

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

COUNTY SERVICES COMMITTEE
DEBBIE DE LEON, CHAIR
DALE COPEEDGE
VICTOR CELENTINO
ANDY SCHOR
DON VICKERS
VINCE DRAGONETTI

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, MARCH 1, 2011 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [February 15, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office - Resolution to Authorize a [Re-Organization](#) within the Prosecuting Attorney's Office - Phase Two
2. Sheriff's Office - Requesting a Waiver of the 2011 Hiring Freeze and Hiring Delay for an Open [Deputy](#) (F.O.P.) Position
3. Treasurer's Office - Resolution to Authorize [Reorganization](#) within the Treasurer's Office
4. Parks & Recreation Commission
 - a. Resolution Authorizing a Contract with [Supreme Rental](#) to Provide Portable Restroom Services at Various Ingham County Parks and the Fairgrounds
 - b. Resolution Authorizing a Contract with [Century Construction, LLC](#) for Roof Replacement on Four Buildings at Burchfield Park
 - c. Resolution Authorizing the Addition of the [Feline House](#) Shift Door Replacement to the Potter Park Zoo 2011 Capital Improvement Budget
5. Animal Control - Request to Waive the Hiring Freeze and Delay of an Animal Control [Officer](#) Position
6. Health Department - Request to Fill a Jail [Nurse](#) Position
7. Facilities Department
 - a. Facilities Update - Energy Conservation Efforts (*Materials will be distributed at the Meeting*)
 - b. Resolution Authorizing the [Chiller](#) Replacement at the Hilliard Building to be Performed by Matrix Consulting Engineers, Inc.

8. Management Information Services - Resolution to Approve the Addition and Renewal of the Hardware Maintenance Agreement from [Service Express](#), Incorporated for 36-Months
9. Controller/Administrator's Office - Resolution Authorizing a [Part-Time](#) Temporary Position at the Ingham County Fairgrounds
10. Board of Commissioners - Appointments to the Farmland and Open Space Preservation Board

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.

COUNTY SERVICES COMMITTEE
February 15, 2011
Minutes

Members Present: Debbie De Leon, Dale Copedge, Victor Celentino, Andy Schor, Don Vickers, Vince Dragonetti and Board Chairperson Grebner

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Tony Lindsey, Eric Schertizing, Tom Shewchuk, Mark Ferguson, Kyle Haubrich, Kirk Heinze, Willis Bennett and others.

The meeting was called to order by Chairperson De Leon at 7:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the February 1, 2011 Minutes

The February 1, 2011 Minutes were approved as submitted.

Additions to the Agenda

6d. Discussion - Appoint a County Services Sub-Committee to Measure Road Commission Progress

Limited Public Comment

None.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. Sheriff's Office - Request a Waiver of the 2011 Hiring Freeze and Hiring Delay for an Open Deputy (F.O.P.) Position
3. Treasurer's Office - Resolution to Authorize Additional Imprest Funds for the Jail's New Inmate Trust Debit Card System
4. Management Information Services Department - Resolution to Approve the Purchase of Purewire Web Security Services from Fishnet Security
5. Fair Office
 - a. Resolution Honoring Kathy Doyle
6. Board of Commissioners
 - c. Resolution Honoring Judy Silsby

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

1. Farmland and Open Space Preservation Board - Interviews

The Committee interviewed Kyle Haubreich and Kirk Heinze for the Ingham County Farmland and Open Space Preservation Board. William Rogers and Gabriel Biber were previously interviewed. There are two vacancies.

5. Fair Office

b. Fair Update (*No Materials*)

Ms. Lannoye, Controller informed the Committee that Barb Hensinger, Executive Director of the Ingham County Fair has given her resignation effective March 31, 2011. Ms. Lannoye stated that she will be meeting with Ms. Hensinger to identify her duties and present a short-term plan to the Fair Board next week. Ms. Lannoye explained that until the position is filled Mr. Terrill, Mr. Cypher, and Ms. Rhode have agreed to assist with the transition, and there is a possibility of contracting for events. Ms. Lannoye advised the Committee that Ms. Hensinger has already lined things up for the fair. There was a discussion to include the Commissioners with the interview and hiring process.

6. Board of Commissioners

a. Resolution to Amend Resolution #05-295, which Delegates Certain Authority to the Ingham County Parks and Recreation Commission

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #05-295, WHICH DELEGATES CERTAIN AUTHORITY TO THE INGHAM COUNTY PARKS AND RECREATION COMMISSION.

Comm. Schor suggested exempting concessions.

Comm. De Leon stated that the Parks and Recreation items will be included in the annual fee review list. Ms. Lannoye acknowledged that they would be included in the annual list.

Comm. Grebner expressed his concern regarding the Board oversight on things that could impose an abundance of paperwork, create timing issues, or get in the way of operations.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. VICKERS, TO AMEND THE THEREFORE BE IT RESOLVED (3) AFTER THE WORD EQUIPMENT. **THE PARKS AND RECREATION COMMISSION MAY SET AND PERIODICALLY ADJUST CONCESSION FEES.**

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Comm. Dragonetti asked Mr. Bennett if he had any problems with the resolution. Mr. Bennett stated by amending the concession fees that will take care of his concerns. The Committee agreed that there may be occasions when adjustments will be needed and time is of the essence.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Calling on the State of Michigan to Add Public Libraries to its Pistol Free Zones

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION CALLING ON THE STATE OF MICHIGAN TO ADD PUBLIC LIBRARIES TO ITS PISTOL FREE ZONES.

The Committee discussed recent events in a library, concealed weapons, permits, gun vs. pistol free zones, and the definition of a pistol, gun and weapon.

MOVED BY COMM. COPEDEGE, SUPPORTED BY COMM. DRAGONETTI, TO TABLE THE RESOLUTION UNTIL COUNCIL IS ABLE TO REVIEW THE RESOLUTION.

MOTION CARRIED UNANIMOUSLY.

- d. Appoint a County Services Sub-Committee to the Road Commission

Comm. De Leon stated that she has asked Comm. Copedge to chair a Sub-Committee of County Services for the purposes of drafting a document that can be used as a tool to measure the Road Commission progress. She also informed the Committee that she has asked Comms. Dragonetti and Celentino to serve on the Sub-Committee whereby each agreed to do so. She invited any other Board Members to join the Sub-Committee. Comm. Vickers volunteered.

The Committee discussed their concern over fact, fiction, accountability, mutual respect and allowing the Road Commission appointees to do their work.

MOVED BY COMM. DRAGONETTI, SUPPORTED BY COMM. COPEDEGE, TO APPOINT A SUB-COMMITTEE FOR THE PURPOSE OF SETTING GOALS AND STANDARDS FOR THE ROAD COMMISSION TO ACHIEVE PROGRESS EXPECTED BY THE BOARD OF COMMISSIONERS.

Committee Members: Comm. Copedge (Chairperson), Comm. Dragonetti, Comm. Celentino, and Comm. Vickers.

MOTION CARRIED UNANIMOUSLY.

Comm. Vickers asked who the contact person at the Road Commission is. Comm. De Leon stated the Chairperson or Director of the Road Commission.

Announcements

Comm. Vickers and Comm. Grebner requested from Eric Schertizing, a Land Bank spread sheet to include zoning, expenses, projected renovation costs, and an overall projected value in order to compare loan to value. The Commissioners also asked for a balance sheet on what is owned and owed. Comm. De Leon stated that the information is available in the Land Bank packets. Ms. Lannoye, Controller noted that the last Brownfield bond issued, the revenues were not sufficient at that time. Comm. Grebner asked if the Land Bank is audited. Mary Lannoye, Controller answered for fiscal soundness. Comm. Grebner expressed his concern of sales covering debt.

Comm. Dragonetti stated that he was part of a Holt Schools Committee looking into the recent accident, and that committee may want to speak with elected officials, and improve education.

Comm. Copedge expressed his concern regarding the overlap of meetings when Fridays are available, or others are not showing up to a scheduled meeting.

Public Comment

None.

The meeting adjourned at approximately 8:04 p.m.

Respectfully submitted,

Julie Buckmaster

MARCH 1, 2011 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

HIRING FREEZE

The Controller is recommending approval of the following hiring freeze requests:

2. Sheriff's Office—Deputy FOP Position. This position would be filled with one of the laid off deputies.
5. Animal Control—Animal Control Officer Position.
6. Health Department—Jail Nurse Position.

