THE INGHAM COUNTY BUILDING AUTHORITY WILL MEET ON
THURSDAY, JANUARY 27, 2011 9:30 A.M.
HILLIARD BUILDING CONFERENCE ROOM A, 121 E. MAPLE STREET
MASON, MICHIGAN

AGENDA

Call to Order
Approval of the December 7, 2010 Minutes
Additions to the Agenda
Limited Public Comment

1. Presentation: Schematic Design

2. 911 Dispatch Center Project
   a. Update
   b. Approval of Invoices
      i. Huntington National Bank Invoice - 911 Center Recovery Zone Economic Development Bonds - $500
      ii. SME (Soil and Materials Engineers) for Phase I ESA (environmental survey assessment) $2,200
      iii. SME for Geotechnical Evaluation Report $2,900
      iv. Approval to Hire Fitzgerald Henne Associates to do a Professional Land Survey (Topographical Survey) Not to Exceed $1,950

3. Monthly Meeting Schedule

4. Other Business

   Announcements

   Public Comment

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

Others Present: John Neilsen, Tom Shewchuk, Richard Terrill, Julie Buckmaster, Chad Riehl, and Richard Bromfield

Call to Order: The Ingham County Building Authority meeting was called to order by Chairperson Peter Cohl at 3:03 p.m., Tuesday, December 7, 2010, in the First Floor Conference Room, Mason Courthouse, 341 S. Jefferson St., Mason

Approval of the November 18, 2010 Minutes:

MOVED BY SECRETARY MARY LANNOYE, SUPPORTED BY TREASURER ERIC SCHERTZING, TO APPROVE THE NOVEMBER 18, 2010 BUILDING AUTHORITY MINUTES. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda: None.

Limited Public Comment: None.

1. **911 Dispatch Center Project:**
   a. Update:

Mr. Terrill, Mr. Riehl and Mr. Bromfield provided an update on the 911 Dispatch Center Construction Project. Mr. Riehl passed out a “Project Estimate Summary”, emphasizing that the costs are preliminary and will be adjusted during the planning stage. He noted that the Tap & Inspection Fees will be defined when building sizes are firmly established. Mr. Bromfield stated that the current estimates are based on a little over 13,000 SF, which includes a wellness center and larger conference/training center. Mr. Terrill noted the schematic design approval is scheduled near the end of January.

Ms. Lannoye asked if lowering the cost per square foot is realistic or is that for budget purposes only. Mr. Riehl stated it was realistic and the site work is now a separate line item. Ms. Lannoye asked if the 5% contingency is adequate. Mr. Riehl stated that it is low in order to trim the budget. Ms. Lannoye asked if the “Other Owner Costs” of $1,234,800 were IT costs. Mr. Riehl answered “yes”. Mr. Terrill and Mr. Riehl stated they would provide Ms. Lannoye with the IT Project Cost Summary. Furnishings were discussed.
b. 911 PSAP Consultant Scope of Services Document (materials to be distributed at the Meeting.)

Mr. Shewchuk addressed the Committee and provided a “Scope of Services” handout that defined the expectations of a consultant including, but not limited to a Statement of Needs, Evaluation Criteria, Current Environment, Qualifications and Experience, Design and Implementation, and Project Timelines. Mr. Shewchuk expressed his primary concerns for general consulting, development, design, implementation, RFP and oversight of the installation.

The Committee discussed the IT budget and a consultant cost estimate. Mr. Cohl asked if a consultant was necessary. Mr. Shewchuk and Mr. Terrill both agreed that although current vendors are familiar with the existing equipment a RFP for an experienced/specialized 911 consultant was necessary in the construction process to minimize expenditures.

MOVED BY TREASURER SCHERTZING, SUPPORTED BY SECRETARY LANNOYE, TO AUTHORIZE STAFF TO ISSUE A RFP TO HIRE AN INFORMATION TECHNOLOGY CONSULTANT BASED ON THE “SCOPE OF SERVICES” HANDOUT. THE RFP SHALL INCLUDE ALL APPROPRIATE APPROVALS FROM THE ARCHITECT, GENERAL CONTRACTOR, AND BUILDING AUTHORITY. THE RFP WILL REQUIRE THE RESPONDENT TO PROVIDE A NOT TO EXCEED COST PROPOSAL.

MOTION CARRIED UNANIMOUSLY.

Mr. Schertzing expressed his concern over construction variables and the budget. Mr. Shewchuk noted that the consultant would be working closely with the staff.

c. Updated Construction Design Schedule (Materials to be distributed at the Meeting.)

The Committee discussed the progression of the project, approvals required, deadlines, informational meetings and meeting schedules.

