

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE FINANCE COMMITTEE WILL MEET ON THURSDAY, MARCH 19, 2020 AT 6:30 P.M.,  
IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR,  
LANSING.

**NOTE CHANGE IN DATE**

Agenda

Call to Order

Approval of the [March 4, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
  - a. [3<sup>rd</sup> Quarter](#) Investment Report
  - b. [4<sup>th</sup> Quarter](#) Investment Report
  - c. Resolution Authorizing [2020 Administrative Fund](#)
  - d. 2020 Borrowing Resolution ([2019 Delinquent Taxes](#))
2. Sheriff's Office – Resolution to Authorize Contracts with Identified [Service Providers](#) as Authorized by the Justice Millage
3. 9-1-1 Dispatch Center/Innovation & Technology Department – Resolution to Approve an Additional [Computer Technician](#) Position for the 9-1-1 Center
4. 9-1-1 Dispatch Center
  - a. Resolution to [Amend Resolution #20-051](#) – Changing the Amount Awarded Ingham County 9-1-1 Central Dispatch in the 9-1-1 Grant Program by the State 9-1-1 Office
  - b. Resolution to Authorize Purchase Orders for [Dispatch Consoles](#) to Build Out the 9-1-1 Backup Center
  - c. Resolution to Authorize the Purchase of Unication [Radio Pagers](#) for Fire Departments in Ingham County
5. Fair Office – Resolution to Implement an [Online Ticketing System](#) for the Ingham County Fair
6. Farmland and Open Space Preservation Board – Resolution to [Amend Resolution #19-082](#) to Approve Proceeding to Close Permanent Conservation Easement Deeds
7. Innovation & Technology Department – Resolution to Approve Purchase of Training from [Wizer](#)

8. Facilities Department
  - a. Resolution to Authorize Issuing a Purchase Order to [Haworth](#) via DBI for the Board of Commissioners Room Chairs at the Historical Mason Courthouse
  - b. Resolution to Authorize a One Year Contract Extension with [Granger Container, Inc.](#) for Waste Management Services at Several County Facilities
  - c. Resolution to Authorize a Contract Renewal with [Teachout Security](#) for Uniformed Unarmed Security Guard Services at Several County Facilities
  - d. Resolution to Authorize an Agreement with [Trane US Inc.](#) for the HVAC System and Split Unit for the 9-1-1 Center's Backup Location at the Road Department
9. Parks Department
  - a. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Bunker Road Landing](#)
  - b. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Lake Lansing Park South](#)
  - c. Resolution to Authorize a Contract with [E.T. Mackenzie Company](#)
  - d. Resolution to Authorize Contracts for [Police Patrols](#) in Ingham County Parks
10. Health Department
  - a. Resolution to Authorize an Agreement with Michigan [Public Health Institute](#)
  - b. Resolution to [Amend Resolution #20-031](#) to Add 1.0 FTE Behavioral Health Consultant to Support Collaborative Care Model
  - c. Resolution to Authorize an Agreement with [Crossroads Nutrition Therapy, LLC](#)
  - d. Resolution to Authorize Agreements with [Licensed Medical Providers](#)
  - e. Resolution to Authorize an Agreement with MSU Health Team for Establishing a Collaborative Care Model for [Psychiatry Services](#)
  - f. Resolution to Convert Jail Medical Nurse Positions ICEA County Pro [Jail Nurse](#) Scale to ICEA County Pro Grade 8
11. Road Department
  - a. Resolution to Approve a Second Party Agreement with the Michigan Department of Transportation (MDOT) and a Third Party Agreement with Lansing Charter Township, Delta Charter Township in Relation to a Federally Funded Project on [Waverly Road](#) from Old Lansing Road to St. Joseph Street
  - b. Resolution to Retain As-Needed Construction [Inspection and Supervision Services](#)

Announcements  
Public Comment  
Adjournment

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

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

## FINANCE COMMITTEE

March 4, 2020

Draft Minutes

Members Present: Morgan, Grebner (arrived at 6:31 p.m.), Crenshaw, Polsdofer, Schafer, and Maiville.

Members Absent: Tennis.

Others Present: Rick Terrill, Patrick E. Lindemann, Paul C. Pratt, Roger Swets, Michael Townsend, Michael Tanis, and others.

The meeting was called to order by Chairperson Morgan at 6:30 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

### Approval of February 19, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE FEBRUARY 19, 2020 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Grebner and Tennis.

Commissioner Grebner arrived at 6:31 p.m.

### Additions to the Agenda

None.

### Limited Public Comment

None.

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

3. Parks Department – Resolution to Authorize a Contract with Brock & Associates Inc. for a New Dock at Lake Lansing South Park
4. Health Department
  - a. Resolution to Authorize Amendment #2 to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services
  - b. Resolution to Authorize an Agreement with Verity Stream, Inc. to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals

5. Farmland and Open Space Preservation Board
  - b. Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Vandermeer, Rogers, Launstein and Arend Trust
  - c. Resolution to Authorize a Contract with Cinnaire Title Services
6. Facilities Department
  - a. Resolution to Authorize a Two Year Contract Extension with Capitol Walk Parking LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing
  - b. Resolution to Authorize an Agreement with Trane US Inc to Replace Roof Top Unit #3 at the Forrest Community Health Center
  - c. Resolution to Authorize Amending the Contract with Superior Electric of Lansing Inc. for the Mason Courthouse Uninterrupted Power Supply System
  - d. Resolution to Authorize a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring Alarm System at the 55<sup>th</sup> District Court
7. Innovation & Technology Department – Resolution to Approve Purchase of Courtview Training from Equivant
8. Road Department
  - a. Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services
  - b. Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek Olds Road Bridge over Perry Creek Olds Road Bridge over Huntoon Lake Extension Drain
9. 9-1-1 Central Dispatch – Resolution to Approve Fiber Install from Western Tel-Com
10. Controller/Administrator's Office – Resolution Establishing the Budget Calendar for 2021

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

2. Law & Courts Committee – Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE AGENDA ITEM.

Commissioner Maiville stated that the 9-1-1 millage was a need, but not a want. He further stated that he hoped, in the future, the millage would be funded through the General Fund, not a millage.



Commissioner Grebner stated that it had been funded out of the General Fund until someone suggested to have it be paid for through separate millage funds. He further stated that, at that time, there were three or four different 9-1-1 answer points, and this millage brought the Cities of Lansing and East Lansing to work together.

Commissioner Grebner stated that the 0.85 millage brought in \$7 million, and that the surcharge on instruments was \$1.40. He asked what the cost was per instrument.

Commissioner Crenshaw asked Commissioner Grebner if he was talking about radio equipment or cellphones.

Commissioner Grebner stated that it wasn't a cellphone charge, but a charge on phone instruments, including landlines.

Michael Townsend, Budget Director, stated that he thought it was a surcharge of \$1.40.

Commissioner Grebner stated that there were a couple hundred thousand of these instruments, and because the surcharge was \$1.40, the surcharge brought an additional \$4 million a year. He further stated that the 9-1-1 millage brought a total of \$11 million a year.

Commissioner Grebner stated that part of that money is for operational costs. He further stated that he thought that the Board of Commissioners should not spend more than 80 percent of their income on operational costs because the Board of Commissioners always had capital needs.

Commissioner Schafer stated that he agreed.

Discussion.

Commissioner Grebner asked how much the Board of Commissioners was paying for operational costs, and how much was being set aside for capital needs.

Discussion.

Mr. Townsend stated that he would reach out to the Ingham County 9-1-1 Center to answer his questions, and he would send the answers to the Finance Committee.

Commissioner Maiville stated that he thought the current millage structure, as well as the device surcharge, was such that once the new 9-1-1 radio system was implemented, there would be funds available to do what Commissioner Grebner was talking about.

Discussion.

Commissioner Grebner stated that there was a feature of 9-1-1 taxing that charged instruments physically located in Ingham County, and cellphones that were sold and contracted here. He further stated that if someone bought a cellphone and moved to Peoria, Illinois, the person would pay the surcharge forever.

Commissioner Grebner stated that he thought that the surcharge was being levied on a strange collection of people. He further stated that Clinton and Eaton Counties taxed people in the Cities of Lansing and East Lansing and not provide services, and so the two counties received taxes for people they did not serve and Ingham County provided services to people they did not tax.

Discussion.

Chairperson Morgan thanked Commissioner Grebner and stated that he did not think that anyone on the Finance Committee was interested in the Michigan Legislature, but he would pass that along to anyone that was interested.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

5. Farmland and Open Space Preservation Board

- a. Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE AGENDA ITEM.

Commissioner Maiville stated that he wanted to disclose that he knew several people on the list. He further stated that, in particular, the number two choice was a parcel that adjoined his in-law's property, but he was confident that the ranking system removed any bias or influence.

Chairperson Morgan thanked Commissioner Maiville for his disclosure and asked the Recording Secretary to be sure that it was properly reflected in the minutes.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

1. Drain Commissioner – Montgomery Drain Update

Patrick E. Lindemann, Drain Commissioner, stated that he was requested to answer some questions about the Montgomery Drain project.

Chairperson Morgan asked him to provide the Finance Committee with a quick, elevator version of where things stood with the project.

Mr. Lindemann stated that construction had started on the project, and it was on-time and millions of dollars under-budget.

Chairperson Morgan asked if the project was under-budget.

Mr. Lindemann stated yes.

Chairperson Morgan stated that he saw on Channel 10 WILX that the Board of Commissioners had approved \$34.5 million a couple of years ago, but then he heard \$50 million two months ago. He asked Mr. Lindemann where that figure came from, and how it differed from the \$34.5 million.

Mr. Lindemann stated that the drain project was \$34.5 million. He further stated that it was not uncommon for the Cities of Lansing or East Lansing, and/or other municipalities, to have them do some additional construction work.

Mr. Lindemann stated that difference between the \$34.5 million cost, which the Drain Commission approved as an estimate, and the \$50 million cost was that the cost could increase or decrease based on the bids received. He further stated that the City of Lansing wanted sanitary sewers to be placed near Frandor Hills, and the Michigan State Highway Department wanted bike paths to be constructed along US-127.

Mr. Lindemann stated that these were called supplemental benefits, and while it was not related to the drain project, it made no sense to have construction crews tripping over each other. He further stated that, through the bidding process, they tried to combine the different crews and activities.

Mr. Lindemann stated that it saved them money on the drain side, which would bring the project under-budget. He further stated that the benefit was that it made the project move faster, and tied it all together in a timely-fashion.

Chairperson Morgan asked when Mr. Lindemann anticipated that the project would be put together for the project, during what phase.

Mr. Lindemann stated that he was bidding the project in thirteen different divisions, and they only had the prices back for two of the divisions. He further stated that he had firm numbers for Division 9 and Division 1, and those numbers were within the provided document.

Mr. Lindemann stated that Division 3 had gone out for bidding that day, and he anticipated six or seven constructors to bid on the project. He further stated that Division 3 was a typical project that was a substantial portion of the overall drain project, but he did not know the number yet.

Chairperson Morgan stated that, with the Red Cedar Development Project with Ferguson-Cass, part of the vision there was that it complemented the projects. He asked how it affected what they were doing, and if it caused inefficiencies.

Mr. Lindemann stated that it did not affect them at all as there was no competition. He further stated that, if the project did not take place, the drain project would cost more, and for example, they were required to put paths around the pond, but the development had agreed to pay for it.

Mr. Lindemann updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan asked who was paying the other 80 percent.

Mr. Lindemann stated that it was up to the City of Lansing, and that he did not know.

Roger Swets, Dickinson-Wright Bond Counsel, and Mr. Lindemann provided the Finance Committee with information related to Chapter 20 bonds.

Chairperson Morgan stated that the 20 percent of the Red Cedar Development Project would contribute toward the drain project. He asked if it ended up being 100 percent that the municipalities have to put out.

Mr. Lindemann stated no.

Chairperson Morgan asked what happened to that 20 percent.

Mr. Lindemann stated that the 20 percent was what the City of Lansing had already assessed. He further stated that if the city chose to assess that development, their percentage would be around 20 percent, but would have to see their final plans to determine run-off factors.

Mr. Lindemann stated that the City of Lansing had never charged personal properties for Chapter 20 drain assessment, so that was a first for them. He further stated that he thought it was not fair to only assess the developer and not Frandor Hills, as they would have some responsibilities to those who use to drain to pay for it.

Mr. Lindemann stated that the City of Lansing could easily assess 20 percent of the developer, as the developer had already agreed to pay that, but he would have to ask the Mayor to find out. He further stated that someone could file a lawsuit for unfairness.

Chairperson Morgan asked if there was not a developer, the City of Lansing would have to find out how to get that 20 percent.

Mr. Lindemann stated that they could also pay for the 20 percent through their sanitary sewer fund.

Chairperson Morgan stated that if the development project did occur, their costs would decrease.

Mr. Lindemann stated that there were things the developer had agreed to pay the City of Lansing, and as a pass-through, the city had agreed to pay for those things.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan asked if there was anything they thought was important at this stage.

Mr. Lindemann stated that he should look through the provided document.

Discussion.

Commissioner Grebner asked Mr. Lindemann when he thought work would be started.

Mr. Lindemann stated that it depended on the bidders because they determined when they mobilized their equipment. He further stated that they would give them a six-month window, and somewhere in that timeframe, the crew would mobilize their equipment.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan asked if the trees were related to what they were doing.

Mr. Lindemann stated yes. He further stated that some of the trees were on their property, but it was cheaper to cut them down all at once.

Commissioner Grebner asked if the project would be completed in 2020 or 2021.

Mr. Lindemann stated that it would be completed in 2021.

Discussion.

Commissioner Grebner asked if there would be substantial work completed in 2020.

Mr. Lindemann stated yes.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan asked Mr. Lindemann to periodically email the Finance Committee to update the Commissioners as the bids were received.

Mr. Lindemann stated he would email Becky Bennett, Board of Commissioners Office Director.

Discussion.

Mr. Lindemann stated that every bid had to be approved by the Board of Commissioners. He further stated that the minutes would reflect the acceptance of that bid.

Mr. Lindemann stated that, in terms of this project having problems with it, he was pleased with how the project was moving forward.

Chairperson Morgan stated that he had not heard problems, but he wanted to see the development of the Red Cedar project, and how it affected the drain project.

Mr. Lindemann stated that the developers had made an agreement with the City of Lansing to do certain things. He further stated that, if the developers paid for the maintenance path, it would be free money for them, but if they did not go ahead, they would lose and the number would increase.

Chairperson Morgan stated that it would cost more. He further stated it Mr. Lindemann stated earlier that it would not cost more than the \$34.5 million estimate.

Mr. Lindemann stated that he was correct. He further stated that the City of Lansing had the option to assess the properties at 10 percent, 20 percent, or 100 percent.

Chairperson Morgan asked if it would cost more without the development project.

Mr. Lindemann stated yes.

Commissioner Grebner asked if a couple percent of the project would be charged off as drain tax at-large.

Mr. Lindemann stated that not with the Chapter 20 bonds.

Mr. Swets provided the Finance Committee with information related to Chapter 20 bonds.

Commissioner Grebner asked if there was no assessment against the County because they were County roads.

Mr. Lindemann stated yes.

Discussion.

Commissioner Grebner stated that 4.55 percent of the project would be paid for by the County.

Mr. Lindemann stated that half would be paid for by the County and the other half would be paid for by the Ingham County Road Department general fund.

Discussion.

Commissioner Grebner stated that it was not quite true that the County was not on the hook for any funds, and it just so happened that they were lucky that Lansing Township does not have much roadway that was being benefited from this project.

Mr. Lindemann stated that he wanted to publicly thank the Michigan State Highway Department because they had a series of problems with US-127.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Discussion.

Commissioner Schafer asked Mr. Lindemann, when they published their advertisements, if they were only being published in Lansing City Pulse.

Mr. Lindemann stated no. He further stated that the advertisements were published on a website for contractors, but it made no sense to publish in fifteen newspapers when no one reads them, but they were required to publish in at least one newspaper, and Lansing City Pulse was the cheapest.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Commissioner Schafer stated that the bidders would ask for the Full Faith and Credit of the County for bond issues.

Mr. Lindemann stated that the Full Faith and Credit of the County was important because it allowed them to borrow money at a lesser interest rate. He further stated that it was always cheaper.

Mr. Swets provided the Finance Committee with information related to Full Faith and Credit.

Chairperson Morgan asked Mr. Lindemann when he anticipated bringing it forward.

Mr. Lindemann stated that he had to have a price first.

Chairperson Morgan asked Mr. Lindemann roughly when it would be brought forward.

Mr. Lindemann stated that he thought late-spring, including April, May, June or July.

Commissioner Schafer stated that this was an intriguing project. He further stated that he had a packet of information if any Commissioners wanted to read it.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan stated that the cover page of the provided document stated it was prepared in November 2018. He asked if that was included in the estimate cost.

Mr. Lindemann stated yes.

Commissioner Grebner stated that, when the resolution came before the Board of Commissioners, he hoped that included the language that they had discussed.

Discussion.

Commissioner Grebner stated that the resolution would assert to the Board of Commissioners to approve the Full Faith and Credit because the County was not on the hook for anything substantial.

Discussion.

Commissioner Grebner asked if the bonds would be tax-exempt.

Mr. Lindemann stated yes.

Discussion.

Commissioner Grebner asked if Division 2 included winter work.

Mr. Lindemann stated yes. He further stated that if there was frost on the ground, it would not stop a bulldozer from moving dirt, but if the ground was frozen, the ground moved easier than mud.

Discussion.

Chairperson Morgan asked if the hill that families used for sledding would be moved.

Mr. Lindemann stated that the hill was being taken out. He further stated that it would be moved 400 feet south.

Mr. Lindemann stated that the sun melted the snow on the current hill. He further stated that the new hill would be a third or two-thirds higher, and it would be built according to the standard of the U.S. standards on park sledding hills.

Mr. Lindemann stated that the hill would be converted into an open-air concert hall.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Paul C. Pratt, Deputy Drain Commissioner, stated that the other Deputy Drain Commissioner was in-charge of soil erosion. He further stated that there were dozens of best management practices related to soil erosion during construction projects.

Discussion.

Mr. Lindemann stated that 70 percent of all pollution in the U.S. was driven by soil erosion. He further stated that soil particles were magnets to phosphorus, and transported it faster than if it was not attached to a soil particle.

Mr. Lindemann stated that, on construction sites, the national average was 65 tons per acre per year, while farming activity produced 2.5 to 3 tons per acre per year of soil movement off the land.

Discussion.

Chairperson Morgan thanked Mr. Lindemann for the update on the Montgomery Drain project.

Discussion.



### Announcements

Chairperson Morgan stated that the next Finance Committee would meet on March 19, 2020 at 6:30 p.m. instead of March 18, 2020.

### Public Comment

None.

### Adjournment

The meeting was adjourned at 7:32 p.m.

## **MARCH 19, 2020 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

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

- 1c. Treasurer's Office** – *Resolution Authorizing 2020 Administrative Fund*
- 1d. Treasurer's Office** – *Resolution Authorizing 2020 Borrowing (2019 Delinquent Taxes)*

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

- 2. Sheriff's Office** – *Resolution to Authorize Contracts with Identified Service Providers as Authorized by the Justice Millage*

This resolution will authorize a contract not to exceed \$52,800 per year with Cognitive Consultants, LLC for Breakout and Seeking Safety services, and a contract not to exceed \$15,600 per year with Deb Hart Body Connection Yoga for trauma centered yoga services. Both contracts will be for the period of May 1, 2020 through December 31, 2021.

Inmates at the Ingham County Jail have opportunities to better themselves while in custody through services and programs. The Justice Millage has allowed continuation and expansion of programming opportunities. The County works with both vendors currently to provide service to justice involved people. These vendors have been selected after review of responses to a competitive RFP process. The Memos of Performance are attached.

