

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
CAROL KOENIG  
BRYAN CRENSHAW  
TERI BANAS  
REBECCA BAHAR-COOK  
KARA HOPE  
RANDY MAIVILLE

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 16, 2015 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [June 2, 2015 Minutes](#) and Joint County Services and Finance Committees Meeting Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Parks & Recreation Commission - Interview
2. Drain Office - Resolution Pledging the Full Faith and Credit of the County for the [Grosbeck Park Drain](#) Drainage District Bonds
3. Innovation & Technology
  - a. Resolution to Authorize the Purchase of an Upgrade to the Software for the [OnSSI Video Wall](#) from Vidcom Solutions
  - b. Resolution to Authorize a [Position Conversion](#) from the MIS Help Desk Specialist to Computer Tech 1 for the Innovation and Technology Department
4. Facilities Department
  - a. Resolution Honoring [Scott D. Skriba](#)
  - b. Resolution Awarding a Contract to DLZ Michigan, Inc. to Provide Engineering [Design Services](#) for the Removal and Replacement of Two Youth Center (YC) Boilers, Two Human Services (HSB) Boilers and the Replacement of Two Air Handler Units at Forest Community Health Center (FCHC)
5. Road Department
  - a. Resolution to Approve Local Road Agreement with [Stockbridge Township](#) for the Ingham County Road Department
  - b. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for [Kipp Road](#) From US-127 to Dexter Trail

6. Parks Department
  - a. Resolution to [Rescind Resolution #15-138](#) to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park
  - b. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan [Recreation Passport Grant](#) for Trail Repair and Improvements at Hawk Island County Park
  - c. Resolution Authorizing Entering into a Contract with Mannik Smith Group for the Purpose of Providing Professional [Consulting Services](#) to Assist the Ingham County Trails and Parks Task Force in Assembling a Plan for the Expenditure of Trails & Parks Millage Dollars
7. Potter Park Zoo - Resolution Authorizing a Contract with \_\_\_\_\_ for Improvements to the [Moose Exhibit](#) at Potter Park Zoo
8. Controller's Office - [Sick Time Accrual](#) (Discussion)
9. Board of Commissioners - Letter from Center Park Productions Regarding Funding for the Economic Development of [Common Ground](#) Music Festival

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE

June 2, 2015

Draft – Minutes

Members Present: Celentino, Bahar-Cook, Koenig (arrived at 6:22 p.m.), Crenshaw, Banas, Hope, and Maiville

Members Absent: None

Others Present: Comm. Anthony, Comm. McGrain, Comm. Naeyaert, Comm. Tsernoglou, Tim Dolehanty, John Neilsen, Travis Parsons, Rick Terrill, Tim Morgan, Bill Conklin, Becky Bennett, Paul Pratt, Dave Stoker, Shannon Nobles, Kelly Rosenbaum, Siron Hope, Ryan Buck, and others

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

Approval of the May 19, 2015 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE MAY 19, 2015 MEETING.

Chairperson Celentino stated that County Clerk Barb Byrum requested that a May 21st email with the subject, “County Services Follow Up” be added to the minutes of the May 19th meeting.

Chairperson Celentino stated that Mike Ashton, IT Director, had provided a communication that provided a timeline of what occurred on Election Night, May 5th.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CRENSHAW, TO AMEND THE MINUTES BY ADDING THE COMMUNICATIONS FROM CLERK BYRUM AND MR. ASHTON TO THE MINUTES OF THE MAY 19TH MEETING.

Commissioner Hope stated that minutes could be written with more general.

Commissioner Maiville stated that there needed to be a balance struck in the amount of detail that should and should not be included in the minutes.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

THE MOTION TO APPROVE THE MINUTES, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Clerk Byrum’s email is attached to the May 19th minutes as Attachment A.

Mr. Ashton’s timeline communication is attached to the May 19th minutes as Attachment B.

Additions to the Agenda

There were no additions to the Agenda.

Substitute –

6. Board of Commissioners
  - b. Resolution Establishing a Freedom of Information Act (FOIA) Policies and Guidelines, Public Summary of Procedures and Guidelines, and FOIA Operational Procedures for Ingham County

Limited Public Comment

None.

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

2. Facility Department
  - a. Resolution Awarding a Contract to Pavement Consultants, Inc. to Provide Professional Asphalt Consulting and Project Management Services for the Parking Lot Replacement at Forest Community Health Center
  - b. Resolution Authorizing a Purchase Order with Laux Construction, LLC to Fabricate and Install Four (4) Corner Support Posts on the Pavilion II Roof at Potter Park Zoo
3. Parks Department
  - a. Resolution Authorizing a Contract with Layne Christensen Company for the Emergency Replacement of an Irrigation Well Pump and Housing at Hawk Island County Park
  - b. Resolution to Authorize a Reorganization of the Parks Department's Two Vacant Ranger II Positions
4. Road Department
  - b. Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville
  - c. Resolution to Approve a Railroad Crossing Agreement with the Jackson & Lansing Railroad Company in Relation to a Road Reconstruction Project for Michigan Avenue from 1500 Feet West of Waverly Road to 1500 Feet East of Clare Street
  - d. Resolution to Approve Local Road Agreement with Leroy Township for the Ingham County Road Department
  - e. Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Road Department

- f. Resolution to Approve Local Road Agreement with Leslie Township for the Ingham County Road Department
  - g. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Road Department
  - h. Resolution to Approve Local Road Agreement with Alaiedon Township for the Ingham County Road Department
  - i. Resolution to Approve Local Road Agreement with Meridian Township for the Ingham County Road Department
  - j. Resolution to Approve Local Road Agreement with Williamstown Township for the Ingham County Road Department
  - k. Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Road Department
  - l. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
  - m. Resolution Authorizing Two Term-Limited AFSCME Class 4 Highway Worker Positions for the Road Department
  - n. Resolution Authorizing a Re-Organization (Reclassification) of an Engineering Technician Position for the Road Department
6. Board of Commissioners
- a. Resolution Rescinding Resolution 93-83 Revising the Ingham County Advisory Board Application Form
  - b. Resolution Establishing a Freedom of Information Act (FOIA) Policies and Guidelines, Public Summary of Procedures and Guidelines, and FOIA Operational Procedures for Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

1. Women's Commission - Interview

Shannon Nobles, Kelly Rosenbaum, and Sireron Hope interviewed for appointment to the Women's Commission.

Commissioner Koenig arrived at 6:22 p.m.

4. Road Department

- a. Resolution Authorizing and Endorsing Submission of a Grant Application Under the MDOT TEDF-A Program for the Reconstruction of Cedar Street from US-127 to College Road in Alaiedon and Delhi Townships, Ingham County, Michigan for the Ingham County Road Department

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION AUTHORIZING AND ENDORSING SUBMISSION OF A GRANT

APPLICATION UNDER THE MDOT TEDF-A PROGRAM FOR THE RECONSTRUCTION OF CEDAR STREET FROM US-127 TO COLLEGE ROAD IN ALAIEDON AND DELHI TOWNSHIPS, INGHAM COUNTY, MICHIGAN FOR THE INGHAM COUNTY ROAD DEPARTMENT.

Commissioner Maiville asked if this resolution would result in a multi-modal project.

Bill Conklin, Road Department Director, answered yes. He provided background on the project.

Mr. Conklin stated that a Holt-Mason trail should be a high priority.

Discussion.

Commissioner Maiville asked whether this was part of a TIGER grant project.

Mr. Conklin answered no.

Chairperson Celentino stated that he had received a complaint from a constituent about a pothole that needed repair on the corner of Edgemont and Mitchell in Lansing Township.

Commissioner Banas stated that some pothole repairs needed to occur on Franklin Street.

Mr. Conklin stated that he would add it to his list.

Commissioner Koenig asked whether the DNR had contacted the Road Department in regards to deer and chronic wasting disease.

Mr. Conklin answered yes.

THE MOTION CARRIED UNANIMOUSLY.

5. Controller's Office - Resolution Authorizing Entering into a Contract with Redstone Architects, Inc. to Conduct a Needs Assessment and Feasibility Study of the Ingham County Sheriff's Office, Lansing Police Department including Detention, and 55<sup>th</sup> and 54A District Courts

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH REDSTONE ARCHITECTS, INC. TO CONDUCT A NEEDS ASSESSMENT AND FEASIBILITY STUDY OF THE INGHAM COUNTY SHERIFF'S OFFICE, LANSING POLICE DEPARTMENT INCLUDING DETENTION, AND 55<sup>TH</sup> AND 54A DISTRICT COURTS.

Commissioner Bahar-Cook asked why the contract was being awarded to a non-county vendor who was more expensive than the local vendor, DLZ.

John Neilsen, Chief Deputy Controller, stated that this was the joint recommendation from a panel of seven representatives from the Controller's Office, City of Lansing, among others. He further stated that he was impressed with Redstone's work in Muskegon County. Mr. Neilsen provided background on the Muskegon County project.

Discussion.

Commissioner Bahar-Cook stated that she would vote in opposition to this resolution. She further stated that she preferred to keep this job local.

Commissioner Crenshaw asked for a timeline.

Mr. Neilsen stated that Redstone would be required to complete the study six months from the date of award of the contract.

Discussion.

**THE MOTION CARRIED. Yeas:** Koenig, Crenshaw, Banas, Hope, and Maiville **Nays:** Celentino and Bahar-Cook **Absent:** None.

Chairperson Celentino stated that he voted for the resolution at the last Law & Courts Committee meeting. He further stated that after further review, he wanted to support local vendors and that was the reason he voted against Agenda Item No. 5 tonight.

