

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
THOMAS MORGAN  
TODD TENNIS  
BRYAN CRENSHAW  
MARK POLSDOFER  
RANDY SCHAFFER  
RANDY MAIVILLE

**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, APRIL 3, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 20, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Authorize a Three-Year Extension to the Contract with [File Safe, Inc.](#) for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office
2. Sheriff's Office
  - a. Resolution to Continue Patrol Car Video Storage Software Support from [L3 Mobile-Vision, Inc.](#) with the Ingham County Sheriff's Office
  - b. Resolution to Approve Purchase of Training from [PoliceOne.com Academy](#) for Ingham County Sheriff's Office Staff
3. Treasurer's Office
  - a. Resolution Authorizing [2019 Administrative Fund](#)
  - b. 2019 Borrowing Resolution ([2018 Delinquent Taxes](#))
4. Circuit Court – Resolution Amending Software Subscription and Service Agreement with [Courthouse Technologies, LTD](#) to Provide for Off-Site Hosting
5. Public Defender – Resolution to Authorize Licensing of [defenderData Software](#) and Implementation of Its Use
6. 9-1-1 Dispatch Center
  - a. Resolution to Authorize the Purchase of [Chairs](#) for the Ingham County 9-1-1 Central Dispatch Center from Ultra Seating Corporation
  - b. Resolution to Authorize Software Support Agreement with [Tritech](#) for the Computer Aided Dispatch (CAD) System
7. Equalization Department
  - a. Resolution to Award a Contract for Monumentation and Remonumentation [Project Representative](#) (*Tabled at the March 6, 2019 Meeting*)
  - b. Resolution to Award Contracts for Remonumentation [Project Surveyors](#) (*Tabled at the March 6, 2019 Meeting*)
  - c. Resolution to Award Contracts for [Peer Review Group](#) Members (*Tabled at the March 6, 2019 Meeting*)

- d. Resolution to Waive the Digital Data [Parcel Fee](#) for the Michigan State University's Department of Fisheries and Wildlife for the Purpose of Educational Research
- 8. Big Brothers Big Sisters – Resolution to Authorize a Contract with [Big Brothers Big Sisters](#) Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2019
- 9. Parks Department
  - a. Resolution to Authorize the Hawk Island [Red Tail Enclosure](#) Project
  - b. Resolution to Authorize a Contract with [J.H. Construction Inc.](#)
- 10. Health Department
  - a. Resolution to Authorize [Amendment # 3](#) to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services
  - b. Resolution to Amend Agreement with [Molina Healthcare](#)
  - c. Resolution to Amend Agreement with [Nextgen Healthcare](#) for Patient Portal Templates
  - d. Resolution to Enter into an Agreement with [Epividian](#)
  - e. Resolution to Accept [Opioid Linkages](#) to Care Funding Cohort Award
  - f. Resolution to Authorize an Infectious Disease [Physician Services](#) Agreement with the College of Osteopathic Medicine at Michigan State University
- 11. Fair Office – Resolution to [Amend Resolution #19-006](#) to Authorize an Increase in Hours for a Part-Time Temporary Employee at the Ingham County Fairgrounds
- 12. Facilities Department – Resolution to Authorize an Agreement with [Earth Tones Landscaping Inc.](#) for the Waterfall Feature in the Sensory Garden at the Potter Park Zoo
- 13. Potter Park Zoo – Resolution to [Amend Resolution #18-174](#) Visitor Incentive Programs at Potter Park Zoo
- 14. Road Department
  - a. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of [Emulsified Asphalt](#)
  - b. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Hot Mix [Asphalt \(HMA\) Mixtures](#)
  - c. Resolution to Approve Proposed 2019 Ingham County [Bridge Funding](#) Applications for Submission to the Local Bridge Program

Announcements  
Public Comment  
Adjournment

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

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

## FINANCE COMMITTEE

March 20, 2019

Draft Minutes

Members Present: Grebner, Crenshaw, Maiville, Polsdofer, Schafer and Tennis (arrived at 6:06 p.m.).

Members Absent: Morgan.

Others Present: Carla Clos, Roger Swets, Rick Terrill, Tim Morgan, Melissa Buzzard, Cindy Wagner, Lance Langdon, Mike Cheltenham, Michael Townsend, Elizabeth Noel, Michelle Wright, and others.

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

### Approval of the March 6, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE MARCH 6, 2019 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Morgan and Tennis.

### Additions to the Agenda

#### 3. Prosecuting Attorney's Office

- b. Resolution to Authorize Creation of a Witness Management Assistant Position and Reorganization within the Ingham County Prosecutors Office Victim/ Witness Unit

Substitute –

- 1. Drain Commissioner – Resolution Pledging Full Faith and Credit to Aurelius and Delhi Consolidated Drain Drainage District Bonds

**Chairperson Grebner stated that in Agenda Item 6a, the Resolution to Authorize an Agreement with Trane US Inc to Replace Roof Top Unit #1 at the Forrest Community Health Center, “Forrest” should be corrected to “Forest” in all instances in the resolution.**

### Limited Public Comment

None.

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

- 2. Sheriff's Office – Resolution to Continue Records Management Software Support from Trittech

3. Prosecuting Attorney's Office
  - a. Resolution Authorizing the Ingham County Prosecutors Office to Purchase Support Dog
  - b. Resolution to Authorize Creation of a Witness Management Assistant Position and Reorganization within the Ingham County Prosecutors Office Victim/ Witness Unit
4. Animal Control
  - a. Resolution Recommending Acceptance of a Donation from the Ingham County Animal Shelter Fund to Purchase Medical Equipment for the New Animal Shelter
  - b. Resolution to Accept Funding from the Petco Foundation for Spay/Neuter Voucher Assistance and Other Lifesaving Treatments for Animals
  - c. Resolution to Allow Monthly Adoption Incentives at the Ingham County Animal Control and Shelter
5. 9-1-1 Dispatch Center
  - a. Resolution to Modify Resolution #19-034 Approving a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center
  - b. Resolution Setting the Local Monthly 911 Surcharge within Ingham County
6. Facilities
  - a. Resolution to Authorize an Agreement with Trane US Inc to Replace Roof Top Unit #1 at the Forrest Community Health Center
  - b. Resolution to Authorize an Agreement with Williams & Works for the Engineering Services for both the Human Services Building Parking Lot and the Veterans Memorial Courthouse Visitor Lot
7. Potter Park Zoo – Resolution to Authorize a Contract with Shane's Camels
8. Health Department
  - a. Resolution to Authorize an Agreement with Comcast for Public Education Advertising about Opioid Overdoses
  - b. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept a 2019 Michigan Medical Marihuana Operation and Oversight Grant
  - c. Resolution to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program
9. Parks Department
  - a. Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Hawk Island
  - b. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Hawk Island
  - c. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing South
  - d. Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Lake Lansing South

- e. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing South
- g. Resolution to Authorize a Contract with Signs by Crannie

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Tennis

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Tennis

Please note that later in the meeting, Commissioner Tennis stated he would have approved all items on the consent agenda.

- 1. Drain Commissioner – Resolution Pledging Full Faith and Credit to Aurelius and Delhi Consolidated Drain Drainage District Bonds

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

Chairperson Grebner stated that he had been concerned that in the future, an individual could figure out a way to swindle the County through drainage district bonds, and the County needed to be protected. He further stated that he was not worried about this specific drainage district, but wanted to include language in all resolutions pledging full faith and credit to a drainage district to say that the Board of Commissioners had not reviewed or evaluated the drainage district or the bonds themselves.

Chairperson Grebner stated that the Board of Commissioners were not in a position to sign off on evaluations, but should rely on elected officials or their staff, like the Drain Commissioner's Office, for the assurance that the drainage district bond did not post significant risk to the County. He further stated that he was worried about something terrible happening, like what had happened in Jefferson County, Alabama, where there was hundreds of millions of dollars of debt and no way to pay it off.

Discussion.

Commissioner Tennis arrived at 6:06 p.m.

Commissioner Tennis stated he would have approved all items on the consent agenda.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan.

- 9. Parks Department
  - f. Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan

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

Chairperson Grebner stated that the Board of Commissioners' Ethics Policy did not allow Commissioners to be involved in the purchasing process. He further stated that in this case, he had not guided the Evaluations Committee to a particular vendor, but he did invoke his ability to halt the process.

Chairperson Grebner stated that he thought that the process was on the right track, although it was not necessarily the person he would have chosen or price he would have accepted. He further stated that it was now the Board of Commissioners' decision to accept or reject the proposal as it had gone through the proper RFP process.

Chairperson Grebner stated that this was the difference between the Board of Commissioners intervening in details of purchasing and blocking the process when they felt it was wrong.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:11 p.m.

## **APRIL 3, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

#### **The Controller's Office recommends approval of the following resolutions:**

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

On May 24, 2016 the Board of Commissioners approved Resolution #16-220 authorizing a three-year contract with File Safe, Inc. to provide for 1.) Packing, barcode tracking and pickup, and delivery of vital records; and 2.) To store and retrieve vital records. The County Clerk requests approval of a resolution to extend the agreement with File Safe, Inc. for three years at a cost not to exceed \$5,400 per year.

- 2a. Sheriff's Office** – *Resolution to Continue Patrol Car Video Storage Software Support from L3 Mobile-Vision, Inc. with the Ingham County Sheriff's Office*

This resolution will approve the continuation of software system support with L3 Mobile-Vision, Inc., which is used by the Ingham County Sheriff's Office for support assistance with all software and applications associated with the patrol car video storage application.

The cost is not to exceed \$7,229 and is included in the 2019 IT LOFT Fund budget. The time period of the agreement is June 21, 2019 through June 20, 2020.

- 2b. Sheriff's Office** – *Resolution to Approve Purchase of Training from PoliceOne.com Academy for Ingham County Sheriff's Office Staff*

This resolution will approve the continuation of online training from PoliceOne Academy Training. The Sheriff's Office has been using the PoliceOne Academy Online Application to train all staff since 2016. Training includes Interactive Videos Courses and Course quizzes for Accreditation and Management Workflows for Accountability. The training cost will be paid from Training Funds and Booking Fees revenue in the amount of \$5,120.

- 3a. Treasurer's Office** – *Resolution Authorizing 2019 Administrative Fund*

- 3b. Treasurer's Office** – *Resolution Authorizing 2019 Borrowing (2018 Delinquent Taxes)*

These resolutions will authorize the borrowing of funds in order to pay local taxing units within the County their shares of delinquent property taxes in anticipation of the collection of those taxes by the Treasurer. They will also authorize the establishment of a revolving fund for this purpose. This process is approved annually by the Board of Commissioners.

**4. Circuit Court – Resolution Amending Software Subscription and Service Agreement with Courthouse Technologies, LTD. to Provide for Off-Site Hosting**

This resolution will authorize amending the five-year software subscription and service agreement with Courthouse Technologies, LTD approved by Resolution #16-035. This agreement was for a jury management system, interactive web response system, interactive voice response system, imaging system, and data cleansing and summons production/mailing service. The 2019 budget approved \$18,000 for the addition of off-site hosting for Courthouse JMS, Courthouse SMS, Courthouse eResponse, Courthouse IVR, Courthouse IDS, and SummonsDirect; data cleaning, printing, and mailing service, and Courthouse Source List Update service. The addition of this off-site hosting requires an amendment to the original Software Subscription and Service Agreement dated March 29, 2016.

See memo for details.

**5. Public Defenders Office – Resolution Authorizing Licensing of defenderData Software and Implementation of Its Use**

This resolution will authorize the acquisition of the case management system called defenderData by JusticeWorks, Inc. at an annual expenditure of \$12,600. It will also authorize the Public Defenders Office to customize features, if necessary, at the rate of \$100.00 per hour to JusticeWorks, Inc. not to exceed a total sum of \$5,000.

This resolution will also waive the County's competitive bidding requirement for the acquisition of the software. This software is being used or is being acquired by many of the other Michigan Indigent Defense Commission (MIDC) grantees. An evaluation by the Public Defenders Office has concluded that this program will be the best solution for Ingham County. The MIDC grant has a provision for competitive bidding, and the requirement has been waived by the Licensing and Regulatory Authority.

See memo for details.

**6a. 9-1-1 Dispatch Center – Resolution to Authorize the Purchase of Chairs for the Ingham County 9-1-1 Central Dispatch Center from Ultra Seating Corporation**

This resolution will approve the purchase of 6 chairs for the Ingham County 9-1-1 Center from Ultra Seating at a cost not to exceed \$5,600. Quotes were obtained from three vendors, Seat works, DBI and Ultra Seating. Ultra Seating was not the lowest quote, but staff evaluated chairs from all three vendors, and the chairs from Ultra Seating were preferred. As a 24 hour operation, with staff working 12 hour shifts, chairs are a very important piece of equipment. Funds for this purchase are included in the Center's operating budget.

See memo for details.

**6b. 9-1-1 Dispatch Center – Resolution to Authorize Software Support Agreement with Tritech for the Computer Aided Dispatch (CAD) System**

This resolution will approve the 2019 Tritech Support Renewal Agreement between Tritech and Ingham County 9-1-1 Center for the Computer Aided Dispatch System from April 14, 2019 through April 13, 2020, at a cost of \$125,943.06. This agreement is required for system support to maintain, update, and improve the system, which went live in April 2015. Funds are included in the Center's 2019 operating budget.



**7a. Equalization Department – Resolution to Award a Contract for Monumentation and Remonumentation Project Representative**

Michigan statute (MCL 54.269a) requires appointment of the County Surveyor as County Representative for Monumentation and Remonumentation Projects. The Ingham County Remonumentation Committee recommends approval of a contract with Ronnie M. Lester, P.S., to fulfill this obligation. The contract would take effect upon approval of the 2019 Grant Application by the State.

**7b. Equalization Department – Resolution to Award Contracts for Remonumentation Project Surveyors**

Michigan statute (MCL 54.270) requires that any monumentation or remonumentation work be performed under a negotiated contract. The Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

<u>Surveyor</u>	<u>Amount</u>
All Purpose Surveying Consultants	\$ 12,400
Autenrieth Land Surveys	\$ 12,400
Bumstead Land Surveys	\$ 12,400
Enger Surveying and Engineering	\$ 12,400
Geodetic Design, Inc.	\$ 12,400
Wolverine Engineering and Surveyors, Inc.	\$ 12,400

The proposed resolution to approve these contracts also directs that an RFP process be employed in future years to simplify and focus the program by seeking a single qualified provider. Funding for survey and remonumentation contracts was authorized in the 2019 budget.

**7c. Equalization Department – Resolution to Award Contracts for Peer Review Group Members**

Michigan statute (MCL 54.270) requires that any monumentation or remonumentation work be performed under a negotiated contract. The Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

All Purpose Surveying Consultants .....	\$ 12,400
Autenrieth Land Surveys .....	\$ 12,400
Bumstead Land Surveys .....	\$ 12,400
Enger Surveying and Engineering .....	\$ 12,400
Geodetic Design, Inc.....	\$ 12,400
Wolverine Engineering and Surveyors, Inc. ....	\$ 12,400

Funding for these survey and remonumentation contracts was authorized in the 2019 budget.

**7d. Equalization Department – Resolution to Waive the Digital Data Parcel Fee for the Michigan State University’s Department of Fisheries and Wildlife for the Purpose of Educational Research**

The Equalization/Tax Mapping Department has developed and maintains digital parcel data for all properties in Ingham County. This data is made available for public purchase within an established fee structure approved by the Board of Commissioners. The Department of Fisheries and Wildlife at Michigan State University recently made a request for the digital parcel data for use in a project to monitor and track white tail deer in Ingham County. The Equalization Department seeks approval of a resolution to waive the \$2,701 fee for this data because it will be used for educational research.

**8. Big Brothers Big Sisters – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2019**

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). The contract will not exceed \$25,000 for the time period of January 1, 2019 through December 31, 2019. Funds for this contract are included in the 2019 budget.

**9a. Parks Department - Resolution to Authorize the Hawk Island Red Tail Enclosure Project**

This resolution authorizes new panels/doors/heaters for enclosing Hawk Island Park's Red Tail Shelter during the winter months. The total cost of the project is \$13,000 and these funds are available in the Parks Department fund balance.

**9b. Parks Department - Resolution to Authorize a Contract with J.H. Construction Inc.**

This resolution authorizes a contract in an amount not to exceed \$48,379 with J.H. Construction to replace asphalt paths with concrete sidewalks and to install new concrete sidewalks at Hawk Island County Park. Funds for this project are included in the Parks Department budget.

**10a. Health Department - Resolution to Authorize Amendment # 3 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services**

This resolution increases the agreement for Comprehensive Local Health Services from \$5,449,665 to \$5,686,220, an increase of \$236,555. For specific program details, please refer to the cover memorandum provided by the Health Department.

**10b. Health Department - Resolution to Amend Agreement with Molina Healthcare**

This resolution authorizes an amended Provider Services Agreement with Molina Healthcare of Michigan to participate in the value-based quality bonus program, effective January 1, 2019. The agreement will automatically renew on an annual basis. There are no costs associated with the CIN Participation Agreement or the Meridian Health Plan Addendum.

**10c. Health Department - Resolution to Amend Agreement with Nextgen Healthcare for Patient Portal Templates**

This resolution amends the NextGen Healthcare agreement to add custom Patient Portal Templates to the Health Centers' patient management/electronic health records system for a total one-time cost not to exceed \$9,000, effective April 1, 2019. The agreement will automatically renew on an annual basis. Funds are available through the HRSA Quality Improvement grant.

**10d. Health Department - Resolution to Enter into an Agreement with EpiVidian**

This resolution authorizes an agreement with EpiVidian for providing an analytic program which will allow data to be interfaced and imported electronically within the Ryan White HIV program for a total amount of \$13,000 effective June 1, 2019 through May 31, 2020. Funds for this agreement are available within the Health Department's Care Coordination Grant.

**10e. Health Department - Resolution to Accept Opioid Linkages to Care Funding Cohort Award**

This resolution accepts a \$10,500 funding award through Michigan Primary Care Association to participate in the Opioid Linkages to Care Funding Cohort, and also amends the Azara Healthcare agreement to add the controlled substance management module, effective December 1, 2018 through August 30, 2019.

**10f. Health Department - Resolution to Authorize an Infectious Disease Physician Services Agreement with the College of Osteopathic Medicine at Michigan State University**

This resolution authorizes entering into an agreement with Michigan State University's College of Osteopathic Medicine (MSU COM) for 0.40 FTE infectious disease physician services effective January 1, 2019 through December 31, 2020. The financial impact will be \$99,427 for 2019 and \$101,416 for 2020. These physician services will be funded by the Comprehensive Agreement through state funds for the HIV Ryan White Part B program.

**11. Fair Office – Resolution to Amend Resolution #19-006 to Authorize an Increase in Hours for a Part-Time Temporary Employee at the Ingham County Fairgrounds**

This resolution authorizes a part-time temporary management position at the Ingham County Fairgrounds to be increased to full-time. This position functions as the interim Fair Manager until a permanent replacement is hired by the Board of Commissioners. This temporary manager will continue to be compensated at a rate of \$25 per hour. Funds are available in the Fair budget due to attrition savings from the vacant Fair Manager position.

