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FINANCE COMMITTEE
SARAH ANTHONY, CHAIR
REBECCA BAHAR-COOK
TODD TENNIS
PENELOPE TSEBNOGLOU
BRIAN McGRAIN
RANDY SCHAFFER
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, AUGUST 19, 2015 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [July 22, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution to Contract with [Legal Services](#) of South Central Michigan to take Client Referrals from the Ingham County Treasurer and Ingham County Register of Deeds
 - b. Resolution Setting a Public Hearing for an Application to the Michigan State Housing Development Authority for a Community Development Block Grant/Home Grant to Provide a [Homeowner Rehabilitation Program](#)
 - c. Resolution to Re-Establish the Position of [Assistant to the Treasurer](#) in the Ingham County Treasurers Office
 - d. Update on the Audit Regarding the Reconciliation Issue
2. Sheriff's Office - Resolution Authorizing Contract [Amendment Five](#) with Securus Technologies for the ConnectUs Inmate Service Platform
3. Community Corrections Advisory Board (CCAB) - Resolution Authorizing Entering into [Subcontract Amendments](#) with National Council on Alcoholism to Reduce the Cognitive Change Groups Budget and with Northwest Initiative-ARRO to Increase the Day Reporting Budget for FY 2014-2015 Pursuant to a Budget Adjustment Request Approved by the Michigan Department of Corrections
4. Health Department
 - a. Resolution to Amend Resolution #15-178 to Include Annual [Kiosk Maintenance](#) Costs
 - b. Resolution to Authorize a 2015-2016 [AmeriCorps Grant](#)
 - c. Resolution to Amend the [Lease Agreement](#) of the Facility at 5656 South Cedar Street
 - d. Resolution to Authorize the Purchase of [Dental Equipment](#) for Forest Community Health Center
 - e. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the [Family Outreach Services](#) Program
 - f. Resolution to [Amend Resolution #14-413](#) to Establish a Temporary Program Specialist Position, Authorize a Subcontract with the City of Lansing, and Adjust the Amounts Authorized for Contractual Services with MPHI and LHC
 - g. Resolution to Enter into a Service Agreement with [Language Line Solutions](#)
 - h. Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) [Funding Award](#) for 2016-2017

5. Equal Opportunity Committee - Resolution Authorizing the Equal Opportunity Committee to [Raise Funds and Accept Donations](#) on Behalf of the Equal Opportunity Committee
6. Financial Services - Resolution to Extend the Agreement with Sparrow Occupational Health for [Occupational Health Services](#)
7. Farmland and Open Space Preservation - Resolution to [Amend Resolution #15-034](#), Approving Proceeding to Close Permanent Conservation Easement Deed on Kranz, Johnson and Hutchison Properties
8. Potter Park Zoo - Resolution Authorizing an Increase in the Contracted Amount with Laux Construction to Build the [Red Panda Exhibit](#)
9. Facilities
 - a. Emergency Purchase Order Memo to Replace the Domestic Hot Water Heat [Exchanger](#) at the Ingham County Jail
 - b. Emergency Purchase Order Memo to Replace the [Travel Cable](#) on the Elevator at the Grady Porter Building
 - c. Resolution Authorizing a Purchase Order to Myers Plumbing & Heating, Inc. to Install an [Air Conditioning Unit](#) in the 55th District Court Magistrate's Office
 - d. Resolution Authorizing an Agreement with MacMillan Associates, Inc. to Provide Professional [Architectural & Engineering Design Services](#) for the Replacement of the Fire Alarm System and Public Address (PA) System at the Human Services Building
 - e. Resolution Awarding a Contract to Rieth-Riley Construction Company, Inc. to Provide [Asphalt Reconstruction](#) Services for the Forest Community Health Center Parking Lot
10. Road Department
 - a. Resolution to Approve Local Road Agreement with [Stockbridge Township](#) for the Ingham County Department of Transportation and Roads
 - b. Resolution to Approve Amending: a First Party Construction Contract with Hoffman Bros., Inc.; a Second Party Agreement with the Michigan Department of Transportation; and a Third Party Agreement with Jackson National Life Insurance in Relation to Adding Sidewalk and Additional Repair Work to a Road [Reconstruction Project](#) for Okemos Road from Holt Road to the I-96 Interchange
 - c. Resolution Authorizing the Purchase of [Diesel Fuel and Gasoline](#) for the Road Department
 - d. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A [Aggregate](#) for the Ingham County Road Department
 - e. Resolution Authorizing the Purchase of 2015-2016 Winter Season Supply of [Plow/Grader Blade Cutting Edges](#) for the Road Department
 - f. Resolution Authorizing the Purchase of [Propane](#) Used for Heating at the Eastern District of the Ingham County Road Department
11. Human Resources - Resolution to Approve Generic [Service Credit Purchase](#) for County Employee Ellen F. Lander

12. Controller/Administrator's Office - Resolution Authorizing the [Fifth Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
July 22, 2015
Draft Minutes

Members Present: Anthony, Bahar-Cook, Tsernoglou, McGrain, Naeyaert, Schafer, and Tennis

Members Absent: None

Others Present: Comm. Hope, Tim Dolehanty, Teri Morton, Sandra Dargatz, Travis Parsons, Desiree Kirkland, Dawn VanHalst, Rick Terrill, Jill Rhode, William Brickey, Timothy St. Andrew, Amber Paxton, Ryan Buck, and others

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

Approval of the June 17, 2015 Finance Committee Meeting Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE MINUTES OF THE JUNE 17, 2015 MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Substitutes –

5. Law & Courts Committee - Resolution to Adopt the 2016 Juvenile Justice Community Agency Process Calendar

Chairperson Anthony noted that the Law & Courts Committee amended this resolution before approving it at its last meeting, that amendment being:

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2016 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of **\$100,000** for this purpose.

The resolution, as amended by the Law & Courts Committee, would be considered by the Finance Committee during its current meeting.

Removed from the Agenda

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

Limited Public Comment

None.

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

2. Sheriff's Office
 - a. Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2015 Local Jag Grant
 - b. Resolution to Accept a Michigan Municipal Risk Management (MMRMA) Risk Avoidance Program (RAP) Training Grant
4. Circuit Court
 - a. Resolution for Authorization to Enter into a Three Year Contract with Sequel – TSI of Mountain Home
 - b. Resolution for Authorization to Enter into a Three Year Contract with Rite of Passage
 - c. Resolution for Authorization to Enter into a Three Year Contract with Cornell Corrections of California
5. Law & Courts Committee - Resolution to Adopt the 2016 Juvenile Justice Community Agency Process Calendar
6. Health Department
 - a. Resolution to Authorize a 2015-2016 Agreement with the City of Lansing
 - b. Resolution to Authorize Amendment #3 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health
 - c. Resolution to Appoint Dr. Stephanie Dean as a Deputy Medical Examiner for Ingham County
 - d. Resolution to Accept Three Months of Health Center Program Extension Funding from the U.S. Department of Health and Human Services Health Resources and Services Administration
 - e. Resolution to Renew the Lease Agreement with Sparrow Health Systems at 901 East Mount Hope - Well Child Health Center
 - f. Resolution to Authorize Updates to the Access to Care Project Coordinator Job Description and Changing the Job Title to Health Equity and Social Justice Coordinator
7. Innovation & Technology Department - Resolution to Approve Entering into an Agreement with F.D. Hayes Electric Company for Data and Voice Wiring Services

