face tough decisions as to what is kept for how long; and

WHEREAS, the purchase price of an improved backup solution will be \$66,580.00 from Avalon under the Midwestern Higher Educational Commission contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the backup storage expansion in the amount not to exceed \$66,580.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932032.

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 2b**

TO: Board of Commissioners, County Services Committee, and Finance Committee  
FROM: Deb Fett, CIO  
DATE: 6/27/2017  
SUBJECT: Resolution – Host Server Replacement Purchase

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**BACKGROUND**

The VmWare servers at our 911 center are over 5 years old placing them at higher risk for failure. Given the critical nature of the applications hosted on these servers, we cannot afford a failure. This project will replace the existing aged servers with 3 hosts to allow better disaster recovery and without the need for additional licensing.

**ALTERNATIVES**

The hardware was quoted by Avalon under the Midwestern Higher Education Commission (MHEC) contract (#MHEC-09C701.02) to obtain the best price possible. That quote came in at \$69,051.00.

For the installation services, Avalon was also chosen from the 3 bids obtained in the following amounts:

Avalon	\$17,350.00
Dell	\$22,670.00
WZC	\$20,500.00

**FINANCIAL IMPACT**

The funding for the total of \$86,581.00 total for the hardware and installation is budgeted and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

**OTHER CONSIDERATIONS**

These servers are critical to our ability to continue operations should anything happen to our main datacenter.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached quotes for the Host Server Replacement from Avalon.

**Avalon Technologies, Inc.**

39533 Woodward Avenue Suite 125  
Bloomfield Hills, MI 48304  
(800)720-3811  
[avalontech.net](http://avalontech.net)



**We have prepared a quote for you**

**Ingham County Blades - FX2 Configuration**

QUOTE # RR000227 V7

PREPARED FOR

**Ingham County**

PREPARED BY

**Rob Rulison**



(800)720-3811  
rob.rulison@avalontech.net  
avalontech.net

## FX2 Blades

Description	Price	Qty	Ext. Price
<b>PowerEdge FX2 Chassis</b>	\$3,116.37	1	\$3,116.37
210-ABUX PowerEdge FX2 1 --			
321-BBFM PowerEdge FX2 Chassis for up to 4 Half-Width Nodes 1 --			
321-BBFZ FX2S Chassis Configuration Label 1 --			
321-BBGH PowerEdge FX2S Chassis Configuration with Flexible IO (up to 8 PCIe Slots) 1 --			
340-AGKB PowerEdge FX2 Shipping 1 --			
770-BBER FX2 ReadyRails Sliding Rails 1 --			
450-ADTZ Power Supply, Redundancy Alerting Enabled Configuration 1 --			
450-AENU Dual, Hot-plug, Power Supply, 2000W, C19/C20 Power Cord Required 1 --			
343-BBBW USER Guide, FX2 Chassis 1 --			
332-1286 US Order 1 --			
340-AKBN PowerEdge FN I/O Module User Documentation 1 --			
403-BBEQ SD Storage for Chassis Management Controller 1 --			
634-0287 CMC Enterprise for FX2 1 --			
540-BBQM Redundant Ethernet Switch Configuration 1 --			
951-2015 Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">http://www.dell.com/contactdell</a> 1 --			
973-9866 Dell Hardware Limited Warranty Plus On Site Service Initial Year 1 --			
973-9867 Dell Hardware Limited Warranty Plus On Site Service Four Year Extended 1 --			
973-9966 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year 1 --			
973-9969 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 4 Year Extended 1 --			
973-9992 ProSupport Plus: 7x24 HW/SW Tech Support and Assistance, 5 Year 1 --			
492-BBEI Power Cord, C20 to C19, PDU Style, 16A, 250V, 2ft (0.6m) 2 --			
310-9696 Serial I/O Management Cable, for Ethernet Blade Switches 1 --			
421-5736 No Media Required 1 --			
321-BBFT FX2 Half-Width Node Filler Blank 1 --			
<b>PowerEdge FC630 Server Node</b>	\$12,064.39	3	\$36,193.17
210-ACWK PowerEdge FC630 Server Node 3 --			
329-BCZL PowerEdge FC630 Motherboard MLK 3 --			
389-BESB PowerEdge FC630 Regulatory Label, DAO 3 --			
461-AADZ No Trusted Platform Module 3 --			
406-BBFD 2.5" Backplane with up to 2 Hard Drives and Onboard SATA 3 --			
750-AADI System ordered as part of Multipack order 3 --			
338-BJDL Intel Xeon E5-2667 v4 3.2GHz,25M Cache,9.60GT/s QPI,Turbo,HT,8C/16T (135W) Max Mem 2400MHz 3 --			
338-BJCU Intel Xeon E5-2667 v4 3.2GHz,25M Cache,9.60GT/s QPI,Turbo,HT,8C/16T (135W) Max Mem 2400MHz 3 --			
374-BBHL DIMM Blanks for System with 2 Processors 3 --			
412-AAEL 104MM Heatsink for PowerEdge FC630 Processor 1 3 --			
412-AAEM 104MM Heatsink for PowerEdge FC630 Processor 2 3 --			
750-AAFH 104MM Processor Heatsink Shroud for PowerEdge FC630 3 --			
384-BBDS Standard Cooling,FC630 3 --			
370-ACPH 2400MT/s RDIMMs 3 --			
370-AAIP Performance Optimized 3 --			
780-BBKJ Diskles Configuration, No Controller 3 --			
405-AACD No Controller 3 --			
400-ABHL No Hard Drive 3 --			
385-BBHO iDRAC8 Enterprise, integrated Dell Remote Access Controller, Enterprise 3 --			
634-BBWU OpenManage Essentials, Server Configuration Management 3 --			



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avalontech.net

## FX2 Blades

Description	Price	Qty	Ext. Price
330-BBCV Internal Dual SD Module 3 --			
385-BBCF Redundant SD Cards Enabled 3 --			
385-BBJL 16GB SD Card For IDSDM 3 --			
385-BBJL 16GB SD Card For IDSDM 3 --			
384-BBBL Performance BIOS Settings 3 --			
631-AACK No Systems Documentation, No OpenManage DVD Kit 3 --			
421-2869 No OS, No Utility Partition 3 --			
421-5736 No Media Required 3 --			
634-BDXD VMware ESXi 6.0 U2 Embedded Image on Flash Media 3 --			
332-1286 US Order 3 --			
492-BBQT PowerEdge FC PCIE Mezzanine Adapter 3 --			
542-BBBN QLogic 57810-k Dual port 10Gb KR CNA Blade Network Daughter Card 3 --			
951-2015 Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">http://www.dell.com/contactdell</a> 3 --			
955-9041 Dell Hardware Limited Warranty Plus On Site Service Extended Year 3 --			
997-0181 Dell Hardware Limited Warranty Plus On Site Service 3 --			
997-0235 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, EXT to 2 Year 3 --			
997-0236 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 3 Year 3 --			
997-0252 ProSupport Plus: 7x24 HW/SW Tech Support and Assistance, 5 Year 3 --			
370-ACNS 32GB RDIMM, 2400MT/s, Dual Rank, x4 Data Width 24 --			
<b>Dell PowerEdge FN410S I/O Module, 8x Internal to 4xSFP+ external ports</b>	\$1,415.55	2	\$2,831.10
210-AHBX Dell PowerEdge FN410S I/O Module, 8x Internal to 4x SFP+ external ports, Factory Installed 2 --			
634-BFBL Software, Rights to use Full-Switch Mode, FN I/O Module 2 --			
807-9776 Dell Hardware Limited Warranty Plus On Site Service 2 --			
807-9783 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 3 Years 2 --			
807-9798 ProSupport Plus: Mission Critical 7x24 HW/SW Technical Support and Assistance, 5 Years 2 --			
807-9799 ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, Extended to 2 Years 2 --			
951-2015 Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">http://www.dell.com/contactdell</a> 2 --			
975-3462 Dell Limited Hardware Warranty Plus Service, Extended Year(s) 2 --			
332-1286 US Order 2 --			
<b>Subtotal</b>	<b>\$42,140.64</b>		

## M630 Blade Processor Upgrades

Description	Price	Qty	Ext. Price
<b>Intel Xeon E5-2667 v4 3.2GHz,25M Cache,9.60GT/sQPI,Turbo,HT,8C/16T (135W) Max Mem2400MHz,processor only,Cust Kit</b>	\$2,819.06	8	\$22,552.48
<b>Thermal Kit, 68mm, for M630, M 630P, Customer Install</b>	\$55.60	8	\$444.80
<b>Subtotal</b>			<b>\$22,997.28</b>

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rob.rulison@avalontech.net  
avalontech.net



### Option 1 – 1GbE upstream

Description	Price	Qty	Ext. Price
<b>SFP+ 10GbE Module, 4 port, Hot Swap, 4x SFP+ ports (optics or direct attach cables req'd), CustKit</b>	\$878.05	4*	\$3,512.20
<b>Dell Networking Transceiver SFP 1000BASE-T</b>	\$201.22	4*	\$804.88
<b>20FT CAT6 CAT6A PATCH CABLE 10G AUGMENTEDSNAGLESS RJ45 M/M AQUA</b>	\$20.58	4*	\$82.32
<b>Dell Multimode QSFP+ / QSFP+ Fiber Optic Cable -0.5m</b>	\$155.28	2*	\$310.56
<b>Multimode LC/LC Duplex Orange Fiber Patch Cable-16.4 ft</b>	\$22.58	4*	\$90.32
* Optional Subtotal			<b>\$4,800.28</b>

### Option 2 – 10Gb SFP+ upstream

Description	Price	Qty	Ext. Price
<b>SFP+ 10GbE Module, 4 port, Hot Swap, 4x SFP+ ports (optics or direct attach cables req'd), CustKit</b>	\$878.05	4*	\$3,512.20
<b>Dell Multimode QSFP+ / QSFP+ Fiber Optic Cable -0.5m</b>	\$155.28	2*	\$310.56
<b>Multimode LC/LC Duplex Orange Fiber Patch Cable-16.4 ft</b>	\$22.58	4*	\$90.32
* Optional Subtotal			<b>\$3,913.08</b>

### MHEC

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
<b>Midwestern Higher Education Commission (MHEC) Contract No. MHEC-09C701.02 for Dell Computers</b>	\$0.00	\$0.00	1	\$0.00	\$0.00

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avalontech.net



## Ingham County Blades - FX2 Configuration



### Prepared by:

**Avalon Technologies, Inc.**  
Rob Rulison  
(800)720-3811 x 2040  
rob.rulison@avalontech.net

### Prepared for:

**Ingham County**  
5303 South Cedar Street  
lansing, MI 48911  
Jake Willett  
(517) 676-7299  
jwillett@ingham.org

### Quote Information:

**Quote #:** RR000227  
Version: 7  
Delivery Date:  
03/30/2017  
Expiration Date:  
05/31/2017

## Quote Summary

Description	Amount
FX2 Blades	\$42,140.64
M630 Blade Processor Upgrades	\$22,997.28
Total:	<b>\$65,137.92</b>

## \*Optional Expenses

Description	One-Time
Option 1 – 1GbE upstream	\$4,800.28
Option 2 – 10Gb SFP+ upstream	\$3,913.08
Optional Subtotal:	<b>\$8,713.36</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.  
Terms: Net 30 after equipment ships. Avalon's full terms can be found at:

<http://www.avalontech.net/wp-content/uploads/2017/01/Avalon-Technologies-Terms-and-Conditions.pdf>

Avalon Technologies, Inc.

Ingham County

Signature:

A handwritten signature in black ink, appearing to read 'Rob Rulison'.

Signature:

A handwritten signature in black ink, appearing to read 'Jake Willett'.

Name: Rob Rulison

Name: Jake Willett

Title: Account Executive

Date:

Date: 03/30/2017

**Avalon Technologies, Inc.**

39533 Woodward Avenue Suite 125  
Bloomfield Hills, MI 48304  
(800)720-3811  
[avalontech.net](http://avalontech.net)



**We have prepared a quote for you**

**Ingham County FX2 Blades - Services**

QUOTE # RR000428 V1

PREPARED FOR

**Ingham County**

PREPARED BY

**Rob Rulison**

## Services

Description	Price	Qty	Ext. Price
<b>Avalon FX2 Deployment Services</b>	\$17,350.00	1	\$17,350.00

### Statement of Work (SOW)

#### • Project Management

- Dedicated PMP Certified Project Manager
- Kickoff Meeting
- Design Session(s)
- Regular project status updates

#### • FX2 Deployment

- Unbox, racking, insertion of blades and cabling of FX2 Chassis(s)
- CMC and Firmware updates on all FX2 Chassis and blade components to latest stable code levels
- Integration of FX2 and/or standalone NICs with existing upstream network device(s)
- Extension of VLAN networks from existing upstream devices to FX2
- Storage adapters will be connected and integrated with storage

#### • vSphere Integration

- Setup of FX2 blades as ESXi hosts
- Integration of FX2 ESXi hosts with existing vCenter
- Configuration of ESXi vSwitches and storage adapters

#### • Virtual Machine Migration

- Design and validation of migration path
- Migration of up to five (5) virtual machines from existing ESXi hosts to the newly proposed ESXi hosts

#### • Primary Site Blade Server Processor Upgrade

- Upgrade of processor in existing m6x0 blade servers
- Eight (8) processor upgrades in four (4) blade servers

#### • Knowledge Transfer

- FX2 Administration and Operations
- Four (4) Hours

### Acceptance Criteria

The project will be considered complete when:



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avalontech.net

## Services

Description	Price	Qty	Ext. Price
<ul style="list-style-type: none"><li>The proposed FX2 is deployed and ready for production use</li><li>The FX2 blades are setup as ESXi hosts and ready to host virtual machines</li><li>Up to five (5) virtual machines have been migrated to the proposed FX2 blades and are running in production</li><li>Knowledge Transfer is scheduled</li></ul>			
<b>Customer Responsibilities</b>			
<ul style="list-style-type: none"><li>Customer to provide secure remote access to facilitate remote work (e.g. VPN)</li><li>Customer to provide all software licenses and software license keys as required for implementation</li><li>Customer to provide engagement and availability of customer personnel resources to assist with coordination of services or completion of customer dependent tasks</li><li>Customer to provide administrator, root or adequate privileged access to systems involved in the implementation</li><li>Customer will provide all hardware and software required to ensure a successful implementation including those stated in any associated bill of materials and also any ancillary items such as any required cables, optics, software etc.</li><li>Customer will maintain a backup of all data and programs on affected systems prior to Avalon performing the Services and during the term of the Statement of Work (SOW).Avalon will have no liability for loss or recovery of data, programs or loss of use of system(s) arising out of or in connection with the Services provided under this SOW.</li><li>The Customer will ensure the Avalon personnel have reasonable and safe access to the Project site, a safe working environment, an adequate office space, and parking as required.</li><li>The customer will maintain active support agreements for any hardware or software involved in the project included, but not limited to servers, storage, networking equipment and software</li></ul>			
<b>Assumptions</b>			
<ul style="list-style-type: none"><li>Some project tasks will be performed remotely</li><li>Project may not commence until any necessary hardware or software has been delivered.</li><li>Any tasks not specifically included in this statement of work must be agreed to in a written change order by all parties involved.</li><li>Avalon Technologies and Ingham County will determine a mutually convenient project start date and timeline.</li><li>Avalon Technologies and Ingham County will provide a project-lead to be the single point of contact for project coordination.</li></ul>			
<b>Outside of Project Scope</b>			
<ul style="list-style-type: none"><li>Any services, tasks or activities other than those specifically noted in the section titled "Statement of Work"</li><li>Configuration or remediation of any server or workstation application software affected or unaffected by the services performed under the statement of work</li></ul>			



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rob.rulison@avalontech.net  
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## Services

Description	Price	Qty	Ext. Price
<ul style="list-style-type: none"><li>• Configuration or remediation of any networking components affected or unaffected by services performed under the statement of work</li><li>• Post-implementation support</li><li>• Disposal or recycling of customer equipment, new equipment boxes or any other items</li><li>• Installation of software or hardware firmware updates, service packs patches or new version that are released after services commence</li><li>• Updating or reconfiguration of 3rd party applications that integrate with existing environment (e.g. Anti-virus, backup, email relay services, fax/voicemail to email, etc.)</li><li>• Firewall configuration</li><li>• WAN configuration</li><li>• DMZ configuration</li><li>• Core networking configuration</li></ul>			

### Deliverables:

- Network Design Document
  - Visio and PDF documents detailing the network design of the upgraded environment
- IP / Host Name Listing
  - Excel document listing all IP and Host Name records involved in the project
- Secure Record Credentials
  - Encrypted KeePass file containing credentials for all equipment or software

### Professional Services Terms

- 30% to commence services
- 70% Net 30

Subtotal **\$17,350.00**



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avalontech.net

## Ingham County FX2 Blades - Services



### Prepared by:

**Avalon Technologies, Inc.**  
Rob Rulison  
(800)720-3811 x 2040  
rob.rulison@avalontech.net

### Prepared for:

**Ingham County**  
5303 South Cedar Street  
Lansing, MI 48911  
Jake Willett  
(517) 676-7373  
jwillett@ingham.org

### Quote Information:

**Quote #:** RR000428  
Version: 1  
Delivery Date:  
03/30/2017  
Expiration Date:  
04/29/2017

## Quote Summary

Description	Amount
Services	\$17,350.00
Total:	<b>\$17,350.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.  
Terms: Net 30 after equipment ships. Avalon's full terms can be found at:

<http://www.avalontech.net/wp-content/uploads/2017/01/Avalon-Technologies-Terms-and-Conditions.pdf>

Avalon Technologies, Inc.

Ingham County

Signature: A handwritten signature in black ink, appearing to read 'Rob Rulison'.

Name: Rob Rulison

Title: Account Executive

Date: 03/30/2017

Signature: \_\_\_\_\_

Name: Jake Willett

Date: \_\_\_\_\_

**Agenda Item 2b**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF HOST SERVER REPLACEMENT  
FROM AVALON**

WHEREAS, the servers at our secondary datacenter are over 5 years old and showing signs of potential unreliability; and

WHEREAS, Ingham County depends on these servers for disaster recovery; and

WHEREAS, these servers are critical to the ability to continue operations should anything happen to the main datacenter; and

WHEREAS, the purchase price of replacement servers with installation services will be \$86,581.00 from Avalon under the Midwestern Higher Educational Commission contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the replacement host servers and installation in the amount not to exceed \$86,581.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932032.

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 2c**

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

FROM: Deb Fett, CIO

DATE: 6/28/2017

SUBJECT: Resolution – Palo Alto NextGen Firewall Purchase

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### **BACKGROUND**

Recently Ingham County had a cybersecurity incident that started with a single infected computer and rapidly spread throughout many others before it was contained. As expressed in the memo to the Board after the incident, there are some immediate unbudgeted needs that are critical to prevent further incidents of this magnitude or greater.

