

CHAIRPERSON  
SARAH ANTHONY

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
BRYAN CRENSHAW  
MARK GREBNER  
DEB NOLAN  
CAROL KOENIG  
RYAN SEBOLT  
RANDY MAIVILLE

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 18, 2017  
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES  
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 4, 2017](#) Minutes

Additions to the Agenda

Limited Public Comment

1. County Clerk
  - a. Resolution to Authorize Ingham County to Enter Into a Grant Agreement with the Michigan Secretary of State and Purchase New [Election Equipment](#)
  - b. Resolution to Terminate the Service Agreement Contract with [Granicus, Inc.](#)
2. Innovation and Technology
  - a. Resolution to Approve Renewal of [Onbase](#) Annual Support Agreement
  - b. Resolution to Renew a Contract for [Opteman Service](#) from AT&T
3. Road Department
  - a. Resolution to Approve Stop Sign Traffic Control Orders in the [Evergreen Village](#) Subdivision
  - b. Resolution to Approve Stop Sign Traffic Control Orders in the [Grand Meadows](#) Subdivision
  - c. Resolution to Approve Stop Sign Traffic Control Orders in the [Georgetown Estates](#) Subdivision
  - d. Resolution to Authorize a Contract for [Boiler and Backflow Inspections](#)
  - e. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
4. Parks Department – Emergency Purchase Order for the [Sanitary Lift Station](#) at Hawk Island
5. Controller – Resolution Updating [Various Fees](#) for County Services (*Discussion*)

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE

April 4, 2017

Draft Minutes

Members Present: Celentino, Crenshaw, Nolan (left at 6:42 p.m.), Sebolt, Grebner, Koenig (arrived at 6:03 p.m.) and Maiville

Members Absent: None.

Others Present: Commissioner Sarah Anthony, Judge Don Allen, Deb Fett, Bill Conklin, Becky Bennett, Rick Terrill, Mark Ferguson, Tom Krug, Travis Parsons, Tim Dolehanty, Sally Auer, Sarah Surface-Evans, Liz Kane and others

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

Approval of the March 21, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE MARCH 21, 2017 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Additions to the Agenda

None.

Limited Public Comment

Sally Auer, UAW representative, stated she was attending the meeting because of the discussion about the suspension of County operations policy. She provided background on the incident that brought the discussion to light which was a wind storm that occurred in March that caused the Animal Control Shelter, 55<sup>th</sup> District Court and Sheriff's Office to lose power, and further caused the employees to use their own vacation and sick time when they were unable to work due to the power outage.

Ms. Auer provided the UAW contract language regarding the administrative leave policy to the Committee. She stated that she had filed a grievance on behalf of members at the Sheriff's Office, 55<sup>th</sup> District Court, and Animal Control, not because the contract was violated, but because the rights within the contract language were not exercised appropriately when the employees were sent home.

Commissioner Koenig arrived at 6:03 p.m.

Ms. Auer stated she and Travis Parsons agreed to hold the timelines of the grievance in abeyance until the policy was discussed by the Committee.

Ms. Auer stated in her opinion, the contract language or the policy should have been exercised, and operations of those specific departments should have been called off because employees could not work. She further stated that there were health and safety concerns, including no heat or lights in some facilities.

Ms. Auer asked the Committee to restore the employees' sick or vacation time that was taken to account for the work lost during the power outage.

Judge Don Allen, 55<sup>th</sup> District Court, stated he was in support of the UAW's stance because some employees affected worked at the court. He further stated they sent their employees home, because the locks and security equipment were not working, recording devices did not function, and lights were out in certain areas of the building.

Judge Allen stated he saw it as a situation, through no fault of their own, where employees could not perform their tasks. He further stated he did not think it was an adversarial situation between the County and employees, but he wanted to make sure that their employees knew what was going on because they had been forced to use their own personal time.

Tom Krug, Capital City Labor Program representative, stated he represented officers at Animal Control who were affected by the power outage. He further stated he recognized that the administration and the bargaining units could not have negotiated every nuance that may come up in a contract.

Mr. Krug stated that the Director of the Animal Shelter had decided to close building because it was not safe for civilians and staff to stay in a dark building. He further stated most of the employees he represented were lower paid employees who valued their personal time, and that it should not be taken away because of an instance out of their control.

Mr. Krug read an email from John Dinon, Ingham County Animal Control Director, to Tim Dolehanty, Ingham County Controller, regarding the decision made to close the animal shelter.

Mr. Krug stated that there should be remuneration actions taken to make employees whole when instances occurred which were not stipulated in the policy. He asked the Committee to reinstate the employees' time, which totaled about twenty-three hours of vacation or sick time.

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

2. Facilities Department – Emergency Purchase Order to Myers Plumbing & Heating, Inc. to Replace the Heat Coil in the Make-Up Air Unit (MAU) for the Kitchen/Laundry at the Jail
3. Innovation and Technology
  - a. Resolution to Approve Hardware Support from Oracle
  - b. Resolution to Approve a Service Agreement with AT&T

4. Road Department
  - b. Resolution to Approve and Certify the Ingham County 2016 Public Road Mileage Report
  - d. Resolution to Authorize the Purchase of Smooth-Lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe
  - e. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
  
6. Board of Commissioners Office – Resolution in Honor of the 2017 State Arbor Day Celebration

THE MOTION CARRIED UNANIMOUSLY.

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

1. Interviews – Historical Commission

Sarah Surface-Evans interviewed for a position on the Historical Commission.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. NOLAN, TO RECOMMEND TO THE BOARD OF COMMISSIONERS SARAH SURFACE-EVANS FOR THE VACANCY ON THE HISTORICAL COMMISSION.

THE MOTION CARRIED UNANIMOUSLY.

4. Road Department
  - a. Resolution to Authorize a Contract for Construction of RAM II Trail

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Grebner clarified that the contract was completely funded by transportation money, and did not include any trails and parks money.

Bill Conklin, Ingham County Road Department Director, stated his understanding was the project would be funded through CMAQ money and Delhi Township's matched funds.

Discussion.

Mr. Conklin stated this was a routine trail project and many similar projects had been done with CMAQ and other entities.

Commissioner Grebner stated he wanted the Committee to also consider the funds they had allocated for trails, if not for this project, then in the future.

Mr. Conklin stated that this trail had been planned for years, and was sure the master plan was aware of this being built. He further stated that it was typically up to the townships to apply for the trails millage and he was not sure if Delhi Township had applied, but they had decided to go with CMAQ money.

Commissioner Grebner stated he wanted the Road Department to be aware of the trails millage when granting trails projects.

Mr. Conklin stated they were aware, and since the millage came into being, the Department had advised all communities with trail projects to apply for federal funding types and consider using millage funds for a match to leverage their project. He further stated the townships were the project proponents and the Road Department was just the pass-through agency.

Commissioner Sebolt mentioned that the intersection in question was exactly what the Special Committee on Complete Streets hoped to address and encouraged all Commissioners to attend the meetings.

THE MOTION CARRIED UNANIMOUSLY.

4. Road Department
  - c. Resolution to Approve Proposed 2017 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager

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

Commissioner Maiville noted that Noble Road was misspelled.

Commissioner Celentino asked that the misspelling be changed in the resolution.

Commissioner Maiville asked if the replacement of the Okemos Road bridges included the camelback bridge.

Mr. Conklin stated that there would be a replacement of both bridges as vehicle bridges, including the camelback bridge. He further stated that there would be one undivided bridge, replacing where the southbound bridge and median currently were.

Mr. Conklin stated that the camelback bridge would be retired, but not necessarily removed. He further stated it would be turned over to the township so it could be turned into a pedestrian bridge or a historical piece.

Commissioner Nolan asked if at least one bridge would be open at all times.

Mr. Conklin stated that planning was still being worked out, but the northbound bridge would probably remain open, and the southbound would close and have a detour, much like during the repair in 2016.

Commissioner Nolan asked if the detour would be through the Indian Hills neighborhood.

Mr. Conklin stated people may cut through the neighborhood, but they would put up barricades and “No Thru Traffic” signs and have police enforce the detour. He further stated the official route would be on Hagadorn Road.

Commissioner Sebolt noticed the applications were the same as the previous year’s applications. He asked if this was because the County’s applications were denied in 2016.

Mr. Conklin stated that was correct.

Commissioner Sebolt asked if the applications were denied because the applications were insufficient or if the funding ran out.

Mr. Conklin stated the funding ran out. He further stated that the applications were all objectively point-rated, based on the conditions of the bridge, the ADT carry, and proximities to schools, fire stations and hospitals, which were then quantified and rated against other bridges in their MDOT region.

Commissioner Sebolt asked if these projects were moving up in the rankings.

Mr. Conklin stated he hoped so, since the Dietz Road Bridge had been closed and that condition gave more points to the application.

THE MOTION CARRIED UNANIMOUSLY.

5. Controller

- a. Resolution Authorizing Adjustments to the 2017 Ingham County Budget

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

Commissioner Grebner asked how the carry-over of funds worked, and where the \$5.66 million of trails and parks millage money came from and where it was going.

Tim Dolehanty, Ingham County Controller, stated it was money from 2016 that was going to be under contract in 2017, so the bill needed to be paid.

Commissioner Grebner clarified that the 2016 money could not have been spent yet, because the Board of Commissioners had not yet approved it.

Discussion.

Commissioner Koenig clarified that the \$5.66 million dollars was the checks that were about to be written by the County, and all that was left of the proposed trails and parks millage budget for 2017 was \$338,456.

Discussion.

Commissioner Maiville stated when the millage was first approved by the voters, taxes were collected thirty days after the election, but no plan had been put in place by the Board of Commissioners at that time. He further stated it was not until Spring of 2016 that there was a clear plan about what to do with the money, and he expected that 2017 would be a big year of construction using the trails and parks money.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

5. Controller

b. Suspension of County Operations (*Discussion*)

Mr. Dolehanty introduced the situation and contract language surrounding the suspension of County operations. Mr. Dolehanty stated that one issue with the situation was that department heads made the decision to suspend operations, and there was specific language in the contract stipulating that the Board Chair and Controller could offer up to sixteen hours of administrative leave time in a year if they made the decision.

Mr. Dolehanty stated his office would enforce whatever the Board of Commissioners wanted. He further stated that if the policy was changed, the language would have to be very narrow, so other employees not affected by a suspension of operations could not ask for administrative leave as well.

Mr. Dolehanty stated he liked the UAW contract language that stated employees would get paid for the hours they would have worked if there was a suspension of operations for less than a day. He further stated that his office or the Board of Commissioners could not offer a waiver from this policy, as was requested by some department heads.

Discussion.

Mr. Dolehanty stated that when the power went out and the Facilities Department had an indication that it would last more than a few hours, they were moving generators to those departments affected.

Judge Allen stated the 55<sup>th</sup> District Court was going to get a generator, but there was an issue with the potential for an explosion if the power came back on line while the generator was still running. He further stated that by the time Consumers Energy had gotten to giving them a generator on their queue, the power had been restored.

Mr. Dolehanty stated the cleanest way to amend the policy at a future meeting would be to take the language from the UAW contract stipulating employees would get paid for the hours they



would have worked, but no other rewards or penalties would be offered. He further stated he could come back with language suggestions to narrowly tailor the policy.

Mr. Dolehanty stated for the immediate issue of the wind storm, he suggested the Board of Commissioners make a motion at their meeting on Tuesday to apply the proposed rule and have Human Resources back out the vacation and sick time lost by those employees.

Chairperson Celentino stated he saw this as two issues- one was the policy itself, and the other was the immediate situation in which the employees lost their vacation and sick time due to the power outage.

Commissioner Nolan left at 6:42 p.m.

Chairperson Celentino stated his opinion was if the department was closed and employees were ordered to go home, that should be it and no vacation or sick time should be taken for that.

Discussion.

Chairperson Celentino pointed out a part in the UAW contract that stated employees normally scheduled to work would be paid for those hours normally works, and if employees stayed when there was a suspension of operations, they would receive an extra hour of time for each hour of work performed. He asked Mark Fergason if that was the case for UAW members who stayed during the wind storm.

Mr. Dolehanty clarified that part of the contract only was in effect if county operations were suspended by the Chair of the Board and the Controller, which was not the case. He further stated it was the correct choice for those department heads to close, but there was a trip-up over the language in the contract that may need to be fleshed out by the Committee.

Discussion.

Commissioner Grebner asked if the Controller could ratify the department head's decision.

Chairperson Celentino clarified Commissioner Grebner meant the Controller could ratify what the department head did.