10. Road Department
 - a. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item I of the 2015 Local Road Program Bid Packet 75-15 Hot in Place Recycling, Asphalt Resurfacing & Miscellaneous Repairs of Various Meridian Township Local Roads
 - b. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item II of the 2015 Local Road Program Bid Packet 75-15 Asphalt Resurfacing & Repairs of Lamb Road, Every to Meridian Roads, Alaiedon Township
 - c. Resolution Authorizing the Purchase of Two New Tandem Axle Truck Chassis for the Ingham County Road Department
 - d. Resolution Authorizing the Purchase of Equipment Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department
 - e. Resolution to Rescind and Replace Resolution #15-216 Approving Local Road Agreement with Meridian Township

11. Potter Park Zoo
 - a. Resolution Recommending the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for Vehicle Partitions for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
 - b. Resolution Recommending the Acceptance of a \$2,650 Risk Avoidance Program (RAP) Grant Award for Security Cameras at Potter Park Zoo From the Michigan Municipal Risk Management Association (MMRMA)

12. Board of Commissioners - Resolution Setting Fees for Freedom of Information Act Requests

13. Facilities Department
 - a. Memo Regarding the Emergency Replacement of the Chilled Water Coil at the Ingham County Jail
 - c. Resolution Authorizing the Renewal of the Service Agreement with Smiths Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse
 - d. Resolution Authorizing a Three Year Service Warranty Renewal with Astrophysics for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center
 - e. Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-220 for Soap Slingers Window Cleaning, LLC to Provide Window Cleaning Services to Various County Facilities
 - f. Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-364 for Len's Carpet Care & Consultants to Provide Carpet Cleaning Services to Various County Facilities
 - g. Resolution Authorizing a Contract Extension as Stated in Resolution #12-76 with Dietz Janitorial Service to Provide Cleaning Services in Various County Buildings

- h. Resolution to Authorize a Three Year Agreement Extension with MSDS Online to Manage Material Safety Data Sheets (MSDS)
14. Financial Services
- b. Capital Projects Fund 2015 Deficit Elimination Plan
15. Controller/Administrator's Office
- b. Resolution Authorizing Adjustments to the 2015 Ingham County Budget
 - c. Resolution to Amend Business Travel and Reimbursement Policy

THE MOTION CARRIED UNANIMOUSLY.

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

1. Presentation - Lansing Financial Empowerment Center Impact Report

Amber Paxton, Lansing Financial Empowerment Center, presented the Center's Impact Report.

Commissioner Bahar-Cook asked how the Center assisted those without health insurance.

Ms. Paxton answered that they would be referred to CACS and/or DHHS.

Commissioner Tennis asked how the Center was addressing the issue of payday lending.

Ms. Paxton stated that they were educating clients on the hazards of payday lending and assisting some to secure small loans from area banks and credit unions that the Center had partnered with.

Commissioner Naeyaert stated that this program appeared to be a fantastic opportunity for county residents.

Commissioner McGrain thanked Ms. Paxton for providing data to the commissioners showing that the Center had served residents in each commissioner's district.

Commissioner Schafer stated that personal finance should be taught in our schools. He further stated that this issue should be lobbied to the Legislature, so that they would provide funding for personal finance classes. Commissioner Schafer thanked Ms. Paxton for her presentation.

Commissioner Bahar-Cook asked whether any of the satellite offices were located within the county, but outside Lansing.

Ms. Paxton answered that they were solely located in the City of Lansing.

Chairperson Anthony left the meeting at 6:18 p.m.

Vice Chairperson Bahar-Cook began chairing the meeting at 6:18 p.m.

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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO ACQUIRE TAX FORECLOSED PROPERTY.

Commissioner McGrain asked that the Committee acknowledge receipt of the Second Quarter Investment Report of Pooled Funds, dated June 30, 2015, from the Treasurer's Office.

Vice Chairperson Bahar-Cook stated that the Report was hereby acknowledged as received.

There was a discussion about the list of properties subject to the resolution.

Commissioner Tennis asked what would happen if the County did not approve the resolution.

Dawn VanHalst, Treasurer's Office/Land Bank, answered that the County would not have the option to purchase the properties listed.

There was a discussion about whether the entire Board of Commissioners would need to vote on this resolution before tomorrow's sale.

Commissioner Schafer asked why the local municipalities would not be interested in purchasing their own properties.

Desiree Kirkland, Chief Deputy Treasurer, answered that some may not have an interest in purchasing or may not have the financial resources to make a purchase.

There was a discussion regarding the "public purpose" requirement for property purchases by municipalities.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

Vice Chairperson Bahar-Cook asked how Plante Moran's training for the Treasurer's Office was proceeding.

Ms. Kirkland stated that they would ask to be able to have until the end of August to finish the training. She provided an overview of the bank reconciliation process and a Munis training.

Vice Chairperson Bahar-Cook asked if they would be complete by August 31, 2015.

Ms. Kirkland answered that they were planning to meet the August 31, 2015 target.

8. Fair - Resolution Authorizing Entering into a Contract with Fishbeck, Thompson, Carr, & Huber, Inc. for Architectural and Engineering Services for the Construction of a New

50,000 Square Foot Exposition Center with an Attached 3,000 Seat Grandstand at the Ingham County Fairgrounds

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

Commissioner McGrain asked for a financial overview of the project.

Sandra Dargatz, Ingham County Fair Executive Director, addressed the Committee. She provided a financial overview of the resolution and its effect on the Fair.

Commissioner McGrain asked how much this project might cost.

Ms. Dargatz answered that it could be a \$3-5 million project. She stated that they would come back to the Board of Commissioners with a financial plan to construct the Exposition Center.

Commissioner Naeyaert asked where the Exposition Center would be located.

Ms. Dargatz answered that they were looking at the infield area.

Teri Morton, Budget Director, stated that debt payments for this project would be financed through the Hotel/Motel Tax.

Vice Chairperson Bahar-Cook asked staff to prepare a list of those projects that were expected to be bonded over the next two years.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

13. Facilities Department

- b. Resolution Authorizing a Lease Agreement with Capitol Walk Parking, LLC to Lease 100 Employee Parking Spaces

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH CAPITOL WALK PARKING, LLC TO LEASE 100 EMPLOYEE PARKING SPACES.

Commissioner McGrain stated that he would vote against this resolution. He further stated that he was supportive of the health-in-all policies initiative and Committee needed to consider the health implications of its decisions. Commissioner McGrain stated that it was strange that the Committee would support parking when employees could walk to work or take the bus. He further stated that he would prefer that Committee spend this money to support the employees in other ways for them to get downtown.

Commissioner Schafer stated that he respected Commissioner McGrain's statement.

THE MOTION CARRIED. **Yeas:** Bahar-Cook, Tsernoglou, Naeyaert, Schafer, and Tennis
Nays: McGrain **Absent:** Anthony

14. Financial Services

- a. Presentation of the December 31, 2014 Audit and Financial Statements (*Please Bring the Comprehensive Annual Financial Report Previously Mailed*)

Jill Rhode, Financial Services Department Director, introduced William Brickey and Timothy St. Andrew, both of Plante Moran. Ms. Rhode, Mr. Brickey, and Mr. St. Andrew presented the December 31, 2014 Audit and Comprehensive Annual Financial Report to the Committee.

