

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, OCTOBER 17, 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 [October 3, 2017](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews – Fair Board
2. Road Department
  - a. Road [PASER Ratings](#) & Current / Upcoming Roadwork (*Presentation*)
  - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
  - c. Emergency PO Request for [Caterpillar Paver Rental](#)
3. Facilities Department - Resolution to Award a Contract for the Removal and Replacement of [Boilers](#)
4. Economic Development – Resolution to Approve Ingham County’s Participation in the Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United States Environmental Protection Agency for a [Brownfield Assessment Grant](#)
5. Innovation and Technology
  - a. Resolution to Approve Purchase of Training from [ITProTV](#)
  - b. Resolution to Approve a Contract for [Phone System Upgrade](#) and E911 Addition
6. Finance Department
  - a. Resolution to Authorize the Purchase of Services to Upgrade the MUNIS [Accounting Software](#) System to Version 11
  - b. Resolution to Waive the Public Act 152 [Health Care Requirements](#) for 2018
  - c. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for [Employee Benefits](#) for 2018 and to Authorize Letters of Agreement with Bargaining Units
7. County Fair Office – Resolution to [Amend the 2017 Fair Fund Budget](#)

8. Potter Park Zoo – Resolution to Authorize the Potter Park [Zoological Society Fee Retention](#)
9. Controller’s Office
  - a. Resolution Authorizing [Adjustments](#) to the 2017 Ingham County Budget
  - b. Resolution to the Amend [Suspension of Operations Policy](#)
10. Board of Commissioners – Resolution of Support for Constitutional Amendment to Create an [Independent Citizens Redistricting Commission](#)

Announcements  
Public Comment  
Adjournment

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DISRUPTION DURING THE MEETING**

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COUNTY SERVICES COMMITTEE

October 3, 2017

Draft Minutes

Members Present: Celentino, Crenshaw, Grebner, Koenig (arrived at 6:40 p.m.), Nolan, Maiville, and Sebolt

Members Absent: None

Others Present: Tim Dolehanty, Travis Parsons, Becky Bennett, Lance Langdon, Deb Fett, Rick Terrill, Tim Morgan, Bill Conklin, Jack Schripsema, Julie Pingston, Chris Keck, Tim McCaffrey, Wendy Longpre, Ryan Buck, 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 September 19, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE SEPTEMBER 19, 2017 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

9. 9-1-1 Center – Resolution to Authorize a Reorganization of the 9-1-1 Center

Substitute -

6. Controller's Office

a. Resolution to the Amend Suspension of Operations Policy

Limited Public Comment

Chris Keck, Plumbers and Pipefitters United Association Local 333, addressed the Committee regarding Agenda Item No. 3(a). He stated that there was an \$800 difference between the bid from CSM Mechanical, LLC and Aladdin Electric, Inc. Mr. Keck requested that the County not approve the CSM Mechanical bid and award it to Aladdin because Aladdin would hire local workers unlike CSM Mechanical.

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

2. Innovation and Technology

a. Resolution to Approve the Purchase of Multi-Factor Authentication Solution

b. Resolution to Approve the Contract for ASE with Nod Service from AT&T

3. Facilities
  - b. Resolution to Authorize Initiation of a Process to Negotiate a Purchase Agreement
  
4. Road Department
  - a. Resolution to Approve a Cost Sharing Agreement with Meridian Township
  - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
  
6. Controller's Office
  - b. Resolution to Approve an Economic Development Service Contract
  
7. Board of Commissioners
  - a. Resolution Recognizing October as "Michigan College Month" in Ingham County
  - b. Resolution Authorizing the Release of Attorney/Client Privileged Communication

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

1. Convention and Visitors Bureau – Presentation

Jack Schripsema, Greater Lansing Convention and Visitor's Bureau ("GLCVB") President and Chief Executive Officer, made a presentation to the Committee.

Mr. Schripsema introduced Julie Pingston, GLCVB Executive Vice President/Chief Operating Officer, to the Committee.

Commissioner Crenshaw asked what the three areas were.

Mr. Schripsema stated that the three areas were:

- Group and Convention
- Youth and Amateur Sports
- Leisure

Commissioner Crenshaw stated that he attended a convention last March and he noticed attendees enjoyed the opportunity to visit the capitol building.

Commissioner Nolan asked if there was a ceiling with regard to the number of new hotels and motels being constructed.

Mr. Schripsema stated that there would be a point where we would be overbuilt. He further stated that with the health of the economy, bookings have correspondingly increased. Mr. Schripsema stated that he did not know what the ceiling was.

Discussion.

Commissioner Grebner stated that this presentation was in response to not having reports submitted to the commissioners. He further stated that the resolution ought to be amended to define reporting intervals and reporting topics.

Mr. Schripsema stated that they submitted their annual report and the results of their annual audit to the Board of Commissioners on a regular basis.

Commissioner Nolan asked what revenue was collected from the hotel/motel tax.

Mr. Schripsema stated that collections had increased. He further stated that they received approximately \$2.38 million from the tax, however that amount did not represent the entire amount collected. Mr. Schripsema stated that percentages goes to the County for administration costs and to the Fair.

Discussion.

Commissioner Grebner stated that they were collecting more money from the tax based on the increased number of rooms, increased rates, and increased occupancy. He further stated that MSU and some local non-Ingham County hotels collected the tax as well. Commissioner Grebner stated that there had not been a legal determination made as to whether MSU was legally subject to the tax.

Commissioner Sebolt asked whether they had a regional Pure Michigan advertisement.

Mr. Schripsema answered yes.

Discussion.

3. Facilities
  - a. Resolution to Award a Contract for the Removal and Replacement of Boilers

**MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO AWARD A CONTRACT FOR THE REMOVAL AND REPLACEMENT OF BOILERS.**

Commissioner Maiville stated that in a broader sense, they had to consider that some of these bids would come from areas just across the county line, and while they did not qualify as local under the local preference policy, they did have significant benefits to the Ingham County community.

Chairperson Celentino stated that the commissioners had discretion to choose another vendor other than the one recommended by staff and the difference was \$800.

Rick Terrill, Facilities Department Director, stated that they complied with the purchasing policy with regard to this project and were recommending CSM Mechanical, LLC based on that policy.

Tim Dolehanty, Controller/Administrator, stated that the Board of Commissioners was not obligated to choose the lowest bid.

Commissioner Maiville asked whether Mr. Terrill had any objections to utilizing Aladdin Electric, Inc.

Mr. Terrill stated he did not check the references of Aladdin. He stated that he did check references on CSM Mechanical because they were the lowest bid.

Commissioner Maiville asked what proportion of this contract was labor.

Mr. Terrill provided an overview of the project. He stated that there would be a substantial amount of labor.

Commissioner Nolan stated that she wanted to direct her questions to Mr. Keck. She asked how he could assure the commissioners that Aladdin would use local workers.

Mr. Keck stated that Aladdin was a smaller contractor, but this was their target project. He further stated they had a small payroll, but knew two employees who lived in Holt.

Commissioner Nolan asked whether Mr. Keck could provide names, addresses, and whether they are part of a union.

Mr. Keck answered yes.

Discussion.

Commissioner Sebolt stated that we should have a discussion about the RFP process and give consideration to vendors who were willing to hire local workers. He asked why the memorandum regarding this agenda item stated that there no other options.

Mr. Dolehanty stated the memorandum speaks to no other options with regard to the necessity of the project, not which vendor to be chosen.

Discussion.

Commissioner Grebner asked whether these were proposals.

Mr. Terrill answered yes.

Commissioner Grebner stated bids have a different legal meaning.

Mr. Terrill stated that there was a mandatory pre-bid meeting where information about the project was provided.

Commissioner Grebner stated that the commissioners should consider the ethics policy in how involved the commissioners get with regard to purchasing and bids. He further stated that if another factor was brought to the commissioners' attention, they could reject the staff recommendation and refer the matter back to staff to consider that factor. Commissioner Grebner stated that the policy provides for the 10% match option for vendors who were local.

Commissioner Koenig arrived at 6:40 p.m.

Commissioner Maiville stated that if we were to approve this resolution, the title should to be amended to delete the second "TO."

Commissioner Maiville stated that a policy would not be able to cover ever option or nuance. He further stated that regarding the instant situation of an \$800 difference between one vendor who would use local labor and another that would not, the Board should consider a policy that gives some preference to vendors that may just be over the county line, but are using local labor, such as DeWitt or Delta Township. Commissioner Maiville stated that they should be given greater consideration than a vendor from out of state.

Commissioner Maiville stated that he worked in Jackson, and had viewed Aladdin's work in the building he worked at. He further stated that Aladdin was reputable. Commissioner Maiville stated that this was a case that needed more consideration.

Commissioner Crenshaw asked whether they could delay this until the next County Services meeting for more consideration.

Mr. Terrill stated that there would be a delay to the project's completion.

Discussion.

Mr. Terrill stated that to be fair to all the vendors, they all should be allowed the opportunity to provide information about whether the workers were local.

Commissioner Nolan stated that with regard to this contract, there was no effort to avoid the ethics policy. She further stated that with the information provided today, she was confident that local workers would be used.

Discussion.

Commissioner Nolan asked whether the worker addresses were provided under the prevailing wage policy.

Mr. Terrill stated that the prevailing wage policy applied, worker addresses were not provided, and the vendor would have provide documentation that prevailing wages were paid to workers.

Discussion.

Commissioner Maiville asked whether the boilers were zoned out, so one could be down and the other would function.

Mr. Terrill stated that the RFP was issued so that both boilers would be taken out and replaced at the same time. He further stated that they could work with the chosen vendor to take one out at a time, so one would be in operation at any given time.

COMM. NOLAN WITHDREW HER MOTION TO APPROVE THE RESOLUTION. COMM. CRENSHAW WITHDREW HIS SUPPORT.

COMM. NOLAN MOVED THAT THIS PROPOSAL BE REFERRED BACK TO STAFF GIVEN THE DISCUSSION THAT OCCURRED THIS EVENING AND ASK FOR ADDITIONAL INFORMATION ABOUT WHO THE EMPLOYEES WOULD BE, WHERE THE EMPLOYEES LIVED, AND WHETHER THEY WERE UNION. COMM. CRENSHAW SUPPORTED THE MOTION.

Discussion.