ITD has been working to find the next generation firewall that will best protect the County's resources at the most cost effective price. As a result of that research and testing, Palo Alto has been chosen as ITD's solution. This has been validated by Gartner's Magic Quadrant for Enterprise Network Firewalls for 2016.

In accordance with our purchasing requirements, this solution was put together from the State of Michigan's MiDeal contract. CDWG will be able to provide for our needs with hardware, implementation services, and training.

### **ALTERNATIVES**

There are a couple of other brands that do provide similar features but with either a substantial increase in price or at the expense of throughput and performance. These were ruled out as unsuitable to our needs.

### **FINANCIAL IMPACT**

The funding for the total of \$377,595.12 total for the hardware, implementation services and training will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032. A portion of this unbudgeted amount will be transferred in from the Insurance Liability Fund.

### **OTHER CONSIDERATIONS**

Our current outdated firewall is limping along and seriously limiting the effectiveness of our employees. It does have better protection than it did before the incident, but was not designed to be used in this manner for long. It is being pushed beyond its capabilities now and will not continue indefinitely.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached quotes for the Palo Alto solution from CDWG.

## QUOTE CONFIRMATION



DEAR JAKE WILLETT,

Thank you for considering CDW-G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HZNQ842	6/7/2017	PALO ALTO TRAINING	3186151	\$14,086.08

QUOTE DETAILS					
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE	
<a href="#">PALO ALTO FW 8.0 ESS TRAINING</a> Mfg. Part#: EDUPAN-210-TU Firewall 8.0 Essentials: Configuration and Management This is a quote for 3 students to attend PAN-210 Firewall 8.0 Essentials: Configuration and Management Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)	3	4531866	\$4,695.36	\$14,086.08	

PURCHASER BILLING INFO	SUBTOTAL	\$14,086.08
<b>Billing Address:</b> INGHAM COUNTY - MIS ACCOUNTS PAYABLE PO BOX 319 MASON, MI 48854-0319 <b>Phone:</b> (517) 676-7373 <b>Payment Terms:</b> Request Terms	<b>SHIPPING</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$14,086.08</b>
<b>DELIVER TO</b>		Please remit payments to:
<b>Shipping Address:</b> INGHAM COUNTY HILLIARD BLDG INNOVATION & TECHNOLOGY DEPT 121 E MAPLE ST 3RD FL MASON, MI 48854-1655 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Need Assistance? CDW-G SALES CONTACT INFORMATION			
	Sean Bergquist		(877) 325-3701

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

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## STATEMENT OF WORK

<b>Project Name:</b>	ASA 5515-X with Firepower Services to PAN Migration	<b>Seller Representative:</b>
<b>Customer Name:</b>	Ingham County	Brian Donovan 6164642701 <a href="mailto:brian.donovan@cdw.com">brian.donovan@cdw.com</a>
<b>CDW Affiliate:</b>	CDW Government, LLC.	
<b>Date Requested:</b>	June 30, 2017	<b>Solution Architect:</b>
<b>Seller Services Manager:</b>	Annette Ditter	Lynn Mackie
<b>Version:</b>	1	

This statement of work (“Statement of Work” or “SOW”) is made and entered into on the date this SOW is signed by both parties (the “SOW Effective Date”) by and between the undersigned, CDW Government, LLC. (“Provider”, “Seller” and “we”) and Ingham County (“Customer” and “you”).

## PROJECT DESCRIPTION

### PROJECT SCOPE

Seller will provide professional services to assist with the configuration migration of a Cisco ASA 5515-X to Palo Alto Networks PA-5250 with Threat Prevention, Malware Detection, and URL filtering enabled. Palo Alto’s security platforms provide market leading Next Generation security, offering URL Filtering, Malware Detection, and Intrusion Prevention services.

As part of this project, Seller will perform the following tasks:

- Perform a basic access-list best practice review
  - Entries with zero hit count
  - Misconfigured entries
  - Entries no longer in use
- General configuration of a Palo Alto PA-5250 high availability pair with Next Generation Services
  - Set the hostname, domain name, date and time
  - Configure Ethernet settings and sub-interfaces
  - Configure appropriate security level of interfaces
  - Configure Virtual Wire or Routed mode
  - Configure IP routing
- Design and configure stateful failover based on High Availability considerations for Customer
  - Configure the Control Link
  - Configure the Data Link
- Design and configuration of security rule sets relevant to Customer’s business and technical requirements
  - Configure authentication, authorization, and accounting (AAA) services for network access

- Migration of inbound and outbound access-lists for permitting or denying network access
- Migration of NAT/PAT addressing policies to reflect connectivity requirements
- Design and configuration of any IPSec and VPN connectivity requirements
  - Define IKE Crypto Profiles
  - Define IPSEC Crypto Profiles
  - Configure tunnel monitoring
  - Configuration of Global Protect client VPN services
    - Generate CSR for SSL Certificate
    - Install 3<sup>rd</sup> Party Certificate on new Palo Alto Firewalls
    - Configure (1) VPN Profiles
    - Integration Authentication to Active Directory for User VPN
    - Create RA IP Pools for each group
    - Create full tunnel or split tunnel policy
  - Test VPN Connectivity based on Customer Use-Cases
- Define security zones
- Creation of security policies
  - Design and configure Threat Prevention Policy
  - Design and configure URL Filtering Policy
  - Design and configure WildFire Policy
  - Define and configure User Policy
  - Define and configure Application Policy
  - Define and configure DNS Inspection and Sinkhole Policy
  - Apply Security Policies to defined security zones

## **PROJECT PLAN**

### PLANNING

The planning phase consists of the following:

- Project Kickoff – The project team will be chartered and staff will be assigned to project roles. The team will review Customer's needs, discuss/revise the project scope and assumptions, and finalize logistical details.
- Inventory Hardware – Seller staff will inventory, document, and hardware power-on test. Issues with faulty hardware, as well as inventory discrepancies, will be identified and resolved.
- Project Planning – Members of the project team will develop a detailed project plan and test plan for the Palo Alto Firewall with Next Generation Services deployment.

### DESIGN

Seller will conduct a detailed design session with the project team. The goal of this design session is to identify and address architectural, security, and device management requirements. The design phase consists of the following sub-phases:

- Analysis – Seller and Customer technical staff will work together to:
  - Review network architecture, technical specifications, and VPN requirements
  - Analyze hardware configuration
  - Review industry best practices in order to develop baseline design information.
- Network Design – Seller staff will lead an effort to:
  - Develop the final design

- Identify all security zones on the network
  - Map security zones to physical and virtual interfaces on the Firewall
  - Design site-to-site and remote access VPN considerations
- Documentation – Seller staff will document and diagram the Firewall with Next Generation Services design, including VPN.

#### STAGING

The process for staging, configuring and testing the Palo Alto Firewall can be further detailed as follows:

- Unpack the hardware
- Upgrade the Firewall software to meet the standards specified in the design phase
- Build the Firewall configuration to the specifications documented in the design phase, including:
  - Firewall security zones
  - Apply initial security policies
  - VPN configuration
- Execute the test plan developed during the planning phase to ensure proper design and configuration

#### PALO ALTO FIREWALL IMPLEMENTATION

The process for implementing the Palo Alto firewalls can be further detailed as follows:

- During a scheduled change period, the Palo Alto firewalls will be placed into production.
- Seller will work with Customer to perform application testing to validate the implemented firewall policy developed in the design phase of this project.
- Remote User VPN connectivity will be tested
- Site to Site VPN connectivity will be tested

The Seller will provide day one support on the first production day following the cutover.

#### PALO ALTO SERVICES IMPLEMENTATION

The process for implementing the Palo Alto Services on the firewall can be further detailed as follows:

- An initial Threat Prevention policy in “alert, don’t block” configuration will be applied to begin creating a tuned ruleset based upon the initial network discovery information
- An initial URL filtering policy will be applied for web browsing and reporting
- An initial File Policy will be created to identify potential malware being transferred across the network or identify any infected hosts via the Security Intelligence information
- App-ID rules will be created using the identified applications in the Palo Alto Management Console’s

#### KNOWLEDGE TRANSFER

Seller will provide up to 4 hours of knowledge transfer for the Palo Alto Management interface. Topics include operational tasks, managing security policies and updates.

#### PROJECT CLOSURE

This phase signifies the end of the project. All services in the Description of Services section of this document are completed and all items to be provided are received by Customer.

### **CUSTOMER RESPONSIBILITIES**

Customer is responsible for the following:

Page 3

Proprietary and Confidential

Version: 1

Contract Number: 18065

Drafted by:

CDW, LLC.

1. Provide a 4 hour maintenance window to allow for the cutover to the Palo Alto solution.
2. Configuration of their LDAP environment when integrating with the Palo Alto solution. Seller will provide guidance on the required configuration for integration.
3. Customer will provide documentation for required connectivity through the firewall that includes source IP, destination IP, port, protocol information, and network address translation requirements. If traffic analysis is required to determine the appropriate connectivity information; it may result in a revision of the services estimate.
4. Customer is responsible for all change control procedures and notifications that are necessary for the performance of this project.
5. Customer is responsible for application testing to be performed during cutover(s).
6. Customer will provide full access to all network devices to Seller.
7. Customer is responsible for any additional hardware, software, certificates, and licenses that are required for installation.
8. Customer is responsible for interpreting firewall configuration or provide a resource who is familiar with the existing solution
9. Customer will provide at least one (1) domain member computer for installation of the Palo Alto User-ID agent to allow for user policy creation.

## **PROJECT ASSUMPTIONS**

1. Customer will provide Seller staff with appropriate physical and network access to implement configurations defined in this statement of work.
2. There is adequate power, UPS, rack space, and network connectivity for the devices included on the bill of materials
3. For the Next Generation services, Seller will configure up to:
  - a. 1 Vulnerability Protection Profile
  - b. 1 Zone Protection Profile
  - c. 1 File Blocking Profile
  - d. 1 Wildfire Analysis Profile
  - e. 2 URL Filtering Profile
  - f. 1 Antivirus and Spyware Profile
  - g. 2 DNS Inspection Profile
  - h. 1 Global Protect Gateway Profile
  - i. 1 Global Protect Portal
4. Training documentation is not part of this project.
5. Seller will migrate firewall configurations ‘as-is’ after access-list health check.
6. Seller will configure no more than 6 LAN-to-LAN VPN tunnels.
7. Seller will configure no more than 1 VPN Profile Policies.
8. Seller will migrate no more than 200 access-list entries.
9. Seller will migrate no more than 75 network address translation (NAT) or port address translation (PAT) entries.
10. LAN-to-LAN VPN tunnels will be migrated individually and during business hours.

## **OUT OF SCOPE**

Tasks outside this SOW include, but are not limited to:

1. Configuration of any other network equipment not directly related task of implementing the Palo Alto Firewall with Next Generation services and configuring required services. Within scope are minor changes

to existing network infrastructure that may need to occur to accommodate required services, such as VLAN configurations, routing, and AAA (authentication, authorization, accounting) services.

2. Custom Vulnerability Protect Profile Creation
3. Custom App ID creation.
4. Firewall Configuration Cleanup and Optimization
5. Certificate distribution of certificates or configuration of existing PKI solution
6. SSL Decryption
7. NGFW Policy Tuning
8. Configuration of Lab PA-220

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

## ITEM(S) PROVIDED TO CUSTOMER

Table 1 – Item(s) Provided to Customer

Item	Description	Format
Design and As-Built Document	A detailed design and as-built document including any Next-Generation Services and/or VPN services	PDF
Network Diagram	Diagram of logical and physical connectivity	Visio

## PROJECT MANAGEMENT

Seller will assign a project management resource to perform the following activities during the project:

- **Kickoff Meeting.** Review SOW including project objectives and schedule, logistics, identify and confirm project participants and discuss project prerequisites.
- **Project Schedule or Plan.** A project schedule that details the schedule and resources assigned to the project.
- **Weekly Status Meetings and Reports.** Status meetings will be conducted on a weekly basis. During these meetings, Seller and you will discuss action items, tasks completed tasks outstanding, issues and conduct a budget review.
- **Change Management.** When a change to a project occurs, Seller's project change control process will be utilized.
- **Project Closure Meeting.** The project team will meet to recap the project activities, provide required documentation, discuss any next steps, and formally close the project.

## PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule (“**Anticipated Schedule**”) based on Seller’s project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

## TOTAL FEES

The total fees due and payable under this SOW (“**Total Fees**”) include both fees for Seller’s performance of work (“**Service Fees**”) and any other related costs and fees specified in the Expenses section (“**Expenses**”). Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein.

Seller will invoice for the Total Fees.

### SERVICES FEES

Services Fees hereunder are FIXED FEES, meaning that the amount invoiced for the Services will be \$21,220.00.

The invoiced amount of Services Fees will equal the amount of fees applicable to each completed project milestone, as specified in Table 2.

Table 2 – Services Fees

Project Milestones	Percentage	Fees
Signed SOW	25%	\$5,305.00
Internet Cutover	50%	\$10,610.00
Completion	25%	\$5,305.00
<b>Totals</b>	<b>100%</b>	<b>\$21,220.00</b>

## EXPENSES

Neither travel time nor direct expenses will be billed for this project.

Two (2) weeks’ advance notice from Customer is required for any necessary travel by Seller personnel.

## CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the locations specified on the attached Exhibit (“**Customer-Designated Locations**”).

## NOT FOR SIGNATURE

THIS DOCUMENT IS A DRAFT INTENDED ONLY FOR USE IN THE REVIEW OF TEXT APPLICABLE TO A POSSIBLE SERVICES ENGAGEMENT. IT DOES NOT CONSTITUTE A CONTRACT OR A PROPOSAL FOR A CONTRACT. THE CONTENT OF THIS DOCUMENT, AS IT MAY BE NEGOTIATED BY THE PARTIES, IS INTENDED TO BE INCORPORATED INTO A STATEMENT OF WORK, WHICH WILL INCLUDE OTHER PROVISIONS AND WHICH WILL BE GOVERNED BY ADDITIONAL TERMS AND CONDITIONS. A PARTY’S SIGNATURE OR OTHER INDICATION OF APPROVAL ON OR RELATED TO THIS DOCUMENT SHALL HAVE NO BINDING OR CONTRACTUAL EFFECT.

## **EXHIBIT A.**

### **CUSTOMER-DESIGNATED LOCATIONS**

Seller will provide Services benefiting the following locations (“**Customer-Designated Locations**”).

Table 2 – Customer-Designated Locations

<b>Location(s)</b>	<b>Service(s)</b>			
121 E. Maple Street Mason, MI 48854	<input type="checkbox"/> Assessment <input checked="" type="checkbox"/> Configuration <input checked="" type="checkbox"/> Design	<input checked="" type="checkbox"/> Implementation <input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Staff Augmentation	<input type="checkbox"/> Support <input checked="" type="checkbox"/> Training <input type="checkbox"/> Custom Work	

## QUOTE CONFIRMATION



DEAR JAKE WILLET,

Thank you for considering CDW\*G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HDXQ054	5/11/2017	PALO ALTO # 1	6091672	\$342,309.04

QUOTE DETAILS					
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE	
<a href="#"><u>PALO ALTO PA-5250 APPL W/REDUN AC</u></a> Mfg. Part#: PAN-PA-5250-AC Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479256	\$53,770.15	\$107,540.30	
<a href="#"><u>Palo Threat Prevention for PA-5250 - subscription license (3 years) - 1 dev</u></a> Mfg. Part#: PAN-PA-5250-TP-3YR-HA2 UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479970	\$26,244.40	\$52,488.80	
<a href="#"><u>Palo PANdb URL Filtering for PA-5250 - subscription license (3 years) - 1 d</u></a> Mfg. Part#: PAN-PA-5250-URL4-3YR-HA2 UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479974	\$26,244.40	\$52,488.80	
<a href="#"><u>WildFire for PA-5250 - subscription license (3 years) - 1 device in HA pair</u></a> Mfg. Part#: PAN-PA-5250-WF-3YR-HA2 UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479979	\$26,244.40	\$52,488.80	
<a href="#"><u>Palo Premium Support Program - extended service agreement - 3 years - shipm</u></a> Mfg. Part#: PAN-SVC-PREM-5250-3YR UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4479258	\$36,023.72	\$72,047.44	
<a href="#"><u>Palo PA-220 - Lab Unit - security appliance</u></a> Mfg. Part#: PAN-PA-220-LAB UNSPSC: 43222501 Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4477273	\$420.24	\$840.48	
<a href="#"><u>Palo Lab Unit Bundle Subscription Threat prevention, PANDB URL filtering, G</u></a> Mfg. Part#: PAN-PA-220-BND-LAB4 UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	2	4483403	\$110.18	\$220.36	

QUOTE DETAILS (CONT.)					
<b>PALO ALTO 10M QSFP28 100GB AOC+XCVRS</b>	1	4558115	\$967.86	\$967.86	
Mfg. Part #: PAN-QSFP28-AOC-10M					
Contract: Michigan Master Computing-MiDEAL (071B6600110)					
<b>Palo - SFP+ transceiver module - 10 Gigabit Ethernet</b>	4	2687525	\$806.55	\$3,226.20	
Mfg. Part #: PAN-SFP-PLUS-SR					
UNSPSC: 43201553					
Contract: Michigan Master Computing-MiDEAL (071B6600110)					

PURCHASER BILLING INFO	SUBTOTAL	\$342,309.04
<b>Billing Address:</b> VICKY L WATSON INGHAM COUNTY 121 E MAPLE ST HILLIARD BLDG 3RD FL MASON, MI 48854-1655 <b>Phone:</b> (517) 244-8027	<b>SHIPPING</b>	\$0.00
<b>Payment Terms:</b> Request Terms	<b>GRAND TOTAL</b>	<b>\$342,309.04</b>
<b>DELIVER TO</b>	<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
<b>Shipping Address:</b> INGHAM COUNTY 121 E MAPLE ST HILLIARD BLDG 3RD FL MASON, MI 48854-1655 <b>Shipping Method:</b> DROP SHIP-GROUND		

Need Assistance? CDW-G SALES CONTACT INFORMATION



Sean Bergquist

(877) 325-3701

seanber@cdwg.com

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**Agenda Item 2c**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF PALO ALTO NEXTGEN FIREWALL**

WHEREAS, Ingham County needs protect our data and our network from cyber threats; and

WHEREAS, our current firewall solution is outdated and being pushed beyond its limits; and

WHEREAS, Palo Alto provides a robust, affordable, top-rated edge and interior security product; and

WHEREAS, the purchase price of said appliance, installation, and training will be \$377,595.12 from CDWG under the State of Michigan MiDeal contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the Palo Alto solution in the amount not to exceed \$377,600.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932032.

BE IT FURTHER RESOLVED, that the amount of \$377,600.00 needed to cover this transaction is authorized to be transferred from the Insurance Liability Fund.