Commissioner Grebner stated the Controller did not believe that was in his power.

Mr. Dolehanty stated that was correct. He then pointed out in the policy (221.D.1.a.i), where it stated the procedure when a department head closed some or all of their department.

Commissioner Grebner asked if the Controller could have rectified the decision after the fact, nunc pro tunc.

Mr. Dolehanty stated he did not want to go there.

Commissioner Grebner stated he did not know if they needed to modify the policy, but rather say the Controller should review those in real time and then the Controller could ratify them. He clarified that ratifications would take place in situations where unforeseen circumstances, like a lightning strike, caused the building to close without the Controller's prior knowledge.

Mr. Dolehanty stated that it was distinguished in the policy in a separate section when department heads made the decision versus the Controller.

Commissioner Grebner stated he thought the two parts of the policy, 221.1 and 221.2, could work together. He further stated he thought the Controller could ratify a department head's decision after the fact, if the policy was read that way.

Commissioner Grebner stated the policy created a split, depending on who made the decision to suspend operations. He further stated that there would be emergency situations, like in the case of an explosion, where the building would close before the Controller could review the situation and make the obvious decision to close.

Commissioner Grebner suggested the solution may be to have the Controller review decisions made by the department head and ratify the decision after the fact.

Commissioner Grebner clarified that the Controller and Board Chair had the power to suspend operations.

Mr. Dolehanty stated it was both people, together, who made the decision, as it was stipulated many times throughout the policy.

Discussion.

Commissioner Grebner stated it was possible a department head would start using the ability to give people vacation time for questionable reasons. He further stated he did not think that would happen, but there could be a situation where department heads were not in favor of the Board of Commissioners.

Commissioner Grebner stated there needed to be a mechanism in which the Controller and Board Chair could choose not to approve time given by department heads, if it was a questionable decision.

Commissioner Maiville stated that when they drafted the policy, they were thinking about snowstorms. He further stated they needed to address this exact issue, so he would like to see a motion come to board floor where sick and vacation time for those employees were reinstated and the policy could be reviewed at a later meeting.

**MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SEBOLT, TO MAKE WHOLE ANY EMPLOYEE WHO HAD TO USE ANY VACATION, COMP, OR SICK TIME FOLLOWING THE WIND STORM ON MARCH 8<sup>TH</sup>.**

Commissioner Grebner suggested they name the affected departments in the motion. This was considered a friendly amendment.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SEBOLT, TO MAKE WHOLE ANY EMPLOYEE IN THOSE AFFECTED DEPARTMENTS OF ANIMAL CONTROL, 55<sup>TH</sup> DISTRICT COURT, AND THE SHERIFF'S OFFICE, WHO HAD TO USE ANY VACATION, COMP, OR SICK TIME FOLLOWING THE WIND STORM ON MARCH 8<sup>TH</sup>.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan

Chairperson Celentino asked if it was the pleasure of the Committee to review the policy at a later meeting. He stated he would like to tighten up the language, so this would not happen in the future.

Commissioner Grebner asked if the emergency lighting issue at the 55<sup>th</sup> District Court had been fixed, and if there was an audit of emergency lighting taking place.

Judge Allen stated the emergency lighting had not been fixed, and another issue they found was the electronic locks on the doors would not work so they could not get into the courtroom.

Discussion.

Mark Ferguson, Ingham County Facilities Department and UAW Representative, stated that Rick Terrill, Ingham County Facilities Director, did take note of the situation at the 55<sup>th</sup> District Court when it was mentioned previously.

Commissioner Grebner stated he would like to hear about a regular procedure in which emergency lighting was tested. He asked if there was a testing plan in place for emergency lighting.

Mr. Ferguson stated they did have a plan in place.

Commissioner Grebner asked when the 55<sup>th</sup> District Court was last tested.

Mr. Ferguson stated he did not know, as he did not work at that facility.

Commissioner Anthony stated she was intrigued about the idea of ratifying a decision made by a department head. She further stated it was an important piece, because it impacted their employees and they should not have to come before the Committee to make exceptions every time something happened.

Commissioner Sebolt stated he did not see anything in the policy that would prevent the Controller and Board Chair to ratify the department heads' decisions when they hear of the situation.

Mr. Dolehanty stated that in the policy, employees would be reimbursed through administrative leave. He further stated he would like to see something in the policy like what was in the UAW contract that stated employees would be paid for the hours they would have worked rather than get administrative leave.

Mr. Dolehanty stated that granting administrative leave would cause issues in Human Resources, where they would have to track each hour of administrative leave, and if they went over the allowed sixteen hours, they would have to come before the Committee again.

Discussion.

Commissioner Grebner asked if the new jail was going to have emergency power.

Mr. Dolehanty stated the jail was fine because it had a generator.

Chairperson Celentino clarified that it was just the jail that had the generator.

Mr. Dolehanty stated that the administrative offices did not have a generator.

Commissioner Grebner asked if the 55<sup>th</sup> District Court was included in the new facilities plans' emergency power.

Mr. Dolehanty stated it was on the table, but they had not gotten into the finer details of new facility plans yet.

Discussion.

Commissioner Grebner stated that the fairer the County was, the more it would cost them because they would always have to pay a higher amount to make things equal.

Commissioner Crenshaw stated that he thought in going forward, they should not be so rigid with the policy, as there was some flexibility in the language. He further stated he hoped if they reworked the policy, they provided a better relationship with unions and employee groups because they felt hurt by some of the responses they got from the Controller's Office.

Chairperson Celentino stated this would come back for further review in a future meeting.

Ms. Auer stated that in the Controller's defense, he was concerned about the policy to give an additional hour of vacation to essential personnel if they worked during a suspension. She further stated that she would never expect to give all other employees extra time if only specific buildings or departments were closed.

Discussion.

### Announcements

Commissioner Sebolt stated that the Special Committee on Complete Streets would meet at 6:00 p.m. on Thursday, April 6, 2017 in Conference Rooms D & E at the Human Services Building.

Commissioner Crenshaw stated that Sobriety Court Graduation would be on April 18, 2017 at Mason City Hall at 3:00 p.m. He encouraged all Commissioners to attend.

### Public Comment

Sally Auer stated that she would be withdrawing the grievance.

### Adjournment

The meeting was adjourned at 7:01 p.m.

## **APRIL 18, 2017 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **AGENDA ITEMS:**

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

- 1a. County Clerk - *Resolution to Authorize Ingham County to Enter Into a Grant Agreement with the Michigan Secretary of State and Purchase New Election Equipment***

The Clerk seeks to enter into a grant agreement with the Michigan Secretary of State to purchase a new voting system from Election Source which includes a precinct tabulator, an accessible voting device for use by individuals with disabilities, related Election Management System software, and service and maintenance for five years. Local city and township clerks will enter into their own separate agreements with the Secretary of State to purchase new, compatible voting equipment. The total cost for required hardware, transmission equipment, and website coding and programming would not exceed \$50,000.

- 1b. County Clerk - *Resolution to Terminate the Service Agreement Contract with Granicus, Inc.***

The County entered into an agreement with Granicus, Inc. in 2009 for a web-based audio/video recording application. County personnel began to notice signs of failure and a request for proposals (RFP) was issued to replace the system in 2015. Upon review of responses to the RFP, it was determined that replacement was cost prohibitive. The Clerk seeks authorization to terminate the Granicus agreement and to record meetings through use of other recording devices.

- 2a. Innovation and Technology Department - *Resolution to Approve Renewal of Onbase Annual Support Agreement***

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. On February 24 the Board approved Resolution 17-022 which authorized a switch from Imagesoft to OnBase for annual support. Although the proposed resolution seeks approval of additional costs for licenses added by the Circuit Court project in July, 2016, the total cost represents an overall reduction from what we would have paid to Imagesoft. The IT Department recommends approval of the renewal proposal at a total cost not to exceed \$12,000.

- 2b. Innovation and Technology Department - *Resolution to Renew a Contract for Opteman Service from AT&T***

Ingham County uses AT&T services for several network connections. The current contract expires in April which will cause our rates to jump to extreme levels unless we are able to execute a new agreement. This is another contract where the State of Michigan has not completed their contract negotiations with AT&T. As we are pursuing a different method of connectivity to get better pricing and service, the IT Department recommends approval of a one-year extension of our current agreement at a cost not to exceed \$59,000.

**3a. Road Department - Resolution to Approve Stop Sign Traffic Control Orders in the Evergreen Village Subdivision**

The Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on traffic volumes, sight distance, topography, and other conditions present at public road intersections. In the spirit of this mission, the Department seeks approval of a resolution to approve Traffic Control Orders in the Evergreen Village Subdivision in Delhi Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop northbound and southbound traffic on Juniper Place for eastbound and westbound traffic on Boxwood Avenue
- A stop sign to stop northbound and southbound traffic on Spruce Avenue for eastbound and westbound traffic on Hemlock Drive
- A stop sign to stop southbound traffic on Spruce Avenue for eastbound and westbound traffic on Boxwood Avenue

**3b. Road Department - Resolution to Approve Stop Sign Traffic Control Orders in the Grand Meadows Subdivision**

The Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on traffic volumes, sight distance, topography, and other conditions present at public road intersections. In the spirit of this mission, the Department seeks approval of a resolution to approve Traffic Control Orders in the Grand Meadows Subdivision in Delhi Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop southbound traffic on Bison Drive for eastbound and westbound traffic on Garden Gate Drive
- A stop sign to stop westbound traffic on Garden Gate Drive for northbound and southbound traffic on Bison Drive
- A stop sign to stop northbound traffic on Moose Drive for eastbound and westbound traffic on Bison Drive

**3c. Road Department - Resolution to Approve Stop Sign Traffic Control Orders in the Georgetown Estates Subdivision**

The Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on traffic volumes, sight distance, topography, and other conditions present at public road intersections. In the spirit of this mission, the Department seeks approval of a resolution to approve Traffic Control Orders in the Georgetown Estates Subdivision in Meridian Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop southbound traffic on Giesboro Lane for eastbound and westbound traffic on Kalorama Way
- A stop sign to stop southbound traffic on Kalorama Way for eastbound and westbound traffic on Kalorama Way

- A stop sign to stop southbound traffic on Anacostia Drive for eastbound and westbound traffic on Giesboro Lane
- A stop sign to stop eastbound traffic on Anacostia Drive for northbound and southbound traffic on Twinging Drive
- A stop sign to stop southbound traffic on Twinging Drive for eastbound and westbound traffic on Giesboro Lane

**3d. Road Department - *Resolution to Authorize a Contract for Boiler and Backflow Inspections***

The Road Department has three boiler systems that supply heat at three separate buildings. Along with required annual inspections, the Department proposes to undertake semi-annual preventative maintenance inspections for the three boiler systems and four backflow preventers. These inspections are scheduled in the spring and fall each season to assist Department staff with energy conservation efforts. The Department recommends approval of a resolution to authorize a three-year contract with Myers Plumbing and Heating, with a total cost of \$6,693.

**3e. Road Department - *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department***

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 10 projects (see attachment).

**4. Parks Department - *Emergency Purchase Order for the Sanitary Lift Station at Hawk Island***

An emergency purchase order was issued to JK of Michigan in the amount of \$7,300 to repair the sanitary lift station at Hawk Island Park. These repairs were necessary to open the beach house, splash pad, and concession stand in time for the summer season. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy

**5. Controller's Office - *Resolution Updating Various Fees for County Services (Discussion)***

When the Board of Commissioners adopted Resolution 02-155 setting various fees for county services, the Controller's Office was directed to annually review all fees and to recommend adjustments. The annual review for fiscal year 2018 is complete and a few adjustments are offered for consideration. This information will appear as a discussion item on all committee meeting agendas for this round. Formal presentation of a resolution to adopt the fees is anticipated for the next round of meetings. A draft version of the resolution is attached for review.






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**Barb Byrum**  
INGHAM COUNTY CLERK

BRANCH OFFICE  
Veterans Memorial Courthouse  
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inghamclerk@ingham.org  
www.ingham.org

**TO:** County Services Committee  
Finance Committee

**FROM:** Barb Byrum, Ingham County Clerk 

**RE:** Election Equipment Resolution

**DATE:** March 30, 2017

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The current election equipment utilized in Ingham County has been in use for more than a decade.

The State of Michigan has certified replacement election equipment and software for use beginning with the August 8, 2017 Election. It is mandatory that all counties transition to the new equipment by 2018.

I would like to implement the new equipment for the August 8, 2017 Primary Election. At this time, the City of Lansing and Meridian Township have elections scheduled for the August Primary Election.

