

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
EMILY STIVERS  
MARK GREBNER  
RYAN SEBOLT  
CAROL KOENIG  
RANDY MAIVILLE  
ROBIN NAEYAERT

**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 23, 2019  
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES  
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 2, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. Capital Region International Airport – Wayne Sieloff, CEO (*Presentation*)
3. Clerk's Office
  - a. Resolution Establishing Compensation for the Ingham County [Board of Canvassers](#)
  - b. Resolution to Revise the Ingham County [Contract Procedures](#)
4. Drain Commissioner – Resolution to Authorize an Agreement with Huntington National Bank for the Financing of a [Vactor Truck](#)
5. Innovation & Technology Department
  - a. Resolution to Renew the Contract for Local and Long Distance [Phone Services](#) from AT&T
  - b. Resolution to Approve the Purchase of [Dark Fiber](#) from Zayo Group
  - c. Resolution to Approve the Purchase of [Cisco Networking Equipment](#)
6. Facilities Department
  - a. Resolution to Authorize an Agreement with [Tower Pinkster](#) to Provide Engineering Services for Both the Fire Suppression and Humidification Systems for the File Storage and Election Rooms in the Hilliard Building
  - b. Resolution to Authorize an Agreement with [WGI Michigan Inc.](#) for Architectural & Engineering Services for Tuck Pointing the Front Terrace of the Hilliard Building
7. Farmland and Open Space Preservation Board
  - a. Resolution to [Amend Resolution #19-082](#) Approve Proceeding to Close Permanent Conservation Easement Deeds
  - b. Resolution to Approve Farmland and Open Space Preservation Board's Recommended Selection Criteria and [Application Cycle](#) for 2019

8. Health Department – Resolution to Accept Funds for the [Healthy Start Grant](#)
9. Road Department
  - a. Resolution to Authorize Contracts with [Rieth-Riley](#) Construction Company, Inc. for Items I & II of Bid Packet #37-19 and Michigan Paving & Materials Company for Item III of Bid Packet #37-19 Recycling & Resurfacing of Various County Primary and Local Roads
  - b. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Slag and Crushed [Natural Aggregates](#)
  - c. Resolution Setting [Engineering Charges](#) on Special Assessment Subdivision Street Resurfacing Projects
  - d. Resolution to Approve an Agreement between the Michigan Department of Transportation and Ingham County in Relation to Road [Resurfacing Projects](#) for Lake Lansing Road from Hagadorn Road to Saginaw Highway, Hagadorn Road from Lake Lansing Road to its Northern Terminus at Birch Row Drive, and Birch Row Drive from Hart Street to Hagadorn Road
  - e. Resolution to Authorize Approval of the Preliminary Plat of [Berry Farms](#)
  - f. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
10. Human Resources Department
  - a. Resolution to Approve Managerial and Confidential Employee [Reclassification](#) Levels
  - b. Resolution to Adopt Ingham County Occupational Illness and Injury [Reporting Policy](#)
  - c. Resolution to Adopt a [Sick Leave Donation Policy](#)
  - d. Resolution to [Amend Personnel Policy 107](#): Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy
  - e. Resolution to Approve the Letter of Understanding with Capitol City Labor Program ([CCLP](#)) Corrections Unit
11. Controller's Office
  - a. Resolution Authorizing [Adjustments](#) to the 2019 Ingham County Budget
  - b. Quarterly [Settlement of Claims](#) Report
  - c. Resolution to Accept the 2018 – 2022 [Strategic Plan](#)
  - d. Resolution Updating Various [Fees](#) for County Services (*Discussion*)
12. Board of Commissioners Office – Resolution Adjusting [Compensation](#) for Various Appointed Boards and Commissions

Announcements  
Public Comment  
Adjournment

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

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

## COUNTY SERVICES COMMITTEE

April 2, 2019

Draft Minutes

Members Present: Celentino, Grebner, Maiville, Naeyaert, Sebolt and Stivers.

Members Absent: Koenig.

Others Present: Bill Fowler, Becky Bennett, Tim Dolehanty, Sue Graham, Liz Noel, Beth Foster, and others.

The meeting was called to order by Chairperson Celentino at 6:01 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

### Approval of the March 19, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE MINUTES OF THE MARCH 19, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

### Additions to the Agenda

7. Fair Office
  - b. Resolution to Approve Reclassification and Title Change of Fair Manager to Fairgrounds Events Director

### Limited Public Comment

None.

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

1. Clerk’s Office – Resolution to Authorize a Three-Year Extension to the Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk’s Office
2. Equalization Department
  - a. Resolution to Waive the Digital Data Parcel Fee for the Michigan State University’s Department of Fisheries and Wildlife for the Purpose of Educational Research
3. Public Defenders Office – Requests for Approval to Pay Employees at Levels 3-5
4. Facilities Department – Resolution to Authorize an Agreement with Earth Tones Landscaping Inc. for the Waterfall Feature in the Sensory Garden at the Potter Park Zoo

5. Potter Park Zoo – Resolution to Amend Resolution #18-174 Visitor Incentive Programs at Potter Park Zoo
6. Health Department – Resolution to Authorize Amendment #3 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services
7. Fair Office
  - a. Resolution to Amend Resolution #19-006 to Authorize an Increase in Hours for a Part-Time Temporary Employee at the Ingham County Fairgrounds
  - b. Resolution to Approve Reclassification and Title Change of Fair Manager to Fairgrounds Events Director
8. Road Department
  - a. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Emulsified Asphalt
  - b. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Hot Mix Asphalt Mixtures (HMA)
  - c. Resolution to Approve Proposed 2019 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program
  - d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
9. Board of Commissioners Office – Resolution in Honor of the 2019 State Arbor Day Celebration

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

2. Equalization Department
  - b. Resolution to Award Contracts for Remonumentation Project Surveyors

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

Commissioner Grebner stated that for him, this resolution was a compromise, as he did not want to continue to award contracts like this anymore, so the resolution stated the County would award contracts like this one more year and then next year there would be an RFP.

Bill Fowler, Equalization Director, stated that he believed the resolution presented was fair and equitable to the needs of the County for the upcoming year and that it properly addressed the concerns for the upcoming completion of the project. He further stated that the County was three years away from completing the initial phases of remonumentation.

Mr. Fowler stated that while the project was State funded, it was implemented in all 83 counties so the County would like to pursue completion. He further stated that whatever next year may bring, in regards to going with an RFP and seeking a sole vendor, remained to be seen.

Commissioner Grebner stated that almost being done with the remonumentation just meant the County could repeat the process in three years when more State money became available.

Mr. Fowler stated that there was a maintenance program and some counties were already in that phase. He further stated that this program started in 1992 and that the County was approximately 89% complete.

Commissioner Grebner stated that the base for remonumentation in the County actually started in 1978 when there was a program devoted to using unemployed County residents to locate all the corners.

Chairperson Celentino asked if the process for getting funding was the same in 1978 as it was now.

Commissioner Grebner explained that now the money came from an assessment on each deed, but in 1978 the County had federal money via the Comprehensive Employment and Training Act.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

#### Announcements

Chairperson Celentino stated the next County Services meeting would be April 23, 2019.

Becky Bennett, Director, Board of Commissioners' Office Director, stated the Board Rules Appointment Subcommittee would meet April 16, 2109 at 6:00 p.m.

#### Public Comment

None.

#### Adjournment

# APRIL 23, 2019 COUNTY SERVICES AGENDA

## STAFF REVIEW SUMMARY

### AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Equal Opportunity Committee** – *Interviews*

Candidates for appointment to the Equal Opportunity Committee (EOC) will be present to answer questions from County Services Committee members. The EOC meets in the Human Services Building on the second Monday of each month at 6:00 p.m. Members are appointed to two-year terms.

The EOC serves as advisors to the Board of Commissioners on matters which will ensure equal opportunity for all County citizens. It verifies that banks holding County funds are equal opportunity employers and lenders, and that all possible purchasing is done from equal opportunity employers. It makes recommendations to the County Board and/or its committees necessary to carry out the Board's commitment to equal opportunity. The group also prepares an annual report on the status of equal opportunity in the County and helps the County Services Committee monitor affirmative action plans adopted by the County. This Committee has advisory and investigatory functions and serves as central complaint bureau about employment, services, and the like in Ingham County's governmental system.

2. **Capital Region International Airport** – *Wayne Sieloff, CEO (Presentation)*

Capital Region International Airport CEO Wayne Sieloff will present information about Capital Region International Airport.

3a. **Clerk's Office** – *Resolution Establishing Compensation for the Ingham County Board of Canvassers*

Michigan statute (MCL 168.28) requires that members of the various boards of election commissioners and any other person charged with duties in connection with the conduct of primaries, elections, canvassing of returns, and recounts must receive compensation as is determined by the legislative body of this state, the county, the city, the township, or the village, as applicable. The statute further requires that the Board of Commissioners shall consult with the county clerk to determine the compensation for the board of county canvassers and any assistants employed by the county board of canvassers.

The County Clerk recommends approval of a resolution to adopt a compensation plan as follows:

- The rate of pay for Canvassers will be \$15.00 per hour.
- The rate of pay for Assistants will be \$13.00 per hour.
- No meals will be provided or reimbursed by the County unless it is due to an out of area training that was previously approved by the Ingham County Clerk.
- Compensation would only be rendered for:
  - Meetings of the Ingham County Board of Canvassers for which there is quorum and the canvasser/assistant participates
  - Non-County facilitated training opportunities if approved by the Ingham County Clerk
- Mileage will only be reimbursed for business travel between meeting locations (e.g., when canvassers travel to multiple municipalities for ballot container certification) or outside trainings previously approved by the Ingham County Clerk.