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 2d**

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

FROM: Deb Fett, CIO

DATE: 6/22/2017

SUBJECT: Innovation and Technology Department - Convert Vacant DIO Position to new Senior Network Admin Position

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### **BACKGROUND**

Resolutions #14-213 authorized the re-establishment of two positions eliminated in 2011 – which were then renamed to Deputy Information Officer and Project Manager. Currently the Innovation and Technology Department has 21 full-time positions and one part-time position, with the Deputy Information Office position being vacant. After thorough review of duties of said position and needs of the business partners, it is clear that this position can be altered to offer more direct support to improve customer service while still providing the staff oversight needed to assist the CIO.

Discussions have been held with appropriate ITD staff to review the proposed change of converting the vacant DIO position to a new Senior Network Admin position and favorable response has been received. The position would move from an MCF position to an ICEA position. The ICEA representative has also been briefed about the potential change and supports the conversion.

### **ALTERNATIVES**

It was considered to keep the position as is and hire a Deputy Information Officer. However, during the time our previous DIO was on medical, it became clear that our needs for the role were changing. The current job description does not adequately address the skill level needed or the desired characteristics which would have increased the cost of the function. Rather than increase costs in a time of cutbacks, it made sense to reconfigure the role.

### **FINANCIAL IMPACT**

Per HR – after analysis, the classification has a community of interest with the ICEA County Professional and will be compensated at a level 12 (\$76,364.53 - \$91,670.06). The review from Budget (corrected to Step 5) indicates that there would be an approximate \$208.00 annual increase.

### **OTHER CONSIDERATIONS**

This position would allow ITD to leverage both the much needed technical skills of the individual chosen as well as providing the additional supervisory support that will keep the department running most effectively.

### **RECOMMENDATION**

Based on experience of ITD service levels over the past year, feedback from staff, and metrics from our helpdesk tickets, I would recommend converting the DIO position to the Senior Network Admin position.

# County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102

Lansing, MI 48911-3895

**Administration:** 517.887.4327  
**Employee Services:** 517.887.4373  
**Internet:** [www.ingham.org](http://www.ingham.org)

**Employment:** 517.887.4328  
**FAX Number:** 517.887.4396



TO: Deb Fett, CIO  
FROM: Joan Clous, Human Resources Specialist  
DATE: May 26, 2017  
RE: Support for Creation and reorganization - Senior Network Administrator

---

Per your request, Human Resources has reviewed the request to create a new position within the Innovation and Technology Department, a Senior Network Administrator, which will replace the Deputy CIO

After analysis, the classification has a community of interest with the ICEA County Professional and will be compensated at a level 12 (\$76,364.53 - \$91,670.06) The CCLP has been notified. They support the creation of this position.

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

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

**Fett, Deb**

---

**From:** Clous, Joan  
**Sent:** Tuesday, May 30, 2017 11:41 AM  
**To:** Fett, Deb  
**Subject:** FW: ICEA New Position

Deb,

Just making sure you received this approval from the ICEA for the Sr. Network Administrator.

Joan

---

**From:** Cook, Desiree  
**Sent:** Wednesday, May 24, 2017 2:57 PM  
**To:** Clous, Joan  
**Subject:** RE: ICEA New Position

Approved.

---

**From:** Clous, Joan  
**Sent:** Wednesday, May 24, 2017 11:00 AM  
**To:** Cook, Desiree <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** ICEA New Position

Desiree,

Please review the attached and get back with me as to the ICEA's approval or objection to this new position. Please let me know if you have any questions.

**Joan Clous**  
Human Resources Specialist

**Ingham County**  
5303 S. Cedar Bldg 2 Suite 2102  
Lansing MI 48911  
517-887-4374 – Office  
517-887-4396 – Fax

"We can't all be heroes, somebody has to sit on the curb and wave as they drive by."

## **INGHAM COUNTY JOB DESCRIPTION**

### **Senior Network Administrator**

**General Summary:** Under the direction of the Chief Information Officer (CIO), assists in planning, organizing and directing the County's Innovation and Technology Department. Leads in the design, implementation, management and maintenance of the county's data communications network and associated hosted sites. Provides advanced technical support for the county's Local Area Network (LAN) and Wide Area Network and supports other ITD personnel. Solves operational and personnel issues throughout the department while directly supervising UAW staff. Develops, implements and oversees staff training and development. Serves as the liaison between stakeholders, ITD staff and external vendors. Monitors departmental projects and work assignments. Assists with budget preparation and maintenance. Supervises staff on projects to ensure project commitments and expectations are met. Serves in place of the CIO as needed and directed.

#### **Essential Functions:**

1. Provides day-to-day supervision to assigned ITD staff and related vendors. Organizes assignments and priorities. Clarifies performance expectations and monitors assigned staff for compliance.
2. Establishes goals and objectives for assigned staff. Defines and implements training plans for all staff to improve individual and departmental performance.
3. Assists with the creation and monitoring of long-range strategic goals. Directs and oversees the successful delivery of services.
4. Analyzes work functions and recommends improvement plans. Works with the CIO to develop and direct departmental policies, processes and procedures which improve future projects, efficiencies and outcomes.
5. Proficient at analyzing and determining customers business needs, current computer and network systems technology, vendor offerings, budget requirements, and developing solutions to ensure the highest level of customer satisfaction.
6. Develops and maintains standards for the county's wiring infrastructure, equipment, security, vendors, routing protocols, platforms, and applications.
7. Contributes in the planning, leadership, direction, and advanced technical expertise regarding computer, network, resources, and services for both LAN's and WAN's and the world-wide Internet.
8. Serves as a high-level technical expert and technical escalation point in regards to the county's network, MIS staff and associated issues.
9. Lead architect and (or) Project Manager for complex county hardware and software information technology projects and ensures projects are completed within budget and on-time. Coordinates with other resources, departments, organizations and agencies.
10. Responsible for the security of the county's network including password access, file access, intruder access, and protection against viruses and SPAM.
11. Oversee the ongoing training for County employees related to software and systems in use.

12. Develops and maintains management reporting methodologies. Develops and oversees contingency plans to address conflicts between assignments, priorities and resources.
13. Conducts staff meetings to monitor work projects. Facilitates discussions regarding operational and personnel issues. Ensures staff are informed, trained and have access to the tools necessary to perform their work assignments
14. Reviews employee work assignments, staff interactions and overall departmental success. Effectively recommends the hiring, training, promoting, disciplining and terminating of staff.
15. Ensures staff, equipment and other resources are allocated within budgetary limits and the Departmental Strategic Plan. Assists in the maintenance of IT inventory for the entire County.
16. Provides Project Management leadership for County technology projects. Promotes, establishes, facilitates and evaluates the application of Project Management principles as they pertain to the IT department.
17. Determines the need for outside consultants or contractors. Solicits and recruits such services as needed.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and CJIS Security requirements.

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

**Employment Qualifications:**

A minimum of **one** of the following combinations is required:

1. A Bachelor's Degree **AND** 5 years of progressive work experience in a complex LAN/WAN environment with at least 3 of those years at the management level in IT

OR

2. An Associate's Degree **AND** 7 years of progressive work experience in a complex LAN/WAN environment with at least 5 of those years at the management level in IT

Industry recognized technical certification such as a Cisco CCNA or Microsoft MCSE preferred but not required.

**Knowledge, Skills and Abilities Required:**

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Advanced working knowledge of Networking concepts, Routing/Switching, Operating System technologies, Security, IP, advanced protocols and the Internet.
- Advanced systems knowledge, architecting/design skills, documentation and methodical problem solving skills.
- Must possess leadership qualities.
- Must be customer service oriented.
- Must be courteous and polite.
- Excellent verbal, telephone, and written etiquette.
- Proven ability to delegate work, follow instructions, work under supervision, and multi-task.
- Ability to effectively lead a team.
- Advanced effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess excellent organizational skills.

**Other Requirements:** None

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

**Working Conditions:**

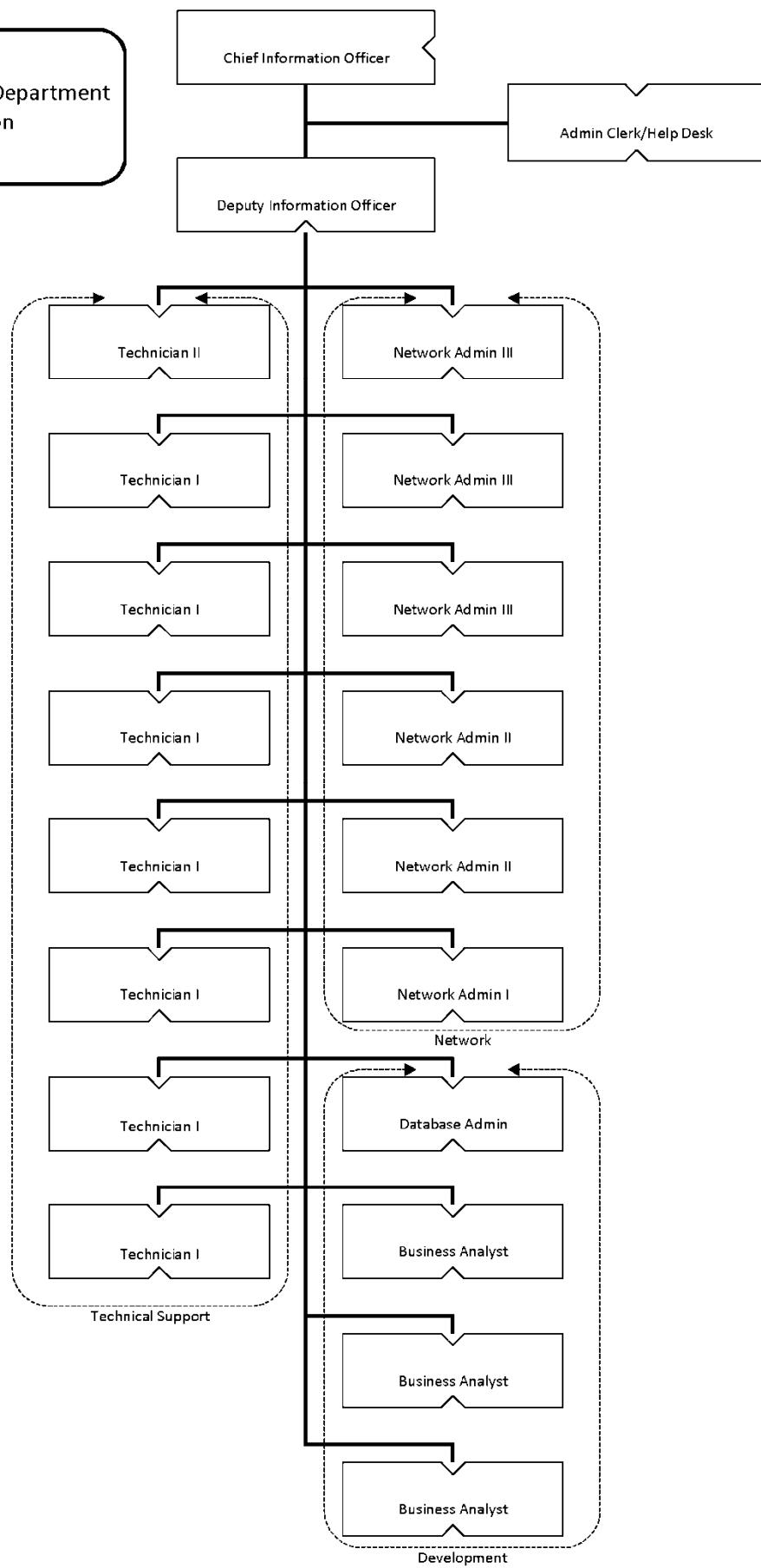
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

**Physical Requirements:**

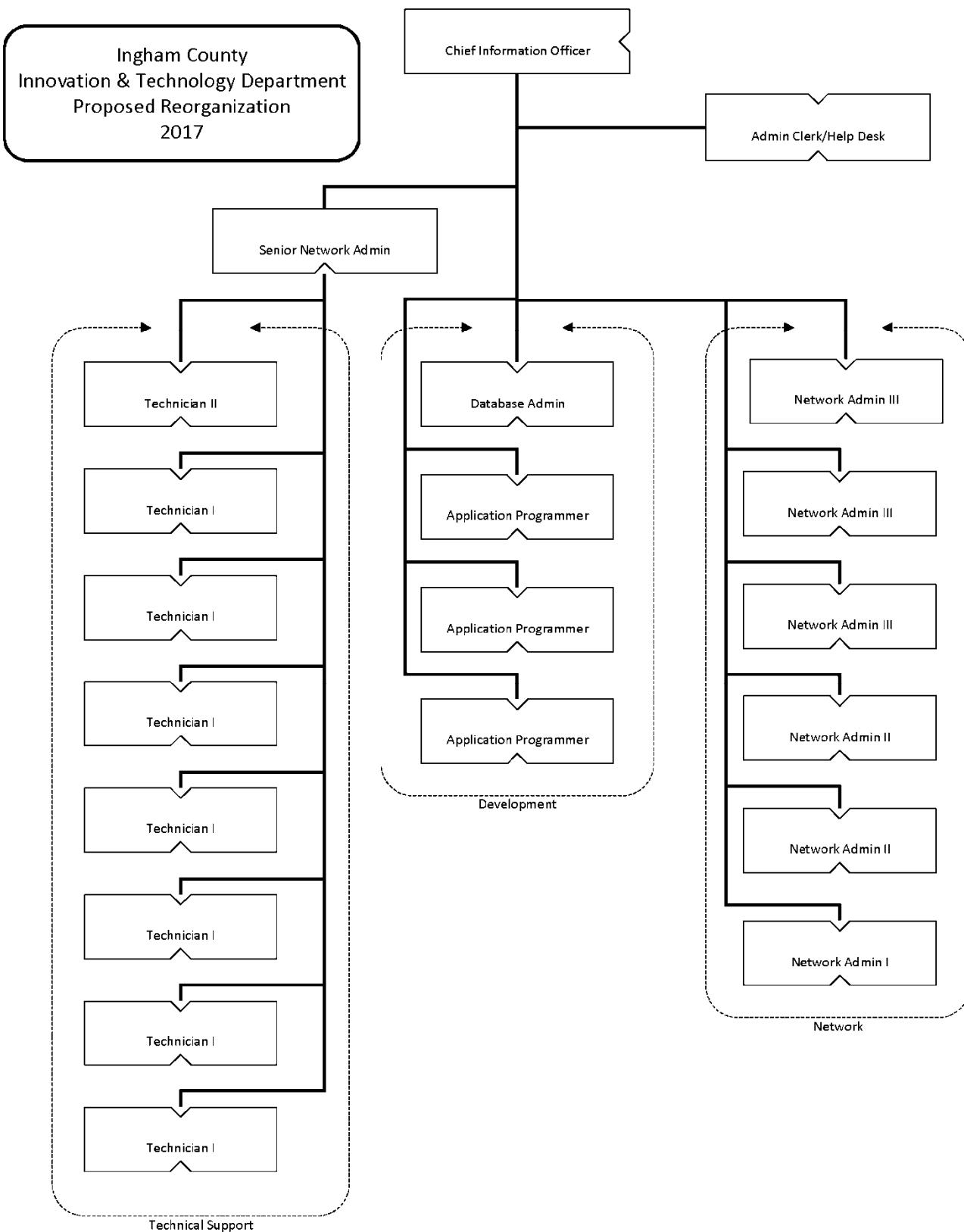
1. This position requires the ability to sit, stand, traverse, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands or fingers.
2. This position's physical requirements require periodic stamina in carrying, pushing, pulling, reaching, grasping, handling and pinching.
3. This position's physical requirements require regular stamina in sitting, standing, traversing, typing and repetitive movements of the wrists, hands or fingers.
4. This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
5. This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
6. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
7. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
8. This position requires the ability to handle varying and often high levels of stress.

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

Ingham County  
Innovation & Technology Department  
Pre-reorganization  
2017



Ingham County  
Innovation & Technology Department  
Proposed Reorganization  
2017



**Agenda Item 2d**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONVERSION OF THE VACANT DEPUTY INFORMATION OFFICER TO A SENIOR NETWORK ADMIN IN THE INNOVATION & TECHNOLOGY DEPARTMENT**

WHEREAS, the Department of Innovation & Technology (IT) currently has 21 full time positions and 1 part time position including the vacant IT Deputy Information Officer position; and

WHEREAS, Resolution #14-213 established an MCF 12 Deputy Information Officer position in the IT Department; and

WHEREAS, the County has a critical need for both network support and management duties in ITD; and

WHEREAS, the new position of the Senior Network Admin has been reviewed by HR and the ICEA and will be compensated at level 12 (\$76,364.53 - \$91,670.06); and

WHEREAS, the estimated annual increase for the conversion of the position would be \$208.00; and

WHEREAS, the funding for these two positions would come from the IT Data Processing Fund #63695800-704000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the elimination of the Deputy Information Officer position and the addition of an ICEA 12 Senior Network Admin position (\$76,364.53 - \$91,670.06) in the IT Department with funds allocated from the IT Data Processing Fund (#63695800-704000) at a FY 2017 cost not to exceed \$76,364.53.

BE IT FURTHER RESOLVED, that the new vacant Senior Network Admin position will be posted and filled.

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

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

**PERSONNEL COST PROJECTIONS - INNOVATION AND TECHNOLOGY DEPARTMENT**

	<b>Salaries</b>		<b>Total Cost</b>
	<u>85,755.00</u>		<u>137,332</u>
<b>DEPUTY INFO OFFICER</b>			
958024	FICA	5,317	
MCF12, 5	MEDICARE	1,243	
	Dental	904	
	Vision	124	
	Health	13,855	
	Defined Benefit Pension	18,995	
	Defined Cont Pension	2,144	
	Disability	111	
	Unemployment	429	
	Future Retiree Health	3,859	
	Separation Buyout	1,072	
	Current Retiree Health	3,347	
	C.A.R.E.S.	33	
	Life	144	
	<u>91,670.00</u>		<u>137,540</u>
<b>Senior Network Administrator</b>			
Level 12 Step 5	FICA	5,684	
	MEDICARE	1,329	
	Dental	904	
	Vision	124	
	Health	13,855	
	Defined Benefit Pension	13,714	
	Defined Cont Pension	917	
	Disability	119	
	Unemployment	458	
	Future Retiree Health	4,125	
	Separation Buyout	1,146	
	Current Retiree Health	3,347	
	C.A.R.E.S.	33	
	Life	115	
			208 Additional Annual Cost

**Agenda Item 2e**

TO: Board of Commissioners, County Services Committee, and Finance Committee  
FROM: Deb Fett, CIO  
DATE: 6/23/2017  
SUBJECT: Resolution – Datacenter UPS Replacement

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**BACKGROUND**

Last year under Resolution #16-483, Ingham County contracted with a vendor to assist with creating an RFP to replace our large uninterruptible power supply (UPS) device controlling the electrical for our main datacenter. This device ensures our infrastructure remains operational should a power failure occur so the site can continue operation until the generator power kicks in, while also providing consistent filtered power. With the assistance of this engineering vendor, the RFP was issued and a vendor selected.