**12. Facilities Department – Resolution to Authorize an Agreement with Earth Tones Landscaping Inc. for the Waterfall Feature in the Sensory Garden at the Potter Park Zoo**

Potter Park Zoo seeks approval of a resolution to authorize an agreement with Earth Tones Landscaping Inc. to construct a pondless waterfall feature in the sensory garden at the southeast corner of the Zoo. Funding for this project is provided in large part through a \$20,000 donation from the Lansing Lions Club. Earth Tones Landscaping, Inc. submitted a proposal that fell within the local preference policy. The total cost of the project will not exceed \$22,539.

**13. Potter Park Zoo – Resolution to Amend Resolution #18-174 Visitor Incentive Programs at Potter Park Zoo**

On April 24, 2018 the Board of Commissioners approved Resolution 18-174 to provide for visitor incentive dates at Potter Park Zoo. Patrons are admitted to the Zoo for free or at reduced rates on incentive dates. Potter Park Zoo proposes a resolution to include two additional incentive dates for City of Lansing residents. This proposed change is consistent with an agreement with the City of Lansing for the lease and operation of the Potter Park Zoo and Potter Park.

**14a. Road Department – Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Emulsified Asphalt**

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends that the Board accept a bid and authorize purchase of HFRS 2-M, SS-1H and AE-90 asphalt emulsion on an as-needed, unit price basis from the Bit Mat of Michigan, Asphalt Materials and Michigan Paving and Materials. In the event the awarded providers' emulsions fail to meet the required specifications or are unable to provide material when and where requested, the Road Department simultaneously requests authorization to engage two secondary providers Michigan Paving & Materials and Asphalt Materials. Funding for this purchase was included in the 2019 Road Department Budget and will not exceed \$1.5 million.

**14b. Road Department – Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Hot Mix Asphalt Mixtures (HMA)**

The Road Department annually purchases approximately 25,000 to 30,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy trucking furnished by the supplier, with a per hour rental rate, for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends acceptance of proposals from three RFP respondents (Reith Riley, Michigan Paving & Materials, and Capital Asphalt) to and to allow Road Department staff to authorize purchases according to their judgment as to which supplier is most advantageous based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material. Funding for this purchase was included in the 2019 Road Department Budget and will not exceed \$2.5 million.

**14c. Road Department – Resolution to Approve Proposed 2019 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program**

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

- Dietz Road bridge over Red Cedar River (Locke Township)
- Dennis Road bridge over Doan Creek (Wheatfield Township)
- Linn Road bridge over Deer Creek (Wheatfield Township)
- Waverly Road bridge over Grand River (Lansing Township)
- Bridge deck preventative maintenance on three primary road bridges

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

## Agenda Item 1

TO: County Services and Finance Committees  
Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Ryan Buck  
Ingham County Clerk Barb Byrum's Office

DATE: March 6, 2019

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

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### **BACKGROUND**

Safe and secure record storage has been a priority of Clerk Byrum since she took office in 2013.

Pursuant to Resolution #16-220, the Clerk's Office and County have contracted with File Safe, Inc. to transport, store, and retrieve 332 volumes of vital records. The contract's original term was June 1, 2016 to May 31, 2019.

As the expiration date is approaching, Clerk Byrum is interested in extending the contract for another three-year term to May 31, 2022 at a cost not to exceed \$5,400 per year. There would be no increase in the fee structure.

It is not recommended that the records be moved to the Clerk's Office, another County facility, or to a different third-party vendor (i.e., issuance of an RFP) at this time. Significant staff time would be wasted and contractual expenses incurred to re-inventory and ship these records to a new location. The long-term goal is to move the records back to a County facility once a safe and secure location becomes available that is designed for preservation of paper records.

The Facilities Department Director has advised that storage with a third-party vendor is the recommended course at this time.

### **FINANCIAL IMPACT**

Funding is already part of the 2019 Clerk's Office budget (line item 101-21500-818000 Contractual Services) and would be part of future budget requests.

The current contract authorizes an annual expenditure of no more than \$7,450. Historical trends illustrate that that limit has never been reached. Please see below.

Year	Total Expenditure
2016	\$3,146.35
2017	\$1,986.00
2018	\$1,986.00

The 2017-2018 expenditures consisted of the cost to lease record storage space exclusively.

The majority of the 2016 expenditures consisted of the expense to inventory and ship the records from Mason to File Safe's facility in Saginaw. This was over and above the monthly leasing expenses. Please note that these expenditures do not account for the expense incurred by the Clerk's Office directly to inventory the records to be shipped out.

**RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A THREE-YEAR EXTENSION TO THE CONTRACT WITH  
FILE SAFE, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF CERTAIN  
VITAL RECORDS OF THE INGHAM COUNTY CLERK'S OFFICE**

WHEREAS, pursuant to Resolution #16-220, the Ingham County Clerk's Office and Ingham County entered into a contract not to exceed \$5,400.00 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office; and

WHEREAS, the contract is scheduled to expire after May 31, 2019; and

WHEREAS, the Ingham County Clerk's Office has expressed an interest in extending the term of the contract; and

WHEREAS, funding for this contract extension is currently budgeted in the 2019 County Clerk's Office budget (line item 101-21500-81800 Contractual Services) and the remainder of the contract extension term would be handled through the normal annual budget request process; and

WHEREAS, File Safe, Inc. has proposed continuing the contractual relationship for another three years with no increases in the fee structure.

THEREFORE BE IT RESOLVED, that the Ingham County Clerk and Ingham County are hereby authorized to extend the contract not to exceed \$7,450 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office with a new expiration date of May 31, 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2019, 2020, 2021, or 2022 budgets consistent with this resolution.

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

**Agenda Item 2a**

**TO:** Law & Courts Committee  
Finance Committee

**FROM:** Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

**DATE:** March 19, 2019

**RE: RESOLUTION TO CONTINUE PATROL CAR VIDEO STORAGE  
SOFTWARE SUPPORT FROM L3 MOBILE-VISION, INC. WITH THE  
INGHAM COUNTY SHERIFF'S OFFICE**

This resolution is for approval to continue software system support with L3 Mobile-Vision, Inc. The continued software support will allow the Ingham County Sheriff's Office to continue utilizing L3 Mobile-Vision, Inc. support assistance with all software and applications associated with the patrol car video storage application.

The cost to be paid is not to exceed \$7,229.00 with the funds for this purpose coming from IT Loft Fund (636-25820-932050).

The continued software support agreement time frame would be a period of twelve (12) months beginning June 21, 2019 through June 20, 2020.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTINUE PATROL CAR VIDEO STORAGE SOFTWARE SUPPORT FROM  
L3 MOBILE-VISION, INC. WITH THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office wishes to continue software support with L3 Mobile-Vision, Inc. for their car video storage software application; and

WHEREAS, the software support will include assistance in accessing the L3 Mobile-Vision, Inc. car video storage software during the agreed time frame; and

WHEREAS, the continued software support agreement time frame would be for a period of twelve (12) months beginning June 21, 2019 through June 20, 2020; and

WHEREAS, the Ingham County Sheriff's Office at the end of the twelve months of software support will request annual continuations of this existing software support agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with L3 Mobile-Vision, Inc. software support for the time period of twelve months beginning June 21, 2019 through June 20, 2020 for the cost not to exceed \$7,229.00.

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the IT Loft Fund (636-25820-932050).

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

## Agenda Item 2b

TO: Law & Courts Committee  
Finance Committee

FROM: Undersheriff Andrew Bouck

DATE: March 19, 2019

RE: **RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM  
POLICEONE.COM ACADEMY FOR INGHAM COUNTY SHERIFF'S  
OFFICE STAFF**

This resolution is requesting the Ingham County Sheriff's Office be allowed to continue online training from PoliceOne Academy Training for the 2019 Calendar year.

The Sheriff's Office has been using PoliceOne Academy Online Application to train all staff since 2016. The online training consists of Interactive Videos Courses, Course quizzes for Accreditation, and Management Workflows for Accountability. The Sheriff's Office is requesting the training cost be paid from 302 Funds and Booking Fees in the amount of \$5,120.00 for the contractual year of 2019.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM POLICEONE.COM ACADEMY  
FOR INGHAM COUNTY SHERIFF'S OFFICE STAFF**

WHEREAS, Ingham County has been using PoliceOne Academy.com since 2016 to provide online training to Ingham County Sheriff's staff; and

WHEREAS, ongoing training is an important part of ensuring the Sheriff's Office staff are best able to serve our citizens; and

WHEREAS, a subscription for a year of training will be \$5,120.00 and available to Ingham County Sheriff's Office staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize the purchase of training from PoliceOne Academy in the amount of \$5,120.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 2019 Sheriff's Office budgets from 302 Training Funds #28532000-960000 (\$2,560.00) and Booking Fees/Training Fund #26336201-960000 (\$2,560.00).

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.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2019 ADMINISTRATIVE FUND**

**RESOLUTION #19-**

A \_\_\_\_\_ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on \_\_\_\_\_, \_\_\_\_\_. The following Commissioners were

PRESENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION AUTHORIZING 2019 ADMINISTRATIVE FUND**

IT IS RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

The County Treasurer, pursuant to Section 87c, Subsection (2), of Act 206, is designated as Agent for the County, and the Treasurer's office shall receive all such sums as are provided in Section 87c, Subsection (3), to cover administrative expenses so long as Treasurer waives right to receive such sums as would be payable to his under Section 87c, Subsection (3).

Discussion followed. A vote was thereupon taken on the foregoing resolution and was as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

A sufficient majority having voted therefor, the resolution appearing above was adopted.

STATE OF MICHIGAN

COUNTY OF INGHAM

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Ingham County Board of Commissioners, that such resolution was duly adopted at a \_\_\_\_\_ meeting held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and that notice of such meeting was given as required by law.

\_\_\_\_\_  
Ingham County Clerk

[SEAL]

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**2019 BORROWING RESOLUTION**  
**(2018 DELINQUENT TAXES)**

**RESOLUTION #19-**

A \_\_\_\_\_ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on \_\_\_\_\_, \_\_\_\_\_. The following Commissioners were

PRESENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The preambles and resolution set forth below were offered by Commissioner \_\_\_\_\_ and were seconded by Commissioner \_\_\_\_\_.

**2019 BORROWING RESOLUTION**  
**(2018 DELINQUENT TAXES)**

WHEREAS, ad valorem real property taxes are imposed by the County and the local taxing units within the County on July 1 and/or December 1 of each year; and

WHEREAS, a certain portion of these taxes remain unpaid and uncollected on March 1 of the year following assessment, at which time they are returned delinquent to the County's treasurer (the "Treasurer"); and

WHEREAS, the Treasurer is bound to collect all delinquent taxes, interest and property tax administration fees which would otherwise be payable to the local taxing units within the County; and

WHEREAS, the statutes of the State of Michigan authorize the County to establish a fund, in whole or in part from borrowed proceeds, to pay local taxing units within the County their respective shares of delinquent ad valorem real property taxes in anticipation of the collection of those taxes by the Treasurer; and

WHEREAS, the County Board of Commissioners (the "Board") has adopted a resolution authorizing the County's Delinquent Tax Revolving Fund (the "Revolving Fund Program"), pursuant to Section 87b of Act No. 206, Michigan Public Acts of 1893, as amended ("Act 206"); and

WHEREAS, such fund has been established to provide a source of monies from which the Treasurer may pay any or all delinquent ad valorem real property taxes which are due the County, and any city, township, school district, intermediate school district, community college district, special assessment district, drainage district, or other political unit within the geographical boundaries of the County participating in the County's Revolving Fund Program pursuant to Act 206 ("local units"); and

WHEREAS, the Treasurer is authorized under Act 206, and has been directed by the Board, to make such payments with respect to delinquent ad valorem real property taxes (including the property tax administration fees assessed under subsection (6) of Section 44 of Act 206) owed in 2018 to the County and the local units (collectively, the "taxing units") which will have remained unpaid on March 1, 2019 and the Treasurer is authorized to pledge these amounts in addition to any amounts not already pledged for repayment of prior series of notes (or after such prior series of notes are retired as a secondary pledge) all as the Treasurer shall specify in an order when the notes authorized hereunder are issued (the "Delinquent Taxes"); and

WHEREAS, the Board has determined that in order to raise sufficient monies to adequately fund the Revolving Fund, the County must issue its General Obligation Limited Tax Notes, Series 2019 in one or more series, in accordance with Sections 87c, 87d, 87g and 89 of Act 206 and on the terms and conditions set forth below.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD AS FOLLOWS:

## **I. GENERAL PROVISIONS**

101. Establishment of 2019 Revolving Fund. In order to implement the continuation of the Revolving Fund Program and in accordance with Act 206, the County hereby establishes a 2019 Delinquent Tax Revolving Fund (the "Revolving Fund") as a separate and segregated fund within the existing Delinquent Tax Revolving Fund of the County previously established by the Board pursuant to Section 87b of Act 206.

102. Issuance of Notes. The County shall issue its General Obligation Limited Tax Notes, Series 2019 in one or more series (the "Notes"), in accordance with this Resolution and Sections 87c, 87d, 87g and 89 of Act 206, payable in whole or in part from the Delinquent Taxes and/or from the other sources specified below.

103. Aggregate Amount of Notes.

(a) The Notes shall be issued in an aggregate amount to be determined in accordance with this Section by the Treasurer.

(b) The aggregate amount of the Notes shall not be less than the amount by which the actual or estimated Delinquent Taxes exceeds (i) the County's participating share of Delinquent Taxes, and (ii) any sums otherwise available to fund the Tax Payment Account established under Section 702 (including any monies held in respect of Section 704(c)).

(c) The aggregate amount of the Notes shall not be greater than the sum of (i) the actual amount of the Delinquent Taxes pledged to the payment of debt service on the Notes, plus (ii) the amount determined by the Treasurer to be allocated to a reserve fund. Original proceeds of the Notes devoted to a reserve fund shall not exceed the lesser of (A) the amount reasonably required for those of the Notes secured by the reserve fund, (B) 10% of the proceeds of such

Notes, (C) the maximum amount of annual debt service on such Notes, or (D) 125% of average annual debt service on such Notes.

(d) The aggregate amount of the Notes shall be designated by the Treasurer by written order after (i) the amount of the Delinquent Taxes, or the amount of Delinquent Taxes to be funded by the issuance of the Notes, has been estimated or determined, and (ii) the amount of the reasonably required reserve fund has been calculated. Delinquent Taxes shall be estimated based on delinquencies experienced during the past three fiscal years and on demographic and economic data relevant to the current tax year, and shall be determined based on certification from each of the taxing units. The amount of the reasonably required reserve fund shall be calculated pursuant to such analyses and certificates as the Treasurer may request.

104. Proceeds. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated to occur to allow distribution of the proceeds of the Notes within 20 days after the date of issue, the proceeds of the Notes shall be deposited in the County's 2019 Delinquent Tax Project Account and thereafter used to fund the whole or a part of the County's 2019 Tax Payment Account, 2019 Note Reserve Account and/or 2019 Note Payment Account, subject to and in accordance with Article VII. If the Notes are issued and sold on or after such time, the proceeds of the Notes shall be deposited directly into the County's 2019 Tax Payment Account, 2019 Note Reserve Account and/or 2019 Note Payment Account, as provided in Article VII.

105. Treasurer's Order Authorizing Notes and Establishing Delinquent Taxes. At or prior to the time any Notes are issued pursuant to this resolution, the Treasurer, as authorized by Act 206, may issue a written order specifying the amount and character of the Delinquent Taxes, the Article or Articles under which the Notes are being issued and any other matters subject to the Treasurers control under either this resolution or Act 206.

## **II. FIXED MATURITY NOTES**

201. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article II. All reference to "Notes" in Article II refers only to Notes issued pursuant to Article II, unless otherwise specified.

202. Date. The Notes shall be dated as of the date of issue or as of such earlier date specified by written order of the Treasurer.

203. Maturity and Amounts. Notes issued pursuant to this Article II shall be structured in accordance with subsections (a) or (b) below as determined by the Treasurer pursuant to written order.

(a) The first maturity of the Notes or of a series of the Notes shall be determined by the Treasurer pursuant to written order, but shall not be later than four years after the date of issue. Later maturities of the Notes shall be on the first anniversary of the preceding maturity or on such earlier date as the Treasurer may specify by written order. The Notes shall be structured with the number of maturities determined by the Treasurer to be necessary or appropriate, and the last maturity shall be scheduled for no later than the sixth anniversary of the date of issue. The amount of each maturity or of any mandatory or optional call date shall be set by the Treasurer when the amount of Delinquent Taxes is determined by the Treasurer or when a reliable estimate of the Delinquent Taxes is available to the Treasurer. In determining the exact amount of each maturity or of any mandatory or optional call date the Treasurer shall consider



the schedule of delinquent tax collections prepared for the tax years ending December 31, 2018, or after any other years and the corollary schedule setting forth the anticipated rate of collection of those Delinquent Taxes which are pledged to the repayment of the Notes. The amount of each maturity and the scheduled maturity dates of the Notes shall be established to take into account the dates on which the Treasurer reasonably anticipates the collection of such Delinquent Taxes and shall allow for no more than a 15% variance between the debt service payable on each maturity date, the Notes, and the anticipated amount of pledged monies available on such maturity date to make payment of such debt service.

(b) Alternatively, the Notes or a series of the Notes may be structured with a single stated maturity falling not later than the fourth anniversary of the date of issue. Notes issued under this subsection (b) shall be subject to redemption on such terms consistent with the applicable parts of subsection (a) of this section and with Section 209 as shall be ordered by the Treasurer, but in no event shall such Notes be subject to redemption less frequently than annually.

204. Interest Rate and Date of Record.

(a) Except as otherwise provided in this paragraph, Notes issued pursuant to subsection (a) of Section 203 shall bear interest payable semi-annually, with the first interest payment to be payable (i) on the first date, after issuance, corresponding to the day and month on which the maturity of such Notes falls, or (ii) if the Treasurer so orders, six months before such date. In the event (i) any maturity of the Notes arises either less than six months before the succeeding maturity date or less than six months after the preceding maturity date and (ii) the Treasurer so orders in writing, interest on the Notes shall be payable on such succeeding or preceding maturity date. Subject to the following sentence, Notes issued pursuant to subsection (b) of Section 203 shall, pursuant to written order of the Treasurer, bear interest monthly, quarterly, or semiannually, as provided by written order of the Treasurer. If Notes issued under this Article II are sold with a variable rate feature as provided in Article IV, such Notes may, pursuant to written order of the Treasurer, bear interest weekly, monthly, quarterly or on any put date, or any combination of the foregoing, as provided by written order of the Treasurer.

(b) Interest shall not exceed the maximum rate permitted by law.

(c) Interest shall be mailed by first class mail to the registered owner of each Note as of the applicable date of record, provided, however, that the Treasurer may agree with the Registrar (as defined below) on a different method of payment.

(d) Subject to Section 403 in the case of variable rate Notes, the date of record shall be not fewer than 14 nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

205. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. Unless the Treasurer shall by written order specify the contrary, the Notes shall be issued in fully registered form both as to principal and interest, registrable upon the books of a note registrar (the "Registrar") to be named by the Treasurer. If the Notes are issued in bearer form the Treasurer shall appoint a paying agent (the "Paying Agent"). (The Registrar or Paying Agent so named may be any bank or trust company or other entity, including the County, offering the necessary services pertaining to the registration and transfer of negotiable securities.)