Discussion.

Mr. St. Andrew provided the Committee information on the Land Bank Authority's Period Adjustment.

Discussion.

Ms. Rhode stated that Rob Francis of the Equalization Department had been very helpful in providing estimated property tax refund information.

Commissioner Schafer thanked Ms. Rhode for her professionalism in this endeavor.

Ms. Rhode provided an overview of the status of the General Fund for the year ended December 31, 2014. She also provided a statement of net position for governmental funds and business type funds.

Discussion.

Commissioner Tennis stated that it could be misleading about how the pension deficits were going to be reported because they would be payable over time as opposed to payable in one year.

Discussion.

Ms. Rhode stated that the pension liability per employee was approximately \$90,000 right now. She further stated that the changes were designed to prevent the liability from increasing.

There was a discussion about the actuarial and amortization tables guiding pension liabilities.

Mr. St. Andrews stated that the OPEB retiree liabilities would have to be reported differently on the financial statement.

Discussion.

15. Controller/Administrator's Office
 - a. Financial Reserve Status

Ms. Morton presented on the status of the financial reserves. She stated that no transfers were recommended at this time.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 7:34 p.m.

AUGUST 19, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office is recommending approval of the following resolutions:

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

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

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

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

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

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

2. *Sheriff's Office* - Resolution Authorizing Contract Amendment Five with Securus Technologies for the ConnectUs Inmate Service Platform

This resolution authorizes contract amendment number five with Securus Technologies to provide Inmate Debit and a variety of other services effective the date of the passage of this resolution. Ingham County will receive an increased monthly commission payment from fifty percent (50%) for these services to fifty five percent (55%) effective the date of the agreement. (see memo for details)

3. Community Corrections Advisory Board (CCAB) – Resolution Authorizing Entering into Subcontract Amendments with National Council on Alcoholism to Reduce the Cognitive Change Groups Budget and with Northwest Initiative-ARRO to Increase the Day Reporting Budget for FY 2014-2015 Pursuant to a Budget Adjustment Request Approved by the Michigan Department of Corrections

This resolution authorizes County approval of adjustments to program subcontract budgets to provide additional funding for the over-utilized Day Reporting Program (\$7,854 from \$32,420 to \$40,274) by reducing the funding (\$7,854 from \$23,936 to \$16,082) for underutilized Cognitive Change Groups pursuant to a Budget Adjustment Request already approved by the MDOC. (see memo for details)

4a. Health Department - Resolution to Amend Resolution #15-178 to Include Annual Kiosk Maintenance Costs

This resolution amends Resolution #15-178 to include annual maintenance costs of \$4,776 for the first three years, \$5,040 for the fourth year, and \$5,280 for the fifth year of the software service agreement with OTech for the kiosks. Ongoing maintenance service is essential for the kiosk functionality and operation. The first year’s maintenance costs will be charged to the Quality Improvement Incentive funding award from the U. S. Department of Health and Human Services Health Resources and Services Administration as part of the Health Center Program. Future years’ maintenance costs will be included in the Adult Health budget.

4b. Health Department - Resolution to Authorize a 2015-2016 AmeriCorps Grant

This resolution authorizes an AmeriCorps Program grant of \$164,762 for the 2015-2016 fiscal year. Of this \$164,762 the Michigan Community Service Commission will withhold \$1,715 as an administrative fee. The net grant to Ingham County will be \$163,047. This is the first program year of a new 3-year funding cycle, with competitive funding for the 2015-2016 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

The grant amount offered by MDHHS includes \$67,579 (salary and fringe) for the full-time coordinator, plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

	Amount	Percent
Grant	164,762	58%
Match	117,989	42%*
Total	282,751	

*Grant guidelines direct applicants to hold the MDHHS share at less than \$13,300 per member. Our match put the MDHHS share of our application at \$13,025 per member.

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$107,500
- 2) existing salary and fringe used as match of \$3,628
- 3) indirect costs used as match of \$6,861

4c. Health Department – Resolution to Amend the Lease Agreement of the Facility at 5656 South Cedar Street

This resolution would authorize an amendment to the lease agreement between ICHD and Cedar IV, LLC for space at the Cedar Pointe facility. Cedar Pointe operations are anticipated to move to the Human Services Building, located at 5303 South Cedar Street in 2016. This anticipated move is beyond the current lease end date of October 31, 2015. Therefore, ICHD is seeking to extend the current lease for one additional year to continue operations until the move can occur. The terms would be from November 1, 2015 through October 31, 2016, at a 3% increase, a percentage consistent with prior annual increases. The cost will be \$13.50 per square foot for 9,396 square feet for a total of \$10,573.08 per month in rent. The terms will include a 90-day out clause.

4d. Health Department – Resolution to Authorize the Purchase of Dental Equipment for Forest Community Health Center

This resolution authorizes the purchase of dental equipment for the Ingham County Health Department's (ICHD) Forest Community Health Center through _____. _____ submitted the lowest and most responsive bid to the Purchasing Department's request for dental equipment supply and installation. The purchase through _____ will be for an amount not to exceed \$_____, including installation costs. The funds for the dental equipment will be available through the Community Health Center fund. A substitute will be brought to the meeting with all blanks filled in with the correct information.

4e. Health Department - Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program

This resolution authorizes an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Ingham County Health Department's (ICHD) Family Outreach Services Program. CACS is providing \$124,000.00 to support these services, which are provided by three existing staff persons at ICHD. The term of the proposed agreement is August 1, 2015 to July 31, 2016. The agreement requires ICHD to provide in-kind support valued at \$31,000.00 in the form of supervisor salary and benefits, indirect costs, and facilities.

4f. Health Department - Resolution to Amend Resolution #14-413 to Establish a Temporary Program Specialist Position, Authorize a Subcontract with the City of Lansing, and Adjust the Amounts Authorized for Contractual Services with MPHI and LHC

This amendment establishes a temporary .5 FTE Program Specialist position. This position would develop and execute a targeted outreach plan to increase consumer participation in the Infant Mortality Coalition. The amendment would also establish a subcontract with the City of Lansing's Parks and Recreation Department in an amount not to exceed \$3,000 for the period of June 1, 2015 through May 31, 2016 to provide age-appropriate activities for children accompanying their parent(s) to health education workshops. Additionally, the amendment would increase the amount authorized for the annual evaluation subcontract with the Michigan Public Health Institute (MPHI) from \$60,000 to \$70,000. This increase reflects MPHI's cost for a 12 month evaluation period; the original amount only reflected MPHI's cost for a partial year evaluation period. This adjusted amount would be in effect from June 1, 2015 through May 31, 2019. Finally, the resolution would amend the contract with Lansing Housing Commission (LHC), decreasing the contracted amount from \$10,000 to \$5,000. Currently LHC provides meeting space and support; LHC also pays \$200 monthly stipends to Healthy Start Peer Advisors living in LHC's housing units. ICHD is proposing to continue to contract with LHC at the reduced amount of \$5,000 for meeting space and support. ICHD will pay the monthly \$200 stipends directly to the Peer Advisors. These amended terms would be in effect from June 1, 2015 through May 31, 2019.