The State of Michigan has made funding available in the form of a grant to purchase new election equipment for Ingham County and all jurisdictions of Ingham County. The grant funding will cover the majority of the costs for new equipment and necessary software. The grant is worth \$187,738.15, and provides for one tabulator, one Americans with Disabilities Act (ADA) compliant machine, and the Election Management System Software for the Ingham County Clerk's Office.

The local jurisdictions also receive grants to pay for tabulator(s) and ADA machine(s) they may also have costs not covered by their grants; however these costs will be the responsibility of the jurisdiction, not Ingham County.

Unfortunately, the grant will not cover all the costs I expect Ingham County to face. I estimate that County will have to cover approximately \$50,000 in additional costs to acquire the necessary equipment and software for the County Clerk's Office to adequately conduct elections.

It is my hope that the County will purchase the equipment and software in time to utilize it for the August 8, 2017 Primary Election. I am very familiar with the financial challenges the County is facing. Therefore, in my attempt to lessen the financial burden and provide Ingham County

voters with a better voting experience, I have identified several funding sources to cover the \$45,000 cost.

I would like to partially fund this purchase with \$3,336.19 in revenue acquired from the November 2016 Presidential Recount and the remaining balance would come from a line item transfer from monies I have budgeted for the OnBase Imaging Project. In effect, there would be no need for an additional General and Contingency Fund expenses.

I look forward to discussing this opportunity with you further.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN SECRETARY OF STATE AND PURCHASE NEW ELECTION EQUIPMENT**

WHEREAS, the Ingham County Clerk wishes to enter into a grant agreement with the Michigan Secretary of State to purchase a new voting system, which includes a precinct tabulator, an accessible voting device (ADA) for use by individuals with disabilities, related Election Management System (EMS) software, and service and maintenance for five years, from Election Source; and

WHEREAS, the grant funding would pay for the County Clerk to acquire one precinct tabulator, one accessible voting device, necessary software, and service and maintenance for five years; and

WHEREAS, the local city and township clerks will enter into their own separate agreements with the Secretary of State to purchase new, compatible voting equipment; and

WHEREAS, the County Clerk wishes to purchase additional hardware and necessary transmission equipment for an amount not to exceed the cost of \$30,000 and additional website coding & programming for election night reporting for an amount not to exceed the cost of \$5,000; and

WHEREAS, the County Clerk is asking for a \$15,000 contingency for any unforeseen circumstances that may arise during the purchase, installation, training, and implementation; and

WHEREAS, the County Clerk desires to complete the purchase in time to utilize the new equipment for the August 8, 2017 Primary Election; and

WHEREAS, the County Clerk has \$3,336.19 in additional revenue received from the November 2016 Presidential Recount and desires to utilize those remaining funds towards the purchase of the new voting system; and

WHEREAS, the remaining costs shall come from a line item transfer of the monies budgeted for the OnBase Imaging Project and be transferred to the County Clerk's election budget.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the County Clerk to enter into a grant agreement with the Michigan Secretary of State to purchase and acquire one precinct tabulator, one accessible voting device, necessary software, and service and maintenance for five years.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the County Clerk's Office to purchase the additional required hardware, transmission equipment, and website coding & programming for a not to exceed total amount of \$50,000, effective upon the adoption of this resolution.

BE IT FURTHER RESOLVED, the remaining costs shall come from a line item transfer of the monies budgeted for the OnBase Imaging Project and be transferred to the County Clerk's election budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments required as a result of this resolution.


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



MAIN OFFICE  
P.O. Box 179  
341 South Jefferson  
Mason, MI 48854  
Phone: (517) 676-7201  
Fax: (517) 676-7254

**Barb Byrum**  
INGHAM COUNTY CLERK

BRANCH OFFICE  
Veterans Memorial Courthouse  
Lansing, MI 48933  
inghamclerk@ingham.org  
www.ingham.org

**TO:** County Services and Finance Committees  
**FROM:** Barb Byrum, Ingham County Clerk   
**RE:** Granicus, Inc. Contract Termination Resolution  
**DATE:** March 29, 2017

As a follow up to the Granicus Contract Termination Resolution I brought before the County Services committee on March 21st which was then tabled, please find additional information below:

County Attorney Bob Townsend, while preparing for the March 28<sup>th</sup> Board of Commissioners meeting, provided information regarding the contract with Granicus. He said it should have been terminated in August 2013, according to the terms of the contract. Further, it may be terminated with a 60-days notice.

**Mr. Townsend pointed out that the annual allocation for the monthly maintenance fee for Granicus is currently set at \$6,500. The total cost that was paid in 2016 was \$12,691. The 2015 total cost that was paid was \$10,937.**

As a reminder the monthly maintenance bill is currently divided as follows:

Board	35%
Clerk	35%
Parks	20%
Land Bank	10%

Mr. Townsend also recommended that if the Board of Commissioners wish to continue with Granicus, the agreement should be amended.

Director Becky Bennett has a digital recorder that she has offered to be used to record the Minutes instead of utilizing Granicus and the outdated equipment. My office would store the recordings until Draft Minutes are approved, at which point the recording would be transferred to the Board Director's office for further storage.

As a point of clarification from the County Services Committee meeting, currently, committee meeting recordings are not available online primarily because Open and Closed Sessions are recorded on the same file through Granicus. The committee meeting

recordings are only sent out upon request and Closed Session recordings are never released. It may be possible, with the digital recorder, to record each session separately, which would allow the Open Session portion to be posted online.

Utilizing the digital recorder that Director Bennett already has results in no additional cost of recording the meetings. I strongly encourage you to consider this plan rather than replacing Granicus and the audio equipment in the Board of Commissioners Room in the Mason Courthouse and Conference Rooms A, D & E in the Human Services Building.

I have instructed my staff to begin testing the digital recording equipment. In fact, they utilized this equipment last night at the Board of Commissioners meeting and will continue at committee meetings.

Eliminating the utilization of the Granicus software immediately, will save the County over \$12,000 annually just in monthly maintenance fees. It will also save time for the Clerk's Office and the IT Department that are trying to keep this outdated technology working.

For the greatest cost-savings, I recommend that the service agreement contract with Granicus, Inc. be terminated immediately.

Please feel free to contact me if you have any questions or concerns.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TERMINATE THE SERVICE AGREEMENT CONTRACT WITH  
GRANICUS, INC.**

WHEREAS, Ingham County entered into a contract with Granicus, Inc. in 2009 for a web-based audio/video recording application to provide minute-taking software which has been utilized by staff in the County Clerk's Office, Board of Commissioners' Office, Parks Department, and the Land Bank; and

WHEREAS, the monthly maintenance fee of \$877.30 (\$10,527.60 annually) has been divided by the following percentages: County Clerk's Office 35%, Board of Commissioners' Office 35%, Parks Department 20% and Land Bank 10%; and

WHEREAS, the system has been showing signs of failure over the past few years; and

WHEREAS, it has been determined after a Request For Proposal (RFP) process was conducted by the Purchasing Department in 2015 for a new system, that the cost was too expensive to replace a system to record video of approximately 25 meetings per year; and

WHEREAS, the Open Meetings Act does not require the Board of Commissioners to audio or video record its meetings.

THEREFORE BE IT RESOLVED, the Board of Commissioners directs the County Attorney to work with the County Clerk to terminate the service agreement contract with Granicus, Inc. at the earliest date allowed through the termination clause of the contract.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments required as a result of this resolution.

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

**Agenda Item 2a**

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

FROM: Deb Fett, CIO

DATE: 4/04/2017

SUBJECT: Renewal of remaining OnBase Annual Support

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**BACKGROUND**

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. In January, 2017 we switched to using OnBase for our annual support. This is the additional cost due by July for support on the licenses added by the Circuit Court project in July of 2016 as mentioned in the memo attached to Resolution #17-022.

**ALTERNATIVES**

This is a reduction from what we would have paid to Imagesoft for our annual support on the licensing. It is under the GSA contract.

**FINANCIAL IMPACT**

The funding for the \$11,994.32 invoice from Hyland will come from the County's Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland support renewal in the amount not to exceed \$12,000.00.





Hyland Software, Inc.  
 28500 Clemens Road Westlake, OH 44145  
 Phone:(440) 788 - 5000 Internet:www.onbase.com

**Customer:**

Ingham County - Michigan  
 Attention: Accounts Payable  
 121 East Maple St.  
 MASON, MI 48854  
 United States

**Software Maintenance Invoice**

Account#: 10289  
 Invoice#: 338586  
 Date: 03/31/2017  
 Territory: US  
 Status: Not Paid  
 Bill No.: 10289

**Primary Support Provided By:**

Hyland Software, Inc.  
 Attention: Accounts Payable  
 28500 Clemens Rd  
 Westlake, OH 44145  
 United States

Billing Period	OnBase Version	Terms
Maintenance from 07/01/2017 to 12/31/2017	15.0.2	DUE: 06/30/2017

Module Code	Description	Rate	Quantity	Extended Rate
CTMPN2	Named User Client (101-200) Maintenance	\$ 48.36	68	\$ 3,288.48
CTMPN3	Named User Client (201+) Maintenance	\$ 40.30	2	\$ 80.60
DIMPW2	Production Document Imaging (Kofax or Twain) (2+) Maintenance	\$ 241.82	17	\$ 4,110.94
SALESTAX	Tax ( Type : Maintenance ) : MI	\$ 0.00	1	\$ 0.00
WLMPN4	Workflow Named User Client SL (101-300) Maintenance	\$ 64.49	70	\$ 4,514.30

Total: \$ **11,994.32**

This amount is in USD

**Payment by Wire Transfer:**

Keybank, N.A.  
 Swift Code: KEYBUS33  
 Routing #: 041001039  
 Hyland Software, Inc.  
 Acct. #: 359681326518

This pro forma invoice has been generated based upon either the pending renewal of the annual maintenance contract or the beginning of the first annual maintenance contract. If maintenance coverage is not desired, please make a note on the invoice and mail or fax this invoice back to the Hyland Software Inc. accounting department. If annual maintenance is desired, please pay off this invoice. If this invoice is premature or the dates are incorrect, please notify us of the correct installation date. All renewal maintenance agreements are prorated to a calendar year unless otherwise agreed. The maintenance fee includes all major releases and bug fixes and must be paid retroactive to the install date if not contracted with the original installation. A 10% reinstatement fee will be charged if maintenance fees are not paid on time. Please call us with any questions. We will be happy to assist you.

EAR 758.6: To the extent applicable, these commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF ONBASE ANNUAL SUPPORT**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the support for the licenses for the Circuit Court project expire on July 1<sup>st</sup>, 2017; and

WHEREAS, the annual contract amount is in the 2017 budget; and

WHEREAS, the cost is also under the GSA contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase annual support in the amount not to exceed \$12,000.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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

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

TO: Board of Commissioners, County Services Committee, Finance Committee  
FROM: Deb Fett, CIO  
DATE: 4/03/2017  
SUBJECT: AT&T Renewal Opteman Network

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**BACKGROUND**

Ingham County currently uses AT&T for several of our network connections. The current contract expires in April which will cause our rates to jump to extreme levels. This is another contract where the State of Michigan has not completed their contract negotiations with AT&T. As we are pursuing a different method of connectivity to get better pricing and service, this is a one year extension to allow us time to review, get approval, and implement.

**ALTERNATIVES**

Annual costs under current contract prices \$59,000.00  
Annual estimated costs without contract or expired contract \$128,000.00

**FINANCIAL IMPACT**

The funding for the continuing \$59,000.00 annual cost will be spread to various departments based on usage as per current practice.

**OTHER CONSIDERATIONS**

This contract does not change our costs nor our connectivity, it merely allows us to continue our current rate until such time as we can negotiate and implement a better solution.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached renewal contract for AT&T.



**ILEC INTRASTATE SERVICES PRICING SCHEDULE**  
**Provided Pursuant to Custom Terms for OPT-E-MAN® SERVICE**

Please sign by April 30, 2017

AT&T MA Reference No. 137418UA  
 MAT

<b>Customer</b>	<b>AT&amp;T</b>
Ingham County Street Address: 121 E Maple City: Mason State/Province: MI Zip Code: 48854 Country: USA	AT&T ILEC Service-Providing Affiliate
<b>Customer Contact (for Notices)</b>	<b>AT&amp;T Contact (for Notices)</b>
Name: Deb Fett Title: CIO Street Address: Same as Above City: State/Province: MI Zip Code: Country: USA Telephone: 5172448027 Fax: Email: DFett@ingham.org Customer Account Number or Master Account Number:	Name: Jay Van Duzen Street Address: City: State/Province: Zip Code: Country: USA Telephone: Fax: Email: jv8204@att.com Sales/Branch Manager: Pizzuti SCVP Name: Blake Sales Strata: GEH Sales Region: MW <u>With a copy (for Notices) to:</u> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: <a href="mailto:mast@att.com">mast@att.com</a>
<b>AT&amp;T Solution Provider or Representative Information (if applicable)</b> <input type="checkbox"/>	
Name: Company Name: Agent Street Address: City: State: Zip Code: Telephone: Fax: Email: Agent Code	

This Pricing Schedule for the service(s) identified below ("Service") is part of the Agreement referenced above. Customer requests that its identity be kept confidential and not be publicly disclosed by AT&T or by any regulatory commission, unless required by law.