7. Board Referral - Letter from Center Park Productions Regarding Funding for the Economic Development of Common Ground Music Festival

Chairperson Celentino introduced the Board Referral. He stated that this would be an agenda item for the next County Services Committee meeting.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:43 p.m.

## **JUNE 16, 2015 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

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

2. **Drain Commissioner** - *A Resolution Pledging the Full Faith and Credit of the County for the Groesbeck Park Drain Drainage District Bonds*

The Groesbeck Park Drain Drainage District, located within the boundaries of the City of Lansing and Lansing Charter Township, encompasses 185 parcels over an area of 295 acres. A full faith and credit pledge by the Board of Commissioners will help obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district. If approved, the draft resolution would authorize the County's full faith and credit for an amount not to exceed \$12,595,000.

- 3a. **Innovation and Technology Department** - *Resolution to Authorize the Purchase of an Upgrade to the Software for the OnSSI Video Wall from Vidcom Solutions*

A video wall consists of a viewing platform that allows one or more persons to monitor several video images in a single location. One such video wall in the jail allows corrections officers to monitor several camera feeds from a single location. The Innovation and Technology Department (IT) proposes installation of new features which will permit users to make more dynamic use of the video wall, immediately changing views and images as needs change. The new system will also allow more effective use of operational cameras. Video walls will also be available at Veteran Memorial Courthouse, the Youth Center and other facilities as needed. Funds for this upgrade were included in the 2015 IT budget. The total cost of the project, including three years of software support, will be \$28,280.62.

- 3b. **Innovation and Technology Department** - *Resolution to Authorize a Position Conversion from the MIS Help Desk Specialist to Computer Tech 1 for the Innovation and Technology Department*

The Innovation and Technology Department (IT) seeks to continue department reorganization efforts by changing the Help Desk Specialist position to a Computer Technician 1. The Computer Technician 1 job description has the same pay rate and Union classification. Technicians will be assigned to the Help Desk on a rotating schedule in order to cover incoming calls and tickets. There are no financial impacts associated with this proposed change. The Human Resources Department and UAW have agreed to this proposed conversion.

- 4a. **Facilities Department** - *Resolution Honoring Scott D. Skriba*

The Facilities Department seeks Board approval of a resolution honoring Scott D. Skriba for 35 years of service to Ingham County.

**4b. Facilities Department - Resolution Awarding a Contract to DLZ Michigan, Inc. to Provide Engineering Design Services for the Removal and Replacement of Two Youth Center (YC) Boilers, Two Human Services (HSB) Boilers and the Replacement of Two Air Handler Units at Forest Community Health Center (FCHC)**

The proposed resolution would award a contract to DLZ Michigan, Inc. to provide engineering design services for the removal and replacement of two Youth Center boilers, two Human Services Building boilers and the replacement of two air handler units at FCHC at a cost not to exceed \$14,000.

**5a. Road Department - Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Road Department**

Stockbridge Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2015 local road program. These projects involve nearly seven miles of roadway at a total estimated cost of \$402,000. A significant portion of funding for these projects was derived from an agreement with Enbridge Energy Company, Inc. A County Road Department allocation of \$44,000 was reserved for local road improvement in Stockbridge Township pending Township approval of matching funds. If project costs exceed the \$402,000 estimate, they will be paid by Stockbridge Township.

**5b. Road Department - Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Kipp Road From US-127 to Dexter Trail**

The Road Department (ICRD) is scheduled to receive federal Urban Surface Transportation Program (STP) funds and a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Kipp Road from US-127 to Dexter Trail. The federal STP funds serve as local match for the TEDF-A grant and the TEDF-A grant serves as local match for the federal STP funds. The project involves milling and repaving the asphalt roadway from US-127 to Eden Road and a crush and shape with asphalt overlay from Eden Road to Dexter Trail. The project also includes improvements to the Kipp Road and Eden Road intersection, installation of paved shoulders, and drainage improvements. The Road Department seeks approval of a resolution to authorize an agreement with the State of Michigan/MDOT to fund this project at a cost not to exceed \$1,338,600.

**6a. Parks Department - Resolution to Rescind Resolution #15-138 to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park**

Resolution 15-138, approved on April 28, 2015, authorized the acceptance of a Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park. Upon review by the Michigan Department of Natural Resources Recreation Passport Grant Program, Resolution 15-138 unfortunately did not comply with established program criteria. The Parks Department seeks Board approval to rescind Resolution 15-138 in favor of a second resolution (see Item 6b, below) that conforms to State formatting criteria.

**6b. Parks Department - Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park**

The Parks Department seeks approval of a resolution to authorize acceptance of a project agreement for the Michigan Department of Natural Resources Recreation Passport Grant Program for repairs to the asphalt trail within Hawk Island County Park. This resolution will replace Resolution 15-138, approved on April 28, 2015 (see discussion in Item 6a, above).

The asphalt trail at Hawk Island County Park was originally constructed in 2001, and is in need of repairs. Runners, walkers, and bikers all utilize the trail system year-round. The County Capital Improvement fund budget included \$15,000 required to match funds for this project. The total project cost is estimated to be \$60,000. Repairs to the asphalt trail are planned for the fall of 2015.

**6c. Parks Department - Resolution Authorizing Entering into a Contract with Mannik Smith Group for the Purpose of Providing Professional Consulting Services to Assist the Ingham County Trails and Parks Task Force in Assembling a Plan for the Expenditure of Trails & Parks Millage Dollars**

After considerable discussion, the Trails and Parks Task Force recommended pursuit of a consultant to be tasked with developing best practices, priorities, and maintenance for reference by the Board of Commissioners in ongoing efforts to define County trails and parks priorities. Seven firms solicited proposals in response to a request for proposals issued by the County. The resolution proposed by the Parks Department authorizes execution of a contract with Mannik Smith Group for the purpose of providing professional consulting services to assist the Ingham County Trails and Parks Task Force in development of its plan at a cost not to exceed \$73,514.

**7. Potter Park Zoo - Resolution Authorizing a Contract with \_\_\_\_\_ for Improvements to the Moose Exhibit at Potter Park Zoo**

Potter Park Zoo recently issued an RFP to construct a permanent moose exhibit. Bids received for the project were much higher than projected, which caused a subsequent renegotiation effort to secure a lower cost. The moose exhibit project was approved in the CIP budget for 2015 and includes a \$200,000 gift from the Glassen Foundation. Anticipated construction time for the exhibit is four to five months, depending on weather. Additionally, our moose are continuing to grow and the sooner we get Willow and Meeko into their new home, the happier and the healthier they will be.

Revised bids for this project are due on June 12. A final contractor recommendation and cost will be reported to the Committee once they are known.

**8. Controller – Sick Time Accrual (Discussion)**

The Human Services Department has provided a schedule of sick leave accrual rates for all employee units. This information provides a foundation for discussion.

9. **Board of Commissioners** - *Letter from Center Park Productions Regarding Funding for the Economic Development of Common Ground Music Festival (Referral)*

Center Park Productions seeks an unspecified County allocation to offset costs associated with the Common Ground Music Festival.

## Agenda Item 2

Memo to County Services Committee and Finance Committee

From Patrick E. Lindemann, Drain Commissioner

Re Improvements to the Groesbeck Park Drain

May 19, 2015

I request that the Board of Commissioners grant full faith and credit of the county for the bonds that will finance this storm drain construction project. Such action by the Board is customary, because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the property owners and governments of the drainage district who are liable to pay for the project.

The project results from a petition by the Ingham County Road Commission in early 1999 to alleviate flooding during great storms on Lake Lansing Road west of Wood Street and on nearby properties. The purposes of the project will be accomplished by installing a collection system of pipes and ditches to bring the stormwater to treatment ponds on the Groesbeck Golf Course and adjacent to the Lansing Board of Water and Light (LBWL) landfill. The treated water will then flow down the existing Groesbeck Park pipe to the Grand River in Lansing. The project was found necessary in late 1999 by a statutory Board of Determination. Several property owners in the district appealed the finding of necessity in litigation that was completed in the district's favor in early 2003.

The design engineering has been done, twice. The project was ready to construct in 2008. However, as the LBWL constructed a containment slurry wall around its landfill, land that was to be sold to the district for treatment ponds was found to be contaminated. This necessitated redesign of the treatment ponds for placement on the Groesbeck Golf Course. Upon completion of redesign, bids were opened in late 2012. The total computation of costs for the project is \$12,595,000.

The apparent low bidder for construction of the project has held its price during 2 ½ years of litigation by Lansing Township challenging my apportionment of benefits. The state supreme court denied the township's appeal in March, 2015. Therefore, the project is ready to commence upon borrowing of the necessary money by issuance of bonds.

I plan to attend your meetings on June 16<sup>th</sup> and 17<sup>th</sup> to answer questions.

Thank you for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities and businesses of Ingham County.

May 21, 2015

Mr. Patrick E. Lindemann  
 Ingham County Drain Commissioner  
 707 Buhl Ave.  
 Mason, MI 48854

RE: ICDC – Groesbeck Park Drain Drainage District (Project No. 02056.0C)  
 State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Groesbeck Park Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Lansing Charter Township, City of Lansing and Ingham County.

The SEV for the lands in the Drainage District is based on the most current 2014 property tax records on the [www.ingham.org](http://www.ingham.org) website, using entire SEV from each parcel that is a part of the District, whether the entire parcel or just a portion is in the District.

