

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
DALE COPEDGE

VICE-CHAIRPERSON PRO-TEM  
RANDY SCHAFER

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
CAROL KOENIG  
DIANNE HOLMAN  
DALE COPEDGE  
MARK GREBNER  
DONALD VICKERS

## **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 21, 2009 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 [April 7, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner - Resolution Pledging [Limited Tax](#) Full Faith and Credit for the Gilbert and West Town Intercounty Drain Drainage District 2009 Drainage District Bonds
2. Parks Department – Requesting Approval for [Zoo Staff](#) to Travel Out of State for 2009 Conferences and Workshops
3. Facilities Department
  - a. Resolution Authorizing a Contract with [John E. Green](#) Company for Replacement of Heating and Cooling Valves at the Ingham County Courthouse in Mason
  - b. Resolution Authorizing the Replacement of A/C Units in the Data Center at the Hilliard Building to be Performed by [Myers Plumbing & Heating, Inc.](#)
  - c. Resolution to Establish a [Policy and Guidelines](#) for Use of Electronic Devices, Computers, and Open Flames in County Facilities (*Tabled from the February 6 and April 8, 2009 County Services Agenda*)
4. Human Resources Department
  - a. Resolution to Authorize Reclassification of the [Chief Deputy Treasurer](#)
  - b. Resolution to [Authorize Movement](#) of Two (2) Vacant Insurance Positions to the Ingham County Financial Services Department
5. Management Information Services Department – Resolution to Approve Entering into an Agreement with the [Spyglas Group](#) for Telecommunications Expense Management for Ingham County

6. Purchasing Department – Ingham County [Construction Policy](#)
7. County Services Committee - Resolution Authorizing the Ingham County Board of Commissioners to Continue as a Member of the Lansing Area Economic Partnership ([LEAP](#))
8. Controller's Office
  - a. Resolution Authorizing [Adjustments to the 2009](#) Ingham County Budget
  - b. Resolution Establishing Areas of Priority Emphasis Guiding [2010 Activities](#) and Budget Process
  - c. Resolution to Require the County Wide Elected Officials: Drain Commissioner, Clerk, Register of Deeds, Prosecutor, Sheriff and Treasurer to Pay an Additional 1% of their wages toward their premium share of their Health Benefits for 2010. (*Materials will be distributed at the meeting.*)
  - d. Information – April 3, 2009 [Building Authority](#) Minutes
9. Board Referrals
  - a. Resolution from [Oscoda County](#) in Support of the County Remonumentation Program
  - b. Resolution from [Oceana County](#) Regarding the State of Michigan Survey and Remonumentation Program

Announcements      **PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC**  
Public Comment      **DEVICES OR SET TO MUTE OR VIBRATE TO AVOID**  
Adjournment          **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 7, 2009

### Minutes

Members Present: Victor Celentino, Carol Koenig, Dianne Holman, Dale Copedge, Mark Grebner and Board Chairperson Debbie DeLeon

Members Absent: Donald Vickers

Others Present: Matthew Myers, Tony Lindsey, Carol Bush-Welch, Sally Auer, Janeil Valentine, Rick Terrill, Jim Hudgins, Mike Bryanton, Dr. Sienko, Bruce Johnston, Darling Garcia, Joe Clewley, Jill Malinowski, Pat Lindemann, Carlos Clos, Teresa Borsuk, Mike Rider, Becky Bennett and Glen Rockey

The meeting was called to order by Chairperson Celentino at 6:04 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

#### Approval of the March 17, 2009 Minutes

MOVED BY COMM. HOLMAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE MARCH 17 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comms. Vickers and Grebner

#### Additions to the Agenda

9b. Substitute Resolution

10. Controller's Office – Resolution to Extend the Legal Services Agreement with Cohl, Stoker, Toskey & McGlinchey, P.C. - Item pulled from the Agenda. Mr. Myers informed the Committee that a Resolution is not needed for this item. The County Attorney advised him that a letter detailing the specific changes is all that is needed. Once the letter is drafted a copy of same will be provided to this Committee.

(Comm. Grebner arrived at about 6:07 p.m.)

#### Limited Public Comment

Det. Clewley, Ingham County Sheriff's Office, spoke about the agenda item 7. He said he would be disappointed if the contract is rejected. The Michigan Association of Police has been a negotiator for the contract for some time. He then explained that negotiations will be different if the contract is rejected.

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

2. Drain Commissioner – Resolution Opposing the Relinquishing of the State of Michigan's Authority to Administer the Federal Wetland Protection Program and the Repeal of Part 303, Wetlands Protection, of Public Act 451 of 1994

- 3b. Housing Commission - Resolution Accepting 2009 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$50,000
4. Economic Development Corporation – Resolution Authorizing Acceptance of a \$250,000 Community Development Block Grant from the Michigan Economic Development Corporation for Electric Infrastructure to Advance the Jackson National Life Insurance Company Economic Development Expansion Project
5. Health Department – Resolution to Authorize Acceptance of a New Access Point Federal Assistance Award from the United States Department of Health and Human Services
9. County Services Committee
  - a. Resolution Prohibiting the Board of Commissioners from Appointing Employees to Serve on Advisory Boards and Commissions that Oversee the Operation of Their Department or Agency
  - b. Substitute Resolution to Amend Resolution #02-178 by Reducing the Maximum Amount Allowed for Short Form Authorization and the Purchase of Services
  - c. Resolution Honoring Austin Donohoe
11. Ingham County Parks & Recreation Commission
  - a. Parks Line Item Transfer Requests – Lion Exhibit Renovation and Purchase of Golf Carts and Segway
  - b. Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.  
Absent: Comm. Vickers

1. Ingham County Clerk – Resolution to Transfer the Jury Administration Duties from the Ingham County Management Information Systems Department to the Ingham County Jury Administrator

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE RESOLUTION TO TRANSFER THE JURY ADMINISTRATION DUTIES FROM THE INGHAM COUNTY MANAGEMENT INFORMATION SYSTEMS DEPARTMENT TO THE INGHAM COUNTY JURY ADMINISTRATOR.

Mr. Bryanton, Ingham County Clerk, expressed his concern about approving the Resolution before the positions are determined. Comm. Grebner said until this Resolution is approved, the Clerk can work with the current position. This Committee can move forward and approve this Resolution tonight and then make changes later, if necessary.

Mr. Bryanton said he spoke with Ms. Auer about the positions a few times. Ms. Auer reminded him to set up a meeting with her to discuss the UAW concerns.

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. HOLMAN, TO TABLE THE RESOLUTION TO TRANSFER THE JURY ADMINISTRATION DUTIES FROM THE INGHAM COUNTY MANAGEMENT INFORMATION SYSTEMS DEPARTMENT TO THE INGHAM COUNTY JURY ADMINISTRATOR.

MOTION CARRIED with Comms. Holman and Grebner voting No. Absent: Comm. Vickers

3. Housing Commission

a. Presentation – Bruce Johnston, Housing Commission

Mr. Johnston distributed copies of the Annual Report and a March 23, 2009 letter from the City of Mason to the Committee. He then reviewed the highlights of the Report. The Housing Commission is receiving stimulus funds for capital improvements for the Carriage Lane Apartments. The Mainstream Voucher program is 100% occupied for FY 2008.

The Potterville Public Housing's occupancy is 100% currently. The needed capital improvements for this facility are a new boiler system; new computer and software and capital needs assessment. The financial position is improving.

Mr. Johnston then spoke about the Potterville Voucher Program. The financial position is precarious. This Program was considered "troubled" by HUD standards and it has taken quite a bit of time and effect to correct the problems. The Housing Commission just received a "Standard Performer" rating from HUD in January 2009. The Potterville Housing Commission and HUD asked the Ingham County Housing Commission to absorb this Program. Mr. Johnston stated it is his recommendation to do this. He will bring a resolution to this Committee to approve this arrangement very soon. The Housing Commission can absorb the Program and run it out of the HC's office efficiently and effectively for people that we serve.

Mr. Johnston said the Homeowner Rehabilitation Program's financial position is solid. This Program has assisted nine homeowners within Ingham County. This Program has also serviced over 100 homes since 1999. The Rental Rehabilitation Program's financial position is solid. The Housing Commission has developed 23 apartments in Downtown Mason since 2002. Helping building owners will result in income flow, available affordable housing to families in the downtown areas of prime cities, and helping downtown businesses by supplying "built in customers." Also, the taxable value of the buildings with viable apartments on second and third floors rather than vacant space is a positive result of this Program.

Mr. Johnston addressed the Ingham County Land Bank Fast Tract Authority. The Housing Commission truly honored the Land Bank's employees to help revolutionize how we deal with tax foreclosures, "unloved" homes, and other properties that need the attention of such a dedicated organization.

Mr. Johnston stated the Housing Commission may have a more regional approach to expand its services into other counties. He then spoke of upcoming projects, one of which involves a building in the City of Mason.

Mr. Johnston thanked the Board of Commissioners for their insight regarding the Housing Commission. Chairperson Celentino commended Mr. Johnston for his service.

Comm. Grebner stated the Housing Commission was initially implemented to operate the Carriage Lane Apartments about 20 years ago.

Board Chairperson DeLeon spoke about the transition on the Housing Commission Board. She stated she sees tremendous growth with the Housing Commission. Board Chairperson DeLeon also said she agrees there are many opportunities for the Housing Commission and the Land Bank.

6. Facilities Department – Resolution to Establish a Policy and Guidelines for Use of Electronic Devices, Computers and Open Flames in County Facilities (*Tabled from the February 17, 2009 County Services Agenda*)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION TO ESTABLISH A POLICY AND GUIDELINES FOR USE OF ELECTRONIC DEVICES, COMPUTERS AND OPEN FLAMES IN COUNTY FACILITIES.

Chairperson Celentino asked Mr. Terrill to address his discussions with the unions. Mr. Terrill apologized to the Committee for not having his recent memorandum in the agenda packet. He will submit the memorandum to this Committee. Mr. Terrill also stated some changes have been made to the Policy to address concerns of this Committee and the department heads.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE, TO TABLE THE RESOLUTION UNTIL THE NEXT MEETING. MOTION CARRIED UNANIMOUSLY.  
Absent: /Comm. Vickers

Comm. Grebner suggested the Policy should have exceptions for open flames for medical needs. Mr. Terrill stated those changes have been made to the Policy.

7. Human Resources Department – Resolution Rejecting the Tentative Agreement with the Michigan Association of Police

MOVED BY COMM. GREBNER, TO APPROVE THE RESOLUTION REJECTING THE TENTATIVE AGREEMENT WITH THE MICHIGAN ASSOCIATION OF POLICE.  
MOTION DIED due to lack of support. Absent: Comm. Vickers

Mr. Lindsey stated a tentative agreement was reached in good faith between the County and the Michigan Association of Police. This tentative agreement included the parameters by the County Board of Commissioners for the period of January 1, 2008 through December 31, 2010. This tentative agreement has been ratified by the employees within the bargaining unit.

The County's bargaining team recommended the employer's ratification of the tentative agreement. Between the time the tentative agreement was reached and the present, unforeseen, adverse economic conditions to the County have occurred. These conditions have obviated the economic parameters previously established by the Board of Commissioners and made part of the tentative agreement.

Mr. Lindsey recommended this Committee should reject the tentative agreement and asked the County's bargaining team to notify the Michigan Association of Police of the reasons for the County's rejection of the tentative agreement. The bargaining team should also be directed to attempt to reach a successor labor contract based on the changed economic circumstances and the new economic parameters established by the Board of Commissioners.

Comm. Grebner suggested this Committee should reject the tentative agreement and to direct the labor council to return to the negotiation table with the union to address the third year of the contract.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE RESOLUTION REJECTING THE TENTATIVE AGREEMENT WITH THE MICHIGAN ASSOCIATION OF POLICE.

Mr. Clewely stated the contract has been out for almost one year. MAP will start negotiations for the next contract soon. Mr. Myers explained the third year (2010) of the tentative agreement is the concern. He also stated he is confident that the labor attorney will discuss this matter very soon. Mr. Myers further stated he understands Mr. Clewely's concerns.

Mr. Lindsey stated the first award was an arbitration which took four years. Mr. Clewely stated he is trying to avoid the arbitration due to the County's financial situation. He wants to ratify the contract and then ask for concessions for the third year.

Mr. Myers said, without placing blame on either party, that the FOP and MAP are the only two groups that go beyond one year in contract negotiations. This issue should be discussed by the two groups. Mr. Myers further stated concessions are being asked for County-wide.

Comm. Koenig stated the County wants to work with MAP on the tentative agreement. She further stated a contract will eventually be agreed upon by the parties.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

8. Purchasing Department – Resolution Authorizing a Three-Year Agreement with Waste Management Inc. for Waste Removal and Recycling Services

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING A THREE-YEAR AGREEMENT WITH WASTE MANAGEMENT INC. FOR WASTE REMOVAL AND RECYCLING SERVICES.

Ms. Valentine said the County will pay approximately \$10,000 less than it currently pays for this service. She further stated the current vendor and the new vendor have agreed to a smooth transition.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

#### Announcements

Chairperson Celentino stated this Committee's next meeting is April 21, 2009 at 7:00 p.m.

Comm. Holman wished Chairperson Celentino a happy birthday.

Public Comment

Mr. Clewely asked how much money the County will save between 1% and 2% wage increases. Comm. Grebner said the amount is approximately \$40,000 per year. Mr. Clewely stated if the parties can come together, this matter can be resolved.

Comm. Koenig complimented the MSU Basketball Team for their successful year. She also commended the law enforcement agencies for maintaining the peace on Monday night in East Lansing.

The meeting adjourned at 6:51 p.m.

Respectfully submitted,

Debra Neff



**Agenda Item 1**

**RESOLUTION STAFF REVIEW**

**DATE** April 13, 2009

**Agenda Item Title:** Resolution Pledging Limited Tax Full Faith and Credit for the Gilbert and West Town Intercounty Drain Drainage District 2009 Drainage District Bonds

**Submitted by:** Drain Commissioner

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS X, Finance X

**Summary of Proposed Action:** This Resolution authorizes Pledging Limited Tax Full Faith and Credit of the Gilbert and West Town Intercounty Drain Drainage District 2009 Drainage District Bonds.

**Financial Implications:** The full faith and credit will be toward \$2,900,000 in bonds to make improvements to the Drainage District. This is an intercounty drain district with Eaton County. 97% of the district is in Ingham County and therefore the liability for Ingham County is \$2,813,000. The bonds to be sold to support this project will be repaid at an interest rate not to exceed 6%.

**Other Implications:** The bonds will be repaid as a result of special assessment to the property owners and commercial owners of the district.

**Staff Recommendation:** MJM X JN \_\_\_\_ TL \_\_\_\_ TM\_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

**Agenda Item 1**

**RESOLUTION PLEDGING LIMITED TAX FULL FAITH AND CREDIT  
FOR THE GILBERT AND WEST TOWN INTERCOUNTY DRAIN DRAINAGE DISTRICT  
2009 DRAINAGE DISTRICT BONDS**

County of Ingham  
State of Michigan

Minutes of a regular meeting of the Board of Commissioners of the County of Ingham,  
State of Michigan, held on the 28<sup>th</sup> day of April, 2009.

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

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

The following preamble and resolution were offered by Member  
\_\_\_\_\_ and supported by Member \_\_\_\_\_:

WHEREAS, Act 40, Public Acts of Michigan, 1956, as amended (the “Drain Code”),  
authorizes any county to pledge its full faith and credit for the payment of obligations issued  
thereunder, if the Board of Commissioners of the County has adopted a resolution by a majority  
vote of its members-elect to that effect; and

WHEREAS, proceedings have been taken by the Drainage Board for the Gilbert and  
West Town Intercounty Drain for improvements to the Gilbert and West Town Intercounty Drain  
(the “Project”) under the provisions of Chapter 8 of the Drain Code; and

WHEREAS, in order to pay all or part of the costs of the Project, the Drainage Board has  
authorized and provided for the issuance by the Gilbert and West Town Intercounty Drain  
Drainage District (the “Drainage District”) of bonds designated “2009 DRAINAGE DISTRICT  
BONDS” (the “Bonds”) in the aggregate principal amount of not to exceed Two Million Nine  
Hundred Thousand Dollars (\$2,900,000) and bearing interest at a rate not to exceed 6% per

annum, in anticipation of the collection of an equal amount of special assessments against property and public corporations (including the County of Ingham) in the Counties of Eaton and Ingham in the Drainage District, said special assessments will be duly confirmed as provided in the Drain Code prior to the issuance of the Bonds; and

WHEREAS, ninety-seven percent (97%) of the cost of the Project to be financed by the Bonds has been apportioned by the Drainage Board to Ingham County and three percent (3%) of the cost of the Project to be financed by the Bonds has been apportioned by the Drainage Board to Eaton County; and

WHEREAS, the Drainage Board deems it advisable and necessary to obtain from this Board a resolution consenting to the pledge of the full faith and credit of the County of Ingham on the Bonds to the extent of special assessments assessed against property and public corporations in the County; and

WHEREAS, the Project is necessary to protect and preserve the public health, and it is in the best interest of the County of Ingham that the Bonds, in order to be sold at the lowest and most favorable interest cost possible, be secured by a pledge of the full faith and credit of the County of Ingham as authorized by Section 276 of the Drain Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF INGHAM, MICHIGAN:

1. Pursuant to the authorization provided in Section 132 and 276 of the Drain Code, the Board of Commissioners of the County of Ingham, does hereby irrevocably pledge the full faith and credit of the County of Ingham for the prompt payment of the principal of and interest on the Bonds to the extent of special assessments against property and public corporations in the County, and does agree that in the event that property owners or public corporations in the

County shall fail or neglect to account to the County Treasurer of the County of Ingham for the amount of any such special assessment installment and interest (in anticipation of which the Bonds are issued) when due, then the amount thereof shall be immediately advanced from County funds, and the County Treasurer is directed to immediately make such advancement to the extent necessary.

2. In the event that, pursuant to said pledge of full faith and credit, the County of Ingham advances out of County funds, all or any part of the principal of and interest due on the Bonds, it shall be the duty of the County Treasurer, for and on behalf of the County of Ingham, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid. Pursuant to Section 265(b)(3)(C)(iii) of the Internal Revenue Code of 1986, as amended, the County of Ingham hereby agrees that the portion of principal amount of the Bonds in an amount not to exceed \$2,813,000 shall be allocated to the County of Ingham for the purposes of said Section 265(b)(3)(C)(iii).

3. The issuance and sale of the Bonds is subject to permission being granted therefor by the Department of Treasury of the State of Michigan pursuant to Act 34, Public Acts of Michigan, 2001, as amended, and the County Treasurer is hereby authorized and directed, if necessary, to file with the Department of Treasury an application for approval of the Bonds.

4. The County of Ingham hereby agrees to enter into a Continuing Disclosure Undertaking in order to enable the underwriters of the Bonds to comply with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission. In the Continuing Disclosure Undertaking, the County of Ingham shall agree to provide or cause to be provided, (i) certain annual financial information and operating data, including audited financial statements for the preceding fiscal year, (ii) timely notice of the occurrence of certain material events with

respect to the bonds, and (iii) timely notice of a failure by the County of Ingham to provide the required annual financial information on or before the date required in the Continuing Disclosure Undertaking. The Controller, Deputy Controller and County Treasurer are each hereby authorized to execute the Continuing Disclosure Undertaking of the County of Ingham.

5. All resolutions and part of resolutions, insofar as the same may be in conflict with the provisions of this resolution, be and the same hereby are rescinded.

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

\_\_\_\_\_

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

\_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
County of Clerk  
Ingham County, Michigan

## **Agenda Item 1**

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the County Board of Commissioners of the County of Ingham, State of Michigan, at a regular meeting held on April 28, 2009, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

I further certify that notice of the aforesaid meeting held on April 28, 2009, contained or was accompanied by the notice attached hereto that stated that the drainage district bonds to be issued by the Gilbert and West Town Intercounty Drain Drainage District to pay part of the cost of improvements to the Gilbert and West Town Intercounty Drain will each include a limited tax full faith and credit pledge of the County of Ingham.

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County of Clerk  
Ingham County, Michigan

MEETING NOTICE

County Board of Commissioners  
County of Ingham, State of Michigan

At the regular meeting of the County Board of Commissioners of the County of Ingham, Michigan to be held on Tuesday, April 28, 2009 at 7:30 o'clock p.m. prevailing Eastern Time, at the Ingham County Courthouse, 341 S. Jefferson, Mason, Michigan, the Board will consider a resolution entitled the Resolution Pledging Full Faith And Credit the Gilbert and West Town Intercounty Drain Drainage District 2009 Drainage District Bonds, which will contain a limited tax full faith and credit pledge of the County related to the issuance of bonds by the Gilbert and West Town Intercounty Drain Drainage District in an amount not to exceed \$2,900,000.

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

Mike Bryanton  
County Clerk

**INGHAM COUNTY PARKS DEPARTMENT**

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

**MEMO**

**DATE:** April 8, 2009

**TO:** County Services Committee Members

**FROM:** Willis Bennett, Director of Parks

**RE:** Requesting Approval for Zoo Staff to Travel Out of State for  
2009 Conferences and Workshops

A revised County Travel Policy was passed by the Board of Commissioners on March 24, 2009. The County policy states *"no out of state travel will be authorized unless the Department's Liaison Committee (County Services) has approved the expenditure. The Financial Services Department will have an employee trained in scheduling and purchasing airfare and hotel reservations. All airline tickets and hotel reservations will be made by this individual. The traveling employee will submit possible travel times and dates and the Financial Services Department will attempt to find a cost beneficial arrangement within this schedule."* All departments, including the Potter Park Zoo staff, must comply with this requirement.