206. Denominations and Numbers. The Notes shall be issued in one or more denomination or denominations of \$1,000 each or any integral multiple of \$1,000 in excess of \$1,000, as determined by the Treasurer. Notwithstanding the foregoing, however, in the event

the Notes are deposited under a book entry depository trust arrangement pursuant to Section 208, the Notes may, if required by the depository trustee, be issued in denominations of \$5,000 each or any integral multiple of \$5,000. The Notes shall be numbered from one upwards, regardless of maturity, in such order as the Registrar shall determine.

207. Transfer or Exchange of Notes.

(a) Notes issued in registered form shall be transferable on a note register maintained with respect to the Notes upon surrender of the transferred Note, together with an assignment executed by the registered owner or his or her duly authorized attorney-in-fact in form satisfactory to the Registrar. Upon receipt of a properly assigned Note, the Registrar shall authenticate and deliver a new Note or Notes in equal aggregate principal amount and like interest rate and maturity to the designated transferee or transferees.

(b) Notes may likewise be exchanged for one or more other Notes with the same interest rate and maturity in authorized denominations aggregating the same principal amount as the Note or Notes being exchanged, upon surrender of the Note or Notes and the submission of written instructions to the Registrar or, in the case of bearer Notes, to the Paying Agent. Upon receipt of a Note with proper written instructions the Registrar or Paying Agent shall authenticate and deliver a new Note or Notes to the owner thereof or to the owner's attorney-in-fact.

(c) Any service charge made by the Registrar or Paying Agent for any such registration, transfer or exchange shall be paid for by the County as an expense of borrowing, unless otherwise agreed by the Treasurer and the Registrar or Paying Agent. The Registrar or Paying Agent may, however, require payment by a noteholder of a sum sufficient to cover any tax or other governmental charge payable in connection with any such registration, transfer or exchange.

208. Book Entry Depository Trust. At the option of the Treasurer, and notwithstanding any contrary provision of Section 212, the Notes may be deposited, in whole or in part, with a depository trustee designated by the Treasurer who shall transfer ownership of interests in the Notes by book entry and who shall issue depository trust receipts or acknowledgments to owners of interests in the Notes. Such book entry depository trust arrangement, and the form of depository trust receipts or acknowledgments, shall be as determined by the Treasurer after consultation with the depository trustee. The Treasurer is authorized to enter into any depository trust agreement on behalf of the County upon such terms and conditions as the Treasurer shall deem appropriate and not otherwise prohibited by the terms of this Resolution. The depository trustee may be the same as the Registrar otherwise named by the Treasurer, and the Notes may be transferred in part by depository trust and in part by transfer of physical certificates as the Treasurer may determine.

209. Redemption.

(a) Subject to the authority granted the Treasurer pursuant to subsection (c) of this Section (in the case of fixed rate Notes) and to the authority granted the Treasurer pursuant to Section 404 (in the case of variable rate Notes), the Notes or any maturity or maturities of the Notes shall be subject to redemption prior to maturity on the terms set forth in subsection (b) below.

(b) Notes scheduled to mature after the first date on which any Notes of the series are scheduled to mature shall be subject to redemption, in inverse order of maturity, on each interest payment date arising after the date of issue.

(c) If the Treasurer shall determine such action necessary to enhance the marketability of the Notes or to reduce the interest rate to be offered by prospective purchasers on any maturity of the Notes, the Treasurer may, by written order prior to the issuance of such Notes, (i) designate some or all of the Notes as non-callable, regardless of their maturity date, and/or (ii) delay the first date on which the redemption of callable Notes would otherwise be authorized under subsection (b) above.

(d) Notes of any maturity subject to redemption may be redeemed before their scheduled maturity date, in whole or in part, on any permitted redemption date or dates, subject to the written order of the Treasurer. Notes called for redemption shall be redeemed at par, plus accrued interest to the redemption date, plus, if the Treasurer so orders, a premium of not more than 1%. Redemption may be made by lot or pro rata, as shall be determined by the Treasurer.

(e) With respect to partial redemptions, any portion of a Note outstanding in a denomination larger than the minimum authorized denomination may be redeemed, provided such portion as well as the amount not being redeemed constitute authorized denominations. In the event less than the entire principal amount of a Note is called for redemption, the Registrar or Paying Agent shall, upon surrender of the Note by the owner thereof, authenticate and deliver to the owner a new Note in the principal amount of the principal portion not redeemed.

(f) Notice of redemption shall be by first class mail 30 days prior to the date fixed for redemption, or such shorter time prior to the date fixed for redemption as may be consented to by the holders of all outstanding Notes to be called for redemption. Such notice shall fix the date of record with respect to the redemption if different than otherwise provided in this Resolution. Any defect in any notice shall not affect the validity of the redemption proceedings. Notes so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with a paying agent to redeem the same.

210. Discount. At the option of the Treasurer, the Notes may be offered for sale at a discount not to exceed 2%.

211. Public or Private Sale. The Treasurer may, at the Treasurer's option, conduct a public sale of the Notes after which sale the Treasurer shall either award the Notes to the lowest bidder or reject all bids. The conditions of sale shall be as specified in a published Notice of Sale prepared by the Treasurer announcing the principal terms of the Notes and the offering. Alternatively, the Treasurer may, at the Treasurer's option, negotiate a private sale of the Notes as provided in Act 206. If required by law, or if otherwise determined by the Treasurer to be in the best interest of the County, (a) the Notes shall be rated by a national rating agency selected by the Treasurer, (b) a good faith deposit shall be required of the winning bidder, and/or (c) CUSIP numbers shall be assigned to the Notes. If a public sale is conducted or if otherwise required by law or the purchaser of the Notes, the Treasurer shall prepare or cause to be prepared and disseminated an offering memorandum or official statement containing all material terms of the offer and sale of the Notes. Pursuant to any sale of the Notes, the County shall make such filings, shall solicit such information and shall obtain such governmental approvals as shall be required pursuant to any state or federal law respecting back-up income tax withholding, securities regulation, original issue discount or other regulated matter.

212. Execution and Delivery. The Treasurer is authorized and directed to execute the Notes on behalf of the County by manual or facsimile signature, provided that if the facsimile signature is used the Notes shall be authenticated by the Registrar or any tender agent as may be appointed pursuant to Section 801(c). The Notes shall be sealed with the County seal or imprinted with a facsimile of such seal. The Treasurer is authorized and directed to then deliver the Notes to the purchaser thereof upon receipt of the purchase price. The Notes shall be

delivered at the expense of the County in such city or cities as may be designated by the Treasurer.

213. Renewal, Refunding or Advance Refunding Notes. If at any time it appears to be in the best interests of the County, the Treasurer, by written order, may authorize the issuance of renewal, refunding or advance refunding Notes. The terms of such Notes, and the procedures incidental to their issuance, shall be set subject to Section 309 and, in appropriate cases, Article X.

### **III. SHORT-TERM NOTES**

301. Authority. At the option of the Treasurer, exercisable by written order, Notes may be issued in accordance with this Article III. All references to "Notes" in Article III refer only to Notes issued pursuant to Article III, unless otherwise specified.

302. Date and Maturity. The Notes shall be dated as of their date of issuance or any prior date selected by the Treasurer and shall mature on such date not exceeding three years from the date of their issuance as may be specified by written order of the Treasurer.

303. Interest and Date of Record. The Notes shall bear interest payable monthly, quarterly, or semi-annually and at maturity at such rate or rates as may be determined by the Treasurer not exceeding the maximum rate of interest permitted by law on the date the Notes are issued. The date of record shall be not fewer than two nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

304. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. The Notes shall, in the discretion of the Treasurer and consistent with Section 205, either be payable to bearer or be issued in registered form. If issued in registered form, the Notes may be constituted as book-entry securities consistent with Section 208, notwithstanding any contrary provision of Section 308.

305. Denomination and Numbers. The Notes shall be issued in one or more denomination or denominations, as determined by the Treasurer. The Notes shall be numbered from one upwards in such order as the Treasurer determines.

306. Redemption. The authority and obligations of the Treasurer set forth in subsections (b) and (c) of Section 209 (in the case of fixed rate Notes), or Section 404 (in the case of variable rates Notes), as the case may be, shall apply also to Notes issued under Article III.

307. Sale of Notes. The authority and obligations of the Treasurer set forth in Sections 210 and 211 respecting Fixed Maturity Notes shall apply also to Notes issued under Article III.

308. Execution and Delivery. The authority and obligations of the Treasurer set forth in Section 212 respecting Fixed Maturity Notes shall also apply to Notes issued under Article III.

309. Renewal or Refunding Notes.

(a) The Treasurer may by written order authorize the issuance of renewal or refunding Notes (collectively the "Renewal Notes"). Renewal Notes shall be sold on the maturity date of, and the proceeds applied to the payment of debt service on, the Notes to be renewed. The maturities and repayment terms of the Renewal Notes shall be set by written order of the Treasurer.

(b) In the order authorizing Renewal Notes, the Treasurer shall specify whether the Notes shall be issued in accordance with this Article III, in which event the provisions of Article III shall govern the issuance of the Notes, or whether the Notes shall be issued in accordance with Article II, in which event the provisions of Article II shall govern the issuance of the Notes. The order shall also provide for and shall also govern with respect to:

- (i) the aggregate amount of the Renewal Notes;
- (ii) the date of the Renewal Notes;
- (iii) the denominations of the Renewal Notes;
- (iv) the interest payment dates of the Renewal Notes;
- (v) the maturity or maturities of the Renewal Notes;
- (vi) the terms of sale of the Renewal Notes;

(vii) whether any Renewal Notes issued in accordance with Article II shall be subject to redemption and, if so, the terms thereof; and

(viii) any other terms of the Renewal Notes consistent with, but not specified in, Article II or Article III.

(c) Regardless of whether Renewal Notes need be approved by prior order of the Department of Treasury, the Treasurer, pursuant to Section 89(5)(d) of Act 206, shall promptly report to the Department of Treasury the issuance of any Renewal Notes.

#### **IV. VARIABLE INTEREST RATE**

401. Variable Rate Option. At the option of the Treasurer, exercisable by written order, the Notes, whether issued pursuant to Article II or Article III, may be issued with a variable interest rate, provided that the rate shall not exceed the maximum rate of interest permitted by law.

402. Determination of Rate. The order of the Treasurer shall provide how often the variable interest rate shall be subject to recalculation, the formula or procedure for determining the variable interest rate, whether and on what terms the rate shall be determined by a remarketing agent in the case of demand obligations consistent with Section 801(d), and whether and on what terms a fixed rate of interest may be converted to or from a variable rate of interest. Such formula or procedure shall be as determined by the Treasurer, but shall track or float within a specified percentage band around the rates generated by any one or more of the following indices:

- (i) Publicly reported prices or yields of obligations of the United States of America;
- (ii) An index of municipal obligations periodically reported by a nationally recognized source;
- (iii) The prime lending rate from time to time set by any bank or trust company in the United States with unimpaired capital and surplus exceeding \$40,000,000;

(iv) Any other rate or index that may be designated by order of the Treasurer provided such rate or index is set or reported by a source which is independent of and not controlled by the Treasurer or the County.

The procedure for determining the variable rate may involve one or more of the above indices as alternatives or may involve the setting of the rate by a municipal bond specialist provided such rate shall be within a stated percentage range of one or more of the indices set forth above.

403. Date of Record. The Date of Record shall be not fewer than one nor more than 31 days before the date of payment, as designated by written order of the Treasurer.

404. Redemption. Notwithstanding any contrary provision of subsections (b) and (c) of Section 209, but subject to the last sentence of this Section 404, Notes bearing interest at a variable rate may be subject to redemption by the County and/or put by the holder at any time or times and in any order, as may be determined pursuant to written order of the Treasurer. Notes shall not be subject to redemption more frequently than monthly.

405. Remarketing, Repurchase and Resale.

(a) In the event Notes issued under this Article IV are constituted as demand obligations, the interest rate on the Notes shall be governed by, and shall be subject to, remarketing by a remarketing agent appointed in accordance with Section 801(c), under the terms of a put agreement employed in accordance with Section 801(d).

(b) The County shall be authorized, consistent with Act 206 and pursuant to order of the Treasurer, to participate in the repurchase and resale of Notes in order to reduce the cost of, or increase the revenue, attendant to the establishment of the Revolving Fund and the issuance and discharge of the Notes. Any purchase of Notes pursuant to this subsection (b) shall be made with unpledged monies drawn from revolving funds established by the County in connection with retired general obligation limited tax notes.

## **V. MULTIPLE SERIES**

501. Issuance of Multiple Series. At the option of the Treasurer, exercisable by written order, the Notes issued under Article II, Article III or Article X may be issued in two or more individually designated series. Each series shall bear its own rate of interest, which may be fixed or variable in accordance with Article IV. Various series need not be issued at the same time and may be issued from time to time in the discretion of the Treasurer exercisable by written order. In determining the dates of issuance of the respective series, the Treasurer shall consider, among other pertinent factors, the impact the dates selected may have on the marketability, rating and/or qualification for credit support or liquidity support for, or insurance of, the Notes. The Notes of each such series shall be issued according to this Resolution in all respects (and the term "Notes" shall be deemed to include each series of Notes throughout this Resolution), provided that:

(a) The aggregate principal amount of the Notes of all series shall not exceed the maximum aggregate amount permitted under Section 103;

(b) Each series shall be issued pursuant to Article II or Article III, and different series may be issued pursuant to different Articles;

(c) Each series shall be issued pursuant to Section 502 or Section 503, and different series may be issued pursuant to different Sections;

(d) A series may be issued under Article II for one or more of the annual maturities set forth in Article II with the balance of the annual maturities being issued under Article II or under Article III in one or more other series, provided that the minimum annual maturities set forth in Section 203 shall be reduced and applied pro rata to all Notes so issued; and

(e) The Notes of all series issued pursuant to Article II above shall not, in aggregate, mature in amounts or on dates exceeding the maximum authorized maturities set forth in Section 203.

502. Series Secured Pari Passu. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be secured *pari passu* with the other by the security described in and the amounts pledged by Article VII below. Moreover, such security may, pursuant to further written order of the Treasurer, be segregated in accordance with the following provisions.

(a) The Treasurer may by written order establish separate sub-accounts in the County's 2019 Note Reserve Account for each series of Notes, into which shall be deposited the amount borrowed for the Note Reserve Account for each such series.

(b) The Treasurer may by written order establish separate sub-accounts in the County's 2019 Note Payment Account for each series of Notes, and all amounts deposited in the Note Payment Account shall be allocated to the sub-accounts.

(c)(i) In the event separate sub-accounts are established pursuant to subsection (b) above, and subject to Paragraph (ii) below, the percentage of deposits to the County's 2019 Note Payment Account allocated to each sub-account may be set equal to the percentage that Notes issued in the corresponding series bears to all Notes issued under this Resolution or to any other percentage designated by the Treasurer pursuant to written order; provided that if the various series are issued at different times or if the various series are structured with different maturity dates, (I) sums deposited in the Note Payment Account prior to the issuance of one or more series may upon the issuance of each such series be reallocated among the various sub-accounts established under Subsection (b) above to achieve a balance among the sub-accounts proportionate to the designated percentage allocation, and/or (II) deposits to the Note Payment Account may be allocated among the sub-accounts according to the total amount of debt service that will actually be paid from the respective sub-accounts.

(ii) Alternatively, the Treasurer may, by written order, rank the sub-accounts established under Subsection (b) above in order of priority, and specify that each such sub-account shall receive deposits only after all sub-accounts having a higher priority have received deposits sufficient to discharge all (or any specified percentage of) Notes whose series corresponds to any of the sub-accounts having priority.

(d) In the absence of a written order of the Treasurer to the contrary, the amounts in each sub-account established pursuant to this Section 502 shall secure only the Notes issued in the series for which such sub-account was established, until such Notes and interest on such Notes are paid in full, after which the amounts in such sub-account may, pursuant to written order of the Treasurer, be added pro rata to the amounts in the other sub-accounts and thereafter used as part of such other sub-accounts to secure all Notes and interest on such Notes for which such other sub-accounts were created, until paid in full. Alternatively, amounts held in two or more sub-accounts within either the Note Reserve Account or the Note Payment Account may be

commingled, and if commingled shall be held *pari passu* for the benefit of the holders of each series of Notes pertaining to the relevant sub-accounts.

503. Series Independently Secured. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be independently secured in accordance with this Section 503.

(a) Each series of Notes shall pertain to one or more taxing units, as designated by the Treasurer pursuant to written order, and no two series of Notes shall pertain to the same taxing unit. A school district, intermediate school district, or community college district extending beyond the boundaries of a city in which it is located may, pursuant to written order of the Treasurer, be subdivided along the boundaries of one or more cities and each such subdivision shall be deemed a taxing unit for purposes of this Section 503.

(b) Separate sub-accounts shall be established in the County's 2019 Tax Payment Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account to only those taxing units designated as being in that series.

(c) In the event Notes are issued for deposit into the Project Account established under Section 701, separate sub-accounts shall be established in the Project Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account only to accounts, sub-accounts and/or taxing units designated as being in the series corresponding to the sub-account from which disbursement is being made.

(d) A separate sub-account shall be established in the County's 2019 Note Reserve Account for each series of Notes, into which shall be deposited the amount determined by the Treasurer under Section 103 or Section 703 with respect to the series. Each sub-account shall secure one and only one series.

(e) A separate sub-account shall be established in the County's 2019 Note Payment Account for each series of Notes. Each sub-account shall be allocated only those amounts described in Section 704 which pertain to the taxing units included in the series corresponding to the sub-account. Chargebacks received from a taxing unit pursuant to Section 905 shall be deposited in the sub-account corresponding to the series in which the taxing unit is included. Amounts held in each sub-account shall secure the debt represented by only those Notes included in the series corresponding to the sub-account, and disbursements from each sub-account may be applied toward the payment of only those Notes included in the series corresponding to the sub-account.

(f) The amounts in each sub-account established pursuant to this Section 503 shall secure only the Notes issued in the series for which such sub-account was established until such Notes and interest on such Notes are paid in full, after which any amounts remaining in such sub-account shall accrue to the County and shall no longer be pledged toward payment of the Notes.

## **VI. TAXABILITY OF INTEREST**

601. Federal Tax. The County acknowledges that the current state of Federal law mandates that the Notes be structured as taxable obligations. Consequently, the Notes shall, subject to Article X, be issued as obligations the interest on which is not excluded from gross income for purposes of Federal income tax.



602. State of Michigan Tax. Consistent with the treatment accorded all obligations issued pursuant to Act 206, interest on the Notes shall be exempt from the imposition of the State of Michigan income tax and the State of Michigan single business tax, and the Notes shall not be subject to the State of Michigan intangibles tax.

603. Change in Federal Tax Status. In the event there is a change in the Federal tax law or regulations, a ruling by the U.S. Department of Treasury or Internal Revenue Service establishes that the Notes may be issued as exempt from Federal income taxes or a change in Michigan law causes the Notes in the opinion of counsel to be exempt from federal income taxes, the Notes may be so issued.