The motion was amended as follows, the motion now being:

COMM. NOLAN MOVED THAT **THE COUNTY SERVICES COMMITTEE REJECT THIS PROPOSAL AS PRESENTED AND THAT STAFF REEVALUATE THE PROPOSALS BASED ON ADDITIONAL FACTORS SUCH AS LOCAL HIRING PREFERENCES, NOT JUST LOCAL BUSINESS AND THEN RESUBMIT THEIR RECOMMENDATION TO THE COUNTY SERVICES COMMITTEE WITH THAT ADDITIONAL INFORMATION CONSIDERED** ~~THIS PROPOSAL BE REFERRED BACK TO STAFF GIVEN THE DISCUSSION THAT OCCURRED THIS EVENING AND ASK FOR ADDITIONAL INFORMATION ABOUT WHO THE EMPLOYEES WOULD BE, WHERE THE EMPLOYEES LIVED, AND WHETHER THEY WERE UNION. COMM. CRENSHAW SUPPORTED THE MOTION.~~ COMM. CRENSHAW SUPPORTED THE MOTION.

This was considered a friendly amendment.

Commissioner Koenig asked how old the boilers were.

Mr. Terrill answered that they were approximately 25 years old plus.

Commissioner Maiville stated that this was not case where we were listening to the audience. He further stated that staff recognized that this issue existed. Commissioner Maiville stated that he intended to pull this agenda item off the consent agenda even before the labor issue was raised

because he believed there should be a policy to take into consideration vendors that were not in Ingham County, but were in the immediate area.

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

5. Parks Department

- a. Resolution to Authorize an Amendment to City of East Lansing Trails and Parks Millage Agreements
- b. Resolution to Authorize an Amendment to City of Mason Trails and Parks Millage Agreements

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AMENDMENT TO CITY OF EAST LANSING TRAILS AND PARKS MILLAGE AGREEMENTS AND RESOLUTION TO AUTHORIZE AN AMENDMENT TO CITY OF MASON TRAILS AND PARKS MILLAGE AGREEMENTS.

Tim Morgan, Parks Department Director, addressed the Committee.

Chairperson Celentino left the meeting at 6:55 p.m. Vice Chairperson Crenshaw began chairing the meeting.

Commissioner Grebner stated that this was an example where the bids were completely wrong. He further stated that expertise needed to be provided, especially to those municipalities that did not have full time, professional staffs.

Grebner stated that there ought to be a policy that when the municipalities would come back for additional funds due to cost overruns, that they would need provide 10% more match due to the overruns. He further stated that this would dissuade underbidding.

Vice Chairperson Crenshaw stated that this matter would be referred to staff for response back to the Committee.

Chairperson Celentino returned to the meeting at 6:57 p.m. and began chairing the meeting.

Commissioner Koenig stated that they had previously discussed the issue that Commissioner Grebner raised. She further stated that they would likely see more of these not necessarily because of the municipalities, but due to the recommendations issued by the vendor, Mannik Smith. Commissioner Koenig stated that we contracted with Mannik Smith to perform a “fast and loose” recommendation.

Discussion.

Commissioner Koenig stated that at the Parks Commission, they discussed the fact that construction costs were coming in really high. She further stated that it was not necessarily the municipalities fault as there was a lot going on.

Tim McCaffrey, East Lansing Parks Department Director, addressed the Committee. He introduced Wendy Longpre, East Lansing Parks Department Deputy Director.

Commissioner Grebner stated that construction bids were coming in high, but not at 60% or 70% higher.

Commissioner Sebolt asked whether the Parks Commission vetted both of the East Lansing and Mason projects.

Tim Morgan, Parks Department Director, answered yes.

Commissioner Grebner stated that the construction costs came in high and Mason and East Lansing underestimated the work that needed to be done.

Mr. McCaffrey stated that the Mannick Smith engineer identified the additional work, not the city engineer. He provided a brief overview of the project history. Mr. McCaffrey stated that he had suggested to the Parks Commission that if the engineering was not complete by the project bid deadline, then if you were interested in funding the project, they could say that they go back to get the engineering done and perhaps fund the engineering.

Commissioner Koenig stated that the Parks Commission wanted this project because it was a connector. He further stated that the scope of the work changed. Commissioner Koenig stated that the Mannick Smith contract was an mile-high overview, not an in-depth analysis.

Commissioner Grebner stated that there was no evidence of waste or the project was handled badly. He further stated that the issue was the process to estimate the cost.

Mr. McCaffrey stated that if the County approved the funds, they could hold a pre-construction meeting on October 17. He further stated that the contractor could perform the work over the winter.

THE MOTION CARRIED UNANIMOUSLY.

Mr. McCaffrey stated that it was a good move on the part of the Board of Commissioners to put the millage proposal on the ballot.

6. Controller's Office

- a. Resolution to the Amend Suspension of Operations Policy

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION TO THE AMEND SUSPENSION OF OPERATIONS POLICY.

Commissioner Grebner asked how this would prevent an elected department head from using this policy to close their office and award additional vacation or holidays to their employees.

Mr. Dolehanty stated that the proposed policy required a department head to notify the Controller, but it did not allow for the Controller to override the decision to close the office.

Commissioner Grebner stated that he believed what they wanted was that the Controller reviews and approves them. He further stated that most of the time, he would approve them. Commissioner Grebner stated that there may be situations where the department head would need to provide more documentation to substantiate the closure.

Chairperson Celentino stated that staff would take those comments and return with a response.

Commissioner Koenig stated that the goal of this resolution was to protect the employees and make sure they got paid if their elected department head sent them home.

Discussion.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NOLAN, TO TABLE THIS RESOLUTION TO THE OCTOBER 17, 2017 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

9. 9-1-1 Center – Resolution to Authorize a Reorganization of the 9-1-1 Center

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE 9-1-1 CENTER.

Commissioner Nolan asked whether the Law & Courts Committee acted on this resolution.

Chairperson Celentino answered yes.

Commissioner Nolan asked whether moving this reorganization along violated their reorganization policy.

Mr. Dolehanty stated that the Committee had discretion move the reorganization along if they deemed such was appropriate.

Commissioner Maiville stated that the union was present at Law & Courts Committee and was supportive.

Commissioner Crenshaw stated that they felt at the Law & Courts Committee meeting that action needed to be taken immediately.

Commissioner Nolan asked for an overview of the resolution.

Lance Langdon, 9-1-1 Center Director, provided an overview of the resolution.

Chairperson Celentino stated that there was a dire challenge that the 9-1-1 Center faced.

Mr. Dolehanty stated that the main issue was hiring and it was at a low point.

Chairperson Celentino stated that there were 15 vacancies out of 58 total positions.

Mr. Dolehanty stated that they were not at crisis level because overtime was currently attractive to employees, but that would get old quickly. He further stated that there were other issues regarding management of the Center that this reorganization would hopefully solve.

Discussion.

Commissioner Sebolt asked whether they had someone in mind to hire.

Mr. Dolehanty answered no.

Commissioner Sebolt asked whether this would compound our hiring problem by taking attention away from hiring to fill seats to hiring for the positions in this reorganization.

Mr. Dolehanty answered no.

Commissioner Sebolt asked whether this was funded by millage monies.

Mr. Dolehanty answered yes.

Commissioner Sebolt asked whether hiring more staff would decrease the burden that overtime was having.

Mr. Dolehanty answered that that was what they hoped for.

Commissioner Grebner stated that an equipment surcharge provided funds for the Center as well. He asked whether they were underspending on salaries due to the number of vacancies.

Mr. Langdon answered that he believed so. He further stated that they were maintaining their minimum staffing.

Commissioner Grebner stated that they did not have to worry about monies in that regard.

Commissioner Sebolt stated that the Controller's Office stated that they would be in a better financial situation if they were able to hire for the 15 vacancies.

Commissioner Nolan asked why six background investigators would report to the Director.

Mr. Langdon stated that ultimately he was responsible for hiring employees, and they were special part-time employees. He further stated that he would continue to work with Staff Services on hiring.

Commissioner Nolan stated that there should not be this level of people reporting to the Director when they should be reporting to the Staff Services Manager.

Discussion.

Commissioner Koenig asked whether it would change the outcome about whether it would be MCF 11.

Mr. Langdon answered that he did not believe so.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Nolan asked for a monthly written update on the status of 9-1-1 Center for the next year.

Chairperson Celentino stated that staff would provide monthly written updates.

8. Human Resources – Labor Relations (*Closed Session*)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NOLAN, AT 7:33 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING LABOR NEGOTIATIONS.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CRENSHAW, AT 8:01 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:02 p.m.

# OCTOBER 17, 2017 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Interviews** – *Fair Board*

Applicants for seats on the Fair Board will be present to meet Committee members and participate in candidate interviews.

2a. **Road Department** – *Road PASER Ratings and Current / Upcoming Roadwork*

Representatives of the Road Department will be present to discuss PASER ratings for County roads and will provide an update on various road projects throughout the County.

2b. **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 17 projects (see attachment for permit list).

2c. **Road Department** – *Emergency PO Request for Caterpillar Paver Rental*

An emergency purchase order was issued to Caterpillar Paver Rental in the amount of \$12,300 per month to finish the 2017 paving season. The Road Department noted this rental mainline paver is of a size capable of handling larger Flowboy asphalt trucks. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works, and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

3. **Facilities Department** – *Resolution to Award a Contract for the Removal and Replacement of Boilers*

The two boilers that service the Tri County Office on Aging and Human Resource areas at the North end of the Human Services Building have outlived their life expectancy and repairs are no longer cost effective. Upon review of four proposals received to replace the boilers, the Facilities Department recommends the Board award a contract to CSM Mechanical, LLC of Fenton who submitted the lowest responsive and responsible bid amount of \$122,000.

As requested by the Committee on October 3, the Facilities Director and Purchasing Director reevaluated submitted proposals based on additional factors such as local hiring preferences, not just local business preferences. Communications with CSM Mechanical and Aladdin are included with documents submitted by the Facilities Department. However, the Directors note that the standing Purchasing Procedures policy is silent on the issue of “local hiring preference” and neither vendor qualifies as a “registered local vendor.”

To clarify advice provided at the October 3 meeting, the Purchasing Procedures policy compels that “**The Committee *shall* approve awarding of the contract to the lowest qualified bidder provided funds are available**” (Policy 412.K.21, with *emphasis* added, noting that the terms “bid” and “proposal” become intertwined in Section K.21). Award is a bid/proposal based on employee or subcontractor residency would require that the Committee:

- 1) Formally reject all bids/proposals consistent with Section K.21.j;
- 2) Amend the Purchasing Procedures Policy to include a statement of preference for vendors who employ Ingham County residents; and
- 3) Rebid the project and evaluate responses based on the new criteria.

It would likely take at least 90 days to accomplish all of these tasks in a best-case scenario. Therefore, the recommended action to award a contract to CSM Mechanical, LLC is unchanged based on standing policy.

**4. Economic Development** – *Resolution to Approve Ingham County’s Participation in the Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant*

In order to accept an assessment grant of \$600,000, the EPA requires approval of a Memorandum of Agreement (MOA) between all members of the Lansing Regional Brownfield Coalition and the City of Lansing Brownfield Redevelopment Authority (acting as “Lead Member”). Similar resolutions were approved in 2015 (Resolution 15-336) and 2016 (Resolution 16-519). The Economic Development Department recommends approval of a resolution to authorize execution of such an agreement.