**ALTERNATIVES**

Following due process requirements, an RFP was released and bids were received for the hardware and services requested. The bidders were:

PM Technologies, LLC.	\$43,843.00
Centennial Electric, LLC.	\$39,000.00

**FINANCIAL IMPACT**

The funding for the \$39,000.00 will come from the County's Innovation and Technology Department's Network Hardware Fund #636-25810-932032.

**OTHER CONSIDERATIONS**

Centennial Electric was chosen as they have not only provided the lower cost, but also they have worked with Ingham County Facilities on previous successful projects.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the contract Centennial Electric for hardware and services to replace our UPS for our main datacenter.

## Agenda Item 2e

TO: Deb Fett, IT Director  
FROM: James Hudgins, Director of Purchasing  
DATE: May 3, 2017  
RE: Memorandum of Performance for RFP No. 48-17 Uninterruptible Power Supply

Per your request, the Purchasing Department sought proposals from qualified and experienced electrical contractors to enter into a contract for the purpose of furnishing and installing a new 30kva Uninterruptable Power Supply (UPS).

The RFP was advertised in the Lansing State Journal, Lansing City Pulse and 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
Vendors invited to propose	142	18
Vendors attending pre-bid/proposal meeting	5	3
Vendors responding	2	0

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

Vendor Name	Local Pref	Total Bid Cost
PM Technologies LLC	No, Wixom	\$43,843.00
Centennial Electric LLC	No, Potterville	\$39,000.00

***A preconstruction meeting will be required since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and is able to attend the preconstruction meeting to ensure that all contractors are in compliance with the Prevailing Wage Policy and proper bonding.***

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

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

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

# **Centennial Electric LLC**

County of Ingham  
121 E. Maple Street  
Mason, MI 48813  
Attn: James C. Hudgins

5/3/17

RE: Uninterruptible Power Supply Packet #48-17

Dear Mr. Hudgins,

Centennial Electric, LLC, is pleased to quote you for the above mentioned project. We have included the following:

- Installation of one 30KVA Liebert UPS unit in the 2<sup>nd</sup> floor MDF room.
- Removal and proper documented disposal of the existing UPS after decommissioning.
- One ¼" painted steel plate installed under the new 30 KVA UPS to spread out the weight.
- Installation of 150 Amp feeders in 2" conduit under the raised floor per plans and specs.
- Off hours start up and commissioning of the new 30 KVA UPS at a date and time to be determined by the county.
- Preliminary work and installation of the new UPS to take place during normal business hours to prepare for the off hours cut-over.
- Connection of new UPS to existing emergency power off button.
- Permit included.

Current Lead Time on UPS is 5-6 Weeks – Subject to change by manufacturer.

Please do not hesitate to contact me with any questions.

Sincerely,

Michael Bozung  
Project Manager  
C# 517-819-4273  
O# 517-543-9900  
F# 517-543-9911  
[mike@centennial-electric.com](mailto:mike@centennial-electric.com)

**Bid Bond****CONTRACTOR:**

(Name, legal status and address)  
**CENTENNIAL ELECTRIC LLC**  
2206 Lansing Road  
Charlotte, MI 48813

Bid Bond No. FED00070

**SURETY:**

(Name, legal status and principal place of business)

**GRANITE RE, INC.**  
14001 Quailbrook Dr  
Oklahoma City, OK 73134

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**OWNER:**

(Name, legal status and address)  
**County of Ingham**  
121 E. Maple Street  
Mason, MI 48854

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** Five Percent of the Bid Amount (5.00% of Bid Amount)**PROJECT:**

(Name, location or address, and Project number, if any)  
**Hillard UPS Packet #48-17**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 28th day of April, 2017

(Witness)

(Witness) Karla K. Heffron

CENTENNIAL ELECTRIC LLC  
(Principal)   
(Title)

GRANITE RE, INC.  
(Surety)   
(Title)

(Title) Robert Downey, Attorney-in-Fact

# GRANITE RE, INC.

## GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of OKLAHOMA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; KARLA HEFFRON; ROBERT DOWNEY; CONNIE SMITH its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surely to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

MICHAEL J. DOUGLAS; CHRIS STEINAGEL; CHRISTOPHER M. KEMP; KARLA HEFFRON; ROBERT DOWNEY; CONNIE SMITH may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Secretary/Treasurer, this 3<sup>rd</sup> day of July, 2013.

STATE OF OKLAHOMA )  
 ) SS:  
COUNTY OF OKLAHOMA )



Kenneth D. Whittington, President

Kyle P. McDonald, Treasurer

On this 3<sup>rd</sup> day of July, 2013, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Secretary/Treasurer of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Secretary/Treasurer of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation, that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Secretary/Treasurer, respectively, of the Company.

My Commission Expires:  
August 8, 2017  
Commission #: 01013257



Kellie S. Carlson  
Notary Public

### GRANITE RE, INC. Certificate

THE UNDERSIGNED, being the duly elected and acting Secretary/Treasurer of Granite Re, Inc., an Oklahoma Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this  
20<sup>th</sup> day of April, 2017.



Kyle P. McDonald, Secretary/Treasurer

Ingham County Hilliard Bldg.  
UPS Replacement

MAI 2016-0221  
Date: April 25, 2017

**ADDENDUM NO. 1**

To: All Bidders

From: MacMillan Associates, Inc.  
714 East Midland Street  
Bay City, MI 48706  
(989) 894-4300

The following are changes, revisions, corrections, or clarifications to the construction documents and shall include all labor, materials, and supervision as applicable.

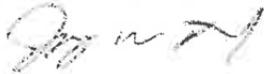
Item No. 1 General

- A. Contractor shall provide a proposed schedule with equipment lead times with their bid.
- B. Contractor shall provide start up services during the weekend change over from the existing UPS to the new UPS. Contractor shall also provide training to the owner by the UPS manufacturer after the startup date during normal business hours.
- C. Contractor shall provide documentation to the County for the proper disposal of the existing UPS and associated batteries.

Item No. 2 Refer the sheet E1 (not reissued)

- A. Keyed note five. New feeds shall be installed in EMT conduit above the raised floor. EMT or Flexible Metal Conduit (without an overall nonmetallic covering) is acceptable below the raised floor.
- B. Tripp-Lite has been approved as an acceptable manufacturer based on their #SU40K series UPS. Contractor is responsible to confirm all system requirements, dimensions and mounting, and include all associated costs for a complete installation, with the bid.

MacMillan Associates, Inc.



Jay W. Fox, P.E.

The aforementioned clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications. Please acknowledge your receipt and understanding of this addendum by signing below and returning in its entirety with the submittal of your proposal.

CENTENNIAL ELECTRIC LLC

(Company Name)

577-543-9900

(Phone #)

Mike Bowes

(Print Name)

Project Manager

(Title)

Mike Bowes

(Signature)

5/3/17

(Date)

**Ingham County Request for Proposals  
Uninterruptible Power Supply  
Packet #48-17**

## **COST FORM**

(Please Type or Print Clearly in Ink)

Bidder Name: Centennial Electric LLC  
Address: PO Box 490  
Potterville, MI 48876

Having carefully examined the information provided in this RFP and Project Manual as well as specifications, scope of work, and the premises and conditions affecting the work, the Undersigned proposes to furnish all labor, materials, tools, equipment, permit fees, bonds, insurance, and services necessary to perform and complete the entire work for the fee as listed below. A schedule of values may be required as part of the contract, if awarded.

### Total Bid

#### **Total Cost for Furnishing and Installing the UPS According to RFP and Project Manual**

\$ 39,000.00

Thirty Nine Thousand  
*(Amount shall be shown in both*

### Dollars

**Substitutions (Optional):**

In accordance with the stipulations herein, the Undersigned submits the following substitutions:

Add \$ N/A Deduct \$ N/A

Add \$ N/A Deduct \$ N/A

It is expressly understood that this substitution is for consideration only and, that after due investigation, if any such substitution is accepted, the applicable amount will be added or deducted from the Total Bid as stated. Further, this substitute proposal is separate from and not a part of the Total Bid. (Attach separate sheet if required).

Signed Scott A. Linsell Date 5/3/17

**Ingham County Request for Proposals**  
**Uninterruptible Power Supply**  
**Packet #48-17**

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**LOCAL PURCHASING PREFERENCE FORM**

(Please type or print clearly in ink only)

1. Do you desire to have your company considered a "local vendor" and therefore have your bid evaluated with the 10% local purchasing preference? \_\_\_\_\_ Yes  No

If yes, please provide below the verifiable business address (not a PO Box) at which your business is being conducted.

2. Complete Legal Firm Name: \_\_\_\_\_

3. Company Address: \_\_\_\_\_

4. Company Phone: (    ) \_\_\_\_\_

5. Email: \_\_\_\_\_

6. Name and title of person authorized to sign on behalf of your company:

\_\_\_\_\_

7. Signature: \_\_\_\_\_

8. Date: \_\_\_\_\_

Note: Local vendors who utilize non-local vendors as subcontractors for more than 50% of the work in a specific proposal are not entitled to the preference for that specific proposal.

**Ingham County Request for Proposals  
Uninterruptible Power Supply  
Packet #48-17**

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**ADDENDA FORM**

(Please Type or Print Clearly in Ink)

The following addenda have been received and acknowledged:

#1 date 4/25/17      #2 date \_\_\_\_\_      #3 date \_\_\_\_\_

SIGNED THIS Fifth DAY OF May, 2016

Respectfully Submitted,

BY:   
Scott Nuttall

Authorized Signature of Proposer

TITLE: Project Manager

**Ingham County Request for Proposals**  
**Uninterruptible Power Supply**  
**Packet #48-17**

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**LEGAL STATUS OF PROPOSER FORM**  
(Please Type or Print Clearly in Ink)

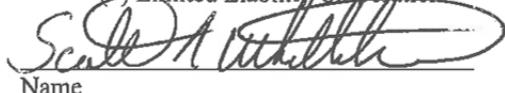
(The Proposal shall check and fill out the appropriate form.)

Corporation

Partnership

Individual

Limited Liability Corporation



Name

PO Box 490 Poterville, MI 48876

Address

mike@centennial-electric.com

Email

42-1695073

Federal Tax I.D. Number

Project Manager

Title

517-543-9900

Phone #

517-543-9911

Fax #

**Ingham County Request for Proposals**  
**Uninterruptible Power Supply**  
**Packet #48-17**

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**NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER FORM**

(Please Type or Print Clearly in Ink)

I, Scott A. Whittle, Project Manager, of Centennial Electric LLC  
(Name and Title) (Company Name)

Attest to the following:

- (1) That I am fully informed respecting preparation and content of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (2) That my Proposal is genuine and not a collusive or sham proposal;
- (3) Neither myself nor any of our officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, connived, or agreed directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost element of the proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County or any person interested in the proposed Contract;
- (4) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any other collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



(Signature)

5/3/17

(Date)

**Ingham County Request for Proposals  
Uninterruptible Power Supply  
Packet #48-17**

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**REFERENCES FORM**  
(Please type or print clearly in ink only)

The Contractor shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the County.

Indicate the length of time you have been in business as a company providing the type of service required for this contract.

11      Years    3      Months      SOM Business license #: 1521022

Provide a minimum of three (3) references that may substantiate your past work performance and experience in the type of work required for this contract.

Name, Address, Phone Number, E-mail, Scope of Services Performed and Contact Person

1.

**Emergent**

3500 N. Martin Luther King Blvd. Lansing, MI 48906  
517-327-1660  
Pranav Shah shahp@ebsi.com  
Multiple various electrical projects throughout their facility

2.

**CSM Group**

444 West Michigan Avenue Ste 100 Kalamazoo, MI 49007  
517-202-9436  
Brian Beaver brian.beaver@csmgroup.com  
Multiple projects with CSM as the construction manager - Steven T. Mason Bldg, Constitution Hall, SOM DMVA Modules

3.

**Christman**

208 N. Capitol Ave. Lansing, Mi 48933  
517-482-1488  
Chad Clark chad.clark@christmanco.com  
Capitol Improvement project

**Ingham County Request for Proposals  
Uninterruptible Power Supply  
Packet #48-17**

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**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012**

(Please type or print clearly in ink only)

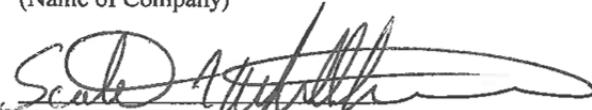
I certify that neither Centennial Electric LLC (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an "Iran linked business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Centennial Electric LLC

(Name of Company)

By:



Date: 5/3/17

Title: Project Manager

**Ingham County Request for Proposals  
Uninterruptible Power Supply  
Packet #48-17**

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**STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS**

(Please type or print clearly in ink only)

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

**Providing Gifts or Gratuities:**

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

**Conflicts of Interest:**

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

**Solicitation by County Employees:**

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517)

**Ingham County Request for Proposals  
Uninterruptible Power Supply  
Packet #48-17**

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676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:

Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:

When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.

Please acknowledge your receipt and acceptance of the aforementioned Standards of Conduct for Ingham County Vendors by signing below and returning with your submittal.

\_\_\_\_\_  
Centennial Electric LLC  
Company Name  
PO Box 490, Potterville, MI 48876  
\_\_\_\_\_  
Address, City, State, Zip Code  
*Scott A Whittaker*  
\_\_\_\_\_  
Signature  
*Scott A Whittaker*  
\_\_\_\_\_  
Print Name

517-543-9900  
\_\_\_\_\_  
Phone #  
[mike@centennial-electric.com](mailto:mike@centennial-electric.com)  
\_\_\_\_\_  
Email address  
5/3/17  
\_\_\_\_\_  
Date  
Project Manager  
Title

**Ingham County Request for Proposals**  
**Uninterruptible Power Supply**  
**Packet #48-17**

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**PROPOSAL FORM**

(Please Type or Print Clearly in Ink)

PROPOSER'S NAME:

Centennial Electric LLC

LEGAL ADDRESS:

PO Box 490

Potterville, MI 48876

TELEPHONE NUMBER(S): P517-543-9900 F517-543-9911

EMAIL: mike@centennial-electric.com

CONTACT PERSON(S) Mike Bozung

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The Proposer acknowledges that he/she has not received or relied upon any representations or warranties of any nature whatsoever from the Ingham County, its agents or employees as to any conditions to be encountered in accomplishing the work, and that this proposal is based solely upon the Proposer's own independent judgment. The work shall be performed in accordance with the enclosed Drawings and Specifications prepared by the County's Engineer.

This Proposal has been prepared with the knowledge that control of the project site and coordination of the work of this Contract with the work of others will be subject to the direction of Ingham County and/or its agents. The undersigned agrees that cooperation with other contractors and the Ingham County in coordinating the work is offered as a part of this Proposal.

**ACCEPTANCE**

This Proposal shall be valid for ninety (90) days after the date of opening of proposals; the undersigned agrees to begin work within ten (10) days of Notice to Proceed.

**NOTICE OF INTENT**

Prior to proposal award and after proposal tabulations, the Owner will provide the recommended proposer with a Notice of Intent Letter so the Contractor can secure the required bonding.

**NOTICE TO PROCEED**

After bonding is received and approved, the Owner will provide the Contractor a Notice to Proceed. The authorized contract will follow within 7-10 days.

**Ingham County Request for Proposals  
Uninterruptible Power Supply  
Packet #48-17**

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**COMMENCEMENT OF WORK AND WORK LIMITATIONS**

The undersigned will begin work as specified after receipt of a Notice to Proceed.

**SUB-CONTRACTORS, SUPPLIERS, AND VENDORS**

The undersigned, upon request of the Owner, agrees to submit to the Owner a complete list of sub-contractors, suppliers, and vendors whom he or she proposes to employ on this project, to be approved by the Owner.

**FINAL COMPLETION**

All work, including structural steel cleaning and coating, project clean-up, and traffic control removal shall be completed on or before July 1, 2017.

**Ingham County Request for Proposals**  
**Uninterruptible Power Supply**  
**Packet #48-17**

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**SIGNATURE FORM**

(Please type or print clearly in ink only)

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein. My signature also certifies that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name of Firm: Centennial Electric LLC

Order from Address: PO Box 490

Potterville, MI 48876

Remit to Address: PO Box 490

Potterville, MI 48876

Fed ID No.: 42 1695073

Signature: Scott A Whittaker

Name (type/print): Scott A Whittaker

Title: Project Manager

Telephone: ( 517 ) 543-9900 Fax No.: ( 517 ) 543-9911

Date: 5/3/17

Send Notification of Award to: Mike Bozung

(First and Last Name)

E-mail of Person Receiving Award Notification: mike@centennial-electric.com

**Agenda Item 2e**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE REPLACEMENT OF THE UNINTERRUPTABLE POWER SUPPLY FOR DATACENTER**

WHEREAS, the Uninterruptable Power Supply (UPS) is a critical component to the Ingham County network and is located in the Ingham County Data Center; and

WHEREAS, it provides power to all computers and equipment in the Ingham County Data Center in the case of a power failure; and

WHEREAS, the device in question has been in place for numerous years and is in need of replacement; and

WHEREAS, ITD utilized the RFP process to obtain bids from multiple vendors for replacing the main datacenter UPS; and

WHEREAS, the County has successfully used Centennial Electric for numerous projects in the past; and

WHEREAS, the contract has a not to exceed cost of \$39,000.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contracting with Centennial Electric for the UPS replacement at our datacenter in the amount not to exceed \$39,000.00.

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.

**Agenda Item 3a**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 28, 2017

**SUBJECT:** Resolution to Award a Contract for the replacement of the Ingham County Sheriff's Office roof

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For the meeting agendas of: July 18 & July 19

**BACKGROUND**

The roof is over 30 years old. Conditions have deteriorated to the point that it is stretching and severely pulling away from the parapet wall, causing it to tear.

**ALTERNATIVES**

There are no alternatives for this project.

**FINANCIAL IMPACT**

It is the recommendation of both the Purchasing and Facilities Departments that a contract is awarded to Mid Michigan Roofing, LLC who submitted the lowest most responsive and responsible base bid of \$64,986.00.

The Facilities Department would like to include alternate #1 for \$2,750.00 as well as a contingency in the amount of \$10,000.00, for any weekend work that may be required and/or for any unforeseen circumstances that may arise, for a not to exceed total cost of \$77,736.00.

Funds are available in the 2017 approved CIP line item 245-31199-976000-7FC05.

**OTHER CONSIDERATIONS**

There are no other considerations for this project.

**RECOMMENDATION**

Based on the information presented, both the Purchasing and Facilities Departments recommend approval of the attached resolution to support a contract with Mid Michigan Roofing, LLC who provided the lowest total bid amount of \$67,736.00 which includes the alternate. In addition, a \$10,000.000 contingency is requested for any weekend work that may be required and/or for any unforeseen circumstances that may arise, bringing the not to exceed total cost to \$77,736.00.