See memo for detail.

- 3. 9-1-1 Dispatch Center/Innovation & Technology Department** – *Resolution to Approve an Additional Computer Technician Position for the 9-1-1 Center*

This resolution will approve the addition of a Computer Technician I position to the Innovation and Technology Department for the 9-1-1 Center. The cost of the position, classified as UAW I (long term cost of \$90,978) will be paid out of the 9-1-1 Emergency Telephone fund.

The 9-1-1 Center has many technology projects in process that have caused a need for additional ongoing technology support impacting the service provided to other County departments. In addition, there is a need to ensure an adequate knowledge repository to guarantee continuity of operations should an adverse event occur. This additional position will address both of these needs.

See memo for detail.

**4a. 9-1-1 Dispatch Center** – *Resolution to Amend Resolution #20-051 – Changing the Amount Awarded Ingham County 9-1-1 Central Dispatch in the 9-1-1 Grant Program by the State 9-1-1 Office*

Resolution #20-051 authorized the acceptance of \$501,724.80 in 9-1-1 Grant Program money awarded to Ingham County by the State 9-1-1 Office. At the time of the award, the grant required a 10% match from Ingham County. After passage of the resolution, the State determined the County would need to provide only a 5% match, changing the grant award to \$529,598.40. This resolution will authorize the amendment to the grant to reflect the additional funding of \$27,873.60.

**4b. 9-1-1 Dispatch Center** – *Resolution to Authorize Purchase Orders for Dispatch Consoles to Build Out the 9-1-1 Backup Center*

This resolution will authorize the purchase of 12 dispatch consoles for the 9-1-1 backup center located at the Road Department. The total cost of \$57,559.00 will come from the 9-1-1 Emergency Telephone fund balance. This purchase will be made using National Cooperative Purchasing Alliance pricing.

See memo for detail.

**4c. 9-1-1 Dispatch Center** – *Resolution to Authorize the Purchase of Unication Radio Pagers for Fire Departments in Ingham County*

This resolution will authorize the purchase of the Unication pagers, chargers, programming services, and extended warranty as quoted at \$185,805.66 with a final cost of this purchase not to exceed \$190,000.00. Funds for this project are available within the 9-1-1 Emergency Telephone fund.

Replacement of radio pagers used by several fire departments is a necessary part of the transition to the Michigan Public Safety Communications System (MPSCS). The radio pagers currently used by these fire departments will not function on the MPSCS radio system. The pagers are not manufactured or sold by Motorola, so they were not a part of the Motorola radio project directly and were not included in the purchase of the radio system.

This resolution will replace all fire department radio pagers, chargers, setup and programming of the pagers, and an extended warranty to include a full five years. This is a purchase from State of Michigan contract #071B6600085, from an authorized vendor listed in the contract.

See memo for detail.

**5. Fair Office** – *Resolution to Implement an Online Ticketing System for the Ingham County Fair*

This resolution approves entering into a contract with Tix, Inc. for a term of three years with an option to renew for an additional 2-year period. It also authorizes the Ingham County Fair to purchase 1 Boca Systems Ticket Printer with the cost of \$1,500 being deducted from the amount owed to the fair by the vendor at the conclusion of the ticket sales. Tix, Inc. will collect a \$1 fee on each ticket as well as 5% per transaction which will be passed on to the purchaser.

**6. Ingham County Farmland and Open Space Preservation Board – Resolution to Amend Resolution #19-082 to Approve Proceeding to Close Permanent Conservation Easement Deeds**

This resolution will approve proceeding to close on the Moore property at a price not to exceed \$317,000.00. Resolution 19-082 approved closing permanent conservation easement deeds on the Moore Property at a price not to exceed \$173,000.00. Agricultural Conservation Easement Program appraisal guidelines require an appraisal be no more than 12 months old at the time of closing, and the previous appraisal was done in 2017. When the Farmland and Open Space Preservation Board updated the appraisal in February 2020, the easement value increased from \$173,000 to \$317,000.00. This resolution will amend Resolution 19-082 by increasing the closing price on the Moore property by \$144,000.00. Funds are available within the 2020 budget to cover this increase.

**7. Innovation and Technology Department – Resolution to Approve Purchase of Training from Wizer**

This resolution will authorize the purchase of training from Wizer in an amount not to exceed \$9,000.00. Ingham County currently uses a security package that is provided free of charge to government agencies. Innovation and Technology would like to upgrade to the paid version of the software to take advantage of additional courses and tools to help train County employees about cybersecurity to help ensure the County's data is safe and the systems secure. Funds are available within the department's Development and Training account.

**8a. Facilities Department – Resolution to Authorize a Purchase Order with Haworth via DBI for the Board of Commissioners Room Chairs at the Historical Mason Courthouse**

This resolution will authorize issuing a purchase order to Haworth via to replace the chairs in the Board of Commissioners Room at the Historical Mason Courthouse for a cost not to exceed \$20,213.48. Funds will be transferred from the Mason Courthouse Clock Tower project to cover the cost of the chairs.

**8b. Facilities Department – Resolution to Authorize a One Year Contract Extension with Granger Container, Inc. for Waste Management Services at Several County Facilities**

This resolution will authorize a one year contract extension with Granger Container Inc. for continued waste removal and recycling services, at various locations, through April 30, 2021. Granger Container, Inc. has agreed to hold their current prices under the same terms and conditions stipulated in the current contract.

**8c. Facilities Department – Resolution to Authorize a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities**

This resolution will authorize a one year contract renewal with Teachout Security for the uniformed unarmed security guard services at several county facilities through July 31, 2021. Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

**8d. Facilities Department – Resolution to Authorize an Agreement with Trane US Inc. for the HVAC System and Split Unit for the 9-1-1 Center's Backup Location at the Road Department**

This resolution will authorize entering into an agreement with Trane US Inc. for the replacement of the HVAC system and A/C split unit at the 9-1-1 Backup Center located at the Road Department for an amount not to exceed \$36,625.00 which includes a \$1,000.00 contingency.

The Backup Center is in need of HVAC upgrades. The system for the lower level is not operational and beyond repair, and will need to be replaced. The server room is also in need of an A/C split unit to maintain temperature and not overheat. Trane submitted quotes for both projects as a part of the US Communities Co-operative contract, therefore, consistent with the County's Purchasing Policy, three quotes are not required.

**9a. Parks Department - Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Bunker Road Landing**

This resolution authorizes submission of a Michigan Natural Resources Trust Fund Application for \$50,000 for park and accessibility improvements at Bunker Road Landing, and further resolves to make available its financial obligation amount of \$62,000 from the Parks 208 fund balance (55%) of a total \$112,000 project cost, during the 2021 fiscal year.

**9b. Parks Department - Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing Park South**

This resolution authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000 for park and accessibility improvements at Lake Lansing Park South, and further resolves to make available its financial obligation amount of \$335,200, which includes \$59,000 from the Trails and Parks Millage Fund Balance previously authorized in Resolution #19-119, \$11,500 from 2019 CIP line item 228-75999-97400-9P14, and an additional \$264,700 from the Trails and Parks Millage Fund Balance, (53%) of a total \$635,200 project cost during the 2020 fiscal year.

**9c. Parks Department - Resolution to Authorize a Contract with E.T. Mackenzie Company**

This resolution approves a contract with E.T. MacKenzie Company for the base bid in the amount of \$27,464 and a contingency of \$4,000 for a total amount not to exceed of \$31,464 for the purpose of constructing a pervious concrete walkway at Hawk Island County Park.

**9d. Parks Department - Resolution to Authorize Contracts for Police Patrols in Ingham County Parks**

This resolution approves entering into a contract with the City of Lansing in an amount not to exceed \$10,000, Meridian Township in an amount not to exceed \$10,000, and continue to work with and utilize the services of the Ingham County Sheriff's Office in an amount not to exceed \$10,000 for police patrols in Ingham County Parks.

**10a. Health Department - Resolution to Authorize an Agreement with Michigan Public Health Institute**

This resolution authorizes a contract with Michigan Public Health Institute in the amount of \$12,960 to develop a web application for creating a more streamlined referral process and client tracking workflow. After the initial website development, there will be a \$2,460.00 website hosting fee which will be charged annually. The costs associated with this agreement are included in the FY' 20 Budget.

**10b. Health Department - Resolution to Amend Resolution #20-031 to Add 1.0 FTE Behavioral Health Consultant to Support Collaborative Care Model**

This resolution to amend Resolution #20-031 by expanding the Collaboration, Services and Referral agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton, Ingham Counties to add 1.0 FTE Behavioral Health Consultant for providing case management, assessment and behavioral health services as part of a Collaborative Care Model for the CHCs.

**10c. Health Department - Resolution to Authorize an Agreement with Crossroads Nutrition Therapy, LLC**

This resolution authorizes an agreement with Crossroads Nutrition Therapy, LLC for medical nutrition services by a registered dietitian for an amount not to exceed \$10,816.00 annually effective April 1, 2020 through September 30, 2020, and to auto renew annually, contingent upon sustained funding.

**10d. Health Department - Resolution to Authorize Agreements with Licensed Medical Providers**

This resolution provides authorization to contract with licensed medical providers (Physicians, Nurse Practitioners, and Physician Assistants) for limited temporary coverage or equivalent staff position vacancies effective January 1, 2020 through December 31, 2020 and will auto-renew annually.

**10e. Health Department - Resolution to Authorize an Agreement with MSU Health Team for Establishing a Collaborative Care Model for Psychiatry Services**

This resolution an agreement with MSU Health Team for 0.3 FTE of Dr. Zakia Alavi's services to support implementation of a Collaborative Care Model to expand access to psychiatry services through the CHCs effective April 1, 2020 through March 30, 2021 at the rate of \$190.00 per hour.

**10f. Health Department – Resolution to Convert Jail Medical Nurse Positions ICEA County Pro 5 to 1.0 FTE ICEA County Pro 8**

This resolution will convert the five Jail Nurse Positions #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from the ICEA County Pro Jail Nurse Scale into the ICEA County Pro Grade 8 for a total increased cost of \$39,490 annually effective April 1, 2020.

**11a. Road Department – Resolution to Approve a Second Party Agreement with the Michigan Department of Transportation (MDOT) and a Third Party Agreement with Lansing Charter Township and Delta Charter Township in Relation to a Federally Funded Project on Waverly Road from Old Lansing Road to St. Joseph Street**

This resolution will authorize entering into Contract 19-5635 with the Michigan Department of Transportation (MDOT) to effect construction of the Waverly Road Project from Old Lansing Road to St. Joseph Street, including the Waverly Road Shared Use Path on behalf of Lansing Charter Township and Delta Charter Township, for a total estimated cost of \$3,932,100, consisting of \$317,700 in federal Highway Safety Improvement (HSIP) funding, \$2,196,200 in federal Urban Surface Transportation Program (STP) funding, \$214,250 in federal Transportation Alternatives Program (TAP) funding, \$813,330 in Road Department matching funds and \$390,620 in matching funds from the Townships (of which \$344,750 is funded by the Ingham County Trails and Parks millage).

This resolution will also authorize entering into a third party agreement with Lansing Charter Township and Delta Charter Township to transfer a portion of the construction oversight and local match responsibilities to the Townships for the work associated with the Waverly Road shared use path for a total estimated cost of \$922,570 consisting of \$317,700 in federal HSIP funding, \$214,250 in federal TAP funding, and \$390,620 in matching funds from the Townships (of which \$344,750 is funded by the Ingham County Trails and Parks millage).

**11b. Road Department – *Resolution to Retain As-Needed Construction Inspection and Supervision Services***

This resolution will authorize retaining the Mannik & Smith Group, Inc. and RS Engineering, LLC. to provide the as-needed construction inspection and supervision services for the 2020 and 2021 road construction seasons. Ingham County Road Department (ICRD) staffing does not have staff, equipment, or expertise to perform all required inspection and supervision for its construction projects, and relies on consultants to supplement ICRD staff. The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide the services on an as-needed basis and received two proposals. Based on review by ICRD staff, it is recommended that both of the respondents be retained to provide the requested services. The Mannik & Smith Group, Inc. and RS Engineering LLC will be compensated for services performed at fee rates not to exceed those set forth in their proposals.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

**1a. Treasurer's Office - 3<sup>rd</sup> Quarter Investment Report**

**1b. Treasurer's Office - 4<sup>th</sup> Quarter Investment Report**

**INGHAM COUNTY  
POOLED CASH AND INVESTMENTS  
SEPTEMBER 30, 2019**

	<b>PURCHASE DATE</b>	<b>MATURITY</b>	<b>INTEREST RATE</b>	<b>BALANCE SEP 30 2019</b>
<b>OPERATING BANK ACCOUNTS</b>				<b>26,342,240.99</b>
<b>CERTIFICATES OF DEPOSIT</b>				
LAFCU	12/27/2017	12/27/2020	1.60	1,014,867.19
MSUFCU	12/5/2018	6/5/2020	2.66	1,000,000.00
MSUFCU		1/14/2020	1.50	300,000.00
MSUFCU	12/5/2018	12/5/2020	2.76	1,000,000.00
MSUFCU	12/26/2018	12/26/2021	3.01	1,000,000.00
MSUFCU	3/4/2019	3/4/2022	3.01	1,000,000.00
MSUFCU	5/30/2019	5/30/2021	2.81	1,000,000.00
MSUFCU	7/1/2019	7/1/2022	2.76	1,000,000.00
CIBC	8/26/2019	8/21/2020	1.90	1,000,000.00
HORIZON BANK	3/8/2019	3/6/2020	2.80	1,000,000.00
HORIZON BANK	9/27/2019	5/27/2020	1.99	1,000,000.00
LEVEL ONE BANK	8/23/2019	8/17/2020	1.90	1,000,000.00
FNB BANK	7/9/2019	7/9/2021	2.00	1,000,000.00
<b>TOTAL CERTIFICATES OF DEPOSIT</b>				<b>13,814,867.19</b>
<b>RESERVE AND SAVINGS</b>				
LAFCU			0.55	125,882.48
MSUFCU			1.20	307,865.41
SMALL ACCOUNTS				32.19
MICHIGAN CLASS				71,328,096.62
<b>TOTAL RESERVE AND SAVINGS</b>				<b>71,761,876.70</b>
<b>FEDERAL AGENCY COUPON SECURITIES</b>				
Federal Farm Credit Bank	7/13/2016	10/13/2020		2,000,076.11
Federal Farm Credit Bank	7/13/2016	1/19/2021		2,000,000.00
Federal Farm Credit Bank	6/21/2016	8/16/2021		2,504,200.00
Federal Home Loan Bank	11/7/2016	11/1/2021		2,000,000.00
Federal Home Loan Bank	5/28/2019	8/28/2028		1,000,088.06
Federal Farm Credit Bank	11/7/2016	11/1/2023		2,000,729.17
Federal Home Loan Bank	7/8/2019	7/17/2025		2,000,000.00
Federal Farm Credit Bank	4/23/2019	4/24/2023		2,000,000.00
<b>TOTAL FED AGENCY COUPON SECURITIES</b>				<b>17,506,110.01</b>
<b>COMMERCIAL PAPER</b>				
Boeing Company	9/5/2019	12/4/2019	2.00	1,990,000.00
Sempra Global Cash	9/5/2019	11/4/2019	2.16	1,992,800.00



VW Credit Inc	5/8/2019	10/11/2019	2.73	1,976,340.00
VW Credit Inc	7/8/2019	11/4/2019	2.38	1,984,265.56

<b>TOTAL COMMERCIAL PAPER</b>				<b>7,943,405.56</b>
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**MUNICIPAL BONDS**

Haslett Schools	3/10/2016	5/1/2020	1.78	1,600,000.00
South Lyon Community Schools	5/15/2013	5/1/2020	2.24	191,662.50
Wayland Union School District	12/1/2016	5/1/2020	1.8	700,000.00
Lansing Board of Water and Light	6/15/2011	7/1/2020	3.5	950,000.00
Haslett Schools	5/24/2017	5/1/2021	2.01	250,405.40
South Lyon Community Schools	5/15/2013	5/1/2022	2.69	302,625.00
State of Michigan A REG	6/19/2017	11/1/2022	1.97	709,669.97
Houghton-Portage Township	6/21/2016	5/1/2025	2.7	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.2	235,884.12

<b>TOTAL MUNICIPAL BONDS</b>				<b>5,141,912.99</b>
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<b>TOTAL POOLED INVESTMENTS</b>				<b>116,168,172.45</b>
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<b>TOTAL POOLED CASH AND INVESTMENTS</b>				<b>142,510,413.44</b>
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**Eric A. Schertzing, Ingham County Treasurer**

**INGHAM COUNTY  
POOLED CASH AND INVESTMENTS  
DECEMBER 31, 2019**

	<b>PURCHASE DATE</b>	<b>MATURITY</b>	<b>INTEREST RATE</b>	<b>BALANCE DEC 31 2019</b>
<b>OPERATING BANK ACCOUNTS</b>				<b>11,433,004.22</b>
<b>CERTIFICATES OF DEPOSIT</b>				
LAFCU	12/27/2017	12/27/2020	1.60	1,014,867.19
LAFCU	12/27/2019	12/27/2022	2.15	1,000,000.00
MSUFCU	12/5/2018	6/5/2020	2.66	1,000,000.00
MSUFCU		1/14/2020	1.50	300,000.00
MSUFCU	12/5/2018	12/5/2020	2.76	1,000,000.00
MSUFCU	12/26/2018	12/26/2021	3.01	1,000,000.00
MSUFCU	3/4/2019	3/4/2022	3.01	1,000,000.00
MSUFCU	5/30/2019	5/30/2021	2.81	1,000,000.00
MSUFCU	7/1/2019	7/1/2022	2.76	1,000,000.00
CIBC	8/26/2019	8/21/2020	1.90	1,000,000.00
HORIZON BANK	3/8/2019	3/6/2020	2.80	1,000,000.00
HORIZON BANK	9/27/2019	5/27/2020	1.99	1,000,000.00
LEVEL ONE BANK	8/23/2019	8/17/2020	1.90	1,000,000.00
CHOICE ONE BANK	11/15/2019	11/14/2020	1.70	1,000,000.00
FLAGSTAR BANK	12/9/2019	12/11/2020	1.70	1,000,000.00
FNB BANK	7/9/2019	7/9/2021	2.00	1,000,000.00
<b>TOTAL CERTIFICATES OF DEPOSIT</b>				<b>15,314,867.19</b>
<b>RESERVE AND SAVINGS</b>				
LAFCU			0.55	135,282.98
MSUFCU			1.20	352,250.22
SMALL ACCOUNTS				32.19
MICHIGAN CLASS				41,603,829.97
<b>TOTAL RESERVE AND SAVINGS</b>				<b>42,091,395.36</b>
<b>FEDERAL AGENCY COUPON SECURITIES</b>				
Federal Farm Credit Bank	12/19/2019	12/26/2025		1,000,000.00
Federal Farm Credit Bank	12/19/2019	12/30/2026		1,000,000.00
Federal Farm Credit Bank	12/3/2019	12/18/2028		1,997,500.00
Federal Farm Credit Bank	7/13/2016	10/13/2020		2,000,076.11
Federal Farm Credit Bank	7/13/2016	1/19/2021		2,000,000.00
Federal Farm Credit Bank	10/25/2019	11/4/2025		1,000,000.00
Federal Farm Credit Bank	6/21/2016	8/16/2021		2,504,200.00
Federal Home Loan Bank	11/7/2016	11/1/2021		2,000,000.00
Federal Home Loan Bank	5/28/2019	8/28/2028		1,000,088.06
Federal Farm Credit Bank	11/7/2016	11/1/2023		2,000,729.17

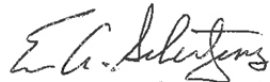
Federal Home Loan Bank	7/8/2019	7/17/2025	2,000,000.00
Federal Home Loan Bank	10/25/2019	10/30/2026	1,000,000.00
Federal Farm Credit Bank	4/23/2019	4/24/2023	2,000,000.00
<b>TOTAL FED AGENCY COUPON SECURITIES</b>			<b>21,502,593.34</b>

<b>COMMERCIAL PAPER</b>			
American Express Credit Corp	12/23/2019	4/6/2020	994,662.50
<b>TOTAL COMMERCIAL PAPER</b>			<b>994,662.50</b>

<b>MUNICIPAL BONDS</b>				
Haslett Schools	3/10/2016	5/1/2020	1.78	1,600,000.00
South Lyon Community Schools	5/15/2013	5/1/2020	2.24	191,662.50
Wayland Union School District	12/1/2016	5/1/2020	1.8	700,000.00
Lansing Board of Water and Light	6/15/2011	7/1/2020	3.5	950,000.00
Haslett Schools	5/24/2017	5/1/2021	2.01	250,405.40
South Lyon Community Schools	5/15/2013	5/1/2022	2.69	302,625.00
State of Michigan A REG	6/19/2017	11/1/2022	1.97	709,669.97
Houghton-Portage Township	6/21/2016	5/1/2025	2.7	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.2	235,884.12
<b>TOTAL MUNICIPAL BONDS</b>				<b>5,141,912.99</b>

<b>TOTAL POOLED INVESTMENTS</b>	<b>85,045,431.38</b>
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<b>TOTAL POOLED CASH AND INVESTMENTS</b>	<b>96,478,435.60</b>
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**Eric A. Schertzing, Ingham County Treasurer**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2020 ADMINISTRATIVE FUND**

**RESOLUTION #20 -**

A \_\_\_\_\_ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on March\_\_\_\_, 2020. The following Commissioners were

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

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

**RESOLUTION AUTHORIZING 2020 ADMINISTRATIVE FUND**

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

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

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

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

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

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

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

STATE OF MICHIGAN

COUNTY OF INGHAM

I, Barb Byrum, Clerk for the County of Ingham, do hereby certify that the above and foregoing is a true and correct copy of the resolutions adopted by the Board of Commissioners of the County of Ingham Michigan on March x, 2020 as appears on record in my office, and that I have compared the same with the original that is a true transcript therefrom and of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at Mason, Michigan this \_\_ day of March, 2020.