The policy further states that *"any trip needed as part of an employees essential job duty (such as transporting a prisoner or escorting a child for out of state placement) is not covered under this requirement."* Transporting animals is part of a zookeeper's essential job duty.

Included in the Potter Park Zoo's 2009 budget were funds for staff to attend conferences and workshops to benefit the zoo. The Potter Park Zoo is funded by a 2006 approved millage proposal for the operation and improvement of the Potter Park Zoo. The Potter Park Zoo Board has reviewed and approved these requests, the information has been forwarded to Parks & Recreation Commission members via e-mail, and the item is on the April Parks and Recreation Commission agenda for discussion. In order to meet the deadline for the April 21st County Services meeting and the first two training requests I would like to submit the request for the 2009 Zoo Travel today requesting permission for Potter Park Zoo staff to travel out of state in 2009 to participate in various conferences and workshops directly related to zoo operations.

- **Jan Brigham, Zookeeper 600**, is requesting approval to travel to the AZA Professional Development Training Program titled "Advances in Animal Keeping", a professional development training program from April 26-May 1, 2009, sponsored by the (AZA), the American Association of Zoo Keepers (AAZK), and the Toledo Zoo. The workshop will be held in Toledo Ohio. Jan will participate in an advanced course, learning about the highest standards in animal husbandry, problem solving, team building and interpersonal skills including conflict resolution, working with volunteers, and the keeper's role in education.



Ms. Brigham will be driving to the conference and is not asking for any mileage reimbursement. All other costs for miscellaneous expenses such as parking and meals will be paid by Ms. Brigham.

The total cost for this conference will be:

Lodging (6 nights @ \$70.62)	\$ 423.72
Registration	<u>\$ 650.00</u>
<b>TOTAL</b>	<b>\$1,073.72</b>

- **Jackie Broder, Zookeeper 400**, is requesting approval to travel to the Prosimian Husbandry Workshop from April 30 to May 2, 2009, in Cleveland Ohio; sponsored by the Cleveland Metroparks Zoo and the AZA Prosimian TAG (Jackie is requesting to travel to this workshop and is paying for all costs). Jackie will participate and learn about prosimian husbandry, animal welfare and health issues, mixed species exhibits, introductions, reproduction, operant conditioning, and enrichment. Information gathered and learned, will help her and fellow keepers to take better care of the zoo's prosimians, enhance the visitor's experience, and help educate the public about this rare group of individuals.  
**Ms. Broder is not requesting any money to attend this workshop. She traveled last year to a zoo conference and all of her expenses were paid. This year she is only requesting time off and approval to travel out of state. There will be no cost to the County.**
- **Janice Tomlain, Zookeeper 400**, is requesting approval to travel to the International Rhino Keepers Association (IRKA), workshop from May 17 to May 21, 2009, at Bush Gardens Africa, Tampa, Florida. Janice will participate in the workshop covering significant topics to include black rhino management, dietary and nutritional programs, exhibit maintenance, training and conditioning, medical management, exhibit design, and many other facets of effective animal management and husbandry of AZA rhinos in captivity in North America.

The total cost for this conference will be:

Lodging (four nights @171.00)	\$ 684.00
Registration	\$ 100.00
Airfare	\$ 404.40
Meals	<u>\$ 30.00</u>
<b>Total:</b>	<b>\$1,218.40</b>

**Special Note:** All food is provided at the workshop and Ms. Tomlain is requesting only a minimal amount (\$30) for food to and from the workshop.

**RESOLUTION STAFF REVIEW**

**DATE** April 3, 2009

**Agenda Item Title:** Resolution Authorizing a Contract with John E. Green Company for Replacement of Heating and Cooling Valves at the Ingham County Courthouse

**Submitted by:** Facilities Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:** This resolution authorizes a contract award to John E. Green Company to replace 25 heating and cooling valves in the coil units of the Ingham County Courthouse. This is as a result of a bid process.

**Financial Implications:** John E. Green Company was the low bidder and is located in Mason. The contract will not exceed \$42,900. The bid was \$39,900 and the Facilities Department is asking for a \$3,000 contingency amount. This is a Capital Improvement Project and is in the 2009 Budget.

**Other Implications:** None.

**Staff Recommendation:** MJM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

## **MEMORANDUM**

**TO:** County Services and Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 3, 2009

**SUBJECT:** Resolution Authorizing a Contract with John E. Green Company for Replacement of Heating and Cooling Valves at the Ingham County Courthouse in Mason

The resolution before you authorizes awarding a contract to John E. Green Company to replace 3-way heating and cooling valves in 25 fan coil units at the Ingham County Courthouse in Mason that have deteriorated over time.

We are confident that John E. Green Company will bring its wealth of qualifications and experience to this project.

We are asking for a contingency of \$3,000.00 for unforeseen problems that may occur with plumbing and/or defective parts unrelated to the scope of the contract.

The funding for this project has been budgeted and is available thru the 2009 Capital Improvement Plan (Courthouse Valve Replacement), 245-90212-931000-9FC12.

I recommend approval of this resolution.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 6, 2009

SUBJECT: Bid Summary – Heating and Cooling Valves Upgrade

Project Description:

This is the 2<sup>nd</sup> phase of this project which involves upgrading the heating and cooling valves at the Ingham County Courthouse.

Bid Summary:

Bidders Contacted: 23                      Local: 7  
Bidders Responding: 4                      Local: 2

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
John E. Green	\$39,900	Y – Mason
T.H. Eiffert	\$42,300	Y – Lansing
William E. Walter	\$45,500	N – Flint
Myers Plumbing & Heating	\$78,615	N – Lansing

Recommendation:

Award a contract to John E. Green Company in an amount not to exceed \$42,900 (includes \$3,000 for contingency.)

Advertisement:

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

Prevailing Wage:

Contractor is required to comply with the County's Prevailing Wage Policy.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH  
JOHN E. GREEN COMPANY  
FOR REPLACEMENT OF HEATING AND COOLING VALVES  
AT THE INGHAM COUNTY COURTHOUSE IN MASON**

WHEREAS, the condition of the three-way heating and cooling valves in 25 fan coil units at the Ingham County Courthouse in Mason have deteriorated to the point where replacement is necessary; and

WHEREAS, funds for this project have been budgeted and are available thru the 2009 Capital Improvement Plan (Courthouse Valve Replacement), 245-90212-931000-9FC12; and

WHEREAS, a contingency in the amount of \$3,000.00 is needed for unforeseen problems that may occur with plumbing and/or defective parts unrelated to the scope of the contract; and

WHEREAS, the Purchasing Department solicited proposals and after review of these bids it is the recommendation of both the Purchasing and Facilities Departments to award a contract to John E. Green Company, who submitted the lowest responsive and responsible bid in the amount of \$39,900.00, which also reflects the payment of prevailing wage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to John E. Green Company, 1125 North Cedar Street, Mason, Michigan 48854, for the replacement of three-way heating and cooling valves in 25 fan coil units at the Ingham County Courthouse, for a total cost not to exceed \$42,900.00, which includes the \$3,000.00 contingency.

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.

RESOLUTION STAFF REVIEW

DATE April 3, 2009

**Agenda Item Title:** Resolution Authorizing the Replacement of A/C Units in the Data Center at the Hilliard Building be Performed by Myers Plumbing & Heating, Inc.

**Submitted by:** Facilities Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:** This resolution will authorize a contract with Myers Plumbing and Heating, Inc., to replace the A/C Units in the Data Center at the Hilliard Building.

**Financial Implications:** The bid was \$106,337 and Myers Plumbing and Heating, Inc. was the low bidder. The Facilities Department is requesting a \$3,500 contingency amount, bringing the total amount not to exceed, \$109,837. This project is in the 2009 Capital Improvement Budget.

**Other Implications:** Myers Plumbing & Heating, Inc. is located in Lansing, but not in Ingham County. The next lowest Ingham County contractor was more than 10% higher than the Myers Plumbing and Heating, Inc. bid.

**Staff Recommendation:** MJM\_\_X\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 3, 2009

SUBJECT: Resolution Authorizing the Replacement of A/C Units in the Data Center at the Hilliard Building be Performed by Myers Plumbing & Heating, Inc.

The resolution before you authorizes awarding a contract to Myers Plumbing & Heating, Inc. for the purpose of replacing the existing A/C Units in the Data Center at the Hilliard Building.

We are confident that Myers Plumbing & Heating, Inc. will bring its wealth of qualifications and experience to this project.

Funding for this project are available in the 2009 CIP line item 245-90212-976000-9FC02 (\$102,000.00) and the additional funds (\$7,837.00) will come from 636-95800-734000.

I recommend approval of this resolution.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 1, 2009

SUBJECT: Bid Summary – AC Replacements in the MIS Computer Room

Project Description:

This project involves replacing three (3) air conditioner units in the MIS Computer Room.

Bid Summary:

Bidders Contacted: 23                      Local: 12  
Bidders Responding: 5                      Local: 2

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
Myers Plumbing & Heating	\$106,337	N – Lansing
John E. Green	\$117,300	Y – Mason
William E. Walter	\$132,250	N – Flint
FHC Mechanical	\$132,500	N – Wyoming, MI
TH Eifert	\$136,000	Y – Lansing

Recommendation:

Award a contract to Myers Plumbing & Heating in an amount not to exceed \$109,837 (includes \$3,500 in contingency.)

Advertisement:

The RFP was advertised in the Lansing State Journal, various construction news services, El Central, and posted on the Purchasing Department Web Page.

Prevailing Wage:

Contractor is required to comply with the County's Prevailing Wage Policy.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE REPLACEMENT OF A/C UNITS IN THE DATA  
CENTER AT THE HILLIARD BUILDING  
BE PERFORMED BY MYERS PLUMBING & HEATING, INC.**

WHEREAS, due to deterioration over time caused by normal use, it is necessary to replace the A/C Units in the Data Center at the Hilliard Building; and

WHEREAS, the Purchasing and Facilities Departments both concur that a contract be awarded to Myers Plumbing & Heating, Inc. who submitted the lowest responsive and responsible base bid in the amount of \$106,337.00, which also reflects the payment of prevailing wage, for replacing the air conditioning units in the Data Center in the Hilliard Building; and

WHEREAS, a contingency of \$3,500.00 is included for unforeseen circumstances that may occur during the installation process; and

WHEREAS, the total cost not to exceed is \$109,837.00, which includes the \$3,500.00 contingency; and

WHEREAS, \$102,000.00 has been budgeted within the appropriate CIP account, 245-90212-976000-9FC02 in the 2009 Budget; and

WHEREAS, additional funds in the amount of \$7,837.00 will come from account number 636-95800-734000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to replace the existing air conditioning units in the Data Center at the Hilliard Building for a not to exceed total cost of \$109,837.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments.

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.

**RESOLUTION STAFF REVIEW**

**DATE** April 8, 2009

**Agenda Item Title:** Resolution to Establish a Policy and Guidelines for Use of Electronic Devices, Computers, and Open Flames in County Facilities

**Submitted by:** Facilities Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_\_\_

**Summary of Proposed Action:** This resolution establishes a policy and guidelines to limit the use of electronic devices, control the use of computers and eliminate the use of items that produce an open flame.

**Financial Implications:** The policy will reduce energy consumption and will reduce liability to the County by eliminating open flames.

**Other Implications:** None.

**Staff Recommendation:** MM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_  
Staff recommends approval of the resolution.

**MEMORANDUM**

TO: County Services Committee

FROM: Rick Terrill, Ingham County Facilities Director

DATE: April 8, 2009

SUBJECT: Resolution to Establish a Policy and Guidelines for Use of Electronic Devices, Computers, and Open Flames in County Facilities

The resolution before you authorizes the establishment of a policy and guidelines for the use of electronic devices, computers and open flames in county facilities. This is in effort to reduce energy consumption and identify safe practices.

The purpose of these guidelines is to outline the personal items and equipment that are not authorized to be used in county facilities other than those pieces of equipment that currently exist in designated or approved break areas. The facilities department along with the support of the Controllers office will be asking the BOC to adopt these guidelines and established a policy that will reduce energy consumption and identify safe practices.

**Policy**

- 1) No open flames are allowed to be used in County facilities such as but not limited to the following: candles, tea lights, electric candle burners, hot plates, etc.

**Note:** Exceptions to this would be any County purchased equipment needed by the department to function. For example: medical equipment, construction equipment, etc.

- 2) No personal electrical devices are to be used in offices or cubicles such as but not limited to the following: Space heaters, micro waves, coffee makers, refrigerators, water coolers, ornamental desk lamps, holiday lights, etc...

**Note:** Exceptions to this would be small desk fan, radio, departmental sanction luncheons, and items for valid medical reasons if approved by department head.

- 3) All Computers, Monitors, Printers, and Peripherals (or attached devices) must be shut down and/or turned off at the end of day.

**Note:** Exceptions to this would need to be approved by MIS and/or department head.

If you have any questions, please contact the Facilities department at 676-7310.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH A POLICY AND GUIDELINES FOR USE OF  
ELECTRONIC DEVICES, COMPUTERS  
AND OPEN FLAMES IN COUNTY FACILITIES**

WHEREAS, it is the responsibility of the Facilities Department to find ways to reduce energy consumption and identify safe practices; and

WHEREAS, this policy is to eliminate the use of some electronic devices in offices or cubicles such as, but not limited to the following: space heaters, electric candle burners, hot plates, microwaves, coffee makers, refrigerators, etc; exceptions would be small desk fans or radios as approved by the department head; and

WHEREAS, this policy is also to provide safe practices in which no open flames are allowed in county facilities such as, but not limited to the following: candles, tea lights, etc.; and

WHEREAS, all computers, monitors, printers, and peripherals (or attached devices) must be shut off at the end of the day unless approved by the department head.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby agrees to implement this new policy and guidelines to help the County reduce energy consumption and identify safe practices in the facilities.

## **POLICY AND GUIDELINES FOR USE OF ELECTRICAL DEVICES, COMPUTERS AND OPEN FLAMES IN COUNTY FACILITIES**

The purpose of these guidelines is to outline the personal items and equipment that are not authorized to be used in county facilities other than those pieces of equipment that currently exist in designated or approved break areas. The facilities department along with the support of the Controllers office will be asking the Board of Commissioners to adopt these guidelines and established a policy that will reduce energy consumption and identify safe practices.

### **Policy**

- 1) No open flames are allowed to be used in County facilities such as but not limited to the following: candles, tea lights, electric candle burners, hot plates, etc.

**Note:** Exceptions to this would be any County purchased equipment needed by the department to function. For example: medical equipment, construction equipment, etc.

- 2) No personal electrical devices are to be used in offices or cubicles such as but not limited to the following: Space heaters, micro waves, coffee makers, refrigerators, water coolers, ornamental desk lamps, holiday lights, etc...

**Note:** Exceptions to this would be small desk fan, radio, departmental sanction luncheons, and items for valid medical reasons if approved by department head.

- 3) All Computers, Monitors, Printers, and Peripherals (or attached devices) must be shut down and/or turned off at the end of day.

**Note:** Exceptions to this would need to be approved by MIS and/or department head.

## Agenda Item 4a

### RESOLUTION STAFF REVIEW

**DATE** March 24, 2009

**Agenda Item Title:** Resolution to Authorize Reclassification of the Chief Deputy Treasurer

**Submitted by:** T. A. Lindsey, Human Resources Director

**Committees:** LE \_\_ , JD \_\_ , HS \_\_ , CS X , Finance X

**Summary of Proposed Action:** The County Treasurer pays an outside vendor for legal work related to the tax reversion process. After careful evaluation, it is clear that the County Treasurer could successfully reassign a portion of the legal work to the incumbent Chief Deputy Treasurer because he is a licensed attorney. This resolution authorizes reclassification of the Chief Deputy Treasurer position to reflect the fact that the position is assuming significant new legal duties.

### **Financial Implications:**

Pos #		Current Grade/FTE	Proposed Grade/FTE	Sal w/ben Chge Cost / (Savings)
253002	Reclassify Chief Deputy Treasurer	MCF10	MCF14	\$29,707

For the Chief Deputy Treasurer position, total cost is \$133,355, which includes a fringe benefit amount of \$40,688 and the \$92,667 compensation maximum for 2009. Reclassifying this position results in the total additional cost of \$29,707, which includes an additional fringe benefit amount of \$6,379 and an additional \$23,328 in compensation.

The County Treasurer conservatively estimates a sustainable savings of \$40,000 per fiscal year in payments to outside legal vendors with a reasonably strong projection to increase savings in coming years at levels that will result in a significant overall net savings.

**Other Implications:** None.

**Staff Recommendation:** MM \_\_ JN \_\_ TL X TM \_\_ JC \_\_  
Staff recommends approval of the resolution.

**INGHAM COUNTY**  
**JOB DESCRIPTION**  
**Chief Deputy Treasurer**

**General Summary:** Under the general direction of the County Treasurer, supervises all aspects of the Treasurer's office. Solves complex accounting issues by applying the concepts of finance, public fund investment and cash management to departmental tasks and policies. Directs procurement and investment of funds. Supervises tax settlements. Prepares important and intricate reports. Handles complicated and controversial public complaints. Oversees the department's technology needs. Manages staff in three divisions: Mason Treasurer's Office, Property Tax Foreclosure and Lansing's Treasurer's office. Represents the Treasurer in legal proceedings. Acts as the County Treasurer in the Treasurer's absence.

**Essential Functions:**

*An employee in this position may be called upon to do any or all of the following tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

1. Works closely with the Treasurer to oversee the investment of County funds.
2. Analyzes County banking options. Audits cash drawers and prepares deposits for various banks. Transfers funds between accounts to achieve financial goals. Signs and endorses checks drawn on County accounts.
3. Supervises the settlement of taxes with local townships and cities. Oversees the calculation, collection and issuance of tax receipts and redemptions. Monitors and audits monies throughout the department.
4. Responds to inquires regarding tax matters including, but not limited to, bankruptcies, redemptions and reconveyances. Handles complicated and controversial complaints.
5. Administers the hotel/motel accommodation tax and conducts audits when necessary.
6. Prepares journal entries. Maintains the department's general ledger and audits records of Account Clerks.
7. Analyzes complex data and prepares numerous reports. Examples include, but are not limited to, delinquent tax reports, Municipal Finance Commission reports, bond rating service reports and the Treasurer's Annual Report.
8. Oversees the department's technology needs. Acts as liaison between local treasurers and the MIS department.
9. Serves as the Treasurer's legal representative in all aspects of the tax reversion process and other legal matters as they arise. Supervises the work of outside legal counsel in tax related matters.
10. Assists other departments with accounting problems.

11. Supervises departmental staff. Oversees hiring, firing and disciplining of personnel.

**Other Functions:**

Performs other work duties as assigned.

**Employment Qualifications:**

**Education:** Juris Doctor degree

**Experience:** Five-seven years of related experience is required.

**Other Requirements:** Current Michigan Bar license in good standing.

*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:*

1. Sitting, walking, standing, bending over, lifting/holding/carrying objects found in an office environment.
2. Ability to communicate and respond to co-worker and customer inquiries both in person and over the telephone.
3. Ability to operate a PC/laptop and to enter & retrieve information from a computer.
4. Ability to handle varying and often high levels of stress.

**Working Conditions:**

Works in an office environment.

***March 2009  
MCFPosition***



**Agenda Item 4a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE RECLASSIFICATION OF THE  
CHIEF DEPUTY TREASURER**

WHEREAS, the County Treasurer desires to reorganize some functions within the Department in an effort to decrease overall office expenditures and to provide for other efficiencies; and

WHEREAS, the County Treasurer desires to reduce legal fees on an ongoing and sustainable basis paid to outside vendors for tax reversion related and other legal work; and

WHEREAS, the incumbent Chief Deputy County Treasurer is a licensed Michigan attorney and capable of acquiring many legal duties currently assigned to outside legal counsel; and

WHEREAS, the County Treasurer desires to reassign the Chief Deputy Treasurer (position #253002) from MCF-10 to MCF-14 pay grade based on the Human Resources Department evaluation of the Chief Deputy Treasurer's new job duties; and

WHEREAS, the Controller/Administrator supports the proposed modifications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to implement the modifications as presented:

<u>Position Number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>
253002	MCF 10	MCF 14

BE IT FURTHER RESOLVED, that the County Treasurer is authorized to make the necessary budget adjustments as required.

**Agenda Item 4b**

**RESOLUTION STAFF REVIEW**

**DATE** April 08, 2009

**Agenda Item Title:** Resolution to Authorize Movement of Two (2) Vacant Insurance Positions to the Ingham County Financial Services Department

**Submitted by:** T. A. Lindsey, Human Resources Director

**Committees:** LE\_\_\_ , JD\_\_\_, HS\_\_\_, CS\_ X , Finance\_ X \_

**Summary of Proposed Action:** Due to a sequence of events, the Human Resources Department has two (2) insurance vacancies simultaneously. This resolution authorizes the movement of both positions to the Financial Services Department for efficiency.

**Financial Implications:** Positions authorized by Resolution #09-079.

**Other Implications:** Greater accountability, control and efficiency.

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**Staff Recommendation:** MJM \_\_\_ JN \_\_\_ TL\_ X TM\_\_\_ JC \_\_\_  
Staff recommends approval of the resolution.