**3b. Clerk's Office – Resolution to Revise the Ingham County Contract Procedures**

A recent opinion provided by the County Attorney's Office concluded that "purchase orders fall within the classification of 'records...of the board of commissioner' and/or 'agreement' and, thus, are required to be deposited with the County Clerk's Office." The County Clerk's Office, Board of Commissioners' Office, and Purchasing Department jointly recommend approval of a resolution to include a new section in the contract procedure policy to establish the manner in which purchase orders will be processed.

**4. Drain Commissioner – Resolution to Authorize an Agreement with Huntington National Bank for the Financing of a Vactor Truck**

The Drain Commissioner has determined that it is more cost-effective to purchase a new Vactor Truck which is used to clean storm drains at a total cost of \$445,584.80, which we would pay in five annual installments of \$98,214.08. A resolution is proposed to authorize purchase of the vehicle through an Installment Purchase Agreement with Huntington National Bank at 3.33% per annum interest, with five payments of \$98,214.08 per annum.

**5a. Innovation and Technology Department – Resolution to Renew the Contract for Local and Long Distance Phone Services from AT&T**

The Ingham County current AT&T agreement for local and long distance telephone service is scheduled to expire in May. The Innovation and Technology Department recommends approval of a resolution to authorize continuation of local and long distance phone service from AT&T not to exceed \$96,000 for a period of three years.

**5b. Innovation and Technology Department – Resolution to Approve the Purchase of Dark Fiber from Zayo Group**

The Public Defender has occupied leased space at 320 North Washington Square in Lansing. In order to access the County data network, the department will need a data circuit robust enough to support the many IT systems that they will use which includes telephones, networked PCs, surveillance cameras, and a cloud based public defender records system. The Innovation and Technology Department recommends approval of a resolution to authorize an agreement with Zayo Group to purchase dark fiber installation and 60 months of service in the amount of \$102,140.

**5c. Innovation and Technology Department – Resolution to Approve the Purchase of Cisco Networking Equipment**

The Public Defender has occupied leased space at 320 North Washington Square in Lansing. In order to access the County data network, the department will need networking switches and wireless access points. The Innovation and Technology Department recommends approval of a resolution to authorize purchase of network switches, wireless access points, and associated software licenses from Sentinel Technologies, Inc. in an amount not to exceed \$22,000.

**6a. Facilities Department – Resolution to Authorize an Agreement with Tower Pinkster to Provide Engineering Services for Both the Fire Suppression and Humidification Systems for the File Storage and Election Rooms in the Hilliard Building**

Rooms at the Hilliard Building used to store circuit court files and election documents are in need of fire suppression and humidification systems. Tower Pinkster submitted the lowest responsive and responsible proposal fire suppression and humidification system engineering services. The Facilities Department

seeks approval of a resolution to authorize an agreement with Tower Pinkster at a cost not to exceed \$8,500.

**6b. Facilities Department – Resolution to Authorize an Agreement with WGI Michigan Inc. for Architectural & Engineering Services for Tuck Pointing the Front Terrace of the Hilliard Building**

The brick around the front terrace of the Hilliard Building is deteriorating and is in need of repairs. Moisture is being trapped behind the brick causing the acceleration of the deterioration of the brick. The Facilities Department recommends approval of a resolution to support an agreement with WGI Michigan, Inc. for the architectural and engineering services for tuck pointing the Hilliard Building front terrace at a cost not to exceed \$24,100.

**7a. Farmland and Open Space Preservation Board – Resolution to Amend Resolution #19-082 Approve Proceeding to Close Permanent Conservation Easement Deeds**

On March 12, 2019 the Board of Commissioners approved Resolution #19-082 which authorized closing a permanent conservation easement deeds on the Bergeon Property at a price not to exceed \$251,000. An acreage discrepancy was discovered through the appraisal process in which the road right-of-way was subtracted from the total protected area. The correct acreage should be 75.3 at a price per acre of \$3,423, which yields an easement value of \$257,752. A resolution is offered to recognize these corrections.

**7b. Farmland and Open Space Preservation Board – Resolution to Approve Farmland and Open Space Preservation Board's Recommended Selection Criteria and Application Cycle for 2019**

The Farmland and Open Space Preservation Board (FOSPB) seeks approval of a resolution to approve the 2019 Farmland and Open Space Selection Criteria (scoring system) to rank landowner applications. The FOSPB recommended approval of the Selection Criteria for both the Farmland and Open Space Preservation programs.

**8. Health Department – Resolution to Accept Funds for the Healthy Start Grant**

The Health Department seeks approval of a resolution to accept funds from the U.S. Department of Health and Human Services (USDHHS) to support the Healthy Start grant. The grant award of up to \$5,470,000 from the USDHHS Division of Health Resources and Services Administration for the period of April 1, 2019 through March 31, 2024. The Health Department proposes to subcontract with Michigan Public Health Institute in an amount not to exceed \$94,892 to provide a comprehensive evaluation of the department's Healthy Start initiative; and to subcontract with Florida State University which will allow health services staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019. The following positions will be either maintained or established with funds from the Healthy Start grant:

**Established Positions**

<u>Position Title</u>	<u>Pay FTE</u>	<u>Group/Grade</u>	<u>Salary Range</u>
Healthy Start Project Coordinator	1	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	UAW/D	\$33,048.96 to \$39,344.00



## New Positions to Establish

<u>Position Title</u>	<u>Pay FTE</u>	<u>Group/Grade</u>	<u>Salary Range</u>
Nurse Practitioner	0.75	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	ICEA PRO/7	53,158.82 to \$63,815.36

**9a. Road Department** – *Resolution to Authorize Contracts with Rieth-Riley Construction Company, Inc. for Items I & II of Bid Packet #37-19 and Michigan Paving & Materials Company for Item III of Bid Packet #37-19 Recycling & Resurfacing of Various County Primary and Local Roads*

The Road Department has determined that pavement recycling, asphalt resurfacing and other repairs are needed on the various county primary and local road segments listed below, due to normal deterioration over time:

**Item I** - Recycling and resurfacing of:

- Lake Lansing Road from Lac Du Mont Drive to Marsh Road
- Towner Road from Saginaw Highway (BL 69) to Marsh Road. Towner Road is a local road in Meridian Township bid with Lake Lansing Road as surplus milled asphalt from Lake Lansing Road would be used on Towner Road.

**Item II** - Recycling and resurfacing of:

- Dell Road from Aurelius Road to College Road
- Central Park Drive from Okemos Road to Grand River Avenue
- Newman Road from Marsh Road to Central Park Drive

**Item III** - Recycling and resurfacing of:

- Kerry Street from Lake Lansing Road to Lansing City Limits
- Hopkins Avenue from Downer Avenue to Chester Road
- Fitting Avenue from Saginaw Street to Macon Avenue

The Road Department seeks approval of a resolution to approve entering into a contract with Rieth-Riley Construction Company, Inc. for Items I and II, and entering into a contract with Michigan Paving & Materials Company, for Item III. Both contracts include recycling, resurfacing and related work as specified by the Road Department. The total cost of all three Items, including contingency, is \$3,890,243.79.

**9b. Road Department** – *Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Slag and Crushed Natural Aggregates*

The Road Department seeks to purchase approximately 13,000 tons of 29A Blast furnace slag annually for use in road chip-sealing and various other road maintenance operations. The material will be delivered to Road Department Western, Eastern and Metro facilities. The Department recommends approval of a resolution to authorize purchase of 29A Blast furnace slag on an as-needed, unit price per ton basis from various vendors as follows:

**1. Yellow Rose Transport**

- a. 29A blast furnace slag at \$29.00 per ton (estimated quantity - 3,000 tons delivered to the Western and Metro facilities)
- b. 29A blast furnace slag at \$29.95 per ton (estimated quantity - 8,000 tons delivered to the Eastern facility)

2. Edward C. Levy Co.: 3/8's x #4 blast furnace slag at \$27.35 per ton (estimated quantity – 1,000 tons delivered to the Eastern facility)
3. Sunrise Aggregates: 29A crushed natural aggregate at \$20.85 per ton (estimated quantity – 1,000 tons delivered to the Western facility)

**9c. Road Department – Resolution Setting Engineering Charges on Special Assessment Subdivision Street Resurfacing Projects**

Delhi Township has been administering special assessment districts (SADs) for subdivision street resurfacing in Delhi Township for a number of years as allowed under Michigan statutes (MCL 41.721 - 41.738). The Township recently decided to discontinue this practice and as a result insufficient funds exist to offer complete recycling and resurfacing of subdivision streets in the Township. However, another statute (MCL 41.271 - 41.290) allows for county road commissions to administer SADs for road improvement. The Road Department must secure engineering services in order to estimate costs associated with road projects within a SAD. Engineering costs typically fall within approximately 20% - 25% of actual construction costs on most typical road resurfacing project, however actual engineering costs can vary considerably. In order to comply with statutory requirements, the Road Department recommends approval of a resolution to set engineering and project administration costs at 20% of the total project cost for special assessment subdivision street resurfacing projects.