Barb Byrum, Ingham County Clerk

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[SEAL]

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**2020 BORROWING RESOLUTION  
(2019 DELINQUENT TAXES)**

**RESOLUTION #20 -**

A \_\_\_\_\_ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on March\_\_\_\_, 2020. The following Commissioners were

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

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

The resolution set forth below was offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**2020 BORROWING RESOLUTION  
(2019 DELINQUENT TAXES)**

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

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

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

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

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

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

WHEREAS, the Treasurer is authorized under Act 206, and has been directed by the Board, to make such payments with respect to delinquent ad valorem real property taxes (including the property tax administration fees assessed under subsection (6) of Section 44 of Act 206) owed in 2019 to the County and the local units (collectively, the “taxing units”) which will have remained unpaid on March 1, 2020 and the Treasurer is authorized to pledge these amounts in addition to any amounts not already pledged for repayment of prior series of Notes (or after such prior series of Notes are retired as a secondary pledge) all as the Treasurer shall specify in an order when the Notes authorized hereunder are issued (the “Delinquent Taxes”); and

WHEREAS, the Board has determined that in order to raise sufficient monies to adequately fund the Revolving Fund, the County must issue its General Obligation Limited Tax Notes, Series 2020 in one or more series, in accordance with Sections 87c, 87d, 87g and 89 of Act 206 and on the terms and conditions set forth below.

NOW, THEREFORE, BE IT RESOLVED:

## **I. GENERAL PROVISIONS**

101. Establishment of 2020 Revolving Fund. In order to implement the continuation of the Revolving Fund Program and in accordance with Act 206, the County hereby establishes a 2020 Delinquent Tax Revolving Fund (the “Revolving Fund”) as a separate and segregated fund within the existing Delinquent Tax Revolving Fund of the County previously established by the Board pursuant to Section 87b of Act 206.

102. Issuance of Notes. The County shall issue its General Obligation Limited Tax Notes, Series 2020 in one or more series (the “Notes” or “Note”), in accordance with this Resolution and Sections 87c, 87d, 87g and 89 of Act 206, payable in whole or in part from the Delinquent Taxes and/or from the other sources specified below.

103. Aggregate Amount of Notes.

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

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

(c) The aggregate amount of the Notes shall not be greater than the sum of (i) the actual amount of the Delinquent Taxes pledged to the payment of debt service on the Notes, plus (ii) the amount determined by the Treasurer to be allocated to a reserve fund. Original proceeds of the Notes devoted to a reserve fund shall not exceed the lesser of (A) the amount reasonably required for those of the Notes secured by the reserve fund, (B) 10% of the proceeds of such Notes, (C) the maximum amount of annual debt service on such Notes, or (D) 125% of average annual debt service on such Notes.

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

104. Proceeds. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated to occur to allow distribution of the proceeds of the Notes within 20 days after the date of issue, the proceeds of the Notes shall be deposited in the County's 2020 Delinquent Tax Project Account and thereafter used to fund the whole or a part of the County's 2020 Tax Payment Account, 2020 Notes Reserve Account and/or 2020 Note Payment Account, subject to and in accordance with Article VII. If the Notes are issued and sold on or after such time, the proceeds of the Notes shall be deposited directly into the County's 2020 Tax Payment Account, 2020 Notes Reserve Account and/or 2020 Note Payment Account, as provided in Article VII.

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



## **II. FIXED MATURITY NOTES**

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

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

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

(a) The first maturity of the Notes or of a series of the Notes shall be determined by the Treasurer pursuant to written order, but shall not be later than three years after the date of issue. Later maturities of the Notes shall be on the first anniversary of the preceding maturity or on such earlier date as the Treasurer may specify by written order. The Notes shall be structured with the number of maturities determined by the Treasurer to be necessary or appropriate, and the last maturity shall be scheduled for no later than the sixth anniversary of the date of issue. The amount of each maturity or of any mandatory or optional call date shall be set by the Treasurer when the amount of Delinquent Taxes is determined by the Treasurer or when a reliable estimate of the Delinquent Taxes is available to the Treasurer. In determining the exact amount of each maturity or of any mandatory or optional call date the Treasurer shall consider the schedule of delinquent tax collections prepared for the tax years December 31, 2019, or of any other years and the corollary schedule setting forth the anticipated rate of collection of those Delinquent Taxes which are pledged to the repayment of the Notes. The amount of each maturity and the scheduled maturity dates of the Notes shall be established to take into account the dates on which the Treasurer reasonably anticipates the collection of such Delinquent Taxes and shall allow for no more than a 15% variance between the debt service payable on each maturity date, the Notes, and the anticipated amount of pledged monies available on such maturity date to make payment of such debt service.

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

204. Interest Rate and Date of Record.

(a) Except as otherwise provided in this paragraph, the Notes issued pursuant to subsection (a) of Section 203 shall bear interest payable semi-annually, with the first interest payment to be payable (i) on the first date, after issuance, corresponding to the day and month on which the maturity of such Notes falls, or (ii) if the Treasurer so orders, six months before such

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

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

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

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

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

206. Denominations and Numbers. The Notes shall be issued in one or more denomination or denominations of \$1,000 each or any integral multiple of \$1,000 in excess of \$1,000, as determined by the Treasurer. Notwithstanding the foregoing, however, in the event the Notes are deposited under a book entry depository trust arrangement pursuant to Section 208, the Notes may, if required by the depository trustee, be issued in denominations of \$5,000 each or any integral multiple of \$5,000. The Notes shall be numbered from one upwards, regardless of maturity, in such order as the Registrar shall determine.

207. Transfer or Exchange of Notes.

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

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

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

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

209. Redemption.

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

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

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

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

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

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

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

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

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

the Notes to the purchaser thereof upon receipt of the purchase price. The Notes shall be delivered at the expense of the County in such city or cities as may be designated by the Treasurer.

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

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

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

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

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

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

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

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

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

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

309. Renewal or Refunding Notes.

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

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

- (i) the aggregate amount of the Renewal Notes;
- (ii) the date of the Renewal Notes;
- (iii) the denominations of the Renewal Notes;
- (iv) the interest payment dates of the Renewal Notes;
- (v) the maturity or maturities of the Renewal Notes;
- (vi) the terms of sale of the Renewal Notes;
- (vii) whether any Renewal Notes issued in accordance with Article II shall be subject to redemption and, if so, the terms thereof; and
- (viii) any other terms of the Renewal Notes consistent with, but not specified in, Article II or Article III.

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

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

401. Variable Rate Option. At the option of the Treasurer, exercisable by written order, the Notes, whether issued pursuant to Article II or Article III, may be issued with a variable

interest rate, provided that the rate shall not exceed the maximum rate of interest permitted by law.

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

(i) Publicly reported prices or yields of obligations of the United States of America;

(ii) An index of municipal obligations periodically reported by a nationally recognized source;

(iii) The prime lending rate from time to time set by any bank or trust company in the United States with unimpaired capital and surplus exceeding \$40,000,000;

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

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

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

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

405. Remarketing, Repurchase and Resale.

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

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

## **V. MULTIPLE SERIES**

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

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

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

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

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

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

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



Moreover, such security may, pursuant to further written order of the Treasurer, be segregated in accordance with the following provisions.

(a) The Treasurer may by written order establish separate sub-accounts in the County's 2020 Note Reserve Account for each series of Notes, into which shall be deposited the amount borrowed for the Note Reserve Account for each such series.

(b) The Treasurer may by written order establish separate sub-accounts in the County's 2020 Note Payment Account for each series of Notes, and all amounts deposited in the Note Payment Account shall be allocated to the sub-accounts.

(c)(i) In the event separate sub-accounts are established pursuant to subsection (b) above, and subject to Paragraph (ii) below, the percentage of deposits to the County's 2020 Note Payment Account allocated to each sub-account may be set equal to the percentage that Notes issued in the corresponding series bears to all Notes issued under this Resolution or to any other percentage designated by the Treasurer pursuant to written order; provided that if the various series are issued at different times or if the various series are structured with different maturity dates, (I) sums deposited in the Note Payment Account prior to the issuance of one or more series may upon the issuance of each such series be reallocated among the various sub-accounts established under Subsection (b) above to achieve a balance among the sub-accounts proportionate to the designated percentage allocation, and/or (II) deposits to the Note Payment Account may be allocated among the sub-accounts according to the total amount of debt service that will actually be paid from the respective sub-accounts.

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

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

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

(a) Each series of Notes shall pertain to one or more taxing units, as designated by the Treasurer pursuant to written order, and no two series of Notes shall pertain to the same

taxing unit. A school district, intermediate school district, or community college district extending beyond the boundaries of a city in which it is located may, pursuant to written order of the Treasurer, be subdivided along the boundaries of one or more cities and each such subdivision shall be deemed a taxing unit for purposes of this Section 503.

(b) Separate sub-accounts shall be established in the County's 2020 Tax Payment Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account to only those taxing units designated as being in that series.

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

(d) A separate sub-account shall be established in the County's 2020 Note Reserve Account for each series of Notes, into which shall be deposited the amount determined by the Treasurer under Section 103 or Section 703 with respect to the series. Each sub-account shall secure one and only one series.

(e) A separate sub-account shall be established in the County's 2020 Note Payment Account for each series of Notes. Each sub-account shall be allocated only those amounts described in Section 704 which pertain to the taxing units included in the series corresponding to the sub-account. Chargebacks received from a taxing unit pursuant to Section 905 shall be deposited in the sub-account corresponding to the series in which the taxing unit is included. Amounts held in each sub-account shall secure the debt represented by only those Notes included in the series corresponding to the sub-account, and disbursements from each sub-account may be applied toward the payment of only those Notes included in the series corresponding to the sub-account.

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

## **VI. TAXABILITY OF INTEREST**

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

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

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

## **VII. FUNDS AND SECURITY**

701. Delinquent Tax Project Account. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated in time to allow distribution of the proceeds of the Notes within 20 days after the date of issue, a 2020 Delinquent Tax Project Account (the "Project Account") shall be established by the Treasurer as a separate and distinct fund of the County within its general fund. The Project Account shall receive all proceeds from the sale of the Notes, including any premium or accrued interest received at the time of sale. The Project Account shall be held in trust by an escrow agent until the monies therein are disbursed in accordance with this Article VII. The escrow agent shall be a commercial bank, shall be located in Michigan, shall have authority to exercise trust powers, and shall have a net worth in excess of \$25,000,000. The form and content of the agreement between the County and the escrow agent shall be approved by the Treasurer. Subject to the following sentence, monies deposited in the Project Account shall be expended only (i) for the purpose of funding the Tax Payment Account established under Section 702 and (ii) to the extent permitted by Act 206, for the purpose of paying the expenses of the offering of the Notes. In the event the Treasurer by written order so directs, additional funding of the Project Account may be undertaken, and any surplus proceeds remaining in the Project Account after the Treasurer has completed the funding of the Tax Payment Account may be transferred to either the 2020 Note Reserve Account created under Section 703 or the 2020 Note Payment Account created under Section 704. Monies in the Project Account may be disbursed by the escrow agent to the County's 2020 Tax Payment Account at any time and from time to time, upon receipt of a written requisition signed by the Treasurer.

702. 2020 Tax Payment Account. The County's 2020 Tax Payment Account (the "Tax Payment Account") is hereby established as a distinct account within the Revolving Fund. The Treasurer shall designate all or a portion of the proceeds of the Notes, not to exceed the amount of Delinquent Taxes, for deposit in the Tax Payment Account. If, however, the proceeds of the Notes are initially deposited in the Project Account pursuant to Section 701, the Treasurer is instead authorized and directed to transfer monies included in the Project Account in accordance with the procedures set forth in Section 701. The County shall apply the monies in the Tax Payment Account to the payment of the Delinquent Taxes or expenses of the borrowing in

accordance with Act 206. The allocation of monies from the Tax Payment Account may be made pursuant to a single, comprehensive disbursement or may instead be made from time to time, within the time constraints of Act 206, to particular taxing units as monies are paid into the Tax Payment Account, such that the source of the monies (whether from the County's own funds, from the proceeds of a tax exempt borrowing or from the proceeds of a taxable borrowing) may be traced to the particular taxing unit receiving the funds. Moreover, and regardless of whether multiple series of Notes are issued, the Tax Payment Account may be divided into separate sub-accounts in order to allow the Treasurer to designate which taxing units shall receive borrowed funds and which shall receive funds otherwise contributed by the County.

703. 2020 Note Reserve Account. In the event funding is provided as described in this Section 703, the Treasurer shall establish a 2020 Note Reserve Account (the "Note Reserve Account") as a distinct account within the Revolving Fund. After depositing all of the monies to fund the Tax Payment Account pursuant to Section 702, the Treasurer shall next transfer to the Note Reserve Account, either from the Project Account or directly from the proceeds of Notes, any proceeds remaining from the initial issuance of the Notes. In addition, the Treasurer may transfer unpledged monies from other County sources to the Note Reserve Account in an amount which, when added to any other amounts to be deposited in the Note Reserve Account, does not exceed the amount reasonably required for the Notes secured by the Reserve Account or, if less, 20% of the total amount of the Notes secured by the Reserve Account. Except as provided below, all monies in the Note Reserve Account shall be used solely for payment of principal of, premium, if any, and interest on the Notes to the extent that monies required for such payment are not available in the County's 2020 Note Payment Account. Monies in the Note Reserve Account shall be withdrawn first for payment of principal of, premium, if any, and interest on the Notes before County general funds are used to make the payments. All income or interest earned by, or increment to, the Note Reserve Account due to its investment or reinvestment shall be deposited in the Note Reserve Account. When the Note Reserve Account is sufficient to retire the Notes and accrued interest thereon, the Treasurer may order that the Note Reserve Account be used to purchase the Notes on the market, or, if the Notes are not available, to retire the Notes when due. If so ordered by the Treasurer, all or any specified portion of the Note Reserve Account may be applied toward the redemption of any Notes designated for redemption in accordance with Section 209.

704. 2020 Note Payment Account.

(a) The County's 2020 Note Payment Account is hereby established as a distinct account within the Revolving Fund. (The County's 2020 Note Payment Account, as supplemented by monies held in any interim account that are designated for transfer to the 2020 Note Payment Account, is herein referred to as the "Note Payment Account".) The Treasurer is directed to deposit into the Note Payment Account, promptly on receipt, those amounts described below in Paragraphs (i), (ii), (iv), and (v) that are not excluded pursuant to Subsection (c) below. Furthermore, the Treasurer may, by written order, deposit into the Note Payment Account all or any portion of the amounts described below in Paragraph (iii).

- (i) All Delinquent Taxes.

(ii) All statutory interest on the Delinquent Taxes.

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

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

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

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

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

(ii) Prior to the issuance of the Notes, the Treasurer may by written order specify a cut-off date not earlier than March 1, 2020, and only those sums payable to the Note Payment Account and received by the County after the cut-off date shall be applied to the Note Payment Account.

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

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

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

(a) The Notes shall be the general obligation of the County, backed by the County's full faith and credit, the County's tax obligation (within applicable constitutional and statutory limits) and the County's general funds. The County budget shall provide that if the

pledged monies are not collected in sufficient amounts to meet the payments of the principal and interest due on the Notes, the County, before paying any other budgeted amounts, shall promptly advance from its general funds sufficient monies to pay such principal and interest.

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

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

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

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

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

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

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

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

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

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

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

## **VIII. SUPPLEMENTAL AGREEMENTS**

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

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

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

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

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

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

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

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

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

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

## **IX. MISCELLANEOUS PROVISIONS**

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

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

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

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

905. Chargebacks. If, by the date which is three months prior to the final maturity date of the Notes, sufficient monies are not on deposit in the Note Payment Account and the Note Reserve Account to pay all principal of and interest on the Notes when due, Delinquent Taxes not then paid or recovered at or prior to the latest tax sale transacted two or more months before the final maturity of the Notes shall, if necessary to ensure full and timely payment on the date of final maturity, be charged back to the local units in such fashion as the Treasurer may determine, and, subject to Article V, the proceeds of such chargebacks shall be deposited into the County's 2020 Note Payment Account no later than five weeks prior to the final maturity of the Notes. This Section 905 shall not be construed to limit the authority of the Treasurer under State law to charge back under other circumstances or at other times.



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

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

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

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

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

1003. Extent of Refunding. Subject to the other provisions of this Section 1003, the Refunding Notes shall refund all Notes outstanding at or after the effective date of any change in the law described in Section 1002. This Section 1003 shall not, however, be construed to require the refunding of any Note prior to the time such Note may be refunded on a tax-exempt basis, nor shall this Section 1003 be construed to require the refunding of any Note, if that refunding

would result in greater cost to the County (including interest expense, professional fees and administrative outlays) than would arise if the Note were to remain outstanding.

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

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

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

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

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

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

1006. Undertaking to Provide Continuing Disclosure. If necessary, this Board of Commissioners, for and on behalf of the County of INGHAM, hereby covenants and agrees, for the benefit of the beneficial owners of the Notes to be issued by the County, to enter into a written undertaking (the “Undertaking”) required by Rule 15c2-12 promulgated by the Securities

and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the “Rule”) to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form as approved by the Underwriter of the Notes. The Undertaking shall be enforceable by the beneficial owners of the Notes or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Notes.