**5a. Innovation and Technology Department** – *Resolution to Approve Purchase of Training from ITProTV*

The Innovation and Technology (IT) Department requests that the Board consider purchase of a training subscription from ITProTV. Training software under consideration addresses IT software applications as well as business, web design, and programming concepts. Training is offered through an online subscription purchased in yearly increments at an annual cost not to exceed \$6,791.

**5b. Innovation and Technology Department** – *Resolution to Approve a Contract for Phone System Upgrade and E911 Addition*

It has become necessary to upgrade the County phone system in order to ensure peak operational efficiency, the most secure and feature-rich experience possible, and compliance with E911 location requirements. E911 systems automatically provide to emergency service personnel a call back number and, in most cases, location information. The IT Department recommends approval of a resolution to authorize a contract with Sentinel Technologies to assist with the upgrade of the phone system and setup of the E911 service in an amount of \$57,013 plus travel expenses.

**6a. Financial Services Department** – *Resolution to Authorize the Purchases of Services to Upgrade the MUNIS Accounting Software System to Version 11*

The MUNIS application is the heart of the County’s Finance, Budgeting, Human Resources, and Purchasing operations. As with most software platforms, MUNIS periodically issues software upgrades. The software upgrade is not optional and failure to do so will result in diminished assistance from MUNIS after April 2018. This service reduction would directly impact issuance of 2018 W-2s and 1099s. The Financial Services Department recommends approval of an agreement with Tyler Technologies to provide a MUNIS software upgrade at a cost not to exceed \$12,100.

**6b. Financial Services Department** – *Resolution to Waive the Public Act 152 Health Care Requirements for 2018*

Section 8 of the Publicly Funded Health Insurance Contribution Act (MCL 15.568) permits a local unit of government to exempt itself from employer contribution limitations of the Act for the next succeeding year by a 2/3 vote of a governing body. The County began a partially self-insured health insurance program in 2015 that resulted in substantial savings. Uncertainty associated with the savings amount in the coming fiscal year makes it very difficult to determine if the County will be in compliance with the 80% maximum funding requirement. Therefore, the County administration recommends that this requirement of Public Act 152 be waived for 2017 as allowed by statute.

**6c. Financial Services Department** – *Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2018 and to Authorize Letters of Agreement with Bargaining Units*

The Health Care Coalition has agreed to recommend that no changes be made to County health insurance benefits in 2018, but has agreed to make changes to the premium sharing agreement. Current bargaining agreements use savings from the previous year to reduce cost in premiums in the succeeding years. This practice has allowed accumulation of approximately \$1 million in the Employee Benefit Fund. With the continued cost increases for both the employees and the County, it was determined by the Health Care Coalition that this additional savings of \$1 million should be applied in 2018 to reduce both employee and County contributions for health insurance premiums. The proposed formula will distribute a larger portion of savings to employees enrolled in the PHP Standard Plan in hopes the more employees will move from the more costly PHP High Plan. A resolution is offered to adopt these changes.

**7. County Fair Office** – *Resolution to Amend the 2017 Fair Fund Budget*

Revenue received from the Ingham County Fair was approximately \$65,000 less than budgeted, and expenses for Fair week exceeded the approved budget by approximately \$100,000. Upon review of the Fair Budget in total (including non-Fair activities) it is clear that a transfer from the General Fund, Fund Balance to the Fair Fund in the amount of \$165,000 is necessary to avoid a deficit.

The 2017 General Appropriations Resolution (Resolution 16-444) clearly and unambiguously states that “expenditures shall not be incurred in excess of the individual budgets adopted herein without first amending the budget pursuant to the budgetary procedures established by the Board of Commissioners.” County policy requires approval of the full Board of Commissioners, acting upon the recommendation of the Controller, Liaison and Finance Committees, is required to increase the total budget (Policy 401.F).

**8. Potter Park Zoo** – *Resolution to Authorize Potter Park Zoological Society Membership Fee Retention*

The Potter Park Zoological Society (PPZS) is a support organization that actively raises funds for Potter Park Zoo. An agreement between Ingham County and PPZS allows for a revenue sharing formula for memberships, education programs, and events. The Potter Park Zoo Director recommends approval of a resolution that would allow PPZS to sell Society memberships and retain all revenue collected from membership sales until December 31, 2018 which may include unlimited admissions to the Zoo and admission to all special events. Approval of the proposed resolution would continue a practice implemented in 2017.

**9a. 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 third quarter of fiscal year 2017. The total increase to the General Fund is \$249,873. Also included is an update of contingency fund spending so far this year. The current contingency amount is \$96,621.

**9b. Controller's Office – *Resolution to Amend the Suspension of Operations Policy***

Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy. Currently, employees not working during a period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via utilization of compensatory, vacation, or sick time. Following a closure incident on May 8, the County Services Committee asked for policy changes that would not compel use of compensatory, vacation, or sick time for compensation of work hours missed because of a department closure. Suggested policy amendments would result in employees receiving normal compensation for hours missed when a department head suspends department operations and provides clarification that states employees not scheduled to work during the period of operational suspension would receive no additional compensation.

**10. Board of Commissioners Office – *Resolution of Support for Constitutional Amendment to Create an Independent Citizens Redistricting Commission***

This proposed resolution would state Commission support for the principles of redistricting reform encompassed in the Voters Not Politicians ballot proposal that would enact amendments to the state Constitution and state law.

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: September 13, 2017

RE: Brief Presentation on Road PASER Ratings & Current / Upcoming Roadwork

As requested, information regarding the current PASER condition rating of the Ingham County roads is attached and can be presented if desired on color coded maps in a brief presentation at upcoming County Services and Finance Committee meetings.

PASER stands for Pavement Surface Evaluation & Rating, was developed by the University of Wisconsin for use on roads in northern climates, and is that most widely used in Michigan. It essentially involves rating the extent and severity of road distress and deterioration on a scale of 1 through 10, 1 being failed or very close thereto and 10 being new. The maps to be presented will show the county road network color coded by current PASER rating ranges--1 through 3 poor, 4-7 fair, and 8-10 good, with fair further divided into separate colors for rating ranges 4-5 and 6-7.

The road network is divided into logical segments having similar conditions for rating. Rating is done every 2 years on the Primary road system and every 4 years on the local system, by staff trained for this purpose to rate consistently and accurately per the PASER rating guidelines. Ingham County's Primary system was last rated in 2016 and the Local system was last rated in 2014. Both systems will thus be rated next in 2018.

The PASER program has the ability to predict future road condition deterioration based on models developed for various road types and conditions. The program can also reset a given road's condition rating as appropriate if the road is resurfaced and its condition is improved between ratings. Thus we can get current year conditions reflecting the combined effect of latest rating, improvements done since last rating, and program predicted continuing deterioration.

The attached Current Surface Rating Summaries reflect road conditions as of the report dates—early 2017, with all improvements and resurfacing up through and including 2016, but with some continuing program predicted degradation beyond 2016 reflected in the attached data. The color coded map to be presented will reflect this same data.

The map presentation will focus on the primary road system, as the 2014 ratings for the local system are now rather dated, and the amount of detail of the local system given all the residential streets does not lend itself to a brief presentation to a group.

Two additional copies of the same primary road PASER condition color-coded map can also be presented with highlighting added to show preservation (maintenance skip-paving and chip-sealing) and improvements (recycling and resurfacing) being done in 2017 and tentatively planned for 2018 on the primary system.

The presentation should take no more than 5 minutes plus any time for questions.

# Current Surface Rating Mileage Summary

Ingham (County)

Report Module: Road Surface Management Analysis

Today's Date: Monday, February 27, 2017

Grouped By: Surface Subtype

## Report Filter

Field Name	Operator	Value(s)
Legal System	=	2-County Primary
Maintained By	=	True

## Current Surface Rating Mileage Summary

Surface Subtype	PASER Rating											Total Centerline Mileage	APR*
	10	9	8	7	6	5	4	3	2	1	Not Rated		
Asphalt-Standard	0.000	25.614	94.183	12.181	19.054	20.349	35.194	89.235	111.530	10.866	0.754	<b>418.960</b>	4.601
Composite	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.108	1.451	0.000	0.000	<b>2.559</b>	2.433
Concrete - White Topping	0.000	0.000	0.000	0.000	1.248	0.000	0.000	0.000	0.000	0.000	0.000	<b>1.248</b>	6.000
Concrete - Non Reinf. Agg interlock	0.000	0.000	0.132	0.000	0.000	0.000	0.000	0.000	0.060	0.000	0.000	<b>0.192</b>	6.125
Concrete-Standard	0.000	0.514	0.000	0.281	0.105	0.032	1.037	3.706	10.331	0.000	0.000	<b>16.006</b>	2.706
Undefined	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.496	<b>0.496</b>	0.000
<b>Total Centerline Mileage</b>	<b>0.000</b>	<b>26.128</b>	<b>94.315</b>	<b>12.462</b>	<b>20.407</b>	<b>20.381</b>	<b>36.231</b>	<b>94.049</b>	<b>123.37</b>	<b>10.866</b>	<b>1.250</b>	<b>439.461</b>	<b>4.519</b>

\*APR=Average Paser Rating calculated by weighting the mileage with the paser value

# Current Surface Rating Mileage Summary

## Ingham (County)

Report Module: Road Surface Management Analysis

Today's Date: Wednesday, May 24, 2017

Grouped By: Surface Subtype

### Report Filter

Field Name	Operator	Value(s)
Legal System	=	3-County Local
City/Twp	<>	Danville or East Lansing or Lansing or Leslie or Mason or Stockbridge or Webberville or Williamston
Surface Type	=	Asphalt or Brick or Concrete or Seal Coat or Undefined

## Current Surface Rating Mileage Summary

Surface Subtype	PASER Rating											Total Centerline Mileage	APR*
	10	9	8	7	6	5	4	3	2	1	Not Rated		
Asphalt-Standard	0.000	12.836	38.505	45.727	26.914	35.113	96.294	187.388	212.359	34.203	0.000	<b>689.339</b>	3.608
Concrete-Standard	0.000	0.000	0.000	0.000	0.000	0.000	0.051	0.000	0.000	0.000	0.000	<b>0.051</b>	4.000
Sealcoat-Standard	0.000	0.000	0.000	0.700	0.000	0.000	2.012	2.709	7.886	37.394	0.000	<b>50.701</b>	1.464
Undefined	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	8.067	<b>8.067</b>	0.000
<b>Total Centerline Mileage</b>	<b>0.000</b>	<b>12.836</b>	<b>38.505</b>	<b>46.427</b>	<b>26.914</b>	<b>35.113</b>	<b>98.357</b>	<b>190.097</b>	<b>220.24</b>	<b>71.597</b>	<b>8.067</b>	<b>748.158</b>	<b>3.424</b>

\*APR=Average Paser Rating calculated by weighting the mileage with the paser value

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated October 3, 2017 as submitted.