The SEVs used for municipalities are from the published 2014 equalization report available at <http://eq.ingham.org/Portals/DP/2014%20Equalization%20Report%20For%20Web.pdf>

The requested full faith and credit amount is \$12,595,000. The total SEV for all of Lansing Charter Township is \$286,172,600. The total SEV for all of the City of Lansing is \$1,973,156,900. The estimated SEV for the lands within the Drainage District is \$28,687,876. Additionally, the total SEV for all of Ingham County is \$7,500,943,082. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount =	\$12,595,000		
Estimated SEV of the lands in the Drainage District	*\$28,687,876	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Drainage District.	43.903%
Lansing Charter Twp 2014 SEV	\$286,172,600	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Lansing Charter Township.	4.401%
City of Lansing 2014 SEV	\$1,973,156,900	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the City of Lansing.	0.638%
Ingham County 2014 SEV	\$7,500,943,082	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.167%

*\* 109.20 acres, or 36.98% of the Drainage District, have no designated SEV (i.e. SEV = \$0). This includes all Ingham County land, City of Lansing park and golf course land, land owned by the Board of Water &*

Please note that lands within the City of Lansing corporate limits comprise approximately 20.95% of the total lands in the Drainage District (including City of Lansing roads), and lands within Lansing Township, excluding Ingham County roads, comprise approximately 75.44% of the total lands in the Drainage District. Ingham County roads within Lansing Township comprise approximately 3.61% of the total lands in the Drainage District.

Please contact us with any questions.

Sincerely,  
 Eng., Inc.

Brian J. Cenci, PE  
 Vice President

cc: Paul Pratt, Deputy, Ingham County Drain Commissioner  
 Steven Mann, Miller Canfield, PLLC

Introduced by the County Services Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**A RESOLUTION PLEDGING THE FULL FAITH AND CREDIT OF THE COUNTY  
FOR THE GROESBECK PARK DRAIN DRAINAGE DISTRICT BONDS**

WHEREAS, the Groesbeck Park Drain Drainage District (the “Drainage District”) has been established within the County of Ingham (the “County”) pursuant to the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Drain Code”); and

WHEREAS, pursuant to the Drain Code proceedings are being undertaken by the Ingham County Drain Commissioner (the “Drain Commissioner”) for the construction and financing of improvements to the Groesbeck Park Drain (the “Project”); and

WHEREAS, pursuant to the Drain Code, the Drain Commissioner will levy assessments in the Drainage District pursuant to an assessment roll in the aggregate principal amount of \$12,595,000 (the “Assessments”) to pay for the construction and financing of the Project; and

WHEREAS, the Assessments shall be paid by the Charter Township of Lansing, the City of Lansing, the County, and benefited lands, including those owned by the Lansing Board of Water and Light, according to apportionments as determined by the Drain Commissioner acting pursuant to Section 262 of the Drain Code, in annual principal installments over a period of years as determined by the Drain Commissioner, but in no event to exceed 30 years, with interest thereon at such interest rate as shall be calculated to be sufficient to pay interest on any bonds to be payable from the Assessments; and

WHEREAS, the Drain Commissioner, by order, will authorize the issuance of bonds by the Drainage District, in one or more series, to be designated as the 2015 Drainage District Bonds (Limited Tax General Obligation) in the aggregate principal amount of *not to exceed* Twelve Million Five Hundred Ninety-Five Thousand Dollars \$12,595,000 (the “Bonds”) in anticipation of the payment of the Assessments; and

WHEREAS, the Drain Code authorizes the County to pledge its full faith and credit for the payment of the Bonds if the Board of Commissioners of the County has adopted a resolution by a majority vote of its total membership; and

WHEREAS, it is in the best interest of the County that the Bonds be secured by a pledge of the full faith and credit of the County as authorized by Section 276 of the Drain Code so that the Bonds may be sold at the lowest and most favorable interest cost.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Full Faith and Credit Pledge of County. Pursuant to the authorization provided in the Drain Code, the Board of Commissioners of the County does hereby irrevocably pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds when due, and pursuant to said pledge, in the event that the collection of the Assessments is insufficient to pay the Bonds or the interest thereon when due, the amount unpaid shall be promptly advanced from County funds as a first budget obligation, and the County Treasurer is directed to immediately make such advancement to the extent necessary.

2. Reimbursement of Advance from Assessment Roll. In the event that pursuant to the pledge of its full faith and credit the County advances out of County funds all or any part of the principal of or interest on the Bonds, it shall be the duty of the County Treasurer and the Drain Commissioner, for and on behalf of the County, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the enforcement and collection of the Assessments, and the reimbursement of such advances so paid by the County, including without limitation the reassessment by the Drain Commissioner of the assessment roll as provided in Section 276 of the Drain Code.

3. Public Purpose. The Board of Commissioners of the County does hereby determine that the Project is necessary for the protection of the public health, safety and welfare of the County and its residents.

4. Tax Covenant. To the extent permitted by law, the County shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for general federal income tax purposes under the Internal Revenue Code of 1986, as amended, including but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure of proceeds of the Bonds and moneys deemed to be proceeds of the Bonds.

5. Official Statement and Continuing Disclosure. The County hereby agrees to co-operate in preparation of preliminary and final official statements or other marketing circular describing the Bonds and in any application for bond ratings and municipal bond insurance for the Bonds. The County hereby agrees to enter into a Continuing Disclosure Undertaking in order to enable the underwriters of the Bonds to comply with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission. The Drain Commissioner, County Controller/Administrator or County Treasurer are each individually authorized to offer such assistance and to execute and deliver final official statements, or other marketing circulars, and a Continuing Disclosure Undertaking.

6. Application to Michigan Department of Treasury. The Drain Commissioner, County Controller/Administrator, Chief Deputy Controller, County Treasurer or other appropriate officials are each hereby authorized to complete, execute and file any and all applications or requests for waivers with the Michigan Department of Treasury necessary to effectuate the sale, issuance and delivery of the Bonds, including, if necessary, an application for prior approval to the Bonds, and to pay any necessary fees.

7. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby repealed. This resolution shall become effective immediately upon its passage.

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the County Board of Commissioners of the County of Ingham, State of Michigan, at a regular meeting held on \_\_\_\_\_, 2015 at 6:30 p.m., Eastern Daylight Time, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of the meeting were kept and will be or have been made available as required by Act 267.

I further certify that the posting required pursuant to Act 34, Public Acts of Michigan, 2001, as amended, as set forth in Exhibit A attached hereto, was done in due time and form as required by Act 34.

I further certify that the following Members were present at the meeting: \_\_\_\_\_  
\_\_\_\_\_ and that the following Members were absent:  
\_\_\_\_\_.

I further certify that Member \_\_\_\_\_ moved for adoption of the resolution and that Member \_\_\_\_\_ supported the motion.

I further certify that the following Members voted for adoption of the resolution:  
\_\_\_\_\_ and that the following Members voted against adoption of the resolution:  
\_\_\_\_\_.

I further certify that the Members voting for adoption of said resolution constitute at least a majority of the total membership of the Board of Commissioners.

\_\_\_\_\_  
Barb Byrum, County Clerk

EXHIBIT A  
Form of Notice pursuant to Section 308, Act 34,  
Public Acts of Michigan, 2001, as amended

MEETING NOTICE  
County Board of Commissioners  
County of Ingham, State of Michigan

At the regular meeting of the County Board of Commissioners of the County of Ingham, Michigan to be held on \_\_\_\_\_, 2015 at 6:30 p.m. Eastern Daylight Time, at the Ingham County Courthouse, Third Floor, Mason, Michigan, the County Board of Commissioners will consider a resolution relating to issuance of bonds by the Groesbeck Park Drain Drainage District, which bonds, if issued, will pledge as security the limited tax full faith and credit of the County. It is anticipated that the bonds will be paid from assessments levied by the Drain Commissioner within the Groesbeck Park Drain Drainage District.

THIS NOTICE is given pursuant to the requirements of Section 308, Act 34, Public Acts of Michigan, 2001, as amended.

***Ingham County Innovation and Technology Department***

**Michael E. Ashton, Chief Information Officer - Email: [mashton@ingham.org](mailto:mashton@ingham.org)**

To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: May 14, 2015  
Re: Video Wall upgrade for the Video Surveillance System

Dear Commissioners,

---

The Video surveillance system was upgraded in 2014. With the current software version we have the ability to implement a more robust video wall. Currently the video walls are just regular clients which are the same software they use to view cameras from a desk. The Post currently has multiple camera views displaying to remote screens. With the current setup the only way to make changes is to hook up a mouse and change it from the posts. Some of the PCs are not even in the same room as the video wall, which makes it tough to change the views since you can't see what you're doing.

With the video wall feature added, we will have the ability for command (or whomever is granted rights) to control the video wall from any Ocularis client. This will allow command to change the video walls when they have issues or needs to change what is being monitored. It will also allow them to more effectively use the cameras, they will be able to add cameras to the wall on the fly and thus eliminate needing to have cameras with empty cells on them. This will lead to fewer total cameras on the wall, which makes monitoring them more efficient.

The video wall would also be used at the Veteran Memorial Courthouse, Youth Center and other facilities as needed.

This is software licenses which would be purchased using the county's purchasing policy as there is no contract involved.

The funds for this upgraded were budgeted in the Innovation and Technology department budget in the Network Maintenance fund 636-25810-818000.

Thank you in advanced for your consideration. If you have any questions please feel free to contact me at 517-676-7371.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF AN UPGRADE TO THE SOFTWARE  
FOR THE OnSSI VIDEO WALL FROM VIDCOM SOLUTIONS**

WHEREAS, the Innovation and Technology Department upgraded the OnSSI Video system from an end of life version in late 2014; and

WHEREAS, in the 2015 budget the Innovation and Technology Department budgeted to upgrade the video wall software; and

WHEREAS, the cost to upgrade is \$28,280.62 and \$30,000 was budgeted for in 2015; and

WHEREAS, VidCom Solutions is the only local vendor authorized to support and sell OnSSI software and is currently the vendor that supports 337 county cameras; and

WHEREAS, the purchase of the video wall also has 3 years of software support included.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Innovation and Technology Department purchase from VidCom Solutions of OnSSI Video Wall software with 3 years of software support at a cost of \$28,280.62.