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

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

AYES:

NAYES:

ABSTAIN:

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

STATE OF MICHIGAN

COUNTY OF INGHAM

I, Barb Byrum, Clerk for the County of Ingham, do hereby certify that the above and foregoing is a true and correct copy of the resolutions adopted by the Board of Commissioners of the County of Ingham Michigan on March x, 2020 as appears on record in my office, and that I have compared the same with the original that is a true transcript therefrom and of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at Mason, Michigan this \_\_ day of March, 2020.

Barb Byrum, Ingham County Clerk

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[SEAL]

## **Agenda Item 2**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Darin J. Southworth, Major - Correctional Administrator  
**DATE:** March 3, 2020  
**SUBJECT:** Justice Millage Program Agreements

### **BACKGROUND**

Inmates of the Ingham County Jail have opportunities through provided services and programs to better themselves while in our custody. The approved Justice Millage of August 2018 has allowed us to continue and expand programming opportunities, to include those presented herein. This resolution requests permission for the Ingham County Sheriff's Office (ICSO) to enter into agreements with Cognitive Consultants LLC, and Deb Hart Body Connection Yoga. The County, including ICSO, works with both vendors currently to provide service to justice involved people. These vendors have been selected after review of responses to a competitive RFP process (Memos of Performance attached).

### **ALTERNATIVES**

Two of the programming options requested, Seeking Safety and Breakout, are evidenced based best practices for justice involved people. Trauma Centered Yoga is also growing in support as another inroad to serve those with trauma in their past. Trauma has pronounced influence on many people in the custody of the Sheriff. If this resolution is not accepted we would have to explore other options for our population or discontinue these valuable programs altogether which is ill advised.

### **FINANCIAL IMPACT**

The Justice Millage includes approximately \$99,000 annually to cover programming related costs. The Controller's Office confirms existence of sufficient funds to cover the requested agreements. This proposal includes a change of service provider, Cognitive Consultants, LLC, from the first year which would come with a savings of approximately \$8000 over last year and a \$16,000 savings compared to the only other respondent of the RFP.

### **STRATEGIC PLANNING IMPACT**

The content of this resolution reflects fiscal responsibility and comprehensive evidence-based services for our portions of our inmate population. Human wellness and reducing recidivism has impact on long term public safety and improving quality of life for all who live, work and visit Ingham County.

### **OTHER CONSIDERATIONS**

These service providers will be prepared to continue or initiate services by May 1, 2020. These service providers and the program content will not be impacted by our eventual move into a new facility.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the following Justice Millage Programs:

Deb Hart Body Connections Yoga = Trauma Centered Yoga  
Cognitive Consultants, LLC = Breakout (MRT) and Seeking Safety (which will result in more than an \$8000/year decrease in spending over last year).

## Agenda Item 2

TO: Major Darin Southworth, Ingham County Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: February 12, 2020

RE: Memorandum of Performance for RFP No. 7-20 Breakout and Moral Reconciliation Therapy Program

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the Breakout/Moral Reconciliation Therapy Program that will be conducted at the Ingham County Jail.

The Program is based on moral reconciliation therapy, which is a form of cognitive-behavioral programming that focuses on recovery from substance misusing, abusing and dependent behaviors, identifying thinking errors that led to criminogenic thinking and identify goals to achieve once released. Breakout assists in preparing participants for release back into the community through interactive education. Jail reentry planning and life skills offer clients the opportunity to establish short-term achievable goals, identify strengths, develop a strategic plan to succeed in life and avoid recidivism.

The Program serves both male and female inmates. This class meets twice per week per gender and serves 191 male and 159 female inmates during the year.

The scope of work includes, but is not limited to, providing a curriculum by a certified group facilitator, along with maintaining and reporting enrollment activity, successful completion, and unsuccessful terminations for each fiscal year. The class roster will be managed and maintained by the Correctional Administrator or his/her designee.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	59	30
Vendors responding	2	2

A summary of the vendors' costs

Vendor Name	Local Pref	Grand Total Year 1	Grand Total Year 2	Grand Total Year 3
Cognitive Consultants, LLC	Yes, Holt MI	\$35,200.00	\$35,200.00	\$35,200.00
Wellness InX	Yes, Lansing MI	\$48,226.00	\$48,408.00	\$48,760.00

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

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

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

## Agenda Item 2

TO: Major Darin Southworth, Ingham County Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: February 13, 2020

RE: Memorandum of Performance for RFP No. 8-20 Seeking Safety Program

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for its Seeking Safety Program (Program) at the Ingham County Jail.

The Program is an evidence-based present-focused counseling model to help people attain safety from trauma and/or substance abuse. This is the only model to outperform controls on both PTSD and substance abuse at the end of treatment in randomized and/or controlled trials. The Program teaches coping skills, reflective thinking, and homework is assigned.

The Program serves both male and female inmates. The class meets once per week per gender and can accommodate short-term inmates of 30 to 90 days and serves 108 males and 119 females annually.

The scope of work includes, but is not limited to, providing a curriculum by a certified group facilitator, along with maintaining and reporting enrollment activity for each fiscal year. The class roster will be managed and maintained by the Correctional Administrator or his/her designee.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	59	30
Vendors responding	2	2

A summary of the vendors' costs:

Vendor Name	Local Pref	Grand Total Year 1	Grand Total Year 2	Grand Total Year 3
Cognitive Consultants LLC	Yes, Holt MI	\$17,600.00	\$17,600.00	\$17,600.00
Wellness InX	Yes, Lansing MI	\$20,800.00	\$20,976.00	\$21,152.00



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

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

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

## Agenda Item 2

TO: Major Darin Southworth, Ingham County Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: February 14, 2020

RE: Memorandum of Performance for RFP No. 9-20 Trauma Centered Yoga Program

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for its Trauma Centered Yoga Program (Program) at the Ingham County Jail.

The Program is a very specific protocol of evidence based treatment designed for people who have experienced complex trauma/PTSD, and has been found to be useful as an adjunct to cognitive behavioral therapy. There have been several recent studies that show this type of yoga significantly reduced PTSD symptomatology, with effect sizes comparable to well-researched psychotherapeutic and psychopharmacologic approaches. Trauma Centered Yoga working in conjunction with the Seeking Safety program allows participants the opportunity to more deeply engage in the trauma recovery sessions.

The Program serves both male and female inmates. The class meets once per week per gender and can accommodate short-term inmates of 30 to 90 days and serves 148 inmates annually.

The scope of work includes, but is not limited to, providing a curriculum by a certified group facilitator, along with maintaining and reporting enrollment activity, successful completions and unsuccessful terminations for each fiscal year. The class roster will be managed and maintained by the Correctional Administrator or his/her designee.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	18	8
Vendors responding	1	1

A summary of the vendors' costs:

Vendor Name	Local Pref	Year 1	Year 2	Year 3
Body Connection Yoga	No, DeWitt MI	\$15,080.00	\$15,600.00	\$16,120.00

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS WITH IDENTIFIED SERVICE PROVIDERS  
AS AUTHORIZED BY THE JUSTICE MILLAGE**

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, on November 27, 2018 the Board of Commissioners adopted a Resolution 18-497 that included approximately \$99,000/year to fund several Ingham County Sheriff’s Office coordinated programs that include, Break Out/Moral Recognition Therapy, Trauma Centered Yoga, and Seeking Safety (Attachment #1); and

WHEREAS, specific vendors have been identified as having the requisite qualifications to provide approved programs and have done so for the jail population or justice involved persons previously; and

WHEREAS, the following providers have been selected after a Purchasing Department Request for Proposal response review:

Break Out/MRT and Seeking Safety provided by **Cognitive Consultants, LLC.**

Trauma Centered Yoga provided by **Deb Hart Body Connection Yoga**

WHEREAS, these vendors have proposed multiyear service agreements and are prepared to resume or initiate service to the County immediately upon contract completion.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes Corporate Counsel to proceed with agreements between the identified vendors and the County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$52,800/year with Cognitive Consultants, LLC for Breakout and Seeking Safety services as described in Attachment #1 for the period of May 1, 2020 through December 31, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$15,600/year with Deb Hart Body Connection Yoga for services as described in Attachment #1 for the period of May 1, 2020 through December 31, 2021.

BE IT FURTHER RESOLVED, that funds for these contracts will come from the Justice Millage.

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

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

### Agenda Item 3

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

FROM: Deb Fett, CIO and Terri Thornberry, 9-1-1 Director

DATE: 03/03/2020

SUBJECT: Additional Computer Technician Position for 9-1-1 Center  
For the meeting agendas of March 12<sup>th</sup>, March 17<sup>th</sup> and March 18<sup>th</sup>, 2020

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#### **BACKGROUND**

Ingham County 9-1-1 Center has multiple critical technological projects currently in process. These projects have required additional support from the Innovation and Technology Department (ITD) to ensure their success. Some of these projects relate to replacing equipment that has reached end of life and will shortly be no longer supported, others are grant funded improvements that have short deadlines. This need has reduced the support that other departments are receiving and increased the backlog of requests causing delays in service. While these projects do have an end point, their necessary support will continue on.

There is also a need to ensure that there is an adequate knowledge repository to ensure continuity of operations should an adverse event occur. ITD can support this effort by not only by being a resource of knowledge for these systems but by documenting processes and best practices to ensure that service does not degrade as time goes on.

#### **ALTERNATIVES**

We could continue on as we are with our current staffing level. This has inherent risks as either 9-1-1 would not have adequate support when necessary or support would be taken from our other County departments. We also considered an outside vendor to assist but this would not only cost more overall but also create a dependency on an outside organization for a critical need.

#### **FINANCIAL IMPACT**

The funding for the \$90,978.00 at Step 5 will come from the 9-1-1 Emergency Telephone fund balance.

#### **STRATEGIC PLANNING IMPACT**

This authorization supports Goal D – Information Technology – Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

#### **OTHER CONSIDERATIONS**

Discussions with the current and previous 9-1-1 Directors about what was needed from ITD to better support operations have occurred over the past year or more in order to architect how this support should work. Considerations were made about how the needs could be met at the most reasonable cost as well as how best to not disrupt critical operations at the center. This position is the result.

#### **RECOMMENDATION**

Based on the information presented, we respectfully recommend approval of the attached resolution for an Additional Computer Technician Position at the 9-1-1 Center in the amount not to exceed \$90,978.00.

### Agenda Item 3

**TO:** Terri Thornberry, 911 Center Director  
Deb Fett, Chief Information Officer

**FROM:** Joan Clous, HR Specialist

**DATE:** March 3, 2020

**RE:** Memo of Analysis to add Computer Technician I/II

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The 911 Center and IT Department in an effort to better serve the citizens of Ingham County would like to add a Computer Technician I/II, this position would be specifically dedicated to the 911 Center and be paid for from the 911 Center's budget. This position would assist the 911 Systems Manager.

The Computer Technician Salary is a UAW I with a salary range of \$44,901.54 to \$56,591.32.

***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 (887-4374).***

## **Terri Thornberry**

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**From:** Joan Clous  
**Sent:** Tuesday, March 3, 2020 12:26 PM  
**To:** Terri Thornberry; Deb Fett  
**Subject:** FW: Computer Tech I

Please add this email with your packet to the board.

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**From:** Bradley Prehn  
**Sent:** Tuesday, March 3, 2020 11:49 AM  
**To:** Joan Clous  
**Subject:** Re: Computer Tech I

Joan,

The UAW is okay with 911 adding an additional Tech I I position.

Thank you,

Brad Prehn  
UAW Chairperson

---

**From:** Joan Clous  
**Sent:** Tuesday, March 3, 2020 10:16:07 AM  
**To:** Bradley Prehn  
**Subject:** Computer Tech I

Brad,

The 911 center along with the IT department want to add a Computer Tech I which will be dedicated strictly to the 911 Center to assist Bruce Gaukel.

Thanks,  
Joan

**Joan Clous SHRM-CP**  
Human Resources Specialist

### **Ingham County**

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

"Attitude is a choice. Think positive thoughts daily. Believe in yourself. ~ Pat Summit

## 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.
- 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.*

8/26/2008  
UAW-I

Introduced by Law and Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN ADDITIONAL COMPUTER TECHNICIAN POSITION  
FOR THE 9-1-1 CENTER**

WHEREAS, Ingham County 9-1-1 Center has many technological projects in process that has caused a need for additional ongoing technology support impacting the service provided to other County departments; and

WHEREAS, best practices recommend ensuring that there is an adequate knowledge repository to guarantee continuity of operations should an adverse event occur which can be facilitated by this new position; and

WHEREAS, the 9-1-1 Telephone Fund is an appropriate source to fund the position (UAW I, 2020 Personnel Cost Projection Step 5, \$90,978); and

WHEREAS, the process to add an additional position has been followed; and

WHEREAS, Human Resources and the UAW Chairperson are both in agreement with adding this position.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby approve the addition of a Computer Technician I position (UAW I) to the Innovation and Technology Department to be assigned to the 9-1-1 Center.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 9-1-1 Emergency Telephone fund.

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

**Agenda Item 4a**

TO: Commissioner Bryan Crenshaw, Chairperson  
Ingham County Board of Commissioners

FROM: Terri Thornberry, 9-1-1 Director

DATE: March 3, 2020

SUBJECT: Resolution to Amend Resolution #20-051

Resolution #20-051 authorized the acceptance of 9-1-1 Grant Program money awarded to Ingham County 9-1-1 by the State 9-1-1 Office. At the time of the award Ingham County 9-1-1 was notified they would be receiving \$501,724.80 from the grant with a 10% match from Ingham County 9-1-1.

After Resolution #20-051 passed we were contacted by the State 9-1-1 Office and told we would only need to provide a 5% match, changing the grant award to Ingham County 9-1-1 to \$529,598.40.

The attached resolution request is to amend the amount we are receiving in the grant.

Thank you for your attention to this matter.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #20-051 – CHANGING THE AMOUNT AWARDED  
INGHAM COUNTY 9-1-1 CENTRAL DISPATCH IN THE 9-1-1 GRANT PROGRAM  
BY THE STATE 9-1-1 OFFICE**

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch;  
and

WHEREAS, the Ingham County 9-1-1- Central Dispatch was awarded \$501,724.80 from a federal 9-1-1 Grant Program by the State 9-1-1 Office to provide funding for the purchase of a NextGen 9-1-1 telephone system;  
and

WHEREAS, acceptance of the grant award was authorized by the Board of Commissioners under Resolution #20-051; and

WHEREAS, the State 9-1-1 Office notified Ingham County 9-1-1 Central Dispatch that the amount awarded Ingham County 9-1-1 Central Dispatch was increased to \$529,598.40.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes acceptance of the 9-1-1 Grant Program in the amended amount of \$529,598.40 to provide funding for the purchase of a NextGen 9-1-1 telephone system.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

**Agenda Item 4b**

TO: Commissioner Bryan Crenshaw, Chairperson  
Ingham County Board of Commissioners  
FROM: Terri Thornberry, 9-1-1 Director  
DATE: March 3, 2020  
SUBJECT: Resolution to Purchase 12 Dispatch Consoles for the 9-1-1 Backup Center

This Resolution is to purchase 12 dispatch consoles for the 9-1-1 backup center located at the Roads Department. The backup 9-1-1 center is being built in the event the main 9-1-1 center has technical issues and or the facility needs to be evacuated. The backup 9-1-1 center once built and all technologies implemented will be the testing and training facility for our new countywide radio system and upgraded CAD.

Thank you for your attention to this matter.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR DISPATCH CONSOLES  
TO BUILD OUT THE 9-1-1 BACKUP CENTER**

WHEREAS, the Ingham County 9-1-1 Center is creating a backup site which requires 12 dispatch consoles; and

WHEREAS, the backup 9-1-1 center will serve as a safety net in the event the main 9-1-1 Center should go dark or in the event of an evacuation and will serve as a training site for the radio system and new 9-1-1 phone systems; and

WHEREAS, THIS PURCHASE WILL BE MADE USING National Cooperative Purchasing Alliance pricing, and

WHEREAS, the funds are available in the 9-1-1 Emergency Telephone fund balance.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of 12 Watson Dispatch Consoles in the amount of \$52,724.25.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 9-1-1 Emergency Telephone fund balance.

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

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

#### **Agenda Item 4c**

TO: Commissioner Bryan Crenshaw, Chairperson  
Ingham County Board of Commissioners

FROM: Terri Thornberry, 9-1-1 Director

DATE: March 5, 2020

SUBJECT: Resolution to authorize the purchase of radio pagers

Several fire departments in Ingham County rely on radio pagers for being alerted and dispatched to calls by us. Replacement of radio pagers is a necessary part of our transition to the MPSCS (state) radio system. The radio pagers used by these fire departments today will not function on the MPSCS radio system. The pagers are not manufactured or sold by Motorola, so they were not a part of the Motorola radio project directly and were not included in the purchase of the radio system.

This resolution will replace all fire department radio pagers, chargers, setup and programming of the pagers, and an extended warranty to include a full five (5) years.

This is a purchase from State of Michigan contract #071B6600085, from an authorized vendor listed in the contract. In addition to the SOM contract price, the manufacturer provided promotions including buy 10, get one free purchasing of the pagers and extension of the warranty from 2 years to 5 at no additional cost if a signed purchase agreement is made before the end of March.

Thank you for your attention to this matter.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF UNICATION RADIO PAGERS FOR  
FIRE DEPARTMENTS IN INGHAM COUNTY**

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

WHEREAS, several fire departments in Ingham County rely on radio pagers for being alerted and dispatched to calls by the 9-1-1 Center; and

WHEREAS, replacement of current radio pagers is a necessary part of our transition to the Michigan Public Safety Communications System (MPSCS) radio system because the radio pagers used today will not function on the MPSCS radio system; and

WHEREAS, only the Unication pager will work on the MPSCS radio system; and

WHEREAS, the Unication pagers are not manufactured or sold by Motorola, so they were not a part of the Motorola radio project directly; and

WHEREAS, this resolution will replace all fire department radio pagers, chargers, setup and programming of the pagers, and an extended warranty to include a full five (5) years; and

WHEREAS, this is a purchase from State of Michigan (SOM) contract #071B6600085, from an authorized vendor listed in the contract; and

WHEREAS, in addition to the SOM contract price, the manufacturer provided promotions including buy 10, get one free purchasing of the pagers and extension of the warranty from 2 years to 5 at no additional cost; and

WHEREAS, funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of the Unication pagers, chargers, programming services, and extended warranty as quoted at \$185,805.66 with a final cost of this purchase not to exceed \$190,000.00.

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

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



## **Agenda Item 5**

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Lindsey McKeever, Fairgrounds Events Director  
**DATE:** March 3, 2020  
**SUBJECT:** Online Ticketing Service for the Ingham County Fair

### **BACKGROUND**

In addition to Ingham County Fair tickets being sold in advance at the Fair office; the Fair also plans to sell tickets online. The online tickets will be sold at a discounted rate in comparison to buying tickets at the gate. Tickets for Grandstand shows will also be available online in advance at a discounted rate.

### **ALTERNATIVES**

The Ingham County Fairgrounds could continue to sell tickets in advance at the Fair office, but not online. An RFP was put out to bid and sent to twelve ticketing services and there was one qualified response.