**9d. Road Department – Resolution to Approve an Agreement between the Michigan Department of Transportation and Ingham County in Relation to Road Resurfacing Projects for Lake Lansing Road from Hagadorn Road to Saginaw Highway, Hagadorn Road from Lake Lansing Road to its Northern Terminus at Birch Row Drive, and Birch Row Drive from Hart Street to Hagadorn Road**

The Road Department received federal funding to resurface Lake Lansing Road from Hagadorn Road to Saginaw Highway. As part of the same project, the department also intends to resurface Hagadorn Road from Lake Lansing Road to its northern terminus at Birch Row Drive and Birch Row Drive from Hart Street to Hagadorn Road, using a combination of Road Department funds and Meridian Township matching funds. These projects were packaged together as a single construction contract because they have similar work and to take advantage of economy of scale benefits. The projects generally involve roadway resurfacing, storm sewer replacement, sidewalk upgrades, and traffic signal replacement. The Road Department seeks approval of a resolution to authorize a contract with the Michigan Department of Transportation to undertake this project at a total cost of \$1,532,600.

**9e. Road Department – Resolution to Authorize Approval of the Preliminary Plat of Berry Farms**

The Berry Farms Preliminary Plat illustrates a 117-unit single-family development located on 67.04 acres west of Aurelius Road and south of Wilcox Road in Delhi Township. Project developers have followed established procedures and now seek preliminary plat approval. Once a preliminary plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans will follow before construction begins. An acceptance process is normally initiated upon completion to make roads, drains, and other utilities public. The Road Department seeks Board approval of the Berry Farms Preliminary Plat.

**9f. Road Department – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department**

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 28 projects (see attachment for permit list).

**10a. Human Resources Department** – *Resolution to Approve Managerial and Confidential Employee Reclassification Levels*

The Human Resources Department made a call for standard and customary reclassification requests from all employees in 2018. Reclassification requests were processed in a manner consistent with collective bargaining agreements, procedures developed in conjunction with various labor group representatives, and in a manner consistent with past practice. The Department and its designees completed an objective review of all reclassification requests submitted by Managerial and Confidential Employees. A resolution is offered to authorize classification changes as proposed by the Human Resources Department.

**10b. Human Resources Department** – *Resolution to Adopt Ingham County Occupational Illness and Injury Reporting Policy*

An informal reporting process ensures workplace illness and injuries are properly recorded. The County also partners with Sparrow Occupational Health Services to provide care for employees when necessary. The Human Resources Department proposed adoption of a reporting policy to ensure consistent, timely, and proper reporting and care for employees who experience a workplace illness and/or injury. This policy provides instructions for employees, supervisors, and department heads to follow before, during, and after a workplace illness and/or injury occurs.

**10c. Human Resources Department** – *Resolution to Adopt a Sick Leave Donation Policy*

The ability of Ingham County employees to donate and/or receive donated sick leave time during otherwise unpaid leaves of absence previously varied based on provisions of each collective bargaining agreement or personnel manual. Issues such as the total hours employees may donate, authorization process, and eligible employees varied among the various employee groups. The Human Resources Department proposes adoption of a uniform policy which establishes county-wide standards for sick leave donations. The Board of Commissioners and all collective bargaining units have ratified this uniform policy during recent contract negotiations and through inclusion in the revised 2019 Managerial and Confidential Personnel Manual.

**10d. Human Resources Department** – *Resolution to Amend Personnel Policy 107: Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy*

Provisions of the Paid Medical Leave Act (MCL 408.961) approved late last year took effect on March 29. The Act requires public and private employers who employ fifty (50) or more individuals to provide eligible employees with paid medical leave. On February 23, 2016 the Board of Commissioners approved Resolution #16-052 to adopt a policy that established paid sick leave for employees who meet the definition of “special part-time, temporary or seasonal worker”, and are not covered under a collective bargaining agreement. The Human Resources Department recommends approval of a resolution to amend the Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy to incorporate provisions of the Paid Medical Leave Act.

**10e. Human Resources Department** – *Resolution to Approve the Letter of Understanding with Capitol City Labor Program (CCLP) Corrections Unit*

Ongoing staffing challenges have led to vacation time accrual issues for many Corrections Officers. The Officers’ collective bargaining unit and the Sheriff have proposed adoption of a Letter of Understanding that would allow for an increased accrual cap to 380 hours until December 31, 2020 and payment of hours in excess of the maximum vacation accrual until December 31, 2019. The Human Resources Department and Sheriff’s Office recommend approval of a resolution to adopt the Letter of Understanding.

**11a. Controller's Office** – *Resolution Authorizing Adjustments to the 2019 Ingham County Budget*

This resolution authorizes budget adjustments for the first quarter of 2019. The majority of adjustments this quarter re-appropriate funds budgeted but not spent in 2018. The report also details contingency fund allocations throughout the year, beginning with a balance of \$350,000.

**11b. Controller's Office** – *Quarterly Settlement of Claims Report*

On June 13, 2017 the Board of Commissioners approved the Settlement of Claims, Litigation and Separation Agreements Policy (Policy No. 222). Section D.3 of the policy requires that “The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” This report is intended to satisfy that requirement for the first quarter of 2019 (January 1 through March 31).

**11c. Controller's Office** – *Resolution to Accept the 2018 – 2022 Strategic Plan*

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

**11d. Controller's Office** – *Resolution Updating Various Fees for County Services (Discussion)*

When the Board of Commissioners adopted Resolution #02-155 setting various fees for county services, the Controller's Office was directed to annually review all fees and to recommend adjustments. The annual review for fiscal year 2020 is complete and a few adjustments are offered for consideration. This information will appear as a discussion item on all committee meeting agendas for this round. Formal presentation of a resolution to adopt the fees is anticipated for the next round of meetings. A draft version of the resolution is attached for review.

**12. Board of Commissioners Office** – *Resolution Adjusting Compensation for Various Appointed Boards and Commissions*

The Board of Commissioners has established per diems and other forms of compensation for various appointed Ingham County boards and commissions. A resolution is offered to increase per diem paid to members of various boards and commissions to \$75.

TO: Ingham County Board of Commissioners

FROM: Ingham County Clerk Barb Byrum

DATE: April 1, 2019

SUBJECT: Resolution Establishing Compensation for the Ingham County Board of Canvassers

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**BACKGROUND**

The Ingham County Board of Canvassers is a four-member body that is responsible for canvassing and certifying elections held in the county, conducting recounts, and inspecting ballot containers. The membership consists of two Democrats and two Republicans who are appointed by the Board of Commissioners.

Ingham County Canvassers have previously been compensated at the County Commissioner per diem rate, which most recently had been \$60.00.

Pursuant to Public Act 614 of 2018, the current rate of pay has been repealed and there is now a requirement that the Board of Commissioners consult with the County Clerk to determine compensation for canvassers and any assistants employed by the Board of Canvassers.

I respectfully recommend that the following compensation plan be adopted:

- The rate of pay for Canvassers will be \$15.00 per hour.
- The rate of pay for Assistants will be \$13.00 per hour.
- No meals will be provided or reimbursed by the County unless it is due to an out of area training that was previously approved by the Ingham County Clerk.
- Compensation would only be rendered for:
  - Meetings of the Ingham County Board of Canvassers for which there is quorum and the canvasser/assistant participates
  - Non-County facilitated training opportunities if approved by the Ingham County Clerk
- Mileage will only be reimbursed for business travel between meeting locations (e.g., when canvassers travel to multiple municipalities for ballot container certification) or outside trainings previously approved by the Ingham County Clerk.

The Ingham County Board of Canvassers performs hands-on detail-oriented work, not just debating/voting at meetings. The recommended plan would make compensation commensurate with the duties and time commitment required of canvassers. For example:

<b>Scenario</b>	<b>Previous Plan (\$60 per diem)</b>	<b>Recommended Plan (\$15/hour for Canvassers)</b>
One hour meeting of the Board	\$60	\$15
8-hour day canvassing an election (i.e., full work day)	\$60	\$120

\*Please note that the examples above do not account for employer-borne costs such as employer-portion of FICA.

### **FINANCIAL IMPACT**

Funding for Board of Canvasser compensation is part of the County Clerk budget (\$2,100 available in 2019 (101-19100-708000)). Funding for this resolution, if adopted, would be part of future budget requests.

### **ALTERNATIVES**

The statute that set in place the \$60.00 per meeting compensation plan has been repealed. If this resolution is not adopted, canvassers/assistants would not be compensated for the duties they perform for the Ingham County Board of Canvassers.

### **RECOMMENDATION**

I recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING COMPENSATION FOR THE  
INGHAM COUNTY BOARD OF CANVASSERS**

WHEREAS, the Ingham County Board of Canvassers is a four-member body that is responsible for canvassing and certifying primaries and elections held in the county, conducting recounts, inspecting ballot containers, and other duties; and

WHEREAS, effective March 28, 2019, Public Act 614 of 2018 requires the County Board of Commissioners to consult with the County Clerk to determine compensation for the County Board of Canvassers and any assistants employed by the County Board of Canvassers; and

WHEREAS, the Ingham County Board of Canvassers were previously compensated at \$60.00 per meeting; and

WHEREAS, the Ingham County Clerk is recommending that the following compensation plan be adopted for members/assistants of the Ingham County Board of Canvassers:

- The rate of pay for Canvassers will be \$15.00 per hour.
- The rate of pay for Assistants will be \$13.00 per hour.
- No meals will be provided or reimbursed by the County unless it is due to an out of area training that was previously approved by the Ingham County Clerk.
- Compensation would only be rendered for:
  - Meetings of the Ingham County Board of Canvassers for which there is quorum and the canvasser/assistant participates
  - Non-County facilitated training opportunities if approved by the Ingham County Clerk
- Mileage will only be reimbursed for business travel between meeting locations (e.g., when canvassers travel to multiple municipalities for ballot container certification) or outside trainings previously approved by the Ingham County Clerk.