OTHER ACTION ITEMS

The Controller is recommending approval of the following action items:

1. Prosecuting Attorney—*Resolution to Authorize a Reorganization within the Prosecuting Attorney's Office.*

Over the past few years the Board has authorized reorganizations within the Prosecuting Attorney's office primarily related to efficiencies associated with implementation of the paperless conversion process. To date these reorganizations were estimated to have saved the County approximately \$275,676 per year. Pursuant to Article 33 of the UAW contract, the union requested a job evaluation of six (6) positions within the bargaining unit. Human Resources conducted the audit and recommends job description changes for all six positions and classification upgrades for four (4) of the positions. The net cost increase is estimated at \$25,719 per year, and \$13,697 for 2011. Copies of the new job descriptions are available upon request but were not included in the packet due to the sheer volume of paper.

3. Treasurer—*Resolution to Authorize a Reorganization within the Treasurer's Office.*

The Treasurer is requesting reorganization associated with increased responsibilities in the Land Bank and the Brownfield Authority. The reorganization reflects the increased responsibilities of the unit due to the increase in the number of properties in the tax foreclosure process and the increase in parcels for the Brownfield Authority. The Human Resources department has reviewed the proposed job descriptions and recommends approval so as to more accurately reflect the duties and responsibilities of the Land Bank Coordinator and the Brownfield Coordinator. These positions are funded by a combination of sources including the Land Bank, Delinquent Tax Revolving Fund, and the Brownfield Authority.

- 4(a). Parks—*Resolution Authorizing a Contract with Supreme Rental to Provide portable Restroom Services at Various Ingham County Parks and the Fairgrounds.*

This resolution authorizes a five year contract to provide restroom services at various parks and the Fairgrounds in an amount not exceed \$8,985. Supreme Rental is a local vendor that matched the low bid for the Parks portion of the RFP. Please refer to the memorandums from Willis Bennett and Jim Hudgins for additional information.

4(b). Parks—*Resolution Authorizing a Contract with Century Construction, LLC for Roof Replacement on Four Buildings at Burchfield Park.*

This resolution would authorize a contract for roof replacements at four (4) parks in Burchfield Park including the Woodsong shelter, beach restroom, ranger room building, and the tractor shed in an amount not to exceed \$9,614. The proposed replacements are consistent with the Parks replacement plan for building roofs. Century Construction is a local vendor that matched the low bid. Please refer to the memorandums from Willis Bennett and Jim Hudgins for additional information.

4(c). Parks—*Resolution Authorizing the Addition of the Feline House Shift Door Replacement to the Potter Zoo 2011 Capital Improvement Budget.*

The resolution authorizes this new project to the Zoo CIP and the transfer of funds from the Zoo millage fund balance to the appropriate capital improvement account. This project is necessary to prevent safety issues associated with zoo keepers having to shift big cats from one area to another to perform general cleaning, care and training. Please refer to the memorandum from Willis Bennett for additional information.

7(b). Facilities—*Resolution Authorizing the Chiller Replacement at the Hilliard Building to be Performed by Matrix Consulting Engineers, Inc.*

The resolution would authorize a contract for engineering services at a cost not to exceed \$9,200. Matrix Engineers is a local vendor and was the low bid. This project was included in the 2011 Capital Improvement Plan.

8. Management Information Services—*Resolution to Approve the Addition and Renewal of the Hardware Maintenance Agreement from Service express, Incorporated for 36-Months.*

The MIS Department recommends a 3 year contract extension with Service Express to provide maintenance services for critical hardware in the Data Center. Service Express was the low bid. Please refer to Tom Shewchuk's memorandum for additional information.

9. Controller/Administrator's Office—*Resolution Authorizing a Part-Time Position at the Ingham County Fairgrounds.*

The Fair Director, Barb Hensinger has announced her resignation as of March 31, 2011. In order to ensure a smooth transition and the maintenance of day to day operations at the Fair, the Controller is recommending the creation of a part-time Manager's position. The position would be paid at the rate of \$25 per hour and would work up to 25 hours per week until such time as a permanent replacement is hired. The Fair Board is scheduled to meet on Wednesday, February 23, 2011 to discuss this recommendation (i.e. after the County Services agenda packet is mailed out). In the event the Fair Board has a different recommendation, this item may be tabled or replaced.

MEMO

TO: County Services and Finance Committee

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Reorganization of the Prosecutor's Office

DATE: February 23, 2011

This memo sets out the overall savings of the Reorganization of the Prosecutor's office. The Prosecutor's office set out to reorganize the office due to the overall budget deficit facing the county and the needs of the office to go paperless. This process has led to reductions in staffing, higher level of efficiency, and a reduction of the office's overall budget.

The Prosecutor's office started the process with Resolution # 09-213. This resulted in the loss of an Assistant Prosecuting Attorney, the Office Administrator and the Administrative Assistant. This office replaced these positions with three (3) other positions at a lower classification resulting in a savings to the county of \$85,766. Once we implemented the paperless project we were able to further reduce staffing (Resolution 10-280) by two and three quarters (2 ¾) FTE's resulting in a savings of \$189,910. Due to both of these resolutions the net savings to the county was \$275,676. These resolutions effectively eliminated middle-management positions.

Pursuant to the UAW Collective Bargaining Agreement, when there is a reorganization the UAW can request Human Resources to look at the UAW job descriptions and make any changes due to the reorganization. Due to the loss of middle-management positions it was necessary to give four (4) positions additional duties which were evaluated by Human Resources and pointed out appropriately. Two (2) other positions were changed but have no economic ramifications. Both the UAW and the Ingham County Prosecutor agree with Human Resource's analysis, which costs the county an additional \$25,719.

Results

Initial Cost Savings to County due to Re-organization	275,676
Re-evaluation by Human Resources	-25,719
Total Cost Savings to the County	249,957

Summary: Prosecuting Attorney Reorganization

Long-Term Cost

Current Job Title	Position #	Employee	Employee #	Current Pay Grade	Current Cost	New Job Title	New Pay Grade	New Cost	Difference
Assistant to Chief APA	229119	Rebecca Taylor	6078	UAW G	\$70,364	Assistant to Chief APA	UAW J	\$80,259	\$9,895
Clerk	229041	Helen Todd	2083	UAW D	\$60,891	Receptionist/ Clerk	UAW D	\$60,891	\$0
District Court Coordinator	229037	Gladys Woodward	1429	UAW E	\$63,843	Lead Clerk	UAW E	\$63,843	\$0
Intake Coordinator	229040	Sally Auer	2057	UAW G	\$63,797	Intake Coordinator	UAW J	\$73,763	\$9,966
Warrant Clerk	229056	Jacqueline Murphy	1842	UAW F	\$65,126	Warrant Clerk	UAW G	\$68,055	\$2,929
Warrant Clerk	229044	Theresa Maier	2336	UAW F	\$65,126	Warrant Clerk	UAW G	\$68,055	\$2,929

Total Long-Term Cost: \$25,719

2011 Cost

Current Job Title	Position #	Employee	Employee #	Current Pay Grade	Current Cost	New Job Title	New Pay Grade	New Cost	Difference
Assistant to Chief APA	229119	Rebecca Taylor	6078	UAW G	\$68,013	Assistant to Chief APA	UAW J	\$72,142	\$4,129
Clerk	229041	Helen Todd	2083	UAW D	\$60,891	Receptionist/ Clerk	UAW D	\$60,891	\$0
District Court Coordinator	229037	Gladys Woodward	1429	UAW E	\$63,843	Lead Clerk	UAW E	\$63,843	\$0
Intake Coordinator	229040	Sally Auer	2057	UAW G	\$63,797	Intake Coordinator	UAW J	\$67,713	\$3,916
Warrant Clerk	229056	Jacqueline Murphy	1842	UAW F	\$65,126	Warrant Clerk	UAW G	\$67,952	\$2,826
Warrant Clerk	229044	Theresa Maier	2336	UAW F	\$65,126	Warrant Clerk	UAW G	\$67,952	\$2,826

Total 2011 Cost: \$13,697

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO IMPLEMENT THE EVALUATION OF THE 2009 PROSECUTING ATTORNEY'S OFFICE PHASED REORGANIZATION

WHEREAS, the Ingham County Board of Commissioners authorized a phased re-organization in the Prosecutor's Office by Resolutions #09-213 and #09-280 which included the elimination of a Management Position, specifically the Office Administrator; and

WHEREAS, the UAW, pursuant to UAW Article 33 et seq., has requested an evaluation of the re-organization results; and

WHEREAS, the Human Resources Department conducted a Job Evaluation audit with the UAW Officials and the Prosecuting Attorney's Management team; and

WHEREAS, the analysis determined a need to address structural (classification) changes in five (5) positions affecting six (6) incumbents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following positions to be changed as recommended:

Existing Position	Current	Recommended	New	Position #
Assistant to Chief APA	UAW G	Assistant to Chief APA	UAW J	229119
Clerk, PA's Office	UAW D	Receptionist/Clerk	UAW D	229041
District Court Coord	UAW E	Lead Clerk, PA's Office	UAW E	229037
Intake Coordinator	UAW G	Intake Coordinator	UAW J	229040
Warrant Clerk	UAW F	Warrant Clerk	UAW G	229056
Warrant Clerk	UAW F	Warrant Clerk	UAW G	229044

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners adopts the Prosecuting Attorney's Office request for re-organization.