Customer acknowledges and certifies that the interstate traffic (including Internet and international traffic) constitutes **ten percent (10%) or less** of the total traffic on any Service. If Customer is purchasing new Service hereunder, Customer confirms receipt of the AT&T customer building / site preparation document for OPT-E-MAN® Service describing the installation requirements at the Site(s).

On the Pricing Schedule Term Start Date (defined below), this Pricing Schedule will supersede and replace all (if any) existing or prior agreement(s) for the Service provided under this Pricing Schedule.

AT&T California currently provides billing and collections services to third parties, which may place charges that Customer authorizes on its bill. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

<b>Customer (by its authorized representative)</b>	<b>AT&amp;T (by its authorized representative)</b>
By:	By:
Printed or Typed Name:	Printed or Typed Name:
Title:	Title:
Date:	Date:

**ILEC INTRASTATE SERVICE PRICING SCHEDULE Provided Pursuant to Custom Terms  
For OPT-E-MAN® SERVICE**

<i>For AT&amp;T internal use only</i>	
Billing Telephone Number(s) for Existing Service, if applicable:	
ROME/CRM and/or IMS# or ICB PS Number:	

**1. SERVICE, SERVICE PROVIDER(S) and SERVICE PUBLICATION(S)**

<b>Service</b>
AT&T OPT-E-MAN® Service

Service Provider (Select only one.)	Service Publication (incorporated by reference)	Service Publication Location(s)
<input type="checkbox"/> AT&T California	AT&T California Service Publications, including AT&T California Guidebook Part 6, Section 9 and any applicable tariffs	<a href="http://cpr.att.com/guidebook/ca/index.html">http://cpr.att.com/guidebook/ca/index.html</a>
<input type="checkbox"/> AT&T Illinois	AT&T Illinois Guidebook, including Part 6, Section 9	<a href="http://cpr.att.com/guidebook/il/index.html">http://cpr.att.com/guidebook/il/index.html</a>
<input type="checkbox"/> AT&T Indiana	AT&T Indiana Guidebook, including Part 6, Section 9	<a href="http://cpr.att.com/guidebook/in/index.html">http://cpr.att.com/guidebook/in/index.html</a>
<input type="checkbox"/> AT&T Kansas	AT&T Kansas Guidebook, including Part 6, Section 9	<a href="http://cpr.att.com/guidebook/ks/index.html">http://cpr.att.com/guidebook/ks/index.html</a>
<input checked="" type="checkbox"/> AT&T Michigan	AT&T Michigan Guidebook, including Part 6, Section 9	<a href="http://cpr.att.com/guidebook/mi/index.html">http://cpr.att.com/guidebook/mi/index.html</a>
<input type="checkbox"/> AT&T Missouri	AT&T Missouri Guidebook, including Part 6, Section 9	<a href="http://cpr.att.com/guidebook/mo/index.html">http://cpr.att.com/guidebook/mo/index.html</a>
<input type="checkbox"/> AT&T Ohio	AT&T Ohio Guidebook, including Part 6, Section 9	<a href="http://cpr.att.com/guidebook/oh/index.html">http://cpr.att.com/guidebook/oh/index.html</a>
<input type="checkbox"/> AT&T Oklahoma	AT&T Oklahoma Guidebook, including Part 6, Section 9	<a href="http://cpr.att.com/guidebook/ok/index.html">http://cpr.att.com/guidebook/ok/index.html</a>
<input type="checkbox"/> AT&T Texas	AT&T Texas Guidebook, including Part 6, Section 9	<a href="http://cpr.att.com/guidebook/tx/index.html">http://cpr.att.com/guidebook/tx/index.html</a>
<input type="checkbox"/> AT&T Wisconsin	AT&T Wisconsin Guidebook, including Part 6, Section 9	<a href="http://cpr.att.com/guidebook/wg/index.html">http://cpr.att.com/guidebook/wg/index.html</a>

**2. PRICING SCHEDULE TERM, EFFECTIVE DATES**

Pricing Schedule Term	12 months
Start Date of Minimum Payment Period, per Service Component	Later of the Effective Date or installation of the Service Component
Rate Stabilization per Service Component	Rates as specified in this Pricing Schedule for each Service Component are stabilized until the end of its Minimum Payment Period.
Rates following the end of Minimum Payment Period	non-stabilized prices as modified from time to time in applicable Service Publication or, if there is no such pricing, the pricing in this Pricing Schedule

**3. MINIMUM PAYMENT PERIOD**

Service Components	Percentage of Monthly Recurring Rate Applied for Calculation of Early Termination Charges	Minimum Payment Period per Service Component
OPT-E-MAN CIR/GoS	50%	Until the end of the Minimum Payment Period for the associated Port Connection
All other Service Components	50%	12 months

**4. ADDS; MOVES; and UPGRADES**

**4.1 Adds**

Orders for Service Components (other than OPT-E-MAN CIR/GoS) in excess of quantities listed Section A-1 of Attachment A ("Adds") not permitted.

**ILEC INTRASTATE SERVICE PRICING SCHEDULE Provided Pursuant to Custom Terms  
For OPT-E-MAN® SERVICE**

**4.2 Moves**

Per applicable Service Publication

**4.3 OPT-E-MAN® Upgrades**

4.3.1 Customers may upgrade their CIR to a higher speed without incurring Termination Charges, if such increases do not require physical changes to AT&T's equipment or connections at Customer Site(s). In addition, customers may upgrade their Grade of Service without incurring Termination Charges provided the upgrade does not include any reduction in the customer's existing CIR.

**4.3.2 Pricing for OPT-E-MAN Service Reconfiguration Increase in CIR or GoS\***

Service Components	Monthly Recurring Rate and Non-recurring Charges
Committed Information Rate (CIR) or Grade of Service (GoS) specified in Attachment A	As specified in Attachment A
Committed Information Rate (CIR) or Grade of Service (GoS) not specified in Attachment A	The Service Publication monthly recurring rates then in effect for the increased CIR/GoS for the TPP term equal to the Minimum Payment Period for the associated Port Connection, or if no such TPP term exists then the next shorter TPP term
*only increases which do not require physical changes to AT&T's equipment or connections at Customer Site(s)	

**5. RATES AND CHARGES; QUANTITIES; INITIAL SITE(S)**

See Attachment(s) A.

**6. SPECIAL TERMS, CONDITIONS or OTHER REQUIREMENTS**

**6.1 Evolution of Service**

OPT-E-MAN® Service ("Affected Services") are expected to evolve into or be replaced by more technologically advanced services over time as part of AT&T's network modernization initiatives. As the footprint and availability of new or more advanced versions of such services ("Eligible Replacement Services") expands, AT&T may replace any existing Affected Services or fulfill any new order for such services purchased under this Pricing Schedule with an Eligible Replacement Service, subject to the materially adverse change provision of the Master Agreement.

**6.2 Notice of Withdrawal**

Service and Service Component Withdrawals during Minimum Payment Period	
Prior Notice Required from AT&T to Withdraw and Terminate a Service	12 months
Prior Notice Required from AT&T to Withdraw and Terminate a Service Component	120 days

**ILEC INTRASTATE SERVICE PRICING SCHEDULE Provided Pursuant to Custom Terms  
For OPT-E-MAN® SERVICE**

**ATTACHMENT A  
RATES and CHARGES; INITIAL SERVICE COMPONENTS, SITE and SERVICE CONFIGURATION  
INGHAM COUNTY**

**A-1 Rates and Charges; Initial Quantities**

<b>Service Components / USOC</b>	<b>Quantity New</b>	<b>Quantity Existing</b>	<b>Monthly Recurring Rate (MRR), per unit</b>	<b>Non-recurring Charge (NRC) (New Service Components only), per unit</b>
Basic Plus Connection 10/100Mbps- P9FFX	0	8	\$260.00	\$0.00
CIR - 5 Mbps (Bronze) / R6EAB	0	4	\$180.00	\$0.00
CIR - 10 Mbps (Bronze) / R6EBB	0	1	\$260.00	\$0.00
CIR - 50 Mbps (Bronze) / R6EHB	0	1	\$410.00	\$0.00
CIR - 100 Mbps (Bronze) / R6ELB	0	2	\$480.00	\$0.00

For additional Service Components, attach additional Attachment A page(s) separately.

Check box if additional Attachment A – Additional page(s) is/are attached.

**A-2 Minimum Quantity Commitment – For Quantity New Services if listed above**

<b>Required Installation Date</b>	<b>Monthly Shortfall Charge</b>
Within three (3) months after the Effective Date, excluding AT&T delay	50% of MRR (partial months prorated) for each "Quantity New" Service Component not installed by Required Installation Date until installed or, if not installed, until the end of the Pricing Schedule Term

**ILEC INTRASTATE SERVICE PRICING SCHEDULE Provided Pursuant to Custom Terms  
For OPT-E-MAN® SERVICE**

**A-3 Initial New and Existing Sites and Site Configuration**

*(One row per Port Connection)*

Street Address and City	Circuit ID for Existing Service	Port Connection		CIR Speed		Grade of Service		Number of Repeaters, if applicable
		Type	New or Existing	CIR Speed	New or Existing	Grade of Service	New or Existing	
121 E Maple, Mason, MI.	L2XN.001426..MB	Basic Service 10/100 Base T	Existing	100 Mbps	Existing	Bronze	Existing	0
2316 S Cedar St. Lansing, MI	.L2XN.013224..MB	Basic Service 10/100 Base T	Existing	100 Mbps	Existing	Bronze	Existing	0
301 N Bush ST, Mason, MI	L2XN.009043..MB	Basic Service 10/100 Base T	Existing	50 Mbps	Existing	Bronze	Existing	0
5151 Marsh Okemos, MI	L2XN.001440..MB	Basic Service 10/100 Base T	Existing	10 Mbps	Existing	Bronze	Existing	0
306 W Willow, Lansing, MI	L2XN.001428..MB	Basic Service 10/100 Base T	Existing	5 Mbps	Existing	Bronze	Existing	0
1301 S Pennsylvania, Lansing, MI	L2XN.001444..MB	Basic Service 10/100 Base T	Existing	5 Mbps	Existing	Bronze	Existing	0
700 E Ash, Mason, MI	L2XN.003390..MB	Basic Service 10/100 Base T	Existing	5 Mbps	Existing	Bronze	Existing	0
710 E Jolly, Lansing, MI	L2XN.006518..MB	Basic Service 10/100 Base T	Existing	5 Mbps	Existing	Bronze	Existing	0

For additional Port Connections, attach additional Attachment A page(s) separately.

Check box if additional Attachment A – Additional page(s) is/are attached.



Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW THE CONTRACT FOR OPTEMAN SERVICE FROM AT&T**

WHEREAS, the current Ingham County local and long distance telephone contract with AT&T expires in April, 2017; and

WHEREAS, currently Ingham County pays \$59,000.00 per year for network connectivity; and

WHEREAS, Innovation & Technology is recommending we continue to purchase Opteman service from AT&T for a period of 1 year for an estimated total cost of \$59,000.00 until such time as Ingham can obtain and implement enhanced connectivity for a lower rate.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the continuation of the Opteman service from AT&T in the amount of \$59,000.00 for a period of 1 year.

BE IT FURTHER RESOLVED, that the total cost will be spread to various departments based on usage as per current practice.

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

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

TO: Board of Commissioners, County Services Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: April 5, 2017

SUBJECT: Various Residential Intersection Traffic Control Orders

For the County Services Committee meeting agenda in April 18, 2017  
For the BOC meeting agenda in April 25, 2017

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After new subdivision streets are developed, final plats are accepted, and most of the homes are built, the Road Department reviews the internal street intersections for determining proper intersection control signage to be placed. This memo and the accompanying resolutions are to recommend intersection control signage to be placed at public road intersections within three residential subdivisions. Upon Board approval of the referenced resolutions, a Traffic Control Order (TCO) will be prepared for execution by the Board Chair, and then filed with the County Clerk so the signs will be enforceable. The Road Department then places the signs.