THEREFORE, BE IT RESOLVED, that the compensation plan, as recommended above, be adopted.

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

TO: County Services Committee

FROM: Ryan J. Buck, JD  
Chief Deputy County Clerk

DATE: April 8, 2019

SUBJECT: Resolution to Revise the Ingham County Contract Procedures

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**BACKGROUND**

MCL 46.5 requires that executed contracts and purchase orders be filed with the County Clerk. The Board of Commissioners authorized Resolution 15-335, which put into place the first iteration of the Contract Procedures. In reviewing its effectiveness, it was revised with Resolution 18-194.

The County Attorney has advised that purchase orders be treated similarly to executed contracts and filed with the County Clerk.

The County Clerk's Office, Board of Commissioners' Office, and Purchasing Department have reviewed the Contract Procedures, and the product of this review is the recommended resolution.

**Highlights**

Purchase orders are explicitly included in the Contract Procedures.

The required signatures for a properly executed contract authorization form are spelled out.

The County Clerk will no longer sign contracts. The County Clerk file number appearing on the face of the contract/PO shall serve as evidence of proper filing.

The Purchasing Department will be added to the contract distribution list.

**FINANCIAL IMPACT**

There is no direct financial impact associated with this resolution.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATIONS**

I respectfully recommend approval of the resolution.



Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REVISE THE INGHAM COUNTY CONTRACT PROCEDURES**

WHEREAS, Ingham County enters into hundreds of agreements each year with federal, state, and local governments, vendors, and agencies; and

WHEREAS, MCL 46.5 requires that contracts and purchase orders entered into by the Ingham County Board of Commissioners be deposited with the Ingham County Clerk; and

WHEREAS, the Contract Procedures were established by Resolution 15-335 and then amended by Resolution 18-194; and

WHEREAS, it is advisable to regularly evaluate established procedures and guidelines for the execution and processing of contracts so that every department engages in consistent practices; and

WHEREAS, the Ingham County Clerk's Office, Board of Commissioners' Office, and Purchasing Department have reviewed the current Contract Procedures and have recommended that they be revised as attached.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the revisions to the Contracts Procedures.

BE IT FURTHER RESOLVED, that the County Clerk shall provide a copy of this resolution and the revised Contract Procedures to all department heads and all elected officials that serve as heads of their offices or courts.

# Contract Procedures

MCL 46.5 requires that executed contracts (**including but not limited to purchase orders**) be ~~deposited~~**filed** with the County Clerk. To assure that appropriate contractual documents are prepared, executed and recorded, the following procedures shall be implemented:

## Execution of Contracts

After approval by the Board of Commissioners, resolutions and **fully executed** contract authorization forms are submitted to the County Attorney's Office at which time a contract is prepared. The contract is approved as to form by the County Attorney and forwarded to the department requesting the **contract**. The contract authorization form can be used for **service agreement contracts** \$5,000 and under. **In accordance with Resolution #09-095, contract authorization forms must be signed by the Purchasing Director, Controller, Liaison Committee Chairperson, Finance Committee Chairperson and Chairperson of the Board of Commissioners.**

The department shall submit two hard copies of the ~~agreement~~**contract** that were signed by the vendor and County Attorney, along with **an equal number of copies of** the resolution or signed contract authorization form authorizing the ~~agreement~~**contract**, to the Board of Commissioners' Office for County signatures. Two hard copies of the contracts must be submitted to the Board of Commissioners' Office for signature; **however, more may be submitted.** Signatures must be obtained through the Board of Commissioners' Office.

The Board Chairperson is the only authorized signatory for the County of Ingham unless others are authorized to sign by Board resolution. The Vice-Chairperson is authorized to sign in the Board Chairperson's absence.

The Board of Commissioners' Office shall submit the ~~two~~ signed hard copies of the ~~agreement~~**contract**, along with an equal number of copies of the resolution or signed contract authorization form authorizing the ~~agreement~~**contract**, to the County Clerk's Office **for filing**.

The County Clerk's Office shall assign a file number and append said information to the first page of **each copy** ~~the agreements~~. The County Clerk **file number shall signify** ~~shall sign the agreements to acknowledge that an original agreement contract has been filed with the County Clerk and the appropriate source of authority for the contract has been provided. resolution or signed contract authorization form has been included with that original and a file number has been assigned and appealed to the agreement(s). The Chief Deputy County Clerk is authorized to sign in the absence of the County Clerk.~~ This will be accomplished within 5 business days after receipt **of the contract or purchase order documents** by the County Clerk's Office.

Once the contract documents are completely executed, the County Clerk's Office shall make sure any blank dates in the contract are filled in. The County Clerk's Office shall file one original ~~agreement~~**contract** and submit any additional originals or copies to the appropriate department. Upon receipt of copies from the **County Clerk's Office**, each department shall enter the file number into MUNIS.

## **Distribution of Contracts**

The requesting department is responsible for duplicating and distributing the fully executed contracts, including all exhibits and attachments, along with the resolution or contract authorization form for distribution as follows:

Director of Financial Services (electronic copy)

County Attorney (electronic copy)

**Purchasing (contract authorization forms)**

## **Regarding ~~Agreement~~Contracts Signed Electronically**

In the event a contract is signed electronically, for example with the State of Michigan, it is the responsibility of the department to submit to the County Clerk's Office, in paper format, one fully executed ~~agreement~~**contract** and one copy of the authorizing resolution or signed contract authorization form for filing.

The County Clerk's Office shall otherwise take the same steps as outlined in Execution of Contracts above.

## **Contract Expiration**

It is up to each department to monitor expiration dates of contracts that involve their departments to determine if the ~~agreement~~**contract** needs to be renewed or if the services are no longer necessary. If the contract needs to be renewed, a resolution renewing the ~~agreement~~**contract** should be scheduled before the appropriate Liaison Committee and the Board of Commissioners before the expiration of the ~~agreement~~**contract**.

## **Purchase Orders ("PO")**

**If a PO is utilized, the Purchasing Director or her/his designee shall submit, at a minimum, two hard copies along with an equal number of copies of the adopted resolution authorizing a specific purchase or signed contract authorization form authorizing the PO to the County Clerk's Office. Where there is not a specific formal resolution needed for the purchase, the source of authority (resolution number referencing the applicable Purchasing Policy) shall be printed on the PO. The County Clerk's Office shall process the PO as delineated above, retain one copy for filing, and then return all additional copies to the Purchasing Department. The Purchasing Director or his/her designee is authorized to sign any necessary PO. A PO may be issued to a business for services \$5,000 and under, provided however, that the business is an Ingham County registered vendor and is amenable to the County's PO Terms and Conditions, which have been reviewed as to form by legal counsel.**

**Revised - Resolution 19-\_\_**

**Revised - Resolution 18-194**

**Adopted - Resolution 15-335**

## **Agenda Item 4**

**To:** County Services Committee and Finance Committees

**From:** Patrick E. Lindemann, Drain Commissioner

**Date:** April 9, 2019

**Re:** Purchase of Vactor Truck

---

We are planning on purchasing a vactor truck to replace the 2007 vactor truck that we currently own.

The new vactor truck is priced at \$445,584.80, which we would pay in five annual installments of \$98,214.08. The purchase price of the vactor truck was established through the State of Michigan Sourcewell contract. The Ingham County Purchasing Department agrees with the use of this contract and with our use of financing through Huntington National Bank.

I have attached all agreements related to this purchase for review by the County Attorney.



777 DOHENY COURT  
PO BOX 609  
NORTHVILLE MI 48167  
t 248.349.0904  
f 248.349.2774

## 5-YEAR LEASE/PURCHASE WITH ANNUAL PAYMENTS Ingham County

April 1, 2019

TOTAL AMOUNT FINANCED	\$ 445,584.80
ANNUAL PAYMENT (IN ADVANCE)	\$ 98,214.08
INTEREST RATE	3.33%*

First payment is due upon delivery and acceptance of equipment of the above Lease/Purchase option.

Ingham County will own the equipment at the end of the 5-year lease.

**Rates and payment factors, while expected firm, are for indication purposes only and are subject to change without notice unless confirmed. Quoted Lease Rates are valid for 30 days from the date of the proposal and are subject to credit approval and Lessor's receipt of mutually acceptable documentation.**

Ingham County must enter into a lease agreement with the leasing corporation.

Prepayment of municipal lease is permitted without penalty on any annual anniversary of delivery with appropriate notice as provided in the agreement.