### **FINANCIAL IMPACT**

The advertising plan for the Fair will be mostly digital and having online tickets available will allow people to view the ad and immediately purchase tickets. This will have a positive financial impact on the fairgrounds as it is expected to increase overall attendance to the fair and increase Grandstand ticket sales. Tix, Inc will collect a \$1 fee on each ticket as well as 5% per transaction which will be passed on to the purchaser. Rentals or purchases made by the Fair to further the uses of Tix, INC include a ticket printer and multiple ticket scanners. Costs associated with these purchases will be deducted from the total amount owed by Tix, INC to the Fair at the conclusion of ticket sales.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long term objective providing recreational opportunities.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

## Agenda Item 5

TO: Lindsey McKeever, Fair Events Director

FROM: James Hudgins, Director of Purchasing

DATE: January 14, 2020

RE: Memorandum of Performance for RFP No. 6-20 Online Ticketing System for the Ingham County Fairgrounds Main Arena

Per your request, the Purchasing Department sought proposals for a turnkey online ticketing system for the Ingham County Fair in support of fair week and with an opportunity for future program expansion and growth. The scope of work includes, but is not limited to, all services, software, equipment, and technical support.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	12	0
Vendors responding	1	0

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

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

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

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

# Proposed Costs



## Solution Pricing:

Tix utilizes a per-ticket fee model for pricing. Our fees are as follows:

Tix Per-Ticket Fees Type	Online <sup>1</sup>	Tix Call Center <sup>2</sup>	Box Office <sup>3</sup>
Ticket – Priced at \$0.00 (free/complimentary)	\$1.00	\$3.50	\$0.10
Ticket – Priced from \$0.01 to \$9.99	\$1.00	\$3.50	\$0.25
Ticket – Priced \$10.00 and up	\$1.50	\$3.50	\$0.25
Other Item <sup>4</sup> – Priced at \$0.00 (free/complimentary)	\$1.00	\$3.50	\$0.10
Other Item <sup>4</sup> – priced from \$0.01 to \$9.99	\$1.00	\$3.50	\$0.25
Other Item <sup>4</sup> – Priced \$10.00 and up	\$1.50	\$3.50	\$0.25
Tix Ticket Printing and Mailing <sup>5</sup> – Fee Per Order	\$3.00	\$3.00	\$3.00

<sup>1</sup>Online – Applies to orders entered into the Tix System by the Customer (web site orders).

<sup>2</sup>Tix Call Center – Applies to orders entered into the Tix System by the Tix Call Center. Use of the Tix Call Center is optional and only available upon request by the Client.

<sup>3</sup>Box Office – Applies to orders that are entered into the Tix System by the Client (phone, mail, walkup sales).

<sup>4</sup>Other Item – Applies to the sale of items other than Tickets that are sold through the Tix system. This may include Donations, Memberships, Merchandise, etc.

<sup>5</sup>Tix Ticket Printing and Mailing – Applies to orders in which Tix is printing and mailing Tickets to Customers via First Class mail. This fee only applies once per order and not per Ticket. The use of Tix printing and mailing services are optional and only available upon request by the Client.

## Credit Card Processing Fees

Tix does not charge credit card processing fees to organizations using their own merchant account for credit card processing. All credit card processing fees, including merchant and gateway fees, are paid to their merchant account and gateway providers directly.

Use of the Tix merchant account for Tix charges an additional 5% of the ticket price for credit card sales when using the Tix merchant account for credit card processing.

### **Setup, Implementation and Training**

Tix does not charge any fees for setup, implementation and training.

### **Support Fees**

Tix does not charge any fees for technical support. Support is available 24/7, 365 days a year.

### **Maintenance Fees**

Tix does not charge any fees for system maintenance.

### **Software License Fees**

Tix does not charge any software licensing fees.

### **Hardware Fees**

Purchase costs for optional hardware (approximate):

- Boca Systems Ticket Printer such as the Lemur, Lemur-C, or Lemur-S (1-sided printing), 44 Series firmware.  
Cost: \$1,500.00 each
- Bluefin PAX S300 P2PE Card Reader or MagTek Card Reader  
Purchase Cost: \$375 (Bluefin) or \$55 (MagTek)
- Handheld Ticket Scanners  
iPhone/iPod Touch running iOS 11 or higher and/or Android running OS 4.4 or higher running the TixScan mobile scanning app.  
Purchase Cost: Dependent on model purchased.
- Desktop Ticket Scanner  
Newland HR2160-S0 Wired USB Barcode Scanner.  
Purchase Cost: \$95 each

Rental fees for optional hardware:

- Boca Systems Ticket Printer such as the Lemur, Lemur-C, or Lemur-S (1-sided printing), 44 Series firmware.  
Rental Cost: \$500 per printer, per month
- Handheld Ticket Scanners (optional)  
iPhone/iPod Touch running iOS 11 or higher and/or Android running OS 4.4 or higher running the TixScan mobile scanning app.  
Rental Cost: \$75 per week, per scanner
- Desktop Ticket Scanner (optional)  
Newland HR2160-S0 Wired USB Barcode Scanner.  
Rental Cost: \$25 per scanner, per week

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO IMPLEMENT AN ONLINE TICKETING SYSTEM FOR THE  
INGHAM COUNTY FAIR**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey online ticketing company for the Fair; and

WHEREAS, an online ticketing system will allow for discounted tickets to be sold in advance of the fair; and

WHEREAS, an online ticketing system will streamline and make our operations more efficient; and

WHEREAS, after careful review and evaluation of the proposal received, the Fair Board recommends that a contract be awarded to Tix, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Tix, Inc. for a term of three years with an option to renew for an additional 2-year period, effective upon the execution of the contract.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Ingham County Fair to purchase 1 Boca Systems Ticket Printer with the cost of \$1,500 being deducted from the amount owed to the fair by the vendor at the conclusion of the ticket sales.

BE IT FURTHER RESOLVED, that Tix, Inc. will collect a \$1 fee on each ticket as well as 5% per transaction which will be passed on to the purchaser.

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

## **Agenda Item 6**

**To:** County Services and Finance Committees

**From:** Stacy Byers, Director Ingham County Farmland and Open Space Preservation Board

**Date:** March 3, 2020

**Subject:** Resolution amending resolution #19-082 for the Moore Easement appraisal

### **BACKGROUND**

The Moore Conservation Easement was submitted to the ACEP program for consideration in the 2017 cycle year and was awarded \$67,470.00 in matching funds. Per the ACEP guidelines, the 2017 appraisal had to be updated before we could close the easement. The original appraisal was completed by Fast Track Appraisal Services. The value for 83 acres in 2017 was \$173,000.00. Easement appraisals determine the Before Value and the After Value based on comparable sales data for that area. The difference between the Before Value and the After Value determines the Easement Value.

The appraisal conducted in February 2020 determined the Moore Easement value to be \$317,000.00. This increase is due to several variables. First, Mr. Moore increased his acreage from 83 acres to 96, therefore 13 additional acres are being purchased. Secondly, the Before value increased from 2017, which is consistent with housing development and market trends in Delhi Township. Moreover, the After value, decreased thereby, increasing the margin of difference between the before value and the after value. Increasing the per acre easement value from \$1802.00 to \$3302.00 per acre. And finally, the appraiser that did the original appraisal (Fast Track appraisers, Byron Center, MI) was no longer available to develop the new appraisal and therefore Carlson Appraisal Services of East Lansing completed it.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The Moore appraisal increased by \$144,000.00 due to the above-mentioned variables. The FOSP Board has the funds in the 2020 budget to cover this increase and recommends moving forward with closing the Moore Easement.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #19-082 TO APPROVE PROCEEDING  
TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS**

WHEREAS, Resolution #19-082 approved closing permanent conservation easement deeds on the Moore Property at a price not to exceed \$173,000.00; and

WHEREAS, ACEP appraisal guidelines require an appraisal be no more than 12 months old at the time of closing; and

WHEREAS, the FOSP Board updated the appraisal; and

WHEREAS, the easement value increased from \$173,000 to \$317,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve proceeding to close on the Moore property at a price not to exceed \$317,000.00.

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

BE IT FURTHER RESOLVED, that all others in Resolution #19-082 remain unchanged.

## Agenda Item 7

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

FROM: Deb Fett, CIO

DATE: 03/03/2020

SUBJECT: Security Training for County employees  
For the meeting agendas of March 17<sup>th</sup> and March 19<sup>th</sup>, 2020

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### **BACKGROUND**

Ingham County used several security training programs in the past, each with its own strengths and weaknesses. Currently we use a package that was provided free of charge to government agencies, however we have exhausted the topics that it provides and are limited in the features we can use. Innovation and Technology would like to move up to the paid version of this software to take advantage of additional courses and tools to help train our County employees to be safe.

### **ALTERNATIVES**

All pricing is at our current 1400 user level:

KnowBe4	\$ 17,640.00
Ninjio	\$ 16,452.00
Wizer	\$ 8,400.00

### **FINANCIAL IMPACT**

The funding for the \$8,400.00 total is budgeted and will come from the County's Innovation and Technology Department's Development and Training Fund #636-95800-960080.

### **OTHER CONSIDERATIONS**

As we have seen with all of the cyber incidents around the area and in our past, properly training our users about cybersecurity is important to ensure our entrusted data is safe and our systems secure.

Wizer will also provide Ingham County with a publicly accessible County branded training site for our citizens to ensure that they also receive cyber security training free of charge. This is included in our training from them.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Security Training in the amount not to exceed \$9,000.00.



Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, Ingham County needs to step up the quality of the cybersecurity training provided to staff in order to foster a culture of security; and

WHEREAS, ongoing security training is important to ensure our entrusted data is safe and our systems secure; and

WHEREAS, a subscription for a year of training available to Ingham County staff has been quoted at \$8,400.00 for a package that has been well received by our County staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Wizer in the amount not to exceed \$9,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Development and Training Fund #63695800-960080.

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

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

## Agenda Item 8a

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** March 3, 2020

**RE:** Resolution to Authorize Issuing a Purchase Order to Haworth via DBI for the Board of Commissioners Room Charis at the Historical Mason Courthouse

For the meeting agendas of: March 17 & 19

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### **BACKGROUND**

The chairs in the Board of Commissioners Room are very old and are in need of repair or replacement. Haworth via DBI submitted a quote for 28 chairs for a total cost of \$20,213.48. Haworth via DBI is on the MiDeals contract so three quotes are not required.

To cover the cost of the chairs, we are requesting a line item transfer from the Mason Courthouse Clock Tower Repair Fund CIP Line item # 245-90212-976000-8F02 to the Facilities Supply line item # 101-23303-726010 for an amount of \$20,213.48.

### **ALTERNATIVES**

The alternative would be to not purchase the chairs or put this out for bid.

### **FINANCIAL IMPACT**

\$20,213.48 to be transferred from line item # 245-90212-976000-8F02 to 101-23303-726010.

### **OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support issuing a purchase order to Haworth via DBI for the new chairs and transfer of funds.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ISSUING A PURCHASE ORDER TO HAWORTH VIA DBI  
FOR THE BOARD OF COMMISSIONERS ROOM CHAIRS AT THE  
HISTORICAL MASON COURTHOUSE**

WHEREAS, the chairs in the Board of Commissioners Room at the Historical Mason Courthouse are very old and are in need of repair or replacement; and

WHEREAS, Haworth via DBI submitted a quote of \$20,214 as a part of the MiDeals contract; and

WHEREAS, it is the recommendation of the Facilities Department to replace the chairs in the Board of Commissioners Room at the Mason Historical Courthouse; and

WHEREAS, the Facilities Department is requesting a line item transfer for \$20,213.48 from line item # 245-90212-976000-8F02 to line item # 101-23303-726010; and

WHEREAS, the fund transfer of \$20,214 will be used to cover the cost of the chairs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to Haworth via DBI 912 East Michigan Ave, Lansing, Michigan 48912 for the chairs in the Board of Commissioners Room at the Historical Mason Courthouse for a cost not to exceed \$20,213.48.

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

## **Agenda Item 8b**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** March 3, 2020

**RE:** Resolution Authorizing a One Year Contract Extension with Granger Container, Inc. for Waste Management Services at Several County Facilities

For the meeting agendas of: March 17 & 19

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### **BACKGROUND**

The contract with Granger Container, Inc. expires on April 30, 2020. The Facilities Department would like to extend the contract for one year. Granger Container, Inc. has agreed to hold their current prices under the same terms and conditions stipulated in the current contract.

### **ALTERNATIVES**

The alternative would be to put this out for bid.

### **FINANCIAL IMPACT**

Funds are available in the appropriate 921030 trash removal line items.

### **OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract extension for one year with Granger Container, Inc. for waste management services at several county facilities.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A ONE YEAR CONTRACT EXTENSION WITH  
GRANGER CONTAINER, INC. FOR WASTE MANAGEMENT SERVICES AT  
SEVERAL COUNTY FACILITIES**

WHEREAS, Ingham County currently has a contract with Granger Container Inc. for waste removal and recycling services; and

WHEREAS, the current contract will expire April 30, 2020; and

WHEREAS, Granger Container Inc. has agreed to hold their current pricing for one year; and

WHEREAS, funds for this project are available in the appropriate 921030 trash removal line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year contract extension with Granger Container Inc., 3515 Wood Rd., Lansing, Michigan 48906, for continued waste removal and recycling services, at various locations, until April 30, 2021.

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

## **Agenda Item 8c**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** March 3, 2020

**RE:** Resolution Authorizing a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities

For the meeting agendas of: March 17 & 19

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### **BACKGROUND**

The contract with Teachout Security expires on July 31, 2020. The Facilities Department would like to exercise a one year contract renewal. Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

### **ALTERNATIVES**

The alternative would be to put this out for bid.

### **FINANCIAL IMPACT**

Funds are available in the appropriate 931100 maintenance contractual line items.

### **OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract renewal for one year with Teachout Security for uniformed unarmed security guard services at several county facilities.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH  
TEACHOUT SECURITY FOR UNIFORMED UNARMED SECURITY GUARD SERVICES  
AT SEVERAL COUNTY FACILITIES**

WHEREAS, Ingham County currently has a contract with Teachout Security for uniformed unarmed guard services; and

WHEREAS, the current contract will expire on July 31, 2020; and

WHEREAS, a two year renewal option was included in the contract and the Facilities Department would like to exercise a one year renewal; and

WHEREAS, Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current agreement; and

WHEREAS, funds are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year contract renewal with Teachout Security, regional office located at 6920 South Cedar Street Suite 11, Lansing, Michigan, 48911, and corporate offices at 2348 Stone Bridge Drive Flint, Michigan 48532 for the uniformed unarmed security guard services at several county facilities through July 31, 2021.

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

## **Agenda Item 8d**

**TO:** Board of Commissioners, Law & Courts, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** March 3, 2020

**RE:** Resolution Authorizing an Agreement with Trane US Inc., for the HVAC System and A/C Split Unit for the 911 Center's Backup Location at the Road Dept.

For the meeting agendas of: March 12, 17 & 19

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### **BACKGROUND**

The 9-1-1 Center's backup location at the Road Dept. is in need of HVAC upgrades. The system for the lower level is not operational and beyond repair, it will need to be replaced. Trane submitted a quote of \$28,175.00 as a part of the US Communities Co-operative contract consistent with the county's Purchasing Policy three quotes are not required.

The server room for the 9-1-1 Center's backup location at the Road Dept. is in need of an A/C split unit to maintain temperature and not overheat. Trane submitted a quote of \$ 7,450.00 as a part of the US Communities Co-operative contract consistent with the county's Purchasing Policy three quotes are not required.

### **ALTERNATIVES**

The alternative would be to put this out for bid.

### **FINANCIAL IMPACT**

Funds are available from the 9-1-1 Emergency Telephone Fund. The cost of both the HVAC System and A/C Split unit is \$35,625.00. We are requesting a contingency of \$1,000.00 for unforeseen circumstances.

### **OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Trane US Inc., for the HVAC system replacement and A/C split unit at the 9-1-1 Center's backup location at the Road Dept.



Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE US INC. FOR THE  
HVAC SYSTEM AND SPLIT UNIT FOR THE 9-1-1 CENTER'S BACKUP LOCATION  
AT THE ROAD DEPARTMENT**

WHEREAS, the HVAC system in the lower level of the 9-1-1 Center's backup location is in need of replacement; and

WHEREAS, the system to maintain temperature for the 9-1-1 Center's backup location's server room is in need of replacement; and

WHEREAS, Trane US Inc., is on the US Communities Co-operative contract (USC 15-JLP-023), therefore three quotes are not required which is consistent with the County's Purchasing Policy; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Trane US Inc., who submitted a proposal of \$28,175.00 for the lower level HVAC system replacement and \$7,450.00 for the server room A/C split unit at the 9-1-1 Center backup location; and

WHEREAS, the Facilities Department is requesting a contingency of \$1,000.00 for unforeseen circumstances; and

WHEREAS, funds for this project are available through the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane US Inc., 3350 Pine Tree Road, Lansing, Michigan 48911 for the replacement of the HVAC system and A/C split unit at the 9-1-1 backup center located at the Road Department for an amount not to exceed \$36,625.00 which includes a \$1,000.00 contingency.

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

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** February 28, 2020  
**SUBJECT:** Bunker Road Landing Grant Application  
For the meeting agenda of 3/16/20 Human Services and 3/19/20 Finance

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**BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Bunker Road Landing. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2020.

This grant application includes the following as detailed in the attached documents:

- Proposed gravel parking lot to be expanded, including improving the existing drive and a drop-off area for vans/trailers with canoes.
- Proposed concrete walks/paving for access.
- Replace existing stepped canoe/kayak launch.

**ALTERNATIVES**

A public meeting was held on February 24, 2020 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

**FINANCIAL IMPACT**

The project funding is proposed to request \$50,000 from the DNR Trust Fund grant and request \$62,000 from the Parks 208 Fund Balance, for a total project amount of \$112,000.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 24, 2020 meeting.