## **VII. FUNDS AND SECURITY**

701. Delinquent Tax Project Account. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated in time to allow distribution of the proceeds of the Notes within 20 days after the date of issue, a 2019 Delinquent Tax Project Account (the "Project Account") shall be established by the Treasurer as a separate and distinct fund of the County within its general fund. The Project Account shall receive all proceeds from the sale of the Notes, including any premium or accrued interest received at the time of sale. The Project Account shall be held in trust by an escrow agent until the monies therein are disbursed in accordance with this Article VII. The escrow agent shall be a commercial bank, shall be located in Michigan, shall have authority to exercise trust powers, and shall have a net worth in excess of \$25,000,000. The form and content of the agreement between the County and the escrow agent shall be approved by the Treasurer. Subject to the following sentence, monies deposited in the Project Account shall be expended only (i) for the purpose of funding the Tax Payment Account established under Section 702 and (ii) to the extent permitted by Act 206, for the purpose of paying the expenses of the offering of the Notes. In the event the Treasurer by written order so directs, additional funding of the Project Account may be undertaken, and any surplus proceeds remaining in the Project Account after the Treasurer has completed the funding of the Tax Payment Account may be transferred to either the 2019 Note Reserve Account created under Section 703 or the 2019 Note Payment Account created under Section 704. Monies in the Project Account may be disbursed by the escrow agent to the County's 2019 Tax Payment Account at any time and from time to time, upon receipt of a written requisition signed by the Treasurer.

702. 2019 Tax Payment Account. The County's 2019 Tax Payment Account (the "Tax Payment Account") is hereby established as a distinct account within the Revolving Fund. The Treasurer shall designate all or a portion of the proceeds of the Notes, not to exceed the amount of Delinquent Taxes, for deposit in the Tax Payment Account. If, however, the proceeds of the Notes are initially deposited in the Project Account pursuant to Section 701, the Treasurer is instead authorized and directed to transfer monies included in the Project Account in accordance with the procedures set forth in Section 701. The County shall apply the monies in the Tax Payment Account to the payment of the Delinquent Taxes or expenses of the borrowing in accordance with Act 206. The allocation of monies from the Tax Payment Account may be made pursuant to a single, comprehensive disbursement or may instead be made from time to time, within the time constraints of Act 206, to particular taxing units as monies are paid into the Tax Payment Account, such that the source of the monies (whether from the County's own funds, from the proceeds of a tax exempt borrowing or from the proceeds of a taxable borrowing) may be traced to the particular taxing unit receiving the funds. Moreover, and regardless of whether multiple series of Notes are issued, the Tax Payment Account may be divided into separate sub-

accounts in order to allow the Treasurer to designate which taxing units shall receive borrowed funds and which shall receive funds otherwise contributed by the County.

703. 2019 Note Reserve Account. In the event funding is provided as described in this Section 703, the Treasurer shall establish a 2019 Note Reserve Account (the "Note Reserve Account") as a distinct account within the Revolving Fund. After depositing all of the monies to fund the Tax Payment Account pursuant to Section 702, the Treasurer shall next transfer to the Note Reserve Account, either from the Project Account or directly from the proceeds of Notes, any proceeds remaining from the initial issuance of the Notes. In addition, the Treasurer may transfer unpledged monies from other County sources to the Note Reserve Account in an amount which, when added to any other amounts to be deposited in the Note Reserve Account, does not exceed the amount reasonably required for the Notes secured by the Reserve Account or, if less, 20% of the total amount of the Notes secured by the Reserve Account. Except as provided below, all monies in the Note Reserve Account shall be used solely for payment of principal of, premium, if any, and interest on the Notes to the extent that monies required for such payment are not available in the County's 2019 Note Payment Account. Monies in the Note Reserve Account shall be withdrawn first for payment of principal of, premium, if any, and interest on the Notes before County general funds are used to make the payments. All income or interest earned by, or increment to, the Note Reserve Account due to its investment or reinvestment shall be deposited in the Note Reserve Account. When the Note Reserve Account is sufficient to retire the Notes and accrued interest thereon, the Treasurer may order that the Note Reserve Account be used to purchase the Notes on the market, or, if the Notes are not available, to retire the Notes when due. If so ordered by the Treasurer, all or any specified portion of the Note Reserve Account may be applied toward the redemption of any Notes designated for redemption in accordance with Section 209.

704. 2019 Note Payment Account.

(a) The County's 2019 Note Payment Account is hereby established as a distinct account within the Revolving Fund. (The County's 2019 Note Payment Account, as supplemented by monies held in any interim account that are designated for transfer to the 2019 Note Payment Account, is herein referred to as the "Note Payment Account".) The Treasurer is directed to deposit into the Note Payment Account, promptly on receipt, those amounts described below in Paragraphs (i), (ii), (iv), and (v) that are not excluded pursuant to Subsection (c) below. Furthermore, the Treasurer may, by written order, deposit into the Note Payment Account all or any portion of the amounts described below in Paragraph (iii).

(i) All Delinquent Taxes.

(ii) All statutory interest on the Delinquent Taxes.

(iii) All property tax administration fees on the Delinquent Taxes, net of any amounts applied toward the expenses of this borrowing.

(iv) Any amounts which are received by the Treasurer from the taxing units within the County because of the uncollectability of the Delinquent Taxes.

(v) Any amounts remaining in the Project Account after the transfers to the Tax Payment Account and Note Reserve Account have been made as specified in Sections 702 and 703.

(b) Monies in the Note Payment Account shall be used by the County to pay principal of, premium, if any, and interest on the Notes as the same become due and payable.

(c)(i) The Treasurer may by written order provide that only a portion of the sums described above in Subsection (a) shall be deposited into the Note Payment Account and applied toward the payment of debt service on the Notes, in which event those sums which are withheld from the Note Payment Account shall be deposited into the Tax Payment Account or, pursuant to further order of the Treasurer, applied toward any other purpose consistent with Act 206. The portion of any sums described in Subsection (a) which are withheld from the Note Payment Account pursuant to this Subsection shall be determined in accordance with the following Paragraph.

(ii) Prior to the issuance of the Notes, the Treasurer may by written order specify a cut-off date not earlier than March 1, 2019, and only those sums payable to the Note Payment Account and received by the County after the cut-off date shall be applied to the Note Payment Account.

(d) The Treasurer may by written order provide that at such time as sufficient funds shall have been deposited into the Note Payment Account to pay all remaining amounts owed under the Notes the pledge on any additional monies otherwise payable to the Note Payment Account shall be discharged and such monies shall not be deposited into the Note Payment Account or otherwise pledged toward payment of the Notes.

(e) The Treasurer may by written order provide that in the event Notes are issued pursuant to Article III, amounts which would otherwise be included in the Note Payment Account or the Note Reserve Account (or any sub-account therein for a particular series of Notes) shall not include any amounts received by the County prior to the latest maturity date of any series of Notes previously issued under Article II and/or Article III.

#### 705. Limited Tax General Obligation and Pledge.

(a) The Notes shall be the general obligation of the County, backed by the County's full faith and credit, the County's tax obligation (within applicable constitutional and statutory limits) and the County's general funds. The County budget shall provide that if the pledged monies are not collected in sufficient amounts to meet the payments of the principal and interest due on the Notes, the County, before paying any other budgeted amounts, shall promptly advance from its general funds sufficient monies to pay such principal and interest.

(b) In addition, the monies listed below are pledged to the repayment of the Notes and, subject to Section 901, shall be used solely for repayment of the Notes until the principal of, premium, if any, and interest on the Notes are paid in full:

(i) All amounts deposited or earned in any Project Account, until disbursed in accordance with Section 701;

(ii) All net proceeds from the sale of the Notes deposited or earned in the Tax Payment Account, until disbursed in accordance with Section 702;

(iii) All amounts deposited in the Note Payment Account pursuant to Section 704(a);

(iv) All amounts deposited in the Note Reserve Account;

(v) All amounts earned from the investment of monies held in the Note Payment Account or the Note Reserve Account; and

(vi) Any monies placed in the Note Payment Account and drawn in the discretion of the Treasurer from unpledged sums on the revolving funds, which pledge shall be subject to such limitations or exceptions as shall be set forth in the written order of the Treasurer.

(c) If the Notes shall be issued in various series pursuant to Article V, this pledge shall in the case of any independently secured series extend only to monies in accounts or sub-accounts pertaining to the particular series.

(d) If the amounts so pledged are not sufficient to pay the principal and interest when due, the County shall pay the same from its general funds or other available sources. Pursuant to written order of the Treasurer, the County may later reimburse itself for such payments from the Delinquent Taxes collected.

706. Security for Renewal, Refunding or Advance Refunding Notes. Renewal, refunding, or advance refunding Notes shall be secured by all or any portion of the same security securing the Notes being renewed, refunded or advance refunded. The monies pledged in Section 705 for the repayment of the Notes are also pledged for the repayment of the principal of, premium, if any, and interest on any renewal, refunding, or advance refunding Notes issued pursuant to this Resolution, and any such renewal, refunding, or advance refunding Notes shall be the general obligation of the County, backed by its full faith and credit, which shall include the tax obligation of the County, within applicable constitutional and statutory limits.

707. Use of Funds after Full Payment or Provisions for Payment. After all principal of, premium, if any, and interest on the Notes have been paid in full or provision made therefor by investments of pledged amounts in direct noncallable obligations of the United States of America in amounts and with maturities sufficient to pay all such principal, premium, if any, and interest when due, any further collection of Delinquent Taxes and all excess monies in any fund or account of the Revolving Fund, and any interest or income on any such amounts, may, pursuant to written order of the Treasurer and subject to Article V, be used for any proper purpose within the Revolving Fund including the securing of subsequent issues of notes.

## **VIII. SUPPLEMENTAL AGREEMENTS**

801. Supplemental Agreements and Documents. The Treasurer, on behalf of the County, is authorized to enter into any or all of the following agreements or commitments as may, in the Treasurer's discretion, be necessary, desirable or beneficial in connection with the issuance of the Notes, upon such terms and conditions as the Treasurer may determine appropriate:

(a) A letter of credit, line of credit, repurchase agreement, note insurance, or similar instrument, providing backup liquidity and/or credit support for the Notes;

(b) A reimbursement agreement, revolving credit agreement, revolving credit note, or similar instrument, setting forth repayments of and security for amounts drawn under the letter of credit, line of credit, repurchase agreement or similar instrument;

(c) A marketing, remarketing, placement, authenticating, paying or tender agent agreement or dealer agreement designating a marketing, remarketing, authenticating, paying, tender or placement agent or dealer and prescribing the duties of such person or persons with respect to the Notes; and

(d) A put agreement or provision allowing the purchaser of the Notes to require the County to repurchase the Notes upon demand at such times as may be provided in such put agreement or provision.

(e) An agreement to use amounts formerly pledged to other years borrowings as security for the Notes when no longer so pledged.

802. Revolving Credit Notes. If the Treasurer enters into a revolving credit agreement (the "Agreement") pursuant to Section 801 above, the Agreement may call for the issuance of one or more revolving credit notes (the "Revolving Credit Notes") for the purpose of renewing all or part of maturing Notes or Notes that have been put pursuant to a put agreement or provision. Such Revolving Credit Notes shall be issued pursuant to Article II or III, as appropriate, and in accordance with the following provisions:

(a) Interest on the Revolving Credit Notes may be payable on maturity, on prior redemption, monthly, bimonthly, quarterly, or as otherwise provided in the Agreement.

(b) The Revolving Credit Notes may mature on one or more date or dates not later than the final maturity date of the Notes, as provided in the Agreement.

(c) The Treasurer may, at the time of the original issuance of the Notes, execute and deliver one Revolving Credit Note in a maximum principal amount not exceeding the lending commitment under the Agreement from time to time in force (and may substitute one such Note in a lesser principal amount for another in the event the lending commitment is reduced), provided that a schedule shall be attached to such Note on which loans and repayments of principal and interest are evidenced and further provided that the making of a loan and the evidencing of such loan on the schedule of any such Note shall constitute the issuance of a renewal Note for the purposes of this Resolution.

## **IX. MISCELLANEOUS PROVISIONS**

901. Expenses. Expenses incurred in connection with the Notes shall be paid from the property tax administration fees collected on the Delinquent Taxes and, if so ordered by the Treasurer, from any earnings on the proceeds of the offering or from other monies available to the County.

902. Bond Counsel. The Notes (and any renewal, refunding or advance refunding Notes) shall be delivered with the unqualified opinion of Clark Hill PLC, attorneys of Detroit, Michigan, bond counsel chosen by the Treasurer, which selection may, at the option of the Treasurer, be for one or more years.

903. Financial Consultants. PFM Financial Advisors, LLC, Ann Arbor, Michigan, is hereby retained to act as financial consultant and advisor to the County in connection with the sale and delivery of the Notes.

904. Complete Records. The Treasurer shall keep full and complete records of all deposits to and withdrawals from each of the funds and accounts in the Revolving Fund and any account or sub-account created pursuant to this Resolution and of all other transactions relating to such funds, accounts and sub-accounts, including investments of money in, and gain derived from, such funds and accounts.

905. Chargebacks. If, by the date which is three months prior to the final maturity date of the Notes, sufficient monies are not on deposit in the Note Payment Account and the Note Reserve Account to pay all principal of and interest on the Notes when due, Delinquent Taxes not then paid or recovered at or prior to the latest tax sale transacted two or more months before the final maturity of the Notes shall, if necessary to ensure full and timely payment on the date of final maturity, be charged back to the local units in such fashion as the Treasurer may determine, and, subject to Article V, the proceeds of such chargebacks shall be deposited into the County's 2019 Note Payment Account no later than five weeks prior to the final maturity of the Notes. This Section 905 shall not be construed to limit the authority of the Treasurer under State law to charge back under other circumstances or at other times.

906. Investments. The Treasurer is authorized to invest all monies in the Project Account, in the Revolving Fund or in any account or sub-account therein which is established pursuant to this Resolution in any one or more of the investments authorized as lawful investments for counties under Act No. 20, Public Acts of 1943, as amended. The Treasurer is further authorized to enter into a contract on behalf of the County under the Surplus Funds Investment Pool Act, Act No. 367, Michigan Public Acts of 1982, as amended, and to invest in any investment pool created thereby monies held in the Project Account, in the Revolving Fund, or in any account or sub-account therein which is established pursuant to this Resolution.

907. Mutilated, Lost, Stolen or Destroyed Notes. In the event any Note is mutilated, lost, stolen, or destroyed, the Treasurer may, on behalf of the County, execute and deliver, or order the Registrar or Paying Agent to authenticate and deliver, a new Note having a number not then outstanding, of like date, maturity and denomination as that mutilated, lost, stolen, or destroyed. In the case of a mutilated Note, a replacement Note shall not be delivered unless and until such mutilated Note is surrendered to the Treasurer or the Registrar or Paying Agent. In the case of a lost, stolen or destroyed Note, a replacement Note shall not be delivered unless and until the Treasurer and the Registrar or Paying Agent shall have received such proof of ownership and loss and indemnity as they determine to be sufficient.

## **ARTICLE X. TAX-EXEMPT NOTES OR REFUNDING**

1001. Refunding of Taxable Debt or Issuance of Tax-Exempt Debt. The County acknowledges that the current state of Federal law precludes the issuance of the Notes as obligations the interest on which is exempt from Federal income tax. However, the County presently contemplates that anticipated amendments to the Internal Revenue Code of 1986 (the "Code") and/or the Treasury Regulations issued thereunder (the "Regulations") or a change in Michigan law changing the character of the Notes may in the future permit the issuance of general obligation limited tax notes on a tax-exempt basis, and, in view of this expectation, the County, through the offices of the Treasurer, shall issue tax-exempt notes or issue obligations to refund any or all outstanding Notes issued as taxable obligations, at the time, on the terms, and to the extent set forth in this Article X.

1002. Timing of Refunding. The aforementioned refunding obligations (the "Refunding Notes") shall be issued after the effective date of any change in the Code, Regulations, Internal Revenue Service pronouncements or judicial rulings which, as confirmed by the written opinion of bond counsel, permit the refunding of all or some of the outstanding Notes with proceeds from obligations the interest on which is excluded from gross income for purposes of Federal income tax.

1003. Extent of Refunding. Subject to the other provisions of this Section 1003, the Refunding Notes shall refund all Notes outstanding at or after the effective date of any change in

the law described in Section 1002. This Section 1003 shall not, however, be construed to require the refunding of any Note prior to the time such Note may be refunded on a tax-exempt basis, nor shall this Section 1003 be construed to require the refunding of any Note, if that refunding would result in greater cost to the County (including interest expense, professional fees and administrative outlays) than would arise if the Note were to remain outstanding.

1004. Confirmatory Action. Subsequent to any change in the law described in Section 1002, the Board shall convene to consider any terms of the Refunding Notes requiring specific ratification by the Board.

1005. Arbitrage Covenant and Tax Law Compliance. In the event tax-exempt Notes or Refunding Notes are issued pursuant to this Article X, the following covenants shall be observed by the County:

(i) the County will make no use of the proceeds of the Notes or Refunding Notes and will undertake no other intentional act with respect to the Notes or Refunding Notes which, if such use or act had been reasonably expected on the date of issuance of the Notes or Refunding Notes or if such use or act were intentionally made or undertaken after the date of issuance of the Notes or Refunding Notes, would cause the Notes or Refunding Notes to be "arbitrage bonds," as defined in Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), in the Regulations promulgated under Sections 103 and 148 of the Code or in any successor or supplementary provision of law hereinafter promulgated,

(ii) the County will undertake all actions as shall be necessary to maintain the Notes or Refunding Notes as obligations the interest on which qualifies for the tax exemption provided by Section 103(a) of the Code, including, where appropriate and without limitation, filing informational returns with the Secretary of Treasury, keeping accurate account of all monies earned in any fund, account or sub-account authorized by this Resolution or any resolution adopted in accordance with Section 1004 above, certifying cumulative cash flow deficits of the County and the local units, and investing any required portion of the gross proceeds of the Notes or Refunding Notes, whether on behalf of the County or the local units, in tax-exempt obligations or State and Local Government Series obligations, and

(iii) the County will make timely payment to the United States of any investment earnings, realized by the County on the gross proceeds of the Notes or Refunding Notes, as may be subject to rebate under Section 148(f) of the Code, and, to the extent required under applicable law or deemed by the Treasurer to be in the best interest of the County pursuant to written order, the County's obligation to make such payment to the United States shall also account for excess investment earnings realized by local units on all or a portion of the gross proceeds distributed to, and held by, the local units pursuant to Section 702.

(iv) the Treasurer shall be directed to take such actions and to enter into such agreements and certifications, on behalf of the County, as the Treasurer shall deem necessary or appropriate to comply with the foregoing covenants.

1006. Undertaking to Provide Continuing Disclosure. If necessary, this Board of Commissioners, for and on behalf of the County of Ingham, hereby covenants and agrees, for the benefit of the beneficial owners of the Notes to be issued by the County, to enter into a written undertaking (the "Undertaking") required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form as approved by the Underwriter of the Notes. The Undertaking shall be enforceable by the beneficial owners of Notes or by the Underwriter on behalf of such

beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Notes.

The County Treasurer or other officer of the County charged with the responsibility for issuing the Notes shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the County's Undertaking.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

A sufficient majority having voted therefor, the two resolutions appearing above were adopted.