*\*The interest rate quoted may be higher or lower than the interest rate that you will receive, pending the date of your lease application.*

**Note: Jack Doheny Companies, Inc. will not execute this lease. Leasing numbers provided are an estimate from Third Party Leasing Agency. Ingham County must enter into a lease agreement with Third Party Leasing Agency or leasing agency of their choice.**

Created by:

Meredith Shanle Vice President-Huntington Public Capital / the Huntington National Bank /  
(248) 228-1664

W W W . D O H E N Y C O M P A N I E S . C O M

**INGHAM COUNTY**

Five (5) Year Straight Lease

One (1) Vactor 2100i Combination Sewer Cleaner

Annual Payments in Advance

**Note: Jack Doheny Companies, Inc. will not execute this lease. Leasing numbers provided are an estimate from Huntington Public Capital Corporation.**

Compound Period: Annual  
 Nominal Annual Rate: 3.330%

*\*The interest rate quoted may be higher or lower than the interest rate that you will receive, pending the date of your lease application.*

**CASH FLOW DATA**

	Event	Date	Amount	Number	Period	End Date
1	Loan	4/1/2019	445,584.80	1		
2	Payment	4/1/2020	98,214.08	5	Annual	4/1/2024

**AMORTIZATION SCHEDULE - Normal Amortization**

	Date	Payment	Interest	Principal	Balance
Loan	4/1/2019				445,584.80
2019 Totals		0.00	0.00	0.00	
1	4/1/2020	98,214.08	14,837.97	83,376.11	362,208.69
2020 Totals		98,214.08	14,837.97	83,376.11	
2	4/1/2021	98,214.08	12,061.55	86,152.53	276,056.16
2021 Totals		98,214.08	12,061.55	86,152.53	
3	4/1/2022	98,214.08	9,192.67	89,021.41	187,034.75
2022 Totals		98,214.08	9,192.67	89,021.41	
4	4/1/2023	98,214.08	6,228.26	91,985.82	95,048.93
2023 Totals		98,214.08	6,228.26	91,985.82	
5	4/1/2024	98,214.08	3,165.15	95,048.93	0.00
2024 Totals		98,214.08	3,165.15	95,048.93	
Grand Totals		491,070.40	45,485.60	445,584.80	

Last interest amount increased by 0.02 due to rounding.



***Proposal Submittal For The Following:***

**Date: 2/18/2019**

**Combination Sewer Cleaner 2100i PD, with 18" Vacuum, 15 yard Debris**



**Sourcewell Contract #122017-FSC**

**Ingham County Drain Commission  
707 Buhl Avenue  
Mason, MI 48854  
(517) 676-8395-Office**

**Attn: Sheldon Lewis**

**PROPOSAL ID:**

**WWW.DOHENYCOMPANIES.COM**

			List	Selected
<b>1</b>	<b>2115-18</b>	<b>2100i PD, 18" Vacuum, 15 yrd Debris, Combo</b>	<b>\$250,588.00</b>	<b>\$250,588.00</b>
1	020PSTD	Double Acting Hoist Cylinder	STD	STD
1	026PSTD	Ex-Ten Steel Cylindrical Debris Tank	STD	STD
1	045PSTD	Suction Tube Storage - 4 Pipe	STD	STD
1	1001PSTD	Flat Rear Door w/Hydraulic Locks	STD	STD
1	1005PSTD	Dual Stainless Steel Float Shut Off System	STD	STD
1	1024PSTD	Debris Body Vacuum Relief System	STD	STD
1	1031PSTD	Debris Deflector Plate	STD	STD
1	1033PSTD	60" Dump Height	STD	STD
1	2023PSTD	Liquid Float Level Indicator	STD	STD
1	1003P	Debris Body Washout	\$1,472.00	\$1,472.00
1	3021P	Debris Body Level Indicator	\$878.00	\$878.00
1	1007P	6" Rear Door Butterfly Valve, 3:00 position	\$807.00	\$807.00
1	1009P	Internally Mounted Trash Pump w/Screen	\$10,664.00	\$10,664.00
1	1012P	6" Decant System w/Knife Valve, Curbside	\$2,271.00	\$2,271.00
1	1014P	Centrifugal Separators (Cyclones)	\$5,147.00	\$5,147.00
1	1015P	Folding Pipe Rack, Curbside	\$1,021.00	\$1,021.00
1	1015PA	Folding Pipe Rack, Streetside	\$1,021.00	\$1,021.00
1	1022P	Rear Door Splash Shield	\$1,499.00	\$1,499.00
1	1023P	Lube Manifold	\$2,225.00	\$2,225.00
1	1023PA	Plastic Lube Chart	\$61.00	\$61.00
1	014PSTD	Electric/Hydraulic Four Way Boom	STD	STD
1	019PSTD	Intuitouch Electronic Package	STD	STD
1	016PSTD	Color Coded Sealed Electrical System	STD	STD
1	018PSTD	Remote Pendant Control With 35' Cord	STD	STD
1	1016PSTD	SS Microstrainer Prior to Blower	STD	STD
1	4000PSTD	180 deg. Non-Extending Boom	STD	STD
1	4010PSTD	Boom Hose Storage, Post	STD	STD
1	6017PSTD	Hydraulic Shutoff Valves	STD	STD
1	7006PSTD	Tachometer & Hourmeter for Centrifugal Compressor	STD	STD
1	7007PSTD	Tachometer & Hourmeter/Blower	STD	STD
1	S390ASTD	8" Vacuum Pipe Package	STD	STD
1	3017P	Blower High Temp Safety Shutdown	\$521.00	\$521.00
1	4016P	Rapid Deployment Boom - 10' Telescoping 15' Hose Payout	\$19,900.00	\$19,900.00
1	4006PSTD	Front Joystick Boom Control	STD	STD
1	4011PB	Bellypack Wireless Controls, including hose reel controls	\$3,032.00	\$3,032.00
1	4013P	Rotatable Boom Inlet Hose	\$567.00	\$567.00
1	2015PSTD	1300 Gal Water Total (15 yrd)	STD	STD
1	2017P	Additional Water, 1500 Gal Total (15 yrd)	\$1,333.00	\$1,333.00
1	5002PA	80 GPM/2500 PSI	STD	STD
1	030PSTD	Flexible Hose Guide	STD	STD
1	032PSTD	(3) Nozzles with Carbide Inserts w/Rack	STD	STD
1	2022PSTD	Additional Water Tank Sight Gauge	STD	STD
1	5010PSTD	Rodder System Accumulator	STD	STD



1	5010PA	Accumulator - on/off Control at Front Hose Reel	\$793.00	\$793.00
1	5011PSTD	3" Y-Strainer @ Water Pump w/3" Drain	STD	STD
1	5015PSTD	Midship Handgun Coupling	STD	STD
1	5022PSTD	Side Mounted Water Pump	STD	STD
1	6007PSTD	Hose Reel Manual Hyd Extend/Retract	STD	STD
1	6009PSTD	Hose Reel Chain Cover	STD	STD
1	6020PBSTD	Hydraulic Extending 15", Rotating Hose Reel 800' Capacity	STD	STD
1	2001PSTD	Low Water Light w/Alarm and Water Pump Flow Indicator	STD	STD
1	2006P	Air Purge	\$1,273.00	\$1,273.00
1	2011PSTD	3" Y-Strainer at Passenger Side Fill, with 25' Fill Hose	STD	STD
1	3019PSTD	Digital Water Pressure Gauge	STD	STD
1	3020P	Digital Water Level Indicator	\$667.00	\$667.00
1	5008PB	Cold Weather Recirculator, 25 GPM for Automatic	\$1,688.00	\$1,688.00
1	6014P	High Pressured Hose Reel	\$1,423.00	\$1,423.00
1	5021PC	Hydro Excavation Kit - Lances, Nozzles, Storage, Tube	\$3,748.00	\$3,748.00
1	5026PA	Insulated, Wrapped Water Lines	\$3,911.00	\$3,911.00
1	5029P	Cyclone Washout System	\$486.00	\$486.00
1	6003P	800' x 1" Aeroquip Sewer Hose 2500 PSI	\$1,852.00	\$1,852.00
1	6004PSTD	Hose Wind Guide, Manual	STD	STD
1	6004PB	Hose Wind Guide, Auto, Indexing	\$5,106.00	\$5,106.00
1	6005PDSTD	Digital Hose Footage Counter	STD	STD
1	6019P	Rodder Pump Drain Valves	\$ 489.00	\$ 489.00
1	8001PC	Front, Signal Master LED Arrow Stick, 8	\$ 2,021.00	\$ 2,021.00
1	8002PA	Hand Held LED Spot Light	\$ 351.00	\$ 351.00
1	8020PH	10 Light Package, 10 Federal Signal Strobe Lights, LED	\$ 2,116.00	\$ 2,116.00
1	8028P	Worklights (2), LED, Boom	\$ 767.00	\$ 767.00
1	8029PB	Worklight, LED, Hose Reel Manhole	\$ 644.00	\$ 644.00
1	8029PC	Worklight, LED, Curb Side	\$ 484.00	\$ 484.00
1	8029PD	Worklight, LED, Street Side	\$ 484.00	\$ 484.00
1	9021PSTD	Camera System, Rear Only	STD	STD
1	9021PB	Camera System, Front, Rear and Both Sides	\$ 1,189.00	\$ 1,189.00
1	010PSTD	40w x 22h x 24d Curbside Toolbox	STD	STD
1	9023P	Safety Cone Storage Rack - Drop in Style	\$ 160.00	\$ 160.00
1	9023PB	Additional Safety Cone Storage Rack - Drop in Style	\$ 160.00	\$ 160.00
1	9023PC	Additional Safety Cone Storage Rack - Post Style	\$ 160.00	\$ 160.00
1	9070PA	Toolbox, Front Bumper Mounted, 16 x 12 x 1	\$ 1,938.00	\$ 1,938.00
1	9071PE	Toolbox, Behind Cab - 16w 30h x 96d	\$ 3,092.00	\$ 3,092.00
1	9072PA	Toolbox, Driver Side Chassis Frame, 60w x 24h x 24d	\$ 2,570.00	\$ 2,570.00
1	P110STD	Module Paint, DuPont Imron Elite - Wet on	STD	STD
1	011PSTD	Aluminum Fenders	STD	STD
1	012PSTD	Mud Flaps	STD	STD
1	7001PSTD	Tachometer/Chassis Engine w/Hourmeter	STD	STD