## Agenda Item 3a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: June 20, 2017

RE: Memorandum of Performance for RFP No. 40-17 Roof Replacement at the Ingham County Sheriff's Office

Per your request, the Purchasing Department sought proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of providing and installing a partial new roof at the Ingham County Sheriff's Office in Mason, Michigan.

The scope of work includes, but is not limited to, removal of two (2) layers of roofing and providing new adhered single ply black EPDM roofing over tapered insulation system, new coppering, flashings, replacement of roof sump, and raising HVAC equipment.

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and 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
Vendors invited to propose	83	18
Vendors attending pre-bid/proposal meeting	8	2
Vendors responding	4	1

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

VENDOR NAME	LOCAL PREF	BASE BID	ALTERNATE	TOTAL BID	WEEKEND WORK
MID-MICHIGAN ROOFING, LLC	No, Saginaw MI	\$64,986.00	\$2,750.00	\$67,736.00	\$8,500.00
THOMAS BROWN & SONS ROOFING COMPANY	No, Bay City MI	\$90,637.00	INCLUDED	\$90,637.00	No bid
ROOFING INNOVATIONS LLC	No, DeWitt MI	\$78,710.00	\$6,485.00	\$85,195.00	\$5,196.00
BORNOR RESTORATION, INC	Yes, Lansing MI	\$74,346.00	\$850.00	\$75,196.00	No bid

*A preconstruction meeting will be required since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and is able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.*

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

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

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

**Agenda Item 3a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AWARD A CONTRACT FOR THE REPLACEMENT OF THE SHERIFF'S  
OFFICE ROOF**

WHEREAS, the roof is over 30 years old, conditions have deteriorated to the point that it is stretching and severely pulling away from the parapet wall causing it to tear; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors, and it the recommendation of both the Purchasing and Facilities Departments that a contract is awarded to Mid Michigan Roofing, LLC, who submitted the lowest responsive and responsible base bid of \$64,986.00; and

WHEREAS, the Facilities Department would like to include alternate #1 for \$2,750.00 as well as a contingency in the amount of \$10,000.00 for any weekend work that may be required and/or for any unforeseen circumstances that may arise, for a not to exceed total cost of \$77,736.00; and

WHEREAS, funds for the roof are available in the approved CIP line item 245-31199-976000-7FC05 which has a balance of \$90,050.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Mid Michigan Roofing, LLC, 3232 Enterprise Drive, Saginaw, Michigan 48603, to replace the roof on the Ingham County Sheriff's Office for a not to exceed total cost of \$77,736.00 which includes alternate #1 for \$2,750.00 as well as a \$10,000.00 contingency for any weekend work that may be required and/or for any unforeseen circumstances that may arise.

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

**Agenda Item 3b**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING MICHAEL T. HUGHES**

WHEREAS, Michael T. Hughes began his 28 year career with Ingham County in 1989, working in the Facilities Department as a Maintenance Mechanic; and

WHEREAS, he was promoted in 1992 to Building Supervisor at the Grady Porter Building; and

WHEREAS, in 2005, Mike was once again promoted, to Facilities Manager, and given the additional responsibilities of supervising at Potter Park Zoo, the County buildings in Mason as well as the Ingham County Jail; and

WHEREAS, throughout his career Mike has been responsible for overseeing the successful completion of a variety of different projects; and

WHEREAS, Mike's excellent work and response to emergencies over the years has been recognized by many of his peers, department heads, and elected officials; and

WHEREAS, his commitment to providing outstanding customer service and leadership is what has helped the Facilities Department grow and improve on the services it provides; and

WHEREAS, Mike is retiring from his position as Facilities Manager on August 18, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Michael T. Hughes for his 28 years of dedicated service to the County of Ingham and its citizens and extends its sincere appreciation to Mike for his commitment and the many contributions he has made, he has truly made a difference.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Mike on the event of his retirement and hopes for continued success in all of his future endeavors.

**Agenda Item 4a**

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: June 16, 2017

SUBJECT: Replacement of the Columbia Road Bridge Replacement Project

For the County Services Committee meeting agenda of July 18, 2017

For the Finance Committee meeting agenda of July 19, 2017

For the BOC meeting agenda of July 25, 2017

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The Ingham County Road Department (ICRD) received state funding to replace the Columbia Road Bridge over the Grand River, Aurelius Township. The project generally involves removal of the existing structure and installation of a prefabricated steel truss structure on pile supported foundations. The estimated costs for the project are as follows:

State Funding:	\$1,853,300
Road Department Match:	<u>\$ 107,500</u>
	\$1,960,800

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 contract with the contractor, which basically ensures that all the state 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.

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

Approval of the attached resolution is recommended.

**Agenda Item 4a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN AGREEMENT  
FOR THE  
COLUMBIA ROAD BRIDGE REPLACEMENT PROJECT**

WHEREAS, The Ingham County Road Department received state funding to replace the Columbia Road Bridge over the Grand River, Aurelius Township; and

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

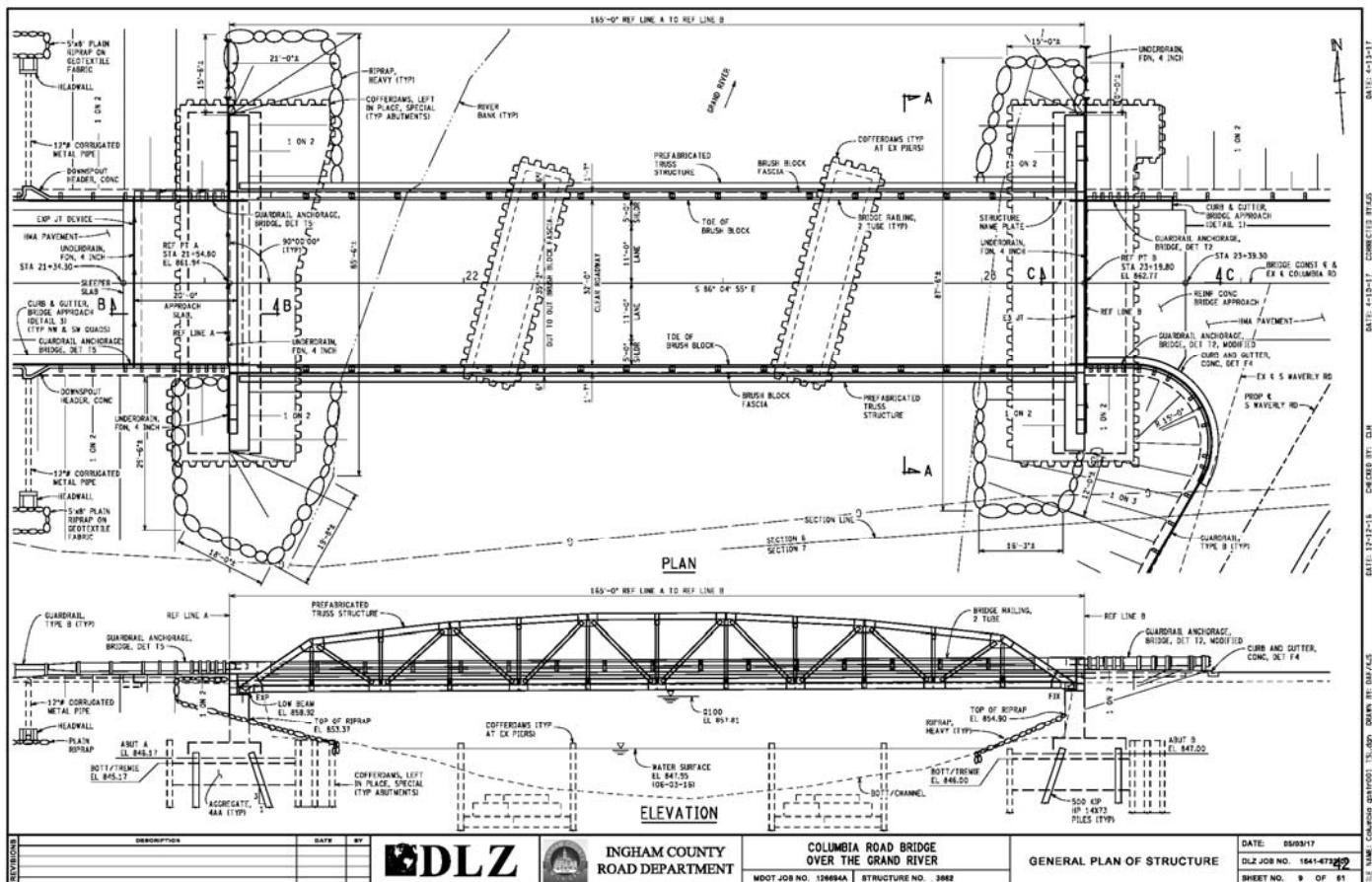
WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state funding requirements; and

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

State Funding:	\$1,853,300
Road Department Match:	<u>\$ 107,500</u>
	\$1,960,800

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect replacement of Columbia Road Bridge over the Grand River for a total estimated cost of \$1,960,800 consisting of \$1,853,300 in state funding, and \$107,500 in Road Department funds.

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**

**MEMORANDUM**

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: June 29, 2017

RE: Resolution to Rescind Resolution 17-259 for 2017 Local Road Program  
Agreement with Lansing Township

Attached is a proposed resolution to rescind Resolution 17-259 approving a 2017 Local Road Program Agreement with Lansing Township due to the bid cost for this project exceeding the project estimate and budget.

The Board of Commissioners passed resolution 17-259 on June 27, 2017, approving a 2017 Local Road Program Agreement with Lansing Township for pavement recycling, asphalt resurfacing and related repairs to be performed by a contractor per bids received on the following streets in Lansing Township: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total estimated cost of \$200,000.00, conditioned upon Lansing Township's approval of the low bid.

The local road agreement with Lansing Township authorized by resolution 17-259 had not yet been prepared or executed awaiting Lansing Township's decision on the low bid for the subject project.

The Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 121-17, Item II. Rieth-Riley Construction Co., Inc., Lansing, MI, submitted the lowest responsive and responsible bid at \$210,724.60, for Bid Packet 121-17, Item II.

Lansing Township's Board of Trustees met, discussed and has decided based on financial limitations to reject the above mentioned bid and to decline to participate in the 2017 Local Road Program, and rather save both the Township and Road Department accumulated match for Lansing Township's local road program for a future project.

Therefore approval of the attached resolution to rescind Resolution 17-259 is recommended.

**Agenda Item 4b**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RESCIND RESOLUTION 17-259  
APPROVING A LOCAL ROAD AGREEMENT  
WITH LANSING TOWNSHIP**

WHEREAS, the Board of Commissioners passed resolution 17-259 on June 27, 2017, approving a 2017 Local Road Program Agreement with Lansing Township for pavement recycling, asphalt resurfacing and related repairs to be performed by a contractor per bids received on the following streets in Lansing Township: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total estimated cost of \$200,000.00, conditioned upon Lansing Township's approval of the low bid; and

WHEREAS, the local road agreement with Lansing Township authorized by resolution 17-259 had not yet been prepared or executed awaiting Lansing Township's decision on the low bid for the subject project; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 121-17, Item II; and

WHEREAS, Rieth-Riley Construction Co., Inc., Lansing, MI, submitted the lowest responsive and responsible bid at \$210,724.60, for Bid Packet 121-17, Item II; and

WHEREAS, Lansing Township's Board of Trustees met, discussed and has decided based on financial limitations to reject the above mentioned bid and to decline to participate in the 2017 Local Road Program, and rather save both the Township and Road Department accumulated match for Lansing Township's local road program for a future project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes rescinding Resolution 17-259 passed on June 27, 2017, approving a local road agreement with Lansing Township to effect the above described local road improvements.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes not preparing and proceeding with the subject agreement with Lansing Township authorized by resolution 17-259.

**Agenda Item 4c**

**MEMORANDUM**

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: June 29, 2017

RE: Resolution to Rescind Resolution 17-261 Authorizing a Contract for a 2017 Local Road Program Project in Lansing Township

Attached is a proposed resolution to rescind Resolution 17-261 approving a Contract with Rieth-Riley Construction Company for a 2017 Local Road Program Project in Lansing Township due to the bid cost for this project exceeding the project estimate and budget.

The Board of Commissioners passed resolution 17-261 on June 27, 2017, conditioned upon Lansing Township's approval of the low bid, approving a Contract with Rieth-Riley Construction Company for Bid Packet 121-17, Item II, which was for a 2017 Local Road Program project in Lansing Township for pavement recycling, asphalt resurfacing and related repairs on the following streets in Lansing Township: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary, at total bid cost of \$210,724.60 plus 10% contingency.

The Contract with Rieth-Riley authorized by resolution 17-261 has not yet been prepared or executed awaiting Lansing Township's decision on the low bid for the subject project.

Lansing Township's Board of Trustees met, discussed and has decided based on financial limitations to reject the above mentioned bid and to decline to participate in the 2017 Local Road Program, and rather save both the Township and Road Department accumulated match for Lansing Township's local road program for a future project.

Therefore approval of the attached resolution to rescind Resolution 17-261 is recommended.

**Agenda Item 4c**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RESCIND RESOLUTION 17-261  
AUTORIZING A CONTRACT FOR  
RECYCLING & RESURFACING OF VARIOUS STREETS IN LANSING TOWNSHIP**

WHEREAS, the Board of Commissioners passed resolution 17-261 on June 27, 2017, conditioned upon Lansing Township's approval of the low bid, approving a contract with Rieth-Riley Construction Company, Lansing, MI, for a 2017 Local Road Program Project in Lansing Township for Bid Packet 121-17, Item II, which was for pavement recycling, asphalt resurfacing and related repairs to be performed on the following streets in Lansing Township: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary, at total bid cost of \$210,724.60 plus 10% contingency; and

WHEREAS, the contract with Rieth-Riley authorized by resolution 17-261 has not yet been prepared or executed awaiting Lansing Township's decision on the low bid for the subject project; and

WHEREAS, Lansing Township's Board of Trustees met, discussed and has decided based on financial limitations to reject the above mentioned bid and to decline to participate in the 2017 Local Road Program, and rather save both the Township and Road Department accumulated match for Lansing Township's local road program for a future project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes rescinding Resolution 17-261 passed on June 27, 2017, approving a contract with Rieth-Riley Construction Company, Lansing, MI, for a 2017 Local Road Program Project in Lansing Township for Bid Packet 121-17, Item II, to effect the above described local road improvements.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes not preparing and proceeding with the subject contract with Rieth-Riley Construction Company authorized by resolution 17-261.

**Agenda Item 4d**

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: June 16, 2017

SUBJECT: Sole Source Purchase of Synchro Traffic Modeling Software

For the County Services Committee meeting agenda of July 18, 2017

For the Finance Committee meeting agenda of July 19, 2017

For the BOC meeting agenda of July 25, 2017

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The Ingham County Road Department is requesting approval to purchase Synchro Traffic Modeling Software, from their sole source supplier Trafficware, LLC, 522 Gillingham Lane, Sugar Land, Texas. The cost breakdown is as follows:

Single user License:	\$2,969.10
Software Support:	<u>\$ 445.37</u>
	\$3,414.47

The software is the standard of the industry and the software of choice for permit seeking consultants and various governmental partners, such as the Michigan Department of Transportation, City of East Lansing, City of Lansing, and surrounding county road agencies.

Approval of the attached resolution is recommended.

**Trafficware, LLC**  
522 Gillingham Lane  
Sugar Land, TX 77478

Phone: 281-240-7233 Opt. 1  
Fax: 281-240-0452

**PRO-FORMA INVOICE 7529**

Date: 1/24/2017

**Bill To**

Ingham County MI  
Accounts Payable  
PO Box 319  
Mason, MI 48854

Qty	Description	Unit Price	Total
1	Synchro plus SimTraffic v10 Single User License [ 1 ] // v8 to v10 discount  *** SUPPORT and within version MAINTENANCE AGREEMENT (SMA) includes installation and basic user support; Microsoft® Bing™ licensing; within version 10 releases; and price discounts on (a) training, (b) additional embedded modules, and (c) subsequent version releases.	2,969.10	2,969.10
1	Version 10 Year 1-2 Support/Maintenance	445.37	445.37

**DISCLAIMER:**

- Trafficware reserves the right to resind the quote at any time.
- Quotes will be valid for 30 days.
- Amounts are in US Funds.

**Total \$3,414.47**

**Agenda Item 4d**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PURCHASE OF SYNCHRO TRAFFIC MODELING SOFTWARE**

WHEREAS, The Ingham County Road Department needs traffic modeling software to serve the public and has the budget to cover the cost; and

WHEREAS, the desired software is provided by a sole source supplier, and therefore must be approved by the Board of Commissioners; and

WHEREAS, the cost for the software is as follows:

Single user License:	\$2,969.10
Software Support:	<u>\$ 445.37</u>
	\$3,414.47

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchase of the Synchro Traffic Modeling Software, from their sole source supplier Trafficware, LLC, 522 Gillingham Lane, Sugar Land, Texas for \$3,414.47.

**Agenda Item 4e**

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 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 July 3, 2017 as submitted.