For newer subdivisions, the cost of the signs and installation is covered from funds the subdivision developers have paid the Road Department for this purpose. In older subdivisions, intersections are revisited as yard improvements and/or landscape growth affect sight distances. In many instances the old intersection controls need to be upgraded, typically from yield signs to stop signs.

Road Department engineering staff reviews intersections to determine and recommend control signs appropriate for the conditions of each intersection, including available sight distance, which street approach should be controlled, and intersection traffic volumes. Typically control signs are placed on the approach(es) which motorists would more naturally feel the need to stop, such as on the base leg of a T-intersection, or on any side-street approach to the main or more heavily traveled (collector) street. Control signs should never be placed where not warranted or for speed control as this fosters disrespect and lack of compliance for all traffic control signs, thus violating the traffic control manual Michigan law requires (MCL 257.610).

The reason for this memo is to recommend acceptance of the attached resolutions for Traffic Control Order actions listed in the resolutions and to request authorization for the Board Chairperson to execute the prepared Traffic Control Orders. After the executed Traffic Control Orders are filed with the County Clerk, the new traffic control signs will be placed and will have the force of law.

Approval of the attached resolutions is recommended.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS  
IN THE EVERGREEN VILLAGE SUBDIVISION**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on current traffic volumes, sight distance, topography, and other conditions present at Ingham County public road intersections; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Evergreen Village residential subdivision in Section 20 of Delhi Township and find that certain intersections therein should be signed or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop northbound and southbound traffic on Juniper Place for eastbound and westbound traffic on Boxwood Avenue.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop northbound and southbound traffic on Spruce Avenue for eastbound and westbound traffic on Hemlock Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop southbound traffic on Spruce Avenue for eastbound and westbound traffic on Boxwood Avenue.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS  
IN THE GRAND MEADOWS SUBDIVISION**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on current traffic volumes, sight distance, topography, and other conditions present at Ingham County public road intersections; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Grand Meadows residential subdivision in Section 27 of Delhi Township and find that certain intersections therein should be signed or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop southbound traffic on Bison Drive for eastbound and westbound traffic on Garden Gate Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop westbound traffic on Garden Gate Drive for northbound and southbound traffic on Bison Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop northbound traffic on Moose Drive for eastbound and westbound traffic on Bison Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS  
IN THE GEORGETOWN ESTATES SUBDIVISION**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on current traffic volumes, sight distance, topography, and other conditions present at Ingham County public road intersections; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Georgetown Estates residential subdivision in Section 14 of Meridian Township and find that certain intersections therein should be signed or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop southbound traffic on Giesboro Lane for eastbound and westbound traffic on Kalorama Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop southbound traffic on Kalorama Way for eastbound and westbound traffic on Kalorama Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop southbound traffic on Anacostia Drive for eastbound and westbound traffic on Giesboro Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop eastbound traffic on Anacostia Drive for northbound and southbound traffic on Twinging Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop southbound traffic on Twinging Drive for eastbound and westbound traffic on Giesboro Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations ICRD

DATE: March 30, 2017

SUBJECT: ITB No.94-17: Boiler and Backflow inspections at the Road Department.

The purpose of this correspondence is to support the attached resolution to have a certified boiler inspector on contract for the State of Michigan required CSD-1 annual boiler and the 3 year backflow preventer inspections.

The Road Department has 3 boiler systems to maintain that supply heat at 3 ICRD buildings. Along with the yearly certified inspections, the RFP request semi-annual preventative maintenance inspections for the 3 boiler systems and 4 Backflow preventers. These inspections are scheduled in the spring and fall each season to assist ICRD staff with turning the boilers on and off, to conserve energy when not in use during the summer months.

There are 4 Backflow preventers installed in the main water supply lines, to protect the fresh water supplied by the local city water provider, at 3 Road department buildings. A back flow preventer is a one way check valve, designed to protect the drinking water of the community. These back flow preventers are required to be inspected yearly and state certified every 3rd year based on state laws.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other road maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third year for this contract.

Bids from qualified and experienced vendors for the purpose of Boiler & Backflow inspections at the Road Department were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) 94-17, and it is their recommendation, with the concurrence of Road Department staff, to award this to the lowest bidder, Myers plumbing and Heating, Inc. 16825 Industrial Pkwy., Lansing, Michigan 48906

Therefore approval of the attached resolution is recommended to authorize a 3 year contract with Myers Plumbing and Heating, with a total cost of \$6693.00.

First year	\$2112
Second year	\$2112
Third year	<u>\$2112</u> , plus \$357 for the State Backflow certification.
Total	\$6693

**Agenda Item 3d**

TO: Tom Gamez, Road Department  
FROM: James Hudgins, Director of Purchasing  
DATE: March 27, 2017  
RE: Memorandum of performance for Packet #94-17: Boiler & Backflow inspections at the Road Department.

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The Purchasing Department can confirm bids were sought from qualified and experienced vendors for the purpose of boiler & backflow inspections at the Road Department.

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

Company Name	Address	Local	Annual Cost	Cost for 3 Years
Myers Plumbing & Heating	16825 Industrial Pkwy., Lansing MI 48906	No	\$2,231.00	\$6,693.00
T.H. Eifert Mechanical Contractos	3302 W. St. Joseph Hwy., Lansing MI 48917	No	\$2,544.00	\$7,632.00
Gunthorpe Plumbing & Heating Inc.	4055 Hunsaker Dr., East Lansing MI 48823	Yes	\$3,400.00	\$10,200.00

*You are now ready to complete the final steps in the process: 1) confirm funds are available; 2) submit your recommendation of award along with your evaluation to the Purchasing Department; 3) write a memo of explanation; and, 4) prepare 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 County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT FOR BOILER & BACKFLOW INSPECTIONS  
AT THE ROAD DEPARTMENT FOR THE ROAD DEPARTMENT**

WHEREAS, the Road Department is required to have State of Michigan CSD-1 annual boiler and the 3 year backflow preventer inspections performed by state certified boiler inspector; and

WHEREAS, along with the yearly certified inspections, there is a need for semi-annual preventative maintenance inspections for the 3 Boiler systems and yearly for Backflow preventers at the Road Department buildings; and

WHEREAS, there are 4 Backflow preventers installed in the main water supply lines, at 3 Road department buildings. These back flow preventers are required to be inspected yearly and certified every 3rd year based on state laws; and

WHEREAS, The Road Department's adopted 2017 budget includes controllable expenditures and funds for this and other road maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third year for this contract; and

WHEREAS, the Purchasing Department recently released bid packet #94-17 and received competitive bid proposals for these services for the 3 years, beginning from date of service contract execution; and

WHEREAS, Bids from qualified and experienced vendors for the purpose of Boiler & Backflow inspections at the Road Department were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) 94-17, and it is their recommendation, with the concurrence of Road Department staff, to award this to the lowest bidder, Myers Plumbing and Heating, Inc. 16825 Industrial Pkwy., Lansing, Michigan 48906; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the bid, and authorizes the 3 year contract with Myers plumbing and Heating, Inc., with a total cost of \$6693.00, for the three year period beginning from date of service contract execution.

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



Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated April 4, 2017 as submitted.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE: April 4, 2017

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2017-130	PM ENVIRONMENTAL INC	MISCELLANEOUS	ARDMORE AVE & HAMILTON ST	MERIDIAN	2
2017-131	BRIAN WAMHOFF	TREE REMOVAL	JAACKSON RD & FITCHBURG RD	LESLIE	27
2017-137	MERIDIAN TOWNSHIP	SANITARY	KANSAS RD & JOLLY RD	MERIDIAN	33
2017-138	MERIDIAN TOWNSHIP	WALKWAY CONST.	MT HOPE RD & OKEMOS RD	MERIDIAN	28
2017-142	ROBERT BROWN	TREE REMOVAL	BRYNFORD AVE & SAGINAW ST	LANSING	18
2017-143	OSVALDO CAD	TREE REMOVAL	BRYNFORD AVE & SAGINAW ST	LANSING	18
2017-144	COMCAST	CABLE / OH	HOLT RD & DEPOT ST	DELHI	14
2017-145	CONSUMERS ENERGY	GAS	DIMOND RD & DEXTER TR	VEVAY	13, 24
2017-147	FRONTIER	CABLE / UG	ELM RD & TOWNSEND RD	LEROY	11
2017-148	SPARTAN-NET	CABLE / UG	LAKE LANSING RD & WOOD ST	LANSING	2

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

## Agenda Item 4

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 27, 2017  
**SUBJECT:** Emergency Purchase Order for the Sanitary Lift Station at Hawk Island  
For the meeting agenda of 4/18/17 County Services and 4/19/17 Finance

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

Upon preparation to turn water back on to the main Beach House building at Hawk Island County Park, staff discovered that the sanitary lift station servicing the Beach House, Splash Pad, and Concessions area needed repairs prior to having water turned on.

There is an insufficient amount of time to go through a normal competitive bidding process and still open the beach house, splash pad, and concession stand in time for the summer season.

An emergency Purchase Order to have the sanitary lift station repaired under the Emergency Repair Purchasing Policy was necessary to complete the repairs.

An emergency Purchase Order has been issued to JK of Michigan for a total cost of \$7,300.00.

Funds for this purchase are available through an existing 2017 Capital Improvement for "Bathroom Refurbishments" in Account # 228-75999- 976000 -7P07.

Both the Purchasing Director and Park Director approved this purchase.

## MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller

DATE: April 4, 2017

SUBJECT: 2018 Update of County Fees

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When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2018 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2017, park annual and zoo winter seasonal fees on November 1, 2017, and for all other departments on January 1, 2018. As noted in the fee schedule, seasonal fees will continue through March 31, 2018.

The first attachment (Attachment A) offers analysis of proposed fees for 2018. The annual average United States' consumer price index was used to do the calculation. This rate of 0.9% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2017 cost as calculated in last year's fee update process.
4. The 2018 cost, which was calculated by multiplying the 2017 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The 2018 calculated fee is based on the 2017 cost multiplied by the target percent.
7. Although many fees were proposed to remain unchanged in 2018, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increment. In some cases the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.

8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all cases, the Controller agreed with recommendations of the department head as follows:
  - a. CS: The Clerk's Office would like to maintain the 2017 rates for most of their fees. Lines 1 and 9, the Clerk indicated that small incremental changes would delay check out for customers and compared to other counties they already charge on the high end. The Marriage Solemnize fee (line 6) was significantly increased a few years ago.
  - b. CS: The Parks Department agrees with some of the proposed fees with the following exceptions: Line 68 and 70 Resident and Non-Resident Annual Fee – Parks does recommend increasing the fee and have actually agreed to a higher fee than what we proposed due to the fact that it hasn't been increased in a couple years; however, they would like to start charging the new rate for this pass in October 2017 because that is when they begin selling passes for the next year. Line 116 Boat Launch Annual – the senior annual was eliminated in 2014 which was \$25, frequent complaints received about the current \$50 fee and the small amount of revenue that the proposed fee would generate isn't really beneficial. Line 134 Disc Golf Annual- given that we are the only course in the area to charge a fee, they don't want to increase cost because there is a chance of losing the current golfers.
  - c. CS: The Register of Deeds does not agree with increasing any of the fees for 2018, due to the fact that the State has increased some of their fees already. State recording fees have increased from \$14 to \$30 this year and that should help with generating revenue.
  - d. HS: The Health Department agrees with most of the proposed fee increase. Line 35, the Office for Young Children indicate that this is a mandated fee for daycare providers and increasing this fee would force them out of the competitive range. Line 95- Department would prefer to keep the fee at the FY17 level because these entities are usually paying for several pools at one time. The cost related to inspecting an additional pool will be less as the initial travel costs are used in the calculation of the initial pool inspection.
  - e. L&C: Animal Control proposed fee increases are supported by the department except the following: Lines 3, 5-7 they agree that a license fee differential between sterilized and unsterilized dogs is appropriate, but the differential we are currently using is too great and is resulting in licensing fewer dogs. The same logic applies to delinquent license fees; we feel they are so high that they are discouraging licensing compliance. They are proposing that fees for unsterilized dogs be set at triple those of sterilized dogs, and delinquent fees be set at double non delinquent fees. This or similar fee structures are used successfully in other counties. We feel that these differentials still encourage spaying and neutering, but are less of a deterrent to licensing dogs at all. Historic dog license data for the County shows a significant decline in licensing of unsterilized dogs when those license fees were significantly increased. They are proposing making up lost revenue per unit on these license classifications by increasing the number of units sold. This will occur due to a combination of the market force of the lower fees, increased licensing efforts by the department and increased compliance with licensing efforts due to the more reasonable fees. This should also have the added benefit of increasing the number of dogs returned to owners by lowering the license portion of the redemption fees.