**MEMORANDUM**

Date: April 15, 2009

To: Board of Commissioners

From: Matthew J. Myers, Ph.D., Controller/Administrator

Re: Resolution Moving Two Vacated Positions from the Human Resources Department to the Financial Services Department

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As a result of moving two vacated positions from Human Resources to Financial Services, the pay grades for the Director of Human Resources and the Director of Financial Services warrant an adjustment. Currently, the Human Resources Director is a MCF 13. As a result of the approval of this Resolution the position will be lowered to grade MCF 12. Mr. Lindsey is currently at Step 2, with a salary of \$75,005. My request is to freeze Mr. Lindsey at his current pay grade, until his step increases in grade MCF 12 equally compensate Mr. Lindsey's current salary. At Step 4, of MCF 12, this will occur. The difference in salary from MCF 13 - Step 2 and MCF 12 – Step 2 is \$4,894.

For the Financial Services Director, approval of this Resolution will move the pay grade from MCF 13 to MCF 14. Ms. Rhode is currently at Step 1 of MCF 13 and will move to Step 1 of MCF 14. The salary for this change will move from \$71,659 to \$77,204 - or a difference of \$5,545.

As a result of the vacancies, in both the Human Resources and Financial Services Departments, funds are currently available.

I will be available if there are questions.

**ADOPTED - MARCH 24, 2009**

**Agenda Item No. 16**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE REPLACEMENT OF TWO (2) INSURANCE  
VACANCIES WITHIN THE INGHAM COUNTY HUMAN RESOURCES  
DEPARTMENT**

**RESOLUTION #09-079**

WHEREAS, the Human Resources Director desires to reorganize some functions within the Department due to realigned duties and responsibilities; and

WHEREAS, through a sequence of events, Human Resources has two (2) insurance vacancies simultaneously; and

WHEREAS, this opportunity offers potential cost-savings and job modifications; and

WHEREAS, the Human Resources Director desires to reassign the Benefits and Insurance Administrator (position #201003 from MCF-10 to MCF-08 pay grade) due to changed circumstances and lead worker responsibilities; and

WHEREAS, the Human Resources Director desires to convert the Insurance Billing Coordinator position at the UAW-F to MCF-03 pay grade level.

WHEREAS, the Controller/Administrator supports the proposed modifications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to implement the modifications as presented:

Position <u>Number</u>	Current <u>Grade</u>	Proposed <u>Grade</u>
201003	MCF 10	MCF 08
201008	UAW- F	MCF 03

BE IT FURTHER RESOLVED, that authorization to fill the vacancies shall become effective on the date approved by the Board of Commissioners.

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

**COUNTY SERVICES: Yeas:** Celentino, Koenig, Holman, Copedge, Grebner, Vickers  
**Nays:** None **Absent:** None **Approved 3/17/09** **FINANCE: Yeas:** Grebner, Nolan,  
Tennis, Davis, Dougan **Nays:** None **Absent:** Bahar-Cook **Approved 3/18/09**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE MOVEMENT OF TWO (2) VACANT INSURANCE POSITIONS TO THE INGHAM COUNTY FINANCIAL SERVICES DEPARTMENT**

WHEREAS, the cost for all benefits “employee and employer” must be processed through the payroll system to insure proper accounting and payment.

WHEREAS, the Financial Services Department is responsible for the payroll and accounting system and fully understands their operations, requirements and interaction; and

WHEREAS, to insure proper payment, all invoices from benefit providers must be reviewed and verified to determine the correct amount is paid; and the Financial Services Department has the skills and resources to perform this analysis; and

WHEREAS, the Financial Services Department is currently responsible for corrections to the payroll system, communicating errors to effected employees and accounting for any payment issues with providers; and

WHEREAS, workers’ disability compensation and liability insurance are self-funded plans; and Financial Services has the knowledge and resources to account for and tract the activity during the year and can provide notification to the Budget when any adjustments are necessary; and

WHEREAS, through a sequence of events, Human Resources has two (2) insurance vacancies simultaneously; and

WHEREAS, this opportunity offers a perfect time to move these insurance duties to Financial Services; and

WHEREAS, in recognition of the decreased responsibility of the Human Resources Director position, the level of the position will be decreased from Level 13 to Level 12 of the Managerial and Confidential Employee Personnel Manual; and

WHEREAS, in recognition of the increase in responsibility of the Financial Services Director position, the level of the position will be increased from Level 13 to Level 14 of the Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Controller/Administrator supports the proposed modifications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to move the Insurance Billing Coordinator and Benefit and Insurance

Administrator positions from Human Resources Department to the Financial Services Department.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the following compensation adjustments:

- Human Resources Director – from MCF 13 to MCF 12
- Financial Services Director – from MCF 13 to MCF 14

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

RESOLUTION STAFF REVIEW

DATE April 9, 2009

**Agenda Item Title:** Resolution to Approve Entering into an Agreement with the Spyglas Group for Telecommunications Expense Management for Ingham County

**Submitted by:** Management Information Services Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:** This Resolution will authorize a contract with Spyglas Group to perform an audit on all of Ingham County's telecommunications expenses and make cost savings recommendations.

**Financial Implications:** Ingham County will pay Spyglas \$4,000 per month for one year, totaling \$48,000. During the audit period, Spyglas will receive 50% of the savings realized by Ingham County (typically 4-6 months). After Phase 1, Ingham County will retain 100% of the savings realized by the audit, with an expected savings of between 10% and 26%, based on companies that responded to our RFP. Spyglass estimated a savings of 24%. The expected savings is estimated between \$100,800 and \$240,000, based on the 10% to 26% estimate.

This cost for this contract will be paid from Contingency Funds. Currently there is \$421,354 in the Fund.

**Other Implications:** Ingham County participated in a similar type audit for electrical expenses relating to the lighting for the County. The annual savings from this audit has reduced our expenses by over \$140,000.

**Staff Recommendation:** MJM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

## **Agenda Item 5**

April 13, 2009

To: Ingham County Board of Commissioners

Re: Telecommunication Expenses Resolution Clarification/Return on Investment (ROI)

Dear Commissioners,

A resolution has been submitted to recommend the SpyGlas Group to audit all of the county's telecommunications expenses and make cost savings recommendations. In Phase 1 (typically 4-6 months) of this agreement SpyGlas will examine our current expenses and will retain 50% of the recovered savings for Phase 1 only. Ingham County will retain the other 50%. After phase 1 all cost savings recovered will be retained by Ingham County. In addition, Ingham County will pay SpyGlas \$4000 per month for a 12-month period to assist Ingham County in further reducing telecommunications costs.

At this time we cannot be certain of the savings but 4 of the companies that responded to our RFP stated an average 1<sup>st</sup> year savings between 10% and 26%, with SpyGlas estimating an average 1<sup>st</sup> year savings of 24%. Ingham County's current average monthly telecommunications expenses are approximately \$84,000 per month. This would equate to an approximate ROI between \$8,400 and \$20,000 savings per month or \$100,800 to \$240,000 annually.

I hope this additional information is helpful. Please feel free to contact me directly at (517) 676-7371 if you have any questions.

Sincerely,

Tom Shewchuk



**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Purchasing Director

DATE: April 8, 2009

SUBJECT: Proposal Summary – Telecommunications Expense Management

Project:

This project consist of seeking a qualified vendor to provide a comprehensive telecommunications expense management solution for the purpose of reducing the County's telecommunication operating expenses, optimizing departmental productivity and efficiency, enhancing the return on investment, minimizing costs, and maximizing the use of technology.

Proposal Summary:

Proposers Contacted: 15                      Local: 0  
Proposers Responding: 6                      Local: 0

The following firms submitted a proposal:

<u>Firm</u>	<u>Cost</u>	<u>Location</u>
1) Spy Glass Group	50% fee on all cost recovery; \$4,000 monthly fee	Westlake, OH
2) A & D Communications	25% fee on all cost recovery; 25% fee on savings	Colorado Springs, CO
2) Renodis Telecomm.	\$34,500 one-time fee; \$2,940 monthly fee; \$4,800 Clean-up fee	Minneapolis, MN
3) Control Point Solutions	\$15,000 one-time fee; \$7,000 monthly fee; \$55 per transaction inventory fee	Rutherford, NJ
5) RMS Associates	\$17,200 one time fee; \$2,120 monthly fee; \$1,500 annual fee	Clinton Twp., MI
6) Telecomers	\$5,000 one time fee; \$2,500 monthly fee	Irvine, CA

Recommendation:

Enter into contract with Spy Glass Group for one (1) year with an option to renew for two (2) additional years.

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 TO APPROVE ENTERING INTO AN AGREEMENT WITH THE  
SPYGLAS GROUP FOR TELECOMMUNICATIONS EXPENSE MANAGEMENT FOR  
INGHAM COUNTY**

WHEREAS, Ingham County has a need to audit all telecommunication expenses and examine how these expenses are currently structured today; and

WHEREAS, Ingham County monthly telecommunications costs are approximately \$84,000; and

WHEREAS, this could allow Ingham County to reduce costs by an average 10-24% (based on vendor interviews) and improve the operation of purchasing and managing all telecommunications expenses; and

WHEREAS, Management Information Services (MIS) in conjunction with the Controller/Administrator's Office, Purchasing and Finance Departments sought proposals; and

WHEREAS, an Evaluation Committee comprised of MIS, Controller/Administrator's Office, Purchasing and Finance Departments reviewed the proposals, and after careful consideration and evaluation, the committee is recommending entering into a contract with the SpyGlas Group; and

WHEREAS, the pricing is based on a Contingency Fee for Cost Recovery in which Ingham County will agree to pay SpyGlas fees equal to 50% of any cost recovery for their initial base audit; and

WHEREAS, Ingham County will also pay a \$4,000 monthly fee for a period of one-year with the option to renew, for a total of \$48,000 minus recovery annually.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with the SpyGlas Group, at a cost of \$48,000 minus recovery costs for the purpose of auditing our Telecommunications expenses; and

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 2009 County Contingency Fund.

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.

# *Ingham County Construction Policy*



*Adopted by the  
Ingham County Board of Commissioners on*

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**INGHAM COUNTY CONSTRUCTION POLICY DRAFT**  
**4/14/09**

APPLICATION

This Policy shall govern all construction projects involving the expenditure of Ingham County funds for use by the County.

INTENT

A. The intent of the Board of Commissioners is to ensure that this Policy provides competitive prices in a cost efficient manner while still providing a fair opportunity to all Contractors and Vendors, providing a fair opportunity to all contractors/vendors, including small, minority, woman and disabled owned businesses.

B. The intent of this Policy is to provide a framework that permits department heads to operate as efficiently and economically as possible with state statutes, while allowing for oversight on construction projects. This document delineates the protocols and authority related to construction projects for Ingham County. It shall be followed by all County employees and officials.

C. Nothing in this Policy shall be deemed to waive or constrain, in any manner, the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:

1. The right, in the exercise of sole discretion, to reject any and all bids/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;
2. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;
3. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices if requested in the bid/proposal forms;
4. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.
5. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any bid/proposal and/or to establish the

responsibility, qualifications and financial ability of the bidders/vendors, proposed Subcontractors and other persons or organizations to do the work in accordance with the contract documents to the County's satisfaction and within the prescribed time.

6. The right, in the exercise of sole discretion, to reject the bid/proposal of any bidder/vendor who does not pass any such evaluation to the County's satisfaction.

7. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the construction project rebid the construction project, or change or amend the requirements of the construction project.

## GENERAL OPERATING PROCESSES

### A. OVERSIGHT

1. The Purchasing Director shall be responsible for all matters in this Policy related to purchasing and will be held accountable for any violation thereof; similarly, the Facilities Director shall be responsible for all matters in this Policy related to facilities and will be held accountable for any violation thereof.

2. The County Controller/Administrator's office will utilize a Projects Oversight program to assist in the prevention of schedule overruns, cost containment, contract adherence, and overall improvement in communication via adequate, timely and useful reporting protocols, for the purpose of improving the efficiency of Ingham County government. Approving department heads are expected to have thoroughly reviewed all proposed purchases projects and, by their approval, have satisfied themselves that the intent of this Policy has been met.

### B. APPLICATION

1. No elected official, employee, or immediate family member of an elected official or employee should have a financial interest, directly or indirectly, in any contract or purchase order for goods or services used by the County. Elected officials and employees are prohibited from accepting or receiving, directly or indirectly, any promise, obligation, or contract for future reward or compensation from any proposed or actual contractor/vendor to the County.

2. If an elected official or employee of the County purchases or contracts for goods and/or construction services contrary to County policy as described herein, the purchase construction project shall be void. In accordance with state laws, the Department Head shall be personally held accountable for any improper activities of his department, and may be subject to disciplinary action, including but not limited to, termination.

## C. LOCAL PURCHASING PREFERENCE POLICY

1. The Ingham County Board of Commissioners (BOC) believes that its purchasing policies should encourage local vendors to provide goods and/or services to Ingham County government, resulting in increased economic activity by hiring Ingham County residents, tax revenues, and expenditures, and to entice business relocations to the County.

**2. A "local vendor" means a business with an address in Ingham County as set forth herein. The vendor must also agree to comply with all other policies and requirements of the County. For purposes of this subsection, a "local vendor" shall mean a business which:**

**a. Has made payment of property taxes to Ingham County on real or personal property within the past year;**

**b. Has its headquarters physically located within Ingham County proper, or which has been conducting business at a location with a permanent street address in the County on an ongoing basis for not less than 12 months immediately prior to the issuance of the request for quotations, bids or proposals; has at least one full-time employee or two part-time employees who are Ingham County residents; has an adequate number of employees based at the County location to perform the contract being awarded; and**

**c. Holds any business license required by the County, and/or, if applicable, any of its Municipalities.**

**3. Any person or business falsely claiming to be a local vendor under this section shall be ineligible to transact any business with the County for a period of not less than three (3) months and not more twenty-four (24) months, at the sole discretion of the BOC. The Purchasing Director shall also have the right to terminate all or any part of any contract entered into with such person or business.**

**4. Prior to the purchasing agent declaring any person or business not a "local vendor" or ineligible to transact business with the County, such person or business shall be entitled to a public hearing before the County Services Committee and to a five (5) day notice of the time and place thereof.**

**5. This section shall not apply to contracts required by state or federal statutes or regulations to be awarded to the "lowest responsible bidder," or otherwise exempted from local preference.**

**6. An "Ingham County resident" is defined as an individual who is domiciled within the boundaries of Ingham County during the entire time of the performance of the contract and who can verify his or her domicile, upon request of the Contractor/Vendor or County, by producing documentation such as a valid and**

**current Michigan driver's license or other documentation sufficient to provide reliable evidence that verifies that the individual is domiciled within the County.**

**7. Where a local vendor submits a responsive bid which includes a cost proposal which is within 10% of the cost of the lowest responsive proposal, it shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest, provided however, that the initial lowest responsive proposal is not from another local vendor. However, because other factors are also considered, having the lowest cost proposal does not necessarily result in the award of the contract.**

8. Local Contractors/Vendors who utilize non-local vendors as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a local vendor for that specific bid or proposal.

**9. In order to validate compliance with this Local Purchasing Preference Policy, Contractor/Vendor shall keep and provide when requested, an accurate record showing the names, addresses, hours employed and per diem pay of each person employed by the Contractor/Vendor, including full-time, part-time, permanent and/or temporary employees.**

10. The following purchases are exempt from the provisions of this policy:

- a. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller/Administrator the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.
- b. Purchases with any sole source supplier for supplies, materials, or other equipment.
- c. Purchases made through the State of Michigan's Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.

11. Any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three (3) years.

#### **D. INDEMNIFICATION AND HOLD HARMLESS**

1. The contractor/vendor whose proposal is accepted must agree to the following indemnification and hold harmless responsibilities:

2. The Contractor shall, at its own expense, protect, defend, indemnify, and hold harmless Ingham County, its elected and appointed officers, employees and agents from all claims, damages (including, but not limited to direct, indirect, Incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

3. The Contractor's indemnification responsibilities shall Include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to Ingham County, or its elected and appointed officers, employees, agents or by the insurance coverage obtained and/or maintained by the selected firm pursuant to the requirements of this RFP and the contract/purchase order entered into.

#### E. INCORPORATED COMPONENTS

1. This Policy incorporates the following documents, included and made part of this Policy as if fully written herein.

a. Equal Opportunity Employment/nondiscrimination documents, as follows:

1) Ingham County Board of Commissioners “Resolution Requiring County Vendors to Conform to the Ingham County Equal Opportunity Employment/Nondiscrimination Policy,” adopted December 10, 2002 and designated Resolution #02-283;

2) Ingham County Board of Commissioners “Resolution Amending Resolution #02-283 (Requiring County Vendors to Conform to the Ingham County Equal Opportunity Employment/Nondiscrimination Policy),” adopted March 25, 2003 and designated Resolution #03-71;

3) Ingham County Board of Commissioners “Resolution Amending Resolution #02-283 (Requiring County Vendors to Conform to the Ingham County Equal Opportunity Employment/Nondiscrimination Policy, adopted July 22, 2003 and designated Resolution #03-183);

b. The Ingham County Project Labor Agreement form (ICPLA) and any applicable PLA adopted on a particular project, to be used where applicable;

c. The “Responsible Contractor Policy” published by the Michigan Association of Responsible Contracting; “Responsible Construction Contracting for Local Governments in Michigan,” dated April 14, 2008.



d. The Ingham County Construction Protocols.

e. Ingham County Board of Commissioners “Resolution Establishing a Policy to Require the Payment of a Living Wage,” adopted June 24, 2003 and designated Resolution #03-168.

f. Ingham County Board of Commissioners “Resolution Adopting a Policy Requiring Payment of Prevailing Wage,” adopted November 12, 2002 and designated Resolution #02-263.

g. Ingham County Board of Commissioners “Resolution to Amend the Purchasing Policies to Include a Provision for Local Purchasing Preference” adopted February 22, 2005 and designated Resolution #05-44.

2. These incorporated documents are included and made part of this Policy as if fully written herein. These components are intended to form a unified cohesive body of documents whose provisions will guide all County employees and representatives, as well as all contractors, vendors and consultants who may contract with the County for the provision. Any inconsistencies or contradictory language within or between this Policy and its incorporated components will be resolved by the County Services Committee.

#### F. PREVAILING WAGE

1. With respect to contracts covered by the County’s existing Prevailing Wage Policy, enacted in Resolution No. 02-263 and adopted November 12, 2002 the following requirements are applicable under this Policy:

- a. The awarded Contractor will submit Certified Payrolls with all payment applications for all periods worked on said project to the Purchasing Department, 121 E. Maple St., Mason, MI 48854, attention: Director of Purchasing.
- b. It is the responsibility of the Contractor to notify its subcontractors that said project requires the payment of prevailing wages.
- c. It is the responsibility of the Contractor to supply its subcontractors with the prevailing wage rate schedule that is included in the solicitation.
- d. Prevailing wage compliance will be monitored by the Ingham County Purchasing Department and Michigan Fair Contracting Center (MFCC).
- e. When required, Compliance Monitors will conduct brief interviews with workers throughout the duration of said project.

- f. Workers will be informed of the prevailing wage rates during the interview. Workers will be asked if they are receiving the correct pay, fringe benefits, and overtime as required by the County of Ingham.
- g. Workers may be asked to show the Compliance Monitor a paycheck stub on a periodic basis to verify fringe benefit breakdowns and the actual rate of pay received by the worker, including overtime.
- h. The Contractor shall provide the appropriate ratio of Journeymen to Apprentice workers as determined by the U.S. Department of Labor, Bureau of Apprentice Training. The ratio will be monitored through worker interviews. Workers may be asked to provide their Apprentice or Journeymen cards to verify their status.
- i. When requested, the Contractor and its sub-contractors shall provide the appropriate apprentice level on the Certified Payroll Form.
- j. When requested, the Contractor and its sub-contractors shall submit a detailed breakdown of all fringe benefits paid to their employees for all work on County construction projects.

## CONTRACTOR/VENDOR SELECTION PROCESS

### A. GENERAL POLICIES

1. The County's Purchasing Department shall be responsible for bidding out all construction projects to qualified contractors/vendors. The competitive bidding process in conjunction with the prequalification process shall be used.
2. Prequalification policy:
  - a. Any contractor or vendor who desires to become pre-qualified to bid on specific Ingham County work, whether or not advertised for sealed bid, must submit the properly completed pre-qualification forms to the Purchasing Department no later than end of working day, prevailing time, fourteen (14) days prior to the letting of bid documents. This pre-qualification requirement applies to first time contractors or vendors, contractors/vendors renewing expired ratings, contractors/vendors maintaining continuous pre-qualification, or contractors/vendors requesting revised ratings. To be eligible to bid, existing pre-qualification ratings must be effective through the date of bid document release.
  - b. Contractors desiring to bid on items included in a particular letting must submit the properly completed "Request for Proposal Forms and Plans" & "Request for Authorization to Bid", and an "Affidavit of Availability" to the County Purchasing Department no later than end of working day, prevailing time, three

(3) days prior to the date of bid document release.

c. When a prospective prime bidder submits a "Request for Proposal Forms and Plans" it must indicate at that time the specific project or work being requested for bidding purposes. Only those items requested for bidding will be analyzed. After the request has been analyzed, the bidder will be issued a Proposal Denial or an Authorization Form, approved by the County Purchasing Department, that indicates which items have been approved for bidding. If an Authorization to bid cannot be approved, the Proposal Denial and/or Authorization Form will indicate the reason for denial.

d. Financial information supplied by, or on behalf of, an applicant for the purpose of qualification shall not be made available for public inspection and copying. The foregoing restriction shall not prohibit the County providing such information in evidence or in pretrial discovery in any court action or administrative hearing involving the County and a contractor/vendor. Insofar as permitted by public disclosure statutes, qualification ratings shall be treated as confidential information.

3. Effective internal controls shall be in place to safeguard against impropriety, favoritism, nepotism or conflict of interest on the part of any County official or employee.