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

Agenda Item 2

February 17, 2011

Ingham County Board of Commissioners
County Services Committee
Chairperson Debbie DeLeon

Dear Chairperson DeLeon:

The Ingham County Sheriff's Office is requesting a waiver of the 2011 hiring freeze and hiring delay for an open Deputy (F.O.P.) position.

The Ingham County Sheriff's Office terminated a Corrections Deputy, effective February 16, 2011. This position was funded for the 2011 Sheriff's budget.

I am requesting a waiver of this committee on the 2011 hiring freeze, so we can fill this position. The position will be filled with a laid off deputy.

If this position is not filled, it will affect safety for our Corrections Deputies as well as inmates, thus increasing liability for the county. Additionally, overtime will increase in order to maintain a safe and secure jail.

Sincerely,

Sheriff Gene L. Wriggelsworth
Ingham County Sheriff

Cc: Commissioner Andy Schor
Commissioner Victor Celentino
Commissioner Dale Copedge
Commissioner Vince Dragonetti
Commissioner Don Vickers
Controller Mary Lannoye
Deputy Controller John Neilsen

Agenda Item 3

February 14, 2011

TO: County Services and Finance Committees
FROM: Eric Schertzing, Ingham County Treasurer
RE: Treasurer's Office Reorganization

The Treasurer's Office has identified a need to reorganize. This functional reorganization will streamline processes and allow the office to better manage the Land Bank's increased volume and inventory. This reorganization has zero impact on General Fund money. The positions are funded by the Land Bank Authority, Brownfield Authority and the Tax Revolving Fund.

Financial Implications:

From PRO 02 to PRO 06
From PRO 03 to PRO 06

Consistent with Commissioner Instructions, costs are calculated on maximum salary compensation amount.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE REORGANIZATION WITHIN THE
TREASURER'S OFFICE**

WHEREAS, the Ingham County Treasurer desires to reorganize functions within the Office due to increased and realigned responsibilities; and

WHEREAS, with the growth in the Ingham County Land Bank and the increase in the number of parcels in the tax foreclosure process and increase in parcels having implications for the Brownfield Authority, the Ingham County Treasurer finds it necessary to reorganize functions within his office to meet the increased demand and realign duties and responsibilities; and

WHEREAS, with the growth of the Ingham County Land Bank and the increase in the number of properties in the tax foreclosure process and the increase in parcels having implications for the Brownfield Authority, the Treasurer's Office has two (2) positions in need of functional reorganization; and

WHEREAS, the Ingham County Treasurer, due to the growth of the Ingham County Land Bank and increase in the number of properties in the tax foreclosure process and the increase in parcels having implications for the Brownfield Authority, finds it necessary to create a new position to more accurately reflect the increase in the complexity of duties and responsibilities, replacing the Tax Forfeiture/Foreclosure Coordinator position with the new position of Land Bank Coordinator (position #253011); and

WHEREAS, the Ingham County Treasurer, due to the growth of the Ingham County Land Bank and the increase in the number of properties in the tax foreclosure process and the increase in parcels having implications for the Brownfield Authority, finds it necessary to revise the job description to more accurately reflect the increase in the complexity of duties and responsibilities of the Brownfield Coordinator (position #253012); and

WHEREAS, the Ingham County Treasurer drafted new job descriptions to more accurately reflect the duties and responsibilities of the new Land Bank Coordinator (Exhibit A) and the Brownfield Coordinator (Exhibit B); and

WHEREAS, the Human Resources Department and the ICEA County Professional Union have reviewed and approved the new job descriptions; and

WHEREAS, the Human Resources Department conducted a Job Point Evaluation audit for the new job description for Land Bank Coordinator and the revised job description for Brownfield Coordinator; and

WHEREAS, the Human Resources Department determined that the job description for Land Bank Coordinator (position #253011) and Brownfield Coordinator (position #253012) should appropriately be placed at ICEA County Professional Grade -- PRO 6 FY 2011 \$45,546-54,677); and

WHEREAS, the ICEA County Professional Union has no objection to the reclassification to Grade PRO 6 for both positions; and

WHEREAS, the Land Bank has no objection to the reclassification to Grade PRO 6 for both positions; and

WHEREAS, the Land Bank Coordinator position is funded with a combination of Land Bank Authority funds and Tax Revolving Funds and the Brownfield Coordinator is funded with a combination of Brownfield Authority funds and Land Bank Authority funds; and

WHEREAS, the proposed reorganization has zero impact on the General Fund; and

WHEREAS, immediate effect of the reorganization is requested.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to implement the Treasurer's departmental reorganization as presented:

<u>Position Number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>
253012	PRO 03	PRO 06
253011	PRO 01	PRO 06

BE IT FURTHER RESOLVED, that the County's hiring freeze and hiring delay be waived for the positions involved in this reorganization.

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

INGHAM COUNTY
JOB DESCRIPTION

LAND BANK COORDINATOR
(Treasurer's Office)

General Summary:

Under the supervision of the County Treasurer, Chief Deputy Treasurer and Land Bank Executive Director, coordinates all post-foreclosure aspects of P.A. 123 of 1999, including vacating occupied structures, local government action, public auctions and property title transfers, ensuring statutory compliance at all times.

Utilizing generally accepted accounting principles and knowledge of project-based fund accounting, maintains accurate financial records for the Land Bank. Maintains a high level of concentration and attention to detail in order to minimize financial and other liability. Facilitates termination of legal property rights for delinquent land contract purchasers and renters.

Essential Functions:

- 1) Frequently communicates with the public and local governments, vocally and in writing, gathering information and explaining statutory processes as well as organizational procedures as they relate to specific and often complex individual situations.
- 2) Supervises the Land Bank's Property Maintenance Coordinator, including planning, assigning and checking of work and making recommendations regarding personnel decisions to the Executive Director and Chairman.
- 3) Solicits bids, awards contracts, and assigns and checks work of vendors.
- 4) Interprets established policies, procedures and statutory requirements, using discretion to select the most appropriate course of action for individual situations.
- 5) Spends significant time gathering and organizing property data and information from a wide variety of sources including local assessing records, county equalization records, Register of Deeds documents, county foreclosure files and legal documents to be used in the strategic, long-term planning of Land Bank projects.
- 6) Coordinates operation and maintenance of Land Bank website.
- 7) Performs accounting functions associated with multi-million dollar budget including accounts payable and receivable, cash receipting, payroll, escrow items and annual audit process. Failure to maintain accurate records has the potential to result in the Land Bank forfeiting millions of dollars in federal funds.

- 8) Coordinates with legal counsel to facilitate land contract forfeitures and foreclosures, demands for possession and evictions, including completing and serving court documents and participating in legal proceedings.
- 9) Makes periodic site visits/inspections to various properties either in the Land Bank inventory or in the tax foreclosure process, including construction sites and sub-standard or dilapidated structures.
- 10) Develops and maintains personal knowledge of properties in the tax foreclosure process and Land Bank inventory.
- 11) Drafts and records deeds and other property documents.
- 12) Functions as recorder for Land Bank Fast Track Authority meetings ensuring timely and accurate preparation of minutes.
- 13) Functions as the Freedom of Information Act Coordinator for the Land Bank.
- 14) Orders and maintains inventory of office supplies and other equipment.
- 15) Maintains confidential personnel records for Land Bank.

Other Functions:

- 16) Performs a variety of other functions and duties as assigned.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education:

Bachelor's Degree in a related field. Legal and/or accounting background/experience desired.

Experience:

A minimum of between two and three years of progressively more responsible or expansive experience is required. Between three and five years of progressively more responsible or expansive experience preferred.

Other Requirements:

Valid Michigan Driver's License and reliable transportation.
Michigan Notary Public preferred

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

Physical Requirements:

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

Ability to enter and access information from a computer.

Ability to access office files.

Ability to operate a calculator.

Ability to lift and move objects weighing up to 25 pounds.

Ability to travel throughout the County.

Ability to visit properties to inspect and/or post notices, walking over uneven terrain, climbing stairs, bending, stooping and kneeling.

Regular prolonged sitting at a computer terminal.