STATE OF MICHIGAN

COUNTY OF INGHAM

I, \_\_\_\_\_, Clerk for the County of Ingham, do hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Board of Commissioners of the County of Ingham, Michigan on \_\_\_\_\_, \_\_\_\_ as appears on record in my office, and that I have compared the same with the original and that it is a true transcript therefrom and of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at Mason, Michigan this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_, Ingham County Clerk

\_\_\_\_\_

[SEAL]

## Agenda Item 4

TO: Board of Commissioners, Law & Courts and Finance Committee

FROM: Rhonda Swayze, Deputy Court Administrator, 30<sup>th</sup> Circuit Court

DATE: March 16, 2019

RE: Resolution Amending Software Subscription and Service Agreement with Courthouse Technologies, LTD. To Provide for Off-Site Hosting  
For the meeting agendas of: March 28 and April 3, 2019

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### **BACKGROUND**

Through the 2019 budget process, Ingham County Jury Administration requested and was granted funding in the amount of \$18,000 annually for Courthouse Technologies, LTD to provide off-site hosting for all jury related services currently covered under the Agreement entered into in 2016 (Resolution #16-035). Providing off-site hosting requires an amendment to the original Agreement. This amendment consists of adding “Exhibit C” Statement of Work for Implementation of Off-Site Hosting. All other terms of the original agreement will be unchanged.

### **ALTERNATIVES**

There are no alternatives for this service.

### **FINANCIAL IMPACT**

Funds for this service are available through the Contractual Services line item of the Jury Administration budget (101-15500-818000).

### **OTHER CONSIDERATIONS**

Ingham County Jury Administration consulted with the Ingham County IT Department to ensure that the terms of the Statement of Work were acceptable to the IT Department.

### **RECOMMENDATION**

Based on the information presented, Ingham County Jury Administration respectfully recommends approval of the attached resolution to support amending the original contract with Courthouse Technologies, LTD so they can provide off-site hosting service for all jury related services currently provided by them.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING SOFTWARE SUBSCRIPTION AND SERVICE AGREEMENT WITH  
COURTHOUSE TECHNOLOGIES, LTD. TO PROVIDE FOR OFF-SITE HOSTING**

WHEREAS, by Resolution #16-035 the Ingham County Board of Commissioners approved entering into a five-year software subscription and service agreement with Courthouse Technologies, LTD for a jury management system, interactive web response system, interactive voice response system, imaging system, and data cleansing and summons production/mailling service at a rate of \$1.25 per questionnaire/summons for the first two years of the contract and \$1.50 per questionnaire/summons for the last three years of the contract; and

WHEREAS, the Ingham County Jury Administration, through the 2019 budget process, requested and was granted funding in the amount of \$18,000 annually for Courthouse Technologies, LTD to provide off-site hosting for Courthouse JMS, Courthouse SMS, Courthouse eResponse, Courthouse IVR, Courthouse IDS, and SummonsDirect; data cleaning, printing, and mailing service, and Courthouse Source List Update service; and

WHEREAS, approval of the funding for off-site hosting requires an amendment of the original Software Subscription and Service Agreement dated March 29, 2016; and

WHEREAS, the amendment consists of adding “Exhibit C” Statement of Work for Implementation of Off-Site Hosting; and

WHEREAS, all other terms of the original agreement remain unchanged.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes amending the five-year software subscription and service agreement with Courthouse Technologies, LTD approved by Resolution #16-035 by adding “Exhibit C” Statement of Work for Implementation of Off-Site Hosting.

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

**TO:** Law and Courts and Finance Committees

**FROM:** Russel Church, Chief Public Defender

**DATE:** March 18, 2019

**SUBJECT:** Resolution to Authorize defenderData Software and Implementation  
For the meeting agendas of March 28 and April 3

**BACKGROUND**

In November, 2017 the Board of Commissioners approved Resolution #17-445 which accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee. The State of Michigan has provided for full funding of the plan effective October 1, 2018. The establishment of a fully functional law office requires case management software and it is the intention of the office to be as paperless as possible. The grant provided that acquisitions must be subject to state policies on open competition with a waiver possible if such competition was deemed by the State of Michigan to be impracticable. As described below, the initial budget was based on the cost of obtaining a program called OnBase. OnBase is primarily a document management system and one of its shortcomings is that it has limited ability to extract data for case load numbers for the office and per attorney. The Michigan Indigent Defense Commission has provided information about a program called defenderData that is being used or is being acquired by many of the other grantees. An evaluation by the Public Defenders Office has concluded that program offers several significant advantages over the program that was initially included in the budget.

**FINANCIAL IMPACT**

The initial grant provides \$41,494.14 for licenses and work flow access to a case management system. That figure was based on the expected cost of a program called OnBase, currently used by the Prosecutor's Office and being implemented by the Circuit Court. That figure would be a recurring expense annually. Additionally, the budget provides for \$216,000.00 for developing a customized platform by OnBase for the Office of the Public Defender. Both of these sums have been budgeted in this year's MIDC grant. The resolution provides for the first year of licenses for a program called defenderData by a company called JusticeWorks. DefenderData is being used currently by several public defender offices in Michigan as well as a number of other locations in the country. DefenderData charges \$25.00 per user license per month. There is no cost to acquire the software and no specific contractual obligation. For 42 licenses, the annual expense will be \$12,600.00. Because they have already fielded it in Michigan, it is not expected that there would be any customization to begin using it, but the charge for customization is \$100.00 per hour. The resolution allows the expenditure of \$5,000.00, should a need for customization arise.

**STRATEGIC PLANNING IMPACT**

This resolution supports the immediate need of being able to establish a functional law office. It also supports the expected implementation of Michigan Indigent Defense Standard 6 related to maintaining manageable workloads by being able to track how many cases of each category the attorneys are handling.

**OTHER CONSIDERATIONS**

The grant has a provision for competitive bidding that could be waived by the State of Michigan as grantor. That requirement has been waived by the Licensing and Regulatory Authority.

**RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE LICENSING OF DEFENDERDATA SOFTWARE  
AND IMPLEMENTATION OF ITS USE**

WHEREAS, every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes; and

WHEREAS, the Michigan Indigent Defense Commission has solicited public comment on the other four minimum standards which are expected to be adopted as they implement legislative mandates of the Michigan Indigent Defense Commission Act MCL 780.991 et.seq.; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved by the State of Michigan, effective October 1, 2018; and

WHEREAS, the implementation of the plan and the operation of the office will require appropriate computer software to manage the files and the activities of the office; and

WHEREAS, the Public Defenders Office has selected the case management system called defenderData by JusticeWorks to provide the necessary software program; and

WHEREAS, the annual cost of the number of needed licenses (42) is \$12,600.00 per year and the cost of any necessary customization specific to the Ingham County Public Defenders Office is at the rate of \$100.00 per hour with a requested maximum of \$5,000.00; and

WHEREAS, the budget for obtaining such a case management system is included in the grant budget authorized by Resolution #18-476.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acquisition of the case management system called defenderData by JusticeWorks, Inc. at an annual expenditure of \$12,600.00.

BE IT FURTHER RESOLVED, that the Public Defenders Office may authorize customized features at the rate of \$100.00 per hour to JusticeWorks, Inc. not to exceed a total sum of \$5,000.00 for customization.

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.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby waives the County's competitive bidding requirement for the acquisition of software from JusticeWorks, Inc. defenderData for the Ingham County Public Defenders Office.

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Lance Langdon, 9-1-1 Director  
**DATE:** March 5, 2019  
**SUBJECT:** Resolution authorizing a purchase order with Ultra Seating Corp for 9-1-1 Chairs  
For the meeting agenda March 28, 2019 and April 3, 2019

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**BACKGROUND**

This resolution authorizes a purchase of 6 chairs to replace worn out chairs at the 9-1-1 Center. The chair has been identified by staff as being very comfortable and is rated for 24x7 operations. Two were initially purchased for evaluation and additional chairs are wanted and needed.

Quotes were obtained from three vendors: Seat works, DBI, and Ultra Seating. The chairs from Ultra Seating cost was between the other two vendors, but with staff's evaluation of chairs from all three vendors, Ultra Seating was preferred. Many of our current chairs are from Seat works, but they were the highest in cost with the quotes obtained. They are good chairs, but staff liked the Ultra Seating chairs the most, resulting in my recommending them for purchase.

**ALTERNATIVES**

With staff identifying that these chairs meet their needs and they are staffing the center 12 hours a day, 24x7, 365 days a year, chairs are a very important piece of equipment to them.

**FINANCIAL IMPACT**

The funds for these chairs is part of the center's budget. The cost with shipping for the 6 chairs should be just under \$5,600.00. These chairs are at a lower cost as compared to the other 24x7 chair we have been using.

**STRATEGIC PLANNING IMPACT**

Keeping the staff at 9-1-1 comfortable and happy does have an effect in assisting public safety.

**OTHER CONSIDERATIONS**

Staff has seen these chairs at a trade show among others and was liked. Two were ordered to try them out at the center and staff are asking to purchase more to replace the worn out chairs.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to issue a PO for the purchase of chairs from Ultra Seating.

## Agenda Item 6a

TO: Lance Langdon, Director, 9-1-1 Central Dispatch

FROM: James Hudgins, Director of Purchasing

DATE: March 20, 2019

RE: Memorandum of Performance for Packet 68-19: Chairs for 9-1-1 Central Dispatch Center

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Quotes were sought to purchase ergonomic chairs that will meet the working environment of the 24x7 operation of the Central Dispatch Center.

VENDOR NAME	LOCAL PREFERENCE	COST
DBI	Yes, Lansing MI	\$4,027.98
Ultra Seating	No, Acheson, Canada	\$5,545.00
Seat Works LLC, Iron Horse	No, Antioch, IL	\$9,744.34

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF CHAIRS FOR THE INGHAM COUNTY  
9-1-1 CENTRAL DISPATCH CENTER FROM ULTRA SEATING CORPORATION**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the 9-1-1 Center needs to replace some of the worn out chairs that have been in service for the last seven years; and

WHEREAS, quotes were sought to purchase ergonomic chairs that will meet the working environment of the 24x7 operation of the Central Dispatch Center; and

WHEREAS, the Center staff have identified a chair from Ultra Seating Corp. that meets the needs for a chair that is comfortable and is rated for a 24x7 operation; and

WHEREAS, although Ultra Seating did not quote the lowest cost, due to these chairs being evaluated as the best to meet the needs of 9-1-1 Center staff, the 9-1-1 Director recommends the purchase of six chairs from Ultra Seating Corporation at a cost not to exceed \$5,600.00 to include the chairs and freight/delivery, from the center's 2019 operations budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the purchase of 6 chairs for the Ingham County 9-1-1 Center from Ultra Seating at a cost not to exceed \$5600.00.



## **Agenda Item 6b**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Lance Langdon, ENP 9-1-1 Director  
**DATE:** March 19, 2019  
**SUBJECT:** Renewal of Support for Computer Aided Dispatch System with TriTech/Central Square  
For the meeting agenda March 28, 2019 and April 3, 2019

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### **BACKGROUND**

The Board purchased a new 9-1-1 Computer Aided Dispatch (CAD) System with Resolution #14-081, which went live in April of 2015. This like most computer systems require support and maintenance fees to be paid for the companies to constantly maintain, update and improve the systems. The renewal for 2018 effective date is from April 14, 2018 to April 13, 2019. The support agreement is updated yearly.

### **ALTERNATIVES**

With the operation of any system of this type, support and maintenance fees are expected. There is not an option to use a software program of this type without this support, and as such there are really no alternatives to approving this agreement.

### **FINANCIAL IMPACT**

The cost of this contract is \$125,943.06 for the listed period. This amount was included in the 2019, 9-1-1 Center operations budget.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of service to our residents and supporting public safety.

### **OTHER CONSIDERATIONS**

The renewal is required to obtain support and keep the system operational.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to continue the support contract with TriTech/Central Square.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SOFTWARE SUPPORT AGREEMENT WITH TRITECH  
FOR THE COMPUTER AIDED DISPATCH (CAD) SYSTEM**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, the 9-1-1 Center needs to continue to contract with TriTech for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the TriTech CAD system, and renewal of the support agreement, which has been budgeted for in the center's 2019 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2019 TriTech Support Renewal Agreement between TriTech and Ingham County 9-1-1 Center for the Computer Aided Dispatch System from April 14, 2019 through April 13, 2020, at a cost of \$125,943.06.

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

**Agenda Item 7a, 7b and 7c**

To: County Services and Finance Committees

From: Rob Francis, Deputy Director  
Equalization/Tax Mapping

Date: February 20, 2019

Re: 2019 Remonumentation

The attached resolutions authorize an agreement with the county representative for the county's 2019 remonumentation program, agreements with the 2019 remonumentation surveyors, and agreements with the 2019 peer review surveyors. All monies are from the 2019 remonumentation grant from the State of Michigan. The grant amount for 2019 is \$94,614.

## VENDORS' COSTS

Vendor Name	Local Pref	Licensed Surveyor Rate/Hour	Crew w/ Equip & Vehicle Rate/Hour	Additional Crew Member Rate/Hour	Office Technician Rate/Hour	Draftsperson/ CAD Rate/Hour	Clerical/ General Office Rate/Hour	Other: Rate/Hour	Other: Rate/Hour
Bumstead Land Surveys	No, Charlotte MI	\$100.00	\$130.00	\$30.00	\$65.00	\$65.00	\$40.00		
Enger Surveying & Engineering	Yes, Mason MI	\$102.00	\$140.00	\$30.00	\$60.00	\$60.00	\$40.00	Backhoe Operator \$100.00/hr	Compressor/ Jackhammer \$25.00/Hr.
Autenrieth Land Surveys	No, Lansing (Eaton Cty) MI	\$105.00	\$140.00	\$40.00	\$70.00	\$65.00	\$40.00	1 Man Field Crew w/equipment \$125/hour	
All Purpose Surveying Consultants	No, DeWitt MI	\$110.00	\$145.00	\$40.00	\$70.00	\$75.00	\$50.00	1 Man Field Crew at \$125/Hour	
Geodetic Designs Inc.	Yes, Lansing MI	\$115.00	\$150.00	\$30.00	\$56.00	\$85.00	\$52.00	1 Man Field Crew at \$120/Hour	
Wm. A. Kibbe & Associates Inc.	Yes, Lansing MI	\$114.75	\$165.00	\$50.00	\$90.00	\$90.00	\$49.50	1 Person with GPS Survey Equip. \$121.25/Hour	
Wolverine Engineers & Surveyors Inc.	Yes, Mason MI	\$120.00	\$130.00	\$30.00	\$50.00	\$60.00	\$45.00	Equipment Rental at Cost	

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND  
REMONUMENTATION PROJECT REPRESENTATIVE**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2019 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2019 through December 31, 2019, at a cost not to exceed \$14,420.

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 TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS**

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

**WHEREAS, the Ingham County Board of Commissioners wishes to express appreciation for the dedicated service and leadership of Ronnie Lester, who for 27 years has guided the Ingham County Remonumentation program; and**

**WHEREAS, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms; and**

WHEREAS, for 2019 six qualified surveying firms have been selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2019; and

WHEREAS, it is the recommendation of the Evaluation Committee, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize contracts with All Purpose Surveying Consultants, LLC, Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, Enger Surveying and Engineering, Geodetic Design, Inc., and Wolverine Engineering and Surveyors, Inc., for services as monumentation surveyors for 2019.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2019:

All Purpose Surveying Consultants, LLC: \$12,400

Autenrieth Land Surveys, LLC: \$12,400

Bumstead Land Surveys, LLC: \$12,400

Enger Surveying and Engineering: \$12,400

Geodetic Designs, Inc.: \$12,400

Wolverine Engineering and Surveyors, Inc.: \$12,400

**BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners directs that an RFP process be employed aimed at simplifying and focusing the program by seeking a single qualified provider.**

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 TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS**

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2019 Ingham County Remonumentation Project:

Anthony Bumstead,, 518 W. Lovett #3, Charlotte, MI 48813  
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917  
David Clifford, P.O. Box 87, Mason, MI 48854  
Ronald Enger, P.O. Box 87, Mason, MI 48854  
Gilbert Barish, 2300 N. Grand River Avenue, Lansing, MI 48906  
Justin Carroll, 2300 N. Grand River Avenue, Lansing, MI 48906  
Donald Bendzinski, 312 North Street, Mason, MI 48854  
Brett Dodge, 11553 Sara Ann Drive, Dewitt, MI 48820

to terms expiring December 31, 2019.

BE IT FURTHER RESOLVED, upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2019 at a cost not to exceed \$525 per Peer Review Group Member at a cost of \$175 per meeting.

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 TO WAIVE THE DIGITAL DATA PARCEL FEE FOR THE  
MICHIGAN STATE UNIVERSITY'S DEPARTMENT OF FISHERIES AND WILDLIFE  
FOR THE PURPOSE OF EDUCATIONAL RESEARCH**

WHEREAS, the Equalization/Tax Mapping Department has developed and maintains the digital parcel data for Ingham County; and

WHEREAS, a fee schedule has been established where the digital parcel data is available for purchase at a cost of \$0.10 per parcel; and

WHEREAS, a request for digital parcel data has been requested by Michigan State University's Department of Fisheries and Wildlife that would result in a total fee of \$2,701.00; and

WHEREAS, the request is being made by an educational institution for the purpose of educational research to monitor and track white tail deer within the County; and

WHEREAS, the Equalization/Tax Mapping Department recommends waiving the \$2,701 for this research.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes waiving the \$2,701 one-time fee for digital parcel data requested by Michigan State University's Department of Fisheries and Wildlife.

BE IT FURTHER RESOLVED, that the digital parcel data is to be used solely for educational research and shall not be transferred to other parties.

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



## Agenda Item 8

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: March 13, 2019

Subject: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program  
For the meeting agendas of April 1 and April 3

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### **BACKGROUND**

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (Child trauma, effective communication within matches, Human Trafficking, Runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. CAMP will utilize the funds to bring awareness of the program to the community with the purchase of promotional items as well as utilizing quarterly service projects in the community as a platform. CAMP is not yet its own 501(c) 3 and is facilitated by Big Brothers Big Sisters Michigan Capital Region.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The contract will not exceed \$25,000 for the time period of January 1, 2019 through December 31, 2019. Funds for this contract are included in the 2019 budget.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of fostering youth development.

### **OTHER CONSIDERATIONS**

Capital Area Mentoring Partnership (formerly the Community Coalition of Youth) is a collaboration of mentoring organizations and community resources that focuses on mentoring in the tri-county, serving youth from the age of five years to twenty-five. The collaboration is diverse; organizations offer one-to-one mentoring, group mentoring, services to homeless youth, immigrant children, refugee children, children with disabilities, children involved with the Juvenile Justice System and/or African American young men, etc.

### **RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2019**

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition since renamed the Community Coalition for Youth (CCY) was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included \$25,000 as the County's share of funding for CAMP in the fiscal year 2019.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period January 1, 2019 through December 31, 2019 in an amount not to exceed \$25,000 as Ingham County's share of funding to provide administrative oversight and programmatic leadership for the CAMP.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 19, 2019  
**SUBJECT:** Hawk Island Red Tail Shelter Enclosure  
For the meeting agenda of 4/1/19 Human Services and 4/3/19 Finance

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**BACKGROUND**

The Hawk Island Tubing Hill has seen incredible growth in visitation over the past couple years. When comparing visitation statistics from the 2016-17 winter season to the current season, numbers indicate that average per day visitation has almost doubled in two years (155 vs 274). The highest one day visitation in 2016-17 was 400, compared to several days during the current year that have exceeded 600 visitors. Reservations have also increased exponentially; four in 2016-17 compared to 15 in the current year. The current ticket/warming building is constructed of insulated panels that are installed specifically during the winter in order to make Red Tail shelter a year-round multi-use building. Currently the seasonal panels enclose approximately 5/8ths of the entire shelter. Staff is proposing to enclose the additional 3/8ths of Red Tail Shelter. This will enclose the entire building in the winter months.