4. As designated by the County Controller/Administrator, the Purchasing Director or his/her designee shall bid and purchase all construction goods and services and new construction, demolition, and renovation for capital improvement projects needed by all County departments and agencies, in accordance with this Policy. When use of a PLA has been determined appropriate pursuant to the Ingham County Project Labor Agreement Policy (ICPLAP), the applicable bid for new construction, demolition, and renovation for capital improvement projects shall contain a requirement that the successful bidder agree to a PLA as determined to be applicable specifically for the project under consideration as a condition of receiving the contract.

5. The construction purchasing process is to be a collaborative effort between Purchasing and County departments. For each type of procurement, Purchasing shall be responsible for ensuring compliance with the Policy and procedures on the part of County departments and Purchasing personnel. Purchasing shall be responsible for all the administrative aspects of each procurement, and shall conduct it under the procedures described in the Construction Protocols.

a. For purchases of construction goods or services on a countywide basis, Purchasing shall select the contractor/vendor to supply the goods or services. To the extent possible, input should be obtained from County departments to determine the goods or services to be purchased.

b. For purchases of construction goods or services of a technical nature, where a

County department has appropriate technical expertise, Purchasing and that County department shall work together to evaluate the bids and choose the best vendor. Purchasing shall evaluate the bids received based on its general procurement knowledge and any specific knowledge it may have in this area. The department shall evaluate the bids and make its vendor recommendation based on its ability to evaluate the technical qualifications of the vendor to provide the required goods or services to the County.

c. For other purchases of construction goods or services for a specific department, Purchasing and the department shall work together to evaluate and choose the vendor.

d. If the county chooses to purchase construction materials or equipment, the existing purchasing policies shall be followed.

e. Choosing a vendor for professional services shall be done according to Section B6a and b on Pages 12-13, herein.

6. After receiving and evaluating the contractors'/vendors' bids, Purchasing and the appropriate county department(s) shall jointly prepare a bid analysis and recommendation on their choice of vendor. If there is disagreement on the choice of vendor, Purchasing and the county department(s) shall submit a request to the County Services Committee to make the final determination.

## B. SPECIFIC POLICIES

1. Written specifications should be prepared in accordance with the following criteria:

- a. Conform to acceptable industry-wide standards and governing building codes;
- b. Language and format should be clear, definite and precise;
- c. Describe the performance requirements, rather than its formulation, description, or design;
- d. Consider costs, length, and terms of applicable warranty provisions;
- e. Should not exclude all but one type or kind of good or service unless required by narrowly defined circumstances;

2. Bidding guidelines for construction materials and equipment: The following guidelines shall be used in determining which of the Procurement procedures are to be followed in obtaining bids on behalf of the County. Any exceptions to and/or waiver of these guidelines shall be reviewed by the County Controller/Administrator, and if waived shall be approved by the County Services Committee in writing.

- a. The Purchasing Department shall procure construction materials and equipment where the anticipated cost exceeds \$2,500. Three written quotes shall be obtained when the anticipated cost is at least \$2,500 but less than \$10,000 with final approval

from the Purchasing Director. Formally advertised bids shall be obtained when the anticipated cost is at least \$10,000 but less than \$25,000 with final approval from the Purchasing Director and County Controller/Administrator; formally advertised bids and proposals shall be obtained when the anticipated cost exceeds \$25,000 with final approval by the Board of Commissioners.

b. A contract for construction material and equipment over \$25,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney. A summary of all purchases, individually or in aggregate, between \$2,500 and \$25,000 shall be submitted by the Purchasing Department to the County Services and Finance Committees at the first meeting of each month.

c. The formal procedures set forth in this Policy may be waived in the circumstances described in Section C "EXCEPTIONS."

d. In the event of emergency work as described in Section C "EXCEPTIONS," Paragraph 3, the department so requesting the work will be required to provide written justification to the County Controller/Administrator. The County Controller/Administrator shall notify the Board of Commissioners of all emergency purchases. The Purchasing Department, in conjunction with the requesting department, will provide formal documentation that justifies the continuation of the described emergency work.

e. The bid procedures specified in this Policy need not be followed whenever:

- 1) The proposed contract is with the United States of America or any agency thereof, or any other governmental unit or agency therein within the United States; or
- 2) The proposed contract is with a contractor/vendor wherein the unit price of the materials or equipment has been established through a bidding procedure followed by any governmental unit, or any agency, within the United States; or
- 3) The contract is for the lease/acquisition of real property.

f. Types of bids: The Purchasing Department may use a variety of types of bidding procedure for construction materials and equipment

- 1) A bid may be put out by Purchasing for a specific project of short-term duration.
- 2) A bid may also be put out to cover construction materials and equipment to be received by the County or services to be rendered to the County over a certain time period, such as a year (or longer, if specified in the bid). In the latter case, the County may purchase all of the construction materials and equipment during the established time period from the contractor/vendor winning the bid and awarded the contract. Each purchase during the specified time period need not be

considered for bid since the original bid called for the construction materials and equipment to be provided to the County for a specified time period and at a specified price. However, the County may at its discretion bid specific items during the time period if deemed in the best interest of the County.

3) Under no circumstances shall any procurement requirement be artificially divided so as to circumvent the intent of the policies and procedures established herein.

4) In accordance with *MCLA 750.490A*, neither the Purchasing Department nor any County department shall procure goods or services on behalf of an individual for his/her personal use.

5) The County shall contract out traditional building trades work for all capital improvement projects.

6) All building trades work for approved CIP construction projects improvements, renovations may be performed by County personnel depending on the availability.

3. Penalties: Any contractor who violates the County's policy or procedures, or any federal, state or local statute, ordinance or regulation may, at the County's discretion, have its existing contracts with the County voided and/or be barred from obtaining future contracts with the County for a period not to exceed five (5) years.

4. Cost of Bid Drawings and Specifications: The costs of obtaining copies of drawings and specifications shall be borne by the contractor or vendor.

#### 5. Vendor Appeal Process

a. Unsuccessful bidders may appeal an award of contract, lease or purchase order to the County Controller/Administrator.

b. All appeals shall be made in writing to the County Controller/Administrator within five (5) days of the Notice to Award.

c. The County Controller/Administrator shall take necessary actions to review the appeals and respond to the individual submitting an appeal within five (5) days. This response shall be forwarded in writing to the Board of Commissioners Chairperson for disposition by the County Services Committee, and records shall be retained in the bid file.

#### 6. Professional Services

a. Purchasing professional services creates a different relationship than normally exists in a buyer-seller transaction. The purchasing protocol needs to take into consideration qualifications, character, and mutual trust. For these reasons, qualifications, competency, and availability of the most qualified firms must be

considered initially, and independent of cost.

b. Procuring professional services consists of three major elements:

- 1) Submittal of proposals in response to a RFP or submittal of qualifications in response to a RFQ;
- 2) Review of proposals or qualifications submitted and selection of preferred professional service contractor/vendor;
- 3) Negotiation of price.

c. For purposes of this Policy, professional services include at least the following:

- 1) Architectural and engineering services;
- 2) Personnel consultation;
- 3) Technology consultation;
- 4) Legal services (beyond that provided by the County Attorney);
- 5) Complex operations consultation;
- 6) Financial and/or insurance consultation.

d. Sole source purchases of professional services shall require written justification by the requesting department head to the Board of Commissioners County Services Committee, pursuant to Section C. EXCEPTIONS, Paragraph 1.a, below.

e. Professional services: County departments shall use the Request for Proposal (RFP) or Request for Qualifications (RFQ) processes through the Purchasing Department to obtain the information necessary to make an informed decision for awarding a professional services contract. The following documentation policy shall be followed:

- 1) For a proposed professional services contract estimated to cost \$5,000 or more, at least 3 written quotes shall be obtained and submitted to the Purchasing Department.

## C. EXCEPTIONS

1. Exceptions to competitive bidding may be allowed in some carefully defined instances, and include “Sole Source” and “Emergency” awards.

a. Sole source requests should not be made unless the department is confident that the request is reasonable, appropriately justified to meet the County’s

requirements, and can withstand an audit. Sole source/brand purchasing minimizes or eliminates competition and should be avoided whenever possible. Written justification will be required to support sole source requests and must be approved by the County Services Committee (CSC). A written explanation to justify sole source award must be completed and signed by the appropriate department manager, and submitted along with the other purchasing documents. The CSC may approve sole source award, as an example, when after sufficient solicitation only one proposal was received and the proposal meets the requirements of the RFP.

b. An emergency, defined as an unforeseen occurrence or combination of circumstances, which calls for immediate action that is primarily the responsibility of Ingham County or is necessary to protect the County's interests, may be another exception to the competitive bidding process. In order to qualify as an emergency, the response to the situation cannot await completion of normal procurement methods or the convening of a special meeting of the County Board of Commissioners, or other board with authority, to approve deviation from normal procurement methods. In the event of an emergency, the County Controller/Administrator or designee may authorize such departure from normal procurement methods as is necessary to fulfill the County's responsibilities or to protect the County's interests under the circumstances, pending the approval of the County Board of Commissioners. A written statement of the nature of the emergency and of the County responsibilities and/or the County's interests shall be presented for the consideration of the Controller/Administrator or designee at the time authorization to depart from normal procurement methods is requested. A written record shall be made of the grounds for authorizing any departure from normal procurement methods, and the extent of the departure that is authorized.

c. This Policy prohibits the utilization of any contractor or vendor that was a previous employer of any department head, for a period no less than two (2) years.

## PURCHASE AND PAYMENT PROCESS

### A. GENERAL POLICIES:

1. The Purchasing Department shall be responsible for issuing all central purchase orders for construction materials and equipment.
2. Purchase orders are required for all purchases exceeding \$2,500. For purchases under \$2,500, departments may use the direct payment. Otherwise purchase orders and/or contracts are required for every procurement of construction material and equipment with the exception of the specific items/situations outlined in this Policy.
3. The Purchasing Director shall sign all purchase orders up to \$25,000 for construction materials and equipment. Purchases over \$25,000 require a Board resolution. Purchases



under cooperative agreements or state contract may be excluded from this section.

4. The Accounts Payable section of the Finance Department shall be responsible for making payments for construction materials and equipment for the County.

5. Effective internal controls shall be in place to safeguard against improper or illegal payments.

a. Accounts Payable shall not render payments for contractor/vendor invoices until they have been approved by the Purchasing Director, (i.e. prevailing wage compliance).

b. The County Controller/Administrator or her/her designee will periodically audit the payment process, and will additionally periodically audit the activities of the Purchasing Department.

6. Contractors, Vendors and Consultants may be required to provide information necessary to adequately permit evaluation and verification of invoices, payment or claims submitted by the Contractor or Vendor pursuant to execution of the contract. These audits are intended to verify the validity of costs associated with cost-plus-a-fee work and quantities in unit-price work, and to verify compliance with prevailing wage requirements.

7. Department heads that supervise the purchase of construction materials and equipment on behalf of the County have the following responsibilities:

a. Follow County policies when purchases fall within their scope of responsibility;

b. Properly document purchases;

c. Maintain vendor active records and histories;

d. Provide information on estimated costs for budget purposes, and solicit bids, estimates and/or quotations;

e. Determine if the purchase of construction materials and equipment through a cooperative purchasing agreement may be beneficial to the County.

#### PROCUREMENT CARDS

Under this policy, procurement cards are not intended to be utilized on projects awarded to the public.

## CONTRACTS AND LEASES: GENERAL

### A. GENERAL POLICIES:

1. The Board Chairperson is the authorized signee for the County. The Vice-Chairperson and Vice-Chairperson Pro-Tem can sign in the Chairperson's absence.
2. A formal contract or purchase order shall be prepared whenever either of the following conditions exists:
  - a. A purchase of the services of a consultant or business entity is being requested;
  - b. The purchase of construction materials and equipment includes ongoing services of the company such as installation or monitoring of equipment or some other long-term relationship with the County.
3. The following signatures are required on contract authorization forms for purchase of construction related services and on leases for real property under \$5,000.
  - a. New construction, demolition, building systems maintenance and renovation Contracts authorization forms shall be signed by the requesting department head, Purchasing Director, Controller/Administrator, Liaison Committee Chair, Finance Committee Chair and Board of Commissioners Chairperson. New construction, demolition, building systems maintenance and renovation exceeding \$5,000 must be approved by Board resolution.
  - b. All lease/purchase agreements for real property shall be approved by the Board of Commissioners and signed by the Board Chairperson.
4. Construction and Insurance Provision Policies are to be referred to when applicable. The county has standard insurance policies that may be raised due to the dollar amount of the construction project.
5. Professional Services—A contract authorization form must be submitted for signatures for professional services up to \$5,000. The requirement for a formal contract for professional services \$5,000 or less, The Chairperson of the Board of Commissioners shall sign Professional Service contracts.
6. County Attorney Involvement
  - a. All County departments and agencies shall inform the County Attorney when they intend to be involved in negotiations of leases, contracts, or other legal matters, in order that the County Attorney may determine the extent to which he or she should be involved in negotiations.

b. All leases and contracts for goods and services, including professional services, shall be reviewed and approved as to form by County Attorney or his/her designee prior to the execution of the contract/lease. Such approval shall be indicated by signature on all contracts.

7. Awards will not be made to any person, firm, or company in default of a contract with Ingham County, or to any contractor/vendor having as its sales agent, representative, or any member of the firm, any individual previously in default or found to be guilty of misrepresentation or intentional violation of any formal county, state or federal policy or statute. Contractors/Vendors may secure information pertaining to results of the proposals by request to the Ingham County Purchasing Department.

8. Contracts may be extended upon approval by the Board of Commissioners prior to expiration. A contract requisition and purchase order shall not be sufficient to amend and/or extend a contract or lease.

9. Filing of contracts: A copy of each contract with original signatures shall be filed with the County Clerk.

## ENVIRONMENTALLY PREFERABLE PURCHASING

### A. GENERAL POLICY:

This Policy is to support the purchase of products that can minimize adverse environmental impacts of our work. Ingham County recognizes that the purchasing decisions of our employees can make a difference in favor of environmental quality. We prefer the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonable price.

### B. DEFINITIONS:

1. "Environmentally Preferable Products" means products that have a lesser adverse impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

2. Positive Attributes may include (as defined by US EPA):

- Recycled content
- Recyclability
- Product disassembly potential
- Durability
- Reusability
- Reconditioned or remanufactured
- Tack-back

- Bio-based
- Energy efficiency
- Water efficiency
- Other attributes with positive environmental effects.

3. “Recycled Products” are products manufactured with materials that have been recovered or diverted from solid waste.

4. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other materials that would otherwise have been wasted.

5. “Practicable” means sufficient in performance and available at a reasonable cost.

#### C. SPECIFIC POLICIES:

All Ingham County personnel will purchase recycled and other environmentally preferable construction products whenever practicable.

#### D. SELECTED ENVIRONMENTAL PRODUCTS:

1. Products are designated by the Facilities Department

2. Ingham County departments shall evaluate the following environmentally preferable products and purchase them whenever the evaluation is favorable.

- Re-refined antifreeze;
- Re-refined lubricating and hydraulic oils;
- Recycled plastic outdoor-wood substitutes;
- Re-crushed cement concrete aggregate and asphalt;
- Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash;
- Compost;
- Cleaning products with lowered toxicity;
- Energy saving products;
- Products containing post consumer recycled materials;
- Water-saving products; and
- Other products designated.

#### E. RESPONSIBILITIES OF FACILITIES DEPARTMENT:

1. Ingham County assigns responsibility for coordinating policy implementation to the Facilities Department.

2. The Facilities Department shall be responsible for coordinating the implementation of

this policy. This department shall:

- a. Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, to be purchased by departments and agencies whenever possible. Initially, these shall include the products designated elsewhere in this policy. The Facilities Department may modify this list as needed;
- b. Inform departments of their responsibilities under this policy, provide departments with information about recycled product and environmental procurement opportunities, identify options for used product disposal and recycling which maximizes waste diversion from landfills; and
- c. Assemble an annual report on the status of implementation of this policy to the County Controller/Administrator.

F. EXEMPTION: Nothing in this, policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.

PURCHASE OF CONSTRUCTION MATERIALS AND EQUIPMENT			
Amount of Purchase	Purchase Order Req'd	Type of Bid Needed	Authorization Signature Req'd By
Less than \$2,500	No	N/A	Department Head
\$2,501 - \$25,000	Yes	At least 3 written quotes	<u>Department head</u> <u>Purchasing Director</u> Controller/Administrator
Over \$25,000	Yes	Advertised sealed bids	Board of Commissioners

**ADDITIONAL NOTES:**

(1) Purchase orders may be used for purchases of constructions materials and equipment less than \$2,500 at the discretion of the Purchasing Department.

(2) Contract authorization forms for purchases less than \$5,000 must be signed by the requesting Department Head, Purchasing Director, Controller/Administrator, Liaison Committee Chair, Finance Committee Chair and Board of Commissioners Chair.

(3) Any purchase of construction materials or equipment over \$25,000 must be approved by Board of Commissioners resolution.

(4) The Purchasing Department may procure construction materials and equipment utilizing a cooperative agreement that may cost more than \$25,000 as provided per resolution 02-178.  
added

Introduced by the Administrative Services/Personnel and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION REQUIRING COUNTY VENDORS TO CONFORM TO THE INGHAM  
COUNTY EQUAL OPPORTUNITY EMPLOYMENT/NONDISCRIMINATION POLICY**

**RESOLUTION #02-283**

WHEREAS, the Board of Commissioners believes that it is in the best interest of the people of Ingham County that vendors providing goods and services to Ingham County government conform to Ingham County's Equal Opportunity Employment/Nondiscrimination Policy; and

WHEREAS, the Board of Commissioners wishes to assure that vendors are aware of this policy; and

WHEREAS, the Board of Commissioners wishes to monitor compliance and to provide for sanctions or penalties in the event of non-compliance; and

WHEREAS, Resolutions #78-170 and #81-35 have served as the County's policy regarding the requirement that County vendors conform to Ingham County's Equal Opportunity Employment/Nondiscrimination Policy; and

WHEREAS, the Ingham County Board of Commissioners desires to consolidate and update this policy.

THEREFORE BE IT RESOLVED, that for the purposes of this policy, the following terms and phrases are defined as follows:

1. "Board" or "Board of Commissioners" means the Ingham County Board of Commissioners.
2. "Contract" means a purchase order or written agreement.
3. "Designee" means a County employee or other agent designated by the County Controller to act in his/her behalf."
4. "Designated Agent" means any officer, employee, commission, department, agency, or organization authorized or directed to conduct an investigation to determine if a violation of this policy has occurred.

RESOLUTION #02-283

5. "Ingham County government" means the commissions, offices, agencies, and departments of Ingham County government; to the courts funded by Ingham County; and to any other entity where the Board of Commissioners provides funds for goods and services.
6. "Vendor" includes individuals, proprietorships, partnerships, corporations, trusts, associations, joint ventures, and other legal entities, either incorporated or unincorporated, however operating or named, and whether acting by themselves or by a servant, agent or fiduciary, and includes all legal representatives, heirs, successors and assigns thereof, who desire to contract with or who does contract with the County to provide goods and services for compensation including subcontractors of the vendor, but excluding County employees.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Commissioners that all vendors who provide goods and services to Ingham County government by contract, shall, as a condition of providing goods and services, adhere to all Federal, State and local laws, ordinances, rules and regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment including, but not limited to, the following:

- The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted thereunder.
- The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA § 12101 et seq.), as amended, and regulations promulgated thereunder.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Commissioners that all vendors shall, as a condition of providing goods and services, as required by law and/or the County's Equal Opportunity Employment/Nondiscrimination Policy, not discriminate against persons to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation.



**RESOLUTION #02-283**

BE IT FURTHER RESOLVED, that vendors registering to provide goods and services to Ingham County under contract shall certify to their knowledge of the County's policy, and of their agreement to comply, and shall disclose any conclusive findings of violations of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three (3) years.

BE IT FURTHER RESOLVED, that notice of the requirements of this policy shall be included in all formal Requests for Proposals or Bids issued by Ingham County for goods and services, that for statistical purposes only County vendors responding to formal requests for proposals or bids should provide statistical information regarding their workforce diversity, and the vendors shall certify their knowledge of the County's policy and disclose any conclusive findings of violations of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three (3) years.

BE IT FURTHER RESOLVED, that all purchase orders issued for goods and services shall contain notice of the requirements of this policy, and shall state that acceptance of the purchase order by the vendor shall constitute agreement to comply with the policy.

BE IT FURTHER RESOLVED, that all contracts entered into for goods and services shall contain the requirements of this policy.

BE IT FURTHER RESOLVED, that Ingham County shall request current vendors and those who wish to be included in the County's vendors list on a voluntary basis to indicate if they are more than 50% minority, women, handicapper or veteran owned. The minority classification shall be those of the 2000 U.S. Census of Population; Black, Hispanic, Native American or Asian Pacific Islander.

BE IT FURTHER RESOLVED, that where there has been a conclusive finding that a vendor has violated federal, state or local equal opportunity statutes, ordinances, rules/regulations, or policies, that vendor shall be barred from providing goods and services to Ingham County for five (5) years from the date that a determination of the violation has been made in accordance with applicable statutes, ordinances, rules/regulations, or policies or from the date that such determination becomes known, unless a specific exemption is granted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that violation of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies during the course of time during which the vendor is providing goods or services to the County shall be regarded as a material breach of any contract between the County and the vendor, and the County may terminate such contract effective as of the date of delivery of written notification to the vendor.