- f. L&C: The District Court does not recommend any fee increase for 2018.
  - g. L&C: The Friend of the Court does not want to increase the bench warrant fee in Line 67. This fee has been increased over the years and these fees are very difficult to collect and have a very high outstanding balance.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2018 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2017 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller's Office would generate approximately \$84,250 in additional revenue in 2018. Total revenue generated by the listed fees is approximately \$5.7 million, meaning the proposed adjustments would increase the base by about 1.0%.

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

Attachments

DRAFT

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2018 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2017, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2017.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.



ATTACHMENT A

2018 County Fees Analysis  
County Services Committee

FEE PROPOSED TO CHANGE ARE IN BOLD

Location of Service	Fee Description	2017 Cost	2018 Cost Increase Factor	2018 Cost	Target Percent	2017 Fee	2018 Calc. Fee	2018 Initial Prop. Fee	Units	Controller/ Department Recommendation	Additional Revenue
1 Clerk	Certified Copy - 1st Copy	\$21.02	0.9%	\$21.21	100.0%	\$20.00	\$21.21	\$21.00	16,500		\$20.00
2 Clerk	Certified Copy State only records - 1st copy (4)					\$10.00	\$10.00	\$10.00	0		\$0
3 Clerk	Certified Copy Senior Citizen State only (4)					\$10.00	\$10.00	\$10.00	0		\$0
4 Clerk	Certified Copy - Addl Copies	\$10.51	0.9%	\$10.60	100.0%	\$10.00	\$10.60	\$10.00	20,400		\$0
5 Clerk	Expedited Svc - copies of Vital Records	\$30.00	0.9%	\$30.27	100.0%	\$25.00	\$30.27	\$30.00	248		\$1,240
6 Clerk	Marriage Solemnize	\$52.55	0.9%	\$53.02	100.0%	\$50.00	\$53.02	\$51.00	200		\$0
7 Clerk	Notarization of Documents - County resident	\$5.30	0.9%	\$5.35	100.0%	\$5.00	\$5.35	\$5.00	0		\$0
8 Clerk	Notarization of Documents - non-County resident	\$10.60	0.9%	\$10.70	100.0%	\$10.00	\$10.70	\$10.00	0		\$0
9 Clerk	Marriage Witness Fee	\$15.90	0.9%	\$16.05	100.0%	\$15.00	\$16.05	\$16.00	0		\$0
10 Clerk	Veteran ID Cards (7)	\$10.00	0.9%	\$10.09	100.0%	\$10.00	\$10.09	\$10.00	0		\$0
11 Drain Comm.	Photography	\$284.90	0.9%	\$287.46	100.0%	\$280.00	\$287.46	\$285.00	3		\$15
12 Drain Comm.	Topography	\$569.80	0.9%	\$574.92	100.0%	\$565.00	\$574.92	\$570.00	3		\$15
13 Drain Comm.	Floodplain/Wetland	\$113.96	0.9%	\$114.98	100.0%	\$110.00	\$114.98	\$110.00	0		\$0
14 Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$1,315.73	0.9%	\$1,327.57	75.0%	\$695.00	\$995.68	\$700.00	20		\$100
15 Drain Comm.	Preliminary Plat Review (2)	\$1,690.51	0.9%	\$1,705.72	75.0%	\$695.00	\$1,279.29	\$700.00	3		\$15
16 Drain Comm.	Plat and Commercial Drainage Review										\$0
17 Drain Comm.	Plat and Commercial Drainage Review - First acre	\$697.96	0.9%	\$704.24	100.0%	\$695.00	\$704.24	\$700.00	15		\$75
18 Drain Comm.	Additional acre	\$79.77	0.9%	\$80.49	100.0%	\$78.00	\$80.49	\$79.00	15		\$15
19 Drain Comm.	Re-submission Admin fee	\$227.92	0.9%	\$229.97	100.0%	\$225.00	\$229.97	\$225.00	0		\$0
20 Drain Comm.	Plat Drain Administration Fee	\$7,090.73	0.9%	\$7,154.55	75.0%	\$2,500.00	\$5,365.91	\$2,510.00	3		\$30
21 Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$499.50	0.9%	\$504.00	100.0%	\$495.00	\$504.00	\$500.00	40		\$200
22 Drain Comm.	Drain Crossing Permit, (Residential)	\$131.67	0.9%	\$132.85	100.0%	\$130.00	\$132.85	\$130.00	1		\$0
23 Drain Comm.	Tap In Permit - Residential	\$140.55	0.9%	\$141.81	75.0%	\$105.00	\$106.36	\$105.00	1		\$0
24 Drain Comm.	Tap-in Permit - Commercial	\$548.64	0.9%	\$553.58	75.0%	\$410.00	\$415.19	\$415.00	10		\$50
25 Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$605.84	0.9%	\$611.29	100.0%	\$605.00	\$611.29	\$610.00	0		\$0
26 Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$60.58	0.9%	\$61.13	100.0%	\$60.00	\$61.13	\$61.00	0		\$0
27 Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less (3)	\$531.43	0.9%	\$536.22	100.0%	\$530.00	\$536.22	\$535.00	0		\$0
28 Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$53.14	0.9%	\$53.62	100.0%	\$53.00	\$53.62	\$53.00	0		\$0
29 Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)	\$457.03	0.9%	\$461.15	100.0%	\$450.00	\$461.15	\$455.00	0		\$0
30 Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$45.70	0.9%	\$46.11	100.0%	\$45.00	\$46.11	\$46.00	0		\$0
31 Drain Comm.	Soil Erosion Permit Transfer	\$96.87	0.9%	\$97.74	100.0%	\$96.00	\$97.74	\$96.00	0		\$0
32 Drain Comm.	Soil Erosion Permit Renewal, (3)	\$48.43	0.9%	\$48.87	100.0%	\$48.00	\$48.87	\$48.00	0		\$0
33 Drain Comm.	Escrow account-1/2 acre or less	\$569.80	0.9%	\$574.92	100.0%	\$565.00	\$574.92	\$570.00	20		\$100
34 Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,709.39	0.9%	\$1,724.77	100.0%	\$1,700.00	\$1,724.77	\$1,710.00	10		\$100
35 Drain Comm.	Escrow account - 1 to 5 acres	\$3,418.78	0.9%	\$3,449.54	100.0%	\$3,400.00	\$3,449.54	\$3,410.00	15		\$150
36 Drain Comm.	Escrow account - 5 to 10 acres	\$5,697.96	0.9%	\$5,749.24	100.0%	\$5,625.00	\$5,749.24	\$5,635.00	5		\$50
37 Drain Comm.	Escrow account - each add'l 10 acres	\$2,848.98	0.9%	\$2,874.62	100.0%	\$2,825.00	\$2,874.62	\$2,835.00	5		\$50
38 Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$262.11	0.9%	\$264.47	100.0%	\$260.00	\$264.47	\$260.00	2		\$0
39 Drain Comm.	Soil Erosion Permit - 9 month duration	\$338.32	0.9%	\$341.38	75.0%	\$250.00	\$256.02	\$255.00	5		\$25
40 Drain Comm.	Soil Erosion Permit - 6 month duration	\$274.31	0.9%	\$276.78	75.0%	\$200.00	\$207.58	\$200.00	40		\$0
41 Drain Comm.	Soil Erosion Permit - Renewal	\$137.16	0.9%	\$138.39	75.0%	\$103.79	\$103.79	\$103.79	25		\$0
42 Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$438.22	0.9%	\$442.16	75.0%	\$325.00	\$331.62	\$330.00	15		\$75
43 Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$64.01	0.9%	\$64.58	75.0%	\$47.00	\$48.44	\$48.00	10		\$10
44 Drain Comm.	Violation and Cease&Desist Order	\$299.24	0.9%	\$301.93	100.0%	\$295.00	\$301.93	\$300.00	6		\$30
45 Drain Comm.	Title Search - Drain Assessments	\$5.43	0.9%	\$5.48	100.0%	\$5.00	\$5.48	\$5.00	1,694		\$0

Location of Service	Fee Description	2017 Cost	2018 Cost Increase Factor	2018 Cost	Target Percent	2017 Fee	2018 Calc. Fee	2018 Initial Prop. Fee	Units	Controller/ Department Recommendation	Additional Revenue
45 Econ. Devel.	Application Fee - Brownfield	\$1,504.50	0.9%	\$1,518.04	100.0%	\$1,500.00	\$1,518.04	\$1,510.00	0	\$1,510.00	\$0
47 Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$12.92	0.9%	\$13.04	100.0%	12.00	\$13.04	\$13.00	100	\$13.00	\$100
48 Equalization	Digitally Produced Paper Maps- Parcel Layer										\$0
49 Equalization	8.5" x 11"	\$6.39	0.9%	\$6.45	100.0%	\$6.00	\$6.45	\$6.00	5	\$6.00	\$0
50 Equalization	11" x 17"	\$12.78	0.9%	\$12.89	100.0%	\$12.00	\$12.89	\$12.00	5	\$12.00	\$0
51 Equalization	17" x 22"	\$19.17	0.9%	\$19.34	100.0%	\$19.00	\$19.34	\$19.00	5	\$19.00	\$0
62 Equalization	22" x 34"	\$25.55	0.9%	\$25.78	100.0%	\$25.00	\$25.78	\$25.00	5	\$25.00	\$0
63 Equalization	28" x 40"	\$31.94	0.9%	\$32.23	100.0%	\$31.00	\$32.23	\$32.00	5	\$32.00	\$5
54 Equalization	34" x 44"	\$38.33	0.9%	\$38.68	100.0%	\$38.00	\$38.68	\$38.00	5	\$38.00	\$0
55 Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer										\$0
56 Equalization	8.5" x 11"	\$12.78	0.9%	\$12.89	100.0%	\$12.00	\$12.89	\$12.00	1,250	\$12.00	\$0
57 Equalization	11" x 17"	\$25.55	0.9%	\$25.78	100.0%	\$25.00	\$25.78	\$25.00	25	\$25.00	\$0
58 Equalization	17" x 22"	\$38.33	0.9%	\$38.68	100.0%	\$38.00	\$38.68	\$38.00	20	\$38.00	\$0
59 Equalization	22" x 34"	\$51.11	0.9%	\$51.57	100.0%	\$51.00	\$51.57	\$51.00	5	\$51.00	\$0
60 Equalization	28" x 40"	\$63.88	0.9%	\$64.46	100.0%	\$63.00	\$64.46	\$64.00	5	\$64.00	\$5
61 Equalization	34" x 44"	\$76.66	0.9%	\$77.35	100.0%	\$76.00	\$77.35	\$77.00	5	\$77.00	\$5
62 Equalization	Custom Maps	\$72.07	0.9%	\$72.72	100.0%	\$72.00	\$72.72	\$72.00	50	\$72.00	\$0
63 Parks	Administrative/Office Fees										\$0
64 Parks	Administrative - Returned Check Fee	\$32.66	0.9%	\$32.96	100.0%	\$32.00	\$32.96	\$32.00	0	\$32.00	\$0
65 Parks	Cancellation Fee (for all park reservations)	\$21.20	0.9%	\$21.39	100.0%	\$21.00	\$21.39	\$21.00	21	\$21.00	\$0
66 Parks	Parking/Vehicle Entrance Fees ****										\$0
67 Parks	Resident Daily	\$4.28	0.9%	\$4.32	75.0%	\$3.00	\$3.24	\$3.00	40,000	\$3.00	\$0
68 Parks	Resident Annual	\$42.78	0.9%	\$43.17	75.0%	\$30.00	\$32.38	\$31.00	2,800	\$32.00	\$5,600
69 Parks	Non-Resident Daily	\$5.30	0.9%	\$5.35	100.0%	\$5.00	\$5.35	\$5.00	9,000	\$5.00	\$0
70 Parks	Non-Resident Annual	\$42.78	0.9%	\$43.17	100.0%	\$40.00	\$43.17	\$41.00	278	\$42.00	\$556
71 Parks	Shelters										\$0
72 Parks	Winter Sports Building (100 Person Capacity) ****	\$97.99	0.9%	\$98.88	100.0%	\$95.00	\$98.88	\$96.00	0	\$96.00	\$0
73 Parks	Winter Sports Building - reservation fee/non operational hrs	\$30.09	0.9%	\$30.36	100.0%	\$30.00	\$30.36	\$30.00	0	\$30.00	\$0
74 Parks	Shelters - 60 Person Capacity ****										\$0
75 Parks	Lake Lansing South Lakeview	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	66	\$80.00	\$30
76 Parks	Lake Lansing North Oak Knoll	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	14	\$80.00	\$70
77 Parks	Lake Lansing North Sandhill	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	29	\$80.00	\$145
78 Parks	Hawk Island Kestrel	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	143	\$80.00	\$715
79 Parks	Hawk Island 1/2 of Peregrine	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	29	\$80.00	\$145
80 Parks	Burchfield Deer Run	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	25	\$80.00	\$125
81 Parks	Burchfield Pine Knoll	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	17	\$80.00	\$85
82 Parks	Burchfield Southridge	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	25	\$80.00	\$125
83 Parks	Shelters - 120 Person Capacity ****										\$0
84 Parks	Lake Lansing - North - 1/2 of Main	\$106.02	0.9%	\$106.97	100.0%	\$105.00	\$106.97	\$105.00	11	\$105.00	\$0
85 Parks	Hawk Island Peregrine	\$132.53	0.9%	\$133.72	100.0%	\$130.00	\$133.72	\$130.00	69	\$130.00	\$0
86 Parks	Burchfield 1/2 of North Bluff	\$106.02	0.9%	\$106.97	100.0%	\$105.00	\$106.97	\$105.00	14	\$105.00	\$0
87 Parks	Burchfield 1/2 of Woodson	\$106.02	0.9%	\$106.97	100.0%	\$105.00	\$106.97	\$105.00	18	\$105.00	\$0
88 Parks	Shelters - 150 Person Capacity ****										\$0
89 Parks	Lake Lansing - South - 1/2 of Main	\$106.02	0.9%	\$106.97	100.0%	\$105.00	\$106.97	\$105.00	47	\$105.00	\$0
90 Parks	Shelters - 240 Person Capacity ****										\$0
91 Parks	Lake Lansing - North - Main	\$185.54	0.9%	\$187.21	100.0%	\$180.00	\$187.21	\$185.00	15	\$185.00	\$75
92 Parks	Burchfield - North Bluff	\$185.54	0.9%	\$187.21	100.0%	\$180.00	\$187.21	\$185.00	10	\$185.00	\$50
93 Parks	Burchfield - Woodson	\$185.54	0.9%	\$187.21	100.0%	\$180.00	\$187.21	\$185.00	8	\$185.00	\$40
94 Parks	Shelters - 300 Person Capacity ****										\$0
95 Parks	Lake Lansing - South - Main	\$185.54	0.9%	\$187.21	100.0%	\$180.00	\$187.21	\$185.00	20	\$185.00	\$100
96 Parks	Burchfield - Overlook	\$185.54	0.9%	\$187.21	100.0%	\$180.00	\$187.21	\$185.00	17	\$185.00	\$85
97 Parks	Shelters - 375 Person Capacity ****										\$0
98 Parks	Hawk Island - Red Tail	\$265.05	0.9%	\$267.44	100.0%	\$255.00	\$267.44	\$260.00	41	\$260.00	\$205
99 Parks	Cabanas - Mini semi permanent shelters/30 p cap.										\$0
100 Parks	Hawk Island	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	76	\$80.00	\$380
101 Parks	Lake Lansing South	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	35	\$80.00	\$175