## INGHAM COUNTY ROAD DEPARTMENT

DATE: October 3, 2017

### LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2017-596	C & D HUGHES INC	DETOUR	VARIOUS	LANSING	
2017-597	COMCAST	CABLE / UG	THREE OAKS RD & MERIDIAN RD	WHEATFIELD	5
2017-598	COMCAST	CABLE / UG	OKEMOS RD & JOLLY RD	ALAIEDON	4
2017-599	COMCAST	CABLE / UG	QUARRY RD & OKEMOS RD	MERIDIAN	16
2017-600	CONSUMERS ENERGY	GAS	HAGADORN RD & LAMB RD	ALAIEDON	20
2017-601	CONSUMERS ENERGY	GAS	HARVEY DR & ROWLEY RD	WILLIAMSTOWN	35
2017-602	CONSUMERS ENERGY	ELECTRIC / UG	SOUTHRIDGE RD	MERIDIAN	5
2017-603	NANCY CLARK	MISCELLANEOUS	VAN ATTA RD	MERIDIAN	
2017-604	CONSUMERS ENERGY	GAS	OKEMOS RD & JOLLY RD	VARIOUS	
2017-605	CONSUMERS ENERGY	GAS	WILLIAMSTON RD & DAKIN RD	INGHAM	27
2017-606	CONSUMERS ENERGY	GAS	MACON AVE & FITTING AVE	LANSING	7
2017-607	LEAVITT & STARCK EXCAVATING	WATERMAIN	LAKE LANSING RD & WOOD ST	LANSING	3
2017-614	CONSUMERS ENERGY	GAS	CHARLES ST & HARTON ST	DELHI	16
2017-619	FRONTIER	CABLE / UG	ZIMMER RD & SHERWOOD RD	WILLIAMSTOWN	22
2017-620	COMCAST	CABLE / UG	HOLT RD & GUNN RD	DELHI	21
2017-635	CONSUMERS ENERGY	GAS	CATHERINE ST & IONIA ST	LANSING	18
2017-631	ROGER WEYMOUTH	LAND DIVISION	CEDAR ST & CHARLAR DR	DELHI	23

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

**Agenda Item 2c**

TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations, Road Department

DATE: October 2, 2017

SUBJECT: Emergency PO request, Caterpillar paver rental for the Road Department.

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The purpose of this correspondence is to request approval for an emergency PO, for a Caterpillar AP555 paver rental with a monthly rental cost of \$12,300 (quote is attached).

Our current Caterpillar asphalt paver previously broke down, and is still out of commission waiting on the final planetary drive assembly that was ordered in early August. When the part was ordered, Caterpillar informed our staff the parts would be 6-8 weeks before delivery. It has now been 8 weeks and Caterpillar is now pushing the delivery date to November 15<sup>th</sup>, 2017, which is at the end of the current asphalt paving season.

The Road Dept. is now in need of a rental mainline paver big enough to handle larger flowboy asphalt trucks, to finish the 2017 paving season, whereas the road department's older back-up paver cannot. Multiple vendors were contacted by purchasing but only two vendors had pavers available. Only the Caterpillar AP555 meets the needs for main line paving. The proposed rental unit, a Caterpillar AP555 paver, is a larger mainline paver with a large asphalt capacity and the ability to extend out to pave 16 feet wide as necessary.

The Road Department's adopted 2017 Maintenance budget includes funds for this and other maintenance equipment rentals. This emergency PO has also been approved by the Purchasing Department Director and County Controller subject to approval of County Services and Finance Committee approval per the emergency purchase procedure.

Therefore approval to rent the Caterpillar AP555 paver for one month at \$12,300 as shown on the attached quote is requested.



Account Number: 24069  
 CUSTOMER QUOTE

RENTAL OPERATIONS  
 7650 MILLETT HWY  
 LANSING MI 48917

Web www.michigancat.com  
 Ph 517-699-4800  
 Email rental@michigancat.com

**SOLD TO**  
 INGHAM COUNTY ROAD COMM  
 PO BOX 38  
 MASON MI 48854

INVOICE NUMBER	INVOICE DATE	ORDER NUMBER	TERMS	CUSTOMER PO NUMBER	PAGE
		LAN-RNT-7944554	Credit		1/1
QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENSION	

CUSTOMER CONTACT: per jrj - (Phone)  
 Billing frequency: Monthly based on 4-week periods

**SEG 1 /**

**EQUIPMENT**

1 CATERPILLAR AP555F Unit rates: 1,735.00/day, 4,505.00/week, 12,300.00/month

**ATTACHMENTS & BULK ITEMS**

1 WEILER SE8F SCREED Unit rates: 0.00/day, 0.00/week, 0.00/month

RENTAL REPRESENTATIVE: Cynthia M Grundemann  
 Phone: 888-228-7368, x1529  
 Cell: 248-514-4083  
 Fax: 866-743-4170  
 Email: cindy.grundemann@michigancat.com

All Michigan CAT quotes are good for 30 days.  
 All rental billings are done in arrears - 28 day cycle - Allowing 10 hours a day, 50 hours a week & 180 hours a month.  
 All units are shipped with full fuel. Fuel used and not returned is charged at \$7.00 per gallon.  
 Michigan CAT offers Fire, Theft and Vandalism protection for only 14% more per month. Please note that a \$5000.00 deductible applies. Please let me know if you would like more details on our FTV Program.  
 We also offer trucking to your jobsite. Rates vary based on equipment size and delivery location.  
 If you have any questions please feel free to contact me.  
 Thank you for the opportunity to quote Caterpillar Equipment.

\*\*Tax is not included  
 \*\*Subject to availability

## Agenda Item 3

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** September 19, 2017

**SUBJECT:** Resolution awarding a contract to CSM Mechanical, LLC, for the removal and replacement of two boilers at the Human Services Building

For the meeting agendas of: October 3 & 4

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### **BACKGROUND**

The two boilers that service the Tri County Office on Aging and Human Resource areas at the North end of the building are old and in need of replacement as they have outlived their life expectancy and repairs are no longer cost efficient. The Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to CSM Mechanical, LLC, who submitted the lowest responsive and responsible bid amount of \$122,000.00.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

The Facilities Department is asking for an \$8,000.00 contingency for any unforeseen circumstances that may arise.

Funds are available in the approved Human Services Building boiler CIP line item # 631-23304-976000-5FC06 which has a balance of \$131,185.00.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, both the Purchasing and Facilities Departments agree that a contract be awarded to CSM Mechanical LLC, to remove and replace two boilers at the Human Services Building for a not to exceed total cost of \$130,000.00 which includes an \$8,000.00 contingency.

**Agenda Item 3**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: August 30, 2017  
RE: Memorandum of Performance for RFP No. 153-17 Mechanical Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced mechanical contractors for mechanical improvements at the Human Services Building.

The project scope includes, but is not limited to, removal replacement of two (2) Lochinvar Power FN Boilers, boiler pumps, trim and secondary pumps with installation of two condensing boilers and associated vents, emergency boiler shut downs, new fire rated partition walls and door, insulated partition wall infill of existing wall louver, and existing electrical equipment relocation.

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	61	23
Vendors attending pre-bid/proposal meeting	13	3
Vendors responding	4	1

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

VENDOR NAME	LOCAL PREFERENCE	ADD'S	BONDS	TOTAL COST
CSM Mechanical LLC	No, Fenton MI	Yes	Yes	\$122,000.00
Aladdin Electric Inc.	No, Jackson MI	Yes	Yes	\$122,800.00
Myers Plumbing & Heating Inc.	No, Clinton MI	Yes	Yes	\$129,580.00
John E. Green Company	Yes, East Lansing MI	Yes	Yes	\$166,000.00

*A preconstruction meeting will be required prior to commencement of work 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.*

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**From:** Jesse Sanders [<mailto:jesse@aladdinjackson.com>]

**Sent:** Wednesday, October 4, 2017 12:09 PM

**To:** Buckmaster, Julie

**Subject:** Ingham County DHS

Hello Julie,

We intend to use as many people as possible from Ingham County to do the work. Aladdin will use 4 employees in which 3 live in Ingham County. Our sub-contractors will use 5 employees that are all from Ingham County. This means 8 of the 9 total employees will be from Ingham County.

Additionally, we are buying 90% of all materials from Lansing companies. Macomb and Graybar.

Hope this helps!

Jesse A. Sanders  
Mechanical Services Manager

**Aladdin**

4809 James McDivitt  
Jackson, MI 49201

[Jesse@AladdinJackson.com](mailto:Jesse@AladdinJackson.com)

517.750.9955

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**From:** Craig Mortz [<mailto:craig.mortz@esmmechanical.com>]  
**Sent:** Sunday, October 08, 2017 3:30 PM  
**To:** Buckmaster, Julie; Terrill, Richard  
**Cc:** Hudgins, Jim; Richard Buckley  
**Subject:** Re: 153-17 Mechanical Improvements at the Human Services Building

Mr. Terrill,

It was a pleasure speaking to you on Friday.

CSM Mechanical currently employs 22 people.

We expect to utilize 5-6 of our own personnel on this project with 4 additional personnel as sub-contractors.

At this time, CSM Mechanical only has 1 employee that lives in Ingham County that will be placed on this project periodically.

CSM Mechanical expects to purchase and/or procure all piping materials, equipment and supplies from our wholesalers **WITHIN** the Ingham County jurisdiction on this project.

As you may also be aware, we provide factory-certified boiler start-ups across five (5) states for Lochinvar and LAARS. Both of which have been approved for this project.

I hope this additional information confirms your previous Letter of Intent to utilize my company's services for this project.

If you have any questions, please do not hesitate to contact me directly.



Sincerely,  
Craig S. Mortz

7400 Hickory Valley Drive  
Fenton, Michigan 48430  
Tel: 248.521.0981  
Fax: 517.540.9704  
Email: [Craig.Mortz@CSMMechanical.com](mailto:Craig.Mortz@CSMMechanical.com)

On Oct 4, 2017, at 10:06 AM, Buckmaster, Julie <[JBuckmaster@ingham.org](mailto:JBuckmaster@ingham.org)> wrote:

Mr. Mortz, good morning.

The Board of Commissioners reviewed the recommendation to award the contract for Mechanical Improvements at last night's meeting. The decision to award was pulled from the agenda pending the Commissioners request for additional information.

REQUEST FOR ADDITIONAL INFORMATION

Please provide the total number of people working on this project, and the number of those people that live in Ingham County. This includes any subcontractors and their employees. Send the information to: [jbuckmaster@ingham.org](mailto:jbuckmaster@ingham.org) by noon, Friday,

October 6, 2017. Thank you in advance for your assistance in this matter.