**RECOMMENDATION**

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

**PRELIMINARY ESTIMATE OF COST  
BUNKER ROAD LANDING IMPROVEMENTS, Phase 1  
INGHAM COUNTY, MI**

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**Trust Fund Grant - GRAND TOTAL** \$102,000.00

**Non-Grant Funded Expenses**

Construction Administration (minimal)	\$5,000.00
Topographical Survey (included in other grant projects)	\$5,000.00

**GRAND TOTAL FOR ENTIRE PROJECT** **\$112,000.00**

	<u>Grant Funds</u>	<u>Parks Dept. Fund Balance</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT:</u>	\$50,000.00	\$52,000	\$102,000
Match Percentage:	(49%)	(51%)	
 <u>OTHER COSTS:</u>			
Construction Administration	\$0.00	\$5,000	\$5,000
Topographical Survey	\$0.00	\$5,000	\$5,000
 <b>PROJECT TOTALS:</b>	<b>\$50,000</b>	<b>\$62,000</b>	<b>\$112,000</b>

**Local Match / Funding Sources:**

Ingham County CIP:	\$0
Millage (already committed):	\$0
Parks Dept Fund Balance:	\$62,000
Millage Request:	\$0
 <b>County's All-In Cost:</b>	<b>\$62,000</b>

**PRELIMINARY ESTIMATE OF COST  
BUNKER RD LANDING IMPROVEMENTS  
INGHAM COUNTY, MICHIGAN**

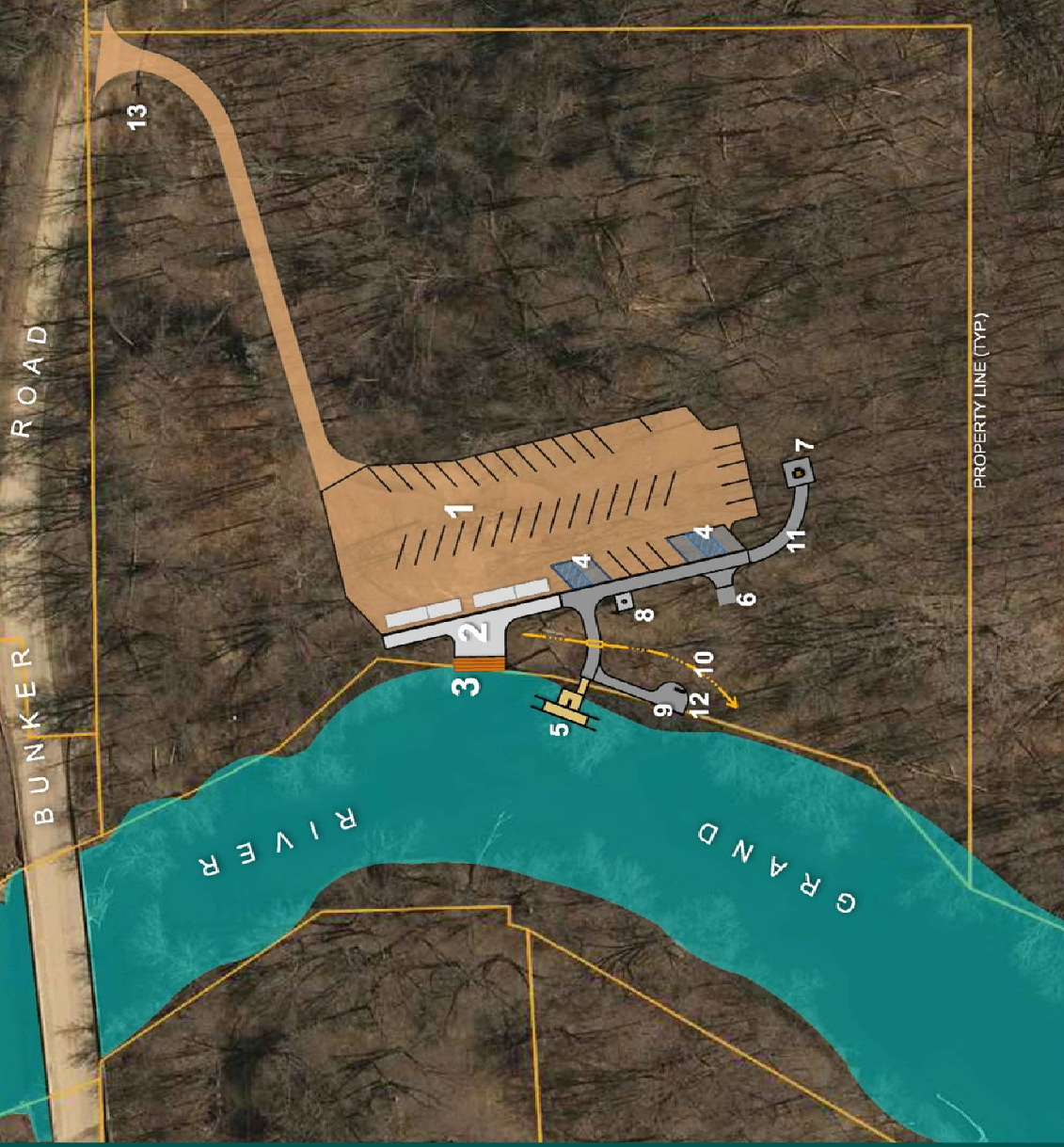
Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<b><u>PHASE 1</u></b>					
1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$3,500.00
3.	420	Cu. Yd.	Site Preparation/Excavation/Rough Grading	\$25.00	\$10,500.00
4.	1,400	Sq. Ft.	Concrete Paving, 4" thick <i>(includes 8' wide walk at drop off area and access to existing launch)</i>	\$8.00	\$11,200.00
5.	240	Sq. Ft.	Replace Existing Wood Stepped Launch	\$50.00	\$12,000.00
6.	1,240	Sq. Yd.	8" Crushed Limestone, 22A, C.I.P.	\$15.00	\$18,600.00
7.	1,920	Sq. Yd.	2" Crushed Limestone, 22A, C.I.P. <i>(replenish ex. parking and drive)</i>	\$7.00	\$13,440.00
8.	1	Lump Sum	Site Restoration & Cleanup (In-kind)	Lump Sum	\$2,500.00
9.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
10.	1	Lump Sum	Construction Staking	Lump Sum	\$3,500.00
<b>SUBTOTAL, Phase 1</b>					<b>\$80,540.00</b>
<b>Contingency</b>					<b>\$8,160.00</b>
<b>Engineering (Design, Grant Admin, Bidding) (15%)</b>					<b>\$13,300.00</b>
<b>TOTAL PRELIMINARY ESTIMATE OF COST , Phase 1</b>					<b>\$102,000.00</b>

**PHASE 2**

1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$12,000.00
3.	430	Cu. Yd.	Site Preparation/Excavation/Rough Grading	\$25.00	\$10,750.00
4.	1	Lump Sum	ADA Canoe/Kayak Launch	Lump Sum	\$40,000.00
5.	2,900	Sq. Ft.	Concrete Paving, 4" thick <i>(includes 8' wide walks, access to new launch, picnic table pad, paved fishing access, porta-john pad and hand pump pad)</i>	\$8.00	\$23,200.00
6.	25	Lin. Ft.	Concrete Curb <i>(at paved fishing access)</i>	\$35.00	\$875.00
7.	22	Ton	Paved Parking, HMA, 3" depth	\$150.00	\$3,300.00
8.	1	Lump Sum	Signage & Striping	Lump Sum	\$2,500.00
9.	1	Lump Sum	Water Hand Pump On Ex. Well	Lump Sum	\$5,000.00
10.	1	Lump Sum	Boulder Barrier around Parking Lot	Lump Sum	\$25,000.00

**PRELIMINARY ESTIMATE OF COST  
BUNKER RD LANDING IMPROVEMENTS  
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
11.	1	Each	Entrance Sign	\$15,000.00	\$10,000.00
12.	1	Each	Picnic Table	\$2,500.00	\$2,500.00
13.	1	Each	Bench	\$2,000.00	\$2,000.00
14.	1	Lump Sum	Bio-Swale / Drainage / Native Plant Seeding	Lump Sum	\$10,000.00
15.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$5,600.00
16.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
17.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$7,600.00
<b>SUBTOTAL, Phase 2</b>					<b>\$165,625.00</b>
<b>Contingency</b>					<b>\$16,575.00</b>
<b>Engineering (15%)</b>					<b>\$27,300.00</b>
<b>TOTAL PRELIMINARY ESTIMATE OF COST , Phase 2</b>					<b>\$209,500.00</b>



# PARK IMPROVEMENTS BUNKER ROAD LANDING



Ingham County Parks  
<http://pk.ingham.org>

## GENERAL NOTES:

### 2020 DNR GRANT PROJECT:

1. PROPOSED GRAVEL PARKING LOT TO BE EXPANDED, INCLUDING IMPROVING THE EXISTING DRIVE AND A DROP-OFF AREA FOR VANS/TRAILERS W/ CANOES.
2. PROPOSED CONCRETE WALKS / PAVING FOR ACCESS.
3. REPLACE EXISTING STEPPED CANOE / KAYAK LAUNCH.

### FUTURE IMPROVEMENTS:

4. PROPOSED (3) ADA PAVED PARKING SPACES.
5. PROPOSED ADA ACCESSIBLE CANOE / KAYAK LAUNCH.
6. PROPOSED VAULT TOILET.
7. PROPOSED ADA ACCESSIBLE PICNIC TABLE.
8. PROPOSED WATER HAND PUMP OVER EXISTING WELL.
9. PROPOSED PAVED FISHING ACCESS W/ CURBED EDGE AT RIVER.
10. PROPOSED BIO-SWALE WITH NATIVE PLANTINGS.
11. PROPOSED CONCRETE WALKS / PAVING FOR ACCESS.
12. PROPOSED BENCH W/ (1) ARMREST AND COMPANION SEATING.
13. PROPOSED ENTRANCE SIGN.



DATE: 2/19/2020  
JOB # 126747SG2019

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## DOCUMENTATION OF SITE CONTROL FOR MICHIGAN NATURAL RESOURCES TRUST FUND

## GRANT APPLICATIONS (FOR DEVELOPMENT PROJECTS ONLY)

*This information is requested by authority of Part 19 of Act 451 of 1994, to be considered for a MNRTF grant.*

**1. SITE DESCRIPTION:** Describe the project site (all areas to be developed) below and attach a legal description:  
Bunker Road Landing is a 5-acre park with over 500 LF of frontage on the Grand River in Eaton County. The park has an existing canoe launch, gravel parking lot, and picnic area.

**2. SITE CONTROL:** Indicate the type of control the applicant has over the site. Refer to the MNRTF application guidelines booklet for guidance on control requirements for grant applications. If there is more than one type of control or multiple leases or easements covering the project area, please provide a separate form for each lease or easement included in the project area.

TYPE OF CONTROL	PORTION OF SITE	DOCUMENTATION ATTACHED
<b>Fee Simple Title</b> <input type="checkbox"/> Current <input type="checkbox"/> Proposed	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application	<input type="checkbox"/> For proposed fee simple title, a written commitment signed by landowner and the applicant to transfer ownership to applicant by a specific date <input type="checkbox"/> Include Copy of the Deed (required for current ownership)
<b>Less than Fee Simple Title</b> <input type="checkbox"/> Current <input type="checkbox"/> Proposed	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application	<input type="checkbox"/> For proposed less than fee simple title, a written commitment signed by landowner and the applicant to transfer ownership to applicant by a specific date <input type="checkbox"/> Other:
<b>Lease</b> <input checked="" type="checkbox"/> Current <input type="checkbox"/> Proposed	<input checked="" type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application	<input checked="" type="checkbox"/> Copy of Current Lease <input type="checkbox"/> Copy of Draft Lease <input type="checkbox"/> Written commitment signed by landowner and applicant to enter into an unconditional lease for a specified timeframe <input type="checkbox"/> Other:
<b>Easement</b>	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application	<input type="checkbox"/> Copy of Current Easement <input type="checkbox"/> Copy of Draft Easement <input type="checkbox"/> Written commitment signed by landowner and applicant to grant an unconditional easement <input type="checkbox"/> Other:

**3. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:**

- a) For property owned or to be owned by the applicant, describe all easements or encumbrances.
- b) For property to be controlled through other methods, describe any conditions or limitations in current or proposed leases, easements or use agreements, including restrictions on the applicant's use of the site or the rights to be reserved by the landowner, that may in any way impact the applicant's ability to complete the project in a timely manner and provide for public recreational use in perpetuity:

☒ No limitations, conditions or encumbrances

**4. CERTIFICATION:** (For projects on property owned in fee simple by the applicant, the form must be signed by the applicant's attorney or another local unit official capable of certifying that the information provided is accurate. For leases, easements or other less than simple control, the form must be signed by the applicant's attorney).

*I hereby certify that the information provided above and attached is accurate to the best of my knowledge. I understand that site control is an application eligibility requirement and an evaluation factor.*

NAME (Printed/Typed) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ Attorney's Ph# \_\_\_\_\_



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO BUNKER ROAD LANDING**

WHEREAS, the Parks and Recreation Commission supports the submission of an application titled Bunker Rd Landing Improvements, TF20-0040 to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Bunker Road Landing, Eaton Rapids, Michigan; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2020; and

WHEREAS, a public meeting was held on February 24, 2020 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$62,000 matching funds from the Parks 208 Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$50,000 for park and accessibility improvements at Bunker Road Landing, and further resolves to make available its financial obligation amount of \$62,000 from the Parks 208 fund balance (55%) of a total \$112,000 project cost, during the 2021 fiscal year.

BE IT FURTHER RESOLVED, that the County Attorney is hereby authorized to sign the Documentation of Site Control for Michigan Natural Resources Trust Fund Grant Applications Form PR5750-4.

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



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** February 28, 2020  
**SUBJECT:** Lake Lansing Park South Grant Application  
For the meeting agenda of 3/16/20 Human Services and 3/19/20 Finance

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### **BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing Park South. Board of Commissioners Resolution #18-108 authorized the submittal of a Recreation Passport Grant Application for park and accessibility improvements at Lake Lansing Park South in 2018. The grant was not awarded. Board of Commissioners Resolution #19-119 authorized the submittal of a Natural Resources Trust Fund Grant Application for park and accessibility improvements at Lake Lansing Park South in 2019. The grant was not awarded. We were encouraged to resubmit as the Trust Fund Board said it was a good project. We are reapplying for this project under a Natural Resources Trust Fund Grant Application. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2020.

This grant application includes an accessible canoe/kayak launch, asphalt paving of the parking lot with ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a bio-swale with native plantings.

### **ALTERNATIVES**

A public meeting was held on February 24, 2020 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

### **FINANCIAL IMPACT**

The project funding is proposed to request \$300,000 from the DNR Trust Fund and a total of \$335,200 matching funds from the County as detailed below and in the attached documents:

- \$11,500 from 2019 CIP line item 228-75999-97400-9P14
- \$59,000 from the Trails and Parks Millage Fund Balance, previously approved in Resolution 19-119
- \$264,700 additional new request from the Trails and Parks Millage Fund Balance

The total project amount is \$635,200.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 24, 2020 meeting.

**RECOMMENDATION**

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

**PRELIMINARY ESTIMATE OF COST  
LAKE LANSING PARK SOUTH IMPROVEMENTS  
INGHAM COUNTY, MI**

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<b>Trust Fund Grant - GRAND TOTAL</b>	<b>\$630,200.00</b>
<b><u>Non-Grant Funded Expenses</u></b>	
Topographical Survey (included in other grant projects)	<u>\$5,000.00</u>
<b>GRAND TOTAL FOR ENTIRE PROJECT</b>	<b>\$635,200.00</b>

	<b><u>Grant Funds</u></b>	<b><u>Trails &amp; Parks Millage</u></b>	<b><u>Total Project Cost</u></b>
<b><u>TRUST FUND GRANT:</u></b>	\$300,000.00	\$330,200	\$630,200
Match Percentage:	(48%)	(52%)	
<b><u>OTHER COSTS:</u></b>			
Topographical Survey	\$0.00	\$5,000	\$5,000
<b>PROJECT TOTALS:</b>	\$300,000	\$335,200	\$635,200

**Local Match / Funding Sources:**

Ingham County CIP:	\$11,500
Millage (already committed):	\$59,000
Millage Request:	<u>\$264,700</u>
<b>County's All-In Cost:</b>	<b>\$335,200</b>

**PRELIMINARY ESTIMATE OF COST  
LAKE LANSING PARK SOUTH  
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$5,000.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	\$40,000.00
4.	1	Lump Sum	Remove Ex. Concrete Walks	Lump Sum	\$1,500.00
5.	1	Lump Sum	ADA Canoe/Kayak Launch	Lump Sum	\$40,000.00
6.	1,000	Sq. Ft.	Concrete Path, 6' Wide, 4" thick	\$12.00	\$12,000.00
7.	1,735	Ton	Paved Parking, HMA, 3.5"	\$120.00	\$208,200.00
8.	8,430	Sq. Yd.	8" Crushed Limestone Base, 22A, C.I.P. (Parking)	\$15.00	\$126,450.00
9.	1	Lump Sum	Signage & Striping	Lump Sum	\$12,000.00
10.	1	Lump Sum	Bio-Swale / Drainage / Native Plant Seeding	Lump Sum	\$30,000.00
11.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$6,900.00
12.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
13.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$10,800.00
<b>SUBTOTAL</b>					<b>\$498,150.00</b>
<b>Contingency</b>					<b>\$49,850.00</b>
<b>Engineering (15%)</b>					<b>\$82,200.00</b>
<b>TOTAL PRELIMINARY ESTIMATE OF COST</b>					<b>\$630,200.00</b>

# PARK IMPROVEMENTS LAKE LANSING PARK SOUTH



**Ingham County Parks**  
<http://pk.ingham.org>

## GENERAL NOTES:

1. PROPOSED PAVING OF EXISTING GRAVEL PARKING LOT.
2. PROPOSED (2) ADA PAVED PARKING SPACES.
3. PROPOSED ADA ACCESSIBLE CANOE / KAYAK LAUNCH, ATTACHED TO DOCK TO BE CONSTRUCTED IN SPRING 2020.
4. PROPOSED BIO-SWALE WITH NATIVE PLANTINGS.

**PREVIOUSLY FUNDED 2018-2019 DNR GRANTS:**

5. OVERFLOW PARKING WITH (8) ADA PARKING SPACES.
6. PAVED PATHS TO CONNECT PARK FEATURES.
7. PAVED ADA PARKING (10) SPACES.
8. NEW BATHHOUSE.
9. RELOCATED SUNRISE SHELTER.
10. DOCK WITH BOAT SLIPS AND FISHING.



DATE: 2/18/2020  
JOB # 126747SG2019

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Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES  
TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS  
TO LAKE LANSING PARK SOUTH**

WHEREAS, the Parks and Recreation Commission supports the submission of an application titled Lake Lansing Park South Improvements, TF20-0039 to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing Park South, Haslett, Michigan; and

WHEREAS, the Michigan Department of Natural Resources Trust Fund application includes an accessible canoe/kayak launch, asphalt paving of the parking lot with ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a bio-swale with native plantings; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2020; and

WHEREAS, a public meeting was held on February 24, 2020 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$335,200 matching funds, which includes \$59,000 from the Trails and Parks Millage Fund Balance previously authorized in Resolution #19-119, \$11,500 from 2019 CIP line item 228-75999-97400-9P14, and an additional \$264,700 from the Trails and Parks Millage Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000 for park and accessibility improvements at Lake Lansing Park South, and further resolves to make available its financial obligation amount of \$335,200, which includes \$59,000 from the Trails and Parks Millage Fund Balance previously authorized in Resolution #19-119, \$11,500 from 2019 CIP line item 228-75999-97400-9P14, and an additional \$264,700 from the Trails and Parks Millage Fund Balance, (53%) of a total \$635,200 project cost, during the 2020 fiscal year.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes reallocating/carry over \$59,000 previously authorized for this project in Resolution #19-119 from the Trails and Parks Millage Fund Balance for this grant application and reallocating/carry over \$11,500 from 2019 CIP line item 228-75999-97400-9P14.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$264,700 from the Trails and Parks Millage fund balance.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** February 25, 2020  
**SUBJECT:** Contract with E.T. MacKenzie Company  
For the meeting agenda of 3/16/20 Human Services and 3/18/20 Finance

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**BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to construct a pervious concrete walkway at Hawk Island County Park.

**ALTERNATIVES**

Failure to address the identified need in the County Park's action program to provide accessible and environmentally friendly permeable concrete pathway as a model would mean it would delay the action item as identified in the Parks Master Plan.

**FINANCIAL IMPACT**

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to E.T. MacKenzie Company for the base bid \$27,464, and a contingency of \$4,000 for a total amount not to exceed of \$31,464. We have these funds available in the 2020 Board approved CIP Parks Budget in line item 228-75999-974000-20P13.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features and Section E. 4 Facilities and Infrastructure: provide user friendly, accessible facilities and quality infrastructure, by considering environmentally-friendly construction strategies.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their February 24, 2020 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with E.T. MacKenzie Company.



**Agenda Item 9c**

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: February 11, 2020

RE: Memorandum of Performance for RFP No. 20-20 Construction of Pervious Concrete Walkway.

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for the purpose of entering into a contract to construct a pervious concrete walkway at Hawk Island County Park.

The scope of work includes, but is not limited to, excavating soil, preparation and paving of pervious concrete walkway 8' x 340' that transitions to existing asphalt trail and concrete pad. Work is to be ADA compliant.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	63	20
Vendors responding	2	0

A summary of the vendors' costs.