**RESOLUTION #02-283**

BE IT FURTHER RESOLVED, that any employee of a vendor providing goods and services by contract to the County, or any employee of a subcontractor of a vendor providing goods and services to the County by contract, or any bona fide organization representing such employees may file a written complaint with the Board or its designated agent, if any, challenging the compliance by a vendor with the terms of this policy, the Board or its designated agent shall then conduct an investigation to determine whether the policy has been violated.

BE IT FURTHER RESOLVED, that a vendor found to have retaliated in violation of a federal or state law against an employee for filing a claim of violation of federal, state, or local equal opportunity statutes, ordinances, rules/regulations, or policies shall be ineligible to provide any goods or services to Ingham County government for a period of five (5) years from the date of such finding.

BE IT FURTHER RESOLVED, that the provisions of this policy shall apply to any goods and services obtained by any County agency by contract where the Board of Commissioners provides funds for such goods and services.

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all other agencies of the County to adopt this or a similar policy for all goods and services purchased by contract.

BE IT FURTHER RESOLVED, that the County Controller or designee, or designated agent, shall be responsible for monitoring implementation of and compliance with the provisions of this policy where the goods and services are provided through the authorization of the Board of Commissioners.

BE IT FURTHER RESOLVED, that where another specific agency of the County is designated as responsible for obtaining goods and services, that agency shall be responsible for monitoring implementation of and compliance with the provisions of this policy.

BE IT FURTHER RESOLVED, in the event that certain goods and services must be purchased in order to allow the ongoing operation of Ingham County government, but the agreement to comply with the County's policy cannot be obtained in a timely manner, then the County Controller or designee, or other designated agent, is authorized to proceed with the necessary purchase; provided however, that if agreement to comply with the policy is not

**ADOPTED - DECEMBER 10, 2002**  
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RESOLUTION #02-283

forthcoming within a reasonable time, then additional goods and services shall not be obtained, and the vendor shall be prohibited from providing goods and services to Ingham County, for five (5) years unless specific authorization is given by the Board of Commissioners.

BE IT FURTHER RESOLVED, that no less than annually, the County Controller or designee shall provide the appropriate committee of the Board of Commissioners and the Equal Opportunity Committee the status of compliance by vendors with this policy and recommendations of amendments to this policy.

BE IT FURTHER RESOLVED, that Resolutions #78-170 and #81-35, or the provisions of other resolutions which are inconsistent with this policy, are hereby rescinded.

BE IT FURTHER RESOLVED, that Resolution #91-187 adopting the County of Ingham Equal Opportunity Employment Plan be amended to replace the section entitled RE: PURCHASING AND CONTRACTING POLICY, page 9, with this policy.

ADMINISTRATIVE SERVICES/PERSONNEL: Yeas: Swope, Lynch, De Leon, Celentino  
Nays: None      Absent: Severino      Approved 11/19/02

FINANCE: Yeas: Stid, Krause, Swope, Hertel  
Nays: Schafer      Absent: Grebner, Minter      Approved 11/20/02

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #02-283 (REQUIRING COUNTY VENDORS  
TO CONFORM TO THE INGHAM COUNTY EQUAL OPPORTUNITY  
EMPLOYMENT/NONDISCRIMINATION POLICY)**

**RESOLUTION #03-71**

WHEREAS, the Board of Commissioners believes that it is in the best interest of the people of Ingham County that vendors providing goods and services to Ingham County government conform to Ingham County's Equal Opportunity Employment/Nondiscrimination Policy; and

WHEREAS, in Resolution #02-283 the Board of Commissioners adopted the policy of the Board of Commissioners that all vendors who provide goods and services to Ingham County government by contract, shall, as a condition of providing goods and services, adhere to all Federal, State and local laws, ordinances, rules and regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment; and

WHEREAS, the Board of Commissioners wishes to amend this policy to encourage its vendors to develop and maintain a diverse workforce that is reflective of the Ingham County population.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby amends Resolution #02-283 by adding the following:

“BE IT FURTHER RESOLVED, that it is the policy of Ingham County to encourage its vendors to develop and maintain a diverse workforce that is reflective of the Ingham County population.”

BE IT FURTHER RESOLVED, that notice of the requirements of this policy shall be included in all formal Requests for Proposals or Bids issued by Ingham County for goods and services.

COUNTY SERVICES: Yeas: Celentino, Holman, De Leon, Schor, Severino  
Nays: None Absent: Nevin Approved 3/18/03

FINANCE: Yeas: Grebner, Swope, Dedden, Hertel, Thomas  
Nays: Minter Absent: None Approved 3/19/03

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #02-283 (REQUIRING COUNTY  
VENDORS TO CONFORM TO THE INGHAM COUNTY EQUAL OPPORTUNITY  
EMPLOYMENT/NONDISCRIMINATION POLICY)**

**RESOLUTION #03-183**

WHEREAS, the Board of Commissioners believes that it is in the best interest of the people of Ingham County that vendors providing goods and services to Ingham County government conform to Ingham County's Equal Opportunity Employment/Nondiscrimination Policy; and

WHEREAS, in Resolution #02-283 the Board of Commissioners adopted the policy of the Board of Commissioners that all vendors who provide goods and services to Ingham County government by contract, shall, as a condition of providing goods and services, adhere to all federal, state and local laws, ordinances, rules and regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment; and

WHEREAS, in Resolution #03-71, the Board of Commissioners amended this policy to encourage its vendors to develop and maintain a diverse workforce that is reflective of the Ingham County population; and

WHEREAS, the Board of Commissioners wishes to amend this policy to address situations in which the goods or services of an out of state vendor are utilized.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby amends Resolution #02-283 by adding the following:

“BE IT FURTHER RESOLVED, upon approval of the County Controller, if an out of state vendor is selected, the contract may alternatively state that the vendor shall, as a condition of providing goods and services, specifically adhere to all federal, state, and local laws, ordinances, rules and regulations, and policies prohibiting discrimination in regard to persons to be served and employees and applicants for employment including, but not limited to the following:

1. Civil Rights Act of 1964, 42 USCA 2000d, as amended.
2. Equal Employment Opportunity Act of 1972, 42 USCA 2000e
3. Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted thereunder.

**RESOLUTION #03-183**

4. The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA § 12101 et seq.), as amended, and regulations promulgated thereunder."

BE IT FURTHER RESOLVED, that an out of state vendor shall be required to adhere to all other requirements of the Ingham County Equal Opportunity Employment/Nondiscrimination Policy including but not limited to, not discriminating against persons to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation.

BE IT FURTHER RESOLVED, that notice of the requirements of this policy shall be included in all formal Requests for Proposals or Bids issued by Ingham County for goods and services.

**COUNTY SERVICES:** Yeas: Celentino, Holman De Leon, Schor

**Nays:** None      **Absent:** Severino, Nevin      **Approved 7/15/03**

**FINANCE: Yeas:** Grebner, Hertel, Thomas, Minter

**Nays:** None      **Absent:** Swope, Dedden      **Approved 7/16/03**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING A POLICY TO REQUIRE THE PAYMENT OF A  
LIVING WAGE**

**RESOLUTION #03-168**

**WHEREAS**, the Ingham County Board of Commissioners desires to increase the quality and reliability of services procured for Ingham County or provided Ingham County inhabitants by promoting higher productivity and retention of employees working for Ingham County on Ingham County contracts; and

**WHEREAS**, the Ingham County Board of Commissioners desires to use Ingham County spending and procurement of services to require covered employers who provide services to Ingham County to pay their employees a "Living Wage" sufficient to meet their employees' basic subsistence needs; and

**WHEREAS**, the Ingham County Board of Commissioners desires to raise the income of low-income working people and their families employed by covered employers on Ingham County contracts; and

**WHEREAS**, the Ingham County Board of Commissioners desires to use Ingham County spending to encourage the development of jobs paying wages above the poverty level; and

**WHEREAS**, the Ingham County Board of Commissioners, under this policy, does not intend to establish any generally applicable County minimum wage, or regulate the wages paid by any business or individual that chooses not to provide services covered by this policy to the County; and

**WHEREAS**, the Ingham County Board of Commissioners desires to provide incentives for covered employers to provide health insurance to their employees; and

**WHEREAS**, the economic research summarized in the Economic Policy Institute's August 2000 issue guide, "Higher Wages Lead to More Efficient Service Provision," indicate that payment of higher wages is associated with greater business investment in employee training, higher productivity, and lower employee turnover; and

**WHEREAS**, the Ingham County Board of Commissioners references the Michigan League for Human Services October 1998 report, "Economic Self-Sufficiency: A Michigan Benchmark," that a family of three required at that time, on average \$2,724 a month to pay for housing, food, child care, health care, transportation, clothing, household supplies, a telephone, and taxes, and

**RESOLUTION #03-168**

this was at the time equivalent to an hourly wage of \$15.83 for households with a single worker and \$7.92 for households with two workers; and

**WHEREAS**, while the 2002 United States Department of Health and Human Services federal poverty guideline was \$18,100 a year for a four-person family income near the poverty level is not a desirable standard of living sufficient to meet the subsistence needs of a family in Ingham County and its surrounding communities.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners hereby requires that each contractor pay its employees providing services under the contract wages which are greater than or equal to a living wage, and meets other conditions, as defined in this policy.

**BE IT FURTHER RESOLVED**, that this policy applies to any individual, proprietorship, partnership, corporation, trust, association or other entity that is a contractor, defined as follows:

- i. A "contractor" is a party to a contract with Ingham County primarily for the furnishing of services (as opposed to purchasing or leasing of goods or property), where the total expenditure for such contract exceeds \$50,000 in a twelve-month period and employs five or more employees, or where the total value of contracts that the contractor has in effect on the effective date of the contract with Ingham County exceeds \$50,000 and where the contractor employs five (5) or more employees. It does not include contractors who pay Ingham County a commission for the right to offer their services in county facilities or in conjunction with county events;
- ii. A "subcontractor" is a party to a contract with a contractor providing services to Ingham County who is required to pay a "living wage" under the terms of this policy; whose contract with the contractor is for the purpose of furnishing services to Ingham County under the terms of the contractor's contract with Ingham County; where the subcontractor employs five or more employees and where the total value of the subcontractor's contract for that purpose exceeds \$25,000.

**BE IT FURTHER RESOLVED**, that the living wage requirement of this policy shall apply with respect to any employee of a contractor or subcontractor who is employed either part time or full time providing services directly under the contract.

**BE IT FURTHER RESOLVED**, that for the purposes of this policy, the following terms and phrases are defined as follows:



**RESOLUTION #03-168**

- A. "Contract" means an agreement to perform services, including the subcontracting of services. Contracts for the purchase of goods and contracts to lease or purchase property are excluded.
- B. "Employer" means a person who engages employees to provide labor in exchange for payment of wages or salary.
- C. "Federal poverty line" means the official poverty line defined by the Office of Management and Budget based on Bureau of Census data for a family of four (4), as adjusted to reflect the percentage change in the Consumer Price Index for all urban consumers.
- D. "Health care benefits" means the right granted to an employee under a contract, certificate or policy of insurance to have payment made by a health care insurer or health care corporation for specified medical or health care services for the employee and dependents.
- E. "Living wage" means an hourly wage rate which is equivalent to 125% of the federal poverty line on an annual basis when calculated based on forty (40) hours per week, fifty (50) weeks per year; provided however, that costs paid by the employer for an employee's health care benefits may be counted toward up to one-fifth (1/5) of the hourly rate payable to the employee.
- F. "Person" includes individuals, proprietorships, partnership, corporations, trusts, associations, joint ventures, and other legal entities, either incorporated or unincorporated, however operating or named, and whether acting by themselves or by a servant, agent or fiduciary, and includes all legal representatives, heirs, successors and assigns thereof.
- G. "Public entity" means the State of Michigan including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.

**BE IT FURTHER RESOLVED**, that the County Controller shall annually adjust the living wage as provided herein to incorporate changes in the federal poverty level. The Controller shall notify the Board of Commissioners of any change in the amount of the living wage, and shall notify each contractor of such changes and such contractors shall, no later than 30 days after notification, adjust the hourly rates of affected employees as necessary to comply with this policy.

**RESOLUTION #03-168**

**BE IT FURTHER RESOLVED**, that the County Controller shall include an explanation of the requirements of this policy in all requests for proposals that may be covered by this policy.

**BE IT FURTHER RESOLVED**, that each contract covered by this policy shall require compliance with this policy. Each such contract shall provide that a violation of this policy shall be considered a material breach of the contract and Ingham County shall have the right to terminate the contract and disbar the contractor from future Ingham County contracts as provided below.

**BE IT FURTHER RESOLVED**, that every contractor shall post in a conspicuous place on all job sites subject to this policy a copy of the living wage rate required under this policy. The contractor shall keep accurate records of the names and actual wages and benefits paid to each employee providing services under the contract and subcontract and provide Ingham County with such records within five (5) business days, if requested by the County.

**BE IT FURTHER RESOLVED**, that each contract shall provide that contractors who are found to be in violation of this provision shall be required to pay each affected employee the amount of deficiency for each day the violation occurs. The contract shall also provide that contractors shall be required to also pay Ingham County \$100 per affected employee for each day the violation occurs beginning with the third day after the contractor receives notification of the violation. The County may withhold from payments to the contractor such amounts as are necessary to effectuate the payments or penalties provided in this paragraph.

**BE IT FURTHER RESOLVED**, that a contractor who is found to be in violation of this provision and is subsequently required to pay the \$100.00 penalty provided above for more than three (3) incidents within a two (2) year period shall be barred from bidding on or entering into any contracts with the County for a period of ten (10) years from the date of the last violation. An incident for purposes of this paragraph is defined as a failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident.

**BE IT FURTHER RESOLVED**, that anyone with knowledge of a violation of this policy may file a complaint with the County Controller, who shall have thirty (30) days to investigate and remedy the complaint. If the complaint is not resolved to the complainant's satisfaction within the thirty (30) day period, the complainant or his representative may bring forward his/her complaint to the County Services Committee of the Ingham County Board of Commissioners. The Committee shall forward its recommendation on the matter to the Board of Commissioners for final resolution.

**RESOLUTION #03-168**

**BE IT FURTHER RESOLVED**, a contractor or subcontractor found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a wage rate shall be ineligible to bid on any contract involving the County for a period of (five) 5 years from the date of such finding.

**BE IT FURTHER RESOLVED**, that the following exemptions from this policy apply:

- A. Public entities are exempt from compliance with this policy.
- B. Entities with 501(c)(3) status with who have nine (9) or fewer employees are exempt from compliance with this policy.
- C. Employees who are working under the terms of a collective bargaining agreement are exempt from compliance with this agreement.
- D. Exempt employees working on projects where federal, state or local law, or Ingham County policy requires payment of a prevailing wage are exempt from compliance with this policy.
- E. The following programs are exempt if developed specifically for high school and/or college students by Ingham County or one of its contractors:
  - 1. A bona fide training program;
  - 2. A summer or youth employment program;
  - 3. A work study, volunteer/public service, or internship program;
- F. Co-op employees employed as part of a high school or college co-op program which is part of the employee's educational curricula.
- G. Programs which operate to train people with disabilities and which are designated as community rehabilitation programs, work activity centers and/or sheltered workshops.
- H. Temporary or seasonal employees hired by a contractor. For purposes of this policy, temporary and/or seasonal employees are defined as employees hired to augment the regular workforce and are hired for three (3) months or less in the case of a temporary employee or nine (9) months or less in the case of a seasonal employee.

**BE IT FURTHER RESOLVED**, that a contractor may request a waiver of the provisions of this policy if they believe that the application of the policy to the contractor would violate federal, state, or local laws. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.

**BE IT FURTHER RESOLVED**, that a non-profit human services agency may request a waiver of the provisions of this policy if they believe that the application of the policy would cause economic harm to the agency in a fashion that would result in the harm created by application of the policy outweighing the benefits of applying this policy. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.

**BE IT FURTHER RESOLVED**, that this policy shall apply to any contract entered into or renewed after the effective date of this policy.

**BE IT FURTHER RESOLVED**, that entering an agreement for extension of a contract for a period beyond its original term shall be considered entering a contract for purposes of this policy.

**BE IT FURTHER RESOLVED**, that this policy shall go into effect ninety (90) days after adoption by the Ingham County Board of Commissioners.

**BE IT FURTHER RESOLVED**, that it is the intent of the Ingham County Board of Commissioners that the requirement for payment of a living wage as defined in this policy will apply to employees of Ingham County.

**COUNTY SERVICES: Yeas:** Celentino, Holman, De Leon, Schor  
**Nays:** Severino, Nevin      **Absent:** None      **Approved 6/17/03**

**FINANCE: Yeas:** Swope, Dedden, Hertel, Thomas  
**Nays:** Grebner, Minter      **Absent:** None      **Approved 6/18/03**

Introduced by the Administrative Services/Personnel and Finance Committees

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ADOPTING A POLICY REQUIRING PAYMENT OF  
PREVAILING WAGE**

**RESOLUTION #02-263**

WHEREAS, the Board of Commissioners believes that it is in the best interest of the people of Ingham County that any construction work performed for Ingham County should be done by contractors and subcontractors who agree to pay prevailing wages; and

WHEREAS, the Board of Commissioners wishes to have a uniform means of assuring that contractors or subcontractors seeking to work on certain County construction projects pay prevailing wages; and

WHEREAS, the Board of Commissioners wishes to monitor the prevailing wage requirements and to provide for sanctions or penalties in the event of noncompliance; and

WHEREAS, Resolution #92-171, as amended by Resolutions #96-164 and #00-084, has served as the County's policy regarding the payment of prevailing wage rates; and

WHEREAS, the Ingham County Board of Commissioners desires to consolidate and update this policy.

THEREFORE BE IT RESOLVED, that for the purposes of this policy the following terms and phrases are defined as follows:

- a. "Apprentice" means any person who is registered with a bona fide apprentice program recognized by the U.S. Department of Labor, Bureau of Apprenticeship and Training. The use of apprentices shall be in accordance with all of the rules and guidelines of the bona fide apprentice programs, including registration and working in ratio. Violations relating to apprentices shall be subject to the same penalties and remedies as provided in paragraph 5 and paragraph 6 of this policy.
- b. "Board" or "Board of Commissioners" means the Ingham County Board of Commissioners.

**RESOLUTION #02-263**

- c. "Contract" means any agreement as a result of competitive bids or otherwise for new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning or improvement of buildings or works, which is to be performed for Ingham County. It does not include repair or service of equipment or machinery already installed.
- d. "Designated Agent" means any officer, employee, commission, department, agency, or organization authorized to enter into a construction contract by or on behalf of the Board of Commissioners, or to monitor such contracts under the direction of the County, or to provide legal counsel regarding such contracts.
- e. "Construction Mechanic" means any skilled or unskilled mechanic, laborer, worker, helper assistant, apprentice or driver, but shall not include any Ingham County employees, including but not limited to executive, administrative, TOPS, professional or office employees.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Commissioners that any contractor or subcontractor on County construction projects where the value of the contractor's or subcontractor's contract exceeds \$10,000 shall pay prevailing wages to its employees as set forth below:

- 1. Every contract exceeding \$10,000 entered into by the Ingham County Board of Commissioners, or other agencies covered by this policy, shall require that the rates of wages, including fringe benefits, paid to each construction mechanic employed by the contractor or subcontractor at all tiers, who furnishes labor on the project which is the subject of the contract, shall be not less than the prevailing wages, including fringe benefits, for such labor by using the wage guidelines promulgated by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act.
- 2. Every contract exceeding \$10,000 shall include the most current wage and fringe benefit schedule as provided for by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act for each class of construction mechanic.
- 3. Every contractor and subcontractor shall keep posted on the construction site in a conspicuous place, a copy of all prevailing wage and fringe benefit rates prescribed in the contract and shall keep accurate records showing the name and occupation of, and actual wages and benefits paid to, each construction mechanic employed by that contractor or subcontractor in connection with the contract.
- 4. A contractor or subcontractor at any tier shall, upon request of the County or its designated agent, provide certified payrolls on U.S. Department of Labor form WH347 or

facsimile for all hours worked. In addition to providing certified payrolls on U.S. Department of Labor form WH347 or facsimile for all hours worked when requested, the contractor or subcontractor at any tier shall be required to collect and submit this information in a regular reporting format as determined by the Board of Commissioners, or its agents. Noncompliance with this section shall be deemed a breach of the contractual agreement(s).

5. Any contractor or subcontractor upon being notified that it is in violation of any term of this policy and who fails to remedy the violation as set forth in this policy is deemed to have committed a material breach of the contract. The Board or its designated agent, if any, shall proceed to enforce the term(s) in accordance with the contract and/or by seeking any remedy authorized by law, including rescission of the contract. Further sanctions and penalties shall be as set forth in paragraph 6 below.
6. Any contractor or subcontractor upon being notified that it is in violation of payment of prevailing wage and that an amount is due, shall have thirty (30) days to correct the deficiency by paying the employee or employees the amounts due. If the person, firm, a corporation, or business entity fails to pay within the thirty (30) day period it shall be subject to the following penalties:
  - (a) Payment of all wages and fringe benefits, plus interest at 2% per month on those wages and fringe benefits due the employee;
  - (b) The cost to the County shall be calculated using the hourly wage and fringe benefits' costs of the County employee involved in the enforcement of this policy plus any other costs incurred by the County, including but not limited to costs of a contracting agent, attorney fees, and court costs; and
  - (c) Ineligibility to bid on any contract involving the County for a period of five (5) years if the violation is repeated after the contractor is formally notified.
  - (d) The County may withhold such payments from the contractor as are necessary to effectuate the payments or penalties as provided in this policy.
7. Any construction mechanic of a contractor under contract with the Board or its designated agent or a construction mechanic of a subcontractor at all tiers, or any bona fide organization representing construction mechanics may file a written complaint with the Board or its contracting agent, if any, challenging the compliance by a contractor or subcontractor with any of the terms noted above. The Board or its designated agent shall then conduct an investigation to determine whether it will proceed as in paragraphs 5 and/or 6 above .
8. A contractor or subcontractor found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a prevailing wage rate shall be ineligible to bid on any contract involving the County for a period of (five) 5 years from the date of such finding.