Example:

Total number working for CSM, subcontractors and their employees: 10  
Of the 10: 5 work in Ingham county.

You may contact Rick Terrill in the Facilities Department at 517-676-7310 to discuss this matter.

Julie Buckmaster  
Ingham County Purchasing Department  
121 E. Maple St., Room 203  
Mason MI 48854

Current Bids: <http://pu.ingham.org/Home/CurrentBids.aspx>  
Bid Archives: <http://pu.ingham.org/Home/BidArchives.aspx>

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**From:** Buckmaster, Julie  
**Sent:** Monday, September 25, 2017 2:41 PM  
**To:** '[jeffdaigle@johnegreen.com](mailto:jeffdaigle@johnegreen.com)'; '[craig.mortz@csmmechanical.com](mailto:craig.mortz@csmmechanical.com)'; '[eric@myersmech.com](mailto:eric@myersmech.com)'; '[jesse@aladdinjackson.com](mailto:jesse@aladdinjackson.com)'  
**Cc:** Pathfinder, Mike; Terrill, Richard  
**Subject:** 153-17 Mechanical Improvements at the Human Services Building

Good afternoon,

The purpose of this email is to inform you that the Ingham County Purchasing Department appreciates the amount of time and work each of you spent on your proposal. Proposal/bid opening summaries and results can be viewed online at: <http://pu.ingham.org/Home/BidArchives.aspx>.

After evaluation of the proposals submitted the decision was made to recommend the contract to: \_CSM MECHANICAL LLC\_.

For those vendors who were not recommended the contract, Ingham County will certainly be inviting your firm to bid on our future projects. Thank you again for your participation in the proposal process. Current bids are listed online at: <http://pu.ingham.org/Home/CurrentBids.aspx>.

\_CSM MECHANICAL LLC\_,

This recommendation is not to be construed as the final award of the contract or a Notice to Proceed with the work. Final award is subject to the review and approval by the Board

of Commissioners followed by Legal Counsel's review of your proposal submission for compliance with purchasing procedures, funding availability, insurance coverage, and legal sufficiency. Upon approval from the Board of Commissioners and Legal Counsel the County will notify you when the contract documents are ready for signatures.

- VENDOR REGISTRATION: If you are not a registered Ingham County vendor please register at: <https://apps.ingham.org/vendorreg/>. You will be asked to upload your W9 and certificate of insurance.
  - W9: The W-9 must match the invoice you will be submitting, Legal Business Name and if applicable DBA Name. If you have a different remit to address please include that in the online vendor registration process. The W9 must be signed.
  - CERTIFICATE OF INSURANCE: The Certificate of Insurance you submit must align with the terms and conditions of the Request for Proposal (RFP) and may be different than the minimum insurance requirements posted online: <http://pu.ingham.org/Home/TermsConditions/InsuranceRequirements.aspx>.

Ingham County's risk management requires the following:

The certificate must indicate Ingham County as an additional insured, and specifically by having the "ADDL INSD" box on the form checked. Automotive Liability is required. In addition, the following statement must be in the Description of Operations "The County of Ingham, all elected officials, all employees, and volunteers, all boards, commissions and/or authorities and board member, employees and volunteers, thereof. The coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess".

Julie Buckmaster  
Ingham County Purchasing Department  
121 E. Maple St., Room 203  
Mason MI 48854

Current Bids: <http://pu.ingham.org/Home/CurrentBids.aspx>

Bid Archives: <http://pu.ingham.org/Home/BidArchives.aspx>

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AWARD FOR THE REMOVAL AND REPLACEMENT OF BOILERS**

WHEREAS, the two boilers that service the Tri County Office on Aging and Human Resource areas at the North end of the building are old and in need of replacement as they have outlived their life expectancy and repair costs are no longer cost efficient; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to CSM Mechanical, LLC who submitted the lowest responsive and responsible bid amount of \$122,000.00; and

WHEREAS, the Facilities Department is asking for an \$8,000.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds are available in the approved Human Services Building boiler CIP line item # 631-23304-976000-5FC06 which has a balance of \$131,185.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with CSM Mechanical, LLC, 7400 Hickory Valley Drive, Fenton, Michigan 48430, for the removal and replacement of two boilers at the Human Services Building for a not to exceed total cost of \$130,000.00 which includes an \$8,000.00 contingency.

BE IT FURTHER RESOLVED, that 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 4

TO: Board of Commissioners County Services and Finance Committees

FROM: Sandra Gower, Economic Development Coordinator

DATE: October 3, 2017

SUBJECT: EPA Brownfield Assessment Grant Application

### **BACKGROUND**

In December 2014, the Board of Commissioners approved Resolution 14-500 approving the County's participation in the Lansing Regional Brownfield Coalition for the purpose of applying for a brownfield assessment grant from the Environmental Protection Administration. (EPA).

The grant application was successful and the Coalition was awarded the grant in the April 2015. This was a \$600,000 grant with a three year period to spend the money. By June 2016 most of the funds had been spent and the rest were allocated to projects that were in process. There is still demand for this funding. In 2016 the Lansing Regional Brownfield Coalition applied for another grant from EPA. We were not awarded a grant in that cycle of funding.

LEAP administered the program. The program ran very smoothly and we had a very equitable distribution of funding.

The EPA has announced another round of funding. The Coalition would like to apply for another \$600,000 grant. Based on past years, if successful the grant would be awarded in the spring of 2018 with the funds being available by late 2018.

### **ALTERNATIVES**

The alternative would be for the County to apply on its own for funding. The County has been awarded these grants in the past. The application process has become much more competitive since our last award. EPA also views coalition applications much more favorably. If we were to apply on our own we would be competing against the Coalition and/or the City of Lansing.

### **FINANCIAL IMPACT**

This grant does not require any matching dollars. The only cost to the County is the time the Economic Development Coordinator spends working with the coalition.

### **OTHER CONSIDERATIONS**

The Board of Commissioners established the Ingham County Brownfield Redevelopment Authority to assist with cleanup and redevelopment of contaminated sites in Ingham County. This grant facilitates the goal by being able to provide properties owners with funding to help pay for the environmental assessment on a property at no cost to the County.

### **RECOMMENDATION**

Based on the success of the program and the remaining demand for funding I respectfully recommend approval of the attached resolution to support Ingham County's participation in the Lansing Regional Brownfield Coalition for the purpose of submitting an application to the United States Environmental Protection Agency for a Brownfield Assessment Grant.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE INGHAM COUNTY'S PARTICIPATION IN THE LANSING REGIONAL BROWNFIELD COALITION FOR THE PURPOSE OF SUBMITTING AN APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FOR A BROWNFIELD ASSESSMENT GRANT**

WHEREAS, the Ingham County Board of Commissioners has established a Brownfield Redevelopment Authority whose charge is to support the cleanup and redevelopment of environmentally contaminated and previously used development sites that promote Economic Development in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Brownfield Redevelopment Authority have determined a need to continue to identify, assess and implement the cleanup and redevelopment or reuse of brownfield sites in our region in order to encourage economic development; and

WHEREAS, the cleanup and revitalization of brownfield sites can provide many other community benefits including protection of public health and environment, neighborhood improvements, opportunities for creation of parks and community spaces and elimination of blight and dangerous structures; and

WHEREAS, Ingham County faces the challenge of many brownfield sites throughout the community such as former industrial sites, closed gas stations, dumps and other contaminated properties; and

WHEREAS, the Lansing region, which includes the City of Lansing, the City of East Lansing, Clinton County, Eaton County, and Ingham County, seeks to collaborate to revitalize brownfield sites and secure more resources for redevelopment of these sites for both the individual communities and the broader region; and

WHEREAS, these five local governments desire together to form the Lansing Regional Brownfield Coalition (Coalition); and

WHEREAS, the Lansing Economic Area Partnership (LEAP), a non-profit economic development entity with members that include Ingham County and the other governmental entities who will be part of the Coalition, will seek, administer and implement new funding to support the Coalition and its local government participants; and

WHEREAS, the U.S. Environmental Protection Agency (EPA) is now soliciting applications for grants in its Brownfield Assessment program and allows for coalitions to seek funding in the amount of \$600,000 to be used for assessment and reuse planning of brownfield sites.

THEREFORE BE IT RESOLVED, that Ingham County is a collaborative partner in the Lansing Regional Brownfield Coalition and supports the development and submission of an application to the Environmental Protection Agency Brownfield Assessment Grant Program in the amount of \$600,000 by LEAP on behalf of the Lansing Regional Brownfield Coalition.

BE IT FURTHER RESOLVED, that Ingham County designates the Economic Development Coordinator to work in collaboration with LEAP and the other Coalition members on the development, submission and implementation of an EPA Brownfield Assessment Grant.

**Agenda Item 5a**

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

FROM: Deb Fett, CIO

DATE: 9/22/2017

SUBJECT: ITProTV Training ITD staff

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**BACKGROUND**

ITProTV is a company that provides training in easy to understand videos on various topics. The training we are interested in pertains to IT software applications as well as business, web design, and programming concepts. The training is reinforced by virtual labs and practice exams. This training is an online subscription format that is purchased in yearly increments.

ITProTV is listed under the GSA contract #GS-35F-474DA.

**ALTERNATIVES**

Although ITProTV is under the GSA contract, alternatives were investigated to ensure we were both getting the best available and getting a fair price. As you can see, it is definitely the lowest cost:

ITProTV	\$264.18 per user
Pluralsight	\$499.00 per user
CBT Nuggets	\$999.00 per user

**FINANCIAL IMPACT**

The funding for the \$6,790.68 total will come from the County’s Innovation and Technology Department’s Staff Development and Training Fund #636-95800-960000.

**OTHER CONSIDERATIONS**

Ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for ITProTV training in the amount of \$6,790.68.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM ITPROTV**

WHEREAS, ITProTV is a company that provides IT training in easy to understand videos along with virtual labs and practice exams; and

WHEREAS, ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens; and

WHEREAS, the subscription for a year of training will be for our entire ITD staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Lynda.com in the amount not to exceed \$6,800.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960000.

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

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

TO: Board of Commissioners, County Services, & Finance Committees  
FROM: Deb Fett, CIO  
DATE: 9/28/2017  
SUBJECT: Upgrade Phone System Version and add E911 requirements

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**BACKGROUND**

Resolution #13-154 was to purchase and install our Cisco phone system. The version of software our phone system uses has not been updated since then. In order to ensure our phone system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements, we must upgrade to a newer version. The FCC requires that providers of interconnected VoIP telephone services using the Public Switched Telephone Network (PSTN) meet Enhanced 911 (E911) obligations. E911 systems automatically provide to emergency service personnel a 911 caller's call back number and, in most cases, location information.