1	7003PSTD	Water Pump Hour Meter	STD	STD
1	7004PSTD	PTO Hour Meter	STD	STD
1	8000PSTD	Circuit Breakers	STD	STD
1	8025PSTD	LED Lights, Clearance, Back-up, Stop, Tail & Turn	STD	STD
1	9002PSTD	Tow Hooks, Front	STD	STD
1	9002PSTD	Tow Hooks, Rear	STD	STD
1	9003PSTD	Electronic Back-Up Alarm	STD	STD
1	S560STD	Emergency Flare Kit	STD	STD
1	S590STD	Fire Extinguisher 5 Lbs.	STD	STD
1	046PSTD	1" Nozzle Pipe	STD	STD
1	046PSTD	1-1/4" Nozzle Pipe	STD	STD
1	048PSTD	1" x10' Leader Hose	STD	STD
1	25637C-30	8" x 3' Aluminum Vacuum Tube	\$ 114.18	\$ 114.18
1	25637-30	8" x 5' Aluminum Vacuum Tube	\$ 129.44	\$ 129.44
5	16584-30	8" Quick Clamp Assembly	\$ 17.63	\$ 88.15
1	29898G-30	6" Lay-Flat Drain Hose - 25ft	\$ 104.31	\$ 104.31
1	81321-30	2-1/2" Water Fill Hose Assembly - 25ft	\$ 133.23	\$ 133.23
1	45124-30	Fire Extinguishers	\$ 57.62	\$ 57.62
1	25262-30	Catch Basin Handle Assemblies	\$ 291.16	\$ 291.16
1	36983-30	Offset Manhole Roller	\$ 306.62	\$ 306.62
1	RIPSAW	Ripsaw	\$ 300.00	\$ 300.00
1	2JetNozzle	Standard Straight Nozzle - 2 Jets	\$ 160.00	\$ 160.00

**Chassis:**

1	FL - 114SD	Freightliner 114SD 370HP Cummins Tandem Axle Automatic	\$ 103,824.00	\$ 103,824.00
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**Non-Sourcewell Options:**

Sale Price

1	ENZ	1'@80 gpm Nozzle Kit with Turbine Nozzle	\$ 9,765.00	\$ 9,765.00
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**Sourcewell Build-Proposal Summary**

<b>Module/Options Total:</b>	<b>\$ 342,263.71</b>
Options Sourcewell Discount 3%:	\$ 10,267.91
<b>Module/Options Total per Sourcewell Price Schedule:</b>	<b>\$ 331,995.80</b>
Non Sourcewell Options Total:	\$ 9,765.00
<b>Total with Module and All Options:</b>	<b>\$ 341,760.80</b>
JDC Supplied Chassis:	\$ 103,824.00
<b>Total with Module, Options, and Chassis:</b>	<b>\$ 445,584.80</b>

**Note: This proposal expires in 30 days**

Thank you for your consideration of this proposal.

Sincerely yours,

**Jim Balogh**

Jim Balogh  
Regional Sales Representative  
419/350-9852  
[JimBalogh@dohenycompanies.com](mailto:JimBalogh@dohenycompanies.com)

***This proposal becomes a contract for delivery and payment of the merchandise listed  
above only when signed by the customer or one of its officers.***

Customer: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HUNTINGTON NATIONAL BANK  
FOR THE FINANCING OF A VACTOR TRUCK**

WHEREAS, the Drain Commissioner currently uses a Vactor Truck to clean storm drains; and

WHEREAS, the Drain Commissioner has determined that it is more cost-effective to purchase a new Vactor Truck rather than continue costly repairs on the current 2007 Vactor Truck; and

WHEREAS, the new Vactor Truck has been priced at \$445,584.80, with a \$98,214.08 first payment due in 2020 leaving a principal balance of \$362,208.69; and

WHEREAS, the Purchasing Department has agreed with the financing of the Vactor Truck through an Installment Purchase Agreement with Huntington National Bank at 3.33% interest per annum; and

WHEREAS, the payments to Huntington National Bank shall be over a five-year period with the final payment due in 2024 in the amount of \$98,214.08 per annum which includes both principal and interest; and

WHEREAS, the estimated life expectancy for the new Vactor Truck is ten (10) years, costs associated with the purchase of the truck are expected to be recaptured within five (5) years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new Vactor Truck for the Drain Commissioner's Office, priced at \$445,584.80 and a \$98,214.08 initial payment leaving \$362,208.69 to be paid through an Installment Purchase Agreement with Huntington National Bank at 3.33% per annum interest, with five payments of \$98,214.08 per annum which includes both principal and interest.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents after approval as to form by the County Attorney.

TO: Board of Commissioners, County Services Committee

FROM: Deb Fett, CIO

DATE: 4/09/2019

SUBJECT: AT&T Renewal Local and Long Distance

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**BACKGROUND**

Ingham County currently uses AT&T for our local and long distance service. The current contract expires in May which will cause our rates to jump to extreme levels. Now that the State of Michigan has completed their contract negotiations with AT&T we may renew at better rates.

**ALTERNATIVES**

Annual costs under current contract prices	\$37,000.00
Annual estimated costs new contract(usage may alter)	\$32,000.00

**FINANCIAL IMPACT**

The funding for the estimated \$32,000.00 annual cost will be spread to various departments based on usage as per current practice. These prices are based on the State of Michigan MiDeal contract rates. (CONTRACT NO. 071B7700004)

**OTHER CONSIDERATIONS**

This contract renewal does not include the previously negotiated 911 lines which also appear on AT&T bills. Those were not considered in this memo or resolution.

**RECOMMENDATION**

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

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW THE CONTRACT FOR LOCAL AND LONG DISTANCE  
PHONE SERVICES FROM AT&T**

WHEREAS, the current Ingham County local and long distance telephone contract with AT&T expired in May 2019; and

WHEREAS, currently Ingham County pays approximately \$37,000.00 per year for local and long distance service; and

WHEREAS, Ingham County will pay \$32,000.00 per year for long distance calls under the renewal, recognizing a savings of an estimated \$5,000.00 over current rates; and

WHEREAS, Innovation & Technology is recommending we continue to purchase local and long-distance phone services from AT&T for a period of 3 years for an estimated total cost of \$96,000.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the continuation of the local and long distance phone service from AT&T not to exceed \$96,000.00 for a period of 3 years.

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

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

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

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** March 27, 2019  
**SUBJECT:** Dark fiber for Office of the Public Defender

---

**BACKGROUND**

The Ingham County Office of the Public Defender is moving into a leased building at 320 North Washington Square in Lansing. In order to access Ingham County's data network, they will need a data circuit robust enough to support the many IT systems that they will use which includes telephones, networked PCs, surveillance cameras, and a cloud based public defender records system.

**ALTERNATIVES**

Quotations were obtained from several other vendors however, none, other than the selected vendor, were able to offer a dark fiber solution. The options that were quoted in lieu of dark fiber were metered connections that were a significantly higher price per gigabit than we will receive with a dark fiber solution.

**FINANCIAL IMPACT**

Funds for this project are provided via the MIDC grant for the Public Defender's office. The installation charge of \$5,000 will be paid out of the Public Defender's Leasehold Improvements fund #26028200-977000 and the recurring monthly costs will be paid out of the Public Defender's Telephone fund #26028200-921050.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to enter into an agreement with Zayo Group to purchase dark fiber installation and 60 months of service in the amount of \$102,140.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF DARK FIBER FROM ZAYO GROUP**

WHEREAS, Ingham County's Public Defender's office is moving to a new location; and

WHEREAS, there is a need for data network connectivity back to the County's network; and

WHEREAS, a dark fiber solution has been determined to meet all data connectivity needs while providing the best price for performance; and

WHEREAS, the MDIC grant for the Public Defender's office provides the funds necessary to satisfy this need.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of dark fiber from Zayo Group in an amount not to exceed \$105,000.00.

BE IT FURTHER RESOLVED, the installation cost will be paid from the Public Defender's Leasehold Improvements fund (26028200-977000) and the recurring monthly fees will be paid from the Public Defender's Telephone fund (26028200-921050).

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 is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.



**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** March 27, 2019  
**SUBJECT:** Network equipment for the Office of the Public Defender

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**BACKGROUND**

The Ingham County Office of the Public Defender is moving into a leased building at 320 North Washington Square in Lansing. In order to access Ingham County's data network, they will need networking switches and wireless access points.

**ALTERNATIVES**

The County has standardized on Cisco hardware for its core network services. There are no alternatives that meet this standard.