BE IT FURTHER RESOLVED, the video wall upgrade will be paid out of the Innovation and Technology Department Networking Maintenance Fund Account #636-25810-818000.

BE IT FURTHER RESOLVED, that the Innovation and Technology Department and Purchasing Department are hereby authorized to execute a purchase order with OnSSI for the purchase of an OnSSI Video Wall and 3 years of software maintenance.

***Ingham County Innovation and Technology Department***

**Michael E. Ashton, Chief Information Officer - Email: [mashton@ingham.org](mailto:mashton@ingham.org)**

To: County Services Committee  
From: Michael E. Ashton, CIO  
Date: May14, 2015  
Re: Position change in the Innovation and Technology Department Helpdesk Specialist to Computer Technician 1

Dear Commissioners,

---

The Innovation and Technology Department is requesting to continue the reorganization of the department. When the reorganizational structure was presented the department wanted to change the Help Desk Specialist position to a Computer Technician 1. Toranda Brown who resigned from the County on April 10<sup>th</sup> was classified as a Helpdesk Specialist in the UAW I classification. Since the position is vacated I am requesting to move the position to a Computer Technician 1 UAW I classification.

The Computer Technician 1 job description has the same pay and Union classification. There are currently five (5) employees in this role. With the conversion of the Helpdesk position to the IT Technician 1 position we will have six (6) funded Computer Technicians to support the County. The department plans on rotating the technicians on the Help Desk to cover incoming calls and tickets. We are expecting that having a Technician on the Help Desk answering calls and tickets will result in faster resolution of end-users. The goal would be for the Technician to walk the user through or remote control their desktop to resolve any non-hardware failure issues.

There is no financial impact to this resolution and Human Resources has approved and included with this resolution is their memo of analysis for the position conversion. Human Resources and the Innovation Technology Department have received an email from Sally Auer indicating the UAW has no issues with this conversion.

Also attached to this email are two job descriptions, Help Desk Specialist and Computer Technician 1 that are involved with this conversion

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or [Mashton@ingham.org](mailto:Mashton@ingham.org).

**Agenda Item 3b**

TO: Michael Ashton, CIO – Ingham County  
FROM: Beth Bliesener, Employment Specialist  
DATE: 5-12-15  
RE: Memo of Analysis for position conversion

---

Human Resources can confirm the following information regarding the position conversion request:

1. Position number 958021 is currently a vacant MIS Help Desk Specialist, UAW I.
2. A Computer Technician 1 is a UAW I.
3. The IT Department would like to convert position number 958021 (MIS Help Desk Specialist) to a Computer Technician 1, UAW I, to better meet operational needs.

I have sent the UAW chair notice regarding the position conversion and the UAW supports the change. I have attached the UAW's response.

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

If I can be of further assistance, please email or call me (887-4375).

**From:** [Morton, Teri](#)  
**To:** [Ashton, Michael](#)  
**Cc:** [Bauer, Jill](#)  
**Subject:** RE: Position number 958021  
**Date:** Thursday, May 14, 2015 8:47:08 AM

---

Since the position is staying at the same classification, the change is budget neutral. I think you can just insert that into your memo. Let me know if you need anything else.

---

**From:** Ashton, Michael  
**Sent:** Wednesday, May 13, 2015 5:00 PM  
**To:** Morton, Teri  
**Cc:** Bauer, Jill  
**Subject:** FW: Position number 958021

Can you send me something indicating or I can add it to my memo if that is all I need to do indicating this is a budget Neutral change

Michael E. Ashton  
CIO-Ingham County  
Phone: 517-676-7373

---

**From:** Bliesener, Elisabeth  
**Sent:** Tuesday, May 12, 2015 11:41 AM  
**To:** Ashton, Michael  
**Cc:** Parsons, Travis  
**Subject:** Position number 958021

Mike, here are the documents you need from HR, the memo of analysis and the UAW response to go in your packet for your resolution to convert the position from MIS Help Desk Specialist to Computer Technician 1.

You will need to get with Terri to have her give you the budget documents.

Please let me know if you need anything else.

Thanks,  
Beth

Beth Bliesener  
Employment Specialist  
517-887-4375

**From:** [Auer, Sally](#)  
**To:** [Bliesener, Elisabeth](#)  
**Subject:** RE: Position Conversion  
**Date:** Tuesday, May 12, 2015 8:15:04 AM

---

The UAW has no issue with this conversion. Thanks.

*No act of kindness,  
no matter how small,  
is ever wasted.  
Aesop*

Sally Auer  
Chairperson  
UAW Ingham County Unit  
(517) 483-6209  
(517) 574-6548

---

**From:** Bliesener, Elisabeth  
**Sent:** Friday, May 08, 2015 11:17 AM  
**To:** Auer, Sally  
**Cc:** Ashton, Michael  
**Subject:** Position Conversion

Sally,

The IT Department would like to convert vacant position number 958021, currently a MIS Help Desk Specialist UAW I, to a Computer Technician 1 UAW I, to better meet operational needs.

Please let us know if we have the Unions support to change the classification.

Thank-you,  
Beth

Beth Bliesener  
Employment Specialist  
517-887-4375

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

## **INGHAM COUNTY JOB DESCRIPTION**

### **MIS HELP DESK SPECIALIST / DISPATCHER**

#### **Summary**

Under the direction of the MIS Director this position is responsible for providing first level technical assistance to county-wide computer users. Logs, tracks, escalates, and resolves work orders by fielding telephone calls and emails. Help Desk Specialists are the first point of contact for technical assistance requests coming into the Ingham County Help Desk.

#### **Duties and Responsibilities**

*The Help Desk Specialist performs some or all of these duties and responsibilities on a daily basis:*

- Promptly answers incoming phone calls and email requests to the Ingham County Help Desk.
- Provides first level technical assistance by responding to trouble calls and questions.
- When necessary, escalates problems to the appropriate secondary level of support resource or management for resolution.
- Provides software support on county approved applications and operating systems.
- Maintains and assigns passwords and user identifications and performs general networking connectivity issues on the desktop.
- Ensures the accurate and complete logging of all calls and information into the MIS call tracking system.
- Dispatches work orders to the appropriate MIS resource based on the reported problem, technology, location and skills required to ensure efficient, effective, and timely resolution.
- In conjunction with the MIS Director, develops, maintains, and enhances the MIS call tracking system, tools, processes and procedures.
- Compile reports and gather information on MIS functions.
- Assists with special projects as needed.
- In a backup role, fields calls from potential Jurors and Jury Clerks.

#### **Minimum Job Requirements**

Associates degree in Computer Science or equivalent technical institution certificate. Or, 2 - 4 years of Information Systems work experience providing technical assistance and Help Desk services. A+ or MCSA certification preferred but not required.

Possession of a valid Michigan Driver's License.

#### **Knowledge, Skills, and Abilities Required**

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Skilled in the use of a computer as productivity tool and possess working knowledge of email, Internet web browsing, and the Microsoft Productivity Suite.
- Must be customer service oriented.

MIS HELPDESK SPECIALIST/DISPATCHER  
PAGE 2

- Must be courteous and polite.
- Good verbal, telephone, and written etiquette.
- Working knowledge and understanding of a broad range of desktop based hardware and software and basic networking concepts.
- Able to follow instructions, work under supervision, and multi-task.
- Ability to effectively work in a team environment.
- Effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess good organizational skills.
- Ability to enter and access information from a computer.
- Ability to operate general office equipment such as computers, copiers, fax, etc.

**Working Conditions and Physical Requirements:**

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

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

*Approved 04-15-2008  
Resolution #08-96)  
UAW-I*

## INGHAM COUNTY JOB DESCRIPTION

### COMPUTER TECHNICIAN LEVEL I

#### **Summary:**

Under the supervision of the MIS Director, ensures the operation and availability of the county's networked computers and all related peripheral devices. Repairs, troubleshoots, installs, and maintains county networked PCs, software and peripherals while providing superior customer service to the county departments and end-user base.

#### **Duties and Responsibilities:**

*The Computer Technician performs some or all of these duties and responsibilities on a daily basis:*

- Troubleshoot, repair, install and maintain PC related hardware on the County's network.
- Organizes and prioritizes requests for service and on an as-needed basis works with vendor to resolve hardware and software problems.
- Visits departments throughout the County to trouble-shoot, repair, and maintain data equipment problems, including workstations, portable/laptop computers, scanners, monitors, printers, telephones, faxes, modems, and other peripherals.
- Determines the need to contract out repair work.
- Tracks inventory by staff member and workstation and ensures this information is updated and accurate in the county's call tracking system.
- Assists in developing specifications and recommends computer related purchases to management.
- Coordinates work orders for the installation of new equipment and recycles old equipment. Ensures all necessary software and data is migrated and network connectivity is established.
- Plans, schedules and coordinates new operating systems releases, engineering changes, and preventative maintenance changes.
- Ensures the accurate and complete logging of required information into the MIS call tracking system.
- Adheres to county and MIS policies and procedures.
- Provides software support on county approved applications and operating systems.
- Assists with special projects as needed.
- When necessary, escalates problems to management or the appropriate secondary level of support resource for resolution.

**Minimum Job Requirements:** Associates degree in Computer Science **or** equivalent technical institution certificate or 1 - 3 years of Information Systems work experience providing end-user technical assistance. A+ or MCSA certification preferred but not required. Possession of a valid Michigan Driver's License.