4g. Health Department - Resolution to Enter into a Service Agreement with Language Line Solutions

This resolution authorizes entering into an updated services agreement with Language Line Solutions for over-the-phone interpreting services, for a two-year initial term with the agreement to renew automatically on an annual basis thereafter.

4h. Health Department - Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2016 -2017

The Ingham County Health Department (ICHD) submitted a competitive continuation proposal for two years of Ryan White Title IV (Part D) funding to support HIV primary care services for women, infants, children, and youth living with HIV in the Ingham County Service area. ICHD has received the award from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) for its proposed program. This resolution accepts the first year of funding, in the amount of \$474,120 for the term of August 1, 2015 through July 31, 2016. The attached resolution also authorizes the County to renew its Infectious Disease Provider Services Agreement with Michigan State University College of Osteopathic Medicine, the Infectious Disease Dental Services Agreement with Dr. Lauren Hall-Tate, and Mutual Collaboration Agreement with Lansing Area AIDS Network (LAAN) to support the awarded program for the grant term of August 1, 2015 through July 31, 2017.

5. Equal Opportunity Committee – Resolution Authorizing the Equal Opportunity Committee to Raise Funds and Accept Donations on Behalf of the Equal Opportunity Committee

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

6. Financial Services – Resolution to Extend the Agreement with Sparrow Occupational Health for Occupational Health Services

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

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

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

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

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

9a. *Facilities Department – Emergency Purchase Order Memo to Replace the Domestic Hot Water Heat Exchanger at the Ingham County Jail*

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

9b. *Facilities Department – Emergency Purchase Order Memo to Replace the Travel Cable on the Elevator at the Grady Porter Building*

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

9c. *Facilities Department – Resolution Authorizing a Purchase Order to Myers Plumbing & Heating, Inc. to Install an Air Conditioning Unit in the 55th District Court Magistrate's Office*

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

9d. *Facilities Department – Resolution Authorizing an Agreement with MacMillan Associates, Inc. to Provide Professional Architectural and Engineering Design Services for the Replacement of the Fire Alarm System and Public Address (PA) System at the Human Services Building*

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

9e. *Facilities Department – Resolution Awarding a Contract to Reith-Riley Construction Company, Inc., to Provide Asphalt Reconstruction Services for the Forest Community Health Center Parking Lot*

The parking lot at Forest Community Health Center has exceeded its functional design life and is in need of replacement. After careful review, the Facilities Department recommends approval of a resolution to authorize a contract with Reith-Riley Construction Company, Inc. to reconstruct the parking lot at a total cost of \$230,652. The Department also seeks a \$20,000 project contingency, bringing the total cost to \$250,652.

10a. *Road Department – Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads*

The Road Department seeks approval of a resolution to replace the Milner Road bridge over Lowe Lake Drain between M-52 and Brogan Road with a new culvert. The estimated total cost of the project is \$25,000 for materials to be placed by Road Department crews. Because the Road Department's annual local road match allocation to Stockbridge Township been committed to other projects, Stockbridge Township is willing to fund this project. Road department crews will provide labor at no charge to the project.

10b. *Road Department – Resolution to Approve Amending: a First Party Construction Contract With Hoffman Bros., Inc.; a Second Party Agreement with the Michigan Department of Transportation; and a Third Party Agreement with Jackson National Life Insurance in Relation to Adding Sidewalk and Additional Repair Work to a Road Reconstruction Project for Okemos Road from Holt Road to the I-96 Interchange*

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

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

10c. *Road Department – Resolution Authorizing the Purchase of Diesel Fuel and Gasoline for the Road Department*

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

10d. *Road Department – Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department*

The Road Department annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations. Through a proposed resolution, the

Department recommends that the Board authorize purchase of 29A crushed natural aggregate from Gerken Materials Inc., based on availability of required material, with preference based on lowest bid unit price (\$19.95 - \$21.00 per ton) and quality of material.

10e. *Road Department – Resolution Authorizing the Purchase of 2015-2016 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department*

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

10f. *Road Department – Resolution Authorizing the Purchase of Propane Used for Heating at the Eastern District of the Ingham County Road Department*

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

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

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

12. *Controller/Administrator's Office – Resolution Authorizing the Fifth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015*

This resolution authorizes the fifth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2015 through December 31, 2015. For the period October 1, 2015 through December 31, 2015 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$645,425 will be used to pay the actual expenses of operating, administering and marketing Spec-Tran. A maximum of \$307,811 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$113,530 (previously authorized by Resolution #14-366) will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2015 Fiscal Year. Typically the scope of services is for the period of one year; however this is for only three months due to the ending of the main agreement on December 31, 2015. The Board of Commissioners will be asked to approve a new 5-year agreement in the near future, and a 9 month scope of services should be approved along with it to get back to the cycle of October – September annual amendments.

PRESENTATION:

1d. *Treasurer's Office - Update on the Audit Regarding the Reconciliation Issue*

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

cc: Eric Schertzing, Ingham County Treasurer

Date: [Date]

Re: Public Hearing Resolution

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

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

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

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

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

Agenda Item 1c

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

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

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

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

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

ASSISTANT TO THE TREASURER

General Summary:

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

Essential Functions:

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

Other Functions:

19. Perform related duties as required.

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

Employment Qualifications:

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

Experience: Three to five years of related experience.

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

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

Physical Requirements

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

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

Working Conditions:

Works in office conditions

**MCF 06
August 2015**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

Agenda Item 2

To: Law and Courts and Finance

From: Sam L. Davis, Major

Date: August 4, 2015

Re: Securus Technologies, Inc. Contract Amendment #5

Please be advised that the Sheriff's Office would like to amend the current communications service agreement with Securus, Inc. in order to allow us to utilize the ConnectUs Inmate Service Platform. This technology will provide inmates with the ability to directly request sick call and medical information from the medical staff, retrieve information about upcoming court appearances, release dates, commissary account balances, file kites and grievances and access the most up to date version of the Inmate Guidebook electronically all via the video visitation terminal without going through a Deputy.

This new program will free up the Deputy to handle their duties without the constant interruption from inmates to answer questions about information that the inmate can readily retrieve themselves.

With the implementation of this new program Securus will increase our commissions from 50 percent to 55 percent with no additional cost to the inmates. This amendment would replace the current language in exhibits E, J and F.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING CONTRACT AMENDMENT FIVE WITH
SECURUS TECHNOLOGIES FOR THE CONNECTUS INMATE SERVICE PLATFORM**

WHEREAS, Ingham County currently contracts with Securus Technologies to provide a video visitation system all inmates in Ingham County; and

WHEREAS, the Sheriff's Office recommends that the County authorize a contract amendment with Securus Technologies to enhance these services by providing the ConnectUS service platform; and

WHEREAS, ConnectUs is a secure, comprehensive inmate communications and services platform that allows for the consolidation of assorted inmate activities in a single, unified interface with a customized mix of applications; and

WHEREAS, ConnectUs allows inmates to use multiple applications at the same time and automatically prioritize scheduled communication to take precedence on non-scheduled events.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes contract amendment number five with Securus Technologies to provide Inmate Debit and a variety of other services effective the date of the passage of this resolution.