Vendor Name	Local Pref	Total Costs
E.T. MacKenzie Company	No, Grand Ledge MI	\$27,464.00
TL Contracting Inc.	No, Lansing MI (Eaton County)	\$33,758.00

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH E.T. MACKENZIE COMPANY**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to construct a pervious concrete walkway at Hawk Island County Park; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with E.T. MacKenzie Company for the base bid in the amount of \$27,464, and a contingency of \$4,000 for a total amount not to exceed of \$31,464 for the purpose of constructing a pervious concrete walkway at Hawk Island County Park.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through August 1, 2020.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-974000-20P13 for the project.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** February 25, 2020  
**SUBJECT:** Sheriff Patrols for Ingham County Parks  
For the meeting agenda of 3/16/20 Human Services and 3/18/20 Finance

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**BACKGROUND**

The County Parks budget allocates \$30,000 annually to fund either part-time deputies, or full time deputies on overtime for patrols in the Parks. For the past three years the Ingham County Sheriff's Office (ICSO) has not been able to fill the part-time spots for many reasons, mostly due to the hours (all weekends and holidays) and lack of qualified applicants. During these years, ICSO would post OT on each of the requested days, but not force employees to work them. If no one signed up for OT, there would be no one specifically assigned to the park. In 2019 the Sheriff's office scheduled approximately 452 hours of patrols on 63 days. Part of the requested dates and time went unfilled the past three years. This resolution authorizes dividing up the patrols between three agencies: the City of Lansing, Meridian Township, and ICSO to help provide coverage.

**ALTERNATIVES**

The alternative is to continue with the patrols as we have the last three years, with the potential for less coverage than what is proposed in this resolution.

**FINANCIAL IMPACT**

This year we are proposing to divide up the \$30,000 between the three police agencies. \$10,000 each to the City of Lansing, Meridian Township and ICSO. Each respective agency will be responsible for posting the county park OT in their jurisdiction, then billing the county parks department for their OT costs. There is \$30,000 available in line item #208-75200-823100.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their February 24, 2020 meeting.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS FOR POLICE PATROLS  
IN INGHAM COUNTY PARKS**

WHEREAS, Ingham County Parks is requesting police patrols in the parks; and

WHEREAS, for 2020 the Parks Department will work with the County legal department to contract with the City of Lansing, Meridian Township, and to continue to work with Ingham County Sheriff's Office to provide patrols.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Lansing in an amount not to exceed \$10,000, Meridian Township in an amount not to exceed \$10,000, and continue to work with and utilize the services of the Ingham County Sheriff's Office in an amount not to exceed \$10,000 for police patrols in Ingham County Parks.

BE IT FURTHER RESOLVED, that the agencies will be reimbursed for services as the County Parks are invoiced for services provided.

BE IT FURTHER RESOLVED, that the contracts shall be effective the date of execution through December 31, 2020.

BE IT FURTHER RESOLVED, that there are funds available in line item #208-75200-823100.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 25, 2020  
**SUBJECT:** Resolution to enter agreement with Michigan Public Health Institute (MPHI)

For the meeting agendas of March 16, and March 18, 2020

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**BACKGROUND**

Ingham County Health Department's (ICHD) Maternal and Child Health Division (MCHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to develop a web application for creating a more streamlined referral process and client tracking workflow for MCHD's four home visiting programs. Staff at MPHI have extensive experience creating data systems that reduce the burden of data collection while increasing the ability to monitor and report on key metrics. MPHI will charge ICHD \$12,960 to develop the web application. After the initial web application is developed, there will be a \$2,460.00 website hosting fee due annually. This agreement will be effective March 24, 2020 through March 23, 2021 and will auto-renew on an annual basis.

**ALTERNATIVES**

Continue with the current system that is in place.

**FINANCIAL IMPACT**

ICHD will subcontract with MPHI in the amount of \$12,960 to develop a web application for creating a more streamlined referral process and client tracking workflow. After the initial website development, there will be a \$2,460.00 website hosting fee which will be charged annually. The costs associated with this agreement are included in the FY' 20 Budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with MPHI to develop a web application for ICHD's Maternal Child Health Department for creating a more streamlined referral process and client tracking workflow, effective March 24, 2020 through March 23, 2021 and will auto-renew annually.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
MICHIGAN PUBLIC HEALTH INSTITUTE**

WHEREAS, Ingham County Health Department's (ICHHD) Maternal and Child Health Division (MCHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to develop a web application for creating a more streamlined referral process and client tracking workflow for MCHD's four home visiting programs; and

WHEREAS, staff at MPHI have extensive experience creating data systems that reduce the burden of data collection while increasing the ability to monitor and report on key metrics; and

WHEREAS, MPHI will charge ICHHD \$12,960 to develop the web application; and

WHEREAS, after the initial web application development there will be a \$2,460.00 website hosting fee due annually; and

WHEREAS, this agreement will be effective March 24, 2020 through March 23, 2021 and will auto-renew on an annual basis; and

WHEREAS, that the costs associated with this agreement are included in the Fiscal Year 2020 Budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners approve entering into an agreement with MPHI for developing a web application to create a more streamlined referral process and client tracking workflow for \$15,420 the first year and \$2,460 each subsequent year, effective March 24, 2020 through March 23, 2021 and will auto-renew on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MPHI for developing a web application to create a more streamlined referral process and client tracking workflow for \$15,420 the first year and \$2,460 each subsequent year, effective March 24, 2020 through March 23, 2021 and will auto-renew on an annual basis.

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

## **Agenda Item 10b**

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 23, 2020  
**SUBJECT:** Amend Resolution #20-031 to add 1.0 FTE Behavioral Health Consultant to Support Collaborative Care Model  
For the meeting agenda of March 16<sup>th</sup> and March 18<sup>th</sup>, 2020

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### **BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHC) maintains a collaborative services and referral agreement with Community Mental Health Authority of Clinton, Eaton and Ingham County (CMH-CEI) for mental health therapist services, as authorized through Resolution #20-031. The CHCs seek to expand this agreement to include an additional 1.0 FTE Behavioral Health Consultant to provide case management, assessment and behavioral health services as part of the adoption of a Collaborative Care Model (CCM) for psychiatry services in the CHCs. CCM is an evidence-based model, which maximizes access to limited psychiatrist resources.

### **ALTERNATIVES**

There are limited effective and sustainable alternatives to maximize limited psychiatry resources to meet the needs of CHC patients. The additional FTE is necessary to establish a CCM model without diverting services delivered through existing Behavioral Health Consultants.

### **FINANCIAL IMPACT**

The amendment to the CMH CEI agreement would increase the total contract amount up to \$85,000.00 for costs of the 1.0 FTE Behavioral Health Consultant. The cost will be covered through the billable services performed by the contracted Behavioral Health Consultant.

### **STRATEGIC PLAN**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #20-031 by expanding the Collaboration, Services and Referral agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton, Ingham Counties to add 1.0 FTE Behavioral Health Consultant for providing case management, assessment and behavioral health services as part of a Collaborative Care Model for the CHCs.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #20-031 TO ADD 1.0 FTE BEHAVIORAL HEALTH CONSULTANT TO SUPPORT COLLABORATIVE CARE MODEL**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHC) maintains a collaborative services and referral agreement with Community Mental Health Authority of Clinton, Eaton and Ingham County (CMH-CEI) for mental health therapist services, as authorized through Resolution #20-031; and

WHEREAS, the CHCs wish to expand this agreement to include an additional 1.0 FTE Behavioral Health Consultant to provide case management, assessment and behavioral health services as part of the adoption of a Collaborative Care Model (CCM) for psychiatry services in the CHCs; and

WHEREAS, CCM is an evidence-based model, which maximizes access to limited psychiatrist resources; and

WHEREAS, the amendment to the CMH CEI agreement will increase the total contract amount up to \$85,000.00 annually for the costs of 1.0 FTE Behavioral Health Consultant; and

WHEREAS, the costs will be covered through billable services performed by the contracted Behavioral Health Consultant; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support amending the CMH-CEI Collaborative, Services and Referral Agreement to include an additional 1.0 FTE Behavioral Health Consultant to support a Collaborative Care Model for psychiatry services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to the Collaboration, Services and Referral Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton, Ingham Counties to add 1.0 FTE Behavioral Health Consultant to provide case management, assessment and behavioral health services as part of a Collaborative Care Model for the Community Health Centers.

BE IT FURTHER RESOLVED, that the additional 1.0 FTE Behavioral Health Consultant shall increase the annual contract amount by up to \$85,000.00.

BE IT FURTHER RESOLVED, that this amendment will be effective April 1, 2020 and shall remain in effect through the duration of the term of the Collaborative, Services and Referral Agreement.

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



**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 2, 2020  
**SUBJECT:** Authorization to Enter and Agreement with Crossroads Nutrition Therapy, LCC  
For the meeting agenda of March 16<sup>th</sup> and March 18<sup>th</sup>

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Center's (CHC) Ryan White Program serves people living with HIV within the Ingham County area. ICHD seeks to enter into an agreement with Crossroads Nutrition Therapy, LLC, to provide oversight to Ryan-White funded medical nutrition services by a registered dietitian for people living with HIV. This agreement with Crossroads will help to ensure medical nutrition services are in accordance with the most current and evidence based medical nutrition knowledge, and will provide individual or group medical nutrition therapy to people living with HIV as needed.

**ALTERNATIVES**

The recommended contract is the most cost effective solution to secure medical nutrition services specific for people living with HIV for the limited number of hours required.

**FINANCIAL IMPACT**

Crossroads Nutrition Therapy, LLC, shall provide approximately four (4) hours a week of Registered Dietitian medical nutrition services at a rate of \$52.00 per hour, for a total amount not to exceed \$10,816.00 annually. The contract costs are budgeted and covered through Ryan White funding, accepted through Resolution #17-355 and Resolution #19-309, and continuation of the service agreement shall be contingent upon sustained funding.

**STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with Crossroads Nutrition Therapy, LLC for medical nutrition services by a registered dietitian for an amount not to exceed \$10,816.00 annually effective April 1, 2020 through September 30, 2020, and to auto renew annually, contingent upon sustained funding.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
CROSSROADS NUTRITION THERAPY, LLC**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Center's (CHC) Ryan White Program serves people living with HIV within the Ingham County area; and

WHEREAS, ICHD seeks to enter into an agreement with Crossroads Nutrition Therapy, LLC, to provide oversight to Ryan-White funded medical nutrition services by a registered dietitian for people living with HIV; and

WHEREAS, this agreement with Crossroads will help to ensure medical nutrition services are in accordance with the most current and evidence based medical nutrition knowledge, and will provide individual or group medical nutrition therapy to people living with HIV as needed; and

WHEREAS, providing the medical nutrition services via a contract with Crossroads Nutrition Therapy, LLC is the most cost effective solution to secure medical nutrition services specific for people living with HIV for the limited number of hours required; and

WHEREAS, Crossroads Nutrition Therapy, LLC, shall provide approximately four (4) hours a week of Registered Dietitian medical nutrition services at a rate of \$52.00 per hour, for a total amount not to exceed \$10,816.00 annually; and

WHEREAS, the contract costs are budgeted and covered through Ryan White funding, accepted through Resolution #17-355 and Resolution #19-309, and continuation of the service agreement shall be contingent upon sustained funding; and

WHEREAS, the Ingham Health Center Board and the Health Officer recommend entering into an agreement with Crossroads Nutrition Therapy, LLC for medical nutrition services by a registered dietitian for an amount not to exceed \$10,816.00 annually effective April 1, 2020 through September 30, 2020, and this agreement will renew automatically on an annual basis contingent upon sustained funding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Crossroads Nutrition Therapy, LLC for medical nutrition services by a registered dietitian for an amount not to exceed \$10,816.00 annually effective April 1, 2020 through September 30, 2020, and his agreement will renew automatically on an annual basis contingent upon sustained funding.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 2, 2020  
**SUBJECT:** Resolution to Authorize Agreements with Licensed Medical Providers

For the meeting agenda of March 16<sup>th</sup> and March 18<sup>th</sup>, 2020

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**BACKGROUND**

Ingham County Health Department (ICHHD) seeks authorization to contract with licensed medical providers (Physicians, Nurse Practitioners, and Physician Assistants) for limited temporary coverage or equivalent staff position vacancies. ICHHD's Community Health Centers (CHCs) have experienced vacancies in medical provider positions, particularly Physician positions, throughout the Ingham CHC locations. Temporary and prolonged vacancies in medical provider positions affect access to care for patients and affect collaborative arrangements between Nurse Practitioner and Physician Assistant positions, which require a supervising Physician. Contracting for temporary partial service hours (less than full time status) from local licensed providers, particularly retired or former employees in good standing, offers an effective coverage alternative to costly Locum Tens services. The CHCs have been successful in covering Dentist vacancies through similar contracts. The same degree of flexibility to directly contract, in addition to existing recruiting efforts and Locum Tens service agreements, is needed in order to capture available provider services that can help maintain service delivery levels and revenue generation until permanent positions are successfully filled.

**ALTERNATIVES**

The CHCs already utilize a Locum Tens service contract, which would be an alternative approach to temporarily filling vacancies. Proposals to address root causes of high provider turn over are also being presented for Board action, including increasing salary competitiveness.

**FINANCIAL IMPACT**

Service contracts would be effective for Calendar Year 2020 (January 1, 2020 through December 31, 2020), and rates shall not exceed the hourly rate of the equivalent staff position salary:

Physicians (Internal Medicine or Family Medicine)	\$86.92/hour
Nurse Practitioners	\$46.34/hour
Physician Assistants	\$46.34/hour

The costs of medical provider temporary agreements will be covered through the total unexpended budget of vacant positions. Authorizations for these agreements shall renew each calendar year and rates adjust for salary increases with each year.

**STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorization to contract with licensed medical providers (Physicians, Nurse Practitioners, and Physician Assistants) for limited temporary coverage or equivalent staff position vacancies effective January 1, 2020 through December 31, 2020 and will auto-renew annually.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH LICENSED MEDICAL PROVIDERS**

WHEREAS, Ingham County Health Department (ICHD) seeks authorization to contract with licensed medical providers (Physicians, Nurse Practitioners, and Physician Assistants) for limited temporary coverage or equivalent staff position vacancies; and

WHEREAS, ICHD's Community Health Centers (CHCs) have experienced vacancies in medical provider positions, particularly Physician positions, throughout the Ingham CHC locations; and

WHEREAS, temporary and prolonged vacancies in medical provider positions affect access to care for patients and affect collaborative arrangements between Nurse Practitioner and Physician Assistant positions, which require a supervising Physician; and

WHEREAS, contracting for temporary partial service hours (less than full time status) from local licensed providers, particularly retired or former employees in good standing, offers an effective coverage alternative to costly Locum Tens services; and

WHEREAS, the Health Centers require a contractual option, in addition to existing recruiting efforts and Locum Tens service agreements, in order to be flexible and capture available provider services that maintain service delivery levels and revenue generation until the time that the permanent positions can be successfully filled; and

WHEREAS, the CHCs have been successful in covering Dentist vacancies through similar contracts; and

WHEREAS, the same degree of flexibility to directly contract, in addition to existing recruiting efforts and Locum Tens service agreements, is needed in order to capture available provider services that can help maintain service delivery levels and revenue generation until permanent positions are successfully filled; and

WHEREAS, service contracts would be effective for Calendar Year 2020 (January 1, 2020 through December 31, 2020), and rates shall not exceed the hourly rate of the equivalent staff position salary:

Physicians (Internal Medicine or Family Medicine)	\$86.92/hour
Nurse Practitioners	\$46.34/hour
Physician Assistants	\$46.34/hour

WHEREAS, the costs of medical provider temporary agreements shall be covered through the total unexpended budget of vacant positions; and

WHEREAS, authorization for these agreements shall renew each calendar year and rates adjust for salary increases with each year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes ICHC medical provider services contracts with licensed Physicians, Nurse Practitioners, and Physician Assistants for coverage or equivalent staff position vacancies effective January 1, 2020 through December 31, 2020 and will auto-renew annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHC medical provider services contracts with licensed Physicians, Nurse Practitioners, and Physician Assistants for coverage or equivalent staff position vacancies for calendar year 2020 (January 1, 2020 through December 31, 2020) at the following rates:

Physicians (Internal Medicine or Family Medicine)	\$86.92/hour
Nurse Practitioners	\$46.34/hour
Physician Assistants	\$46.34/hour

BE IT FURTHER RESOLVED, that total costs of ICHC Medical Provider service agreements shall not exceed unexpended budgeted amounts of vacant positions within the budget period.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 23, 2020  
**SUBJECT:** Authorization to Enter an Agreement with MSU Health Team for Establishing a Collaborative Care Model for Psychiatry Services  
For the meeting agendas of March 16<sup>th</sup> and March 18<sup>th</sup>, 2020

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### **BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHC) wish to enter an agreement with MSU Health Team for psychiatry services through Dr. Zakia Alavi. Currently, the CHCs provide very limited access to psychiatry services through a temporary locum-tens direct services agreement. The CHCs require expertise and technical support to expand and sustain psychiatry access for patients despite professional shortages in Lansing and across the State by establishing a Collaborative Care Model (CCM) for Psychiatry Services. CCM is an evidence-based model, which maximizes access to limited psychiatrist resources. Through this agreement with MSU Health Team, Dr. Alavi will provide consultation to develop and implement CCM through ICHD's CHCs and provide associated psychiatric services.

### **ALTERNATIVES**

There is a shortage of licensed psychiatrists across the state and in the greater Lansing area. There are limited effective and sustainable alternatives to maximize limited psychiatry resources to meet the needs of CHC patients.

### **FINANCIAL IMPACT**

Dr. Alavi will provide the equivalent of 12 hours a week of services (0.3 FTE) at the rate of \$190.00 per hour. The costs of this agreement are covered through the funds already budgeted for FY 2020 for contractual psychiatry services and through revenue generated through billable services associated with the contract.

### **STRATEGIC PLAN**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an agreement with MSU Health Team for 0.3 FTE of Dr. Zakia Alavi's services to support implementation of a Collaborative Care Model to expand access to psychiatry services through the CHCs effective April 1, 2020 through March 30, 2021 at the rate of \$190.00 per hour.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MSU HEALTH TEAM FOR ESTABLISHING A COLLABORATIVE CARE MODEL FOR PSYCHIATRY SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) seeks to enter an agreement with MSU Health Team for psychiatry services through Dr. Zakia Alavi; and

WHEREAS, currently, the CHCs provide very limited access to psychiatry services through a temporary locum-tenens direct services agreement; and

WHEREAS, the CHCs require expertise and technical support to expand and sustain psychiatry access for patients despite professional shortages in Lansing and across the State by establishing a Collaborative Care Model (CCM) for psychiatry services; and

WHEREAS, CCM is an evidence-based model, which maximizes access to limited psychiatrist resources; and

WHEREAS, through this agreement with MSU Health Team, Dr. Alavi will provide consultation to develop and implement CCM through the Ingham Community Health Centers, and provide associated psychiatric services through the CCM; and

WHEREAS, there is a shortage of licensed Psychiatrists across the state and in the greater Lansing area; and

WHEREAS, there are limited effective and sustainable alternatives to maximize limited psychiatry resources to meet the needs of CHC patients; and

WHEREAS, the agreement will be for 12 hours a week (0.3 FTE) of Dr. Alavi's services at the rate of \$190.00 per hour; and

WHEREAS, the costs of this agreement are covered through the funds already budgeted for FY 2020 for contractual psychiatry services and through revenue generated through billable services associated with the contract; and

WHEREAS, the Ingham CHC Board and the Health Officer support entering this agreement with MSU Health Team for Dr. Zakia Alavi's services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MSU Health Team for Dr. Zakia Alavi's services to support implementation of a CCM to expand access to psychiatry services throughout the CHCs effective April 1, 2020 through March 30, 2021, and auto-renew annually.

BE IT FURTHER RESOLVED, that the costs of the agreement shall be for 0.3 FTE of Dr. Zakia Alavi's services at the hourly rate of \$190.00/hr.



