THE INGHAM COUNTY BUILDING AUTHORITY WILL MEET ON
TUESDAY, DECEMBER 7, 2010, 3:00 P.M.
MASON COURTHOUSE CONFERENCE ROOM, 341 S. JEFFERSON ST., MASON,
MICHIGAN

AGENDA

Call to Order
Approval of the November 18, 2010 Minutes
Additions to the Agenda
Limited Public Comment

1. 911 Dispatch Center Project
   a. Update
   b. 911 PSAP Consultant Scope of Services Document (Materials to be distributed at
      the Meeting)
   c. Updated Construction Design Schedule (Materials to be distributed at the
      Meeting)
   d. Approval of Invoices

2. Monthly Meeting Schedule

3. Other Business

   Announcements

   Public Comment

   Adjournment
Members Present: Peter Cohl, Mary Lannoye, Eric Schertzing

Others Present: John L. Neilsen, Jill Rhode, Brad Rutledge, Richard Terrill, and Linda Sjolund

Call to Order: The Ingham County Building Authority’s Special Meeting was called to order by Chairperson Peter Cohl at 9:00 a.m., Thursday, November 18, 2010, in the First Floor Conference Room, Mason Courthouse, 341 S. Jefferson St., Mason

Approval of the October 5, 2010 Minutes

MOVED BY TREASURER SCHERTZING, SUPPORTED BY SECRETARY LANNOYE TO APPROVE THE OCTOBER 5, 2010 BUILDING AUTHORITY MINUTES. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda:
1a. Election and Confirmation of Officers of the Ingham County Building Authority Positions
2a. Contracts with Tower/Pinkster, Architectural and Engineering Firm
2c. Pulled - Hire an IT Consultant - Cost to be Determined
2dii. Invoice for City Pulse

Limited Public Comment: None.

a. Election and Confirmation of Building Authority Positions.

MOVED BY TREASURER SCHERTZING TO ELECT AND CONFIRM THE EXISTING SLATE OF OFFICERS PETER A. COHL, CHAIR; MARY LANNOYE, SECRETARY; AND ERIC SCHERTZING, TREASURER AS OFFICERS OF THE INGHAM COUNTY BUILDING AUTHORITY AND NOMINATIONS BE CLOSED AND A UNANIMOUS BALLOT BE CAST. SUPPORTED BY SECRETARY LANNOYE. MOTION CARRIED UNANIMOUSLY.

b. Resolution Approving the Sale of the 2010 Refunding of Bonds in the Amount of $7,500,000.

Mr. Terrill updated the Building Authority on the property survey issues that were discussed at the October 5, 2010 meeting. The cost for the survey was $2,200; the parcel has been separated into three different property descriptions – CMH, Youth Center, and 911 Center. Parcel numbers will be assigned by the City of Lansing and forwarded to the Ingham County Register of Deeds for filing.

MOVED BY SECRETARY LANNOYE, SUPPORTED BY TREASURER SCHERTZING A RESOLUTION AUTHORIZING THE SALE OF THE 2010 REFUNDING OF BONDS IN THE AMOUNT OF $7,500,000.

Discussion: Brad Rutledge stated that the County saved $500,000 in present value terms and over $600,000 in real dollars annually. Bank of America’s bid was 2.85%, Chemical Bank’s bid was
2.94%; the four other bids were over 3.4% and above range. Bank of America’s bid allowed the County to get their savings target before the Market deteriorated.

ROLL CALL: AYES – Peter Cohl, Mary Lannoye, Eric Schertzing. MOTION CARRIED UNANIMOUSLY.

c. Resolution Approving the Sale of Recovery Zone Bonds in the Amount of $2,200,000.

MOVED BY SECRETARY LANNOYE, SUPPORTED BY TREASURER SCHERTZING TO AUTHORIZE THE SALE OF RECOVERY ZONE BONDS AND OTHER BONDS FOR UP TO $5,200,000 PER BOND COUNCIL’S PREPARATION OF THE RESOLUTION.

Discussion: Brad Rutledge stated that the Public Hearing Notice was published on October 20, the sale of the bonds will be December 7, and the closing date will December 21, 2010. The Building Authority’s Financial Advisor has recommended that Edward Jones underwrite these bonds, whereby assuring that these bonds are sold as specified under the Federal Government’s guidelines and the County will be entitled for the 45% credit.

ROLL CALL: AYES – Peter Cohl, Mary Lannoye, Eric Schertzing. MOTION CARRIED UNANIMOUSLY.

2. 911 Center Project

a. Update – Mr. Terrill provided an update of the 911 Center Project. The proposed Agreement between the Building Authority and Tower/Pinkster is ready for signatures and the architect is aware of the proposed changes. The Agreement with Tower/Pinkster is for a not to exceed amount of $145,000 plus reimbursables. The Project costs will be for up to $4 million for the construction and design; anything above the $4 million, per the contract, may be subject to additional fees. The 911 Tower is included in the $4 million but not the furniture or technology. Mr. Neilsen stated since the early 80s, the 911 Fund has provided funding for equipment for the two 911 Centers and technically the equipment would revert back to the County if it is no longer being used. Mr. Cohl requested an inventory of the equipment and assets be given to the Building Authority; the Building Authority wants to make sure that whatever is useful will be used in the new Center. Mr. Terrill stated the building will be a basic LEED certified building and will stay within the established budget of $5.2 million. Ms. Lannoye stated that the Facilities and MIS Directors will have to have a dollar amount in place for IT and equipment by next week for the Prospectus. There was further discussion.