**ALTERNATIVES**

Although we did receive the WSCA-NASPO contract price with Sentinel, we verified pricing with three qualified vendors for this project:

Sentinel	\$57,013.00 + travel
Logicalis	\$59,347.75 + travel
Presidio	\$70,757.25 + travel

**FINANCIAL IMPACT**

The funding for the \$57,013.00 plus travel total will come from the County's Innovation and Technology Department's Network Contracted Services Fund #636-25810-818000.

**OTHER CONSIDERATIONS**

WSCA-NASPO Master Agreement number AR233, Contract Number 071B4300133.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the contract for Sentinel Technologies to assist with the upgrade of the phone system and setup of the E911 service in the amount of \$57,013.00 plus travel expenses.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE CONTRACT FOR PHONE SYSTEM UPGRADE AND E911  
ADDITION**

WHEREAS, Ingham County currently utilizes Cisco for our phone system; and

WHEREAS, the current version is older and needs to be updated in order to ensure our system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E911 location requirements; and

WHEREAS, IT requests assistance from a vendor to ensure the upgrade goes smoothly and the E911 portion operates properly; and

WHEREAS, the contract amount proposed by Sentinel Technologies is \$57,013.00 plus travel.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed \$59,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Contracted Services Fund (636-25810-818000).

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

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

TO: Ingham County Board of Commissioners  
FROM: Jill Rhode, Director of Financial Services  
DATE: October 1, 2017  
RE: MUNIS Software Upgrade

**BACKGROUND**

Periodically, the County's accounting software (MUNIS) purchased from Tyler Technology is required to be upgraded to a new version. We need to perform an upgrade since our current version (10) will not be maintained after April 2018. The conversion from Version 10 to 11 requires building a new server and transferring the software and database to this new server. The County's IT Department determined many years ago, that it was in the County's best interest to purchase services from Tyler as needed rather than to purchase the annual package for technical assistance. Additional services are needed for this server transfer at a cost of \$12,100.

**ALTERNATIVE**

The software must be upgraded or we will not receive full assistance from MUNIS after April 2018. This includes the issuances of 2018 W-2s and 1099s. If this upgrade does not occur, there will be severe issues with the County's financial and payroll systems. The IT staff may be able to conduct the upgrade and transfer but given the complexity of this system, it would not be done as efficiently as it would be with Tyler's guidance.

**FINANCIAL IMPACT**

The cost to the Information and Technology Fund will be \$12,100.

**RECOMMENDATION**

The County administration strongly recommends we contract with Tyler Technologies to perform the software upgrade and server transfer.

Please let me know if you have any questions.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF SERVICES TO UPGRADE THE MUNIS ACCOUNTING SOFTWARE SYSTEM TO VERSION 11**

WHEREAS, the County is currently using MUNIS Software from Tyler Technologies for its accounting needs; and

WHEREAS, the system is in need of an upgrade which will require transferring of the software and database to a new server; and

WHEREAS, the County has not purchased the annual technical maintenance agreement with MUNIS but has chosen to purchase services as needed; and

WHEREAS, the cost of MUNIS to assist with this process totals \$12,100 and the funding for this purchase is available in the Information Technology Fund's 2017 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Tyler Technologies to provide technical assistance in upgrading the MUNIS software and in transferring the software and database to a new server at a cost of \$12,100.

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.

**TO:** Board of Commissioners County Service and Finance Committee

**FROM:** Jill Rhode, Director of Financial Services

**DATE:** October 9, 2017

**SUBJECT:** Waiving of Act 152 for 2018 Health Insurance

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**BACKGROUND**

We have finalized the agreements with the employee groups concerning the health insurance benefits to be offered in 2018. This includes an estimate of cost sharing and a determination of how the savings will be shared with employees. Since the dollar amount for the actual cost savings will be an estimate, it is very difficult to determine with 100% certainty whether the County will be in compliance with both the hard cap or 80/20% premium share requirements of Public Act 152.

While we will make every effort to comply with the law, we believe it is in the County's best interest to waive all requirements of Public Act 152. This can be accomplished with a 2/3rds approval of the Board. The attached resolution will authorize this waiver. We have approved a similar resolution for the past few years.

**ALTERNATIVES**

The County could require that the employee pay 20% of the premiums but this has not been agreed to with the employee groups.

**FINANCIAL IMPACT**

If the waiver was not approved and the County did not meet the hard caps or 80% test, this would have a substantial impact on the County's annual revenue sharing payment.

**RECOMMENDATION**

In accordance with past practice, the County administration recommends approval of the resolution waiving the requirement of Public Act 152 for 2018.

Introduced by the County Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2018**

WHEREAS, Public Act 152 of 2011 places limits on public employer's contributions toward their employee's health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps); and

WHEREAS, all requirements of the act can be waived with a 2/3 vote of the governing body; and

WHEREAS, in 2018, the County will be continue with the current plan for self-insuring a portion of the health insurance cost; and

WHEREAS, the uncertainty associated with the savings from this change makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that this requirement of Public Act 152 be waived for 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby elects to waive all requirements of Public Act 152 of 2011 for 2018 yet attempt to meet all of the requirements of the act.

**TO:** Board of Commissioners County Service and Finance Committee  
**FROM:** Jill Rhode, Director of Financial Services  
**DATE:** October 9, 2017  
**SUBJECT:** 2018 Health Insurance

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**BACKGROUND**

The Health Care Coalition has agreed that no changes will be made to the County's health insurance benefits in 2018 but we have agreed to make changes to the premium sharing agreement.

The current bargaining agreements use the previous year's savings from the self-insured portion of the plan to reduce the next years' premiums which leaves one year of savings of approximately \$1 million in the Employee Benefit Fund. With the continued cost increases for both the employees and the County, it was determined by the Health Care Coalition that this additional savings of \$1 million will be used in 2018 to reduce both employee and County contributions for health insurance premiums.

In addition, it was determined that a larger portion of the savings would be applied to the PHP Standard Plan which will hopefully encourage more employees to move from the more costly PHP High Plan.

**ALTERNATIVES**

Any option other than approval of this resolution will delay the County's open enrollment process and make it difficult to have everything in effect by January 1<sup>st</sup> since we will need to renegotiate a new agreement with the employee's bargaining groups.

**FINANCIAL IMPACT**

This will spent \$1 million of fund balance in the Employee Benefit Fund which is available for this purpose. If this does not occur, the \$1 million will continue to move forward as a part of the fund balance in the Employee Benefit Fund.

**RECOMMENDATION**

Both the Health Care Coalition and the County Administration recommend approval of this resolution.

Introduced by the County Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2018 AND TO AUTHORIZE LETTERS OF AGREEMENT WITH BARGAINING UNITS**

WHEREAS, the Ingham County Health Care Coalition investigated options for the County's health care plan and have agreed to making changes to the premium sharing agreement for 2018; and

WHEREAS, the current bargaining agreements use the previous year's savings from the self-insured portion of the plan to reduce the next years' premiums which leaves one year of savings of approximately \$1 million in the Employee Benefit Fund; and

WHEREAS, with the continued cost increases for both the employees and the County, it was determined by the Health Care Coalition that this additional savings of \$1 million will be used in 2018 to reduce both employee and County contributions for health insurance premiums; and

WHEREAS, it was also determined that a larger portion of the savings would be allocated to the PHP Standard Plan in an attempt to encourage employees to choose this plan rather than the more costly PHP High Plan; and

WHEREAS, the County and the Unions will make it clear to employees that this is a one year only reduction and will not be available in the future.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendations of the Health Care Coalition for 2018 and authorizes the use of the \$1 million of Employee Benefit Fund's fund balance.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the appropriate documents after review by the County Attorney.

## Agenda Item 7

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sandra Dargatz, Executive Director, Ingham County Fair  
**DATE:** October 3, 2017  
**SUBJECT:** Resolution Authorizing the Amendment of the 2017 Fair Fund  
For the meeting agenda of October 17, 2017 and October 18, 2017

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### **BACKGROUND**

Revenues for the Ingham County Fair were approximately \$58,000 less than budgeted. Additionally, expenses for Fair week exceeded what was approved in the 2017 budget by approximately \$94,000. When looking at the Fair Budget in total (including non-Fair) it is clear that a transfer from the General Fund, Fund Balance to the Fair Fund in the amount of \$120,000 is necessary to avoid a deficit fund situation.

### **ALTERNATIVES**

The Board of Commissioners could let the Fair Fund end the year in a deficit and then approve a deficit elimination plan, which must be filed with the State of Michigan.

### **FINANCIAL IMPACT**

This resolution authorizes the County Controller/Administrator to transfer up to \$120,000 from the 2017 General Fund, Fund Balance account to the Fair Fund in order to avoid a deficit fund situation.

The Fair will amend its 2018 its expense budget to stay within the revised revenue projections to ensure that no general fund appropriation is required to avoid a deficit fund balance in 2018.

### **OTHER CONSIDERATIONS**

The Fair is taking steps to contain costs for the remainder of 2017, including not filling a vacant maintenance worker position, and utilizing existing staff to clean the community hall instead of relying on contractors. This is expected to save about \$20,000.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE 2017 FAIR FUND BUDGET**

WHEREAS, 2017 revenues for the Ingham County Fair came in significantly under budget, primarily due to a decrease in fair revenue; and

WHEREAS, 2017 expenses for the Ingham County Fair significantly exceeded the approved budget; and

WHEREAS, the current unrestricted fund balance in the Fair Fund (F561) is not sufficient to cover this shortfall; and

WHEREAS, a transfer from the General Fund to the Fair Fund is necessary to avoid a deficit fund situation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to transfer up to \$120,000 from the fund balance of the General Fund to the Fair Fund in order to avoid a deficit fund situation.

BE IT FURTHER RESOLVED, that the Fair will amend its 2018 its budget to stay within the revised revenue and expense projections to ensure that no general fund appropriation is required to avoid a deficit fund balance in 2018.

## Agenda Item 8

**TO:** Board of Commissioners County Services Committee  
**FROM:** Cynthia Wagner  
**DATE:** 10-01-17  
**SUBJECT:** Potter Park Zoological Society Contract with the County  
For the meeting agenda of 10-17-17

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### **BACKGROUND**

The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society's mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events and fundraising. By Resolution # 17-069 a new agreement was adopted between Ingham County and the Potter Park Zoological Society for services at the Potter Park Zoo effective March 14th, 2017.

### **ALTERNATIVES**

The agreement states that if the County and the Society cannot agree on a revenue sharing formula for memberships, education programs and events by November 1, 2017 that the Society will pay 15% of the membership revenues collected. The Zoological Society budget cannot sustain a payment of 15% of revenues at this time and services including education programming would be negatively impacted.