#### **Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.

## COMPUTER TECHNICIAN I

### PAGE 2

- Skilled in the use of a computer as productivity tool and possess working knowledge of email, Internet web browsing, and the Microsoft Productivity Suite.
- Must be customer service oriented.
- Must be courteous and polite.
- Good verbal, telephone, and written etiquette.
- Working knowledge and understanding of a broad range of desktop based hardware and software and networking concepts.
- Able to follow instructions, work under supervision, and multi-task.
- Ability to effectively work in a team environment.
- Effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess good organizational skills.

#### **Working Conditions and Physical Requirements:**

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

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

*Approved 8/26/2008 (Resolution #08-221)*

**UAW-I**

Introduced by the County Services Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A POSITION CONVERSION FROM THE  
MIS HELP DESK SPECIALIST TO COMPUTER TECH 1  
FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT**

WHEREAS, the position of MIS Help Desk Specialist Position 958021 UAW I is vacant; and

WHEREAS, with the renaming and reorganization of the Innovation and Technology Department and changing of IT trends the use of an additional Computer Technician is needed; and

WHEREAS, both positions of MIS Help Desk Specialist and Computer Technician are classified as an UAW I; and

WHEREAS, there are currently five (5) funded positions in the Innovation and Technology Department classified as a Computer Technician; and

WHEREAS, the IT Department would like to convert position number 958021 (MIS Help Desk Specialist) to a Computer Technician 1, UAW I, to better meet operational needs; and

WHEREAS, the Chief Information Officer has recommended converting the Help Desk Specialist position to a Computer Technician 1 position; and

WHEREAS, the Human Resources Department has reviewed the conversion request and determined that both positions are in the same union and classification; and

WHEREAS, the Budgeting Office has confirmed that these are in the same classification and the change is budget neutral; and

WHEREAS, the UAW Chairperson has indicated in a written response that the UAW has no issues with this conversion.

THEREFORE BE IT RESOLVED, that the current position 958021 MIS Help Desk Specialist Dispatcher be converted to Computer Technician 1 in the Innovation and Technology Department.

BE IT FURTHER RESOLVED, that the vacant position 958021 will be posted and filled with the Computer Technician 1 job description.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING SCOTT D. SKRIBA**

WHEREAS, Scott Skriba began his 35 year career in 1980 as a maintenance worker in the CETA (Comprehensive Employment and Training Act) Youth Program; and

WHEREAS, after 18 months of exceptional work, the county created a full time maintenance worker position for Scott, which he accepted; and

WHEREAS, in early 1990 Scott was promoted to Building Construction Supervisor; and

WHEREAS, Scott has demonstrated remarkable leadership skills and commitment to county buildings; and

WHEREAS, over the years Scott has lead multiple successful construction projects ranging from small to large and quite complex as well as the supervision of several volunteer groups; and

WHEREAS, his expertise in the construction field has proved to be an immeasurable financial benefit to the county; and

WHEREAS, the quality of Scott's finish carpentry is and always will be well known and appreciated throughout the county and will remain a testament to his expertise for years to come.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners recognizes the impact and quality of Scott Skriba's work and dedication to Ingham County and expresses its sincere appreciation to him for the services and benefits which he has contributed.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners extends its best wishes to Scott for continued success in all his future endeavors.

MEMORANDUM

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 3, 2015

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO DLZ MICHIGAN, INC. TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE REMOVAL AND REPLACEMENT OF TWO YOUTH CENTER (YC) BOILERS AND TWO HUMAN SERVICES (HSB) BOILERS AND THE REPLACEMENT OF TWO AIR HANDLER UNITS AT FOREST COMMUNITY HEALTH CENTER (FCHC)**

The resolution before you authorizes awarding a contract to DLZ Michigan, Inc. to provide engineering design services for the removal and replacement of two YC boilers, two HSB boilers and the replacement of two air handler units at FCHC.

The current boilers and air handlers are old and in need of replacement, they have outlived their life expectancy and repair costs are no longer cost effective; and

The Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to DLZ Michigan, Inc. who submitted the lowest not to exceed bid of \$14,000.00. They are the most qualified, having more familiarity and experience with county buildings allowing them to complete this project to Ingham County standards.

The required design services for the removal and replacement of the two YC boilers will be performed for a not to exceed cost of \$4,900.00. Funds are available in Line Item 245-66299-976000-5FC05 which has a balance of \$100,000.00.

The required design services for the removal and replacement of the two HSB boilers will be performed for a not to exceed cost of \$4,900.00. Funds are available in Line Item 631-23304-976000-5FC04 which has a balance of \$55,000.00.

The required design services for the replacement of the two FCHC air handlers will be performed for a not to exceed cost of \$4,200.00. Funds are available in Line Item 511-61553-976000-0201 which has a balance of \$1,622,022.90.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: June 3, 2015
SUBJECT: Engineering design services for the improvement and/or replacement of the boilers and rooftop air conditioning units (RTU)

Project Description:

Three bids were sought for engineering design services for the improvement and/or replacement to the boilers and rooftop air conditioning units at the following buildings: Ingham County Forest Community Health Center, Human Services Building and the Youth Center.

The scope of work includes but is not limited to the identification of curable and incurable deterioration, functional obsolescence, in addition to, recommendations for cost savings, estimates for improvement or replacement, engineered drawings and specifications, pre-bid meeting attendance and site visits.

Table with 3 columns: Company Name, Local Vendor, Cost. Rows include DLZ (1425 Keystone Ave., Lansing MI 48911) with cost \$14,000.00, Matrix Consulting Engineers Inc. (1601 E. Grand River Ave., Lansing, MI 48906) with cost \$17,900.00, and MacMillian Associates (714 East Midland Street, Bay City MI 48706) with cost \$23,000.00.

Recommendation:

The recommendation is to award the design service contract to DLZ, a local vendor, who submitted the lowest bid in an amount not to exceed \$14,000.

For clarification this is not for replacement, renovation or construction services; therefore, the prevailing wage policy does not apply.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AWARDING A CONTRACT TO DLZ MICHIGAN, INC.  
TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE REMOVAL AND  
REPLACEMENT OF TWO YOUTH CENTER (YC) BOILERS, TWO  
HUMAN SERVICES (HSB) BOILERS AND THE REPLACEMENT OF TWO AIR HANDLER  
UNITS AT FOREST COMMUNITY HEALTH CENTER (FCHC)**

WHEREAS, current boilers and air handlers are old and in need of replacement, they have outlived their life expectancy and repair costs are no longer cost effective; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to DLZ Michigan, Inc. who submitted the lowest not to exceed bid of \$14,000.00; and

WHEREAS, DLZ has more familiarity and experience with county buildings allowing them to complete this project to Ingham County standards; and

WHEREAS, the required design services for the removal and replacement of the two YC boilers will be performed for a not to exceed cost of \$4,900.00, funds for said services are available in Line Item 245-66299-976000-5FC05 which has a balance of \$100,000.00; and

WHEREAS, the required design services for the removal and replacement of the two HSB boilers will be performed for a not to exceed cost of \$4,900.00, funds for said services are available in Line Item 631-23304-976000-5FC04 which has a balance of \$55,000.00; and

WHEREAS, the required design services for the replacement of the two FCHC air handlers will be performed for a not to exceed cost of \$4,200.00, funds for said services are available in Line Item 511-61553-976000-02012 which has a balance of \$1,622,022.90.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, Michigan 48911 to provide engineering design services for the removal and replacement of two YC boilers, two HSB boilers and the replacement of two air handler units at FCHC for a total not to exceed cost of \$14,000.00.

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

**Agenda Item 5a**

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Department of Transportation & Roads

Date: June 1, 2015

RE: Resolution for Local Road Program Agreement with Stockbridge Township

Attached is a proposed resolution for approving an agreement with Stockbridge Township to participate in this year's local road program wherein Townships provide match funding with the Road Department to fund various projects on their respective local roads. These projects have been selected in cooperation with Stockbridge Township, project estimates totaling \$402,000 have been provided, and the Township seeks to have these projects done this year.

In 2013 the Road Department negotiated a non-refundable permit fee of \$900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading. Approximately one third, or \$300,000, of this fee is related to, and thus held for use on, local roads in Stockbridge Township. Thus the Road Department and Stockbridge Township agree that \$200,000 of the above-mentioned projects should be funded with revenue from this non-refundable Enbridge permit fee held for use on local road projects in Stockbridge Township.

Stockbridge Township is willing to pay the remaining portion of the cost, which is estimated to be \$157,600 (\$402,000 estimated total project cost less \$200,000 above-mentioned Enbridge permit fee revenue, less \$44,400 in 2015 local road allocation to Stockbridge Township, as laid out in the attached resolution).