MOVED BY SECRETARY LANNOYE, SUPPORTED BY TREASURER SCHERTZING THAT THE BUILDING AUTHORITY DIRECTS THE CONTRACTORS, ARCHITECT, 911 DIRECTORS AND THE INFORMATION TECHNOLOGY STAFF THAT THE NEW 911 CENTER BE CONSTRUCTED, BE FUNCTIONAL AND UTILITARIAN WITHIN THE AUTHORIZED BUDGET, AND ASSURE THAT ANY EQUIPMENT/FURNITURE FROM THE CURRENT 911 CENTERS THAT CAN BE USED BE BROUGHT TO THE NEW 911 CENTER.

ROLL CALL: AYES – Peter Cohl, Mary Lannoye, Eric Schertzing. MOTION CARRIED UNANIMOUSLY.

The Building Authority would like to set up monthly meetings; Peter Cohl requested that Secretary Lannoye and Treasurer Schertzing send to his attention suggested meeting times for the next seven months (Tuesday and Thursday afternoons may work.) Mr. Terrill currently is meeting with the A/E and C/M firms every other week. Mr. Terrill has recommended scaling the new Center back to below
12,000 squared feet for a single story building from the current design of 13,400 squared feet with the intent that the building can be expanded with minimal costs.

MOVED BY TREASURER SCHERTZING, SUPPORTED BY SECRETARY LANNOYE THAT THE BUILDING AUTHORITY WILL MEET ON DECEMBER 7, 2010 AT 3:00 P.M.

ROLL CALL: AYES – Peter Cohl, Mary Lannoye, Eric Schertzing. MOTION CARRIED UNANIMOUSLY.

Mr. Neilsen stated that the Controller’s Office has applied for $3 million in federal stimulus funding for technology equipment; the Controller’s Office should hear from the government within the next three weeks if the application has been approved.

b. SME - Phase I Environmental Site Assessment which is required for LEED Certification per Tower Pinkster - Cost Not to Exceed $2,500.

Mr. Terrill distributed the proposal to conduct a Phase I Environmental Site Assessment and Confirmation – Mr. Terrill has negotiated a Not to Exceed cost of $2,200. This information is needed for plan review as well as to consider LEED certification. Also distributed was a communication regarding the Geotechnical Evaluation from SME with a cost not to exceed $2,800, which will include an organic content of the soil. Mr. Terrill reviewed these documents with the Building Authority (see the attachments). The total cost will be $5,000.

MOVED BY SECRETARY LANNOYE, SUPPORTED BY TREASURER SCHERTZING TO PROCEED WITH ENVIRONMENTAL ASSESSMENTS ON THE 911 CENTER SITE WITH SOIL AND MATERIALS ENGINEERS, INC. (SME) WITH A TOTAL COST NOT TO EXCEED $5,000.

ROLL CALL: AYES – Peter Cohl, Mary Lannoye, Eric Schertzing. MOTION CARRIED UNANIMOUSLY.

c. Hire an IT Consultant - Cost to be Determined

The MIS Director had only received one quote for IT Consultant services; Mr. Terrill has requested additional quotes. Mr. Neilsen stated that the County’s Procurement Policy requires three quotes.

MOVED BY SECRETARY LANNOYE, SUPPORTED BY TREASURER SCHERTZING TO DIRECT THE CONTROLLER’S STAFF TO PREPARE A ‘REQUEST FOR QUALIFICATIONS’ FOR INFORMATION TECHNOLOGY CONSULTANT SERVICES THAT WILL CONTAIN A DEFINED SCOPE OF SERVICES BASED UPON TIME AND MATERIALS WITH A NOT TO EXCEED COST. THE RFQ RESULTS WILL BE REPORTED TO THE BUILDING AUTHORITY.

ROLL CALL: AYES – Peter Cohl, Mary Lannoye, Eric Schertzing. MOTION CARRIED UNANIMOUSLY.

d. Approval of Invoices

i. Kebs, Inc., Boundary Survey, Invoice #47740 — $2,200

MOVED BY SECRETARY LANNOYE, SUPPORTED BY TREASURER SCHERTZING TO PAY THE KEBS, INC. INVOICE FOR A BOUNDARY SURVEY IN THE AMOUNT OF $2,200.

MOTION CARRIED UNANIMOUSLY.
ii. City Pulse, Notice of Intention of Entering into Limited Tax Supported — Contract Invoice #25818 — $417.15

MOVED BY SECRETARY LANNOYE, SUPPORTED BY TREASURER SCHERTZING TO PAY THE CITY PULSE INVOICE IN THE AMOUNT OF $417.15 — “NOTICE OF INTENTION OF ENTERING INTO LIMITED TAX SUPPORTED CONTRACT OF LEASE AND RIGHT TO PETITION FOR REFERENDUM THEREON”.

MOTION CARRIED UNANIMOUSLY.

3. Other Business

Announcements: None.

Public Comment: None.

The meeting adjourned at 10:20 a.m.

Respectfully Submitted,

Mary A. Lanoye
Secretary, Ingham County Building Authority