9. Contracts which contain provisions requiring the payment of prevailing wages as determined by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act (United States Code 40 Section 3141 , et seq.) or which contains provisions requiring the payment of prevailing wages as determined by the Michigan Department of Consumer and Industry Services pursuant to 1965, PA 166, as amended, being MCLA 408.551, et seq., are exempt from the provisions of this resolution.

BE IT FURTHER RESOLVED, that notice of the requirements of this policy shall be included in all formal Requests for Proposals or Bids where a construction contract in excess of \$10,000 is anticipated.

BE IT FURTHER RESOLVED, that the provisions of this policy shall apply to construction contracts in excess of \$10,000 entered into by the Ingham County Building Authority, and to any construction contracts in excess of \$10,000 which are entered into by any County agency where the Board of Commissioners is required to authorize the project or where the Board of Commissioners has authorized financing of such projects by the County.

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all other agencies of the County to adopt this or a similar policy for any construction contracts in excess of \$10,000.

BE IT FURTHER RESOLVED, that the County Controller or designee, which may include a designated agent, shall be responsible for monitoring implementation of and compliance with the provisions of this policy where the construction contract is entered into with the Board of Commissioners.

BE IT FURTHER RESOLVED, that where another specific agency of the County is designated as responsible for a construction project, that agency shall be responsible for monitoring implementation of and compliance with the provisions of this policy.

BE IT FURTHER RESOLVED, that no less than annually, the County Controller or designee shall provide the appropriate committee of the Board of Commissioners the status of projects where the payment of prevailing wage is required and where the County Controller is responsible for monitoring implementation of and compliance with the provisions of the prevailing wage policy.

BE IT FURTHER RESOLVED, that Resolutions #92-171, #96-164 and #00-084 are hereby rescinded.

**ADMINISTRATIVE SERVICES/PERSONNEL:** Yeas: Swope, Lynch, De Leon,  
Celentino Nays: None Absent: Severino Approved 11/6/02

**FINANCE:** Grebner, Stid, Swope, Krause, Schafer  
Nays: None Absent: Hertel, Minter Approved 11/6/02



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE PURCHASING POLICIES TO INCLUDE A  
PROVISION FOR LOCAL PURCHASING PREFERENCE**

**RESOLUTION #05-044**

WHEREAS, the Board of Commissioners believes that its purchasing policies should encourage local vendors to provide goods and services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice business relocations to the County.

THEREFORE BE IT RESOLVED, that the Board of Commissioners encourages all county offices, departments and courts supported by the County to utilize local vendors, wherever possible, practical, and cost effective.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby amends the Ingham County Purchasing Policies by providing a preference for registered local vendors who respond to formal bids or proposals for the purchase of goods or supplies, issued by the Ingham County Purchasing Department.

BE IT FURTHER RESOLVED, that for purposes of this policy, a "registered local vendor" (RLV) shall mean any vendor who operates a business within the legally defined boundaries of Ingham County. In order to be identified as a "RLV", the vendor shall provide the Ingham County Purchasing Department with a verifiable physical business address (not a P.O. Box) at which the business is conducted.

BE IT FURTHER RESOLVED, that the RLV's status ceases at the time that the business address is no longer valid.

BE IT FURTHER RESOLVED, that a vendor who wishes to be identified as a RLV shall also meet all other requirements of the County's Purchasing Policies.

BE IT FURTHER RESOLVED, that a RLV who submits a responsive bid which is within 5% of the lowest responsive bid shall be given the opportunity to reduce its bid to meet the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive bids which are within 5% of the lowest responsive bid, the RLV with the

**RESOLUTION #05-044**

lowest responsive bid shall be given the opportunity to reduce their bid to meet or be less than the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV. In the event of a tie between 2 RLVs, where all other factors are equal in the sole discretion of the Purchasing Department, and where the Purchasing Department is unable to break the tie through additional negotiations, the award of bid shall be by coin toss. However, negotiations shall be based solely upon the bid price, and the Purchasing Department shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.

BE IT FURTHER RESOLVED, that a RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its

proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published the specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost proportion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.

BE IT FURTHER RESOLVED, that if RLVs who are given the opportunity to reduce cost bids or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.

**RESOLUTION #05-044**

BE IT FURTHER RESOLVED, that RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for that specific bid or proposal.

BE IT FURTHER RESOLVED, that when a RLV submits a responsive bid or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive bid or proposal shall be awarded to the RLV.

BE IT FURTHER RESOLVED, that the following purchases are exempt from the provisions of this policy:

1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.
2. Purchases with any sole source supplier for supplies, materials, or other equipment.
3. Purchases made through the State of Michigan's Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.

BE IT FURTHER RESOLVED, that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three (3) years.

BE IT FURTHER RESOLVED, that nothing in this resolution shall be deemed to waive or constrain, in any manner, the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:

- a. The right, in the exercise of sole discretion, to reject any and all bids/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;
- b. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;
- c. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements,

and alternatives and unit prices if requested in the bid/proposal forms;

- d. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.
- e. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any bid/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposed subcontractors and other persons or organizations to do the work in accord with the contract documents to the owners satisfaction and/or within the prescribed time.
- f. The right, in the exercise of sole discretion, to reject the bid/proposal of any bidder/vendor who does not pass any such evaluation to the owners satisfaction;
- g. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, rebid the project/purchase, or change or amend the requirements of the project/purchase.

BE IT FURTHER RESOLVED, that the Purchasing Department shall include in formal Request for Bids and Proposals language pertaining to the provisions of this policy.

BE IT FURTHER RESOLVED, that the policy contained in this resolution shall be reviewed by the County Controller no later than December 2006, and that the Controller make a recommendation on any policy changes needed.

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this resolution to all offices, agencies, and departments of Ingham County.

**COUNTY SERVICES: Yeas:** Celentino, Copedge, De Leon, Schor, Vickers, Severino

**Nays:** None

**Absent:** None

**Approved 2/15/05**

**FINANCE: Yeas:** Dedden, Swope, Hertel, Schor, Thomas, Dougan

**Nays:** None

**Absent:** None

**Approved 2/16/05**

## INGHAM COUNTY CONSTRUCTION PROTOCOLS

1. These Construction Protocols, which are incorporated into and made part of the formal Ingham County Construction Policy (“Policy”), are intended to apply to all Contractors, Consultants (“Consultants”) and Vendors (“Contractors”), who will provide labor, materials, equipment and/or services to the County of Ingham for the purposes of any and all construction, demolition, renovations, and/or maintenance work. Each Contractor certifies by signing its bid that it has met all the terms and conditions set forth in the County’s solicitation, including these Protocols

2. As a general rule, the County of Ingham seeks to maintain fairness, honesty and equity in the awarding of contracts for work and/or services, and demands that all projects proceed on the basis of mutual trust, good faith and fair dealing.

3. Contractors shall procure and maintain, at their own expense, insurance not less than the limits established by the County, including Worker’s Compensation and Disability insurance, Commercial General Liability insurance and Motor Vehicle insurance and Professional Liability, as applicable.

4. Each bid in excess of \$25,000 must be accompanied by a bid guarantee in an amount equal to five percent (5%) of the total bid amount. Guarantee shall be in the form of a certified check or bid bond executed by an approved surety company, made payable to the County of Ingham. Bid guarantee shall run for a period of ninety (90) days.

Any bid that is in excess of \$50,000.00, if awarded, will be required to provide 100 percent (100%) of the contract amount coverage in Performance Bond and Payment Bond as required by Public Act 1963, No. 213. The bond must be with surety companies satisfactory to Ingham County and who are listed in the Federal Register as published by the U.S. Department of Treasury under the most recently revised Circular 570. In addition, each surety company shall be admitted and licensed to do business in the State of Michigan by the Michigan Department of Labor and Economic Growth Office of Finance and Insurance and have a minimum A.M. Best Company's Insurance Report Rating of A or A- (Excellent).

- a) Performance Bond - The Contractor , as Principal, shall furnish a Surety Bond in form acceptable to the County of Ingham in an amount at least equal to one-hundred (100%) percent of the contract amount as security for faithful performance of this contract. The County of Ingham shall be obliged under said bond. The bond shall guarantee the faithful performance and shall indemnify and save harmless the obligee from all costs and damages by reason of the Principal’s failure to perform in accordance with the contract provisions. The contract, by reference, shall be an integral part of the bond. Said bond shall be with a surety company licensed and admitted to do business in the State of Michigan. The Surety shall be acceptable to the County of Ingham.
- b) Payment Bond - The Contractor, as Principal, shall furnish a Surety Bond in form acceptable to the County of Ingham in an amount at least equal to one-hundred

(100%) percent of the contract amount as security for the prompt payment to all persons supplying labor and material in the performance of all work under said contract, and any and all authorized modifications under this contract. The contract, by reference, shall be an integral part of this bond. Said bond shall be with a Surety licensed and admitted to do business in the State of Michigan. The Surety shall be acceptable to the County of Ingham.

- c) Performance and Payments Bonds shall be submitted to the Ingham County Purchasing Department, at least ten (10) days prior to the commencement of work covered under the contract.
- d) Additional or Substitute Bond - If at any time the County of Ingham, for a justifiable cause, shall become dissatisfied with any Sureties pursuant to the Performance or Payment Bonds, the Contractor shall within five (5) days after such notice from the County of Ingham to do so, substitute an acceptable bonds(s) in such forms and sum and signed by such other Surety as may be satisfactory to the County of Ingham. The Contractor shall pay the premiums on such bond(s). No further payments shall be deemed due nor shall be made until the new Surety or Sureties shall have furnished such an acceptable bond to the County of Ingham.

5. A Pre-qualification process will be required on all construction contracts. The following information will be required of all Contractors and Vendors wishing to submit bids/proposals.

Potential bidders will be required to submit materials in a form acceptable to the County prior to acquiring the bid solicitation materials (drawings, specifications, etc.). Each proposed bidder shall submit evidence that it has the capability and capacity to adequately and properly fulfill the requirements of the proposed Work, including, but not necessarily limited to, the following information:

- a. Provide a list of all clients – relevant to the contract being bid – particularly public or governmental, during the last three (3) years of business, including contact information (business names, contact names, addresses, and telephone numbers);
- b. Describe a problematic Project/Assignment in which the potential bidder has been involved, including information as to how it rectified the problem(s);
- c. List all contracts within the last three (3) years terminated by either a contracting agent or the potential bidder, specify who terminated the agreement and provide an explanation for the termination;
- d. Explain why the potential bidder can do the proposed Project;
- e. Provide potential bidder/vendor's insurance Experience Modification Rate (EMR), and any other information that will permit the County to accurately assess its safety record;

f. Provide information pertinent to construction projects pertaining to any citations the potential bidder has received and/or fines levied against it by any Federal, State or Local regulatory agency during the last five (5) years.

g. The County, in its sole discretion, at any time during the bidding, contract, or project phase, may require additional information that addresses the issues of potential Contractor stability and employee composition, depending on the nature and complexity of any construction project. The Contractor/Bidder/Vendor will provide the information requested by the County at any time up to and including during the bidding and construction processes.

6. A recommendation for award of a construction contract or professional service contract, if issued, will be made to that Bidder whose proposal/bid is deemed, in the County's sole discretion, to be most advantageous to Ingham County, taking into consideration price and other factors set forth in the solicitation and in these Protocols, Data and/or information gathered during interviews, negotiations, reference checks, and any other information or factors deemed relevant by the County shall be utilized in determining the final award.

7. All work included in and performed under any Contract or Purchase Order, original or revised, shall be conducted in full compliance with all applicable Federal, State and Local laws, ordinances, rules and regulations, including governing municipal Building Codes.

Any construction agreement shall be construed according to the laws of the State of Michigan. The County, vendors, and contractors agree that the venue for any legal action under any agreement shall be the County of Ingham, State of Michigan. In the event that any action is brought under any agreement resulting from the IFB in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District - Southern Division.

8. All construction contracts are approved as to form and content by the County Attorney, and will include by reference any and all related documents, including these Construction Protocols, the Ingham County Construction Policies, and all applicable drawings and specifications. Contracts, once awarded, shall not be amended, modified, or otherwise changed except by the written agreement of the Contractor, Vendor or Consultant and the County given in the same manner and form as the original signing of the contract. Material changes to a contract will also require County Attorney approval.

9. Engineering, architectural and operations consultants are often hired by the County to assist in project management, to ensure compliance with contractual terms and conditions, adequacy of performance, performance within cost and schedule requirements, as well as general or specific oversight. Contractors are advised to acknowledge these consultants, if employed, as representatives of the County, and grant them the same access as may be afforded to the County.

10. CONTRACTORS, whether corporations, partnerships, LLCs, or sole proprietorships, shall be required to indemnify and hold harmless the County and its employees and representatives for the negligent acts or omissions of the Contractor, Vendor, or Consultant, as more specifically enumerated in the Ingham County contract for the work.

Generally, individuals (often referred to as “independent contractors”) will not be permitted to contract with Ingham County or be a subcontractor for the work anticipated by these Protocols.

11. The County of Ingham has considered the benefits, and will incorporate a Project Labor Agreement (PLA) as a part of contracts for new construction, renovation, and demolition where the anticipated value of the construction contract exceeds \$50,000. At minimum, this PLA will require the following:

a. Contractors, Vendors shall comply with the requirements of the Ingham County Prevailing Wage Policy. The County contracts with the Michigan Fair Contracting Center to monitor prevailing wage compliance on all construction projects exceeding \$10,000. The County strongly disapproves any attempts to intentionally bypass the \$10,000 threshold value of contracts by “piecemeal” division of work, or by any other effort whose intent is to sidestep or avoid the protocols enumerated herein. Certified payroll records will be reviewed prior to payment of any Applications for Payment to confirm prevailing wage compliance.

b. Apprentices must be registered in an approved Bureau of Apprenticeship & Training Program sanctioned by the U.S. Department of Labor.

c. Sworn statements shall be provided with Applications of Payment that list all subcontractors and sub-vendors that will provide confirmation that payments have been properly made to these entities.

12. CONTRACTORS shall provide information regarding its State of Michigan licenses by type and registration/issue number, and certify that the work will be performed under all required apprenticeship ratios, licenses, and permits. Contractor shall employ only persons who are skilled in the work to be performed.

13. The costs of bid package and construction documents, including but not necessarily limited to drawings and specifications, shall be borne by the Bidder, at the discretion of the Purchasing Department. These documents will be available at the Builders’ Exchange of Lansing and Central Michigan, or other plan room facilities as identified by the Purchasing Department.

14. The Contractor and its subcontractors, performing services for the County of Ingham are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, the Contractor and its Subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

15. Preference shall be given to Contractors whose business office is located in Ingham County, as well as for the use of local employees in the conduct of the work, as detailed in the Local Purchasing Preference Policy, Resolution No. 05-44.



16. The County of Ingham will strongly disapprove any attempts to employ nepotism, business relationships or any other type of favoritism in the award of contracts. To that end, Ingham County employees, as well as contractors, vendors, consultants, suppliers, both current and potential, are required to practice a “no gift” policy as regards any Ingham County business. Additionally County employees shall not assist Contractors, Vendors or Consultants in the performance of the work included in their contracts. Successful bidders will be required to submit a non-collusion affidavit as a condition of contract award.

17. All bids/proposals must be submitted in writing on the approved Bid Form, delivered to the Ingham County Purchasing Department by the date specified on the Notice to Bidders. Bids will not be accepted after the time and date shown on the Notice to Bidders, regardless of postmark, nor will verbal, faxed or emailed bids be accepted. Written bids must be secured before a contract or purchase order is issued. A Bid/Proposal Summary of all construction work requiring Board approval will be sent by the Purchasing Department to the County Services Committee.

Exceptions to competitive bidding may be allowed in rare instances, such exceptions being referred to as “Sole Source” or emergency purchase awards. It is Ingham County’s belief that sole source/brand purchasing minimizes or eliminates competition and **should be avoided whenever possible**. Move to sole source bidding section

18. Contractors/Bidders shall provide with their bids a list of all subcontractors intended for use on a proposed project. A flow-down provision will be required by the County to ensure that all of Bidder’s lower tier Subcontractors and Vendors will be bound to the same terms and conditions as exist between the awarded Bidder and the County of Ingham.

19. The Purchasing and Facilities Departments will conduct collaborative Pre-Bid, Pre- Award and Pre-Construction meetings to ensure compliance with the County’s terms and conditions. In addition, a jobsite inspection will be required of all bidders, and a site evaluation will be included as part of the Pre-Bid meeting, wherein the County’s Consultant will be present to answer technical and/or design questions. Only those vendors Pre-Qualified and attending the Pre-Bid meeting will be allowed to submit a bid.

Before submitting a bid, each bidder must (a) examine the bidding documents thoroughly; (b) familiarize himself/herself with Federal, State, and local laws, ordinances, rules and regulations affecting performance of the work; and (c) carefully correlate his/her observations with the requirements of the bidding documents.

The bidder shall be responsible for investigating and evaluating subsurface or latent physical conditions along the site of the work. Where information concerning existing conditions, including subsurface conditions, is provided or mentioned in the IFB, such information is provided for the convenience of the bidder and to provide the bidder information known by Ingham County. However, Ingham County does not represent or guarantee any specific site conditions, including subsurface conditions. The bidder shall be solely responsible for all

necessary site investigations and measurements to ensure the bid is based on conditions, which exist in and adjacent to the project site.

The submission of a bid will constitute an incontrovertible representation by the bidder that he/she has complied with and understands every requirement of these instructions. Failure or omission of the bidder to do all of the foregoing shall in no way relieve the bidder from any obligations in respect to his/her bid.

As a general rule, all questions that may arise during the pre-bid period will be formally answered in writing and sent to all bidders of record. If it becomes necessary to revise any part of a bid or if additional data is necessary to enable an exact interpretation of provisions of a bid, an addendum will be issued to all vendors known to have received a bid. It is the responsibility of the bidder to ensure that he/she has received and signed all addendums prior to submitting a bid. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a bidder shall be binding. Questions regarding the nature of any part of the construction project shall be directed solely to the Purchasing Department.

20. Ingham County will notify the selected Contractor, Vendor or Consultant as soon as practical of its selection/recommendation for award. Written notice of award by the Purchasing Department of Ingham County in the form of a letter, contract or otherwise, mailed or delivered to the address shown on the proposal will be considered sufficient notice of acceptance of proposal so long as Contractor's proposal is accepted as submitted.

21. The County of Ingham reserves the right, at its sole discretion, to reject any or all bids, to waive any informalities or irregularities in bids, and/or to negotiate separately the terms and conditions or all or any part of the bids, so as to accept the offer that will be deemed most advantageous to the County.

22. In the event of an emergency, the County Controller/Administrator or Board of Commissioners Chairperson, or his/her designee, may authorize a departure from normal procurement methods as is necessary to fulfill the County's responsibilities or to protect the County's interests under the circumstances, pending the approval of the County Board of Commissioners. Departures from normal purchasing activities for emergency situations are more specifically described in the Ingham County Purchasing Policy Manual, of which these Protocols are a part.

23. Ingham County would favorably consider the selection of recycled content and renewable materials, products and supplies where availability, fitness, health, operational efficiency, quality, safety, and price of the recycled product is otherwise equal to, or better than, the non-recycled content and/or non-renewable alternative. Recycled products are items that meet Environmental Protection Agency's (EPA) Comprehensive Procurement Guidelines. Contractors, Consultants and Vendors and upon request, Bidders shall list the monetary amount of "green" content included in their bids, along with a description of that content.

24. The Project Manager (PM) with approval from the Controller/Administrator and the BOC Chair shall authorize all Change Orders that do not exceed the amount of contingency approved by the BOC. The Controller/Administrator shall immediately inform the Board of Commissioners of the change order amount with the reason(s).

25. Ingham County Purchasing and Facilities staff must notify the Controller/Administrator and the BOC immediately of any unsatisfactory performance of Contractors, Vendors and/or Consultants. A post-construction review and evaluation of the completed Project will be undertaken by the Facilities Director or his/her designee, including an examination of all problems identified, the appropriate problem resolutions attained, and cost and schedule data, including detailed information on all change orders, including adders, and deducts. The results of this post-construction review will be formally presented by the Facilities Director or his/her designee to the County Services Committee.

26. Ingham County Purchasing or Facilities department procurement of contracts and purchase orders will be conducted in accordance with the following anticipated final cost level thresholds:

a. Purchases of less than \$2,500 – If the amount of the purchase is \$2,500 or less, the purchase may be made either by quotation or by direct negotiation. If practicable, at least three (3) quotations should be obtained and kept on file for a period of at least one year. The following steps should be considered for quotations:

(1) Specifications should be drafted by the Department Head or designee.

(2) Specifications should be provided to at least three (3) vendors.