## INGHAM COUNTY ROAD DEPARTMENT

DATE: July 3, 2017

### LIST OF CURRENT PERMITS ISSUED

R/W PERMIT#	R/W APPLICANT /CONTRACTOR	R/W WORK	R/W LOCATION	R/W CITY/TWP.	R/W SECTION
2017-325	MERIDIAN TOWNSHIP	WATERMAIN	ARDMORE AVE & KENT ST	MERIDIAN	21
2017-326	DOUGLAS SCHEMSKE	LAND DIVISION	ROLFE RD & IVES RD	VEVAY	27
2017-337	E.T. MACKENZIE	MISCELLAUEOUS	BENNETT RD & HAGADORN RD	MERIDIAN	29
2017-339	MERIDIAN TOWNSHIP	SANITARY	ARDMORE AVE & KENT ST	MERIDIAN	21
2017-340	SUPERIOR ASPHALT	MISCELLANEOUS	VARIOUS	DELHI	
2017-341	COMCAST	CABLE / OH	EIFERT RD & HOLT RD	DELHI	21
2017-342	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2017-343	AT & T	CABLE / UG	CENTRAL PARK & GRAND RIVER	MERIDIAN	22
2017-353	RIETH-RILEY CONSTRUCTION	DETOUR	WILLOW ST & WAVERLY RD	LANSING	7
2017-352	INGHAM TOWNSHIP	SPECIAL EVENT	VARIOUS	INGHAM	
2017-357	HOFFMAN BROTHERS INC	WALKWAY CONST.	VARIOUS	DELHI	
2017-362	FRONTIER	CABLE / UG	CHAPMAN RD & O'BRIEN RD	STOCKBRIDGE	20
2017-363	FRONTIER	CABLE / OH	MOTRON RD & HEENEY RD	STOCKBRIDGE	21
2017-364	FRONTIER	CABLE / UG	MILNER RD & M-52	STOCKBRIDGE	10
2017-365	FRONTIER	CABLE / UG	SWAN RD & M-52	STOCKBRIDGE	34
2017-366	FRONTIER	CABLE / UG	DEXTER TR & BROGAN RD	STOCKBRIDGE	13
2017-367	FRONTIER	CABLE / UG	BURKLEY RD & TURNER RD	WILLIAMSTOWN	29
2017-369	CONSUMERS ENERGY	GAS	DEXTER TR & CAROL LN	INGHAM	26
2017-370	CONSUMERS ENERGY	GAS	BELMAR CIR & HOMER ST	LANSING	11
2017-371	CONSUMERS ENERGY	GAS	CATHERINE ST & ROSEMARY ST	LANSING	18
2017-372	CONSUMERS ENERGY	GAS	CEDAR ST & FAY AVE	DELHI	15
2017-373	CONSUMERS ENERGY	GAS	ZIMMER RD & GRAND RIVER	WILLIAMSTOWN	34
2017-374	CONSUMERS ENERGY	GAS	BIBER ST & TOWAR AVE	MERIDIAN	6
2017-376	COMCAST	CABLE / UG	BEECH TREE LN & FARIHILLS DR	MERIDIAN	34
2017-377	ACD.NET	CABLE / UG	UNIVERSITY PARK DR & ALAIEDON	ALAIEDON	4
2017-378	COMCAST	CABLE / UG	MCCUE RD & WAVERLY RD	DELHI	30
2017-379	CONSUMERS ENERGY	GAS	PROSPECT ST & HOMER ST	LANSING	14
2017-380	HALLENBACK CONSTRUCTION	WATERMAIN	TOWNER RD & SAGINAW ST	MERIDIAN	4
2017-381	KIPP & KATHLEEN MILLER	LAND DIVISION	COLLEGE RD & KIPP RD	VEVAY	18
2017-384	COMCAST	CABLE / UG	MERIDIAN RD & CHIMNEY OAKS	MERIDIAN	25

2017-393	CONSUMERS ENERGY	CABLE / UG	WILLOUGHBY RD & COLLEGE RD	DELHI	13
2017-395	BEN SPRAGUE	LAND DIVISION	BELLEVUE RD & BLACKMORE RD	LESLIE	20
2017-397	CITY OF MASON	SPECIAL EVENT	VARIOUS	MASON	
2017-398	CONSUMERS ENERGY	GAS, ELECTRIC	SHAW ST & LAKE DR	MERIDIAN	10
2017-399	COMCAST	CABLE / UG	JOLLY OAK RD & JOLLY RD	MERIDIAN	33
2017-403	COMSUNERS ENERGY	GAS	SHERWOOD RD & GERMANY RD	WILLIAMSTOWN	29
2017-404	FRED GAILEY	MISCELLANEOUS	OSBORNE RD	INGHAM	25

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

## **Agenda Item 5a**

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** June 30, 2017  
**SUBJECT:** Friends of Ingham County Parks Charitable Donation  
For the meeting agenda of 7/18/17 County Services and 7/19/17 Finance

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### **BACKGROUND**

The Friends of Ingham County Parks (FOICP) applied for a DALMAC (**Dick Allen Lansing to Mackinaw**) Fund Grant for a signage kit (includes 30 maps, 3 large kiosk signs, flex posts for trail marking and decals for same, one set installation tools and theft deterrent flanges), kiosk construction, and a bike repair station for Burchfield Park.

Burchfield Park has a complex system of multi-use trails that include mountain biking trails. Riders frequently become lost due to a lack of signage or because of the existing signage that is minimal and not sufficient to properly direct people. Attention is brought to this issue by the Mid-Michigan Mountain Biking Association (MMMBA) who use the trails weekly and individual visitors to the trails. Because the area involved is large, spanning several hundred acres, and over 5 miles of hiking/biking trails exist in addition to 10 miles of single-track mountain bike trails, adequate signage is needed. The project will be a partnership between DALMAC, the Friends of Ingham County Parks, the MMMBA and the Ingham County Parks.

### **ALTERNATIVES**

Burchfield Park provides trail access for thousands of users each season with cycling, cross country running, hiking, and cross country skiing. The Mid-Michigan Mountain Biking Association (MMMBA) has worked with the Parks Department to provide maps of the system for users, and having dedicated kiosks with trail markings will greatly enhance the experience for users recreationally as well as provide a safer environment for users with better marking on the trail. There are many bikers that utilize the trail system and having the repair station will provide tools for minor repairs and adjustments that frequently occur with bikes off road. Accepting this donation will provide for a better trail experience with ease of navigation, and a safer environment with better markings in case an emergency arises.

### **FINANCIAL IMPACT**

The Friends of Ingham County Parks will donate a total of \$7,200 to Ingham County Parks for the Burchfield Park Trail Improvement project. These funds include a \$5,000 DALMAC Grant comprised of \$1,000 from the DALMAC Fund and \$4,000 from The Tri-County Bicycle Association, \$1,700 from the FOICP and \$500 from the MMMBA. These funds combined with \$10,000 approved in the Parks 2017 capital improvement budget provide a \$17,200 budget for the project.

### **OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their June 26, 2017 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing a acceptance of charitable donation from the Friends of Ingham County Parks for the Ingham County Parks.

**Agenda Item 5a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF CHARITABLE DONATION FROM THE  
FRIENDS OF INGHAM COUNTY PARKS**

WHEREAS, The Friends of Ingham County Parks whose mission, since the year 1999, is to support the Ingham County Parks through fundraising and volunteerism; and

WHEREAS, the Ingham County Parks in partnership with the Mid-Michigan Mountain Bike Association have a Trail Signage Improvement Project planned for Wm. Burchfield Park; and

WHEREAS, the Friends of Ingham County Parks applied for and received a \$5,000.00 grant that included \$1,000.00 from the DALMAC Fund and \$4,000.00 from the Tri-County Bicycle Association to support the project; and

WHEREAS, the Friends of Ingham County have committed \$1,700.00 to the project; and

WHEREAS, the Mid-Michigan Mountain Bike Association has donated \$500.00 to the Friends of Ingham County Parks for this project; and

WHEREAS, the Mid-Michigan Mountain Bike Association is providing additional in-kind services directly to the project; and

WHEREAS, these funds combined with \$10,000 approved in the Parks Department 2017 capital improvement budget provide a \$17,200 budget for the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize acceptance of a donation of \$7,200.00 from the Friends of Ingham County to support the Trail Signage Improvement Project at Wm. Burchfield Park.

**Agenda Item 5b**

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** June 30, 2017  
**SUBJECT:** Contract for Parking Lot Improvements at Hawk Island  
For the meeting agenda of 7/18/17 County Services and 7/19/17 Finance

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**BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced contractors for reconstructing and repairing portions of the parking lot at Hawk Island County Park. One vendor submitted a bid: Rieth-Riley Construction Co. The Evaluation Committee recommends that a contract be awarded to Rieth-Riley Construction Co. in an amount not to exceed \$43,243.00.

**ALTERNATIVES**

By addressing these repairs we will prolong the life of the entrance drive into the main parking areas.

**FINANCIAL IMPACT**

There are funds available in the capital improvement budget and from the parks and trails millage. The line item number is 245-75299-974000.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their June 26, 2017 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Rieth-Riley Construction Co. for reconstructing and repairing portions of the parking lot at Hawk Island County Park

## Agenda Item 5b

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: June 19, 2017

RE: Memorandum of Performance for RFP No. 104-17: Asphalt Repairs at Hawk Island County Park

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for reconstructing and repairing portions of the parking lot at Hawk Island County Park.

The RFP was advertised in the Lansing State Journal, City Pulse and 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
Vendors invited to propose	25	11
Vendors attending pre-bid/proposal meeting	2	0
Vendors responding	1	0

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

VENDOR NAME	LOCAL PREF	TOTAL COST
RIETH-RILEY CONSTRUCTION CO., INC.	YES, MASON	\$43,243.00

***A preconstruction meeting will be required since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.***

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

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

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

**Agenda Item 5b**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR IMPROVEMENTS TO THE PARKING LOT  
AT HAWK ISLAND COUNTY PARK**

WHEREAS, the parking lot at Hawk Island County Park is in need of repair; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for reconstructing and repairing portions of the parking lot at Hawk Island County Park; and

WHEREAS, the Evaluation Committee recommends that a contract be awarded to Rieth-Riley Construction Co.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Rieth-Riley Construction Co. for a cost not to exceed \$43,243.00 for reconstructing and repairing portions of the parking lot at Hawk Island County Park.

BE IT FURTHER RESOLVED, that funds are available in line item 245-75299-974000.

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

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

## Agenda Item 5c

**TO:** Board of Commissioners County Services Committee  
**FROM:** Tim Morgan, Parks Director  
**DATE:** June 30, 2017  
**SUBJECT:** Recommendations of the Special Trails and Parks Committee  
For the meeting agenda of 7/18/17 County Services

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### **BACKGROUND**

Resolution #17-087 established a Special Trails and Parks Committee to examine the procedures currently in place for allocating trails & parks millage funding. The Special Committee held a series of four meetings. During those four meetings, the Committee considered recommendations from the Park Commission; heard public comment from trail users and municipalities; and developed a series of recommendations for approval by the Board of Commissioners. Those recommendations are as follows:

1. The Board of Commissioners may tentatively allocate funding over a multi-year period. This will allow for large projects to be funded in phases; for millage funds to be allocated as grant match in the year in which they are needed; and provide the Board of Commissioners with the flexibility to award funds to projects that may not have otherwise been approved in a given year due to funding limitations.
2. Small communities may apply for grants of less than \$50,000 each, and staff is directed to provide additional technical assistance. This will make the process fair for the smaller communities that may lack staff and technical expertise. These projects will be considered separately from the other applications.
3. The application is amended to reflect the consideration for small communities mentioned in #2 above. Additionally, the application includes language that projects already locally approved and bid will not be eligible for millage funding. Projects will not be approved that award funding retroactively, and retroactive match will also not be considered.
4. The scoring criteria for use by staff and the Park Commission is amended so that communities providing matching funds of 1-9% are awarded 2 points. Previously those communities were awarded 0 points. The rationale behind this change is that if a community is putting up some match, they should receive at least a minimal amount of points.

The resolution also adopts the timeline for awarding 2018 funds. Applications will be open on July 26, 2017 and be due on August 31, 2017. Following due diligence by staff and the Park Commission, final approval is expected from the Board of Commissioners in January or February of 2018.

### **ALTERNATIVES**

The only alternative is to keep the trails & parks millage funding process as it currently is.

### **FINANCIAL IMPACT**

There are no direct financial impacts. However, this resolution sets a framework to allow the Board of Commissioners to allocate trails & parks millage funding over a multi-year period, and provides a mechanism for small communities to have small funding requests considered separately.

## **OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a resolution recommending the application and scoring/ranking criteria to be forwarded to the Special Trails and Parks Committee for their input and review at their May 22, 2017 meeting. The Park Commission provided six additional recommendations to the Board of Commissioners Special Trails and Parks Committee for their input and review. The Special Trails and Parks Committee provided input and made additional edits and recommendations for the final resolution.

## **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing adopting the recommendations of the Special Trails and Parks Committee.

**Agenda Item 5c**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE RECOMMENDATIONS OF THE SPECIAL TRAILS AND PARKS COMMITTEE**

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage levy of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, a Trails and Parks Task Force was created to recommend a process to be utilized for the expenditure of trails and parks millage funds; and

WHEREAS, the Trails and Parks Task Force expired December 31, 2016 and it was the desire of the Board of Commissioners to create a Special Trails and Parks Committee to examine the procedures currently in place; and

WHEREAS, by Resolution #17-087 the Special Trails and Parks Committee was established; and

WHEREAS, the Special Trails and Parks Committee has met four times, heard public comment from users, municipalities, the Park Commission and others, and has developed the following recommendations for approval by the Board of Commissioners.

THEREFORE BE IT RESOLVED, the Board of Commissioners may tentatively allocate funding for projects over a multi-year period (an annual amount not to exceed 70% of projected future millage revenue in any given year) to provide flexibility and to construct large projects in multi-year phases.

BE IT FURTHER RESOLVED, the Board of Commissioners will provide for consideration for Ingham County municipalities which contribute less than 5% of total county trails and parks millage revenue small grant requests of up to \$50,000 each during each application round and staff is directed to provide additional needed technical assistance for completing applications.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners adopts the recommended application for Trails and Parks Millage funding (attachment A).

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners adopts the criteria for use by Park Commission and staff for scoring applications for funding (attachment B).

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners adopts the tentative timeline for funding allocations in 2018 (attachment C).

## Attachment A

### Ingham County Trails and Parks Program Application



Ingham County  
Parks and Recreation Commission  
P.O. Box 178  
121 E. Maple Street, Suite 102  
Mason, MI 48854

### Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c) (3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: **New Construction; Repair, Rehabilitation, or Long-Term Maintenance; and Special Project(s), (including blueways).**

Project applications must be received by 5pm August 31 for funding consideration in the following year. Projects deemed worthy of funding may be approved at the January Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT		
Agencies:	Contact Person:	
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:
PROJECT SUMMARY		
Project Title:		
Total Amount Requested: \$		
Distance of repaired/new construction in feet/miles:		
Trail/blue ways:	Boardwalk:	Bridge:
<input type="checkbox"/> New Construction	<input type="checkbox"/> Repair, Rehabilitation, Long-term Maintenance	<input type="checkbox"/> Special Project
<input type="checkbox"/> Small grant: Up to \$50,000 for municipalities contributing less than 5% of total county millage revenue annually. See Figure 1.		

## Ingham County Trails and Parks Program Application

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If you have applied for *multiple projects*, please prioritize and rank your projects within each category from highest priority to lowest priority in each category:

New Construction

Repair/Rehabilitation/Long-term Maintenance

Special Projects

### Town, Range and Section Numbers of Site Location

(Town):

(Range):

(Section):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

## Ingham County Trails and Parks Program Application

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ESTIMATED COSTS/BUDGET		
<i>Provide each scope/budget item and how the budgeted amount was calculated. List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.</i>		
EXPENSES		
Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Contingency		
6-Other		
7-Other		
<b>Other Fees (i.e., Permitting, etc...)</b>		
<b>Total Project Expenses</b>		<b>\$</b>
<b>Provide detailed cost estimate for Project</b>		<b>\$</b>
APPLICANT FUNDS		
<i>When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years.</i>		
<u>Local Contribution</u>	Amount \$ _____	
<u>Other Grant Contributions</u>		
Name of Grantor(s) _____	Amount \$ _____ \$ _____	
Name of Partner(s) _____	Amount \$ _____ \$ _____	
Name of Donor(s) _____	Amount \$ _____ \$ _____	
<u>In-Kind Support</u>		
Name of Organization     Description	Value \$ _____ \$ _____	
_____                  _____		
<u>Other</u>	Amount \$ _____	
<b>Total Applicant Funds</b>	\$ _____	
*Millage Funds REQUESTED (does not count as match) \$ _____		
*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses		
Total % of matching Funds	%	Match

## Ingham County Trails and Parks Program Application

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### **DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)**

*Provide a (detailed) description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).*

# Ingham County Trails and Parks Program Application

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## PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

### 1. Describe in detail any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.

### 2. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.

## Ingham County Trails and Parks Program Application

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### 3. Describe how the project responds to public demand and has public support.

*Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. 250 word limit.*

### 4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency—Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. 250 word limit.*

## Ingham County Trails and Parks Program Application

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**5. Explain how the project is feasible and ready for implementation or development.**

*Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.*

**6. Discuss how the project supports equitable opportunities.**

*Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.*

## Ingham County Trails and Parks Program Application

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### 7. Maintenance Commitment & Plan

*Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.*

# Ingham County Trails and Parks Program Application

## ATTACHMENTS - REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources. If any portion of the match is to be made up of cash, labor, or material and/or in-kind donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County.

## CERTIFICATION

Signature of Applicant:	Date:
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## Ingham County Trails and Parks Program Application

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Figure 1.

### **Ingham County Trails and Parks Millage Estimated Revenue by Municipality**

Municipality	Total Generated Revenue	Estimated Loss to Tax Capture	Estimated Available Revenue	Percent of Total
Alaiedon Township	\$ 109,741	\$ -	\$ 109,741	3.3%
Aurelius Township	\$ 68,726	\$ -	\$ 68,726	2.1%
Bunker Hill Township	\$ 30,949	\$ -	\$ 30,949	0.9%
Delhi Township	\$ 347,613	\$ 85,205	\$ 262,408	7.9%
Ingham Township	\$ 36,313	\$ 2,953	\$ 33,359	1.0%
Lansing Township	\$ 132,989	\$ 25,128	\$ 107,860	3.2%
Leroy Township	\$ 58,849	\$ 4,955	\$ 53,894	1.6%
Leslie Township	\$ 40,164	\$ -	\$ 40,164	1.2%
Locke Township	\$ 34,146	\$ -	\$ 34,146	1.0%
Meridian Township	\$ 776,105	\$ 755	\$ 775,350	23.3%
Onondaga Township	\$ 39,593	\$ -	\$ 39,593	1.2%
Stockbridge Township	\$ 57,918	\$ 2,698	\$ 55,219	1.7%
Vevay Township	\$ 63,027	\$ 816	\$ 62,211	1.9%
Wheatfield Township	\$ 34,763	\$ -	\$ 34,763	1.0%
White Oak Township	\$ 28,502	\$ -	\$ 28,502	0.9%
Williamstown Township	\$ 109,531	\$ -	\$ 109,531	3.3%
East Lansing (City)	\$ 416,404	\$ 15,819	\$ 400,585	12.0%
Lansing (City)	\$ 958,232	\$ 32,290	\$ 925,942	27.8%
Leslie (City)	\$ 17,981	\$ 3,272	\$ 14,708	0.4%
Mason (City)	\$ 106,781	\$ 12,822	\$ 93,959	2.8%
Williamston (City)	\$ 50,716	\$ 7,295	\$ 43,422	1.3%
<b>Ingham County (Total)</b>	<b>\$ 3,519,041</b>	<b>\$ 194,009</b>	<b>\$ 3,325,033</b>	<b>100.0%</b>

Created 2-23-15

## Attachment B

### Ingham County Trails and Parks Program Scoring Criteria

The following criteria will be used to evaluate and select projects. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

1. Is the project listed as a priority corridor in the Ingham County Trails and Parks Comprehensive Report Figure 24 (attached)?

0= no 5= yes

\_\_\_\_\_ pts

2. Does this contribute to County connectivity?

0= no 10= yes (If you meet *any* of the criteria listed below, you get 10 points).

\_\_\_\_\_ pts

**Improves Regional Connectivity:** Projects that improve regional connectivity and access throughout Ingham County will receive a higher priority. To determine whether a project improves regional connectivity or access, the project should address the following:

- Provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 (attached) either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
- Improves access to Ingham County Parks;
- Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
- Expands transportation options as well as provide for recreation;
- Increases access to sites of natural, scenic or historic interest.