Location of Service	Fee Description	2017 Cost	2018 Cost Increase Factor	2018 Cost	Target Percent	2017 Fee	2018 Calc. Fee	2018 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
102 Parks	Burchfield	\$79.52	0.9%	\$80.23	100.0%	\$75.00	\$80.23	\$80.00	0	\$80.00	\$0
103 Parks	Wedding Gazebo										\$0
104 Parks	Boating Fees ****										\$0
105 Parks	In-Park Canoe/Kayak - per hr	\$6.36	0.9%	\$6.42	100.0%	\$6.00	\$6.42	\$6.00	2,262	\$6.00	\$0
106 Parks	Abandonment Recovery Fee	\$43.55	0.9%	\$43.95	100.0%	\$40.00	\$43.95	\$41.00	0	\$41.00	\$0
107 Parks	Late Fee (arriving 1/2 hour or later after closing)	\$21.78	0.9%	\$21.97	100.0%	\$20.00	\$21.97	\$21.00	0	\$21.00	\$0
108 Parks	Canoe/Kayak Trips - McNamara	\$16.05	0.9%	\$16.19	100.0%	\$16.00	\$16.19	\$16.00	146	\$16.00	\$0
109 Parks	Canoe/Kayak Trips - Bunker Rd	\$23.32	0.9%	\$23.53	100.0%	\$23.00	\$23.53	\$23.00	64	\$23.00	\$0
110 Parks	Canoe/Kayak Trips - Eaton Rapids	\$29.69	0.9%	\$29.95	100.0%	\$29.00	\$29.95	\$29.00	15	\$29.00	\$0
111 Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$5.44	0.9%	\$5.49	100.0%	\$5.00	\$5.49	\$5.00	0	\$5.00	\$0
112 Parks	Pedal Boat - 1/2 hour	\$6.02	0.9%	\$6.07	100.0%	\$6.00	\$6.07	\$6.00	0	\$6.00	\$0
113 Parks	Row Boat - 1st hour	\$7.42	0.9%	\$7.49	100.0%	\$7.00	\$7.49	\$7.00	0	\$7.00	\$0
114 Parks	Row Boat - Hourly Thereafter	\$3.18	0.9%	\$3.21	100.0%	\$3.00	\$3.21	\$3.00	0	\$3.00	\$0
115 Parks	Boat Launch - Daily	\$5.30	0.9%	\$5.35	100.0%	\$5.00	\$5.35	\$5.00	2,559	\$5.00	\$0
116 Parks	Boat Launch - Annual	\$53.01	0.9%	\$53.49	100.0%	\$50.00	\$53.49	\$51.00	119	\$50.00	\$0
117 Parks	Ski Rental (Burchfield only) ****										\$0
118 Parks	Moonlight Ski- Adult	\$10.60	0.9%	\$10.70	100.0%	\$10.00	\$10.70	\$10.00	0	\$10.00	\$0
119 Parks	Moonlight Ski- Child (12 & under)	\$3.61	0.9%	\$3.65	100.0%	\$3.00	\$3.65	\$3.00	0	\$3.00	\$0
120 Parks	Cross Country Skiing Adults & Children (12 & under); (Burchfield only) ****										\$0
121 Parks	Cross Country Ski Rental- adult per hour	\$7.02	0.9%	\$7.08	100.0%	\$7.00	\$7.08	\$7.00	0	\$7.00	\$0
122 Parks	Cross Country Ski Rental - child per hour	\$5.02	0.9%	\$5.06	100.0%	\$5.00	\$5.06	\$5.00	0	\$5.00	\$0
123 Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child ****										\$0
124 Parks	Skis per hour	\$3.18	0.9%	\$3.21	100.0%	\$3.00	\$3.21	\$3.00	0	\$3.00	\$0
125 Parks	Boots per hour	\$3.18	0.9%	\$3.21	100.0%	\$3.00	\$3.21	\$3.00	0	\$3.00	\$0
126 Parks	Poles per hour	\$3.18	0.9%	\$3.21	100.0%	\$3.00	\$3.21	\$3.00	0	\$3.00	\$0
127 Parks	Day Camp ****										\$0
128 Parks	Resident Monday-Friday 9am-4pm	\$97.99	0.9%	\$98.88	100.0%	\$95.00	\$98.88	\$96.00	67	\$96.00	\$67
129 Parks	Non-Resident Monday-Friday 9am-4pm	\$108.88	0.9%	\$109.86	100.0%	\$105.00	\$109.86	\$105.00	5	\$105.00	\$0
130 Parks	Resident Mon-Fri 7:30am-5:30pm	\$130.66	0.9%	\$131.84	100.0%	\$125.00	\$131.84	\$130.00	27	\$130.00	\$135
131 Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$141.55	0.9%	\$142.82	100.0%	\$135.00	\$142.82	\$140.00	5	\$140.00	\$25
132 Parks	Disc Golf ****										\$0
133 Parks	Day Pass (13 and older)	\$4.36	0.9%	\$4.39	100.0%	\$4.00	\$4.39	\$4.00	0	\$4.00	\$0
134 Parks	Season Pass	\$43.55	0.9%	\$43.95	100.0%	\$40.00	\$43.95	\$41.00	150	\$40.00	\$0
135 Parks	Equipment Rental per round of Disc Golf	\$1.09	0.9%	\$1.10	100.0%	\$1.00	\$1.10	\$1.00	0	\$1.00	\$0
136 Parks	Equipment Replacement-lost,damaged, stolen Discs	\$10.89	0.9%	\$10.99	100.0%	\$10.00	\$10.99	\$10.00	0	\$10.00	\$0
137 Parks	Dog Park (12 Month Pass) ****										\$0
138 Parks	Regular Pass	\$30.09	0.9%	\$30.36	100.0%	\$30.00	\$30.36	\$30.00	160	\$30.00	\$0
139 Parks	Student (college ID)	\$20.06	0.9%	\$20.24	100.0%	\$20.00	\$20.24	\$20.00	115	\$20.00	\$0
140 Parks	Senior (+60)	\$20.06	0.9%	\$20.24	100.0%	\$20.00	\$20.24	\$20.00	35	\$20.00	\$0
141 Parks	Veteran	\$20.06	0.9%	\$20.24	100.0%	\$20.00	\$20.24	\$20.00	20	\$20.00	\$0
142 Parks	Owner of Service Animal	\$20.06	0.9%	\$20.24	100.0%	\$20.00	\$20.24	\$20.00	5	\$20.00	\$0
143 Parks	Daily Pass	\$5.45	0.9%	\$5.50	100.0%	\$5.00	\$5.50	\$5.00	285	\$5.00	\$0
144 Parks	Replacement FOB	\$5.44	0.9%	\$5.49	100.0%	\$5.00	\$5.49	\$5.00	0	\$5.00	\$0
145 Parks	Snow Tube Rental -Burchfield ****										\$0
146 Parks	Burchfield - Tube Rental (2 hours)	\$2.18	0.9%	\$2.20	100.0%	\$2.00	\$2.20	\$2.00	1,812	\$2.00	\$0
147 Parks	Hawk Island Snow Hill **** Rates										\$0
148 Parks	Per person (adults and children) (2 hours)	\$10.03	0.9%	\$10.12	100.0%	\$10.00	\$10.12	\$10.00	0	\$10.00	\$0
149 Parks	Group Rate - (4 + people) (per person) (2 hours)	\$8.02	0.9%	\$8.10	100.0%	\$8.00	\$8.10	\$8.00	0	\$8.00	\$0