Working conditions:

Works in both office and external settings. Work is periodically carried out in disagreeable conditions producing exposure to injuries such as minor burns, cuts, abrasions or falls beyond that of the typical office environment or contact with hostile or dangerous persons in an uncontrolled environment.

**BROWNFIELD COORDINATOR – Brownfield Authority and Land Bank Authority
(Treasurer's Office)**

General Summary:

Under the supervision of the County Treasurer, Chief Deputy Treasurer, Land Bank Executive Director, and Brownfield Redevelopment Authority maintains accurate financial and development records for all Brownfield Plans, Land Bank projects and assists in planning and renovation of development sites. Activities include: documenting all actions, cost accounting, fund accounting functions associated with Land Bank and Brownfield projects, assisting with administrative processes of Brownfield redevelopment and Land Bank planning and responding to requests for information from public project participants and participating municipalities, maintaining a high level of concentration and attention to detail in order to minimize financial and other liability.

Essential Functions:

1. Maintain accurate records for all properties and prepares regular reports and financial statements. This includes parcel by parcel cost accounting, cash flow projections, actual and anticipated tax capture settlements and bonding. Failure to maintain accurate records has the potential to result in significant financial liability to the County.
2. Manage and oversee Land Bank renovation projects including material selection/procurement and functions as liaison with contractors and/or consultants.
3. Maintain client paperwork, process applications, and communicate with tenants of Land Bank rental properties. Complete annual certifications and monitoring/inspections with support agencies and local governments.
4. Supervise the Land Bank Property Maintenance Supervisor, including planning, assigning and checking of work and making recommendations regarding personnel decisions to the Executive Director and Chairman.
5. Spend significant time gathering and coordinating information and communicating with local authorities, developers and consultants for the strategic, long-term planning of Land Bank/Brownfield Authority projects.
6. Analyze legislation, economic development/brownfield tools and local land use policies and planning and apply to specific situations requiring a high degree of critical thinking.
7. Develop and maintain reporting documents concerning Brownfield redevelopment and Land Bank planning. Respond to inquires and interpret established policies, procedures and statutory requirements, using discretion to select the most appropriate course of action for individual situations.

8. Make periodic site visits and inspect properties throughout the County, including construction sites and sub-standard or dilapidated structures.
9. Develop and maintain personal knowledge of properties in Brownfield plans and Land Bank inventory.
10. Perform accounting functions associated with multi-million dollar budget including accounts payable and receivable, bank reconciliation and annual audit process. Failure to maintain accurate records has the potential to result in the Land Bank forfeiting millions of dollars in federal funds.
11. Serve as liaison with community partners and facilitate program implementation.
12. Develop informational brochures and marketing materials.
13. May be called regularly to attend and provide representation at meetings and community gatherings.

Other Functions:

14. Perform a variety of other functions and duties as assigned.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications

Education: Bachelor's Degree in business, public administration or economic development related field desired. A minor in accounting desired.

Experience: A minimum of between two and three years of progressively more responsible or expansive experience is required. Between three and five years of progressively more responsible or expansive experience preferred.

Other Requirements:

Valid Michigan Driver's license and reliable transportation.
Michigan Notary Public preferred

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

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

Ability to enter and access information from a computer.

Ability to access office files.

Ability to operate a calculator.

Ability to lift and move objects weighing up to 25 pounds.

Ability to travel throughout the County.

Ability to visit properties to inspect and/or post notices, walking over uneven terrain, climbing stairs, bending, stooping and kneeling.

Regular prolonged sitting at a computer terminal.

Working Conditions:

Works in both office and external settings. Work is periodically carried out in disagreeable conditions producing exposure to injuries such as minor burns, cuts, abrasions or falls beyond that of the typical office environment or contact with hostile or dangerous persons in an uncontrolled environment.

MEMO

DATE: February 16, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Ingham County Parks Director
Barbara Hensinger, Ingham County Fair Executive Director

RE: Resolution Authorizing a Contract with Supreme Rental to Provide Portable Restroom Services at Various Ingham County Parks and the Fairgrounds

This resolution authorizes a five year contract, beginning on or around April 1, 2011, to provide portable restroom services at various parks and the Fairgrounds in an amount not to exceed \$8,985 annually. The contract includes an option to renew for an additional two year period provided there are no cost increases during the term of the agreement.

The current contract with Supreme Rental for portable restroom services at various Ingham County Parks will expire on April 1st of 2011. A decision was made to put out an RFP for both the Parks and Fairgrounds together in order to obtain the most cost effective pricing. Supreme Rental matched the low bid for the Parks portion of the RFP obtained from a Clinton County vendor and, in accordance with the Local Purchasing Preference Policy, the Purchasing Department recommended Supreme's bid be accepted. The annual cost for the Parks will not exceed \$5,385 and the annual cost for the Fairgrounds will not exceed \$3,600.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: February 4, 2011

SUBJECT: Portable Restrooms Proposal Summary

Project Description:

This contract is for providing portable restroom rental services including delivery, set-up, servicing and maintenance at various County parks and the Ingham County Fairgrounds for a period of five years with an option to renew for an additional two-year period beginning on or around April 1, 2011.

Proposal Summary:

Vendors contacted: 3 Local: 1
 Vendors responding: 2 Local: 1

Company	Parks Annual Cost	Fair Annual Cost	Total Annual Cost	Years Willing to Hold Prices	Total 5-year Cost	Local
Supreme Rental	\$5,785 (initial bid) \$5,385*	\$3,600	\$8,985	7	\$44,925	Y, Mason
American Rentals	\$5,385	\$5,750	\$11,135	5	\$55,675	N, Lansing (Clinton)

*Supreme Rental is willing to match American Rentals' Parks bid of \$5,385 in accordance with the Local Purchasing Preference Policy.

Recommendation:

The Evaluation Committee recommends awarding a five-year contract to Supreme Rental for an amount not to exceed \$8,985/annually to provide portable restroom services at various parks and the Fairgrounds, with an option to renew for an additional two year period provided however that there are no costs increases during the term of the agreements.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH SUPREME RENTAL TO PROVIDE PORTABLE RESTROOM SERVICES AT VARIOUS INGHAM COUNTY PARKS AND THE FAIRGROUNDS

WHEREAS, the current contract with Supreme Rental portable restroom services at various Ingham County Parks will expire on April 1, 2011; and

WHEREAS, a decision was made to put out an RFP for the Parks and Fairgrounds together in order to obtain the most cost effective pricing; and

WHEREAS, the Purchasing Department secured sealed bids; and

WHEREAS, Supreme Rental of Mason, Michigan matched the low bid for the Parks portion of the RFP obtained from a Clinton County vendor and, in accordance with the Local Purchasing Preference Policy, the Purchasing Department recommends the bid be accepted; and

WHEREAS, the annual cost for the Parks will not exceed \$5,385; and

WHEREAS, the annual cost for the Fairgrounds will not exceed \$3,600; and

WHEREAS, the Parks & Recreation Commission and Fair Board supported this contract with the passage of resolutions at their February meetings.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a five year contract between Ingham County and Supreme Rental of Mason, Michigan in an amount not to exceed \$8,985/annually to provide portable restroom services at various County parks and the Ingham County Fairgrounds.

BE IT FURTHER RESOLVED, the Board of Commissioners approves an option to renew the contract for an additional two year period provided there are no cost increases during the term of the Agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County attorney.

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: February 16, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing a Contract with Century Construction, LLC for Roof Replacement on Four Buildings at Burchfield Park

The Parks Department owns and maintains the buildings at Burchfield Park and has a roof replacement plan in place to ensure routine replacement of building roofs. Bids were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Century Construction of Lansing, Michigan.

This resolution authorizes a contract with Century Construction for the replacement of the roof on the Burchfield Park Woodsong shelter, the beach restroom, the ranger room building, and the tractor shed in an amount not to exceed \$9,164. However, if roof sheathing replacement is also necessary this expense would also be authorized at a cost of \$1.00 per square foot.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director, Purchasing Department
 DATE: February 4, 2011
 SUBJECT: Roof Replacements Proposal Summary

Project Description:

The project sought proposals from experienced and qualified roofing contractors to replace the roofs of four (4) buildings at Burchfield Park.