BE IT FURTHER RESOLVED, that unless otherwise agreed by Ingham County and Securus Technologies, Ingham County will receive an increased monthly commission payment from fifty percent (50%) for these services to fifty five percent (55 %) effective the date of the agreement.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any contract documents consistent with this resolution subject to review and approval by the County Attorney.

Agenda Item 3

TO: Law & Courts and Finance Committee

FROM: Mary Sabaj
Community Corrections Manager

DATE: August 4, 2015

RE: Resolution Authorizing Entering into Subcontract Amendments for the Day Reporting Program and Cognitive Change Groups for FY2014-2015

This resolution authorizes action required to make adjustments to program subcontract budgets to provide additional funding for the over-utilized Day Reporting Program by reducing the funding for underutilized Cognitive Change Groups pursuant to a Budget Adjustment Request approved by the MDOC.

The resolution authorizes:

- A. Entering into a subcontract amendment with the National Council on Alcoholism to reduce funding for Cognitive Change Groups by \$7,854 from \$23,936 to \$16,082.
- B. Entering into a subcontract amendment with Northwest Initiative - ARRO to increase funding for the Day Reporting Program by \$7,854 from \$32,420 to \$40,274.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO SUBCONTRACT AMENDMENTS WITH NATIONAL COUNCIL ON ALCOHOLISM TO REDUCE THE COGNITIVE CHANGE GROUPS BUDGET AND WITH NORTHWEST INITIATIVE-ARRO TO INCREASE THE DAY REPORTING BUDGET FOR FY 2014-2015 PURSUANT TO A BUDGET ADJUSTMENT REQUEST APPROVED BY THE MICHIGAN DEPARTMENT OF CORRECTIONS

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Ingham County/City of Lansing Community Corrections Comprehensive Plan; and

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the Application for State of Michigan Community Corrections Act Funds for FY 2014-2015; and

WHEREAS, the FY 2014-2015 Application included the continuation of Cognitive Change Groups to be provided by National Council on Alcoholism for an amount not to exceed \$23,936 and for the continuation of Day Reporting services to be provided by Northwest Initiative for an amount not to exceed \$32,420; and

WHEREAS, pursuant to the FY 2014-2015 grant award, the County entered into subcontracts with National Council on Alcoholism to provide Cognitive Change Groups and Northwest Initiative to provide Day Reporting for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, underutilization of the Cognitive Change Groups over the course of FY made it possible to submit a Budget Adjustment Request to the Michigan Department of Corrections to reduce funding for Cognitive Change Groups and increase funding for the over-utilized Day Reporting program; and

WHEREAS, the Michigan Department of Corrections approved the budget adjustment request for the period of September 1, 2014 to September 30, 2015 increasing the Northwest Initiative – ARRO Day Reporting program budget by an additional \$7,854 from \$32,420 to \$40,274 and reducing National Council on Alcoholism Cognitive Change Groups budget by \$7,854 from \$23,936 to \$16,082.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Subcontract Amendments for the period of October 1, 2014 through September 30, 2015 with the National Council on Alcoholism to reduce funding from \$23,936 to \$16,082 for Cognitive Change Groups and with Northwest Initiative – ARRO to increase funding from \$32,420 to \$40,274 for Day Reporting services.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30th, 2015

RE: Authorization to Amend Resolution #15-178 to Include Annual Kiosk Maintenance Costs

Through Resolution #15-178, the Ingham County Board of Commissioners authorized the Ingham County Health Department (ICHHD) to purchase two patient self-serve kiosks through OTech, Inc. for a total of \$14,000, including hardware, software, set-up, and training. The purchase will be paid through the \$15,600 FY 2015 CIP funds allocated for the purchase of patient kiosks.

ICHHD is requesting to amend Resolution #15-178 to include annual maintenance costs of \$4,776.00 for the first three years, \$5,040 for the fourth year, and \$5,280 for the fifth year of the software service agreement with OTech for the kiosks. Ongoing maintenance service is essential for the kiosk functionality and operation.

The first year's maintenance costs will be charged to the Quality Improvement Incentive funding award from the U. S. Department of Health and Human Services Health Resources and Services Administration as part of the Health Center Program. Future years' maintenance costs will be included in the Adult Health budget.

I am recommending that the Board of Commissioners approve the attached resolution to amend Resolution #15-178.

c: Eric Thelen w/attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #15-178 TO INCLUDE
ANNUAL KIOSK MAINTENANCE COSTS**

WHEREAS, through Resolution #15-178 the Ingham County Board of Commissioners authorized the Ingham County Health Department (ICHHD) for the purchase of two patient self-serve kiosks through OTech, Inc. for a total of \$14,000, including hardware, software, set up, and training; and

WHEREAS, the purchase of these kiosks would be paid through the \$15,600 FY 2015 CIP funds allocated for the purchase of patient kiosks; and

WHEREAS, ICHHD is requesting to amend Resolution #15-178 to include annual maintenance costs of \$4,776.00 for the first three years, \$5,040 for the fourth year, and \$5,280 for the fifth year of the software service agreement with OTech for the kiosks; and

WHEREAS, ongoing maintenance service is essential for the kiosk functionality and operation; and

WHEREAS, the first year's maintenance costs will be charged to the Quality Improvement Incentive funding award from the U. S. Department of Health and Human Services Health Resources and Services Administration as part of the Health Center Program; and

WHEREAS, future years' maintenance costs will be included in the Adult Health budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the amending of Resolution #15-178 to include annual maintenance costs; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve the amendment to Resolution #15-178.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the amending of Resolution #15-178 to include annual maintenance costs for two patient self-serve kiosks through the software service agreement with OTech, Inc.

BE IT FURTHER RESOLVED, that the annual maintenance costs be paid to Otech, Inc. in the amount of \$4,776.00 for the first three years, \$5,040 for the fourth year, and \$5,280 for the fifth year of the software service agreement.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee
FROM: Linda Vail, MPA, Health Officer
DATE: July 31, 2015
RE: Resolution to Authorize a 2015-2016 AmeriCorps Grant

Following a successful 2014-2015 grant year, the Michigan Department of Health and Human Services has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps Program grant of \$164,762 for the 2015-2016 fiscal year. Of this \$164,762 the Michigan Community Service Commission will withhold \$1,715 as an administrative fee. The net grant to Ingham County will be \$163,047. This is the first program year of a new 3-year funding cycle, with competitive funding for the 2015-2016 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

The grant amount offered by MDHHS includes \$67,579 (salary and fringe) for the full-time coordinator, plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

Table with 3 columns: Category, Amount, Percent. Rows: Grant (164,762, 58%), Match (117,989, 42%*), Total (282,751)

*Grant guidelines direct applicants to hold the MDHHS share at less than \$13,300 per member. Our match put the MDHHS share of our application at \$13,025 per member.

- The match is drawn from:
1) cash contributions from the external host sites totaling \$107,500;
2) existing salary and fringe used as match of \$3,628; and
3) indirect costs used as match of \$6,861.

I recommend that the Board of Commissioners adopt the attached resolution to accept this grant from the Michigan Department of Health and Human Services for the first year of this AmeriCorps Program.