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH STOCKBRIDGE TOWNSHIP  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Stockbridge Township desires that improvements be performed on the following roads in the 2015 Local Road Program:

Milner Road, Dexter Trail to Brogan Road, 3.3 miles;  
Obrien Road, Parman to Chapman Roads, 1.7 miles;  
Chapman Road, Heeney to Obrien Roads, 1 mile;  
Main Street, Village Limit to Dexter Trail, 0.9 mile;

each to include skip-paving asphalt repair of failed areas, leveling asphalt where needed, and single course chip-seal at an estimated cost of \$402,000.00 for materials to be applied by Road Department crews; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund, \$44,400 per available 2015 local road allocation to Stockbridge Township, and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, in 2013 the Road Department negotiated a non-refundable permit fee of \$900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading, with approximately one third, or \$300,000, of this fee related to, and thus held for use on, local roads in Stockbridge Township; and

WHEREAS the Road Department and Stockbridge Township have agreed that \$200,000 of the above-mentioned Enbridge permit fee may be used on the above-listed local road projects in Stockbridge Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements, which is estimated to be \$157,600 (\$402,000 estimated total project cost less \$200,000 above-mentioned Enbridge permit fee revenue, less \$44,400 above mentioned 2015 local road allocation to Stockbridge Township); and

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

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

BE IT FURTHER RESOLVED, for 2015, the County on behalf of the Road Department has allocated to Stockbridge Township's local roads, a maximum sum of \$22,200.00 from the County Road Fund, plus \$22,200.00 carryover from 2014 for a total available in 2015 of \$44,400.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute \$44,400.00 toward the cost of said improvement from the County Road Fund and \$200,000 from the above mentioned non-refundable Enbridge permit fee, and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the final cost will be met first by the \$200,000 Enbridge permit revenue, followed by Road Department local road match funds matched by Stockbridge Township for any final costs between \$200,000 and \$288,800, followed by Township contribution.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

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

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

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering  
Road Department

DATE: May 26, 2015

SUBJECT: Reconstruction of Kipp Road from US-127 to Dexter Trail

The Ingham County Road Department (ICRD) is to receive federal Urban STP funding and a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Kipp Road from US-127 to Dexter Trail. Except for \$10,200 worth of non-participating work related to salvaging excess aggregate material to ICRD, the federal STP funds serve as local match for the TEDF-A grant and the TEDF-A grant serves as local match for the federal STP funds.

Due to Congress’ inability to extend 2015 federal MAP-21 funding in a timely manner, the project includes 2016 federal Urban STP funding to supplement the 2015 Urban STP funding. The 2016 funding is allocated toward the project as “advance construct”, meaning that ICRD is to construct the project and be reimbursed costs not covered by the 2015 Urban STP funding when the 2016 Urban STP funding is available in fiscal year 2016, which starts October 1, 2015.

The project generally involves milling and repaving the asphalt roadway from US-127 through Eden Road and a crush and shape with asphalt overlay from Eden Road to Dexter Trail. The project also includes improvements to the Kipp Road and Eden Road intersection, installation of paved shoulders, and drainage improvements. The estimated costs for the project are as follows:

2015 Federal STP Urban Funding	\$ 721,880
2016 Federal STP Urban Funding	\$ 206,520
State of Michigan TEDF-A grant:	\$ 400,000
Road Department Match:	\$ <u>10,200</u>
	\$1,338,600

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf.

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

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO A ROAD RECONSTRUCTION PROJECT FOR KIPP ROAD FROM US-127 TO DEXTER TRAIL**

WHEREAS, The Ingham County Road Department is to receive federal Urban STP funding and a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Kipp Road from US-127 to Dexter Trail; and

WHEREAS, except for \$10,200 worth of non-participating work related to salvaging excess aggregate material to ICRD, the federal STP funds serve as local match for the TEDF-A grant and the TEDF-A grant serves as local match for the federal STP funds; and

WHEREAS, the project includes 2016 federal Urban STP funding to supplement the 2015 Urban STP funding. The 2016 funding is allocated toward the project as “advance construct”, meaning that ICRD is to construct the project and be reimbursed costs not covered by the 2015 Urban STP funding when the 2016 Urban STP funding is available in fiscal year 2016, which starts October 1, 2015; and

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

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

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

2015 Federal STP Urban Funding	\$ 721,880
2016 Federal STP Urban Funding	\$ 206,520
State of Michigan TEDF-A grant:	\$ 400,000
Road Department Match:	<u>\$ 10,200</u>
	\$1,338,600

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect reconstruction of Kipp Road from US-127 to Dexter Trail for a total estimated cost of \$1,338,600 consisting of \$712,880 in 2015 federal funding, \$206,520 in 2016 federal funding, \$400,000 in State of Michigan, Transportation Economic Development Fund, Category A funds, and \$10,200 in Road Department funds.

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

## MEMO

Date: June 1, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant Program Grant for Trail Repair and Improvements at Hawk Island County Park and Resolution to Rescind Resolution #15-138.

Resolution #15-138 to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park was passed at the April 28, 2015 Board of Commissioners meeting. Upon review by the Michigan Department of Natural Resources Recreation Passport Grant Program they require a resolution that meets their state sanctioned form, and Resolution #15-138 unfortunately does not fit the criteria. I apologize for the initial request as this is our first approved grant under the Michigan Department of Natural Resources new passport grant program. The first attached resolution is to rescind Resolution #15-138.

The second resolution is to accept the project agreement as it now conforms to MDNR requirements. This revised document was reviewed by the County legal department and the Michigan DNR grant division for accuracy and confirming compliance for the grant agreement.

This resolution authorizes the acceptance of the project agreement for the Michigan Department of Natural Resources Recreation Passport Grant Program for repairs to the asphalt trail within Hawk Island County Park.

The asphalt trail at Hawk Island County Park was originally constructed in 2001, and is need of repairs. Runners, walkers, and bikers all utilize the trail system year-round. \$15,000 has been previously allocated through Ingham County Capital Improvement funds which are the required matching funds for this project of \$45,000, which will provide a total project of \$60,000. Repairs are planned for the fall of 2015.

Please do not hesitate to contact me if you have questions regarding this issue.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RESCIND RESOLUTION #15-138 TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT FOR TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK**

WHEREAS, Resolution #15-138 to authorize the acceptance of the project agreement for a Michigan Recreation Passport Grant for trail repair and improvements at Hawk Island County Park was passed at the April 28, 2015 Board of Commissioners meeting; and

WHEREAS, the Michigan Department of Natural Resources (MDNR) Recreation Passport Grant Program requires a resolution that meets MDNR's sanctioned resolution form and unfortunately Resolution #15-138 does not meet the MDNR's requirements.

THEREFORE BE IT RESOLVED, that Resolution #15-138 is rescinded.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR  
A MICHIGAN RECREATION PASSPORT GRANT FOR TRAIL REPAIR AND IMPROVEMENTS  
AT HAWK ISLAND COUNTY PARK**

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the amount of \$45,000 to assist with the repair and replacement of portions of the asphalt trail within Hawk Island County Park; and

WHEREAS, the required matching funds of \$15,000 will come from previously appropriated County funds reserved for this purpose in Resolution #14-116.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, approves entering into a Project Agreement to accept the \$45,000 Michigan Recreation Passport Grant for trail repair at Hawk Island from the Michigan Department of Natural Resources.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide fifteen thousand (\$15,000) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this resolution.

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

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.

## MEMO

Date: May 19, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Authorizing Entering into a Contract with Mannik Smith Group, for the Purpose of Providing Professional Consulting Services to Assist the Ingham County Trails and Parks Task Force in Assembling a Plan for the Expenditure of Trails & Parks Millage Dollars

On November 4, 2014, Ingham County voters passed a six-year, 0.5-mill for trails & parks. The millage will generate a projected \$3.5 million a year. An Ingham County Trails and Parks Task Force, comprised of 11 of the 14 Board of Commissioners, was established to guide the process. The Task Force voted to hire a consultant who will be tasked with developing best practices, priorities, and maintenance costs, and a draft trails plan map as well as a plan to assist the Task Force to determine the expenditure of trails and parks millage dollars.

The Purchasing Department solicited proposals from qualified and experienced firms. Seven firms both large and small submitted proposals: Mannik Smith Group, Spicer Group, C2AE, Professional Engineering Association, Edgewater Associates, DLZ, and Landscape Architects & Planners. The firms were scored by Jared Cypher-Deputy Controller, Jim Hudgins-Purchasing Director, Tim Morgan-Parks Director, and Brian Collins-Hawk Island Park Manager. The top three firms were selected as finalists and interviewed: Mannik Smith Group, Edgewater Associates, and Spicer Group. After careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Mannik Smith Group.

This resolution authorizes entering into a contract with Mannik Smith Group for the purpose of providing professional consulting services to assist the Ingham County Trails and Parks Task Force in assembling a plan for the expenditure of Trails & Parks Millage Dollars.

The following were key points from their interview with Mannik Smith Group:

- Extensive experience working in, with and for local governmental agencies.
- They are local, Lansing and their sub Michigan Trails & Greenways Alliance (MTGA) is also local, Lansing.
- They were the lowest accepted bidder \$73,514.
- Collaboration with the leader in trails advocacy Michigan Trails & Greenways Alliance (MTGA is the statewide voice for non-motorized trail users, helping people build, connect, and promote trails for a healthier and more prosperous Michigan.)
- They focused on meeting the needs of all the deliverables and scope of work from the Request for Proposal with emphasis on recommendations for spending categories and methodology for utilizing grant dollars to maximize local funding.

Please do not hesitate to contact me if you have questions regarding this issue.

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: May 15, 2015  
 SUBJECT: Professional Consulting Services for the Ingham County Trails & Parks Task Force

**Project Description**

Ingham County sought proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Trails and Parks Task Force in assembling a plan for the expenditure of trails & parks millage dollars.

**Proposal Summary**

Vendors contacted: 41 Local: 05  
 Vendors responding: 07 Local: 05

Vendor Name	Local Preference	Alternate Not to Exceed Total:	Not to Exceed Total:
Mannik Smith Group	Yes, Lansing, MI		\$73,514.00
Spicer Group Inc.	Yes, Holt, MI		\$77,587.00
C2AE	Yes, Lansing		\$80,156.24
Professional Engineering Assoc., Inc.	No, Howell, MI		\$112,741.00
Edgewater Resources LLC	No, St. Joseph MI	\$75,720.00	\$52,810.00
DLZ Michigan Inc.	Yes, Lansing		\$147,587.00
Landscape Architects & Planners	Yes, Lansing, MI		\$273,693.00

**Vendors Not Bidding**

ROWE Professional Services Company, Flint, MI

We appreciate the opportunity to provide our qualifications for this contract; however, we are unable to submit at this time. After closely reviewing the contract scope, we feel our current workload, coupled with ROWE’s commitment to complete quality work within budget and on time, will prevent us from giving this contract the attention it deserves.