3. How the project provides for other available funders and partners.

**Has Potential Available Funds:** Projects that have the potential to be funded through state or federal grants, donations, partner contributions, *in-kind support*, or other funding sources will receive a higher priority than projects without other identified funding opportunities. To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for*.

0% = 0 pts

1-9% = 2 pts

10-49% = 5 pts

50-59% = 10 pts

60-69% = 11 pts

70-79% = 12 pts

80-89% = 13 pts

90+% = 14 pts

Score 0-14

\_\_\_\_\_ pts

**4. Overall, how do you rate the project considering feasibility?**

- Project area is under public ownership or is currently accessible for public use;
- Does not require complex or lengthy acquisition process;
- Does not require a complex or lengthy permitting process;
- Is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
- There is an imminent threat to lose the project opportunity;
- Demonstrates cost efficiency;
- Is appropriate and in line with available funds.

**Rate the project on a scale of 1-10, 1 being least desirable and 10 being most desirable.**

       pts

**5. Overall, how do you rate the project considering public demand and public support?**

- Has been prioritized in adopted plans;
- Has volunteer and/or partner organization support;
- Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities;
- Has the support of multiple jurisdictions and/or stakeholders.

**Rate the project on a scale of 1-10, 1 being least desirable and 10 being most desirable.**

       pts

**6. Overall, how do you rate the project considering supports equitable opportunities?**

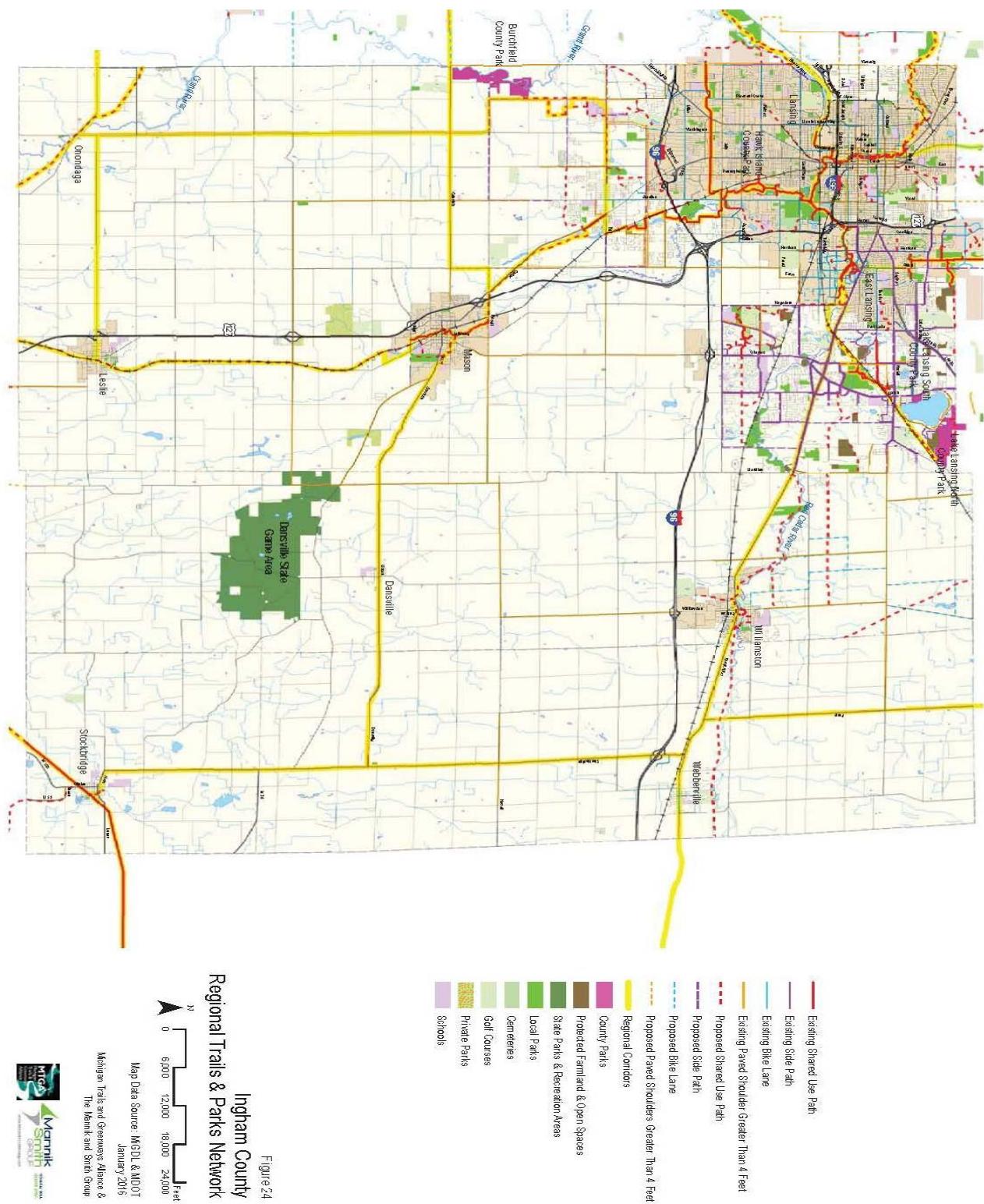
- The project increases or improves access and provides low cost transportation and recreation options for low income populations;
- Is located in a high use area;
- Is located in an underserved area;
- Contributes to an equitable geographical distribution of the millage funds.

**Rate the project on a scale of 1-10, 1 being least desirable and 10 being most desirable.**

       pts

       Total Points Scored

**Figure 24**



## **Attachment C**

### **Tentative Timeline for Trails and Parks Millage Application 2017 Round**

May 22, 2017 - Park Commission

June 29, 2017 at 6:00 pm, HSB Room DE – Special Trails and Parks Committee Meeting

July 3, 2017 - Deadline to Get on Agenda

July 18, 2017 - County Services

July 19, 2017 - Finance

July 25, 2017 - BOC

July 26, 2017 - Applications Open

July 27, 2017 – Stakeholder Meeting to Answer Questions at 1pm for all communities and at 2pm for small communities

August 31, 2017 at 5:00 pm - Applications Due

September/October 2017 - Park Staff Review Applications & work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

October-TBD, 2017 - Meeting with MDOT, MDNR, and TCRPC to review/coordinate their grant applicants

September/October 2017 – Site Visits with Park Staff and Park Commissioners

October 23, 2017 - Park Commission Meeting: Park Staff Hands Out applications to commissioners. Park Commissioners take home to begin to do preliminary review and scoring on own preparation for December Park Commission meeting. Spicer Group presents their review to the Park Commission

November 15, 2017 - Deadline for Park Commissioners online scoring

November 16-December 5, 2017 - Prepare Condensed Report of preliminary scoring for the 12/11/17 Park Commission meeting

December 11, 2017 - Parks Commission Meeting: Go over applications, review spreadsheet of scores, and come to consensus on scoring.

December/January 2017 - Deadline to get on agendas

January/February 2018 -County Services

January/February 2018 - Finance

January/February 2018 - BOC

Adopt resolution: final recommendation for funding

## **Agenda Item 6a**

**TO:** Board of Commissioners Human Services, County Services & Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** June 15, 2017  
**SUBJECT:** FY 2018 MDHHS Comprehensive Agreement

For the meeting agendas of July 17, 2017 and July 19, 2017

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### **BACKGROUND**

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. This agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments and must be authorized for FY 2018. The agreement serves as a vehicle for accepting slightly more than \$5.3 million in state and federal grants and formula funding to support a number of public health services. The public health services to be delivered under this agreement include Essential Local Public Health Operations and categorical programs including:

- AIDS/HIV Prevention and Care
- Bioterrorism Emergency Preparedness
- Breast & Cervical Cancer Control Navigation Program
- Children Special Health Care Services
- Communicable Disease Prevention
- Family Planning
- Food Vendors and Restaurant Inspections
- Immunizations
- Lead Safe Homes
- Maternal & Child Health Programs
- Tobacco Reduction
- Tuberculosis Control
- Sexually Transmitted Disease Control
- Vision & Hearing Screening
- WIC Program
- WISEWOMAN

In order to meet the terms of the Comprehensive Agreement, ICHD must enter into subcontracts for the Breast and Cervical Cancer Control Navigation Program (BCCNP) and Nurse Family Partnership (NFP) programs.

ICHD will also enter into service contracts with agencies to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Services
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

### **ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The grant amounts detailed in the agreement are included in the proposed FY 2018 ICHD budget.

The resolution authorizes a .75 FTE WIC Breastfeeding Counselor to provide required breastfeeding education services as mandated by the agreement. Compensation for this position is provided in the agreement.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the FY 2018 Comprehensive Agreement with MDHSS for the period of October 1, 2017 through September 30, 2018, the necessary BCCCNP and NFP subcontracts, and the service contracts with agencies to perform outreach activities to potential and current Medicaid beneficiaries.

**Agenda Item 6a**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FY 2018 AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY  
OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) have proposed a FY 2018 agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

WHEREAS, the Health Officer recommends approval of the attached resolution to authorize the FY 2018 Comprehensive Agreement with MDHSS for the period of October 1, 2017 through September 30, 2018, the necessary BCCNP and NFP subcontracts, and the service contracts with agencies to perform outreach activities to potential and current Medicaid beneficiaries.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners authorizes a FY 2018 Agreement with MDHHS for the delivery of public health services under the Comprehensive Agreement Process for the period of October 1, 2017 through September 30, 2018.

**BE IT FURTHER RESOLVED**, the scope of services included in this Agreement shall include essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement.

**BE IT FURTHER RESOLVED**, that approximately \$5.3 million dollars in state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County's contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County's FY 2018 Budget for these purposes.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners authorizes subcontracts for the period of October 1, 2017 through September 30, 2018 with specialty physicians, laboratories, health care institutions, and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Programs (BCCNP) in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Washtenaw, Genesee, Lapeer, and Shiawasee counties, a program included in the Comprehensive Agreement.

**BE IT FURTHER RESOLVED**, that the Ingham County Board of Commissioners authorizes a subcontract for the period of October 1, 2017 through September 30, 2018 with Nurse Family Partnership to provide technical support, training, and materials specific to the Nurse Family Partnership model, a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, the resolution authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) to provide services as required in the Agreement, funded by additional grant dollars that were allocated to the Ingham County Health Department to provide these services.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medical Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision for Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share), the braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2017 through September 30, 2018:

- Allen Neighborhood Center \$83,684
- Northwest Initiative \$83,684
- South Lansing Community Development Association \$23,704
- South Side Community Coalition \$81,307
- Child & Family Charities \$49,638
- Catholic Charities St Vincent Home \$128,250
- Cristo Rey \$58,663
- Family Community Development Services \$126,190

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit the FY 2018 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

**Agenda Item 6b**

**TO:** Board of Commissioners Human Services, County Services & Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** June 30<sup>th</sup>, 2017  
**SUBJECT:** Resolution to Amend Resolution #17-210  
For the meeting agendas of July 17<sup>th</sup>, 18<sup>th</sup> & 19<sup>th</sup>, 2017

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**BACKGROUND**

Resolution #17-210 authorized the Comprehensive Agreement Amendment #3 to receive funding from the Michigan Department of Health and Human Services. Additionally, Resolution #17-210 authorized funding for the Women Infants Children (WIC) program to hire a temporary .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) through 9/30/17. The creation of the temporary .75 FTE Breastfeeding Peer Counselor position was in error; instead the Breastfeeding Peer Counselor position should be a permanent position for the duration of the grant. The MDHHS grant fully supports this change.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

There is no financial impact as the funds authorized in Resolution #17-210 will support a permanent .75FTE WIC Breastfeeding Peer Counselor (UAW Grade C) for the duration of the grant.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #17-210 to authorize changing the temporary .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) to a permanent position for the duration of the grant.

**Agenda Item 6b**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND AMENDMENT #3 TO THE 2016-2017 COMPREHENSIVE  
AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Resolution #17-210 authorized the Comprehensive Agreement Amendment #3 to receive funding from the Michigan Department of Health and Human Services; and

WHEREAS, Resolution #17-210 authorized funding to hire a temporary .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) for the Women Infants Children (WIC) program through 9/30/17; and

WHEREAS, the creation of the temporary .75 Breastfeeding Peer Counselor position was in error; and

WHEREAS, the Health Department is requesting to amend resolution # 17-210 to create a permanent Breastfeeding Peer Counselor position instead of the temporary positon for the duration of the grant; and

WHEREAS, the MDHHS grant fully supports this change; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize this amendment to Resolution # 17-210.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners authorizes the amendment to Resolution #17-210 to establish a permanent .75 FTE WIC Breastfeeding Peer Counselor (UAW Grade C) position for the remainder of the grant in accordance with the funding allocation from MDHHS outlined in Amendment #3 in Resolution #17-210.

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

**Agenda Item 7**

TO: Ingham County Board of Commissioners  
FROM: Jill Rhode, Director of Financial Services  
DATE: June 21, 2017  
RE: Gabriel Roeder Smith & Company – Retiree Health Care Actuarial Valuation

**BACKGROUND**

Generally accepted accounting principles require a municipality of our size to have the value of its liability for retiree health care actuarially calculated on at least a bi-annual basis. The last valuation was conducted for the year ended December 31, 2014. A report for the year ended December 31, 2016 is now required.

Gabriel Roeder Smith and Company (GRS) was selected since they have performed our valuation in the past. They are familiar with our employee groups, our benefit levels and our financial reporting. For the current year, the County will need to implement GASB 74 which changes the way other post employee benefits (OPEB) is reported. It would be very difficult to change actuaries during this implementation. I strongly recommend we do not make a change at this time.

The cost for the valuation is \$28,700 which is up from \$20,330 for the 2014 report. This appears reasonable based upon the additional work needed to implement the OPEB reporting changes.

While a full report is only needed every 2 years, the new accounting standards do require that the report be updated during the second year. The cost for updating the calculation is \$10,250 and will be charged in 2018.

**ALTERNATIVE**

This calculation must be conducted if the County is to report its 2017 and 2018 financial statements in accordance with generally accepted accounting principles. If this calculation was conducted by a firm other than GRS, it would be much more time consuming and difficult to implement the changes required under GASB 74.

**FINANCIAL IMPACT**

The cost to the employee benefit fund would be \$28,700 in 2017 and \$10,250 in 2018

**RECOMMENDATION**

The County administration strongly recommends that GRS conduct the retiree health insurance liability calculation as of December 31, 2016 during 2017 and the second year update during 2018.

Please let me know if you have any questions.

**Agenda Item 7**

Introduced by the County Services and Finance Committee of the:

Ingham County Board of Commissioners

**RESOLUTION TO AUTHORIZE THE BI-ANNUAL RETIREE HEALTH CARE ACTUARIAL STUDY AND SECOND YEAR UPDATE**

WHEREAS, Ingham County has historically used Gabriel Roeder Smith and Company to conduct its actuarial reporting; and

WHEREAS, generally accepted accounting principles require that an actuarial valuation of retiree health care be prepared at least bi-annually; and

WHEREAS, the last actuarial report was issued for the year ended December 31, 2014; and

WHEREAS, Gabriel Roeder Smith and Company, One Town Square, Suite 800, Southfield, MI. 48076-3723 has agreed to conduct this valuation for the year ended December 31, 2016 at a cost of \$28,700; and

WHEREAS, a recent change to generally accepted accounting principles now requires that this report be updated during the second year; and

WHEREAS, Gabriel Roeder Smith and Company has agreed to update the report during 2018 at cost of \$10,250.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Gabriel Roeder Smith and Company to conduct this bi-annual retiree health care valuation and the second year update.

BE IT FURTHER RESOLVED, the total cost of \$28,700 in 2017 and \$10,250 in 2018 will be paid from the Employee Benefit Fund.

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

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

**Agenda Item 8a**

TO: County Services Committee

FROM: Becky Bennett, Director  
Board of Commissioners' Office

RE: Complete Streets Policy

The Special Committee on Complete Streets was established to determine the need for an Ingham County policy on complete streets. The committee was chaired by Commissioner Ryan Sebolt and also included Commissioners Banas, Koenig, Maiville, McGrain and Nolan. Three meetings were held where input was heard from the Road Department, Parks Department, local units of government, the Michigan Department of Transportation and the public. At the June 8, 2017 meeting, the Special Committee on Complete Streets approved the attached resolution and policy for consideration by the Board of Commissioners.

**Agenda Item 8a**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT A COMPLETE STREETS POLICY  
FOR INGHAM COUNTY**

WHEREAS, Michigan Public Act 134 of 2010 requires that master plans include all components of a transportation system and their interconnectivity to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable considers all legal users of the public right-of-way; and

WHEREAS, Michigan Public Act 135 of 2010 provides a definition of and guidance for the adoption of complete streets policies; and

WHEREAS, complete streets designs establish a higher quality of life that helps to attract and retain talented individuals and families within our communities and help to increase property values; and

WHEREAS, making it easier for residents and visitors to take transit, walk, or bike to their destinations correlate to increases in consumer spending; and

WHEREAS, allowing for more transportation options for pedestrian and non-motorized traffic has health and environmental benefits for our residents; and

WHEREAS, several communities in Ingham County have already adopted their own complete streets policies.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners adopts the attached Complete Streets Policy.

## INGHAM COUNTY COMPLETE STREETS POLICY

### **Definitions:**

**COMPLETE STREETS INFRASTRUCTURE:** Roadways which are planned, designed, and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods whether by car, truck, transit, assistive device, foot, or bicycle.

**STREET PROJECT:** The construction, reconstruction, retrofit, or alteration, and includes the planning, design, approval, and implementation processes, except that "street project" does not include maintenance such as cleaning, sweeping, mowing, spot repair, or interim measures on detour routes.

**USERS:** Legal users of the public right-of-way, including pedestrians, bicyclists, motor vehicle drivers, public transportation riders and drivers, and people of all ages and abilities.

The intent of this policy is to provide a context for the Ingham County Road Department when working with communities seeking safe, convenient, and comfortable routes for multiple modes of transportation including but not limited to walking, bicycling, personal vehicles and public transportation while encouraging healthy, active living, reduced traffic congestion and dependence on fossil fuels, and improved safety and quality of life for residents of Ingham County.

To the extent required by local ordinance, and as feasible per approved project budgets, factors described below in this policy, and recognized road design and safety guidelines, the Ingham County Road Department will incorporate local complete streets policies into County road projects. The Road Department may need to request local match participation from Townships requesting Complete Streets improvements over and above projected budgets. The Department shall approach every transportation project and program as an opportunity to improve public and private streets and the transportation network for all users when working with municipalities who have adopted complete streets ordinances.

To the extent possible, the Department shall take into consideration various forms of complete streets infrastructure, including boulevards, medians, signage and markings sufficient to enable safe travel along and across the road right-of-way for each category of users for every street project on public or private streets.