Location of Service	Fee Description	2017 Cost	2018 Cost Increase Factor	2018 Cost	Target Percent	2017 Fee	2018 Calc. Fee	2018 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
150 Parks	Hawk Island Snow Tube **** Non-Operational Rates (Reservation Only)										\$0
151 Parks	Non-operational hour reservation (2hours) + pp group rate of \$8.00	\$100.30	0.9%	\$101.20	100.0%	\$100.00	\$101.20	\$100.00	0	\$100.00	\$0
152 Parks	Utility Vehicle/Golf Cart Rental										\$0
153 Parks	1/2 day = up to 4 hours	\$53.01	0.9%	\$53.49	100.0%	\$50.00	\$53.49	\$50.00	0	\$50.00	\$0
154 Parks	full day = up to 8 hours	\$106.02	0.9%	\$106.97	100.0%	\$100.00	\$106.97	\$100.00	0	\$100.00	\$0
155 Parks	Game Rental (for 4 hours) ****										\$0
156 Parks	Moonwalk	\$291.56	0.9%	\$294.18	100.0%	\$280.00	\$294.18	\$285.00	3	\$285.00	\$15
157 Parks	Dunk Tank	\$238.55	0.9%	\$240.69	100.0%	\$230.00	\$240.69	\$235.00	1	\$235.00	\$5
158 Parks	Giant Slide	\$424.08	0.9%	\$427.90	100.0%	\$410.00	\$427.90	\$415.00	1	\$415.00	\$5
159 Parks	Nature Program/Walk pp NEW	5.00	0.9%	\$5.05	100.0%	5.00	\$5.05	\$5.00	10	\$5.00	\$0
160 Parks	Passport Pictures NEW	15.00	0.9%	\$15.14	100.0%	15.00	\$15.14	\$15.00	650	\$15.00	\$0
161 Parks	Snow shoe rental NEW	5.00	0.9%	\$5.05	100.0%	5.00	\$5.05	\$5.00	25	\$5.00	\$0
162 Parks	Band Shell Rental NEW	100.00	0.9%	\$100.90	100.0%	100.00	\$100.90	\$100.00	6	\$100.00	\$0
163 Parks	Band Shell Equipment Rental NEW										\$0
164 Parks	PA Chairs or Music Stands per item NEW	50.00	0.9%	\$50.45	100.0%	50.00	\$50.45	\$50.00	2	\$50.00	\$0
165 Zoo	Parking Fees ****										\$0
166 Zoo	Resident - daily (April - October)	\$5.44	0.9%	\$5.49	75.0%	\$3.00	\$4.12	\$4.00	0	\$4.00	\$0
167 Zoo	Non-Resident daily (April - October)	\$5.44	0.9%	\$5.49	100.0%	\$5.00	\$5.49	\$5.00	0	\$5.00	\$0
168 Zoo	Resident Annual	\$43.55	0.9%	\$43.95	75.0%	\$30.00	\$32.96	\$31.00	0	\$31.00	\$0
169 Zoo	Non-Resident Annual	\$43.55	0.9%	\$43.95	100.0%	\$40.00	\$43.95	\$41.00	0	\$41.00	\$0
170 Zoo	Ingham County (non-profit) School Bus	\$5.44	0.9%	\$5.49	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
171 Zoo	Admission Fees (group rate ****)										\$0
172 Zoo	Resident Adult (April - October)	\$13.07	0.9%	\$13.18	50.0%	\$6.00	\$6.59	\$6.00	0	\$6.00	\$0
173 Zoo	Non-Resident Adult (April - October)	\$13.07	0.9%	\$13.18	100.0%	\$11.00	\$13.18	\$12.00	0	\$12.00	\$0
174 Zoo	Resident Senior (April - October)**	\$13.07	0.9%	\$13.18	40.0%	\$5.00	\$5.27	\$5.00	0	\$5.00	\$0
175 Zoo	Non-Resident Senior (April - October)	\$13.07	0.9%	\$13.18	100.0%	\$10.00	\$13.18	\$11.00	0	\$11.00	\$0
176 Zoo	Children (age 3-12) (April - October)*	\$13.07	0.9%	\$13.18	35.0%	\$4.00	\$4.61	\$4.00	0	\$4.00	\$0
177 Zoo	Children under 3	\$13.07	0.9%	\$13.18	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
178 Zoo	All Adults(November-March); Res. Non-Res. or Senior	\$13.07	0.9%	\$13.18	25.0%	\$3.00	\$3.30	\$3.00	0	\$3.00	\$0
179 Zoo	Children (age 3-12) (November - March)	\$8.71	0.9%	\$8.79	25.0%	\$2.00	\$2.20	\$2.00	0	\$2.00	\$0
180 Zoo	Admission Fee for Charitable Events (5)	\$4.08	0.9%	\$4.11	100.0%	\$4.00	\$4.11	\$4.00	0	\$4.00	\$0
181 Zoo	School Groups & Charitable Organizations ANY SHELTER	\$25.48	0.9%	\$25.71	100.0%	\$25.00	\$25.71	\$25.00	0	\$25.00	\$0
182 Zoo	Shelters - 60 Person Capacity****										\$0
183 Zoo	Potter Park Penguin Cove	\$160.40	0.9%	\$161.84	100.0%	\$100.00	\$161.84	\$110.00	35	\$110.00	\$350
184 Zoo	Shelters - 80 Person Capacity ****										\$0
185 Zoo	Potter Park Eagle Landing	\$160.40	0.9%	\$161.84	100.0%	\$125.00	\$161.84	\$135.00	37	\$135.00	\$370
186 Zoo	Shelters - 300 Person Capacity ****										\$0
187 Zoo	Potter Park - Tiger Den	\$205.01	0.9%	\$206.86	100.0%	\$200.00	\$206.86	\$205.00	10	\$205.00	\$50
188 RoD	Plat Administration Fee (1)	\$20.06	0.9%	\$20.24	100.0%	\$20.00	\$20.24	\$20.00	10	\$20.00	\$0
189 RoD	Laredo product 0-250 minutes chrg/month	\$54.44	0.9%	\$54.93	100.0%	\$50.00	\$54.93	\$54.00	0	\$50.00	\$0
190 RoD	Laredo Min. Overage for 0-250 min. plan	\$0.22	0.9%	\$0.22	100.0%	\$0.20	\$0.22	\$0.22	0	\$0.20	\$0
191 RoD	Laredo product, 250-1000 mins -chrg/mo.	\$109.89	0.9%	\$109.86	100.0%	\$100.00	\$109.86	\$105.00	0	\$100.00	\$0
192 RoD	Laredo Min. Ovrgr for 250-1000 min. plan	\$0.16	0.9%	\$0.16	100.0%	\$0.15	\$0.16	\$0.16	0	\$0.15	\$0
193 RoD	Laredo product, 1001-3000 mins-chrg/mo	\$217.77	0.9%	\$219.73	100.0%	\$200.00	\$219.73	\$215.00	0	\$200.00	\$0
194 RoD	Laredo Min. Ovrgr for 1000-3000 min. plan	\$0.13	0.9%	\$0.13	100.0%	\$0.12	\$0.13	\$0.13	0	\$0.12	\$0
195 RoD	Laredo product,Unltd mins-chrg/mo.	\$272.21	0.9%	\$274.66	100.0%	\$250.00	\$274.66	\$270.00	0	\$250.00	\$0
196 Treasurer	NSF Checks	\$32.50	0.9%	\$32.80	100.0%	\$1.00	\$32.80	\$32.00	75	\$32.00	\$75
197 Treasurer	Tax service fee	\$4.24	0.9%	\$4.28	100.0%	4.00	\$4.28	\$4.00	100	\$4.00	\$0

Location of Service	Fee Description	2017 Cost	2018 Cost Increase Factor	2018 Cost	Target Percent	2017 Fee	2018 Calc. Fee	2018 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
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(1) Set per the State Guidelines

(2) These fees must be the same as the 1st acre

(3) The fees for additional acres is 15% of the original fee

(4) Added Fee R17-C21

(5) Added per Res# R24-452

(6) Added per Res# R5-321

(7) Added per Res# R5-311

\*Target % Changed in 2017 based on HUD to increase fees per the act (what is previous year 25%)

\*\*\* Fee R17-C21 - Waiver of Fee: all school and non-sporting on Mini-Friday (P#11-21), Pig Pen (P#17-18), Special Events (P#11-53), Annual Healthcare Pass-Free to low income (R#13-76)

Zoo - School Groups - \$1.00/Child (April 1st - October 31st)

Zoo - On Fun Holidays (Monday) from 5AM - 12PM, admission will be free for Ingham County Residents

Witcher's Lay - Mothers free Admission

Annual Passes: October-September

Father's Day - Fathers Free Admission

College Lab - Let's Eat! - Free Admission with Valid Student ID

Veteran's Day (November) - Veterans Free Admission

Be A Tourist In Your Own Town (June) G.D.B. - Free Admission and Parking with Tour Passport

Zoo Days (July) - \$1.00/person with Voucher

Register for Groups 21+ \$10 - \$1.00 per Admission per Person

Fun Ingham County, Friends Free Day (October) - Free Admission

**ATTACHMENT B**

2018 County Fees Analysis  
County Services Committee

Location of Service	Fee Description	2017 Fee	Controller/ Department Recommend.	Additional Revenue
Clerk	Expedited Svc - copies of Vital Records	\$25.00	\$30.00	\$1,240
Drain Comm.	Photography	\$280.00	\$285.00	\$15
Drain Comm.	Topography	\$565.00	\$570.00	\$15
Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$695.00	\$700.00	\$100
Drain Comm.	Preliminary Plat Review (2)	\$695.00	\$700.00	\$15
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$695.00	\$700.00	\$75
Drain Comm.	Additional acre	\$78.00	\$79.00	\$15
Drain Comm.	Plat Drain Administration Fee	\$2,500.00	\$2,510.00	\$30
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$495.00	\$500.00	\$200
Drain Comm.	Tap-in Permit - Commercial	\$410.00	\$415.00	\$50
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$605.00	\$610.00	\$0
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$60.00	\$61.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less (3)	\$530.00	\$535.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)	\$450.00	\$455.00	\$0
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$45.00	\$46.00	\$0
Drain Comm.	Escrow account-1/2 acre or less	\$565.00	\$570.00	\$100
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,700.00	\$1,710.00	\$100
Drain Comm.	Escrow account - 1 to 5 acres	\$3,400.00	\$3,410.00	\$150
Drain Comm.	Escrow account - 5 to 10 acres	\$5,625.00	\$5,635.00	\$50
Drain Comm.	Escrow account - each add'l 10 acres	\$2,825.00	\$2,835.00	\$50
Drain Comm.	Soil Erosion Permit - 9 month duration	\$250.00	\$255.00	\$25

Location of Service	Fee Description	2017 Fee	Controller/ Department Recommend.	Additional Revenue
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$325.00	\$330.00	\$75
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$47.00	\$48.00	\$10
Drain Comm.	Violation and Cease&Desist Order	\$295.00	\$300.00	\$30
Econ. Devel.	Application Fee - Brownfield	\$1,500.00	\$1,510.00	\$0
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	12.00	\$13.00	\$100
Equalization	28" x 40"	\$31.00	\$32.00	\$5
Equalization	28" x 40"	\$63.00	\$64.00	\$5
Equalization	34" x 44"	\$76.00	\$77.00	\$5
Parks	Resident Annual	\$30.00	\$32.00	\$5,600
Parks	Non-Resident Annual	\$40.00	\$42.00	\$556
Parks	Winter Sports Building (100 Person Capacity) ****	\$95.00	\$96.00	\$0
Parks	Lake Lansing South Lakeview	\$75.00	\$80.00	\$330
Parks	Lake Lansing North Oak Knoll	\$75.00	\$80.00	\$70
Parks	Lake Lansing North Sandhill	\$75.00	\$80.00	\$145
Parks	Hawk Island Kestrel	\$75.00	\$80.00	\$715
Parks	Hawk Island 1/2 of Peregrine	\$75.00	\$80.00	\$145
Parks	Burchfield Deer Run	\$75.00	\$80.00	\$125
Parks	Burchfield Pine Knoll	\$75.00	\$80.00	\$85
Parks	Burchfield Southridge	\$75.00	\$80.00	\$125
Parks	Lake Lansing - North - Main	\$180.00	\$185.00	\$75
Parks	Burchfield - North Bluff	\$180.00	\$185.00	\$50
Parks	Burchfield - Woodsong	\$180.00	\$185.00	\$40
Parks	Lake Lansing - South - Main	\$180.00	\$185.00	\$100
Parks	Burchfield - Overlook	\$180.00	\$185.00	\$85
Parks	Hawk Island - Red Tail	\$255.00	\$260.00	\$205
Parks	Hawk Island	\$75.00	\$80.00	\$380
Parks	Lake Lansing South	\$75.00	\$80.00	\$175
Parks	Burchfield	\$75.00	\$80.00	\$0

Location of Service	Fee Description	2017 Fee	Controller/ Department Recommend.	Additional Revenue
Parks	Abandonment Recovery Fee	\$40.00	\$41.00	\$0
Parks	Late Fee (arriving 1/2 hour or later after closing)	\$20.00	\$21.00	\$0
Parks	Resident Monday-Friday 9am-4pm	\$95.00	\$96.00	\$67
Parks	Resident Mon-Fri 7:30am-5:30pm	\$125.00	\$130.00	\$135
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$135.00	\$140.00	\$25
Parks	Moonwalk	\$280.00	\$285.00	\$15
Parks	Dunk Tank	\$230.00	\$235.00	\$5
Parks	Giant Slide	\$410.00	\$415.00	\$5
Zoo	Resident - daily (April - October)	\$3.00	\$4.00	\$0
Zoo	Resident Annual	\$30.00	\$31.00	\$0
Zoo	Non-Resident Annual	\$40.00	\$41.00	\$0
Zoo	Non-Resident Adult (April - October)	\$11.00	\$12.00	\$0
Zoo	Non-Resident Senior (April - October)	\$10.00	\$11.00	\$0
Zoo	Potter Park Penguin Cove	\$100.00	\$110.00	\$350
Zoo	Potter Park Eagle Landing	\$125.00	\$135.00	\$370
Zoo	Potter Park - Tiger Den	\$200.00	\$205.00	\$50
Treasurer	NSF Checks	31.00	\$32.00	\$75

\$12,563