Proposal Summary:

Vendors contacted: 43 Local: 7
 Vendors responding: 12 Local: 5

COMPANY NAME	TOTAL BID	DAYS TO COMPLETE	SHEETHING SQUARE FT	LOCAL
Rasmussen LLC	\$9,164.00	60	\$1.00	N, Walker
Century Construction*	\$9,990.00	5	\$1.00	Y, Lansing
Armstrong Enterprises	\$11,400.00	5	\$2.00	N, Pinckney
DC Builders	\$11,640.00	90	\$1.25	N, Woodland
Tri Star Industries	\$12,000.00	2	\$5.00	N, Kimball
Simon Roofing	\$12,900.00	14	\$1.20	Y, Holt
Jordan Roofing	\$12,982.00	5	\$1.10	Y, Holt
VJM Design	\$13,900.00	7	\$2.00	N, Waterford
Bornor Restoration	\$15,338.00	12	\$2.25	Y, Lansing
Laux Construction	\$15,700.00	14	\$2.00	Y, Dansville
Quality Asbestos	\$18,682.50	30	\$2.25	N, Bay City
McDonald Roofing	\$23,083.00	10	\$3.25	N, Ann Arbor

Recommendation:

The Evaluation Committee recommends awarding a contract to Century Construction* (local) for \$9,164 who is willing to match Rasmussen's (non-local) bid in accordance with the Local Purchasing Preference Policy. The contract will also include replacing roof sheathing, if needed, at a cost of \$1.00 per square foot. In addition to being a local vendor, Century has performed previous work for the County and has the appropriate license and insurance.

Advertisement:

The RFP was advertised in the Lansing State Journal, The New Citizen's Press and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH CENTURY CONSTRUCTION, LLC FOR ROOF REPLACEMENT ON FOUR BUILDINGS AT BURCHFIELD PARK

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Burchfield Park; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the roofs of the Woodsong Shelter, Beach Restroom, Ranger Room Building, and Tractor Shed at Burchfield Park are scheduled for roof replacements in 2011; and

WHEREAS, bids were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Century Construction, LLC of Lansing, Michigan.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes entering into a contract with Century Construction, LLC for the replacement of the roof on the Burchfield Park Woodsong shelter, beach restroom, ranger room building, and tractor shed in an amount not to exceed \$9,164.

BE IT FURTHER RESOLVED, the Board of Commissioners also authorizes roof sheathing replacement if necessary at a cost of \$1.00 per square foot.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County attorney.

INGHAM COUNTY PARKS DEPARTMENT

MEMO

DATE: February 16, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: Resolution Authorizing the Addition of the Feline House Shift Door Replacement to the Potter Park Zoo 2011 Capital Improvement Budget

Currently, the Potter Park Zookeeper staff must shift the big cats from one area to another to perform general cleaning, care, and training. To complete these tasks staff uses an outdated, manual, cable and pulley shift door system from the 1980s. The existing doors frequently require costly repairs due to failure and are a safety issue for the keeper staff and the animals.

This resolution authorizes the addition of the Feline House Shift Door Replacement to the 2011 Potter Park Zoo Capital Improvement Budget in the amount of \$65,000. The Facilities Department also recommends this project be added as a priority item.

Funds in the amount of \$65,000 have been identified within the Potter Park Zoo Millage fund balance. This resolution also authorizes the transfer of the necessary funds from the Potter Park Zoo Millage fund balance to line item 258-69900-977000-0911Z.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ADDITION OF THE FELINE HOUSE SHIFT DOOR REPLACEMENT TO THE POTTER PARK ZOO 2011 CAPITAL IMPROVEMENT BUDGET

WHEREAS, the Potter Park Zookeeper staff must shift the big cats from one area to another to perform general cleaning, care, and training; and

WHEREAS, to perform these functions staff currently uses an outdated, manual, cable and pulley shift door system from the 1980s; and

WHEREAS, the existing doors frequently require costly repairs due to failure; and

WHEREAS, this is a safety issue for the keeper staff and the animals; and

WHEREAS, the Ingham County Facilities Department recommends this project be added as a priority item to the 2011 Capital Improvement Budget in the amount of \$65,000; and

WHEREAS, funds have been identified within the Potter Park Zoo Millage Fund; and

WHEREAS, the Zoo Board supported this concept with the passage of a resolution at their February 2011 meeting.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the addition of the Feline House Shift Door Replacement to the 2011 Potter Park Zoo Capital Improvement Budget in the amount of \$65,000.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the transfer of necessary funds from the Potter Park Zoo Millage Fund Balance to line item 258-69900-977000-0911Z.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds within the Potter Park Zoo Budget.

MEMO

TO: County Services Committee

FROM: Jamie McAloon Lampman, Director Animal Control

CC: Mary Lannoye County Controller
John Neilsen, Deputy Controller

DATE: February 22, 2011

RE: Request to Waive the Hiring Freeze and Delay of an Animal Control Officer Position

I am requesting a waiver to the freeze and a delay of a full-time position hiring at ICAC for an animal control officer.

Effective February 28, 2011, there will be an animal control officer position vacant. Currently ICAC has an officer on FMLA and effective February 28 that officer will be resigning their position.

This position is primarily assigned as enforcement officer to the licensing program. In 2010, the licensing program generated \$368,000, which was an all-time record for revenue in this program. This position has contributed to that increase and in fact was able to exceed the budget goal by \$68,000.

The licensing officer is vital to the community as it not only provides revenue but most importantly assures that dogs are rabies vaccinated, identified and it promotes spay/neuter through the differential licensing which provides lower fees for owners of spayed/neutered pets.

This position was not slated to be cut in 2011 and funds are available in the General Fund. ICAC is requesting to fill the animal control officer position immediately.

ICAC's road officer level is at a critical point. This vacancy will have a seriously negative impact on the service responses in the field, licensing revenue, and citizen safety. It is for this reason I am asking for your consideration. This ACO does respond to priority complaints such as police-assist, dog bites, rabies quarantines and animal cruelty. This position is an essential function to ICAC

The minimum total personnel costs (salary and fringes) to maximum personnel costs cost for the FT Animal Shelter Operator range from \$60,955 including fringe benefits to total maximum cost is \$72,252 including fringe benefits. ICAC is planning on replacing this position at the minimum cost for 2011. This position is fully funded by the General Fund.

ICAC is one of the busiest shelters in Michigan. Six officers respond to over 7000 complaints annually. Road officers work six days per week.

SERVICE IMPACTS

- Inability to enforce the licensing of dogs will lead to an increase in unaltered dogs that are a significant percentage of the service calls and resources used by animal control.
- Increase in nuisance complaints-many of which are predominantly complaints directly related to dogs that are unaltered and unlicensed.
- A reduction in licensed dogs does impact the ability of ICAC to reunite dogs with their owners as they have no identification. A licensed dog is often returned by ACO's to their home whenever possible rather than brought to the shelter.
- Reduced response time to citizens
- Decline in the quality of care and services provided to animals and citizens
- Decline of effectiveness of staff
- Threat to the safety and health of the staff; the public and the animals due to overwhelming work loads and associated stress.
- Increase in customer complaints
- Increase in animal euthanasia
- Loss of community support

MEMORANDUM

TO: Mary Lannoye, Controller/Administrator
County Services Committee

FROM: Dean G. Sienko, M.D., Health Officer

DATE: February 16, 2011

RE: Request to Fill a Jail Nurse Position

This is a request to waive the hiring freeze and hiring delay for a Jail Nurse Position (301216) which has become vacant as a result of an employee resignation.

The 2011 approximate cost of a Jail Nurse is \$86,502 (salary and fringes), and the position is supported 100% by General Funds.

This position is critical to Jail Medical operations for the following reasons:

Protecting the health of all inmates by complying with the *Standards for Health Services, National Commission on Correctional Health Care*. These standards require that 100% of inmates receive initial health assessments no later than 14 days after admission to the facility.

Ensuring adequate staffing patterns to complete the 14 day health assessments, in addition to providing health care to the inmates during the night shift.

We request approval to waive the hiring freeze and hiring delay for the Jail Nurse position in order to meet national standards and to provide timely and sufficient care to the Ingham County Jail inmate population.

Agenda Item 7b

February 10, 2011

FROM: Richard Terrill
TO: County Services and Finance Committees
SUBJECT: Matrix Engineers, Inc.

The resolution before you authorizes awarding a contract to Matrix Engineers, Inc. for a not to exceed cost of \$9,200 for the purpose of providing consulting services, bid documents and project oversight for the replacement of the chiller at the Hilliard Building.

Matrix Engineers Inc. provided the most financially advantageous proposal to the County and we are confident that they will provide us with the quality service we need to complete this project successfully.

The funds for this project are available in the 2011 CIP, Hilliard Building Chiller Replacement, 245-90210-931000-1FCO1.

I recommend approval of this resolution.

Thank you.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: February 15, 2011

SUBJECT: Professional Services for Chiller Replacement

Project Description:

This project is for entering into a contract with a qualified and experienced firm to provide for complete mechanical and electrical engineering and architectural services for the replacement of the chiller at the Hilliard Building.