Butler Fairman and Seufert Inc., Merrillville, IN

At this time, we do not believe our current staffing and workload would allow us to perform the required services mentioned in the RFP within the four-month timeframe referenced in Section 7.0. Also, we were not able to identify a local Ingham County consultant available to partner with BF&S. We believe this type of partnership would be important in creating a viable Team for the Task Force relative to the scope of work identified in this RFP.

Lapham Associates, West Branch, MI

We appreciate your consideration of our firm for your proposed project, but at this time because of our current staffing and work load we do not believe that we would be able to provide you with the highest of quality of work that we feel is necessary for this project.

WadeTrim, Flint, MI

We appreciate the opportunity to submit a proposal to assist the Ingham County Trails and Parks Task Force. Unfortunately, we will not be submitting a proposal due to our current staff and project commitments.

SmithGroupJJR, Ann Arbor, MI

We have decided not to submit a proposal for this project. The scope of work was not entirely compatible with our services and strengths.

**Recommendation:**

Mannik Smith Group, a local vendor, submitted the lowest responsive and responsible proposal. The company is qualified, has extensive experience working with governmental agencies, and comes highly referred by current and past clients.

Mannik Smith Group will be subcontracting with Michigan Trails & Greenways Alliance (MTGA), who is also a local vendor, and has worked with the State of Michigan, as well as, other governmental entities throughout Michigan.

The Evaluation Committee, comprised of the Controller's Office, Purchasing and Parks Departments, recommend awarding the contract to Mannik Smith Group in an amount not to exceed \$73,514.00

**Advertisement:**

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MANNIK SMITH GROUP FOR THE PURPOSE OF PROVIDING PROFESSIONAL CONSULTING SERVICES TO ASSIST THE INGHAM COUNTY TRAILS AND PARKS TASK FORCE IN ASSEMBLING A PLAN FOR THE EXPENDITURE OF TRAILS & PARKS MILLAGE DOLLARS**

WHEREAS, on November 4, 2014 Ingham County voters passed a six-year, 0.5-mill for trails & parks; and

WHEREAS, the millage will generate a projected \$3.5 million a year; and

WHEREAS, an Ingham County Trails and Parks Task Force, comprised of 11 of the 14 Board of Commissioners, has been established to guide the process; and

WHEREAS, the Task Force voted to hire a consultant who would be tasked with developing best practices, priorities, and maintenance costs, and a draft trails plan map as well as a plan to assist the Task Force to determine the expenditure of trails and parks millage dollars; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Trails and Parks Task Force in assembling a plan for the expenditure of trails & parks millage dollars; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Mannik Smith Group who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Mannik Smith Group, for a total cost not to exceed \$73,514.00 from the Trails and Parks millage fund, to provide professional consulting services to assist the Ingham County Trails and Parks Task Force in assembling a plan for the expenditure of trails & parks millage dollars.

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

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 9, 2015

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT WITH \_\_\_\_\_ FOR IMPROVEMENTS TO THE MOOSE EXHIBIT AT POTTER PARK ZOO**

The resolution before you authorizes a contract with \_\_\_\_\_ for improvements to the Moose Exhibit at Potter Park Zoo.

The Moose Exhibit is in need of improvements and this project has been delayed many times due to several different circumstances. When we finally got the project out for bid, the bids came in much higher than our Architectural and Engineering Consultant imagined, forcing us to renegotiate for a lower cost.

The Purchasing Department solicited a post bid addendum and \_\_\_\_\_ a registered, local vendor submitted the lowest responsive and responsible base bid in the amount of \$ \_\_\_\_\_ plus three alternates, totaling \$ \_\_\_\_\_, for a total bid amount of \$ \_\_\_\_\_. They are recommended by both the Purchasing and Facilities Departments.

The Facilities Department is requesting a contingency in the amount of \$80,000.00 for any unforeseen circumstances that may arise with these types of improvements, bringing the project cost to a not to exceed total of \$ \_\_\_\_\_.

Funds are available within the approved CIP Line Item 258-69900-977000-1210Z.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH \_\_\_\_\_ FOR IMPROVEMENTS TO THE MOOSE EXHIBIT AT POTTER PARK ZOO**

WHEREAS, the Moose Exhibit is in need of improvements; and

WHEREAS, this project has been delayed many times due to several different circumstances; and

WHEREAS, when we finally got the project out for bid, the bids came in much higher than our Architectural and Engineering Consultant imagined, forcing us to renegotiate for a lower cost; and

WHEREAS, the Purchasing Department solicited a post bid addendum and \_\_\_\_\_ a registered, local vendor submitted the lowest responsive and responsible base bid in the amount of \$ \_\_\_\_\_ plus three alternates, totaling \$ \_\_\_\_\_, for a total bid amount of \$ \_\_\_\_\_; and

WHEREAS, this vendor is recommended by both the Purchasing and Facilities Departments; and

WHEREAS, a contingency of \$80,000.00 is being requested by the Facilities Department for any unforeseen circumstances that may arise with these types of improvements, bringing the project cost to a not to exceed total of \$ \_\_\_\_\_; and

WHEREAS, funds are available within the approved CIP Line Item 258-69900-977000-1210Z.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with \_\_\_\_\_ for improvements to the Moose Exhibit for a total not to exceed cost of \$ \_\_\_\_\_ which includes three alternates totaling \$ \_\_\_\_\_ and an \$80,000.00 contingency.

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

Agenda Item 8

County-wide Sick Leave Accrual			
Comparables	Sick Accrual Rate	Sick Leave Rule	Sick Leave Payout
<b>AFSCME - Road</b> January 1, 2014 - December 31, 2015	PTO Leave (sick and vacation) New Hires after 1/1/2014 accrue as follows: <b>0-5yrs. - 5.0 hrs per pay            period.</b> <b>5-13yrs - 6.5 hrs. per pay            period</b> <b>13 yrs. plus - 9.84 hrs. per pay            period.</b>	Effective 1/1/2015, leave hours accumulated in excess of 480 hours shall be paid to the employee at the rate of 50 percent in January of each year	Upon death or retirement an employee (or his/her estate) shall be paid a lump sum payment of 75% of unused leave time.
<b>FOP - 911 Non-Supervisory</b> March 26, 2013 - December 31, 2015	Effective 1/1/2013, employees shall accrue <b>3.69 hrs. for each            period of 80 compensated            hours</b> not to exceed a total accumulation of 960 hours.	Effective 1/1/2013 Employees accrue a max of 12 days (96 hrs) per year	New hires after 6/27/2012, receive payout at the time of death or retirement at 25% of accrued hours for a max of 240 hours
<b>FOP - Animal Control</b> January 1, 2012 - December 31, 2014	Employees shall accrue <b>3.69            hrs. for each period of 80            compensated hours.</b> Total max accumulation 1920 hrs.	Employees accrue a max of 12 days (96 hrs) per year	New hires after 1/1/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours
<b>FOP - Corrections</b> January 1, 2012 - December 31, 2014	Effective 1/1/2013, employees shall accrue <b>3.69 hrs. for each            period of 80 compensated            hours.</b> Total max accumulation 1920 hrs.	Employees after 1/1/2013 accrue a max of 12 days (96 hrs) per year	New hires after 1/1/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 360 hours
<b>FOP - Law Enforcement (MAP contract)</b> January 1, 2012 - December 31, 2014	Effective 1/1/13 the employee shall earn sick leave credit based on the ratio of <b>3.6923            hours for each payroll period            of eighty (80) hours of            compensated employment.</b>	Effective 1/1/2013 accrue a max of 12 days (96 hrs) per year	New hires after 10/1/2012, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours

<p><b>FOP - Supervisory Officers</b> January 1, 2012 - December 31, 2014</p>	<p>Effective upon the first pay period after ratification date of 11/12/2013, each regular full-time employee shall earn sick leave credits at the <b>rate of 3.6923 hours for each completed bi-weekly payroll period of eighty (80) hours of compensated</b></p>	<p>Effective 11/12/2013 accrue a max of 96 hours or 12 days per year.</p>	<p>Upon the retirement or death of an employee hired into Ingham County on or after January 1, 2013, the employee shall be compensated for accumulated sick leave credits on the basis of one-quarter (1/4) of accumulated unused sick leave andpaid at the employee's then current rate of pay not to exceed four hundred (400) hours.</p>
<p><b>ICEA - Assistant Prosecuting Attorneys</b> January 1, 2012 - December 31, 2014</p>	<p>Employees hired on or after 03/26/2013, shall earn sick leave credit based on the ratio of <b>3.69 hours for each fully compensated payroll period.</b> All employees reaching a 10 year anniversary step shall earn sick leave credit based on the ratio of 4.5 hours for each fully compensated payroll period.</p>	<p>New Hires after 3/26/2013 accrue a max of 12 days (96 hrs) per year. At 10 yrs of service accrue a max of 14.625 days (117 hrs)</p>	<p>New hires after 3/26/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours</p>
<p><b>ICEA - County Professionals</b> January 1, 2012 - December 31, 2014</p>	<p>Employees hired on or after 1/1/2013 shall earn sick leave credit based on the ratio of <b>3.69 hours for each fully compensated payroll period.</b> All employees reaching a 10 year anniversary step shall earn sick leave credit based on the ratio of 4.5 hours for each fully compensated payroll period</p>	<p>New Hires after 1/1/2013 accrue a max of 12 days (96 hrs) per year. At 10 yrs of service accrue a max of 14.625 days (117 hrs)</p>	<p>New hires after 1/1/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours</p>