**FINANCIAL IMPACT**

Funds for this project are provided via the MIDC grant for the Public Defender's office. The purchase of this equipment will be paid out of the Public Defender's Office Equipment/Furniture fund (26028200-979000).

**OTHER CONSIDERATIONS**

Pricing from the recommended vendor is off the competitively bid WSCA-NASPO Cooperative Purchasing Organization, Master Agreement Number: AR233, Contract Number: 071B4300133

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to purchase network switches, wireless access points, and associated licensing from Sentinel Technologies, Inc. in the amount of \$21,828.00

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF CISCO NETWORKING EQUIPMENT**

WHEREAS, Ingham County's Public Defender's office is moving to a new location; and

WHEREAS, there is a need for data network connectivity back to the County's network; and

WHEREAS, network switches and wireless access points are needed to facilitate this connectivity; and

WHEREAS, the MDIC grant for the Public Defender's office provides the funds necessary to satisfy this need.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of network switches, wireless access points, and associated software licenses from Sentinel Technologies, Inc. in an amount not to exceed \$22,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Public Defender's Office Equipment/Furniture fund (26028200-979000).

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 is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 6a

**TO:** Board of Commissioners, County Services and Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 8<sup>th</sup>, 2019

**RE:** Resolution to authorize an agreement with Tower Pinkster to provide engineering services for both the fire suppression and humidification systems for the file storage and election rooms in the Hilliard Building

For the meeting agendas of: April 18, 23, 24

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### **BACKGROUND**

To provide safety, security and environmental control for the circuit court files and election documents stored at the Hilliard building. Tower Pinkster submitted the lowest responsive and responsible proposal of \$8,500.00 for the engineering services for the fire suppression and humidification systems.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

Funds for this project are available through CIP line item # 664-13099-979000-8FC27 which has a current balance of \$257,324.00.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Tower Pinkster for engineering services for the fire suppression and humidification for the file room and elections rooms at the Hilliard Building.

## Agenda Item 6a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 8, 2019

RE: Memorandum of Performance for Packet No. 91-19: Engineering Services for File Storage at the Hilliard Building

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of providing professional engineering services for a fire suppression and humidification system at the Hilliard Building document storage and elections rooms.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	2
Vendors responding	3	2

A summary of the vendors' costs:

Company Name	Address	Local Pref.	Quoted Amount
TowerPinkster	242 E. Kalamazoo Ave., Kalamazoo, MI 49007	No	\$8,500.00
Matrix Consulting Engineers Inc.	1601 E. Grand River Ave., Lansing MI 48906	Yes	\$9,950.00
c2ae	106 W. Allegan St., Ste 500, Lansing MI 48933	Yes	\$34,300.00

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TOWER PINKSTER TO PROVIDE  
ENGINEERING SERVICES FOR BOTH THE FIRE SUPPRESSION AND HUMIDIFICATION  
SYSTEMS FOR THE FILE STORAGE AND ELECTION ROOMS IN THE HILLIARD BUILDING**

WHEREAS, the rooms at the Hilliard Building that the circuit court files and election documents are stored are in are in need of fire suppression and humidification systems; and

WHEREAS, it is the recommendation of the Facilities Departments to enter into an agreement with Tower Pinkster, a registered vendor who submitted the lowest responsive and responsible proposal of \$8,500.00 for engineering services for the fire suppression and humidification systems; and

WHEREAS, funds for this project are available within the approved CIP Line Item 664-13099-979000-8FC27 which has a current balance of \$257,324.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Tower Pinkster, 242 E. Kalamazoo Ave Ste. 200, Kalamazoo, Michigan, 49007, for the engineering services for the fire suppression and humidification systems at the Hilliard Building for an amount not to exceed \$8,500.00.

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

## **Agenda Item 6b**

**TO:** Board of Commissioners, County Services and Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 8<sup>th</sup>, 2019

**RE:** Resolution to authorize an agreement with WGI Michigan Inc. for architectural and engineering services for tuck pointing the Hilliard Building front terrace

For the meeting agendas of: April 23 & 24

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### **BACKGROUND**

The brick around the front terrace of the Hilliard Building is deteriorating and is in need of repairs. Moisture is being trapped behind the brick causing the acceleration of the deterioration of the brick. WGI submitted the lowest responsive and responsible proposal of \$24,100.00 for the architectural and engineering services.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

Funds for this project are available through CIP Line Item # 245-90210-976000-9F16 which has a balance of \$80,000.00.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with WGI Michigan, Inc. for the architectural and engineering services for tuck pointing the Hilliard Building front terrace.

## Agenda Item 6b

TO: Rick Terrill, Director of Facilities

FROM: James Hudgins, Director of Purchasing

DATE: March 14, 2019

RE: Memorandum of Performance for RFP No. 39-19, Architectural and Engineering Services for Exterior Renovations to the Hilliard Building

Per your request, the Purchasing Department sought proposals from qualified architectural and engineering consultants for the purpose of entering into a professional services contract for making exterior renovations to the Hilliard Building in Mason, Michigan.

Services under contract will include, but are not limited to, evaluating the current conditions of the tuck pointing then making recommendations for the project in compliance with all state, local and federal guidelines and standards. Phase I the contractor will develop a conceptual design and preliminary construction budget. Phase II the contractor will finalize plans and drawings, provide technical specifications for the request for proposal, answer questions regarding their findings and specifications, attend various meetings, oversee and coordinate the renovations of the project.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	129	37
Vendors attending pre-bid/proposal meeting	9	3
Vendors responding	4	1

A summary of the vendors' costs is located on the next page.

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Adds	Phase I Preliminary Design Not to Exceed Cost	Number of Meetings	Phase II Construction Services Not to ExceedCost	Number of Meetings	Grand Total Preliminary Design & Construction Services Not to Exceed Cost	Grand Total Meetings
WGI Michigan	No, Kalamazoo, MI	Yes	\$9,750.00	2	\$14,350.00	7	\$24,100.00	9
Hubbell, Roth & Clark, Inc.	Yes, Holt, MI	Yes	\$5,148.00	2	\$21,648.00	8	\$26,796.00	10
Straub Pettitt Yaste Architects	No, Clawson, MI	Yes	\$12,200.00	2	\$26,000.00	9	\$38,200.00	11
WTA Architects	No, Saginaw, MI	Yes	\$15,200.00	3	\$33,250.00	15	\$48,450.00	18



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WGI MICHIGAN INC. FOR  
ARCHITECTURAL & ENGINEERING SERVICES FOR TUCK POINTING  
THE FRONT TERRACE OF THE HILLIARD BUILDING**

WHEREAS, the brick around the front terrace of the Hilliard Building is deteriorating and is in need of repairs;  
and

WHEREAS, it is the recommendation of Facilities Departments to enter into an agreement with WGI Michigan Inc., who submitted the lowest responsive and responsible proposal of \$24,100.00, for the architectural and engineering services; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-90210-976000-9F16 which has an available balance of \$80,000.00 for tuck pointing the Hilliard Building front terrace.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with WGI Michigan INC., 5136 Lovers Lane Kalamazoo, Michigan 49002, for the architectural and engineering services for tuck pointing the front terrace of the Hilliard Building for an amount not to exceed \$24,100.00.

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

To: County Services and Finance Committee  
Ingham County Board of Commissioners

From: Stacy Byers, Director  
Ingham County Farmland and Open Space Preservation Board

Date: April 9, 2019

Subject: Amendment to Resolution #19-082 Approve Proceeding to Close Permanent Conservation  
Easement Deeds

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**BACKGROUND**

Carlson Appraisers of East Lansing appraised the Conservation Easement Deed on the Bergeon Property. In their final report the acreage used was 73.32, however the surveyed acreage was 75.3. The property went through the Bid Process conducted by The Purchasing Department, whereas the landowner signed the offer agreeing to proceed with the conservation easement at \$251,000 or a per acre value of \$3423.00. It is common that discrepancies are discovered in the acreage even after the survey or the appraisal are completed, which is why the per acre value is commonly used.

The Bergeon appraisal was the first of two appraisals Carlson Appraisers completed for the FOSP Board. Carlson calculated the Road Right of Way for the Bergeon property and subtracted it from the total Protected area. This is a common practice among appraisers for wetland and grassland easements used by the MDEQ. However, it is not a practice used by the FOSP Board. The acreage difference was discovered *after* the Bid Process. The easement value for the Bergeon Property should include the Road Right of Way acreage and reflect \$3423.00 per acre for 75.3 acres, thereby bringing the total easement value to \$257,752.00 and not \$251,000.00 which was approved.

**FINANCIAL IMPACT**

The difference in value will increase the easement amount, not to exceed by \$6,752.00. The FOSP Board has budgeted for this expense in the 2019 budget.

**RECOMMENDATION**

Based on the information presented, I respectfully request the Board of Commissioners approve the Amendment to resolution #19-082.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #19-082 TO APPROVE PROCEEDING TO CLOSE  
PERMANENT CONSERVATION EASEMENT DEEDS**

WHEREAS, Resolution #19-082 approved closing permanent conservation easement deeds on the Bergeon Property at a price not to exceed \$251,000.00; and

WHEREAS, an acreage discrepancy was discovered through the appraisal process in which the Road Right of Way was subtracted from the total protected area; and

WHEREAS, the per acre value was determined to be \$3423.00 through the state certified appraisal process, and  
WHEREAS, the correct acreage should be 75.3 at a price per acre of \$3423.00, which yields an easement value of \$257,752.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve proceeding to close on the Bergeon property at a price not to exceed \$257,752.00.