MOVED BY TREASURER SCHERTZING, SUPPORTED BY SECRETARY LANNOYE, TO SCHEDULE A BUILDING AUTHORITY MEETING ON JANUARY 27, 2011 AT 9:30 A.M. WHERE SCHEMATICS WILL BE PRESENTED, AND REQUESTING MR. NIELSEN TO ARRANGE A MEETING WITH THE LAW ENFORCEMENT COMMITTEE IN THE FIRST TWO WEEKS OF FEBRUARY FOR REVIEW OF THE SCHEMATICS AND ALSO INVITE THE 911 DIRECTORS AND OTHER MUNICIPALITIES TO THAT SAME COMMITTEE MEETING IN FEBRUARY, SUBJECT TO THE COMMISSIONER APPROVAL.

MOTION CARRIED UNANIMOUSLY.

d. Approval of Invoice

Mr. Cohl asked if there were any invoices to be paid. Mr. Terrill answered “no”.
2. Monthly Meeting Schedule

The monthly meeting schedule will be determined at a later date.

3. Other Business

None.

Announcements:
Ms. Lannoye informed the Committee that the bonds sold today.
Mr. Schertzing confirmed an AA+ rating, again.

Public Comment:
None.

The meeting adjourned at 4:01 p.m.

Respectfully Submitted,

Mary A. Lannoye
Secretary, Ingham County Building Authority
| County of Ingham Building Authority  |
| Attn: Jill Rhode – Financial Director |
| Financial Services Department |
| 121 Maple Street |
| Mason, MI 48854 |

---

### County of Ingham

$3,000,000 – 2010 Building Authority 911 Center Bonds (Limited Tax General Obligation)  
(Taxable – Recovery Zone Economic Development Bonds), dtd 12/21/2010  
Account 3584051703

---

#### 8038-CP Calculation Agent Annual Fee

(per year or any portion thereof) $500.00

For period ended 01/04/2011

| Out of Pocket Expense | $000.00 |

---

**Total Amount Due:** $500.00

---

Remit by WIRE/ACH to:  
The Huntington National Bank  
ABA: 044000024  
Acct: 01891662889 Trust Wire  
FFC: 3584051703

Remit by CHECK to:  
The Huntington National Bank  
Ellen M. Campbell – Corporate Trust  
173 Ottawa Avenue NW (MI-221)  
Grand Rapids, MI 49503

Terms: Invoices are payable within 30 days of receipt.

This is a non-refundable fee which covers those services which The Huntington National Bank would expect to perform under a typical Calculation Agent Agreement. If the duties of the Calculation Agent significantly deviate from the norm, The Huntington reserves the right to amend or withdraw this fee as stated in the fee proposal.
soil and materials engineers, inc.

HIGHWAY COUNTY FACILITIES
121 E MAPLE STREET
TO: P.O. BOX 335
NORON MT 89854

PROPOSED INDIAN COUNTY 911 FACILITY - SANGIME MI

PLEASE RETURN DUPLICATE COPY WITH YOUR APPROVAL TO ABOVE ADDRESS

NAME: RICK EMBURY

DATE: 10/25/2010 - 1/21/2011

PHASE I ESA

TOTAL: $2,200.00

INVOICE TOTAL

Thank you for the opportunity to be of service.

Paul Hurlbert (Project Manager)

Original Copy
Phone: 734-464-1009 Fax: 734-464-1688 Fed ID# 38-1758670

6
GEOTECHNICAL EVALUATION REPORT

LOCAL SUM POOL $2,900.00
ADDITIONAL DRILLING (5 POOLS) (DEEING 104) 100.00
ORGANIC TOXIC SOIL TESTING 300.00

INVOICE TOTAL $2,900.00

THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE
DAVE BERGSTROM (Project Manager)
January 3, 2011

Mr. Rick Rettig, Director
Ingham County Facilities Department
Hilliard Building
21 East Maple Street
Mason, Michigan 48854

RE: Proposal No. 10094 for Professional Land Surveying Services
Proposed PF1 Building Sites, Jolly Road, Lansing, Michigan

Dear Mr. Rettig:

Fitzgerald, Henne & Associates, Inc. (FHA) wishes to thank you for the opportunity to submit this proposal for Professional Land Surveying Services for the design phase of the above referenced project.

We understand that you require an adequate topographical survey of the project site, approximately three acres in size, lying west of the Ingham County Mental Health Services Building on Jolly Road in the City of Lansing. We also understand that you require an additional topographical survey of the existing wellhead basin, approximately five acres in size, north of the Mental Health Services Building.

In preparing this proposal we have assumed that the above site predictions are correct. We will provide you with any additional information. FHA will perform the necessary work at your locations and will generate a topographic map with 1-foot contour lines for the site. We will also provide a complete set of the survey data in AutoCAD format.

FHA proposes to perform the final survey and mapping for the sum of $5,500.00.

We request that you sign this proposal below indicating your approval. Upon your approval to proceed, FHA will begin the survey immediately and will complete the mapping within ten days of commencing work.

Thank you again for this opportunity.

Sincerely,

FITZGERALD HENNE & ASSOCIATES, INC.

Michael J. Gazella, P.E., P.S.

Acceptance of Proposal: Ingham County Facilities Department

Authorized Signature:

[Signature]

Date:

[Date]

[Printed Name]

cc: Gregory L. Mitchell, P.E.
Meredith S. Baker