Services will include, but are not limited to, field investigation, complete design, construction administration, plan review submission, final punch list, reviewing the close-out documents and commissioning the new chiller system.

\$95,000 is budgeted for in the 2011 CIP for this project.

Proposal Summary:

Vendors contacted: 3 Local: 2
 Vendors responding: 3 Local: 2

Company	Fees	Reimbursable Expenses	Total	Local
Matrix Consulting Engineers, Inc.	\$8,900	\$300	\$9,200	Y, Lansing
Clark Trombley Randers	\$16,800	\$650	\$17,450	N, Lansing (Eaton)
Hobbs & Black Architects	\$19,500	\$500	\$20,000	Y, Lansing

Recommendation:

The Evaluation Committee recommends awarding a contract to Matrix Consulting Engineers, Inc. in an amount not to exceed \$9,200, which includes \$300 in not-to-exceed reimbursable expenses. Matrix, a local vendor, has worked with the County on previous projects, and submitted the lowest responsive proposal.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE CHILLER REPLACEMENT
AT THE HILLIARD BUILDING TO BE
PERFORMED BY MATRIX CONSULTING ENGINEERS, INC.**

WHEREAS, the condition of the existing chiller at the Hilliard Building has deteriorated over time and is in need of replacement; and

WHEREAS, the County sought consulting services to assist with bid documents and project oversight for the replacement of the chiller at the Hilliard Building; and

WHEREAS, the funds for this project have been budgeted and approved in the 2011 Capital Improvement Plan line item number 245-09210-931000-1FCO1; and

WHEREAS, after careful review of bids, the Purchasing and Facilities Departments both concur that a contract be awarded to Matrix Consulting Engineers, Inc., who submitted the lowest responsive and responsible bid in the not to exceed amount of \$9,200 which includes reimbursable expenses of up to \$300.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Matrix Consulting Engineers, Inc., 1601 E. Grand River Ave., Lansing, MI 48906, to provide consulting services for the replacement of the chiller located at the Hilliard Building for the not to exceed amount of \$9,200.

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

Ingham County Management Information Services

Tom Shewchuk, Director - Email: tshewchuk@ingham.org

To: Board of Commissioners
From: Tom Shewchuk
CC: Jim Hudgins
Date: February 16, 2011
Re: Resolution – Service Express, Inc.

Dear Commissioners,

Ingham County currently utilizes Service Express, Inc. to maintain critical hardware (servers, backup systems, etc.) in our Data Center. These devices are critical to maintaining computer access for our county employees. There is additional hardware that needs maintenance up-and-above our current hardware. Our current maintenance agreement expires in July of 2011 and we are recommending combining the current and new hardware under a common agreement.

MIS received quotes from Service Express, Inc., Hewlett Packard and CDW for the new equipment and the pricing per month is as follows:

- Service Express, Inc. - \$472.00
- Hewlett Packard - \$1701.66
- CDW - \$840.44

As you can see the Service Express pricing is significantly less than the other proposals as was the case when we previously engaged Service Express, Inc. for our current hardware. MIS is very satisfied with the service we received from Service Express and recommend extending our current agreement that will be expiring in July and adding the new equipment. The new combined total cost per month will be \$1355.00.

Thank you in advance for your consideration.

Sincerely,

Tom



Service Agreement

Service Express, Inc.
4845 Corporate Exchange Blvd SE
Grand Rapids, MI 49512
Phone: 800-940-5585
Billing/Contract Fax: (616) 971-0754

Agreement Information

Name: Ingham County
Agreement: 6798
Salesperson: Tim Sleeman
Duration: 24 Months
Commencement: 5/1/2011
Expiration: 4/30/2013

Contact Information

Name: Jacob "Jake" Willett
Address: 121 E Maple Street
P.O. Box 319
Mason, MI 48854-1655
Phone: (517) 676-7299
Email: jwillett@ingham.org

Billing Information

Invoice: Annual
Terms: Net 30

Billing Contact Information

Name: Tom Shewchuk
Address: 121 E Maple Street
P.O. Box 319
Mason, MI 48854-1655
Phone: (517) 676-7373
Email: TShewchuk@ingham.org



Service Agreement

Service Express, Inc.
4845 Corporate Exchange Blvd SE
Grand Rapids, MI 49512

Phone: 800-040-5585
Billing/Contract Fax: (616) 971-0754

Location: SERVERS		Contact: Jake Willett				City: Mason, MI 48854					
Print Heads and Maintenance Kits Not Included											
Line	Model Number	Description	Additional Desc	Serial Number	Warranty	QTY	Start Date	Days	Hours	Response	Price
1	PROLIANT DL380G3	HP PROLIANT DL380 G3	IMAGE-SVR	D887LJC1H083		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
2	PROLIANT DL380G4	HP PROLIANT DL380 G4	ESX2	USE924N19M		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
3	PROLIANT DL380G4	HP PROLIANT DL380 G4	ME-DC1	EALTMND23X		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
4	PROLIANT DL380G4	HP PROLIANT DL380 G4	TERMINAL	USE31SA4M4		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
5	PROLIANT DL380G3	HP PROLIANT DL380 G3	QDOCS	EASAKJNZ3R		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
6	PROLIANT DL380G3	HP PROLIANT DL380 G3	EPS	EB2AKJNZ38		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
7	PROLIANT DL380G3	HP PROLIANT DL380 G3	EC5	D850LJC1H423		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
8	PROLIANT DL380G2	HP PROLIANT DL380 G2	FAX	D854JZG5P120		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
9	PROLIANT DL380G4	HP PROLIANT DL380 G4	LIVESCAN	USE517A8C5		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
10	PROLIANT DL580G4	HP PROLIANT DL580 G4	ESX-8	USE781N8J6		1	5/1/2011	7	12A-12A	4 HOUR	\$60.00
11	PROLIANT DL380G5	HP PROLIANT DL380 G5	ESX-4A	2UX81302EV		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00
12	PROLIANT DL380G5	HP PROLIANT DL380 G5	ESX-4B	2UX81400C6		1	5/1/2011	7	12A-12A	4 HOUR	\$38.00

SERVERS Total: \$472.00

Location: Sheriff's Department		Contact: Jake Willett				City: Mason, MI 48854					
Print Heads and Maintenance Kits Not Included											
Line	Model Number	Description	Additional Desc	Serial Number	Warranty	QTY	Start Date	Days	Hours	Response	Price
1	MSL5000	CPQ 100/320GB DLT S2-SLOT LDR SCSI-WU2-LVDSE RM	INCLUDES (2) SDLT1 DRIVES	2U28000058		1	7/1/2000	7	12A-12A	4 HOUR	\$140.00
2	MSL0000	HP 300/000GB DLT 20-SLOT LDR SCSI-US20-LVD	INCLUDES (2) SDLT2 DRIVES	8G2BKYL21875		1	7/1/2000	7	12A-12A	4 HOUR	\$140.00
3	EVA5000	CPQ PRL EVA5000 MANAGEMENT APPLIANCE		M00GFK351K		1	7/1/2000	7	12A-12A	4 HOUR	\$17.00
4	EVA3000	COMPAQ EVA3000 42U RACK				1	7/1/2000	7	12A-12A	4 HOUR	\$218.00
	AD542A	HP 14-SLOT FC-2GB DISK ENCLOSURE				8	7/1/2000				\$42.00
	304622-B22	CPQ 300GB 10K DISK FC-2GB (OBS USE 300023-001)				12	7/1/2000				\$72.00
	208550-B22	CPQ 140GB 10K DISK FC-2GB (OBS USE 300590-001)				20	7/1/2000				\$195.00
5	AA980A	HP 8-PORT FC-2GB SAN SWITCH				1	7/1/2000	7	12A-12A	4 HOUR	\$42.00
6	AA978A	HP 10-PORT FC-2GB SAN SWITCH				1	7/1/2000	7	12A-12A	4 HOUR	\$17.00

Sheriff's Department Total: \$683.00



Service Agreement

Service Express, Inc.
4845 Corporate Exchange Blvd SE
Grand Rapids, MI 49512
Phone: 800-940-5585
Billing/Contract Fax: (616) 971-0754

Notes:

Monthly Charge: \$1,355.00

Final Annual Charge: \$18,280.00

Authorized Representative

Date

Authorized Representative

Date

Printed Authorized Representative: Ingham County

Printed Authorized Representative: Service Express, Inc.

* Customer acknowledges they have read and understand the terms and conditions stated on the last page of the contract.
** All prices include continuous repair efforts and preventative maintenance on all equipment.