(3) Upon receipt of the quotations, an award should be made by the Department Head or designee.

b. Purchases from \$2,501 to \$10,000 – The same protocol as stated above will be followed with the additional requirement of Purchasing Director approval.

c. Purchases from \$10,001 to \$25,000 – If the amount of the purchase is between \$10,001 and \$25,000 the purchase may be awarded through quotations submitted in response to an advertised sealed bid process, in accordance with the procedures described above. A recommendation must then be presented to and signed by the Purchasing Director and the Controller/Administrator.

d. Purchases over \$25,000 – If the amount of the purchase is estimated to exceed \$25,000, sealed bids shall be solicited by public notice, unless the purchase is through a bid obtained by the State of Michigan and available to counties or other cooperative purchasing contracts that make awards based on a competitive bidding process. The following steps should be considered for sealed bids:

(1) Specifications shall be drawn by the Department Head or designee.

(2) Authorization shall be requested from the Purchasing Director to advertise for bids by the Department Head or designee.

(3) Bid solicitations shall be provided to Pre-Qualified bidders. In addition, proposals and specifications may also be sent to names listed on any prospective Pre-Qualified vendor's list maintained by the department. A deadline date and time for submission shall be included in the publication.

(4) Bids shall be properly dated and stamped.

(5) Bids shall be opened, reviewed, and awarded at a specific time and date, and authorization signature will be required from the Board of Commissioners.

**Agenda Item 7**

**RESOLUTION STAFF REVIEW**

**DATE** February 18, 2009

**Agenda Item Title:** Resolution Authorizing the Ingham County Board of Commissioners to Continue as a Member of the Lansing Area Economic Partnership (LEAP)

**Submitted by:** County Services Committee

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:** This resolution will authorize payment to LEAP for the second year of a three-year commitment. The payment will continue the partnership with LEAP and Ingham County and will authorize the Ingham County Board of Commissioners to be a Board member of LEAP for 2009.

**Financial Implications:** The annual payment is \$35,000 for membership. This is not currently in the budget and would be paid from contingency funds. The current amount in contingency is \$421,354.

**Other Implications:** None.

**Staff Recommendation:** MM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_  
Staff recommends approval of the resolution.

## **Agenda Item 7**

TO: County Services and Finance Committees

FROM: Becky Bennett  
Board Coordinator

RE: LEAP Membership

The Ingham County Board of Commissioners became a member of the Lansing Area Economic Partnership (LEAP) in 2008 as a way to expand the County's efforts at business attraction. Through LEAP Ingham County would have a voice with other local municipalities and private businesses in attracting new business to the area.

The 2009 membership fee of \$35,000 is now due. The Board of Commissioners has the opportunity to decide if it wishes to continue as a member of LEAP or to move in a different direction. This membership allows the Board to appoint one person as a voting member. If the Board wishes to continue as a member, the membership fee would have to be taken from the 2009 contingency fund.

If you have any questions, please feel free to contact me.



# **INGHAM COUNTY**

## **ECONOMIC DEVELOPMENT CORPORATION**

121 E. Maple St., Mason, Michigan 48854 phone: 517-676-7285 fax: 676-7358

[www.ingham.org](http://www.ingham.org)

Our mission is to increase the economic vitality and quality of life county-wide by planning and coordinating development efforts, providing services, and facilitating advantageous partnerships.

**ROBERT HOWE**  
Chairperson

**DARRELL PLACE**  
Vice Chairperson

**MICHAEL  
FREDERICK**  
Secretary

**MARK BISHOP**  
Treasurer

**MATTHEW MYERS**  
Commissioner/Member

**JIM GRANT**  
Member

**AUBURN PERKINS**  
Member

**KIRK MARTIN**  
Member

**EARL VAN RIPER**  
Member

**GANESH REDDY**  
Member

**BRUCE MOORE**  
Member

**RANDY BELL**  
MSU-Extension/ex officio

Susan M. C. Pigg, MSUE  
Economic Development  
Educator

Ingham County Board of Commissioners  
Ingham County Courthouse  
Box 319  
Mason, Michigan 48854

March 13, 2009

Dear Commissioner Debbie De Leon,

*Copy of letter sent to each of  
the 16 Ingham Co  
Commissioners*

The illustrative quip that "It is hard to focus on the goal of draining the swamp when you're up to your fanny in alligators" might apply to your current dilemma regarding Ingham County's membership in the Lansing Economic Area Partnership (LEAP).

The Ingham County Economic Development Corporation (ICEDC) has recommended the County renew and continue its membership with the important LEAP organization. We understand the concerns about transparency and use of public funds, but how important is what a couple of people in a private company earn if they are able to bring appropriate, responsible, sustainable, and tax paying businesses to our county? We believe that the rewards of LEAP's regional economic development activities will improve the future for our County's residents. The benefits greatly outweigh concerns about reporting detailed salaries and administrative minutia.

For Ingham County, abandoning the ship after only a one-year stint with LEAP makes little sense if we are to continue stabilizing the constructive change in business opportunities in our county's communities. LEAP and ICEDC created a functioning 'no wrong door' approach, to retaining existing employers. LEAP staff directly assisted in the efforts to secure the Facility for Rare Isotope Beams (FRIB) as well as the new IBM facility in East Lansing. LEAP will help Ingham County address regional issues like the Airport and Zoo support that affect our County's economic development attractiveness.

On behalf of the entire Economic Development Board of Ingham County, I encourage you to vote to sustain Ingham County's full membership in LEAP. Paired with our county-based economic development program, our county citizens will all benefit from effective regional economic development. Please look forward to what we can be rather than lose our voice in this dynamic endeavor.

Please feel free to call me at 517-927-5028 if I can be of any assistance to you.

Sincerely,

Robert E. Howe, Jr.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE INGHAM COUNTY BOARD OF  
COMMISSIONERS TO CONTINUE AS A MEMBER OF THE LANSING AREA  
ECONOMIC PARTNERSHIP (LEAP)**

WHEREAS, Resolution #07-316 authorized the Ingham County Board of Commissioners to join the Lansing Area Economic Partnership (LEAP); and

WHEREAS, the Ingham County Board of Commissioners recognizes the value of being a member of LEAP as a way to expand the County's efforts at business attraction; and

WHEREAS, the Ingham County Board of Commissioners recognizes, through LEAP, Ingham County has a voice with other local municipalities and private businesses in attracting new business; and

WHEREAS, through LEAP, Ingham County is able to participate in the opportunity to spur economic development in the region; and

WHEREAS, continued membership for LEAP is \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the expenditure of \$35,000 from the 2009 Contingency Fund to continue as a member of the Lansing Area Economic Partnership (LEAP).

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners recognizes that continued membership in LEAP allows the Board to maintain one person as a voting member of LEAP



**MEMORANDUM**

April 9, 2009

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: First Quarter 2009 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2009. The total increase to the General Fund is \$619,726.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2008. This year's General Fund reappropriations total \$619,726, and are primarily related to capital projects. Some of the larger projects carried over from the 2008 Budget include \$97,109 to renovate Health Department space at the Human Services Building, \$86,431 for tuckpointing at the Hilliard Building, and \$200,000 for the Health Department's electronic medical records system. All of the remaining funds for the Parks trail projects (totaling over \$2.5 million) are also carried over, as well as several capital projects within the Potter Park/Zoo millage fund.

Due to current economic conditions, the revenue projection for the Hotel/Motel fund is decreased from \$2 million to \$1.9 million. Agencies receiving funds from this revenue (Convention and Visitors Bureau, Fair, Arts Council) receive a portion of actual funds collected, so this change in projection will not have a direct effect on their operations.

Also included is an update of contingency fund spending so far this year. If the attached resolution is approved as proposed, the contingency amount will be \$421,354. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$583,495.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE  
2009 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2009 Budget on October 28, 2008 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller/Administrator to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2009 BUDGET</u> <u>4/01/09</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$80,649,082	\$619,726	\$81,268,808
208	Parks	2,136,111	20,000	2,156,111
230	Hotel/Motel	2,085,000	(100,000)	1,985,000
245	Public Improvements	1,558,337	917,355	2,475,692
258	Potter Park/Zoo	3,809,033	504,561	4,313,594
264	Juvenile Justice Millage	7,528,485	19,686	7,548,171
450	Parks Capital	149,000	2,655,678	2,804,678
664	Mach. & Equip. Revolving	629,852	535,815	1,165,667

**GENERAL FUND REVENUES**

	2009 Budget – 4/01/09	Proposed <u>Changes</u>	2009 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	47,947,802		47,947,802
Property Tax Adjustments	(100,000)		(100,000)
Delinquent Real Property Tax	50,000		50,000
Unpaid Personal Property Tax	25,000		25,000
Industrial Facility Tax	475,000		475,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
Transfer from Rev. Sh. Res. Fund	5,927,744		5,927,744
Convention/Tourism Tax - Liquor	1,699,280		1,699,280
Health and Safety Fund	89,564		89,564
Use of Fund Balance	843,600	619,726	1,463,326
<b>Department Generated Revenue</b>			
Animal Control	659,542		659,542
Circuit Court - Family Division	802,721		802,721
Circuit Court - Friend of the Court	519,362		519,362
Circuit Crt - General Trial	2,264,627		2,264,627
Cooperative Extension	60,400		60,400
County Clerk	590,800		590,800
District Court	2,500,000		2,500,000
Drain Commissioner/Drain Tax	160,000		160,000
Economic Development	64,942		64,942
Elections	36,650		36,650

Emergency Operations	47,221		47,221
Equalization /Tax Mapping	30,800		30,800
Facilities	149,369		149,369
Human Resources	34,073		34,073
Probate Court	302,178		302,178
Prosecuting Attorney	721,639		721,639
Register of Deeds	1,618,557		1,618,557
Remonumentation Grant	93,903		93,903
Sheriff	5,592,882		5,592,882
Treasurer	7,008,109		7,008,109
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	356,577		356,577
<b>Total General Fund Revenues</b>	<b>80,649,082</b>	<b>619,726</b>	<b>81,268,808</b>

#### GENERAL FUND EXPENDITURES

	2009 Budget - 4/01/09	Proposed <u>Changes</u>	2009 Proposed <u>Budget</u>
Board of Commissioners	575,262		575,262
Circuit Court - General Trial	7,745,875		7,745,875
District Court	2,424,121		2,424,121
Circuit Court - Friend of the Court	1,357,167		1,357,167
Jury Board	1,757		1,757
Probate Court	1,473,557		1,473,557
Circuit Court - Family Division	6,491,004		6,491,004
Jury Selection	66,914		66,914
Elections	268,108		268,108
Financial Services	707,402	1,141	708,543
County Attorney	418,856		418,856
County Clerk	772,524		772,524

Controller	867,526		867,526
Equalization/Tax Services	690,735		690,735
Human Resources	605,432	5,000	610,432
Prosecuting Attorney	6,237,072		6,237,072
Purchasing	262,640		262,640
Facilities	1,872,437		1,872,437
Register of Deeds	664,948		664,948
Remonumentation Grant	93,903		93,903
Treasurer	704,587		704,587
Drain Commissioner	936,692		936,692
Economic Development	152,879		152,879
Community Agencies	202,265		202,265
Equal Opportunity Committee	500		500
Women's Commission	500		500
Environmental Affairs Comm	0	108	108
AC Shelter Advisory Board	0	500	500
FOC Advisory Committee	0	3,642	3,642
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	320,228		320,228
Sheriff	19,438,516		19,438,516
Community Corrections	134,481		134,481
Animal Control	1,442,509		1,442,509
Emergency Operations	174,550		174,550
Board of Public Works	440		440
Drain Tax at Large	325,000		325,000
Health Department	12,116,171		12,116,171
Medical Examiner	402,928		402,928

Substance Abuse	853,875		853,875
Community Mental Health	2,089,722		2,089,722
Department of Human Services	1,523,488		1,523,488
Tri-County Aging	80,237		80,237
Veterans Affairs	450,936		450,936
Cooperative Extension	758,916	10,756	769,672
Parks and Recreation	1,998,705		1,998,705
Contingency Reserves	427,495	(6,141)	421,354
2-1-1 Project	25,000		25,000
Capital Improvements	2,387,822	604,720	2,992,542
<b>Total General Fund Expenditures</b>	<b>80,649,082</b>	<b>619,726</b>	<b>81,268,808</b>

### **General Fund Revenues**

Use of Fund Balance      Increase use of fund balance \$619,726 for reappropriated projects.

### **General Fund Expenditures**

Financial Services	Set up budget for county's contribution of \$1,141 to MERS for Capital Areal District Library (CADL) employees who were formerly employees of Ingham County. This contribution has been made in the past from the Employee Benefit fund balance. It is more appropriate to be expensed from the general fund.
Human Resources	Add \$5,000 to budget for pre-employment physicals. Physicals were formerly paid from the in-kind services agreement with Ingham Medical.
AC Advisory Committee	Reappropriate \$500 in unspent funds from 2008.
Environ. Affairs Committee	Reappropriate \$108 in unspent funds from 2008.
FOC Advisory Committee	Reappropriate \$3,642 in unspent funds from 2008.
Cooperative Extension	Reappropriate unspent funds from the Community Development activity to cover portion of VISTA coordinator's wages in 2009. Corporation for National and Community Service grant funds had

to be spent down before 2/28/09, so general fund dollars went unspent (\$10,756).

Contingency	Decrease contingency account \$1,141 for county's MERS contribution for CADL employees and \$5,000 for pre-employment physicals.
Capital Improvements	Transfer \$604,720 to public improvements fund for various reappropriated capital projects.

### **Non-General Fund Adjustments**

Parks (F208)	Reappropriate funds for Hawk Island reforestation project per 2008 capital budget. (\$20,000)
Hotel/Motel Fund (F230)	Decrease revenue and expense budgets based on latest projections (\$100,000).
Public Improvements (F245)	Reappropriate funds for the following capital improvement projects: jail glass inventory (\$8,000), jail parking lot lights (\$3,610), and parking lot repair (\$52,319) per 2004 capital budget, painting stone at Mason Courthouse (\$81,377) per 2005 capital budget, parking lot repair (\$1,399), Animal Control floor tile (\$4,260), Mason Courthouse heating and cooling (\$42,796), District Court tuckpointing (\$15,646), Jail Dispatch air conditioning (\$7,707), District Court carpet (\$7,610), Jail floor replacement (\$4,401), Jail cooling tower valve (\$4,844), District Court restroom renovation (\$10,000), Youth Center chiller (\$33,600), Jail condenser replacement (\$4,646), Youth Center stainless steel counter (\$5,000), Jail door hinges and switches (\$4,754), and renovation of Health Department space at Human Services Building (\$97,109) per 2007 capital budget, Animal Control kennel replacements (\$18,000), Drain building repair (\$82,392), District Court rooftop units replacement (\$6,537), Hilliard Building tuckpointing (\$86,431), Youth Center chiller replacement (\$20,000), Jail chill water pump (\$21,835), Mason Courthouse tile flooring (\$40,000), Hilliard Building Chiller Renewal (\$40,000), Jail air conditioning replacement (\$15,000), Jail carpet/floor replacement (\$5,768), Jail kitchen glass replacement (\$4,657), Mason Courthouse retaining wall (\$40,000), Youth Center kitchen utility cabinet (\$3,457), Jail boiler repair (\$9,600), District Court building study (\$4,000), VMC/GPB security enhancement (\$47,500), Animal Control shelter security camera (\$2,600) and kennel sound suppression (\$3,100) per 2008 capital budget.

Transfer excess funds from the Jail Fire Alarm project (\$38,700) to cover excess funds needed for the Chill Water Pump at the Jail (\$9,000) and emergency water tank repair at the Jail (\$29,700).

Potter Park/Zoo  
(F258)

Reappropriate funds for the following capital projects not completed in 2008: signage (\$5,000), parking ticketing system (\$5,000), building re-key (\$3,209), interactive exhibit (\$28,509), rhino exhibit (\$411,674), irrigation system – zoo (\$20,000), zoo cam for website (\$4,000), penguin pool (\$23,169), and ozone machine for otters (\$4,000).

Juvenile Justice Millage  
(F264)

Carry over remaining funds authorized for Risk Assessment Tool per Resolution 03-326. (\$19,686).

Parks Capital  
(F450)

Reappropriate funds for the following capital projects; Heart of Michigan Trail Lake Lansing South to Park Lake Road (\$829,075) per 2006 capital budget, Heart of Michigan Trail Park Lake to MSU (\$1,252,230), Boardwalk Fishing Dock (\$50,000), Hawk Island Tubing Hill (\$75,000), and Heart of Michigan Trail - Right of Way Acquisition (\$172,853) per 2007 capital budget, Heart of Michigan Trail Jolly Road to Hope Soccer Complex (\$250,000) and Land Acquisition Fund (\$26,520) per 2008 capital budget.

Mach./Equip. Revolving  
(F664)

Increase CIP upgrade funds to purchase: a computer for the new Veterans Benefits Counselor (\$886) and a replacement color laser printer for the Board of Commissioners Office (\$1,400). Reappropriate funds for the following projects: Clerk vital records software upgrade (\$8,400), office furniture (\$8,934), and large format printer (\$25,000) for the Drain Commissioner's Office, electronic medical records system (\$100,000) and e-health implementation (\$47,600) for Health Department, and courtroom technology upgrades (\$121,137) for Circuit Court approved in the 2007 capital budget, Courtroom technology upgrades (\$24,000) and Scanner project (\$45,473) for Circuit Court, video surveillance camera upgrades for the Youth Center (\$8,383), electronic medical records system for Health Department (\$100,000), District Court Video Arraignment project (\$28,777), and Probate Court microfilming project (\$16,825) approved in the 2008 capital budget. Reduce CIP upgrade funds for scheduled replacement of computer in Economic Development (\$1,000). (Secretary/Economic Development position was eliminated in 2009 budget process.)



**MEMORANDUM**

April 6, 2009

TO: Board of Commissioners

FROM: Matthew J. Myers, Ph.D., Controller/Administrator

RE: Priorities Guiding 2010 Activities and Budget

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Attached for your consideration is a proposed resolution establishing areas of priority emphasis to guide the 2010 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority emphasis and departmental perspectives regarding areas of importance for 2010. Proposed changes from the attached 2009 resolution establishing areas of priority emphasis are indicated through bolded and struck-out language.

The adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2010, and will be used to guide the development of the Controller's Recommended Budget.

Thank you for your consideration of these priorities as we begin to develop the budget for what promises to be a challenging year. Please contact me if you have any questions.

MJM/jgc/lrs

Attachments

**ADOPTED - APRIL 29, 2008**

**Agenda Item No. 11**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS  
GUIDING ~~2009~~ 2010 ACTIVITIES AND BUDGET PROCESS**

**RESOLUTION #08-116**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- \*Enhancing access to county records
- \*Providing suitable roads and drains
- \*Supporting recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection and smart growth
- \*Preventing and controlling disease
- \*~~Assuring~~ **Promoting** accessible health care
- \*Assisting in meeting basic needs
- \*Fostering appropriate youth development
- \*~~Enhancing~~ **Supporting** public safety
- \*Assuring judicial processing
- \*Providing appropriate sanctions for adult offenders
- \*Providing appropriate treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- \* An educated and participating citizenry
- \* An ongoing capacity for intergovernmental collaboration
- \* A quality workforce
- \* Cost-effective delivery of county services
- \* Maximum use of technology; and

WHEREAS, the Board of Commissioners has assessed information provided by county staff and departments, offices and the courts related to issues and concerns which are important for the County to consider addressing in ~~2009~~ **2010**; and

**WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments affecting budget projections for 2010; and**

**WHEREAS, the Board of Commissioners can no longer apply “across the board” percentage cuts to each department to cover the projected revenue losses; and**

**WHEREAS, the Board of Commissioners must take all this information into consideration when developing areas of priority and areas that may need to be significantly reduced or eliminated to make up for the projected revenue shortfalls in the development process for the 2010 budget; and**

**WHEREAS, to the extent that Ingham County will receive additional funding from the American Recovery and Reinvestment Act of 2009 (stimulus funds), the Board of Commissioners will use these funds for their intended purpose of expanding specific services, and these funds should not be viewed as a long term solution to balancing the Ingham County budget.**

WHEREAS, the Board of Commissioners has identified certain areas of priority emphasis to guide the development of the ~~2009~~ **2010** Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following areas of priority emphasis to be utilized by the Controller’s Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for ~~2009~~ **2010**:

1. To the extent necessary and appropriate, **mandated** services currently provided by county government in support of all its long-term objectives should be continued in ~~2009-2010~~, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds. Current year expenditures should be supported by current year revenues. **Any reduction or elimination of the county’s service levels should be focused primarily in areas of discretionary services, recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary.**

2. Priority consideration should be given to maintaining current efforts with respect to all of the following long term objectives; to considering proposals which enhance their achievement; and to implementing specific identified enhancements:

**~~Assuring~~ Promoting Accessible Health Care**

Continue to maintain ~~and wherever possible expand~~ **and, expand to the extent that funding becomes available from the American Recovery and Reinvestment Act of 2009**, access to health care for the uninsured and under-insured, through the Ingham Health Plan and other health plan initiatives and programs. Provide high-quality nursing and rehabilitation services for our county senior citizen and disabled population, including through the Ingham County Medical Care Facility.