Attachment

- c: Joel Murr w/attachment
Eric Thelen w/attachment
Karika Phillips w/attachment
Andrea Villanueva w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2015-2016 AMERICORPS GRANT

WHEREAS, the Power of We Consortium will soon complete a successful third-year grant-funded AmeriCorps State Program, funded by the Michigan Department of Health and Human Services, on behalf of the Michigan Community Service Commission (MCSC) as part of a 3 year funding cycle, and authorized by Resolution #13-014; and

WHEREAS, on June 25, 2015, the MCSC approved funding for the Ingham County Health Department, on behalf of the Consortium, in the amount of \$164,763 for the time period of October 1, 2015 through September 30, 2016. Of this \$164,763, the Michigan Community Service Commission will withhold \$1,715 as an administrative fee. The net grant to Ingham County will be \$163,047; and

WHEREAS, a non-federal 42% local match of cash and/or in-kind contributions is required; and

WHEREAS, as a condition of this grant, the Health Department must, at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of \$164,762 with Michigan Community Service Commission withholding \$1,715 as an administrative fee for a net grant to Ingham County of \$163,047, and authorizes a grant agreement with the Michigan Department of Health and Human Services for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that a non-federal match of \$117,989 is authorized, drawn from cash contributions from the external host sites totaling \$107,500; existing salary and fringe used as match of \$3,628; and indirect costs used as match of \$6,861.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30th, 2015

RE: Resolution to Amend the Lease Agreement for the Facility at 5656 South Cedar Street

The Ingham County Health Department (ICHD) currently leases 9,396 square feet of the Cedar Pointe facility located at 5656 South Cedar Street in Lansing to house some of the administrative functions of the Health Department, including Ingham Community Health Center Administration. This resolution would authorize an amendment to the lease agreement between ICHD and Cedar IV, LLC for space at the Cedar Pointe facility.

Cedar Pointe operations are anticipated to move to the Human Service Building, located at 5303 South Cedar Street in 2016. This anticipated move is beyond the current lease end date of October 31st, 2015. Therefore, ICHD is seeking to extend the current lease for one additional year to continue operations until the move can occur. The terms would be from November 1, 2015 through October 31, 2016, at a 3% increase, a percentage consistent with prior annual increases. The cost will be \$13.50 per square foot for 9,396 square feet for a total of \$10,573.08 per month in rent. The terms will include a 90-day out clause.

I recommend that the Ingham County Board of Commissioners authorize this amendment to the lease agreement between ICHD and Cedar IV, LLC for the Cedar Pointe Facility located at 5656 South Cedar Street in Lansing.

c: Eric Thelen w/attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE LEASE AGREEMENT
OF THE FACILITY AT 5656 SOUTH CEDAR STREET**

WHEREAS, the Ingham County Health Department (ICHHD) currently leases 9,396 sq. ft. of the facility located at 5656 South Cedar Street in Lansing from Cedar IV, LLC; and

WHEREAS, the facility located at 5656 South Cedar Street in Lansing, known as Cedar Pointe, houses some administrative functions of the Health Department, including Ingham Community Health Center Administration; and

WHEREAS, an amendment to the lease agreement between ICHHD and Cedar IV, LLC is necessary to extend the term of the current lease agreement from November 1, 2015 through October 31, 2016; and

WHEREAS, the terms for the amended agreement shall be from November 1, 2015 through October 31, 2016, with a 90-day out-clause; and

WHEREAS, the rent shall be at a 3% increase, a percentage consistent with prior annual increases, for a monthly rent of \$10,573.08, which is \$13.50/square foot for 9,396 square feet for twelve months; and

WHEREAS, all other terms of the lease agreement shall remain the same; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to amend the lease agreement between Ingham County and Cedar IV, LLC for the facility located at 5656 South Cedar Street in Lansing; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners approve the lease agreement amendment.

THEREFORE BE IT RESOLVED, that the lease agreement between ICHHD and Cedar IV, LLC for 9,396 square feet of the facility located at 5656 South Cedar Street in Lansing (Cedar Pointe) shall be extended effective November 1, 2015 through October 31, 2016.

BE IT FURTHER RESOLVED, that the rent amount for the extended term shall be at a 3% increase, a percentage consistent with prior annual increases, for a monthly rent of \$10,573.08, which is \$13.50/square foot for 9,396 square feet for twelve months.

BE IT FURTHER RESOLVED, that the agreement will have a 90-day out clause.

BE IT FURTHER RESOLVED, that all other terms of the lease agreement shall remain unchanged.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30, 2015

SUBJECT: Resolution to Authorize The Purchase of Dental Equipment for Forest
Community Health Center

Attached is a resolution to authorize the purchase of dental equipment for the Ingham County Health Department's (ICHHD) Forest Community Health Center through _____. _____ submitted the lowest and most responsive bid to the Purchasing Department's request for dental equipment supply and installation. The purchase through _____ will be for an amount not to exceed \$_____, including installation costs.

The funds for the dental equipment will be available through the Community Health Center fund.

I recommend that the Ingham County Board of Commissioners authorize the purchase of dental equipment through _____ for an amount not to exceed \$_____ including installation.

c: Eric Thelen w/ attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF DENTAL EQUIPMENT
FOR FOREST COMMUNITY HEALTH CENTER**

WHEREAS, the Ingham County Health Department (ICHHD) is in need of dental equipment to furnish Forest Community Health Center and accommodate the growing demand for dental services among Ingham County residents; and

WHEREAS, the Purchasing Department solicited bids for dental equipment and _____, a dental equipment supply and installation company, submitted the lowest responsive and responsible bid of \$_____ and is recommended by the Purchasing and Facilities Departments; and

WHEREAS, the dental equipment will be purchased for a total not to exceed \$_____, which includes installation; and

WHEREAS, the funds for this project are available within the Community Health Center fund; and

WHEREAS, equipment shall be purchased once approval is obtained and Forest Community Health Center renovations allow.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes issuing a purchase order to _____, at _____ to furnish dental equipment at Forest Community Health Center for a total not to exceed cost of \$_____, which includes installation costs.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 13, 2015

SUBJECT: Resolution in Support of Capital Area Community Services/Early Head Start Grant

This is a recommendation to authorize an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Ingham County Health Department's (ICHD) Family Outreach Services Program.

CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception.

CACS is providing \$124,000.00 to support these services, which are provided by three existing staff persons at ICHD. The term of the proposed agreement is August 1, 2015 to July 31, 2016.

The agreement requires ICHD to provide in-kind support valued at \$31,000.00 in the form of supervisor salary and benefits, indirect costs, and facilities. Previous experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

c: Debbie Edokpolo w/attachment
Regina Traylor w/attachment
Eric Thelen w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH SERVICES PROGRAM

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002, CACS has contracted with Ingham County Health Department (ICHD) to incorporate a home visiting outreach component to the programming through Family Outreach Services (FOS); and

WHEREAS, CACS has proposed to continue the services for the period of August 1, 2015 to July 31, 2016; and

WHEREAS, ICHD has proposed to continue such programming as part of its Family Outreach Services; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2016 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2015 to July 31, 2016.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide ICHD with up to \$124,000.00 to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that ICHD is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$31,000.00 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 13, 2015

SUBJECT: Resolution to Amend Resolution #14-413 to Establish a Temporary Program Specialist Position, Authorize a Subcontract with the City of Lansing, and Adjust the Amounts Authorized for Contractual Services with MPHI and LHC

Resolution #14-413 authorized a Healthy Start Project grant agreement with the U.S. Department of Health and Human Services (HHS)'s Division of Health Resources and Services Administration (HRSA) for the period of September 1, 2014 through May 31, 2019 in the amount of \$3,532,933. The Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan through direct services, perinatal system coordination, and community mobilization.