<p><b>ICEA - Court Professionals</b> January 1, 2012 - December 31, 2015</p>	<p>Employees hired after 4/15/2014 shall earn sick leave credit based on the ratio of <b>3.69 hours foreach fully compensated payroll period of eighty (80) compensated hours</b> and pro-rata increments thereof. Employees reaching their ten (10) year anniversary shall earn sick 4.5 hours for each fully compensated payroll period of eighty (80)</p>	<p>New Hires after 4/15/2014 accrue a max of 12 days (96 hrs) per year. At 10 yrs of service accrue a max of 14.625 days (117 hrs)</p>	<p>New hires after 4/15/2014, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours</p>
<p><b>ICEA - Park Rangers</b> January 1, 2012 - December 31, 2015</p>	<p><b>1 day (8 Hrs.) paid sick leave for each fully compensated month (160 hrs.)</b></p>	<p>Max accrual of 12 days per year and a total maximum accumulation of 120 days.</p>	<p>Employees hired on or after January 1, 2012 , shall receive payout for death or retirement at the rate of 25% of accrued hours up to a max accrual of 120 days (maximum payout 30 days).</p>
<p><b>ICEA - Public Health Nurses</b> January 1, 2012 - December 31, 2014</p>	<p>Employees hired on or after 3/18/2013 shall earn sick leave credit based on the ratio of <b>3.69 hours for each fully compensated payroll period.</b> All employees reaching a ten (10) year anniversary shall earn sick leave credit based on the ratio of 4.5 hours for each fully compensated payroll period</p>	<p>New Hires after 3/18/2013 accrue a max of 12 days (96 hrs) per year. At 10 yrs of service accrue a max of 14.625 days (117 hrs)</p>	<p>New hires after 3/18/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours</p>
<p><b>Managerial &amp; Confidential</b> January 1, 2013 - December 31, 2013</p>	<p>Each full-time employee hired on or after 1/1/2013 shall earn <b>3.69 hours per pay period.</b> Three quarter time employees shall earn 75% of that amount and part-time employees shall earn 50% of that amount.</p>	<p>New Hires after 1/1/2013 accrue a max of 12 days (96 hrs) per year</p>	<p>Employees receive payout at the time of death or retirement at 50% of accrued hours for a max of 800 hours. No change for new hires.</p>

<p><b>MNA</b> January 1, 2015 - December 31, 2017</p>	<p>Permanent full-time employees hired on or after 12/4/2013, <b>shall receive 3.69 hours of paid sick leave for each fully compensated pay period of eighty (80) compensated hours</b> and pro-rata increments thereof until such employee reach his/her ten year anniversary date, and thereafter such employee will receive four and one-half (4 1/2) hours of paid sick leave for each fully compensated pay period</p>	<p>New Hires after 1/1/2013 accrue a max of 12 days (96 hrs) per year</p>	<p>Employees hired on or after 12/4/2013, shall receive payout upon retirement of an employee or upon his/her death, to his/her beneficiaries at the rate of 25% the current annual pay to a maximum payment, equivalent to 320 hours pay.</p>
<p><b>OPEIU - Family Court</b> January 1, 2012 - December 31, 2014</p>	<p>Employees hired on or after 1/1/2013, <b>shall earn sick leave credit based on the ratio of 3.69 hours for each fully compensated payroll period.</b> All employees reaching a 10 year anniversary step shall earn sick leave credit based on the ratio of 4.5 hours for each fully compensated payroll period.</p>	<p>New Hires after 1/1/2013 accrue a max of 12 days (96 hrs) per year</p>	<p>New hires after 1/1/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours</p>
<p><b>OPEIU - Technical/Clerical</b> January 1, 2014 - December 31, 2015</p>	<p>PTO Leave (sick and vacation) New Hires after 1/1/2014 accrue as follows: <b>0-5yrs. - 5.0 hrs per pay period.</b> <b>5-13yrs - 6.5 hrs. per pay period</b> <b>13 yrs. plus - 8.0 hrs. per pay period.</b></p>	<p>Unused leave hours accumulated in excess of 480 hours shall be paid to the employee at the rate of 50% the first pay period of each calendar year.</p>	<p>Upon death or retirement an employee (or his/her estate) shall be paid a lump sum payment of 75% of unused leave time.</p>
<p><b>OPEIU - Supervisory</b> January 1, 2014 - December 31, 2015</p>	<p>PTO Leave (sick and vacation) New Hires after 1/1/2014 accrue as follows: <b>0-5yrs. - 5.0 hrs per pay period.</b> <b>5-13yrs - 6.5 hrs. per pay period</b> <b>13 yrs. plus - 8.0 hrs. per pay period.</b></p>	<p>Unused leave hours accumulated in excess of 480 hours shall be paid to the employee at the rate of 50% the first pay period of each calendar year.</p>	<p>Upon death or retirement an employee (or his/her estate) shall be paid a lump sum payment of 75% of unused leave time.</p>

<p><b>Teamsters 580 - 911 Supervisory</b> January 1, 2012 - December 31, 2015</p>	<p>Each regular full-time employee shall earn <b>sick leave credits at the rate of 3.6923 hours per payroll for each fully compensated bi-weekly payroll period.</b></p>	<p>Employees accrue a max of 12 days (96 hrs) per year</p>	<p>New hires after 1/1/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours</p>
<p><b>Teamsters 580 - Zoo</b> January 1, 2012 - December 31, 2015</p>	<p>Employees hired on or after 3/26/2013 shall earn <b>sick leave credit based on the ratio of 3.69 hours for each fully compensated payroll period.</b> All employees reaching a ten (10) year anniversary shall earn 4.5 hours for each fully compensated payroll period.</p>	<p>New Hires after 3/26/2013 accrue a max of 12 days (96 hrs) per year. At 10 yrs of service accrue a max of 14.625 days (117 hrs)</p>	<p>New hires after 3/26/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 240 hours</p>
<p><b>UAW - TOPS</b> January 1, 2012 - December 31, 2014</p>	<p>Employees hired on or after 10/5/2012, shall earn <b>sick leave credit based on the ratio of 3.69 hours for each fully compensated payroll period.</b> Employees reaching a 10 year anniversary shall earn sick leave credit based on the ratio of 4.5 hours for each fully compensated payroll period.</p>	<p>New Hires after 10/5/2012 accrue a max of 12 days (96 hrs) per year. At 10 yrs of service accrue a max of 14.625 days (117 hrs)</p>	<p>New hires after 1/1/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours</p>
<p><b>UAW - Zoo</b> January 1, 2012 - December 31, 2015</p>	<p>Employees hired on or after 10/5/2012, shall earn <b>sick leave credit based on the ratio of 3.69 hours for each fully compensated payroll period.</b> Employees reaching a 10 year anniversary shall earn sick leave credit based on the ratio of 4.5 hours for each fully compensated payroll period.</p>	<p>New Hires after 10/5/2012 accrue a max of 12 days (96 hrs) per year. At 10 yrs of service accrue a max of 14.625 days (117 hrs)</p>	<p>New hires after 1/1/2013, receive payout at the time of death or retirement at 25% of accrued hours for a max of 320 hours</p>

# center park

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## P R O D U C T I O N S

May 1, 2015

Dear Ingham County Board of Commissioners,

On behalf of the Board of Center Park Productions, the producing entity of the Common Ground Music Festival and 501c-3 organization, I am writing you to seek funding for the economic development purpose that Common Ground Music Festival provides to the Metro Lansing Region.

Each year an estimated 50,000+ attendees converge on downtown Lansing to enjoy the music and activities of the Common Ground Music Festival. The annual event provides an estimated economic impact of over \$5M to Metro Lansing Region. In 2014, ticket sales reached some significant milestones:

- Over 50% came from outside Ingham County
- 10% of ticket sales came from outside Michigan
- Tickets were purchased from 1,392 different zip codes
- Ticket sales were made in 49 different states and Canada

The mission of the Common Ground Festival is to present an annual summer event that provides a variety of entertainment and activities, enhances a positive community image, attracts visitors to metro Lansing region and encourages unity and civic pride. Center Park Productions, in partnership with Meridian Entertainment Group, Inc. (MEG) produces the Common Ground Festival. Center Park Productions (CPP) is a non-profit organization developed and organized to produce special events for the Metro Lansing community. CPP operates under the professional management of its Board of Directors and the Lansing Entertainment & Public Facilities Authority (LEPFA) support staff. LEPFA is an official independent agency of the City of Lansing that manages the following facilities: The Lansing Center, Cooley Law School Stadium, and the Lansing City Market as well as numerous other special events and concerts throughout the year. Kevin Meyer of Meridian Entertainment Group (MEG) is the Festival Director and a Certified Festival Executive of the International Festivals & Events Association. MEG currently produces over 200 shows annually with more than 50 clients across eight states as well as Canada.

The economic impact is also felt throughout the community through charitable efforts. Seven (7) different community share groups worked the Festival all six (6) days and received a combined \$25,000+ to their non-profit organizations and programs. Over \$12,000 worth of tickets and merchandise were donated to 66 different charitable auctions in 2014, raising much needed funds for these causes. In addition, over 172 volunteers participated in the Festival totaling over 2000 volunteer hours for the six days.

Economic development and community enhancement are key indicators of growth for our region. Common Ground Music Festival counts on supporters such as Ingham County to continue the efforts to maintain a quality event while keeping the costs down for those attending the event adding to the overall quality of experience.

Please consider this request an opportunity for Ingham County to demonstrate its commitment through an economic development financial support to further enhance this event for the Metro Lansing region.

Thank you,



Scott G. Keith  
Chair, Board of Directors-Center Park Productions/Common Ground Music Festival  
President/CEO-Lansing Entertainment & Public Facilities Authority



**common  
ground**  
Music Festival