*Specific enhancement: Include a financing plan to enable the Ingham Health Plan Corporation, utilizing the Ingham Health Plan and the Ingham County Advantage Program, to continue to provide access to health care at a level at least equal to that being provided in 2008, and to utilize any available matching funds in order to increase the number of uninsured county residents being served, with an ultimate goal of providing access to health care for 100% of uninsured county residents. ~~no later than 2010.~~*

### Supporting Recreational Opportunities

~~Enhance~~ **Support** recreational opportunities throughout Ingham County through ~~continual improvements to~~ **maintenance of** Ingham County parks by implementation of the County Parks Master Plan, ~~including connection of Ingham County Parks by a series of non-motorized pathways and~~ **with** an emphasis on leveraging funding from other sources, **should they become available.**

*~~Specific enhancement: Include a financing plan which will enable the connection of the County's major county parks (Lake Lansing, Hawk Island, Hope Soccer, and Burchfield) by means of non-motorized pathways which promote~~ **Maintaining** environments that support physical activity for the health and well being of Ingham County residents as well as implementation of measures to improve the operation of Potter Park Zoo that includes the completion of a ten-year master plan for the Zoo that sets specific direction for future areas of focus.*

### Providing Appropriate Sanctions for Adult Offenders

Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of jail overcrowding, using strategies such as supporting implementation of **recommendations of the Jail Overcrowding Subcommittee recommendations, and Community Corrections Advisory Board as well as working with community partners such as Mid-South Substance Abuse Commission to facilitate treatment of substance abuse disorders,** develop and use a data tracking system focusing on system volume and trends, supporting appropriate usage of existing probation residential services, to increase the usage of GPS/tethering equipment, and using improved information collection, automation, record keeping, and information exchange between departments. This information will be used to help improve jail utilization.

*Specific enhancement: Support efforts to increase access to program alternatives available through Community Corrections, utilizing state funds. Consider county financial support to implement the recommendations of the **Community Corrections Advisory Board and Jail Utilization Coordinating Committee, including the provision of a range of appropriate community-based contractual treatment and service programs to be used in lieu of or in reduction of jail time.***

### Providing Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to implement recommendations resulting from the system-wide evaluation of programs and placements for delinquent juveniles done by the Center for Criminal Justice Research, and from the development of strategies by the Ingham County/City of Lansing Community Coalition for Youth, utilizing Child Care Funds and juvenile millage funds to ~~expand~~ **maintain** the juvenile justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior, apply appropriate sanctions, and reduce criminal recidivism.

*Specific enhancement: Use Juvenile Justice Millage funds to ~~implement~~ **continue implementation of** the action plan created in the Chinn Study, including specifically: the operation of ~~a continuum of care facility~~ **Ingham Academy that will have with** a comprehensive juvenile assessment component; day treatment/evening reporting program; and center for respite/crisis intervention to support community-based programming that will support the Court's and County's goals of treating adjudicated youth locally within Ingham County whenever appropriate.*

### Promote Environmental Protection and Smart Growth

Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the county's commitment to the Cool Counties Climate Stabilization Goal, and other strategies being recommended by the Tri-County Growth Study Project. **Develop and implement green building strategies for existing and new County facilities.**

*Specific enhancement: Promoting initiatives encouraging urban redevelopment and protecting agriculture in rural areas, and consider specific proposals which enhance this objective, such as supporting the activities of the Agricultural Preservation Board, Land Bank Authority, and supporting the resources to monitor the environment for threats and hazards to human health, and implementing recommendations of the Tri-County Growth Study. **Promote green design standards, such as those of the US Green Building Council (or "such as LEED standards"), to optimize and/or enhance indoor air quality, water and energy use efficiency, recycling, connectivity to walkable communities and public transit, eco-friendly landscaping and building materials, the use of natural lighting and heating, stormwater runoff features, environmental protection and other green building and green site practices.***

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for ~~2009~~ **2010**.

**BE IT FURTHER RESOLVED, that the Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, yet recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.**

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and county staff will continue to work cooperatively with townships that rely on the Ingham County Sheriff's Office for primary Law Enforcement Services to ~~explore alternatives~~ **implement an alternative plan to replace these services.**

BE IT FURTHER RESOLVED, that the County will **continue to** work in cooperation with the cities of Lansing and East Lansing to implement the action plan developed by Plante & Moran to achieve the goal of a consolidated 911 dispatch center.

BE IT FURTHER RESOLVED, that efforts to expand the governance and funding structure of the Capital Region Airport Authority shall continue, **with strong leadership from the Lansing Economic Area Partnership (LEAP) to achieve meaningful progress by December 2009.**

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts of the neighborhood network centers.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts to prevent environmental hazards to human health.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will explore efficiencies through regional cooperation, including exploration of regionalizing the provision of employee health care benefits ~~with Michigan State University and/or neighboring counties.~~

BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology county-wide will continue, including ongoing efforts to upgrade the county's computer and telephone systems **within reasonable efforts and budget constraints.**

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator will **continue to** score and rank Community Agency applications based on a set of criteria approved by the Board of Commissioners and make a recommendation on specific funding levels for each applicant to the Human Services Committee.

**FINANCE: Yeas:** Hertel, Weatherwax-Grant, Schor

**Nays:** Grebner, Dougan

**Absent:** Celentino

**Approved 4/23/08**

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS  
GUIDING 2010 ACTIVITIES AND BUDGET PROCESS**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- \*Enhancing access to county records
- \*Providing suitable roads and drains
- \*Supporting recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection and smart growth
- \*Preventing and controlling disease
- \*Promoting accessible health care
- \*Assisting in meeting basic needs
- \*Fostering appropriate youth development
- \*Supporting public safety
- \*Assuring judicial processing
- \*Providing appropriate sanctions for adult offenders
- \*Providing appropriate treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- \* An educated and participating citizenry
- \* An ongoing capacity for intergovernmental collaboration
- \* A quality workforce
- \* Cost-effective delivery of county services
- \* Maximum use of technology; and

WHEREAS, the Board of Commissioners has assessed information provided by county staff and departments, offices and the courts related to issues and concerns which are important for the County to consider addressing in 2010; and

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments affecting budget projections for 2010; and

WHEREAS, the Board of Commissioners can no longer apply “across the board” percentage cuts to each department to cover the projected revenue losses; and

WHEREAS, the Board of Commissioners must take all this information into consideration when developing areas of priority and areas that may need to be significantly reduced or eliminated to make up for the projected revenue shortfalls in the development process for the 2010 Budget; and

WHEREAS, to the extent that Ingham County will receive additional funding from the American Recovery and Reinvestment Act of 2009 (stimulus funds), the Board of Commissioners will use these funds for their intended purpose of expanding specific services, and these funds should not be viewed as a long-term solution to balancing the Ingham County Budget.

WHEREAS, the Board of Commissioners has identified certain areas of priority emphasis to guide the development of the 2010 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following areas of priority emphasis to be utilized by the Controller's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2010:

1. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2010, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds. Current year expenditures should be supported by current year revenues. Any reduction or elimination of the County's service levels should be focused primarily in areas of discretionary services, recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary.
2. Priority consideration should be given to maintaining current efforts with respect to all of the following long-term objectives; to considering proposals which enhance their achievement; and to implementing specific identified enhancements:

#### Promoting Accessible Health Care

Continue to maintain and, expand to the extent that funding becomes available from the American Recovery and Reinvestment Act of 2009, access to health care for the uninsured and under-insured, through the Ingham Health Plan and other health plan initiatives and programs. Provide high-quality nursing and rehabilitation services for our County's senior citizens and disabled population, including through the Ingham County Medical Care Facility.

*Specific enhancement: Include a financing plan to enable the Ingham Health Plan Corporation, utilizing the Ingham Health Plan and the Ingham County Advantage Program, to continue to provide access to health care at a level at least equal to that being provided in 2008, and to utilize any available matching funds in order to increase the number of uninsured county residents being served, with an ultimate goal of providing access to health care for 100% of uninsured county residents.*



### Supporting Recreational Opportunities

Support recreational opportunities throughout Ingham County through maintenance of Ingham County Parks by implementation of the County Parks Master Plan, with an emphasis on leveraging funding from other sources, should they become available.

*Specific enhancement: Maintaining environments that support physical activity for the health and well being of Ingham County residents as well as implementation of measures to improve the operation of Potter Park Zoo that includes the completion of a ten-year master plan for the Zoo that sets specific direction for future areas of focus.*

### Providing Appropriate Sanctions for Adult Offenders

Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of jail overcrowding, using strategies such as supporting implementation of recommendations of the Jail Overcrowding Subcommittee and Community Corrections Advisory Board as well as working with community partners such as Mid-South Substance Abuse Commission to facilitate treatment of substance abuse disorders, develop and use a data tracking system focusing on system volume and trends, supporting appropriate usage of existing probation residential services, to increase the usage of GPS/tethering equipment, and using improved information collection, automation, record keeping, and information exchange between departments. This information will be used to help improve jail utilization.

*Specific enhancement: Support efforts to increase access to program alternatives available through Community Corrections, utilizing state funds. Consider county financial support to implement the recommendations of the Community Corrections Advisory Board and Jail Utilization Coordinating Committee, including the provision of a range of appropriate community-based contractual treatment and service programs to be used in lieu of or in reduction of jail time.*

### Providing Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to implement recommendations resulting from the system-wide evaluation of programs and placements for delinquent juveniles done by the Center for Criminal Justice Research, and from the development of strategies by the Ingham County/City of Lansing Community Coalition for Youth, utilizing Child Care Funds and Juvenile Justice Millage funds to maintain the juvenile justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior, apply appropriate sanctions, and reduce criminal recidivism.

*Specific enhancement: Use Juvenile Justice Millage funds to continue implementation of the Action Plan created in the Chinn Study, including specifically: the operation of Ingham Academy with a comprehensive juvenile assessment component; day treatment/evening reporting program; and center for respite/crisis intervention to support community-based programming that will support the Court's and County's goals of treating adjudicated youth locally within Ingham County whenever appropriate.*

#### Promote Environmental Protection and Smart Growth

Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the County's commitment to the Cool Counties Climate Stabilization Goal, and other strategies being recommended by the Tri-County Growth Study Project. Develop and implement green building strategies for existing and new County facilities.

*Specific enhancement: Promoting initiatives encouraging urban redevelopment and protecting agriculture in rural areas, and consider specific proposals which enhance this objective, such as supporting the activities of the Agricultural Preservation Board, Land Bank Authority, and supporting the resources to monitor the environment for threats and hazards to human health, and implementing recommendations of the Tri-County Growth Study. Promote green design standards, such as those of the U.S. Green Building Council (or "such as LEED standards"), to optimize and/or enhance indoor air quality, water and energy use efficiency, recycling, connectivity to walkable communities and public transit, eco-friendly landscaping and building materials, the use of natural lighting and heating, stormwater runoff features, environmental protection and other green building and green site practices.*

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2010.

BE IT FURTHER RESOLVED, that the Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, yet recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and county staff will continue to work cooperatively with townships that rely on the Ingham County Sheriff's Office for primary Law Enforcement Services to implement an alternative plan to replace these services.

BE IT FURTHER RESOLVED, that the County will continue to work in cooperation with the Cities of Lansing and East Lansing to implement the Action Plan developed by Plante & Moran to achieve the goal of a consolidated 911 Dispatch Center.

BE IT FURTHER RESOLVED, that efforts to expand the governance and funding structure of the Capital Region Airport Authority shall continue, with strong leadership from the Lansing Economic Area Partnership (LEAP) to achieve meaningful progress by December 2009.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts of the neighborhood network centers.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts to prevent environmental hazards to human health.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will explore efficiencies through regional cooperation, including exploration of regionalizing the provision of employee health care benefits.

BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology county-wide will continue, including ongoing efforts to upgrade the County's computer and telephone systems within reasonable efforts and budget constraints.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator will continue to score and rank Community Agency applications based on a set of criteria approved by the Board of Commissioners and make a recommendation on specific funding levels for each applicant to the Human Services Committee.

**BUILDING AUTHORITY MINUTES**

April 3, 2009

MEMBERS PRESENT: Peter Cohl, Matthew Myers and Eric Schertzing

MEMBERS ABSENT: None

OTHERS PRESENT: Robert Sheehan and Norma Hanson

The meeting was called to order by Chairperson Peter Cohl, at approximately 9:00 a.m. in the first floor conference room of the Ingham County Courthouse, 341 South Jefferson Street, Mason.

Approval of the May 15 and January 22, 2008 Minutes:

Chairperson Cohl advised of two corrections for the May 15, 2008 minutes as follows:

On page 1, in the 2<sup>nd</sup> paragraph the word “revert” should be changed to “reverter”.... Also, in that same paragraph, the word “approval” should be changed to “consideration”.

MOVED BY SECRETARY MYERS, SUPPORTED BY TREASURER SCHERTZING, TO APPROVE THE MAY 15, 2008 BUILDING AUTHORITY MINUTES AS AMENDED, AND TO APPROVE THE JANUARY 22, 2008 BUILDING AUTHORITY MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda: None

Limited Public Comment: None

2. Discussion – Proposed Land Lease for Property at Dobie and Jolly Roads for an Okemos/East Lansing Area Soccer Complex

Secretary Myers advised that staff checked past minutes of the Building Authority meetings and the minutes do not reflect discussion about a proposed soccer complex. Treasurer Schertzing recalled that over time various informal discussions have occurred regarding possible uses for the property (referred to as the County Farm) for different projects; specifically, for a community garden. Treasurer Schertzing advised that many years ago on the North end of the property there was a major storm drainage flooding issue. The Drain Commissioner’s office would have the records pertaining to the flooding issue.

Secretary Myers will report back to Commissioner Nolan that apparently there have been no decisions in the past regarding a soccer complex. The members agreed that if a formal request is made to the Commissioners regarding a proposed land lease, further deliberation would be

needed. The Housing Commission Director may need to be involved in any future discussion because the property location has potential for the Commission's long range plans.

1. Robert Sheehan, Executive Director, Community Mental Health – Proposal to Purchase the Portion of the Human Services Building Leased and Occupied by Community Mental Health

Mr. Sheehan explained that CHM has occupied space at the Human Services Building since it was built in 1989. The bonds for this space will be paid off this summer; CMH will continue to pay maintenance upkeep for the next 30 years. Mr. Sheehan stated that similar to the proposal that was made for the purchase of the CMH building on Jolly Road, CMH would also like to buy this property/space for a \$1.00.

Mr. Sheehan further explained the reason CMH would like to purchase the space is so the property could be used as part of their collateral pool to purchase other buildings for their clients for group homes. The purchase of the space would increase the size of their collateral pool. Mr. Sheehan advised that what complicates this matter is this space is actually located inside the Human Services Building, at 5303 S. Cedar Street, Lansing.

Discussion followed. In conclusion, the members agreed with the following points: that there is no benefit to the Commissioners to sell this space to CMH for a \$1.00. The County would be giving up an asset for a \$1.00 and it may be of value to the County when the lease expires. As it stands now if the landlord (the County) is in need of the space, the County has the right to take the space and provide comparable space for CMH some where else. It was also noted that the sale of this space is not the Building Authority's decision; it is the Commissioners' decision because it is their asset. If the situation occurs with CMH that they are having financial difficulties and the sale of this space could help, then Mr. Sheehan will advise the County.

Chairperson Cohl questioned if this is something the CMH entity needs now. Mr. Sheehan answered no, at this point the collateral pool is large already, however, any time there is an opportunity to purchase property he will pursue it on behalf of CMH.

Treasurer Schertzing questioned if Mr. Sheehan pulls in equity from the other host governments (Clinton and Eaton). Mr. Sheehan answered that no other County has built a building on their behalf. Mr. Sheehan explained that he has talked to Eaton and Clinton Counties about building a building for CMH but at this time they are a bit cash stretched. Treasurer Schertzing explained that each of those counties have the option at each tax foreclosure cycle to buy tax foreclosed houses that could be given to CMH. Mr. Sheehan advised that he will contact Mr. Schertzing to further discuss the idea of purchasing tax foreclosed homes for CMH.

Chairperson Cohl also mentioned there is a Senate Bill pending that would allow a Mental Health Authority to be more entrepreneurial. Mr. Sheehan responded that he is aware of the Bill and is monitoring it closely.

The members agreed that a copy of the minutes from this Building Authority meeting will be sent to the County Services Committee as an informational item.

Public Comment: None

Announcements: None

The meeting adjourned at 9:25 a.m.

Respectfully Submitted,

Matthew J. Myers, Ph.D.  
Secretary, Building Authority Committee

Board of Commissioners

Telephone (989) 826-1130

FAX line (989) 826-1173



# COUNTY OF OSCODA

Oscoda County Courthouse Annex

105 S. Court Street

P.O. Box 399

Mio, MI 48647

## RESOLUTION 2009-002

### “SUPPORT FOR COUNTY REMONUMENTATION PROGRAM”

**WHEREAS**, the State of Michigan is considering the various uses of proposed economic stimulus monies from the Federal Government; and

**WHEREAS**, in 2006, the State of Michigan Legislature removed \$15,000,000 from the State Survey and Remonumentation fund in an effort to balance the state budget for that year; and

**WHEREAS**, in Section 54.271 of Act 345 of 1990, the Legislature cited specific funding levels for the program which have not been met; and

**WHEREAS**, since the removal of these funds in 2006, statewide funding for the program has decreased from \$10,134,000 in 2006 to \$4,000,000 in 2009; and

**WHEREAS**, the removal of these funds has seriously impaired the effectiveness and progress of this program; and

**WHEREAS**, this program has been extremely beneficial to all residents of the State of Michigan, since original corner positions of the Public Land Survey control the boundaries of every parcel in Oscoda County and the State of Michigan; and

**WHEREAS**, this program is designed to recover, monument, record and perpetuate these original corner positions; and

**WHEREAS**, the information provided by this program is also designed to be the basis of all municipal GIS within the State; and

**WHEREAS**, these additional funds will benefit the implementation of each County-wide GIS, which is intended to assist in 911 emergency responses.


**NOW THEREFORE BE IT RESOLVED**, that the Oscoda County Board of Commissioners is in support of the use of \$15,000,000 of the economic stimulus monies for the State of Michigan Survey and Remonumentation Program for 2009 and an additional \$15,000,000 to supplement the program through fiscal year 2010.

**BE IT FURTHER RESOLVED**, that copies of this Resolution be transmitted to Governor Jennifer Granholm, Senator Cameron Brown, Representative Matthew Lori and the other 82 Michigan Counties.

**Motion #2009-085** Moved by Commissioner Kauffman and supported by Commissioner Trimmer to adopt the above Resolution at a Regular meeting of the Oscoda County Board of Commissioners held on **March 10, 2009**.

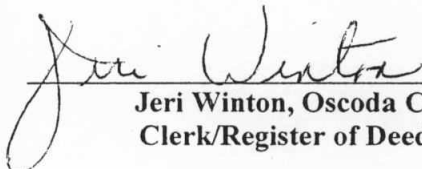
**Roll Call Vote:** Commissioner Stone yes.  
Commissioner Marsh yes.  
Commissioner Trimmer yes.  
Commissioner Hunt yes.  
Commissioner Kauffman yes.

**RESOLUTION #2009-002 DECLARED ADOPTED**  
"SUPPORT FOR COUNTY REMONUMENTATION PROGRAM"

  
\_\_\_\_\_  
Joseph L. Stone, Chairman  
Oscoda County Board of Commissioners

STATE OF MICHIGAN}  
COUNTY OF OSCODA}

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Oscoda County Board of Commissioners held on **Tuesday, March 10, 2009**, and that the said minutes are on file in the office of the Oscoda County Clerk and are available for public inspection.

  
\_\_\_\_\_  
Jeri Winton, Oscoda County  
Clerk/Register of Deeds





Oceana County  
BOARD OF COMMISSIONERS  
County Building  
P.O. Box 31  
Hart, Michigan 49420

AGENDA ITEM #

96



RESOLUTION RE THE STATE OF MICHIGAN SURVEY AND REMONUMENTATION PROGRAM

Moved by Mr. Byl and seconded by Mr. Malburg to adopt the following Resolution:

WHEREAS, the State of Michigan is considering the various uses of economic stimulus monies from the federal government; and,

WHEREAS, in 2006, the Michigan Legislature removed \$15 million from the State Survey and Remonumentation Fund in an effort to balance the State budget for that year; and

WHEREAS, Section 54.27 of Act 345 of 1990, the Legislature cited specific funding levels for the program have not been met; and

WHEREAS, since removal of these funds in 2006, statewide funding for the program has decreased from \$10,134,000 in 2006 to \$4,000,000 in 2009; and

WHEREAS, removal of these funds has seriously impaired the effectiveness and progress of this program; and

WHEREAS, this program has been extremely beneficial to all residents of the State of Michigan as the original corner positions of the Public Land Survey control the boundaries of every parcel in Oceana County and the State of Michigan; and

WHEREAS, this program is designed to recover, monument, record and perpetuate these original corner positions; and

WHEREAS, the resulting information of this program is designed to be the basis of all municipal GIS within the State.

NOW, THEREFORE BE IT RESOLVED: That the Oceana County Board of Commissioners supports the use of \$15 million of the economic stimulus monies for the State of Michigan Survey and Remonumentation Program for 2009 and an additional \$15 million to supplement the program through fiscal year 2010.

BE IT FURTHER RESOLVED: That certified copies of this Resolution be sent to Governor Jennifer Granholm, Senator Gerald Van Woerkom, Representative Goeff Hansen, the Michigan Association of Counties and the other 82 Michigan counties.

Roll call vote: Byl, yes; Malburg, yes; Brown, yes; Simon, yes; Kolbe, yes; Powers, yes; and, VanSickle, yes. Motion carried.

RECEIVED

APR 11 2009

OFFICE OF THE COUNTY CLERK

CERTIFICATION:

The undersigned, being the Clerk of Oceana County, does hereby certify that on the 26th day of March, 2009, the Oceana County Board of Commissioners did adopt the above Resolution at its Regular Meeting.

A handwritten signature in black ink, appearing to read "Rebecca J. Griffin", is written over a horizontal line.

Rebecca J. Griffin, Clerk  
Oceana County  
Board of Commissioners