**ALTERNATIVES**

None. With these large increases in visitation, the current ticket area and warming building have become too restrictive in size to accommodate the current user load we have been experiencing. In order to accommodate this increase, coupled with maintaining customer satisfaction, it has become a necessity to expand the current ticket area.

**FINANCIAL IMPACT**

This resolution requests authorization to use the Parks 208 fund balance in order to expand this warming building for the upcoming 2019-2020 winter season. There are funds available to do this project in the Parks Department 208 fund balance.

Please see cost summary below:

Panel Construction and Windows/Doors: \$5,160  
Expanded Infrared Heating system: \$7,840

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their February 25, 2019 meeting.

**RECOMMENDATION**

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

## Agenda Item 9a

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: March 19, 2019

RE: Memorandum of Performance for Packet 76-19: Furnish and install three (3) new heaters at the Red Tail Shelter.

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Quotes were sought to furnish and install three (3) new heaters at the Red Tail Shelter at Hawk Island Tubing Hill.

VENDOR NAME	LOCAL PREFERENCE	COST
Myers Plumbing & Heating Inc.	No, Clinton County	\$7,840.00
E.H.Ward Company	Yes, Lansing	\$8,440.00*
T.H. Eifert Mechanical Contractors	Yes, Lansing	\$28,215.00

\*E.H. Ward Company, a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy.

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

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

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE HAWK ISLAND RED TAIL ENCLOSURE PROJECT**

WHEREAS, the Ingham County Parks Department maintains the buildings at Hawk Island; and

WHEREAS, the current ticket area and warming building for the Hawk Island snow tubing hill has become too restrictive in size to accommodate the current user load; and

WHEREAS, in order to accommodate this increase, it has become a necessity to expand the current ticket area; and

WHEREAS, staff will complete the expansion of the Red Tail Shelter project with the exception of the expanded heating system; and

WHEREAS, staff will complete the work for panel construction and windows/doors in the amount of \$5,160; and

WHEREAS, proposals were solicited for furnishing and the installation of new heaters in the Red Tail Shelter at Hawk Island; and

WHEREAS, E. H. Ward Company, a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to E. H. Ward Company.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with E. H. Ward Company in the total amount not to exceed \$7,840 for furnishing and the installation of new heaters in the Red Tail Shelter at Hawk Island.

BE IT FURTHER RESOLVED, that the contract with E. H. Ward Company shall be effective the date of execution through October 15, 2019.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize \$13,000 from the Parks Department 208 fund balance for the project.

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

BE IT FURTHER RESOLVED, 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.

## **Agenda Item 9b**

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 18, 2019  
**SUBJECT:** Contract with J.H. Construction, Inc.  
For the meeting agenda of 4/1/19 Human Services and 4/3/19 Finance

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### **BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to replace asphalt paths with concrete sidewalks and to install new concrete sidewalks at Hawk Island County Park. The scope of work includes, but is not limited to, replacing approximately 1,000' L x 8' W of existing pathways with concrete sidewalks and installing 175' L x 8' W concrete sidewalks where there is currently no asphalt. Ingham County Parks will restore site and seed.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The Evaluation Committee recommends that a contract be awarded to the low quote J.H. Construction, Inc. per the quoted proposal in the amount of \$40,349 for the base bid and \$8,030 for the alternate bid for a total not to exceed amount of \$48,379.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

### **OTHER CONSIDERATIONS**

The Ingham County Park Commission will review this resolution at their March 25, 2019 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with J.H. Construction, Inc.

## Agenda Item 9b

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: February 28, 2019

RE: Memorandum of Performance for RFP No. 18-19 Concrete Sidewalks Replacement

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for the purpose of entering into a contract to replace asphalt paths with concrete sidewalks, and potentially installing new concrete sidewalks at Hawk Island County Park.

The scope of work includes, but is not limited to, replacing approximately 1,000' L x 8' W of existing pathways with concrete sidewalks and potentially (alternate bid) installing 175' L x 8 W concrete sidewalks where there is currently no asphalt. Ingham County Parks will restore site and seed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	141	45
Vendors responding	8	3

A summary of the vendors' costs is located on the next page.

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

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

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

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

SUMMARY OF VENDORS' COSTS

<b>Vendor Name</b>	<b>Local Pref</b>	<b>Base Bid</b> Replace approximately 1,000' length x 8' wide of existing asphalt pathways with concrete sidewalks	<b>Alternate Bid</b> Total cost to provide and Install 175' length x 8' wide concrete sidewalks	<b>Total Bid + Alternate Bid</b>
JH Construction Inc.	Yes, Mason MI	\$40,349.00	\$8,030.00	\$48,379.00
Moore Trosper Construction Co.	Yes, Holt MI	\$50,400.00	\$12,850.00	\$63,250.00
E.T. MacKenzie Co.	No, Grand Ledge MI	\$51,950.00	\$14,050.00	\$66,000.00
McCarthy Construction Co.	No, Commerce MI	\$63,000.00	\$5,700.00	\$68,700.00
T.L. Contracting Inc.	No, Lansing MI (Clinton County)	\$62,585.00	\$10,612.00	\$73,197.00
Lopez Concrete Construction LLC	Yes, Lansing MI	\$64,000.00	\$11,200.00	\$75,200.00
Lacaria Concrete Construction	No, Detroit MI	\$68,000.00	\$12,500.00	\$80,500.00
Rumsey & Sons Construction Inc.	No, Dimondale MI	\$159,450.00	\$27,905.00	\$187,355.00



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH J.H. CONSTRUCTION INC.**

WHEREAS, proposals were solicited from qualified and experienced contractors for the purpose of entering into a contract to replace asphalt paths with concrete sidewalks and install new concrete sidewalks at Hawk Island County Park; and

WHEREAS, the scope of work includes, but is not limited to, replacing approximately 1,000' L x 8' W of existing pathways with concrete sidewalks and installing 175' L x 8' W concrete sidewalks where there is currently no asphalt. Ingham County Parks will restore site and seed; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to J.H. Construction, Inc., the low bidder.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with J.H. Construction, Inc. per the quoted proposal in the amount of \$40,349 for the base bid and \$8,030 for the alternate bid for a total not to exceed amount of \$48,379 for the purpose of entering into a contract to replace asphalt paths with concrete sidewalks and install new concrete sidewalks at Hawk Island County Park.

BE IT FURTHER RESOLVED, that the contract shall be effective the date of execution through December 1, 2019.

BE IT FURTHER RESOLVED, that there are funds available in approved CIP line item #228-75999-974000-9P11.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the 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.

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** March 14<sup>th</sup>, 2019  
**SUBJECT:** FY 19 State of Michigan Comprehensive Agreement Amendment # 3  
For the meeting agendas of April 2, 2019 and April 3, 2019

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### **BACKGROUND**

Ingham County Health Department (ICHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2018-2019 Comprehensive Agreement through Resolution #18-351 and Amendment #1 through Resolution #18-470 and Amendment #2 through Resolution #19-050. As a result of this funding ICHD would like to make the following changes:

- Requesting to hire a 1.0 FTE PHN for Nurse Family Partnership
- Re-establish a 1.0 Lead Social Worker for Pathways to Care (PTC). This position was eliminated in the FY 19 Budget process. PTC staff routinely serve adults with various psycho-social and mental health needs, as a result we have determined that a social worker is an essential part of the team to ensure appropriate services to the clients and to support the staff through reflective supervision.
- Eliminate a .75 FTE PHN (Position # 601151)

In order to utilize the Hepatitis A grant funds authorized through the comprehensive agreement, ICHD would like to use an amount not to exceed \$85,000 for agreements regarding Hepatitis A advertising with the following agreements:

- Enter into an agreement with Comcast for the purpose of Hep A advertising
- Enter into an agreement with Adams Outdoor Advertising for the purposes of Hep A advertising
- Enter into an agreement with National CineMedia for the purposes of Hep A advertising
- Enter into an agreement with the Gay Ad Network for the purposes of Hep A advertising

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,449,665 to \$5,686,220, an increase of \$236,555. The amendment makes the following specific changes in the budget:

Nurse Family Partnership: increase of \$100,000 from \$485,300 to \$585,300

Hepatitis A Response: increase of \$140,000 from \$5,000 to \$145,000

Public Health Emergency Preparedness (10/01/18 – 6/30/19): increase of \$2,430 from \$117,595 to \$120,025

Vector-Borne Surveillance & Prevention: increase of \$8,125 from \$0 to \$8,125

WISEWOMAN: decrease of \$14,000 from \$14,000 to \$0

The creation of a 1.0 FTE PHN and 1.0 FTE Lead Social Worker position and the elimination of the .75 FTE Public Health Nurse position will have a General Fund cost savings in the amount of approximately \$6,600.

- \$100,000 NFP additional grant dollars
- \$56,500 in additional Medical Outreach dollars related to services provided by Lead Social Worker
- Savings of \$88,000 associated with the elimination of the .75 FTE PHN.

ICHD would like to use an amount not to exceed \$85,000 for agreements regarding Hepatitis A advertising.

- Comcast: \$20,000
- Adams Outdoor Advertising: \$40,000
- National CineMedia: \$16,000
- Gay Ad Network: \$9,000

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2018 through September 30, 2019.

**Debbie Edokpolo Request 3/11/19**

	Proposed 1.0 FTE Position # TBD Nurse, Public Health ICEA PHN Grade 3 Step 5	Proposed 1.0 FTE Position # TBD Lead Social Worker ICEA Professional Grade 8 Step 5	Total  Personnel Costs
704000 SALARY	69,623	69,605	139,228
715000 FICA/MEDICARE	5,326	5,325	10,651
716100 DENTAL	936	936	1,872
716200 VISION	132	132	264
716020 PHP MED	15,067	15,067	30,134
718000 MERS 0101H	24,772	13,155	37,927
714000 UNEMPLYMT	348	348	696
716035 RTEE CHG B	3,447	3,447	6,894
716450 SEPARATE	1,218	1,218	2,436
716040 RET/HLTH/T	3,133	3,132	6,265
717100 DISABILITY	90	90	180
722600 CARES (EAP)	33	33	66
717000 LIFE 30K	115	115	230
915050 LIABILITY	<u>522</u>	<u>522</u>	1,044
	124,763	113,126	237,888
Salary	69,623	69,605	139,228
Fringes	<u>55,140</u>	<u>43,521</u>	<u>98,660</u>
	124,763	113,126	237,888

**Funds Available**

Nurse Family Partnership Grant	100,000
Medicaid Outreach - 1/2 of Lead Social Worker	56,563
Vacant - 601151 - Nurse Public Health (.75 FTE)	<u>88,000</u>
	244,563

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2018-2019 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, Ingham County Health Department (ICHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement; and

WHEREAS, the Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs; and

WHEREAS, the Board of Commissioners (BOC) authorized the 2018-2019 Comprehensive Agreement through Resolution #18-351 and Amendment #1 through Resolution #18-470 and Amendment #2 through Resolution #19-050; and

WHEREAS, as a result of a funding increase through Amendment #3 ICHD would like to make the following changes:

- Create a 1.0 FTE Public Health Nurse (PHN) for Nurse Family Partnership
- Re-establish a 1.0 Lead Social Worker for Pathways to Care (PTC). This position was eliminated in the FY 19 Budget process. PTC staff routinely serve adults with various psycho-social and mental health needs, as a result we have determined that a social worker is an essential part of the team to ensure appropriate services to the clients and to support the staff through reflective supervision.
- Eliminate a .75 FTE PHN (Position # 601151); and

WHEREAS, the financial impact of this amendment is an increase of \$236,555 to the agreement for Comprehensive Local Health Services from \$5,449,665 to \$5,686,220. The amendment makes the following specific changes in the budget:

Nurse Family Partnership: increase of \$100,000 from \$485,300 to \$585,300

Hepatitis A Response: increase of \$140,000 from \$5,000 to \$145,000

Public Health Emergency Preparedness (10/01/18 – 6/30/19): increase of \$2,430 from \$117,595 to \$120,025

Vector-Borne Surveillance & Prevention: increase of \$8,125 from \$0 to \$8,125

WISEWOMAN: decrease of \$14,000 from \$14,000 to \$0; and

WHEREAS, the creation of a 1.0 FTE PHN and 1.0 FTE Lead Social Worker position and the elimination of the .75 FTE Public Health Nurse position will have a General Fund cost savings in the amount of approximately \$6,600:

- Addition of 1.0 FTE PHN- \$124,763
- Addition of 1.0 FTE Lead Social Worker- \$113,125

is offset by

- Elimination of the .75 FTE PHN- \$88,000
- Additional revenue from Medicaid Outreach dollars related to services provided by Lead Social Worker- \$56,500
- Additional Nurse Family Partnership funding- \$100,000

for a total savings of \$6,612; and

WHEREAS, ICHD would like to use an amount not to exceed \$85,000 for agreements regarding Hepatitis A advertising:

- Comcast: \$20,000
- Adams Outdoor Advertising: \$40,000
- National CineMedia: \$16,000
- Gay Ad Network: \$9,000; and

WHEREAS, MDHHS has proposed Amendment #3 to the current agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize Amendment #3 to the 2018-2019 Comprehensive Agreement with MDHHS effective October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize Amendment #3 to the 2018-2019 Comprehensive Agreement with MDHHS effective October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that effective upon approval of this resolution the Board of Commissioners establishes a 1.0 FTE Public Health Nurse (ICEA PHN, Grade 3, \$57,966-\$69,623) for the Nurse Family Partnership and a 1.0 FTE Lead Social Worker (ICEA PRO, Grade 8, \$57,981-\$69,605) for Pathways to Care.

BE IT FURTHER RESOLVED, that effective upon approval of this resolution a .75 FTE PHN (Position # 601151) is eliminated.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes utilizing Hepatitis A grant funds authorized through the comprehensive agreement in a total amount not to exceed \$85,000 for agreements regarding Hepatitis A advertising with the following:

- Comcast for the time period of May 13, 2019 through September 29, 2019, not to exceed \$20,000
- Adams Outdoor Advertising, not to exceed \$40,000
- National CineMedia, not to exceed \$16,000
- Gay Ad Network, not to exceed \$9,000

BE IT FURTHER RESOLVED, that the financial impact of this amendment is an increase of \$236,555 for the Comprehensive Local Health Services agreement from \$5,449,665 to \$5,686,220. The amendment makes the following specific changes in the budget:

Nurse Family Partnership: increase of \$100,000 from \$485,300 to \$585,300

Hepatitis A Response: increase of \$140,000 from \$5,000 to \$145,000

Public Health Emergency Preparedness (10/01/18 – 6/30/19): increase of \$2,430 from \$117,595 to \$120,025

Vector-Borne Surveillance & Prevention: increase of \$8,125 from \$0 to \$8,125

WISEWOMAN: decrease of \$14,000 from \$14,000 to \$0.

BE IT FURTHER RESOLVED, that the creation of a 1.0 FTE PHN and 1.0 FTE Lead Social Worker position and the elimination of the .75 FTE Public Health Nurse position will have a General Fund cost savings in the amount of approximately \$6,600:

- Addition of 1.0 FTE PHN- \$124,763
- Addition of 1.0 FTE Lead Social Worker- \$113,125

is offset by

- Elimination of the .75 FTE PHN- \$88,000
- Additional revenue from Medicaid Outreach dollars related to services provided by Lead Social Worker- \$56,500
- Additional Nurse Family Partnership funding- \$100,000

for a total savings of \$6,612.

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment # 3 of the 2018-2019 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the position allocation list 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 consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 14, 2019  
**SUBJECT:** Authorization to Amend Molina Healthcare Agreement

For the meeting agendas of April 1<sup>st</sup> and April 3rd, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend the Provider Services Agreement with Molina Healthcare of Michigan, Inc., for the provision of health care services to Molina Health Plan members effective January 1, 2019 and to auto-renew on an annual basis. This amendment to the Molina Provider Services Agreement is associated with the Ingham Community Health Centers (ICHC) participation in the Clinically Integrated Network (CIN) with the Michigan Community Health Network (MCHN). As a Federally Qualified Health Center (FQHC) and members of the MCHN, ICHC is eligible to participate in a CIN value-based quality bonus program. This alternate payment (incentive payment) method is part of value-based care, where reimbursement from Medicaid Health Plans for services are incentivized based on the clinical quality performance of ICHC clinics assessing selected health measures.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Participation in the value-based quality program with Molina Healthcare of Michigan will increase revenue from billable services through value-based bonus payments. The total value varies based on the performance of the ICHCs on the specified health metrics set forth in the terms of the agreement. There are no costs associated with the CIN Participation Agreement or the Meridian Health Plan Addendum.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to amend the Provider Services Agreement with Molina Healthcare of Michigan to participate in the value-based quality bonus program, effective January 1, 2019 and will auto-renew on an annual basis.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND AGREEMENT WITH MOLINA HEALTHCARE**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the Provider Services Agreement with Molina Healthcare of Michigan, Inc., for the provision of health care services to Molina Health Plan members effective January 1, 2019 and to auto-renew on an annual basis; and

WHEREAS, this amendment to the Molina Provider Services Agreement is associated with the Ingham Community Health Centers (ICHC) participation in the Clinically Integrated Network (CIN) with the Michigan Community Health Network (MCHN); and

WHEREAS, Ingham County Health Centers are eligible to participate in a CIN value-based quality bonus program; and

WHEREAS, this alternate payment (incentive payment) method is part of value-based care, where reimbursement from Medicaid Health Plans for services are incentivized based on the clinical quality performance of the ICHC clinics assessing selected health measures; and

WHEREAS, participation in the value-based quality program with Molina Healthcare of Michigan will increase revenue from billable services through value-based bonus payments; and

WHEREAS, the total value varies based on the performance of the ICHC on the specified health metrics set forth in the terms of the agreement; and

WHEREAS, there are no costs associated with the CIN Participation Agreement or the Meridian Health Plan Addendum; and

WHEREAS, the Ingham Community Health Center Board of Directors supports amending the Provider Services Agreement with Molina Healthcare of Michigan to participate in the value-based quality bonus program, effective January 1, 2019 and to auto-renew on an annual basis; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amended Provider Services Agreement with Molina Healthcare of Michigan to participate in the value-based quality bonus program, effective January 1, 2019 and to auto-renew on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amended 1 year Provider Services Agreement with Molina Healthcare of Michigan to participate in the value-based quality bonus program, effective January 1, 2019.