The Department shall place importance on complete streets infrastructure when projects are near public facilities including, but not limited to, schools, government facilities, libraries, public health facilities, parks and hospitals. Consideration should also be given to projects that will serve traditionally underserved or marginalized populations.

The Department shall monitor opportunities for connections across jurisdictions to provide a more regionalized and connected system of complete streets infrastructure. This includes working with adjacent municipalities which have not adopted complete streets policies to allow complete streets routes to come to a natural stopping point at places such as intersections or road ends, rather than arbitrarily stopping at municipal boundaries.

Implementation of each project should take into consideration factors such as: whether use by non-motorized users is prohibited by law; if the cost would be excessively disproportionate to the need or probable future use over the long term; if there is an absence of current or future need; or if inclusion of such infrastructure would be unreasonable or inappropriate in light of the scope of the project. The Department shall also evaluate the impact of the proposed project on safe travel by all users and identify measures to mitigate any adverse impacts.

To the extent possible, the Department shall encourage all municipalities to adopt locally tailored urban, suburban and rural complete streets policies so as to create a comprehensive and integrated transportation network throughout the county. The Department shall offer assistance in addressing short-term and long-term steps and planning, and assessing potential obstacles to implementing complete streets practices.

**Agenda Item 8b**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING BISHOP SAMUEL DUNCAN, JR.**

WHEREAS, Bishop Samuel Duncan, Jr, a man of character, integrity and wisdom, was appointed Pastor of the Lansing Church of God in Christ in June, 1992; and

WHEREAS, he has faithfully served at all levels of ministry, Youth Department, Budget Director, Platform Chairman, member of the Jurisdictional Ordination Board, District Superintendent and Administrative Assistant to the late Bishop Marvin C. Pryor; and

WHEREAS, Bishop Duncan was consecrated as Bishop in the Church of God in Christ, November 15, 2010 in St. Louis, Missouri during the 103<sup>rd</sup> Annual Holy Convocation by Bishop Charles E. Blake, International Presiding Bishop of the Churches of God in Christ, Incorporated; and

WHEREAS, as Prelate of the Third Ecclesiastical Jurisdiction of Southwest Michigan, he oversees 25 churches throughout the State of Michigan, including churches in Saginaw, Flint, Ann Arbor, Lansing, Grand Rapids, Kalamazoo and Detroit; and

WHEREAS, he is also the Founder and CEO of New Faith Ministries (501c3 Non-Profit Organization); and

WHEREAS, Bishop Samuel Duncan, Jr. is a community leader, a social activist serving on numerous organizations and committees throughout the years such as The Clergy Forum of Greater Lansing, Habitat for Humanity, MLK Commission and Action of Greater Lansing; and

WHEREAS, Bishop Duncan is celebrating 25 years of pastoral leadership service with the Lansing Church of God in Christ.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulate Bishop Samuel Duncan, Jr. on the event of 25<sup>th</sup> Anniversary as Pastor of the Lansing Church of God in Christ.

BE IT FURTER RESOLVED, that the Board extends its sincere appreciation to Bishop Duncan for his devotion, contributions and for making an impact on the lives of many citizens in the County of Ingham.

**Agenda Item 9**

**MEMORANDUM**

June 29, 2017

TO: Finance and Liaison Committees  
FROM: Teri Morton, Deputy Controller  
RE: Second Quarter 2017 Budget Adjustments, Contingency Fund Update, and Quarterly Statement

Enclosed please find the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2017. The total decrease to the General Fund is \$631,975.

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.

There are several revenue adjustments to the general fund this quarter. First, there is an increase to property tax revenue of \$300,000 based on the 2017 Equalization Report. Taxable value increased slightly more than budgeted.

In the Family Division, indirect cost reimbursement needs to be decreased by \$372,728 as a result of a change in State rules. The net loss to the general fund is half that amount, because there is an offsetting expense. Fortunately, this is a one-time budget problem. Beginning October 1, the State will use a flat 10% reimbursement rate for most child care fund expenses, which will result in a revenue increase in 2018 and going forward.

There were also some errors in the 2017 budget that need to be corrected. Concealed Weapons permit revenues are now collected in the Concealed Weapons Permit fund, so general fund revenue needs to be reduced by \$60,000. There was a miscalculation in the Prosecuting Attorney's forfeiture funds that should be transferred to the general fund budget in 2017. This amount needs to be reduced by \$21,306. Finally, due to a change in allocation of Family Division personnel, the Michigan Department of Human Services Grant revenue needs to be reduced by \$102,067. This was offset by a decrease in the transfer out to the Child Care fund in 2016, but the revenue was not reduced in the 2017 budget.

The largest revenue adjustment is a reduction of \$378,572 to state prisoner care revenue. This is related to the loss of revenue associated with the unfulfilled Wayne County contract and the closure of post 4 of the Ingham County Jail. This is offset somewhat by a projected \$50,000 decrease in Sheriff overtime and an increase of \$2,698 in the Marine Safety Grant.

On the expense side, budgeted pension contributions are reduced by a total of \$395,611 as a result of the \$1.85 million transfer made to MERS in 2016 to eliminate the County's unfunded accrued liability for the Library and Judges divisions.

The Road Department budget is increased by nearly \$4 million as a result of \$1.5 million in 2016 surplus funds and \$2.5 million in additional revenue.

The Machinery and Equipment revolving fund is increased by \$90,331 to complete the scheduled replacement of computer equipment in 2017 at the Health Department. This was not originally budgeted, due to limited funds and because the IT department historically had not been able to complete purchase and installation of all scheduled replacements. IT does expect to have all scheduled replacements up to date by the end of this year.

New this quarter is a general fund budget to actual year to date report. Our bond rating agency suggested that we begin presenting this information to Commissioners on a quarterly basis.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$167,921. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

**2017 CONTINGENCY**

Adopted Contingency Amount	\$350,000
R17-042: Temporary Special Assistant Prosecutor	(12,656)
R17-080: Mass Communication Project	(7,125)
R17-147: Additional Electronic Monitoring for Indigent Users	(12,000)
R17-188: Board payment to CAPCOG	(5,000)
R17-194: Inmate Housing Revenue Shortfall	(145,298)
<b>Current Contingency Amount</b>	<b>\$167,921</b>

Ingham County  
 General Fund – Budget Actual Report  
 Year to Date as of June 30, 2017

	Amended Budget (Unaudited)	Actual	Percentage
<b>Revenues</b>			
Taxes	46,300,675	22,707,629	0.49
State Revenue	11,770,800	4,270,430	0.36
Register of Deeds Revenue	1,861,539	1,174,845	0.63
Police Contract	4,151,723	1,829,840	0.44
Indirect Costs	1,855,000	505,976	0.27
Investment earning (loss)	350,000	211,070	0.60
Transfer in from Other Funds	3,606,647	1,543,865	0.43
Other	7,685,159	2,918,693	0.38
<b>Total Revenues</b>	<b>77,581,543</b>	<b>35,162,348</b>	
<b>Expenditures</b>			
Wages and Fringes	44,307,976	20,660,609	0.47
Supplies and Postage	2,181,830	818,086	0.37
Contractual Services	5,446,667	2,139,179	0.39
Building and Equip Maintenance	2,428,888	1,126,449	0.46
Community Service	677,926	258,310	0.38
Drain Assessment	460,000	491,134	1.07
Utilities and Telephone	1,355,810	503,491	0.37
IT Services	2,263,978	1,006,162	0.44
Mental Health and Substance Abuse	2,683,570	1,142,362	0.43
Other Expenditures	682,950	284,836	0.42
Transfer out to Other Funds	19,541,543	11,858,176	0.61
Capital Outlay	285,341	115,741	0.41
<b>Total expenditures</b>	<b>82,316,479</b>	<b>40,404,535</b>	
<b>Revenue over expenditures</b>	<b>(4,734,936)</b>	<b>(5,242,187)</b>	

Prepared July 5, 2017 – additional activity will be recorded after this date

**Notes:**

1. These statements are prepared on a cash basis and have not been reviewed for accruals.
2. 50% of the July 1 tax levy has been included as tax revenue
3. 50% of the transfer in from the Delinquent Tax Fund has been recognized even though the actual transfer will not occur until December
4. The majority of the transfers to other funds represent 75% of the annual appropriation since many of the receiving funds have a September year end
5. The budget does not include the 2<sup>nd</sup> quarter adjustments recommended to the Board of Commissioners

**Agenda Item 9**

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>	2017 BUDGET 7/1/17	PROPOSED CHANGES	PROPOSED BUDGET
101	General Fund	\$82,316,479	(\$631,975)	\$81,684,504
201	Road	28,898,520	3,966,600	32,865,120
215	Friend of the Court	5,729,362	0	5,729,362
258	Zoo	4,163,972	2,238	4,166,210
266	Anti-Drug Abuse Grant	413,438	(21,306)	392,132
292	Family Div. Child Care Fund	14,209,698	(372,728)	13,836,970
636	Innovation & Technology	5,696,169	250,000	5,946,169
664	Mach. & Equip. Revolving	1,787,468	90,331	1,877,799

## GENERAL FUND REVENUES

	<u>2016 Budget – 7/1/17</u>	<u>Proposed Changes</u>	<u>2017 Proposed Budget</u>
<b>Tax Revenues</b>			
County Property Tax	45,750,675	300,000	46,050,675
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	3,134,936	0	3,134,936
<b>Department Generated Revenue</b>			
Animal Control	949,041	0	949,041
Circuit Court - Family Division	1,203,451	(474,795)	728,656
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	(60,000)	569,210
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	63,028	0	63,028
Health Department	178,240	0	178,240
Human Resources	43,303	0	43,303
Probate Court	277,178	0	277,178
Prosecuting Attorney	654,093	(21,306)	632,787
Purchasing	0		0
Register of Deeds	2,036,729	0	2,036,729
Remonumentation Grant	85,000	0	85,000
Sheriff	5,102,331	(375,874)	4,726,457
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>82,316,479</b>	<b>(631,975)</b>	<b>81,684,504</b>

## GENERAL FUND EXPENDITURES

	<u>2017 Budget –</u> <u>7/1/17</u>	<u>Proposed</u> <u>Changes</u>	<u>2017 Proposed</u> <u>Budget</u>
Board of Commissioners	616,391	0	616,391
Circuit Court - General Trial	8,708,723	(226,687)	8,482,036
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	(186,364)	5,345,993
Jury Selection	128,472	0	128,472
Elections	259,378	0	259,378
Financial Services	752,732	0	752,732
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	6,622,281	0	6,622,281
Purchasing	229,397	0	229,397
Facilities	2,199,467	0	2,199,467
Register of Deeds	749,137	0	749,137
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	20,928,391	(50,000)	20,878,391
Metro Squad	37,500	0	37,500
Community Corrections	172,899	0	172,899
Animal Control	1,979,188	0	1,979,188

Emergency Operations	222,943	0	222,943
Board of Public Works	300	0	300
Drain Tax at Large	460,000	0	460,000
Health Department	5,820,200	0	5,820,200
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	(168,924)	0
Parks and Recreation	1,597,379	0	1,597,379
Contingency Reserves	167,921	0	167,921
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	1,636,334	0	1,636,334
<b>Total General Fund Expenditures</b>	<b>82,316,479</b>	<b>(631,975)</b>	<b>81,684,504</b>

### **General Fund Revenues**

County Clerk	Decrease pistol permit revenue \$60,000. This revenue is now collected in the Concealed Pistol Permit Fund.
Property Tax	Increase current year property tax revenue \$300,000 based on 2017 Equalization report.
Prosecuting Attorney	Decrease transfer in from Forfeiture Fund \$21,306. Forfeiture transfer was miscalculated in the 2017 Adopted Budget.
Sheriff	Decrease state prisoner care revenue \$378,572 related to loss of contract jail bed revenue and closing of Post 4. Increase Marine Safety Grant \$2,698 per grant award.
Family Division	Decrease indirect cost reimbursement revenue \$372,728 due to change in State of Michigan's calculation method. There is an offsetting expense reduction equal to 50% of this amount. Decrease Michigan Department of Human Services Grant revenue \$102,067 due to staffing allocation changes implemented in 2016.

## **General Fund Expenditures**

Circuit Court	Eliminate MERS payment of \$226,687 for Judge's legacy costs. This obligation was prepaid in full in 2016.
Sheriff	Decrease overtime budget \$50,000 due to projected decrease in overtime related to maintaining corrections staff after closure of Post 4.
Fam. Div. Child Care Fund	Decrease transfer out to Child Care fund \$186,364, due to decrease in indirect cost reimbursement revenue resulting from change in State of Michigan's calculation method.
Library	Eliminate MERS payment of \$168,924 for Library legacy costs. This obligation was prepaid in full in 2016.

## **Non-General Fund Adjustments**

Road Department (F201)	Increase revenues as follows: Federal and State Aid \$1,318,668, Other Contributions (Smith Drain, Dart and MDEQ Scrap Tire Grant match) \$811,253, Township Contributions \$336,679, and use of fund balance (available from 2016 surplus funds) \$1.5 million. Increase expenses as follows: Increased road maintenance costs relating to increase in state road funding (temporary salaries \$50,000, overtime \$200,000, asphalt and tack \$200,000), Local Road Program Contractual Services \$480,000, State Road Program Contractual Services \$2,726,600, Drain Assessment \$35,000, and Capital Outlay \$275,000 (replacement of main sign truck).
Friend of the Court (F215)	Transfer surplus funds from scanner purchase to cover cost of overtime during extended medical leave of staff member. (\$2,500)
Zoo (F258)	Increase capital budget to cover actual cost over budget of planned computer replacements (\$2,238).
Anti-Drug Abuse Grant (F266)	Decrease transfer out to general fund from Prosecuting Attorney forfeitures. Forfeiture transfer was miscalculated in the 2017 Adopted Budget. (\$21,306).
Fam. Div. Child Care Fund (F292)	Decrease indirect cost charges \$372,728 due to change in State of Michigan's calculation method. Decrease transfer in from general fund and state child care fund reimbursement by \$186,364 each.
Innovation & Technology (F636)	Transfer \$50,000 from LOFT reserve account to Imaging reserve account to accommodate necessary expenditures in 2017. Transfer \$250,000 from unreserved fund balance to the Machinery and Equipment Revolving Fund to accommodate 2017 and 2018 replacement schedule.
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to complete replacement of all Health Department PCs and laptops scheduled for replacement through 2017 (\$90,331). Transfer \$250,000 from Innovation and Technology unreserved fund balance to accommodate 2017 and 2018 replacement schedule.

Doug Riley  
Community Development  
Director  
[rileyd@clinton-county.org](mailto:rileyd@clinton-county.org)

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JUN 20 2017

Clinton County Community Development  
100 E. State Street, Ste. 1300  
St. Johns, MI 48879  
Planning & Zoning Department: (989) 224-5292



AGENDA ITEM # 11  
Wendy Ward  
Community Development  
Secretary  
[wardw@clinton-county.org](mailto:wardw@clinton-county.org)

## MEMORANDUM

TO: Review Agencies/Utilities, Neighboring Jurisdictions

FROM: Doug Riley, Community Development Director

SUBJECT: Proposed Zoning Ordinance Amendment (OR 129-17) – Aircraft Hangers

DATE: June 14, 2017

Pursuant to P.A. 110 of 2006, as amended, and Article 16 of the Clinton County Zoning Ordinance, notice is hereby given that all interested parties may review and comment on the attached Ordinance amendment, which would amend the Clinton County Zoning Ordinance to address Private Aircraft Hangers adjacent to approved airport locations.

A public hearing on this item, (and possible recommendation to the Board of County Commissioners for adoption), will be held by the Clinton County Planning Commission on July 13, 2017 at 7 p.m. at the County Courthouse.

### **SUMMARY:**

The intent of this Zoning Ordinance amendment is to allow the construction and use of private aircraft on properties that are adjacent to, or have approved access to, a General Aviation or Private Airport that has already received Special Land Use approval by the County, or is otherwise already legally established and licensed for aeronautical purposes. The proposed amendment would also establish standards for the placement and use of such hangers.

You are not required to respond, however, if you wish to make comment, please respond by July 5, 2017 to Wendy Ward at [wardw@clinton-county.org](mailto:wardw@clinton-county.org) or Clinton County Planning and Zoning Department, Clinton County Courthouse, 100 E. State Street, Suite 1300, St. Johns, MI 48879.

If you have any questions please do not hesitate to contact either myself or Wendy Ward at 989-224-5292.

(DRAFT)

**EXHIBIT A**  
**(ATTACHED TO ORDINANCE No. OR-129-17)**

Article 2, Section 203, Definitions

**Private Aircraft Hangars:** A fully enclosed structure to hold aircraft (planes, helicopters, ultralights, etc.) in protective storage in conjunction with or adjacent to approved airports.

Article 4, Section 415, Agricultural and Open Space Preservation District, A-1

A-1, Permitted Uses

- 13) Private Aircraft Hangars on properties adjacent to approved Private Airports, subject to Section 532.

Article 4, Section 416, General Agriculture District, A-2

A-2, Permitted Uses

- 15) Private Aircraft Hangars on properties adjacent to approved General Aviation and Private Airports, subject to Section 532.

Article 5: General Provisions

**Section 532 Private Aircraft Hangars**

- A. Intent and Purpose: To allow the construction and use of private aircraft hangars on properties that are adjacent to, and have approved access to, a General Aviation or Private Airport that has already received Special Land Use approval by the County, or is otherwise already legally established and licensed for aeronautical purposes.
- B. Use: Private Aircraft Hangars may be established on a property by themselves or in conjunction with another authorized use permitted in the underlying zoning district (such as a single family dwelling).
- C. Authorized Access: Prior to building permit issuance, the applicant shall provide the County with a copy of the written approval of the adjacent licensed airport authorizing access and use of the airport runways. The applicant shall also include a copy of an executed and recorded easement to a taxiway.
- D. Lot Size: All lots proposed for private hangar use/construction, must comply with underlying zoning or have been otherwise already legally established or recognized.
- E. Height/Setback/Lot Coverage: All private hangars shall meet the minimum height and setback requirements of the underlying zoning district. The size of private hangars, and other structures on the subject property, are limited by the lot coverage requirements of the underlying zoning district.

- F. Door Orientation/Type: All doors larger than a customary garage overhead door used to access the hangar for storage or maintenance of aircraft shall be directed towards an active taxiway used to access the airport runways (and in no case shall directly face an active runway or face an abutting road right-of-way). All doors larger than standard garage doors shall be of a foldable nature designed specifically for aircraft hangar use.
- G. External Storage: There shall be no exterior storage of aircraft, aircraft parts or other associated items outside of the hangar unless prior approval is granted by the Clinton County Community Development Department. Temporary approval may be considered for the outside storage of aircraft related items (not to exceed 6 months) during the repair or rebuilding of an aircraft.
- H. Building Permits: All private hangars require a building permit and construction in accordance with the current issue of the Michigan Building Code.