The Ingham County Health Department (ICHD) is proposing an amendment to Resolution #14-413. The amendment would establish a temporary .5 FTE Program Specialist position. This position would develop and execute a targeted outreach plan to increase consumer participation in the Infant Mortality Coalition.

The amendment would also establish a subcontract with the City of Lansing's Parks and Recreation Department in an amount not to exceed \$3,000 for the period of June 1, 2015 through May 31, 2016 to provide age-appropriate activities for children accompanying their parent(s) to health education workshops.

Additionally, the amendment would increase the amount authorized for the annual evaluation subcontract with the Michigan Public Health Institute (MPHI) from \$60,000 to \$70,000. This increase reflects MPHI's cost for a 12 month evaluation period; the original amount only reflected MPHI's cost for a partial year evaluation period. This adjusted amount would be in effect from June 1, 2015 through May 31, 2019.

Finally, the resolution would amend the contract with Lansing Housing Commission (LHC), decreasing the contracted amount from \$10,000 to \$5,000. Currently LHC provides meeting space and support; LHC also pays \$200 monthly stipends to Healthy Start Peer Advisors living in LHC's housing units. ICHD is proposing to continue to contract with LHC at the reduced amount of \$5,000 for meeting space and support. ICHD will pay the monthly \$200 stipends directly to the Peer Advisors. This amended terms would be in effect from June 1, 2015 through May 31, 2019.

I recommend that the Board of Commissioners adopt the resolution authorizing the amendment to Resolution #14-413.

c: Eric Thelen w/attachment
Regina Traylor w/attachment
Debbie Edokpolo w/attachment

Introduced by the Human Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #14-413 TO ESTABLISH A TEMPORARY PROGRAM SPECIALIST POSITION, AUTHORIZE A SUBCONTRACT WITH THE CITY OF LANSING, AND ADJUST THE AMOUNTS AUTHORIZED FOR CONTRACTUAL SERVICES WITH MPHI AND LHC

WHEREAS, the Ingham County Health Department (ICHD) was awarded funding by the United States Department of HHS, Division of HRSA to continue and expand its Healthy Start Program for the period of September 1, 2014 through May 31, 2019 in the amount of \$3,532,933; and

WHEREAS, Resolution #14-413 previously authorized a grant agreement from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project; and

WHEREAS, a Program Specialist position is a required position under the Healthy Start Grant, responsible for developing and executing a targeted outreach plan to increase consumer participation in the Infant Mortality Coalition; and

WHEREAS, the Healthy Start Project desires to provide age-appropriate activities for children accompanying their parent(s) to health education workshops; and

WHEREAS, Resolution #14-413 authorized a subcontract with the Michigan Public Health Institute the amount up to \$60,000 to provide comprehensive evaluation of ICHD's Healthy Start initiative based on a partial, not full year evaluation period; and

WHEREAS, Resolution #14-413 authorized a subcontract with the Lansing Housing Commission (LHC) in the amount up to \$10,000 to provide meeting space, pay facility costs, and pay Peer Advisor training costs, in addition to authorizing LHC to provide stipends in the amount of \$200 per month for three Healthy Start Peer Advisors.

THEREFORE BE IT RESOLVED, that a temporary .5 FTE Program Specialist position (ICEA/5) is established at ICHD for the duration of the grant.

BE IT FURTHER RESOLVED, that ICHD is authorized to subcontract with the City of Lansing's Parks and Recreation Department in the amount up to \$3,000 per year for the period of June 1, 2015 through May 31, 2019 to provide age-appropriate activities for children accompanying the parent to health education workshops.

BE IT FURTHER RESOLVED, that Resolution #14-413 is amended to increase the amount authorized for the annual evaluation subcontract with the Michigan Public Health Institute (MPHI) from \$60,000 to \$70,000 per year for the period of June 1, 2015 through May 31, 2019, to reflect MPHI's cost for a 12 month evaluation period.

BE IT FURTHER RESOLVED, that Resolution #14-413 is amended to reduce the amount authorized for the annual meeting space/peer advisor stipend subcontract with the Lansing Housing Commission (LHC) from \$10,000 to \$5,000 for the period of June 1, 2015 through May 31, 2019.

BE IT FURTHER RESOLVED, that Resolution #14-413 is amended to authorize ICHD to distribute the \$200 monthly stipends directly to the three Healthy Start Peer Advisors.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30th, 2015

RE: Resolution to Enter into a Service Agreement with Language Line Solutions

Ingham County Health Department (ICHHD) has maintained an agreement with Teleinterpreters, Inc. for over-the-phone interpreting services for its health centers to ensure access to care regardless of language barriers. Teleinterpreters, Inc. has undergone a business name change to Language Line Solutions. Language Line Solutions has presented an updated services agreement under its new name which honors the terms of agreement the County had through Teleinterpreters, Inc. with no additional costs.

To ensure continuity of interpreter services for ICHD, I recommend that the Ingham County Board of Commissioners authorize entering into an updated services agreement with Language Line Solutions for a two-year initial term with the agreement to renew automatically on an annual basis thereafter. All other terms of the agreement will remain the same as with Teleinterpreters, Inc.

c: Eric Thelen w/attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A SERVICE AGREEMENT
WITH LANGUAGE LINE SOLUTIONS**

WHEREAS, the Ingham County Health Department (ICHHD) has maintained an agreement with Teleinterpreters, Inc. since 2004 for over-the-phone interpreting services for the Health Department; and

WHEREAS, Teleinterpreters, Inc. has undergone a name change to Language Line Solutions; and

WHEREAS, to continue services, ICHHD must enter into an updated service agreement with Language Line Solutions; and

WHEREAS, the updated agreement with Language Line Solutions is at the same terms as the current Teleinterpreters, Inc. agreement; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to enter an updated agreement with Language Line Solutions; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize ICHHD to enter an updated agreement with Language Lines Solutions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Language Line Solutions at the same terms as the Teleinterpreter, Inc. agreement it will replace.

BE IT FURTHER RESOLVED, that the initial term of the updated agreement will be for 2 years beginning October 1, 2015, and will automatically renew annually thereafter.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30, 2015

SUBJECT: Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2016-2017

The Ingham County Health Department (ICHHD) submitted a competitive continuation proposal for two years of Ryan White Title IV (Part D) funding to support HIV primary care services for women, infants, children, and youth living with HIV in the Ingham County Service area. ICHHD has received the award from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) for its proposed program.

Attached is a resolution to accept the first year of funding, in the amount of \$474,120 for the term of August 1, 2015 through July 31, 2016. The attached resolution also authorizes the County to renew its Infectious Disease Provider Services Agreement with Michigan State University College of Osteopathic Medicine, the Infectious Disease Dental Services Agreement with Dr. Lauren Hall-Tate, and Mutual Collaboration Agreement with Lansing Area AIDS Network (LAAN) to support the awarded program for the grant term of August 1, 2015 through July 31, 2017.