BE IT FURTHER RESOLVED, that this agreement will renew automatically on an annual basis.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 14, 2019  
**SUBJECT:** Authorization to Amend NextGen Healthcare Agreement for Patient Portal Templates  
For the meeting agendas of April 1st and April 3rd, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend the NextGen Healthcare Agreement to add custom Patient Portal Templates to Ingham Community Health Centers (ICHCs) patient management/electronic health records system. These templates will support e-registration (electronic completion of registration, consent and income forms) through the Patient Portal. E-registration will enable patients to complete required paperwork in advance, eliminate manual data entry steps for updating patient registrations, and will save staff time while reducing human errors. This initiative is a process improvement effort to reduce check-in time, ensure required patient forms and consents are current, and manage increasing patient volumes. The statement of work for these portal templates includes development, project management and consulting time necessary to produce the templates effective April 1, 2019 and to auto-renew on an annual basis.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The one-time total cost of the scope of work shall be for an amount not to exceed \$9,000. These costs shall be covered by FY 2018 Quality Improvement Funds through HRSA.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to amend the NextGen Healthcare agreement to add custom Patient Portal Templates to the Health Centers' patient management/electronic health records system for a total one-time cost not to exceed \$9,000, effective April 1, 2019 and to auto-renew on an annual basis.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND AGREEMENT WITH NEXTGEN HEALTHCARE  
FOR PATIENT PORTAL TEMPLATES**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the NextGen Healthcare Agreement to add custom Patient Portal Templates to Ingham Community Health Centers (IHC) patient management/electronic health records system; and

WHEREAS, these templates will support e-registration (electronic completion of registration, consent and income forms) through the Patient Portal; and

WHEREAS, E-registration enables patients to complete required paperwork in advance, eliminates manual data entry steps for updating patient registrations, and saves staff time while reducing human errors; and

WHEREAS, this initiative is a process improvement effort to reduce check-in time, ensure required patient forms and consents are current, and manage increasing patient volumes; and

WHEREAS, the statement of work for these portal templates includes development, project management and consulting time necessary to produce the templates effective April 1, 2019 and to auto-renew on an annual basis; and

WHEREAS, the one-time total cost of the scope of work shall be for an amount not to exceed \$9,000 and these costs shall be covered through FY 2018 Quality Improvement Funds through HRSA; and

WHEREAS, the Ingham Community Health Center Board of Directors supports amending the NextGen Healthcare Agreement to add the customized patient portal templates to IHC patient management/electronic health records effective April 1, 2019 and to auto-renew on an annual basis; and

WHEREAS, the Health Officer recommends amending the NextGen Healthcare Agreement to add the customized patient portal templates to IHC patient management/electronic health records effective April 1, 2019 and to auto-renew on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to the NextGen Healthcare Agreement to add the customized patient portal templates to IHC patient management/electronic health records not to exceed \$9,000 effective April 1, 2019.

BE IT FURTHER RESOLVED, that this agreement will renew automatically on an annual basis.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 28, 2019  
**SUBJECT:** Authorization to Enter Into Agreement with Epividian

For the meeting agendas of April 1<sup>st</sup> and April 3rd, 2019

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### **BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with Epividian for providing an analytic program which allows data to be interfaced and imported electronically within the Ryan White HIV program effective June 1, 2019 through May 31, 2020. ICHD's Community Health Centers (CHCs) Ryan White D (RW-D) program currently uses .50 FTE of one medical assistant's time to re-enter information from the Electronic Health Record (EHR) to the HIV CAREWare system. In a recent RW-D site visit corrective action plan, it was cited that ICHD should eliminate manual data entry processes and pursue electronic interfaces or imports which allow existing electronic data to be directly entered into CAREWare. Epividian provides an analytics program called CHORUS. CHORUS is designed specifically to help clinicians treating patients with HIV. CHORUS exports EHR data, interprets and classifies medical data in the EHR to deliver disease management, and delivers population reporting and more. Using CHORUS through Epividian will transfer medical assistant time to patient care. It will also improve data quality, be more consistent, and reduce errors. Rather than daily data re-entry, the RW-D patient charts will be extracted and stored in the Ryan White Data Service (RWDS) folder in CHORUS, be formatted per CAREWare requirements, and be imported monthly in 20 minutes or less.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The financial impact will be a onetime cost of \$2,500, a fee of \$1.50 per Ryan White D patient per month and cover approximately 600 Ryan White patients. This analytic program will cost \$900 a month, \$10,800 a year and will not exceed \$13,300. Currently .50 FTE is dedicated to data re-entry at the rate of \$35,400 a year (pay, benefits, fringe). The total cost of \$13,300 will be covered by ICHD's Care Coordination Grant.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize approval to enter into an agreement with Epividian for providing an analytic program which will allow data to be interfaced and imported electronically within the Ryan White HIV program for a total amount of \$13,000 effective June 1, 2019 through May 31, 2020.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH EPIVIDIAN**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Epividian for providing an analytic program which will allow data to be interfaced and imported electronically within the Ryan White HIV program effective June 1, 2019 through May 31, 2020; and

WHEREAS, ICHD's Community Health Centers (CHCs) Ryan White D (RW-D) program currently uses .50 FTE of one medical assistant's time to re-enter information from the Electronic Health Record (EHR) to the HIV CAREWare system; and

WHEREAS, in a recent RW-D site visit corrective action plan, it was cited that ICHD should eliminate manual data entry processes and pursue electronic interfaces or imports which allow existing electronic data to be directly entered into CAREWare; and

WHEREAS, Epividian provides an analytics program called CHORUS; and

WHEREAS, CHORUS is designed specifically to help clinicians treating patients with HIV and also exports EHR data, interprets and classifies medical data in the EHR to deliver disease management, and delivers population reporting and more; and

WHEREAS, using CHORUS through Epividian will transfer medical assistant time to patient care and will also improve data quality, be more consistent, and reduce errors; and

WHEREAS, RW-D patient charts will be extracted and stored in the Ryan White Data Service (RWDS) folder in CHORUS, be formatted per CAREWare requirements, and be imported monthly in 20 minutes or less; and

WHEREAS, the total cost budgeted is \$13,300 and will be covered by ICHD's Care Coordination Grant; and

WHEREAS, .50 FTE is dedicated to data re-entry at the rate of \$35,400 a year (pay, benefits, fringe) resulting in a cost savings of \$22,100; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Epividian for providing an analytic program which allows data to be interfaced and imported electronically within the Ryan White HIV program; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Epividian for providing an analytic program which allows data to be interfaced and imported electronically within the Ryan White HIV program effective June 1, 2019 through May 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Epividian at a cost not to exceed \$13,300 for providing an analytic program which allows data to be interfaced and imported electronically within the Ryan White HIV program effective June 1, 2019 through May 31, 2020.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 14, 2019  
**SUBJECT:** Authorization to Accept Opioid Linkages to Care Funding Cohort Award

For the meeting agendas of April 1st and April 3rd, 2019

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### **BACKGROUND**

The Ingham County Health Department (ICHD) Ingham Community Health Centers (IHC) wishes to accept a funding award to participate in the Opioid Linkages to Care Funding Cohort through the Michigan Primary Care Association, effective December 1, 2018 through August 30, 2019. As a participant in this cohort, ICHD's IHC will receive an award of \$10,500 to support enhancement to substance use disorder services. In addition, IHC clinicians will participate in a series of trainings to support increased capacity to provide substance use disorder treatment, including medication assisted treatment. This award includes a controlled substance management module in addition to the Azara Data Reporting & Visualization Solution (DRVS), which serves as a population management software tool used in IHC clinics at no cost.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

There are no additional costs associated with the acceptance of this award, the required trainings, or the addition of the controlled substance management module. The \$10,500 will cover any travel costs associated with staff attendance of trainings provided through the Opioid Linkage to Care Funding Cohort.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend accepting a \$10,500 funding award through Michigan Primary Care Association to participate in the Opioid Linkages to Care Funding Cohort, and also recommend amending the Azara Healthcare agreement to add the controlled substance management module, effective December 1, 2018 through August 30, 2019.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT OPIOID LINKAGES TO CARE FUNDING COHORT AWARD**

WHEREAS, the Ingham County Health Department (ICHHD), Ingham Community Health Centers (ICHC) wishes to accept award funding to participate in the Opioid Linkages to Care Funding Cohort through the Michigan Primary Care Association, effective December 1, 2018 through August 30, 2019; and

WHEREAS, as a participant in this cohort, ICHHD's ICHC will receive a funding award of \$10,500 to support enhancement to substance use disorder services; and

WHEREAS, in addition, ICHC clinicians shall participate in a series of trainings to support increased capacity to provide substance use disorder treatment, including medication assisted treatment; and

WHEREAS, this award includes a controlled substance management module in addition to the Azara Data Reporting & Visualization Solution (DRVS), which serves as a population management software tool used in ICHC clinics at no cost; and

WHEREAS, there are no additional costs associated with the acceptance of this award, the required trainings, or the addition of the controlled substance management module; and

WHEREAS, the \$10,500 will cover any travel costs associated with staff attendance of trainings provided through the Opioid Linkage to Care Funding Cohort; and

WHEREAS, the Ingham Community Health Center Board of Directors recommends accepting a \$10,500 award through Michigan Primary Care Association to participate in the Opioid Linkages to Care Cohort, and also recommends amending the Azara Healthcare agreement to add the controlled substance management module at no cost, effective December 1, 2018 through August 30, 2019; and

WHEREAS, the Health Officer recommends accepting a \$10,500 award through Michigan Primary Care Association to participate in the Opioid Linkages to Care Cohort, and also recommends amending the Azara Healthcare agreement to add the controlled substance management module at no cost, effective December 1, 2018 through August 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a \$10,500 award through Michigan Primary Care Association to participate in the Opioid Linkages to Care Cohort, and also authorizes amending the Azara Healthcare agreement to add the controlled substance management module at no cost, effective December 1, 2018 through August 30, 2019.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 14, 2019  
**SUBJECT:** Resolution to Authorize an Infectious Disease Physician Services Agreement with the College of Osteopathic Medicine at Michigan State University

For the meeting agendas of April 1<sup>st</sup>, April 2nd and April 3rd, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan State University's College of Osteopathic Medicine (MSU COM) for 0.40 FTE infectious disease physician services effective January 1, 2019 through December 31, 2020. Through resolution #15-413 and resolution #16-150, this agreement was previously in place for the term of January 1, 2016 through December 31, 2018 and prior to that, for the term of January 1, 2013 through December 31, 2015. The new agreement will include a 2% annual increase for the amounts of \$99,427 (2019) and \$101,416 (2020).

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact will be \$99,427 for 2019 and \$101,416 for 2020. These physician services will be funded by the Comprehensive Agreement through state funds for the HIV Ryan White Part B program.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Michigan State University's College of Osteopathic Medicine (MSU COM) for 0.40 FTE infectious disease physician services effective January 1, 2019 through December 31, 2020.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN INFECTIOUS DISEASE PHYSICIAN SERVICES  
AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE AT  
MICHIGAN STATE UNIVERSITY**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan State University's College of Osteopathic Medicine (MSU COM) for 0.40 FTE infectious disease physician services effective January 1, 2019 through December 31, 2020; and

WHEREAS, through resolutions #15-412 and #16-150, this agreement was previously in place for the term of January 1, 2016 through December 31, 2018 and prior to that, for the term of January 1, 2013 through December 31, 2015; and

WHEREAS, the new agreement will include a 2% annual increase for the amount of \$99,427 (2019) and \$101,416 (2020); and

WHEREAS, these physician services will be funded through the Comprehensive Agreement in state funds for the HIV Ryan White Part B program; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with MSU COM for 0.40 FTE infectious disease physician services effective January 1, 2019 through December 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MSU COM for 0.40 FTE infectious disease physician services effective January 1, 2019 through December 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement not to exceed \$99,427 (2019) and \$101,416 (2020) with MSU COM for 0.40 FTE infectious disease physician services effective January 1, 2019 through December 31, 2020.

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

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

## Agenda Item 11

To: Human Services, County Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: March 14, 2019

Subject: Increase in the Part-Time Temporary Management Position at the Ingham County Fairgrounds  
For the meeting agendas of April 1, April 2 and April 3

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### **BACKGROUND**

This resolution authorizes a part-time temporary management position at the Ingham County Fairgrounds to be increased to full-time. This position functions as the interim Fair Manager until a permanent replacement is hired by the Board of Commissioners. Carol Carlson is serving in this role. Ms. Carlson has served as interim Fair Manager twice before, in 2011 and 2018.

### **ALTERNATIVES**

The current 25 hour per week arrangement could continue. However, as the Fair approaches the workload significantly increases and Fair staff may not be able to do all that is necessary to prepare for the Fair.

### **FINANCIAL IMPACT**

This temporary manager will continue to be compensated at a rate of \$25 per hour. Funds are available in the Fair budget due to attrition savings from the vacant Fair Manager position.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of: Providing Recreational Opportunities.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #19-006 TO AUTHORIZE AN INCREASE IN HOURS  
FOR A PART-TIME TEMPORARY EMPLOYEE AT THE  
INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fair Manager resigned effective January 4, 2019; and

WHEREAS, the Ingham County Board of Commissioners authorized a part-time temporary employee to fulfill management duties at the Ingham County Fairgrounds during the transition to a permanent solution through Resolution #19-006; and

WHEREAS, the part-time temporary employee was limited to no more than 25 hours per week; and

WHEREAS, as the 2019 Fair approaches and workload increases without a permanent manager in place, it is necessary to increase the hours to full-time; and

WHEREAS, this action is necessary to maintain day-to-day operations at the Fair and ensure a smooth and orderly transition.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners amends Resolution #19-006 to authorize the part-time temporary employee fulfilling management duties at the Ingham County Fairgrounds to become full-time, effective April 15, 2019.

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 all other terms and conditions of Resolution #19-006 remain in effect.

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** March 18, 2019

**RE:** Resolution to authorize an agreement with Earth Tones Landscaping for the waterfall feature in the sensory garden at Potter Park Zoo

For the meeting agendas of: April 2 & 3

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**BACKGROUND**

In Resolution #16-467 the Potter Park Zoo received a \$20,000 donation from the Lansing Lions Club for a waterfall feature to add to the sensory garden in the southeast corner of the zoo. We are requesting the authorization of an agreement with Earth Tones Landscaping Inc. The Facilities Department and the Potter Park Zoo have worked together with Elements Studios Landscape Architecture for a comprehensive design to fulfill the goal. Earth Tones Landscaping, Inc. submitted a proposal that fell within the local preference policy and lowered their proposal to meet the lowest non-local proposal of \$18,798.00.

**ALTERNATIVES**

There are no alternatives for this project.

**FINANCIAL IMPACT**

Funds for this project are available from the \$20,000.00 donation from the Lansing Lions Club. We are also requesting a contingency of \$3,750.00 for any unforeseen circumstances that will be charged to the zoo's account with line item # 258-692000-818000-30000 for the remaining \$2,539.00.

**OTHER CONSIDERATIONS**

There are no other considerations for this project.

**RECOMMENDATION**

Based on the information presented, the Facilities Department and the Potter Park Zoo respectfully recommend approval of the attached resolution and support an agreement with Earth Tones Landscaping Inc. for the waterfall feature in the southeast sensory garden for an amount not to exceed \$22,539.00, which includes a \$3,750.00 contingency.

## Agenda Item 12

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: February 15, 2019

RE: Memorandum of Performance for RFP No.16-19: Construction of Pondless Waterfall Feature at Potter Park Zoo

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of constructing a pondless waterfall feature in the Sensory Garden at Potter Park Zoo.

The scope of work includes, but is not limited to, preparing the site for construction by identifying what vegetation is to remain, install protection zone fencing, pruning, grading, site clearing including disposal of surplus and waste materials, repair and replace any vegetation damaged by construction, and soil preparation. Install pond reservoir components and utilities. Provide closeout documentation including operation and maintenance manuals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	97	37
Vendors attending pre-bid/proposal meeting	8	7
Vendors responding	4	3

A summary of the vendors' costs is located on the next page.

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

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval. Please call me at your convenience to discuss the applicability of the Local Purchasing Preference Policy with this project.*

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

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

## SUMMARY OF VENDORS' COSTS

VENDOR NAME	LOCAL PREF	BASE BID	ALTERNATE #1
		Smaller Pump & 1 Stream (Material Schedule L102)	Larger Pump & 2 Streams (Material Schedule L102)
Put's Ponds & Gardens LLC	No, Chesterfield MI	\$15,125.00	\$18,789.00
Earth Tones Landscaping Inc.	Yes, East Lansing MI	\$15,550.00	\$19,850.00
Bud Branch & Blossom Landscaping LLC	Yes, East Lansing MI	\$12,962.00	\$23,962.00
Quality Landscape Inc.	Yes, East Lansing MI	\$19,850.00	\$26,950.00



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EARTH TONES LANDSCAPING INC.  
FOR THE WATERFALL FEATURE IN THE SENSORY GARDEN  
AT THE POTTER PARK ZOO**

WHEREAS, Resolution #16-467 authorized the acceptance of a \$20,000 donation from the Lansing Lions Club for a completed waterfall to enhance the sensory garden at Potter Park Zoo; and

WHEREAS, it is the recommendation of the Facilities Department and the Potter Park Zoo to enter into an agreement with Earth Tones Landscaping Inc., a registered local vendor who fell within the local preference policy and lowered their proposal to meet the lowest non-local proposal of \$18,798.00, for the installation of the waterfall feature; and

WHEREAS, the Facilities Department and Potter Park Zoo request a \$3,750.00 contingency to be covered by the Potter Park Zoo for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available from the \$20,000.00 donation from the Lansing Lions Club and within the Potter Park Zoo line item number 258-692000-818000-30000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Earth Tones Landscaping Inc. 15545 Francis Road Lansing, MI 48906, for the installation of the waterfall feature at the Potter Park Zoo for an amount not to exceed \$22,539.00 which includes a \$3,750.00 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.

**TO:** County Services and Finance Committees  
**FROM:** Cynthia Wagner, Director; Potter Park Zoo  
**DATE:** 03/20/2019  
**SUBJECT:** Potter Park Zoo Incentives  
For the meeting agendas of April 2 and 3, 2019

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**BACKGROUND**

The Board of Commissioners authorized an agreement, March 27, 2007, with the City of Lansing for the lease and operation of the Potter Park Zoo and Potter Park, Resolution #07-058.

The agreement states: *“The County shall periodically (a minimum of once a week) offer a discounted entrance rate for residents of Ingham County and the City of Lansing, which discounted rate shall also be made available to residents of those entities that contribute to the Park and Zoo through a millage. The County shall, at least once per calendar year, allow for free admission to the Zoo for County and/or City residents.”*

Current incentives designated as reduced admission for Ingham County residents should be expanded to include City of Lansing residents who reside outside of Ingham County. The Board of Commissioners adopted Resolution #18-174 Visitor Incentives at Potter Park Zoo in April 2018. We are requesting to amend this Resolution and include two additional incentives for City of Lansing residents.

**ALTERNATIVES**

An alternative to combining incentives for residents of Ingham County and City of Lansing would be to have separate reduced admission incentives.

**FINANCIAL IMPACT**

Incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

**STRATEGIC PLANNING**

The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. Each event or incentive day at the zoo provides an opportunity to promote and increase awareness of activities and opportunities at the zoo as well as create monetary accessibility for members of the community.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to amend Resolution #18-174 and approve two additional visitor incentives at Potter Park Zoo for City of Lansing residents.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #18-174  
VISITOR INCENTIVE PROGRAMS AT POTTER PARK ZOO**

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #18-174 authorizing visitor incentive programs at Potter Park Zoo; and

WHEREAS, Potter Park Zoo needs to include an additional incentive to fulfil the agreement between the City of Lansing and Ingham County adopted March 27, 2007, Resolution #07-058; and

WHEREAS, incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approve amending Resolution #18-174 to include the following visitor incentive programs at the Potter Park Zoo:

<b>New Incentives</b>	<b>Fees</b>
Ingham County and City of Lansing Residents	Ingham County and City of Lansing Residents Free Admission 9AM-Noon all Non-Holiday Mondays
Ingham County and City of Lansing Resident's Day (October)	Free Admission

BE IT FURTHER RESOLVED, all other fees set by Resolution #18-174 will remain the same as adopted by the Board of Commissioners.