### **FINANCIAL IMPACT**

The Zoological Society as a support organization has the potential to raise significant funds for Potter Park Zoo. The new operational structure adopted in the contract with the Zoological Society resulted in Potter Park Zoo operating the Zoo gift shop and concessions which both increased revenue for the Zoo budget in 2017 and will continue in 2018.

### **OTHER CONSIDERATIONS**

The Zoological Society has met or exceeded all financial obligations to the County in 2017 and is working with the Zoo Director to continue improvements at the Zoo through fundraising in 2018.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Potter Park Zoological Society to retain revenue monies from services provided at Potter Park Zoo in 2018.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE POTTER PARK ZOOLIGICAL SOCIETY FEE RETENTION**

WHEREAS, the electorate of Ingham County approved the millage to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society, a 501(c)(3) organization including staff and volunteers, has raised the quality and success of public relations, events, marketing and educational programs, all while fostering team partnership with, and providing additional assistance to Ingham County to achieve a Zoo experience that meets the goals of both parties; and

WHEREAS, a contract between the County and the Society was adopted on March 14, 2017, Resolution #17-069; and

WHEREAS, sections 1E and 3 of the contract state a reasonable revenue sharing formula must be agreed upon for membership, education and events revenue on or before November 1, 2017 by the County Controller/Administrator, Society Director and Zoo Director or 15% of membership revenue will be paid to the County; and

WHEREAS, the Zoological Society has invested in a Communications Director and also fundraised for Potter Park Zoo in 2017; and

WHEREAS, the Zoological Society has developed proposals for continued fundraising in 2018; and

WHEREAS, the County Controller, Zoo Director, and Society Director are in agreement and recommend the Society retain all monies for services provided in 2018 including memberships, events and education.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Potter Park Zoological Society to sell Society memberships and retain the revenues collected from membership sales until December 31, 2018.

BE IT FURTHER RESOLVED, that Society memberships may include unlimited admissions to the Zoo and admission to all special events unless otherwise noted.

BE IT FURTHER RESOLVED, that on or before November 1, 2018 the County Controller/ Administrator, Zoo Director and Director of the Society shall attempt establish a reasonable revenue sharing formula for the revenues collected from membership sales commencing January 1, 2019.

BE IT FURTHER RESOLVED, that in the event the County Controller/Administrator, Zoo Director and Director are unable to reach agreement on a revenue sharing formula, the Society shall pay the County 15% of the revenues collected from membership sales as a condition of this Agreement's continuation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary contract amendment to reflect this change.

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

MEMORANDUM

October 6, 2017

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

RE: Third Quarter 2017 Budget Adjustments, Contingency Fund Update, and Quarterly Statement

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2017. The total increase to the General Fund is \$249,873.

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 few revenue adjustments to the general fund this quarter. First, our current year property tax adjustments are trending higher which requires a \$25,000 increase.

In the Animal Control Department donations are accumulating in the liability fund 797. This fund is accounted for by the General Fund at year end. This first time adjustment will set up a \$200,000 revenue and expense budget in the General Fund to recognize and expense these funds in 2017.

Projecting out revenue has identified an increase in Real Estate revenue for 2017. Based on trends and taking a conservative approach a slight increase of \$18,595 will be added to the Register of Deeds revenue budget.

Two vehicles in the Sherriff Department budgets have been totaled and replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Sherriff's budget of \$56,278.

On the expense side, due to the Separate Tax Limitation Millage Proposal on the November ballot, the Elections budget will be increased by \$180,000 to cover the cost of this special election.

In the Equalization Department, BS&A Assessing Software Support was not included in the 2017 budget and it is necessary to continue service. An adjustment of \$10,216 is being added to the Equalization's budget.

To help balance the General Fund this adjustment includes using the remaining balance of \$96,621 in the contingency funds. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

An appropriation of \$303,000 was received in 2017 from the State of Michigan in the Child Care Fund for the 2015-2016 year. The General Fund and the Juvenile Justice Fund provide a portion of the local match for the Child Care Fund. Therefore, the General Fund shall be returned its portion of these funds by decreasing the transfer in 2017 to the Child Care Fund in the amount of \$100,000. The Juvenile Justice Millage Fund's budget will also decrease its transfer to the Child Care Fund in the amount of \$203,000.

The Zoo has received donations in the amount of \$5,420 and is asking to recognize this revenue and set up the appropriate expense.

The Community Mental Health Bond was approved by County resolution in 2017; however, the capital and debt budgets have not been set up. The CMH Debt Fund budget for 2017 will be established at \$140,099. The CMH capital project fund budget will be established in the amount of \$10,065,000.

GASB 68 of 2015 required a change in the pension expense accounting for the Community Health Network Fund. The change requires the General Fund to pay for CHN employees' pension directly. Resolution #15-428 amended the 2015 and 2016 budget; this year's budget needs to be amended by \$1,431,831 by increasing pension expenses and decreasing transfer out.

The Machinery and Equipment Revolving Fund is increased by \$9,081 to complete the scheduled replacement of computer equipment in 2017 at the Sheriff Department. This was originally budgeted in 2018 but was needed in 2017.

Attached is the 3<sup>rd</sup> quarter general fund budget to actual year to date report. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

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

**Ingham County**  
**General Fund - Budget Actual Report**  
**Year To Date as of September 30, 2017**

	<b>Amended Budget (Unaudited)</b>	<b>Actual</b>	<b>Percentage</b>
<b>Revenues</b>			
Taxes	\$ 46,400,675	\$ 34,641,293	0.75
State Revenue	11,898,931	7,350,338	0.62
Register of Deeds Revenue	1,853,889	1,760,319	0.95
Police Contract	3,773,151	3,554,540	0.94
Indirect Costs	1,482,272	1,012,043	0.68
Investment earning (loss)	350,000	232,717	0.66
Transfer In From Other Funds	3,585,341	2,367,776	0.66
Other	7,605,309	4,407,172	0.58
<b>Total revenues</b>	<u>76,949,568</u>	<u>55,326,198</u>	
<b>Expenditures</b>			
Wages and Fringes	44,031,289	30,428,293	0.69
Supplies and Postage	2,181,830	1,359,031	0.62
Contractual Services	5,497,967	3,503,590	0.64
Building and Equip Maintenance	2,428,888	1,860,179	0.77
Community Service	510,005	451,154	0.88
Drain Assessment	460,000	491,134	1.07
Utilities and Telephone	1,409,864	904,884	0.64
IT Services	2,263,978	1,515,385	0.67
Mental Health and Substance Abuse	2,683,570	1,944,540	0.72
Other Expenditures	628,896	382,737	0.61
Transfer Out To Other Funds	19,186,255	16,782,912	0.87
Contingency	116,621		
Capital Outlay	285,341	313,373	1.10
<b>Total expenditures</b>	<u>81,684,504</u>	<u>59,937,212</u>	
<b>Revenues over expenditures</b>	<u>\$ (4,734,936)</u>	<u>\$ (4,611,014)</u>	

Prepared October 2, 2017 - additional activity will be recorded after this date including accrual of the October 6th payroll

**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. 75% 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 represents 100% of the annual appropriation since many of the receiving funds have a September year end

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2017 BUDGET 10/2/17</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$82,684,504	(\$249,873)	\$81,934,377
258	Zoo	4,166,210	5,420	4,171,630
264	Juvenile Justice Millage	4,926,454	(203,000)	4,723,454
292	Family Div. Child Care Fund	13,836,970	(303,000)	13,533,970
398	Community Mental Health Debt	0	140,099	140,099
451	Community Mental Health	0	10,065,000	10,065,000
511	Community Health Center	20,402,626	(1,431,831)	18,970,795
664	Mach. & Equip. Revolving	1,877,799	9,081	1,886,880

**GENERAL FUND REVENUES**

	<u>2017 Budget – 10/2/17</u>	<u>Proposed Changes</u>	<u>2017 Proposed Budget</u>
<b>Tax Revenues</b>			
County Property Tax	46,050,675	0	46,050,675
Property Tax Adjustments	(50,000)	(25,000)	(75,000)
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	200,000	1,149,041
Circuit Court - Family Division	728,656	0	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	569,210	0	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	632,787	0	632,787
Purchasing	0		0
Register of Deeds	2,036,729	18,595	2,055,324
Remonumentation Grant	85,000	0	85,000
Sheriff	4,726,457	56,278	4,782,735
Treasurer	4,352,133	0	4,352,133
	63,921	0	63,921

Tri-County Regional Planning			
Veteran Affairs	388,682	0	388,682
<b>Total General Fund Revenues</b>	<b>81,684,504</b>	<b>249,873</b>	<b>81,934,377</b>

**GENERAL FUND EXPENDITURES**

	<u>2017 Budget – 10/2/17</u>	<u>Proposed Changes</u>	<u>2017 Proposed Budget</u>
Board of Commissioners	616,391	0	616,391
Circuit Court - General Trial	8,482,036	0	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	5,345,993	(100,000)	5,245,993
Jury Selection	128,472	0	128,472
Elections	259,378	180,000	439,378
Financial Services	804,032	0	804,032
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	10,216	761,642
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	577,680	0	577,680
Drain Commissioner	1,011,396	0	1,011,396
Economic Development	137,519	0	137,519
Community Agencies	220,000	0	220,000
Inhgam 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	20,878,391	56,278	20,934,669
Metro Squad	37,500	0	37,500
Community Corrections	172,899	0	172,899
Animal Control	1,979,188	200,000	2,179,188
	222,943	0	222,943

Emergency Operations			
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	0	0	0
Parks and Recreation	1,597,379	0	1,597,379
Contingency Reserves	96,621	(96,621)	0
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>81,684,504</b>	<b>249,873</b>	<b>81,934,377</b>

### **General Fund Revenues**

Property Tax	Increase current year property tax adjustments \$25,000 based on year to date trend.
Animal Control	To set up revenues in General Fund, \$200,000. This is for donations recorded in liability fund 797. This is the first time adjustment that will be done annually to set up revenue to be recognized in the General Fund at year end.
Sheriff	Increase insurance proceeds \$18,636 and \$37,642 to replace two damaged vehicles.
Register of Deeds	Increase Real Estate Transfer Tax revenue \$18,595 to reflect current amount received.

## **General Fund Expenditures**

Animal Control	To set up expenses in General Fund, \$200,000. This is for donations recorded in liability fund 797. This is the first time adjustment that will be done annually to set up expenses to be recognized in the General Fund at year end.
Elections	Increase budget \$180,000 for special November election.
Sheriff	Increase due to replacement of two vehicles involved in accidents, \$18,636 and \$37,642.
Fam. Div. Child Care Fund	Decrease transfer to the Child Care Fund \$100,000. An appropriation of \$303,000 was received in 2017 from State of Michigan for the 2015-2016 year. The remaining \$203,000 will be used to decrease transfer from the Juvenile Justice Millage Fund to the Child Care Fund.
Equalization	Increase budget \$10,216 for assessing Software Support not budgeted in 2017.
Contingency	Decrease contingency \$96,621 to partially offset cost for Special Election.
Health Department	Transfer to reflect change in the pension expense accounting treatment started in 2015 per GASB 68 for the Community Health Network Fund to increase pension expenses and decrease transfer out totaling \$1,431,831. The GASB change requires General Fund to pay for CHN employees' pension directly.