For Service Call: 1-800-940-5585

Date: 1/26/2011

Page 3 of 4



Terms and Conditions

1. TERMS

This Agreement shall be effective from the commencement date stated on the face of this Agreement and shall continue for an initial term of thirty-six (36) months unless otherwise stated on face hereof. This Agreement may be terminated by either party upon thirty (30) days prior written notice, without penalty.

2. EQUIPMENT ADDITIONS OR DELETIONS

Equipment may be added or deleted from this Agreement upon mutual agreement of the parties. Charges for equipment added to this Agreement will be at the then current monthly rate. Charges for equipment added to or deleted from this Agreement will be prorated on a thirty (30) day month.

3. SERVICE RESPONSIBILITIES OF SERVICE EXPRESS, INC.

In consideration of payment of the charges set forth in this Agreement, SEI shall provide maintenance services as described below:

- (1) SEI shall perform preventive maintenance based upon specific needs of the Equipment.
- (2) SEI shall perform remedial maintenance following Customer notification of Equipment malfunction. SEI shall provide on-site response within the time frames specified on the face of this Agreement and shall provide a continuous repair effort.
- (3) SEI shall provide labor and parts deemed necessary to maintain the Equipment or to return the Equipment to operating condition. Exchanged parts removed from the Equipment become property of SEI.
- (4) SEI shall install Field Engineering Change Orders deemed necessary. Field Engineering Change Orders shall be installed at a mutually agreed upon time.

4. SERVICE RESPONSIBILITIES OF CUSTOMER

- (1) Customer shall contact SEI immediately when Equipment malfunctions and take reasonable precautions to limit further damage to the Equipment.
- (2) Customer shall provide full and free access to Equipment. Waivers of liability or other restrictions shall not be imposed as a requirement for access to the site.
- (3) Customer shall ensure that a Customer's representative is present during service by personnel.
- (4) Customer shall make every effort to provide a reasonable environment for the Equipment covered by this Agreement. Customer shall make all efforts to abide by manufacturer's specifications regarding environmental considerations for the Equipment being covered by this Agreement.

5. SERVICE LIMITATIONS

- (1) Requests for service received outside of the hours of coverage stipulated on the face of this Agreement shall be responded to on a best efforts basis.
- (2) This Agreement does not cover damage due to improper treatment or use of Equipment; unauthorized attempts by other than SEI personnel to repair, maintain or modify the Equipment; or, damage created by external sources to the Equipment. Repairs made under these circumstances shall be made at the then prevailing per call rates for labor and parts.
- (3) SEI reserves the right to withdraw individual items of Equipment from the agreement if, in SEI opinion, these items can no longer be supported. In these circumstances, SEI shall allow the Customer reasonable time to replace subject Equipment or to have Equipment refurbished.
- (4) Maintenance service does not include operation supplies or accessories (as defined by the manufacturer), cosmetic damage to Equipment, or work external to the Equipment itself.
- (5) SEI has the right to refuse, terminate, or suspend service, when in SEI's opinion, conditions at the Customer's site jeopardize the health or safety of SEI personnel.

6. CHARGES

- (1) CHARGES FOR MAINTENANCE SHALL BE INVOICED THIRTY (30) DAYS IN ADVANCE. PAYMENT OF THE APPLICABLE CHARGES IS DUE ON THE FIRST DAY OF THE MONTH IN WHICH SERVICE IS TO BE RENDERED.
- (2) ALL OVERDUE ACCOUNTS WILL BE CHARGED A LATE FEE OF 1.5% PER MONTH. SEI ALSO RESERVES THE RIGHT TO REFUSE SERVICE TO CUSTOMERS WITH INVOICES PAST DUE.
- (3) Charges for services not covered under this Agreement shall be invoiced at SEI per call rates, terms and conditions in effect when the service is performed.
- (4) SEI may adjust the applicable charges for Equipment covered under this Agreement upon the anniversary date of this Agreement.

7. LIMITATIONS OF LIABILITY AND WARRANTY

- (1) EXCEPT FOR THE EXPRESS WARRANTIES STATED HEREIN, SEI DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- (2) CUSTOMER'S RIGHT TO RECOVER PROPERTY DAMAGES CAUSED BY SEI'S FAULT OR NEGLIGENCE SHALL BE LIMITED TO THE LIMITS OF SEI'S INSURANCE POLICIES IN EFFECT AT THE TIME OF LOSS. SEI WILL NOT BE LIABLE FOR DAMAGES RESULTING FROM LOSS OF DATA, PROFITS, USE OF PRODUCTS, OR FOR INCIDENTAL CONSEQUENTIAL DAMAGE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

This limitation of SEI's liability will apply regardless of the form of action, whether in contract or tort including negligence. Any action against SEI must be brought within six (6) months after the cause of action occurs.
- (3) SEI shall not be liable for any delay in performance due to causes beyond the reasonable control of SEI.

8. GENERAL

- (1) If either party neglects or fails to perform any of its obligations under this Agreement, or any other Agreement between the parties, and such failure continues for a period of twenty (20) days after written notice thereof, the other party shall have the right to terminate this Agreement.
- (2) The terms and conditions of this Agreement shall prevail over the terms and conditions of any order submitted by Customer for maintenance services under this Agreement.
- (3) This Agreement supersedes all prior service agreements and understandings between the parties with respect to Equipment covered hereunder. This Agreement may not be changed or terminated orally.
- (4) It is expressly understood that if either party, on any occasion, fails to perform any provision of this Agreement, and the other party does not enforce that provision, the failure to enforce on that occasion shall not prevent enforcement on any other occasion.
- (5) During the term of this Agreement and for a period of one year from the date of its termination, Customer shall not employ, as an employee or contractor, any SEI employee.
- (6) Neither party shall assign this Agreement unless consented to in writing by both parties.
- (7) This Agreement will be governed by the laws of the State of Michigan.



The Right Technology.
Right Away.™

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SALES QUOTATION

QUOTE NO.	ACCOUNT NO	DATE
WBJ2100	10368329	11/18/2010

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JACOB WILLETT
121 N MAPLE ST
INGHAM COUNTY
MASON, MI 48854-1655

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INGHAM COUNTY
121 N MAPLE ST
JACOB WILLETT
MASON, MI 48854-1655
Contact: JACOB WILLETT 517-676-7373

Customer Phone # 5176767299

Customer P.O.# HP CARMPACKS QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877-325-3701	ELECTRONIC DISTRIB	Request Terms	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2	1109318	HPB 1YR PW 24X7X4 DL380 G3 Mfg#: HPB-UP466PB Contract: MARKET 310587-001 D337LJC1H083 D350LJC1H423	806.27	1612.54
2	1167877	HPB 1YR PW 24X7X4 DL380 G4 Mfg#: HPB-UG657PB Contract: MARKET 371293-405 USB624N19M USB513A4M4	696.24	1392.48
2	1167877	HPB 1YR PW 24X7X4 DL380 G4 Mfg#: HPB-UG657PB Contract: MARKET 373822-001 MALTMND23X USB517A3CS	696.24	1392.48
2	1109318	HPB 1YR PW 24X7X4 DL380 G3 Mfg#: HPB-UP466PB Contract: MARKET 333705-001 MASAKJNE3R MB2AKJNE33	806.27	1612.54
2	671037	HPB 3YR 6CTR DL38X Mfg#: HPB-U4546B Contract: MARKET	1359.91	2719.82

TOTAL Continued

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061
General Phone: 847-371-5000 Fax: 847-419-6200
Account Manager's Direct Fax: 312-705-8283

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



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800-808-4239

SALES QUOTATION

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121 N MAPLE ST
JACOB WILLETT
MASON, MI 48854-1655
Contact: JACOB WILLETT 517-676-7373

Customer Phone # 5176767299

Customer P.O.# HP CARMPACKS QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877-325-3701	ELECTRONIC DISTRIB	Request Terms	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1606848	458562-001 2UX81302EV 2UX81400CS HP 1YR FW 24X7X4 DL580 G4 MEq#: HP-UM033PM Contract: MARKET 410058-B21 US8731N3JS	1355.45	1355.45
		SUBTOTAL		10085.31
		FREIGHT		.00
		SALES TAX		.00

TOTAL US Currency
10,085.31

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061
General Phone: 847-371-5000 Fax: 847-419-6200
Account Manager's Direct Fax: 312-705-8283

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Total	10,085.31
FMV Lease Option	302.26/Month
Total	10,085.31
\$BO Lease Option	329.39/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact you Account Manager for details. Payment quoted subject to change. **

Why finance?

- * Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- * Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- * Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- * Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term. And choose to return or purchase the equipment at end of lease.
- * Bundle Costs. You can combine hardware, software, and services into a single transaction! Which means you can pay for your software licenses over time. We know your challenges and understand the need for flexibility.

General Terms and Conditions:

**This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Tom,
This is the response Sean got back from his HP rep. It says that because of the age of most of the servers there isn't an option for 3 years at once.

Let me know if you have any more questions.

Thanks,

Jake Willett
Network Administrator
Ingham County MIS
| 517-676-7299 |
| jwillett@ingham.org |

>>> Sean Bergquist <seanber@cdwg.com> 1/26/2011 9:16 AM >>>

Jake,

Below is the response from HP. It looks like a server or two may have a 2 year option but no 3 year. Any thoughts about the quote? Any changes you would like to see?

Hi Sean,
They are all 1 year Post Warranty carepacks except the In Warranty 3Yr 6HR CTR Carepack U4546E for Part number 458562-001 with serial numbers 2UX81302EV and 2UX81400CS. I checked the serial numbers and the factory warranty expires on April 15, 2011 so they need to get a Post Warranty Carepack for that one. A 1 Year 6HR CTR for that would be UM402PE and a 2 Year would be UM633E. Some of the servers now have 2 Year Post Warranty options but no 3 year offers at this point.
Thanks!
John

-----Original Message-----

From: Jacob Willett [<mailto:jwillett@ingham.org>]
Sent: Wednesday, January 26, 2011 7:30 AM
To: Sean Bergquist
Subject: Re: Fwd: CDW-G Quote WLH2965

Sean,
Looks like Tom want's 3 year pricing. No rush at this point.

Thanks for all your help.

Jake Willett
Network Administrator
Ingham County MIS
| 517-676-7299 |
| jwillett@ingham.org |

>>> Tom Shewchuk 1/26/2011 8:16 AM >>>

Thanks Jake,

For comparison purposes are the other quotes for 3 years? If not can you get me 3 year pricing?

Tom Shewchuk
Ingham County
Director, Management Information Services
P.O. Box 319
Mason, MI 48854
Phone: (517) 676-7373
Cell: (517) 719-4162
Fax: (517) 676-7396
E-Mail: tshewchuk@ingham.org

>>> Jacob Willett 1/26/2011 8:18 AM >>>

Tom,

This is the updated quote that includes the server that didn't make it on the last quote.

Let me know if you have any questions.

Jake Willett
Network Administrator
Ingham County MIS
| 517-676-7299 |
[| jwillett@ingham.org |](mailto:jwillett@ingham.org)

>>> <seanber@cdwg.com> 1/25/2011 6:47 PM >>>

Jake,
Here is your updated quote

This e-mail best viewed in a fixed font such as Courier.

JACOB WILLETT

Thank you for choosing CDW-G for your computing needs. Following are the details of your quote.

Quote Date: 1/25/2011
Quote Number: WLH2965
P.O. Number: HP WARRANTIES QUOTE
Customer#: 10368329

Payment Terms: Request Terms
Shipped Via: ELECTRONIC DISTRIBUTION

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QTY	ITEM	DESCRIPTION /MFG. PART NUMBER	UNIT PRICE	EXT. PRICE
2	1109318	HPE 1YR PW 24X7X4 DL380 G3 HPE-UF466PE Contract: MARKET HPE 1YR PW 24X7X4 DL380 G3 310587-001 D337LJC1H083 D350LJC1H423	806.27	1612.54
2	1167877	HPE 1YR PW 24X7X4 DL380 G4 HPE-UG657PE Contract: MARKET HPE 1YR PW 24X7X4 DL380 G4 371293-405 USE624N19M USE513A4M4	696.24	1392.48
2	1167877	HPE 1YR PW 24X7X4 DL380 G4 HPE-UG657PE Contract: MARKET HPE 1YR PW 24X7X4 DL380 G4 373822-001 EALTMND23X USE517A3C5	696.24	1392.48
2	1109318	HPE 1YR PW 24X7X4 DL380 G3 HPE-UF466PE Contract: MARKET HPE 1YR PW 24X7X4 DL380 G3 333705-001 EA5AKJNZ3R EB2AKJNZ33	806.27	1612.54
2	671037	HPE 3YR 6CTR DL38X HPE-U4546E	1359.91	2719.82

Contract: MARKET

HPE 3YR 6CTR DL38X
458562-001
2UX81302EV
2UX81400CS

1 1606848 HPE 1YR PW 24X7X4 DL580 G4 1355.45 1355.45
HPE-UM033PE
Contract: MARKET

HPE 1YR PW 24X7X4 DL580 G4
410058-B21
USE731N3JS

1 688633 HPE 1YR 24X7X4 DL380 G1 1300.84 1300.84
HPE-U4552PE
Contract: MARKET

HPE 1YR 24X7X4 DL380 G1
193706-001
D234JZG2F120

Subtotal 11,386.15
Freight .00
Sales Tax .00
Total 11,386.15

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Ship To:	Bill To:
INGHAM COUNTY	JACOB WILLETT
121 E MAPLE ST	121 E MAPLE ST
JACOB WILLETT	INGHAM COUNTY
MASON MI 48854-1655	MASON MI 48854-1655

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If you find any discrepancies or if I can be of further assistance,
please let me know.

SEAN BERGQUIST

Direct line: 877-325-3701
Fax Number: 312-705-8283
E-Mail: seanber@cdwg.com

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Retrieve quotes, view your order status and order history,
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Business Hours:
Monday-Friday, 8am-7:30pm CT
Will Call Pick Up Hours:
Monday-Friday, 8am-7pm CT (Vernon Hills)
Saturday, 9am-2pm CT (Vernon Hills)
Sunday, Closed

All information subject to CDW-G's terms and policies.
For more details, contact a CDW-G account manager or go to
<http://www.cdwg.com/r.asp?n=18531>
Form: OE400E

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE ADDITION AND RENEWAL OF THE HARDWARE MAINTENANCE AGREEMENT FROM SERVICE EXPRESS, INCORPORATED FOR 36-MONTHS

WHEREAS, Ingham County currently utilize Service Express for maintenance on critical computer hardware in the case of a failure; and

WHEREAS, the MIS department is very satisfied with the service thus far; and

WHEREAS, MIS researched multiple vendors solutions and recommend continuing with Service Express, Incorporated for our hardware maintenance needs; and

WHEREAS, the proposed monthly cost for hardware not currently under maintenance is \$472.00 per month, and the cost for existing hardware maintenance due to expire in July is \$883.00 per month; and

WHEREAS, the total monthly cost for all existing and new hardware maintenance is \$1,355.00 and a 36-month total cost of \$48,780.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of the hardware maintenance from Service Express, Inc. for 36-months in the amount of \$48,780.00, with the ability to renew for an additional two (2) years.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund (245-25810-932030).

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

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

Staff Review Summary Memorandum

Human Resources Department

DATE: 02.17.2011
TO: **Resolutions (County Services and Finance Committees)**
FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org * Fax 517.887.4396
SUBJECT: Staff Review Summary Memorandum for Fair Office

The Fair Director, Ms. Hensinger is resigning effective March 31, 2011. After considering time constraints and possible immediate options for management continuity the following **short term** actions are recommended:

- 1). Secure the services of an **experienced part-time temporary** for the Fair Director position (with the capability of converting to a short term personal services contract arrangement if necessary),
- 2). County Commissioners and the Fair Board could plan **long term** structure.

Resolution Necessity: This is part of a temporary action plan to provide Fair Management coverage while long range options are determined.

Financial Details: Part-time temporary compensated at \$25 per hour.

Effective Date: Immediate effect after Full Board Approval.

Those affected by the resolution: Fair Management.

Other Implications: None.

Additional Documentation: None.

Staff Recommendation: Human Resources recommends approval.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A PART-TIME TEMPORARY POSITION AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the current Ingham County Fair Manager is retiring effective March 2011; and

WHEREAS, the Ingham County Fair Board recommends that the Ingham County Board of Commissioners authorize a part-time temporary employee to fulfill management duties at the Ingham County Fairgrounds during the transition to a permanent solution; and

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

WHEREAS, this part-time temporary employee will report to the Fair Board with day-to-day operational assistance from the Controller/Administrator's Office.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a part-time temporary employee to fulfill management duties at the Ingham County Fairgrounds.

BE IT FURTHER RESOLVED, this part-time temporary employee will be compensated at a rate of \$25 per hour for no than 25 hours per week.

BE IT FURTHER RESOLVED, this resolution will take immediate effect upon Board of Commissioners approval and remain in effect until 30 days after the implementation of a permanent staffing solution for the Ingham County Fairgrounds.