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

**TO:** Board of Commissioners Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 3, 2020  
**SUBJECT:** Resolution to convert Jail Medical Nurse Positions ICEA County Pro Jail Nurse Scale ICEA County Pro Grade 8  
For the meeting agenda of March 16, March 17<sup>th</sup> and March 18<sup>th</sup>, 2020

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### **BACKGROUND**

Ingham County Health Department's Jail Medical Center wishes to convert each of the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale into a 1.0 FTE ICEA County Pro Grade 8. Upon update of the Jail Nurse Job Description to align with current conditions and duties, the position was reclassified at an ICEA County Pro Grade 8 level. The associated salary increase will also support greater competitiveness in attracting candidates and retaining current staff.

### **ALTERNATIVES**

Maintaining the current job description and position grading at an ICEA County Pro Jail Nurse Scale will continue to hinder Ingham County's ability and capacity to meet 24 hour nurse coverage and hinder competitiveness in attracting nursing candidates.

### **FINANCIAL IMPACT**

Converting all five Jail Nurse Positions from a 1.0 FTE ICEA County Pro Jail Nurse Scale to 1.0 FTE ICEA County Pro Grade 8 will result in an increased total cost of \$39,490 per year. Below is the Jail Nurse Cost Analysis:

Jail Nurse Positions Affected	Present Salary ICEA Jail Nurse Step 5	Proposed Salary ICEA Prof	Salary Increase	Fringe Benefit Increase	Increased Cost/Position
301212	63,575	70,997	7,422	1,971	9,393
301213	63,575	70,997	7,422	1,971	9,393
301214	63,575	70,997	7,422	1,971	9,393
301215**	63,575	70,997	7,422	1,971	9,393
301216	63,575	70,997	7,422	1,971	9,393
<b>Total Increased Cost</b>			31,204	8,286	39,490

\*\*Present Position is redlined and is a filled position, when it becomes vacant is will be an ICEA Prof. Grade 8  
The increased costs will be covered in FY 2019 by cost savings from the duration positions were vacant.  
Ongoing, the increased costs will require an increase in General Fund allocation to Jail Medical.

### **STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to convert the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale into a 1.0 FTE ICEA County Pro Grade 8 for a total increased cost of \$39,490 annually effective April 1, 2020.

TO: Linda Vail, Health Officer

FROM: Beth Bliesener, Human Resources Specialist

DATE: March 3, 2020

RE: Jail Nurse Job Description

---

Human Resources can confirm the following information regarding the Jail Nurse positions:

1. Position numbers #301212, 301214 and 301216 were/are vacant. Human Resources has evaluated and updated the Jail Nurse Job description. After analysis, the classification has increased and we moved the Jail Nurse position to an ICEA County Pro 08 instead of its own separate scale.
2. ICEA County Professionals has been notified and supports the classification and salary placement.

***Please use this memo as acknowledgement of Human Resources' participation and analysis of the proposed re- classification. You are now ready to complete the final steps in the process: contact Budgeting, write a memo of explanation and prepare a resolution.***

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

**From:** [Desiree Cook](#)  
**To:** [Elisabeth Bliesener](#)  
**Cc:** [Joan Clous](#)  
**Subject:** Re: Jail Nurse  
**Date:** Tuesday, March 03, 2020 9:41:58 AM

---

Had one finally get back with me. She agrees at least so I will approve the change.

On Feb 27, 2020 4:59 PM, Elisabeth Bliesener wrote:

Desiree,

Is the Union in agreement with the updated Jail Nurse job description and moving the position out of its own separate scale and it would become an ICEA County Pro 08?

Thank-you,

Beth Bliesener

Human Resources Specialist

Ingham County

Human Resources Department

5303 S. Cedar St, Building #2, Suite 2102

Lansing, MI 48911

517-887-4375 Phone

517-887-4396 Fax

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## INGHAM COUNTY JOB DESCRIPTION

### JAIL NURSE - RN

#### **General Summary**

Under supervision of the Corrections Administrator, with direction provided by the physician and head nurse, provides nursing service to the jail inmates. Assesses inmate medical needs and responds to medical emergencies. Dispenses medications. Contacts inmate's physician and family members as necessary to verify medical information. Maintains medical records and files and documents all medical related information regarding inmates.

#### **Essential Functions**

1. Assesses the medical needs of inmates. Reviews the medical screening forms and interviews inmates to complete medical assessment.
2. Contacts inmate's previous health care providers for medical regime verification.
3. Responds to medical emergencies and provides appropriate nursing care. Consults with the physician as necessary to address inmate's medical complaints.
4. Assists physicians and other medical professionals engaged in providing health care services to inmates. Schedules tests and appointments with other health care providers as directed.
5. Assists the physician in the examination of inmates. Performs necessary and appropriate tests as instructed.
6. Dispenses medications and maintains related records. Monitors signs and symptoms of side effects from medications. Reorders prescriptions as necessary.
7. Responds to telephone calls and inquiries from family members and corrections staff regarding inmate medical conditions.
8. Maintains documentation of all inmate related information including observations, interviews, phone contacts and other information deemed necessary to insure the inmate's physical and emotional welfare is maintained. Updates computer database as required.

#### **Other Functions**

9. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.
10. Performs other duties as assigned

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

#### **Employment Qualifications**

**Education:** Completion of the curriculum as a Licensed Registered Nurse.

**Experience:** One year nursing experience in community health, psychiatry, medical-surgical, or a closely related area. Some prior work experience in a correctional setting desirable.

**Other Requirements:** Licensed as a Registered Nurse in the State of Michigan.

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

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

Stooping and bending to conduct physicals, stock and retrieve supplies and other functions.

Ability to access medical and other office files.

Ability to enter and access information using a computer.

Ability to lift patient in emergency situations.

Ability to lift and carry supplies weighing up to 20 lbs.

Ability to access all areas of the jail including climbing stairs.

Prolonged standing while stocking inmate medications.

**Working Conditions:**

Works in clinic and office conditions.

Exposure to sharp needles and related equipment.

Regular exposure to inmates, who may be otherwise unsupervised in clinical setting.

Exposure to communicable diseases, blood and other bodily fluids.

**ICEA0222**  
**Jail Nurse-2211**  
**1/22/01**

# INGHAM COUNTY JOB DESCRIPTION

## JAIL NURSE

### **General Summary:**

Under the supervision of the Corrections Health Administrator the RN will provide skilled and diverse nursing care to the inmates. Perform health assessments and make independent nursing judgments about the inmate needs and provide treatment under the physician-approved protocols. Educates inmates on chronic issues, traumatic issues, and positive health care initiatives. The RN will evaluate the medications that the inmate is taking and process them according to the policy. This RN position works weekends and holidays.

### **Essential Functions:**

1. Independently performs and completes health assessments for all inmates within 14 days of admission.
2. Makes diagnostic and therapeutic decision for inmates going through drug and alcohol withdraw. Using the COW/CIWA scales, the RN will evaluate the severity of the withdrawal and relay information to the provider based on the protocol.
3. Evaluates patients in receiving and post area for high risk conditions such as drug and alcohol withdraw, mental health conditions, behavior situations, and suicide attempts or observations or injuries. Address the kite system to decide the urgency in which an inmate will be seen by the provider or RN. If needed will schedule appointments for inmates to see provider outside of the jail.
4. Administers treatments, medications and injections and performs testing based on the protocols. Verifies prescriptions with pharmacy and makes sure the medication is being used within the period of protocol and the medication is the correct medication. Enters medications into the medication module for the provider.
5. Performs specific tests such as pacemaker testing, vision tests and urine testing, will also perform lab blood draws. Conducts vital sign testing every two (2) hours for inmates placed in safety chair.
6. Assesses the immunizations status and in accordance with written protocols administers immunizations and documents.
7. Educates inmates on chronic care, self-health and any health issues the inmate may have.
8. Evaluate and assess patients to see if the inmate needs to be sent to the hospital for urgent and immediately care when the provider is no present. Coordinates care with the on-call provider related to the inmates health issues.
9. Arranges and completes paperwork for inmates who are going to forensics or for extradition.
10. Obtains discharge paperwork from the hospital or treatment center and enter information into the electronic health record.
11. Evaluates inmates and send referral for inmates to participate in the CATS program at the jail.
12. Evaluates inmates by performing an assessment for the work release program and coordinates with the inmate worker coordinator regarding the findings from the assessment for participation in the work release program.



13. Facilitates the medication administration record at the end of each month.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

**Employment Qualifications:**

**Education:** Graduation from an accredited school of nursing

**Experience:** A minimum of two years of nursing experience. Some prior work experience in a correctional setting is preferred.

**Other Requirements:**

- Possession of a current license to practice as a Registered Nurse in the State of Michigan
- 

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
3. This position is exposed to noise levels which require shouting in order to be heard.
4. This position is exposed to communicable diseases, blood, other body fluids, etc.
5. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
6. This position is required to travel for meetings and appointments.
7. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, walking typing, and enduring repetitive movements of the wrists, hands or fingers.

- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***ICEA County Pro 08  
March 2020***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT JAIL MEDICAL NURSE POSITIONS  
ICEA COUNTY PRO JAIL NURSE SCALE TO ICEA COUNTY PRO GRADE 8**

WHEREAS, Ingham County Health Department's Jail Medical Center wishes to convert each of the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) into a 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30); and

WHEREAS, upon update of the Jail Nurse Job Description to align with current conditions and duties, the position was reclassified at an ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) level; and

WHEREAS, the associated salary increase will also support greater competitiveness in attracting candidates and retaining current staff; and

WHEREAS, converting all five Jail Nurse Positions from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) to 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) will result in an increased total cost of \$39,490 per year; below is the Jail Nurse Cost Analysis:

Jail Nurse Positions Affected	Present Salary ICEA Jail Nurse Step 5	Proposed Salary ICEA Prof	Salary Increase	Fringe Benefit Increase	Increased Cost/Position
301212	63,575	70,997	7,422	1,971	9,393
301213	63,575	70,997	7,422	1,971	9,393
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301215**	63,575	70,997	7,422	1,971	9,393
301216	63,575	70,997	7,422	1,971	9,393
<b>Total Increased Cost</b>			31,204	8,286	39,490

\*\*Present Position is redlined and is a filled position, when it becomes vacant is will be an ICEA Prof. Grade 8; and

WHEREAS, the increased costs will covered in FY 2019 by cost savings from the duration positions were vacant and, ongoing, the increased costs will require an increase in General Fund allocation to Jail Medical; and

WHEREAS, the Health Officer and Ingham Community Health Center Board recommend converting the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) into a 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) for a total increased cost of \$39,490 annually effective April 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) into a 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) for a total increased cost of \$39,490 annually effective April 1, 2020.

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

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

## Agenda Item 11a

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

**FROM:** Kelly R. Jones, County Highway Engineer & Director of Engineering  
Road Department

**DATE:** March 2, 2020

**SUBJECT:** Proposed Resolution to Enter into a 2<sup>nd</sup> Party Agreement with MDOT and a 3<sup>rd</sup> Party Agreement with Lansing Charter Township and Delta Charter Township for the Waverly Road Project

For the meeting agendas of March 17 and 19

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### **BACKGROUND**

The Ingham County Road Department has received federal funding to reconstruct Waverly Road from Old Lansing Road to St. Joseph Street. As part of the same project, we also intend to construct a non-motorized shared use path using a combination of federal funds, Ingham County Trails and Parks millage, and local funds from the Road Department, Lansing Charter Township and Delta Charter Township. These projects were packaged together with the Michigan Department of Transportation (MDOT) project on I-496 from I-96 to Clare Street due to proximity, schedule, and economy of scale benefits.

Only Act 51 Agencies are eligible to make application for and receive funding for the Highway Safety Improvement Program (HSIP) and Transportation Alternatives Program (TAP). MDOT, incorporated cities, some villages, and road commissions are all eligible Act 51 Agencies. Townships wishing to utilize HSIP and/or TAP funding must find an eligible Act 51 Agency to sponsor their applications for funding. In Resolution #20-018, the Ingham County Board of Commissioners approved the Road Department to sponsor the joint application from Lansing Charter Township and Delta Charter Township for the non-motorized shared use pathway on Waverly Road, which subsequently was awarded funding. In addition, Resolution #19-047 awarded funding to Lansing Charter Township for the Waverly Road shared use path in the amount of \$344,750.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party 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 obligations for the federal funding. Lastly, a third party agreement between Ingham County, Lansing Charter Township and Delta Charter Township is required to transfer a portion of the construction oversight and local match responsibilities to the Townships for the work associated with the shared use path.

### **ALTERNATIVES**

N/A

## **FINANCIAL IMPACT**

The estimated costs for the project are as follows:

Highway Safety Improvement Program (HSIP):	\$ 317,700
HSIP Local Match:	\$ 35,300
Urban Surface Transportation Program (STP-U):	\$ 2,196,200
STP-U Local Match:	\$ 554,200
Transportation Alternatives Program (TAP):	\$ 214,250
TAP Local Match:	\$ 271,450
MDOT Construction Engineering Local Match:	<u>\$ 343,000</u>
	\$ 3,932,100

## **OTHER CONSIDERATIONS**

N/A

## **RECOMMENDATION**

*Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second party agreement with MDOT as described in Contract 19-5635 as well as entering into a third party agreement with Lansing Charter Township and Delta Charter Township for the Waverly Road Shared Use Path.*

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)  
AND A THIRD PARTY AGREEMENT WITH  
LANSING CHARTER TOWNSHIP, DELTA CHARTER TOWNSHIP  
IN RELATION TO A FEDERALLY FUNDED PROJECT  
ON WAVERLY ROAD FROM OLD LANSING ROAD TO ST. JOSEPH STREET**

WHEREAS, the Ingham County Road Department received federal funding to reconstruct Waverly Road from Old Lansing Road to St. Joseph Street; and

WHEREAS, as part of the same project, the Road Department intends to also construct a non-motorized shared use path on Waverly Road using a combination of federal funds, Ingham County Trails and Parks millage, and local funds from the Road Department, Lansing Charter Township and Delta Charter Township; and

WHEREAS, the Waverly Road reconstruction project and the non-motorized shared use path project will be packaged together with the Michigan Department of Transportation (MDOT) project on I-496 from I-96 to Clare Street due to proximity, schedule, and economy of scale benefits; and

WHEREAS, the project will be undertaken pursuant to a contract between 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 MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, subsequent third party agreements will be forthcoming to define and secure the Lansing Charter Township and Delta Charter Township matching funds; and

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

Highway Safety Improvement Program (HSIP):	\$ 317,700
HSIP Local Match:	\$ 35,300
Urban Surface Transportation Program (STP-U):	\$ 2,196,200
STP-U Local Match:	\$ 554,200
Transportation Alternatives Program (TAP):	\$ 214,250
TAP Local Match:	\$ 271,450
MDOT Construction Engineering Local Match:	<u>\$ 343,000</u>
	\$ 3,932,100

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 19-5635 with MDOT to effect construction of the Waverly Road Project from Old Lansing Road to St. Joseph Street, including the Waverly Road Shared Use Path on behalf of Lansing Charter Township and Delta Charter Township, for a total estimated cost of \$3,932,100 consisting of \$317,700 in federal HSIP funding,

\$2,196,200 in federal Urban STP funding, \$214,250 in federal TAP funding, \$813,330 in Road Department matching funds and \$390,620 in matching funds from the Townships (of which \$344,750 is funded by the Ingham County Trails and Parks millage).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with Lansing Charter Township and Delta Charter Township to transfer a portion of the construction oversight and local match responsibilities to the Townships for the work associated with the Waverly Road shared use path for a total estimated cost of \$922,570 consisting of \$317,700 in federal HSIP funding, \$214,250 in federal TAP funding, and \$390,620 in matching funds from the Townships (of which \$344,750 is funded by the Ingham County Trails and Parks millage).

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

BE IT FURTHER RESOLVED, that the 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.



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

**FROM:** Kelly R. Jones, County Highway Engineer & Director of Engineering  
Road Department

**DATE:** March 3, 2020

**SUBJECT:** Resolution to Retain As-Needed Construction Inspection & Supervision Services

For the meeting agendas of March 17 and 19

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**BACKGROUND**

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all required inspection and supervision for our construction projects. As a result, we must rely on consultants to supplement ICRD staff. Generally, the inspection and supervision services include full-time or part-time staffing to perform field or office technician services normally associated with the inspection and supervision of ICRD federal-aid road and/or bridge construction projects.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide the services on an as-needed basis and received two (2) proposals. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices and overall value to the county. Based on the review and our typical construction inspection and supervision needs, ICRD recommends that both of the following respondents be retained to provide the requested services:

The Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864  
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

**ALTERNATIVES**

None, unless staffing levels are increased in the future.

**FINANCIAL IMPACT**

The cost to hire consultants to perform as-needed construction inspection and supervision services are included in the Road Fund Budget. When retaining the required services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts, lack of available expertise, or staffing shortages, the other consultant will be retained to provide the required inspection and/or supervision.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution and acceptance of the unit price service proposals from the listed consultants.

**Agenda Item 11b**

TO: Kelly Jones, Director of Engineering/County Highway Engineer

FROM: James Hudgins, Director of Purchasing

DATE: March 2, 2020

RE: Memorandum of performance for RFP No. 15-20: 2020-2021 As-Needed Construction Inspection and Supervision Services

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Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2020 and 2021 as-needed construction inspection and supervision services.

The scope of work includes, but is not limited to, inspection and supervision services on an as-needed; full-time or part-time staffing to perform field; or, office construction technician services regularly associated with the inspection and supervision of federal-aid road and/or bridge construction projects within the public road rights-of-way.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	23	9
Vendors responding	2	2

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

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

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

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

SUMMARY OF VENDORS' COST

Vendor: Mannik Smith Group		Local: Yes, Okemos, MI
Employee Classification	2020-2021 Hourly Rate	2020-2021 Weekly Rate
Senior Construction Inspector	\$96.00	\$3,840.00
Construction Inspector	\$76.00-\$96.00	\$3,040.00-\$3,840.00
Junior Construction Inspector	\$56.00-\$76.00	\$2,240.00-\$3,040.00
Bridge Inspector	\$82.00-\$113.00	\$3,280.00-\$4,520.00
Project Engineer/Project Manager	\$142.00	N/A
Contract Administrator	\$82.00	\$3,280.00

Vendor: R.S. Engineering		Local: Yes, Mason MI
Employee Classification	2020-2021 Hourly Rate	2020-2021 Weekly Rate
Project Engineer	\$57.70	
Office Technician	\$32.85	
Inspector/Tester	\$34.50	
Inspector/Tester	\$32.85	
Inspector/Tester	\$35.30	
Inspector/Tester	\$28.03	
Inspector/Tester	\$29.85	
Mileage	\$0.75	
Estimated Weekly Rate		\$9,242.73

SUMMARY OF VENDORS' COST

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RETAIN  
AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all the required inspection and supervision for our construction projects; and

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, receiving two (2) proposals; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both the Mannik & Smith Group, Inc. and RS Engineering, LLC to provide the as-needed construction inspection and supervision services during the 2020 and 2021 road construction seasons at fees not to exceed those stated in their proposals; and

WHEREAS, when retaining the required as-needed services, ICRD staff shall strive to retain the lowest cost consultant whenever possible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining the Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864 and RS Engineering, LLC., 6709 Centurion Drive, Suite 300, Lansing, MI 48917 to provide the as-needed construction inspection and supervision services for the 2020 and 2021 road construction seasons.

BE IT FURTHER RESOLVED, that the Mannik & Smith Group, Inc and RS Engineering LLC shall be compensated for services performed at fee rates not to exceed those set forth in their proposals.

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.