## **Non-General Fund Adjustments**

Zoo (F258)	Increase budget \$5,420 to recognize donations received and set up expense.
Juvenile Justice Millage (F264)	Decrease transfer to the Child Care Fund \$203,000. An appropriation of \$303,000 was received in 2017 from State of Michigan for the 2015-2016 year. The remaining \$100,000 will be used to decrease transfer from the General Fund.
Fam. Div. Child Care Fund (F292)	Decrease transfer from the General Fund \$100,000 and transfer from the Juvenile Millage fund \$203,000 to reflect \$303,000 in excess funds received from State of Michigan .
CMH Debt Fund (F398)	To set up Bond principal and interest requirements for the CMH bond, \$140,099.

Community Mental Health (F451)	To set up budget for capital project fund for CMH building, \$10,065,000. Expenditures were authorized by Board when bond issuance was approved but never formally an adopted budget.
Community Health Network (F511)	Transfer to reflect change in the pension expense accounting treatment started in 2015 per GASB 68 for the Community Health Network Fund to increase pension expenses and decrease transfer out totaling \$1,431,831. The GASB change requires General Fund to pay for CHN employees' pension directly.
Mach./Equip. Revolving (F664)	Transfer \$9,081 from unreserved fund balance to accommodate Sheriff PC replacement needs in 2017 scheduled on 2018 replacement.

**TO:** Board of Commissioners County Services Committee and Finance Committee  
**FROM:** Timothy J. Dolehanty, Controller/Administrator  
**DATE:** September 19, 2017  
**SUBJECT:** Amendments to Suspension of Operations Policy

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**BACKGROUND**

Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy (221.C). A Department Head must notify the Controller of his/her decision to suspend some or all of their department's operations (221.D.1). Employees not working during the period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via utilization of compensatory, vacation or sick time (221.D.1.b).

The procedure for Department-specific closure (221.D.a) is unambiguously separate and distinct from situations where the Controller and Board Chair close departments or the entire County (221.D.2). The Controller together with Chairperson of the Board of Commissioners can declare a maximum of 16 hours per calendar year as paid administrative leave (221.D.2.d).

A wind storm on March 8, 2017 resulted in scattered electrical power outages that impacted some County facilities. Several department heads acted to suspend operations when it became clear that power would not be restored in the short term. Application of Policy standards meant employees had to choose to receive pay via utilization of compensatory, vacation or sick time, or simply go unpaid for those hours. Unions representing impacted employees challenged the fairness of this rule, and the County Services Committee agreed to reconsider its application.

If approved, amendments proposed to Section D.1.b of the Policy would result in employees receiving normal compensation for hours missed when a department head suspends department operations. Use of compensatory, vacation or sick time would not be necessary. A new Section D.1.c clarifies that employees not scheduled to work during the period of operational suspension would receive no additional compensation.

**ALTERNATIVES**

Existing rules could remain in place. Application of current rules requires employees to choose to receive pay via utilization of compensatory, vacation or sick time, or simply go unpaid for those hours of operational suspension.

**FINANCIAL IMPACT**

County operations are rarely suspended. Annual budgets already include funding for authorized positions, so no additional funds are needed to pay employees during periods of operational suspension.

**OTHER CONSIDERATIONS**

Offering compensation for hours not worked might result in public criticism.

**RECOMMENDATION**

Based on previous public discussion at the April 4, 2017 County Services Committee meeting, I recommend approval of a resolution to amend the Suspension of Operations Policy as indicated above.

# Suspension of County Operations

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

## A. Purpose and Applicability

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

## B. Definitions

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

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

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

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

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

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

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

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

### C. Authority and Responsibility

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

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

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

### D. Procedure

1. ~~In a situation where a Department Head suspends some or all of their department's operations, they must notify the Controller as soon as reasonably feasible given the situational circumstances, but no later than one hour after the decision to suspend operations has been made.~~ ***In circumstances where a Department Head temporarily suspends some or all department operations and intends for employees to be compensated for time lost, he/she must notify and secure approval of the County Controller.***
  - a. Employees being asked to work during the period of suspended operations shall be compensated at their contractually specified rates for the hours they work.
    - ~~i. An employee who works during a period of suspended operations fewer hours than those for which they are regularly scheduled can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time.~~
  - b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period ~~can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time~~ ***shall be compensated for hours normally scheduled.***
  - c. ***Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no additional compensation.***
2. In a situation where the Controller together with the Chairperson of the Board of Commissioners closes departments of the County or the entire County, and if:

- a. Notification of the closure has been made to employees via public service announcement at least one hour prior to the commencement of their regularly scheduled shift, then:
  - i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work and will also accrue one hour of vacation time for each hour worked.
    - 1. Vacation time accrued for working during the period of closure is subject to the contractually specified caps. An employee accruing time over the cap will lose that time and will not be compensated for it.
  - ii. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
  - iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
- b. Notification of the closure is not made at least one hour prior to the commencement of the regularly scheduled shift and/or employees are instructed to return home, then:
  - i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work.
    - 1. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
  - ii. Employees being instructed to return home, who do not follow the instruction and continue to work, shall be compensated at their contractually specified rates for the hours they work, but will be subject to disciplinary action.
  - iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.

- c. Should an instance arise that falls outside of these stipulations, the overarching principal to be used to determine remuneration actions to be taken on behalf of employees is, “the actions necessary to make employees whole.” This stipulation is subject to the limitations stated in item d. below.
  - d. The Controller together with the Chairperson of the Board of Commissioners can declare a maximum of sixteen hours per calendar year as paid administrative leave. Any further loss of compensation by employees must be compensated by use of compensatory, vacation or sick time or employees will be uncompensated.
3. Employees who are reasonably prevented from reporting to work at their regularly scheduled time immediately following a period of suspended operations or period of closure under this policy may use compensatory, vacation or sick time to cover their absence.

Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND SUSPENSION OF OPERATIONS POLICY**

WHEREAS, on January 26, 2016 the Ingham County Board of Commissioners approved Resolution 16-010 to adopt a Suspension of Operations Policy; and

WHEREAS, the Policy is intended to provide a framework for action and response when situations arise requiring the suspension of some or all of the County's functions; and

WHEREAS, the Suspension of Operations Policy is applicable to all permanent Ingham County employees; and

WHEREAS, Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy; and

WHEREAS, the current Policy requires that employees not working during a Department Head-ordered period of suspended operations and who are regularly scheduled to work during the period to go unpaid for those hours or receive pay via utilization of compensatory, vacation or sick time; and

WHEREAS, the Board of Commissioners wishes to compensate employees at their normal compensation rates during a Department Head-ordered period of suspended operations; and

WHEREAS, the Board of Commissioners does not wish to provide additional compensation to employees not scheduled to work during a Department Head-ordered period of suspended operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner amends Section D.1.b of the Suspension of Operations Policy to read as follows:

- b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period shall be compensated for hours normally scheduled.

BE IT FURTHER RESOLVED, that a new Section D.1.c is added to the Suspension of Operations Policy to read as follows:

- c. Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no additional compensation.

BE IT FURTHER RESOLVED, that these policy changes shall have immediate effect upon adoption of this Resolution.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF SUPPORT FOR CONSTITUTIONAL AMENDMENT TO CREATE AN  
INDEPENDENT CITIZENS REDISTRICTING COMMISSION**

WHEREAS, the citizens of Michigan deserve a fair, fully transparent, impartial redistricting process without political malice each decennial for the drawing of the state legislative and congressional voting districts; and

WHEREAS, legislative and congressional redistricting has often resulted in gerrymandering of districts to favor one political party or another; and

WHEREAS, the current redistricting process creates a conflict of interest—as state legislators are effectively choosing their constituents; and

WHEREAS, the redistricting process should be conducted openly with real opportunities for public dialogue and feedback, not behind closed doors; and

WHEREAS, elected officials are more responsive to constituents when voters have a choice of candidates, thus increasing accountability and serving the best interests of the voters of Michigan; and

WHEREAS, public input and involvement in the redistricting process will empower our communities from the start by allowing communities to elect representatives who represent their interests on issues that are important to their lives; and

WHEREAS, the boundaries of state districts are currently drawn by legislative incumbents, often sacrificing the integrity of neighborhoods and cities; and

WHEREAS, the creation of a truly independent citizens redistricting commission devoid of political motivation or partisanship will help to ensure a transparent, fair and accurate legislative and congressional district process that uses impartial and sound methodology that respects the crucial requirements of the Michigan Constitution calling for districts that are equal in population, compact in size and respecting existing local government boundaries.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners on behalf of the people of Ingham County hereby supports the principles of redistricting reform encompassed in the Voters Not Politicians ballot proposal which will enact the following amendments to the Constitution and state law:

The State of Michigan should establish an Independent Citizens Redistricting Commission, representative of Michigan’s diversity, partisan balance, and geography for all future redistricting. The Commission will adopt a redistricting plan for the state senate districts, state house of representative districts, and congressional districts.

This Commission shall be comprised of 13 members, with a balance of four republicans, four democrats, and five non-affiliated persons. The votes to adopt any maps will require a majority from each of these three.

That district boundaries drawn by the Commission according to clearly described criteria, including respect for:

- a. Districts having equal population as mandated by the United States Constitution, and shall comply with the Voting Rights Act and other federal laws.
- b. New districts approved by the Commission be geographically contiguous.
- c. Districts approved by the Commission will reflect the state's diverse population and communities of interests. Communities of interest that may include, but are not limited to: populations that share cultural or historical characteristics or economic interests and that communities of interest do not include relationships with political parties, incumbents or political candidates.
- d. Districts that will not provide a disproportionate advantage to any political party.
- e. Districts shall not favor or disfavor an incumbent elected official or a candidate;
- f. Districts shall reflect consideration of county, city and township boundaries;
- g. And that districts shall be reasonably compact.
- h. Members of the Commission will be prohibited from all off-the-record communications with anyone (including lobbyists, political party officials, elected officeholders and candidates), except staff and legal counsel.
- i. Redistricting should occur once every ten years following the decennial U.S. Census and Congressional Reapportionment.

BE IT FURTHER RESOLVED, that the County Clerk shall send copies of this resolution to Governor Rick Snyder, the Ingham County State Legislative Delegation and the Michigan Association of Counties.