I recommend that the Ingham County Board of Commissioners authorize the acceptance of the Ryan White Part D funding award to support HIV primary care services for women, infants, children, and youth living with HIV in the Ingham County Service area.

c: Eric Thelen w/ attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT RYAN WHITE TITLE IV WOMEN, INFANTS, CHILDREN,
AND YOUTH (PART D) FUNDING AWARD FOR 2016-2017**

WHEREAS, the current award the Ingham County Health Department (ICHD) received from the U. S. Department of Health and Human Services Health Resources and Services Administration (HRSA) Ryan White Title IV Women, Infants, Children, and Youth (WICY) funding (also known as “Part D”) ends July 31, 2015; and

WHEREAS, ICHD submitted a Competitive Continuation proposal to continue to provide HIV primary care services to women, infants, children, and youth living with HIV in the Ingham County service area for the period of August 1, 2015 through July 31, 2017; and

WHEREAS, ICHD has received the award of Part D funding for its Community Health Centers’ based Infectious Disease program, with the first year of funding in the amount of \$474,120 for the period of August 1, 2015 –July 31, 2016; and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the acceptance of \$474,120 in Ryan White Part D funding through HRSA; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the award of \$474,120 in Ryan White Part D funding through HRSA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the award of two years of Ryan White Part D funding to support continued HIV Primary Care Services to women, infants, children and youth in the Ingham County service area from August 1, 2015 through July 31, 2017.

BE IT FURTHER RESOLVED, that the Board of Commissioners accepts Year 1 of the funding, in the amount of \$474,120 for the period of August 1, 2015 through July 31, 2016.

BE IT FURTHER RESOLVED, that the Infectious Disease Provider Services Agreement with Michigan State University be renewed at a 2% annual increase, for the amount of \$46,847 in Year 1 (August 1, 2015 through July 31, 2016) and in the amount of \$47,783 in Year 2 (August 1, 2016 through July 31, 2017).

BE IT FURTHER RESOLVED, that the Infectious Disease Dental Services Agreement with East Lansing Dental (Dr. Lauren Hall-Tate) be renewed in the amount not to exceed \$6,000 for Year 1 and \$3,000 for Year 2.

BE IT FURTHER RESOLVED, that the current agreement with Lansing Area AIDS Network be amended to include Medical Case Management Coordination Services for an amount not to exceed \$62,000 annually for Year 1 and Year 2.

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

Agenda Item 6

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

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

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

MEMORANDUM

TO: County Service and Finance Committees

FROM: Stacy Byers, Farmland and Open Space Preservation Board

DATE: August 4, 2015

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

Project Description:

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

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

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

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

Based on August 10, 2013 values

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

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

MEMORANDUM

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

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

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

Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 24, 2015

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

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

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

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

Both the Controller and Facility Director approved this purchase.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 24, 2015

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

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

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

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

Both the Controller and Facility Director approved this purchase.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 3, 2015

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

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

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

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

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

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 3, 2015

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

Project Description:

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

Proposal Summary:

Vendors contacted: 03 Local: 02

Vendors responding: 03 Local: 02

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

Recommendation:

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 3, 2015

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

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

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

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

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 29, 2015

SUBJECT: Professional Architectural and Engineering Design Services for the Replacement of the Fire Panel and PA System at the Human Services Building (HSB)

Project Description:

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

Proposal Summary:

Vendors contacted: 92 Local: 27

Vendors responding: 03 Local: 01

VENDOR NAME	Local Pref	Phase 1 Not to Exceed	Phase 2 Not to Exceed	Grand Total Not to Exceed
MACMILLAN ASSOC INC	No, Bay City	\$5,200	\$3,150	\$8,350
CLARK TROMBLEY RANDERS	No, Lansing	\$8,600	\$9,000	\$17,600
WAK & ASSOCIATES	Yes, Okemos MI	\$7,734	\$10,145	\$17,878

Vendors Not Bidding

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

Recommendation:

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

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

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 4, 2015

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

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

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

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

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

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: July 30, 2015
 SUBJECT: Asphalt Reconstruction Services at Forest Community Health Center

Project Description:

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

Proposal Summary:

Vendors contacted: 21 Local: 05
 Pre-Bid attendance 04 Local: 02
 Vendors responding: 03 Local: 02

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

Vendors Not Bidding:

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

Recommendation:

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

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

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: July 27, 2015

RE: Resolution for Local Road Program Agreement with Stockbridge Township

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

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

Therefore approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: August 4, 2015

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

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

Background:

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

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

Current request to add Sidewalk:

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

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

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

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

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

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

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

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

Current request to also add additional pavement repair work:

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

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MEMORANDUM

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

Project Description:

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

Proposal Summary:

Vendors contacted & Responding: 03 Local: 01

Company	Local	#2 Treated Diesel Fuel Per Gallon	No Lead Gasoline Per Gallon
Avery Oil & Propane 402 North St., Mason MI 48854	Yes	\$2.045	\$2.155
Lemmen Oil Inc. 13 #. Randall St., Coopersville MI 49404	No	\$2.045	\$2.179
Corrigan Oil & Propane 775 N. Second St, Brighton MI 48116	No	\$2.100	\$2.184

Recommendation:

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

MEMORANDUM

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

Project Description:

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

Proposal Summary:

Vendors contacted: 05 Local: 02

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

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

No Bids:

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

Recommendation:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 23, 2015

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

Project Description:

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

2014 Response to Proposal Packet #120-14

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

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

Recommendation:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

MEMORANDUM

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

Project Description:

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

Proposal Summary:

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

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

Recommendation:

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

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

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

APPLICATION FOR ADDITIONAL CREDITED SERVICE
Member Certification and Governing Body Resolution

GOVERNING BODY RESOLUTION

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

 Signature of Authorized Official from Ingham Co

 Date

MERS Use Only

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

PAYMENT OPTIONS

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

STEPS FOR PROCESSING APPLICATION FOR ADDITIONAL SERVICE CREDIT

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

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Resolution Authorizing the Fifth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

DATE: August 4, 2015

This resolution authorizes the fifth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2015 through December 31, 2015. For the period October 1, 2015 through December 31, 2015 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$645,425 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$307,811 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$113,530 (previously authorized by Resolution #14-366) will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2015 Fiscal Year.

Typically the scope of services is for the period of one year; however this is for only three months due to the ending of the main agreement on December 31, 2015. The Board of Commissioners will be asked to approve a new 5-year agreement in the near future, and a 9 month scope of services should be approved along with it to get back to the cycle of October – September annual amendments.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE FIFTH AMENDMENT TO THE AGREEMENT WITH THE
CAPITAL AREA TRANSPORTATION AUTHORITY
DATED JANUARY 1, 2011 THROUGH DECEMBER 31, 2015**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2015; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2015 through December 31, 2015 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board is hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

EXHIBIT “A”

SCOPE OF SERVICES

For October 1, 2015, through December 31, 2015

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$307,811 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$645,425 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.
4. The amount of \$113,530 that was retained by the County through resolution 14-366 for the operation of a vehicle used to transport area veterans to VA Hospitals in the region remains in effect for the County’s 2015 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.