<b>Current Incentives</b>	<b>Fees</b>
Ingham County Residents	Ingham County Residents Free Admission 9AM-Noon all Non-Holiday Mondays
Mother's Day (May)	Mothers Free Admission
Father's Day (June)	Fathers Free Admission
Be A Tourist In Your Own Town (June) Greater Lansing Convention and Visitor's Bureau	Free Admission and Parking with Tourist Passport
Zoo Days (July)	Admission \$1.00 per Person with Voucher
Fourth of July (July)	Military Free Admission
Grandparent's Day (September)	Grandparents Free Admission
College Day (October)	Free Admission with Valid Student I.D.
Ingham County Resident's Day (October)	Free Admission
Veteran's Day (November)	Veterans and Families Free Admission
Registered Groups 20+ (April-October)	Admission \$1.00 off per Person
Ingham County School Groups	Admission \$1.00 per Child

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: March 14, 2019

SUBJECT: ITB No.48-19: Emulsified Asphalts for the Road Department

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The purpose of this correspondence is to support the attached resolution to purchase Emulsified Asphalts HFRS-2M, SS-1H, Low Tracking Tac, AE-90, and CM-300 emulsions for the scheduled 2019 road maintenance program and various other road maintenance requirements. The 5 different types of Emulsions are designed to meet the various needs for building and repairing county roads.

The Ingham County Road Department annually purchases various types of emulsified asphalts for placement by Road Department crews in various road maintenance operations. The following are estimated quantities:

SS-1H and Low Tracking Tac for asphalt pavement tac. +/- 10,000 gallons each  
HFRS-2M for chip sealing. +/- 700,000 gallons  
AE-90 for spray-patching cracks and potholes. +/- 10,000 gallons  
CM-300 for on-site manufacturing of cold patch. +/- 15,000 gallons.

All Emulsions shall meet or exceed the specifications from the 2012 MDOT Standard Specifications for Construction, tables 904-4 and 904-6 Emulsified Asphalts and the ITB packet #48-19, Section 8 Specifications.

The Road Department's adopted 2019 budget includes in controllable expenditures, funds for this and other maintenance material purchases.

Bids for HFRS-2M, Low Tracking Tac, SS-1H, AE-90, and CM-300 Emulsions were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HFRS-2M, SS-1H, AE-90, Low Tracking Tac, and CM-300 emulsions on an as-needed, unit price per gallon basis from:

1. Bit Mat of Michigan  
HFRS-2M @ \$1.76 per a gallon  
Low Tracking Bond Coat @ \$1.95 per a gallon, plant pick-up  
AE-90 @ \$1.65 per a gallon
2. Asphalt Materials,  
CM-300 @ \$3.22 per a gallon  
Pug mill service \$1000 a day  
\$3.00 per a ton of finished Cold patch
3. Michigan Paving Material  
SS-1H @ \$2.20 per a gallon

These emulsions are a blend of liquid asphalt, emulsifiers, and water. These mixtures have been known to be high maintenance and fail to meet specifications if not managed correctly and the Road Department has to perform several quality control inspections daily to confirm the quality of the product. In the event the awarded providers' emulsions fail to meet the required specifications or are unable to provide material when and where requested, we have requested these secondary providers be approved as needed.

1. Michigan Paving & Materials as a secondary supplier for,  
HFRS-2M @ \$2.05 per a gallon  
AE-90 (AMS Seal SP) @ \$2.20 per a gallon.
2. Asphalt Materials  
HFRS-2M @ \$2.17 per a gallon

The decision to where the Emulsions will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for the County, with preference based on lowest qualifying bid unit price and a quantity not to exceed \$1,500,000; and

Therefore, approval of the attached resolution is recommended to authorize purchase of the Road Department's 2019 seasonal supply of emulsions.

## Agenda Item 14a

TO: Tom Gamez, Director of Operations

FROM: James Hudgins, Director of Purchasing

DATE: March 12, 2019

RE: Memorandum of Performance for RFP No. 48-19 Emulsified Asphalt

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of furnishing its 2019 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The scope of work includes, but is not limited to, furnish asphaltic materials (Emulsified Asphalt SS-1H Designation, Emulsified Asphalt HFRS-2M Designation, Emulsified Asphalt, HFRS-2M, Emulsified Low-Tracking Bond Coat Designation, Emulsified Asphalt CM-300 Designation, Emulsified Asphalt AE-90 Designation) according to MDOT 2012 Standard Specifications for Construction, as well as, furnish Material Data Sheets and specification sheets, as applicable.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	12
Vendors responding	3	1

A summary of the vendors' costs is located on the next page.

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

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

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

## SUMMARY OF VENDORS' COSTS

Location: <b>Alma, MI</b>	Low-Tracking Bond Coat		No Bid	10,000±	-	
	HFRS-2M	\$100.00/Hour	\$2.05	600,000±	\$1,230,000.00	Monroe/Alma (MI)
	AE-90 (or qualified equivalent)		\$2.20	10,000±	\$22,000.00	Monroe/Alma (MI)
	CM-300 (or qualified equivlent)		No Bid	15,000±	-	
	Pug Mill Mobilization Cost					
	Cold Patch Production Costs (per ton):					
	Frieght Cost					
	Truck Availability:					
Vendor <b>Bit-Mat</b>  Location: <b>Bay City, MI</b>	Emulsified Asphalt Designation:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
	SS-1H		No Bid	5,000±	-	
	Low-Tracking Bond Coat		\$1.95	10,000±	\$19,500.00	Bay City (MI)
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	HFRS-2M	\$105.00/Hour	\$1.76	600,000±	\$1,056,000.00	Bay City (MI)
	AE-90 (or qualified equivalent)		\$1.65	10,000±	\$16,500.00	Bay City (MI)
	CM-300 (or qualified equivlent)		No Bid	15,000±	-	
	Pug Mill Mobilization Cost					
	Cold Patch Production Costs (per ton):					
	Frieght Cost					
	Truck Availability:					
Vendor <b>Asphalt Materials</b>  Location: <b>Oregon, OH</b>	Emulsified Asphalt Designation:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
	SS-1H		No Bid	5,000±	-	
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	HFRS-2M	No Bid	\$2.17	600,000±	\$1,302,000.00	Oregon, OH
	AE-90 (or qualified equivalent)		No Bid	10,000±	-	
	CM-300 (or qualified equivlent)		3.22	15,000±	48,300.00	Oregon, OH
	Pug Mill Mobilization Cost	\$1,000.00				
	Cold Patch Production Costs (per ton):	\$3.00 / Ton				
	Frieght Cost	\$ (Included per Gallon)				
	Truck Availability:	5500 Gallon Loads / 9500 Gallon Loads				

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF 2019 SEASONAL REQUIREMENT  
OF EMULSIFIED ASPHALT**

WHEREAS, the Ingham County Road Department annually purchases various types of emulsified asphalts for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The following are estimated quantities: 5,000 gallons of SS-1H for asphalt pavement tac, 750,000 gallons of HFRS-2M for chip-sealing, 10,000 gallons of AE-90 for spray-patching, 10,000 gallons of Low Tracking Tac, and 15,000 gallons of CM-300 for on-site manufacturing of cold patch; and

WHEREAS, the Road Department adopted 2019 budget included in controllable expenditures funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with various emulsion purchases from 3 vendors, based on availability of required material and location, with preference based on the lowest qualifying bid unit price and a quantity not to exceed \$1,500,000; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase the HFRS-2M, Low Track Tac and AE-90 emulsions on an as-needed, unit price basis from Bit Mat of Michigan, based on their lowest qualified bids; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase CM-300 asphalt emulsion, with Pug mill services delivered on an as-needed, unit price basis from Asphalt Materials Inc.; and

WHEREAS, to award as secondary providers Asphalt Materials Inc. and Michigan Paving & Materials for HFRS-2M and AE-90 in the event the awarded lowest bid providers emulsions fail to meet the required specifications or are unable to provide materials when requested.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of these various types of emulsified asphalts on an as-needed, unit price basis from the Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials based on their qualified bids and/or availability of specified emulsions.

BE IT FURTHER RESOLVED, that the Purchasing Department and the Road Department are hereby authorized to execute purchase orders accordingly with Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials Inc., for purchasing of emulsified asphalts as needed and budgeted, on behalf of the County.



## Agenda Item 14b

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: March 14, 2019

SUBJECT: ITB No.47-19: Hot Mix Asphalt (HMA) Mixtures with trucking services.

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The Road Department annually purchases approximately 50,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy and Quad axle trucking furnished by the supplier with a per hour rate.

The Hot Mix Asphalt (HMA) shall meet or exceed the specifications from the HMA Production Manual, Marshall HMA mixture according to the “Special Provision for Marshall Hot Mix Asphalt Mixtures”, the 2012 MDOT Standard Specifications for Construction, Section 501, and the Invitation to Bid (ITB) packet #47-19, Section 8 Specifications.

The purpose of this correspondence is to support the attached resolution to purchase 13A, 13A Top, and 36A HMA for the scheduled 2019 HMA maintenance program and various other road maintenance agreements. The 3 different types of HMA are designed to meet the various needs for building and repairing county roads by Road Department staff in various road maintenance operations.

The Road Department’s adopted 2019 budget included in controllable expenditures funds for this and other maintenance material purchases.

Bids for 13A, 13A Top, and 36A HMA were solicited and evaluated by the Ingham County Purchasing Department per ITB #47-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 13A, 13A Top, and 36A HMA on an as-needed, unit price per ton basis from all 3 vendors.

1. Reith Riley

13A @ \$41.07 per ton,

13A Top @ \$47.00 per ton,

36A @ \$44.85 per a ton

The provided Flowboy trucking rate is \$160.00 per an hour

The provided Quad-axle trucking rate is \$125.00 per an hour

2. Michigan Paving & Materials

13A @ \$48.00 per a ton

13A Top @ \$49.00 per ton

36A @ \$ 49.50 per ton

The provided Flowboy trucking rate is \$155.00 per an hour

### 3. Capital Asphalt

13A @ \$47.50 per ton

13A Top @ \$47.75 per ton

36A @ \$49.50 per a ton

The provided Flowboy trucking rate is \$155.00 per an hour

The provided Quad-axle trucking rate is \$115.00 per an hour

Winter grade 36A asphalt @ \$125 per a ton

The decision to where the HMA will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for Ingham County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$2,500,000; and

Therefore, approval of the attached resolution is recommended to authorize the purchase of the Road Department's 2019 seasonal supply of HMA, with the option of provided Flow boy and Quad axle trucking.

**Agenda Item 14b**

TO: Tom Gamez, Director of Operations ICRD

FROM: James Hudgins, Director of Purchasing

DATE: March 12, 2019

RE: Memorandum of Performance for RFP No. 47-19 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of furnishing its 2019 seasonal requirement of Hot Mix Asphalt (HMA).

The scope of work includes, but is not limited to, providing the Road Department with mixtures of No. 13A, 13A Top and No. 36A to the Ingham County Road Department, as well as, furnishing flow boys or quad axle trucks. If flow boys are not available a driver and trucking services will be provided to the Road Department crews on jobsites.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as it was determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	12
Vendors responding	3	1

A summary of the vendors' costs is located on the next page.

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

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

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

## SUMMARY OF VENDORS' COSTS

Vendor Name: Michigan Paving & Materials Company			Location: Lansing, MI (Clinton County)		
Description of Item	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	30,000±	\$48.00	\$1,440,000.00	Lansing (MI)
HMA 13A Top	Ton	10,000±	\$49.00	\$490,000.00	Lansing (MI)
HMA 36A	Ton	10,000±	\$49.50	\$495,000.00	Lansing (MI)
Batch Plant 36A (winter mix)	Ton	200±	No Bid		
<b>TOTAL PRICE</b>				<b>\$2,425,000.00</b>	
Flow Boy & Driver Trucking Rental Rate/Hour	Rate/Hr	\$155.00			
Quad Axle & Driver Trucking Rental Rate/Hour	Rate/Hr	No Bid			
How far in advance does the flow boy/quad axle need to be requested (hours)	Number of Hours	48 Hours			
Vendor Name: Rieth-Riley			Location: Lansing or Mason MI		
Description of Item	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	30,000±	\$41.07	\$1,232,100.00	Lansing or Mason (MI)
HMA 13A Top	Ton	10,000±	\$47.00	\$470,000.00	Lansing or Mason (MI)
HMA 36A	Ton	10,000±	\$44.85	\$448,500.00	Lansing or Mason (MI)
Batch Plant 36A (winter mix)	Ton	200±	No Bid		
<b>TOTAL PRICE</b>				<b>\$2,150,600.00</b>	
Flow Boy & Driver Trucking Rental Rate/Hour	Rate/Hr	\$160.00			
Quad Axle & Driver Trucking Rental Rate/Hour	Rate/Hr	\$125.00			
How far in advance does the flow boy/quad axle need to be requested (hours)	Number of Hours	18 Hours			
Vendor Name: Capital Asphalt			Location: Lansing (Eaton County)		
Description of Item	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	30,000±	\$47.50	\$1,425,000.00	Lansing MI
HMA 13A Top	Ton	10,000±	\$47.75	\$477,500.00	Lansing MI
HMA 36A	Ton	10,000±	\$48.00	\$480,000.00	Lansing MI
Batch Plant 36A (winter mix)	Ton	200±	\$125.00	\$25,000.00	Lansing MI
<b>TOTAL PRICE</b>				<b>\$2,407,500.00</b>	
Flow Boy & Driver Trucking Rental Rate/Hour	Rate/Hr	\$155.00			
Quad Axle & Driver Trucking Rental Rate/Hour	Rate/Hr	\$115.00			
How far in advance does the flow boy/quad axle need to be requested (hours)	Number of Hours	48 Hours			

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
2019 SEASONAL REQUIREMENT OF HOT MIX ASPHALT (HMA) MIXTURES**

WHEREAS, the Road Department annually purchases approximately 50,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures 13A, 13A Top, and 36A with assistants by the supplier with furnished Flowboy and Quad axle trucking for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Road Department's adopted 2019 budget included in controllable expenditures funds for this and other maintenance material purchases; and

WHEREAS, bids for maintenance HMA and related trucking by the asphalt suppliers were solicited and evaluated by the Ingham County Purchasing Department per ITB #47-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HMA on an as-needed, unit price per ton basis from all 3 responding bidders; Michigan Paving & Materials, Reith Riley, and Capital Asphalt (pricing is included on the bid tab portion of the attached summary) with trucking provided at a cost when requested by ICRD staff and to award bid and purchase on an as-needed, unit price per ton and per an hourly basis; and

WHEREAS, a blanket PO shall be processed with HMA purchases from the 3 vendors, based on availability of required material, trucks, and location, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$2,500,000; and

WHEREAS, this decision will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material and trucks.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids and authorizes the purchase of HMA with furnished trucking on an as-needed, unit price per ton and on an hourly trucking rate basis from all three respondents to ITB #47-19. Purchases will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase HMA as needed and budgeted.

## Agenda Item 14c

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: March 18, 2019

SUBJECT: Proposed 2019 Local Bridge Program Funding Applications

For the County Services Committee meeting agenda on April 2, 2019

For the Finance Committee meeting agenda on April 3, 2019

For the BOC meeting agenda on April 9, 2019

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Major county bridge repair, replacement, and preventative maintenance projects are typically funded by the Local Bridge Program (LBP), which is funded by a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Local Bridge Program applications for this year are due on, or before, May 1st for fiscal year 2022 funding. Each agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs and the Road Department would need to fund the remaining 5%.

The Road Department contracts to have all county bridges inspected, biennially or more frequently, by a state certified bridge inspection consultant as required by federal requirements. The inspection consultant is required to recommend bridge project candidates for replacement, rehabilitation, or preventative maintenance as part of their contract deliverable. After thoroughly evaluating the recommendations, the Ingham County Road Department has proposed candidates for the 2019 bridge funding applications as follows:

<u>Bridge</u>	<u>Comments</u>	<u>Priority</u>
Dietz Road bridge over Red Cedar River, Locke Twp. (SN 3883)	Primary road bridge <u>replacement</u> , approx. 700 ADT, closed to traffic (03-07-17) due to beam and deck deterioration.	Repl-1
Dennis Road bridge over Doan Creek, Wheatfield Twp. (SN 3919)	Local road bridge <u>replacement</u> , approx. 250 ADT, posted 19 tons/22 tons/33 tons for type I/II/III unit trucks.	Repl-2
Linn Road bridge over Deer Creek, Wheatfield Twp. (SN 3887)	Primary road bridge <u>rehabilitation</u> , consisting of a superstructure replacement, approx. 2500 ADT, posted 42 tons/58 tons/69 tons for type I/II/III unit trucks.	Rehab-1

Waverly Road bridge over Grand River, Lansing Twp. (SN 3871)	Primary road bridge <u>preventative maintenance</u> , approx. 26,000 ADT, no weight restrictions.	PM-1
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Bridge deck <u>preventative maintenance</u> on the following Primary Road Bridges:	<ol style="list-style-type: none"><li>1. Holt Road bridge over Sycamore Creek, Alaiedon Township (SN 3867), approx. 6,000 ADT, no weight restrictions</li><li>2. Onondaga Road bridge over Grand River, Onondaga Township (SN 3873), approx. 2000 ADT, no weight restrictions</li><li>3. Hagadorn Road bridge over Red Cedar River, Meridian Township (SN 3877), approx. 28,000 ADT, no weight restrictions</li></ol>	PM-2
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The Local Bridge Program requires the road agency's governing body to pass a resolution in support of the bridge funding applications and to include a copy of the signed resolution in the application package.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE PROPOSED 2019 INGHAM COUNTY BRIDGE FUNDING APPLICATIONS FOR SUBMISSION TO THE LOCAL BRIDGE PROGRAM**

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

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

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

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

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

WHEREAS, upon reviewing the county bridge needs, the Road Department recommends submitting funding applications to address replacement, rehabilitation, and preventative maintenance needs for the following bridges:

1. Replacement of the Dietz Road Bridge over Red Cedar River, Locke Township (SN 3883)
2. Replacement of the Dennis Road Bridge over Doan Creek, Wheatfield Township (SN 3919)
3. Rehabilitation of the Linn Road Bridge over Deer Creek, Wheatfield Township (SN 3887)
4. Preventative Maintenance on Waverly Road Bridge over Grand River, Lansing Twp (SN 3871)
5. Preventative Maintenance on the following three Primary Road Bridges:
  - a. Holt Road over Sycamore Creek, Alaiedon Township (SN 3867)
  - b. Onondaga Road over Grand River, Onondaga Township (SN 3873)
  - c. Hagadorn Road over Red Cedar River, Meridian Township (SN 3877)

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Road Department to submit five applications for the bridges listed above to solicit fiscal year 2022 Local Bridge Program funding.