BE IT FURTHER RESOLVED, that the County Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney and the FOSP Board Director is authorized to sign all nonessential documents.

BE IT FURTHER RESOLVED, that all others in Resolution #19-082 remain unchanged.

To: County Services Committee

From: Stacy Byers, Director FOSP Board

Date: April 9, 2019

RE: RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2019 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVE THE FOSP BOARD TO HOST A 2019 APPLICATION CYCLE.

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**SUMMARY OF PROPOSED ACTION**

This resolution approves the 2019 Farmland and Open Space Selection Criteria's (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the 2019 Selection Criteria's for both the Farmland and Open Space Preservation programs and approve the FOSP Board to host a 2019 Farmland and Open Space Preservation application cycle.

**FINANCIAL IMPLICATIONS**

There will be future costs associated with a 2019 Farmland and Open Space Application Cycle, including, but not limited to, postage and mailings, newspaper announcement costs and staff time to assist with scoring and ranking applications. Once all Applications, both new and old, are scored and ranked the FOSP Board will recommend approval of the top ranked applicants by the Board of Commissioners. Those costs are included in the 2018 budget.

**RECOMMENDATIONS**

Based on the information presented, I respectfully request the County Board of Commissioners approve the resolution.

Introduced by the County Services Committee:

**INGHAM COUNTY BOARD OF COMMISSIONERS:**

**RESOLUTION TO APPROVE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S  
RECOMMENDED SELECTION CRITERIA AND APPLICATION CYCLE FOR 2019**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and natural land in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Preservation Ordinance in July 2004 and amended it in 2010 (10-99); and

WHEREAS, the Ingham County Farmland and Open Space Preservation Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland and Open Space Preservation Program; and

WHEREAS, Ingham County voters passed a millage of .14 mills in 2008 and renewed it in 2018 to fund purchases of agricultural conservation easements through the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, in the course of implementing the Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Selection Criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Ordinance requires that the Farmland and Open Space Selection Criteria's be approved by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2019 Farmland and Open Space Selection Criteria's developed by the Ingham County Farmland and Open Space Preservation Board as set forth in the Farmland and Open Space Preservation Ordinance passed July 27, 2004.

BE IT FURTHER RESOLVED, that the final decision whether to fund a purchase of a given agricultural easement is reserved to the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves The Ingham County Farmland and Open Space Preservation Board hosting a 2019 farmland and open space preservation application cycle.

Selection Criteria for **Open Space** Land Preservation Program  
2019 Application Cycle

<b>Tier I Criteria Sections</b>	
Ecological, scenic, geological criteria	103 points
Property size and location criteria	<u>55 points</u>
<i>Maximum Total Points</i>	<b><i>158 points</i></b>

**I. ECOLOGICAL, SCENIC AND GEOLOGICAL CRITERIA (Maximum 103 POINTS)**

- |   |                           |
|---|---------------------------|
| <b>1. Potential Conservation Area(s)</b> (from the Greening Mid-Michigan Project) | <b>maximum points: 10</b> |
| <b>1. Highest Potential</b>   | 10 points                 |
| <b>2. High Potential</b>  | 8 points                  |
| <b>3. Medium Potential</b>  | 6 points                  |
| <b>4. Low Potential</b>   | 4 points                  |

*Example: parcels fall within a High Potential Conservation Area = 8 points*

**2. Water quality values**

**1. Riparian land**

**maximum points: 20**

Property with a water frontage of 200 linear feet or greater receives 20 points. Points for a property with water frontage of less than 200 linear feet are:  $20 \times \text{linear feet of water frontage}/200 = \text{points}$ .

*Example: parcel has 75 feet of water frontage on the Red Cedar River:  $20 \times 75 = 1500/200 = 7.5 \text{ points}$*

**2. Wetlands, including buffer area**

**maximum points: 20**

Property that is 100% wetland receives 20 points. Points for a property with less than 100% wetland are:  $10 \times \text{percent in wetland} = \text{points}$ .

*Example: 5 acres of an 40 acre parcel is wetland:  $20 \times 12.5/100 (5/40 = 0.125) = 250/100 = 2.5 \text{ points}$*

**3. Aquifer recharge land**

**maximum points: 20**

Property that is qualified by the MSU RS&GIS model as aquifer recharge land will receive points based on the following formula;  $20 \times \text{percent aquifer recharge land} = \text{points}$ .

*Example: 10 acres of a 20 acre parcel is recharge land:  $20 \times 50/100 (10/20 = 0.5) = 1000/100 = 10 \text{ points}$*

**3. Habitats**

**1. Forestland**

**maximum points: 10**

Property that is 100% forest land receives 10 points. Points for a property with less than 100% forest land are:  $10 \times \text{percent in forest land} = \text{points}$ .

*Example: 15 acres of a 20 acres parcel is wooded:  $10 \times 75/100 (15/20 = 0.75) = 750/100 = 7.5 \text{ points}$*

**2. Others – grassland, shrub land, etc.**

**maximum points: 10**

Property that is 100% in other types of natural habitat receives 10 points. Points for a property with less than 100% in other types of habitat are:  $10 \times \text{percent in other types of habitat} = \text{points}$ .

*Example: 10 acres of a 15 acre parcel is grassland:  $10 \times 66/100 (10/15 = 0.66) = 660/100 = 6.6 \text{ points}$*

**4. Rare species**

**maximum points: 10**

**1. State and federal threatened and endangered species on the property**

Up to 10 points may be given depending on the Bio-Rarity Score category for the parcels; from the Greening Mid-Michigan Project using Michigan Natural Features Inventory. Bio-rarity Score .01-11.5 = 2.5 points.

11.51-24.0 = 5 point, 24.01-40.5 = 7.5 points, 40.51 and over = 10 points

*Example: Parcel has a Bio-Rarity Score of 28 = 7.5 points*

**5. Physically (geologically) significant features**

**maximum points: 3**

Up to 3 points may be given. *Example: property has a terminal marine.*

## **II. PROPERTY SIZE and LOCATION CRITERIA (Maximum 55 points)**

### **6. Parcel size maximum points: 20**

Parcels of 100 acres or greater receives 20 points. Points for a property of less than 100 acres are:  $20 \times \text{acreage of parcel}/100 = \text{points}$ .

*Example: Parcel is 40 acres in size:  $20 \times 40/100 = 800/100 = 8 \text{ points}$*

### **7. Proximity to Designated Population Center in Ingham County (As Defined in "Regional Growth: Choices For Our Future", Summary Report, Tri-County Regional Planning Commission, September 2005. Population Centers for the purposes of this criteria, include areas around Lansing, Mason, and Williamston) maximum points: 20**

<i>Distance to Lansing</i> <span style="float: right;"><i>max points 20</i></span>	<i>Distance to Mason, Williamston</i> <span style="float: right;"><i>max points 10</i></span>
<i>Property is up to 1 mile from Lansing Pop</i> <span style="float: right;"><i>20</i></span>	<i>Property is up to 1 mile, or within city boundary</i> <span style="float: right;"><i>10</i></span>
<i>Property is 1-2 miles from Pop Center</i> <span style="float: right;"><i>15</i></span>	<i>Property is 1-2 Miles from Pop Center</i> <span style="float: right;"><i>8</i></span>
<i>Property is 2-3 miles from Pop Center</i> <span style="float: right;"><i>10</i></span>	<i>Property is 2-3 miles from Pop Center</i> <span style="float: right;"><i>6</i></span>
<i>Property is 3-4 miles from Pop Center</i> <span style="float: right;"><i>5</i></span>	<i>Property is 3-4 miles from Pop Center</i> <span style="float: right;"><i>4</i></span>

*Example: Property is located 1.5 miles from Lansing Designated Population Center Total points = 16*

*Example: Property is located 4 miles from City boundary of Mason Total points = 4*

### **8. Location with respect to other protected property maximum points: 10**

Permanently protected land is property with a conservation easement or a deed restriction that permanently prohibits development on the property. Linear distance is from nearest land boundaries.

Property is adjacent to protected land 10 points

Property is not adjacent but within 1/2 mile of protected land 8 points

Property is not adjacent but within 1 mile of protected land 6 points

Property is not adjacent but within 2 miles of protected land 4 points

*Example: Parcel is within 1 mile of an already protected property = 6 points*

### **9. Road frontage (paved or gravel) maximum points: 2**

Road frontage of 1320 feet (1/4 mile) or greater receives 2 points. Points for road frontage of less than 1320 feet are:  $2 \times \text{feet of road frontage}/1320 = \text{points}$ .

*Example: Parcel has 500 feet of road frontage:  $2 \times 500 = 1000/1320 = 0.76 \text{ points}$*

### **10. Block applications maximum points: 3**

Properties applying in a block application must be contiguous (they may be separated by a road). Each applicant in the block application will receive the stated points.

Two or more landowners applying together and submitting 300 or more contiguous acres each receives 3 points. Points for two or more landowners submitting less than 300 acres are:  $3 \times \text{number of contiguous acres submitted}/300 = \text{points}$ .

*Example: Parcel is applying with three other landowners to make a 450 acre block of land:  $3 \times 450 = 1350/300 = 4.5$  therefore the points received are 3, the maximum.*

**Note:** If only one property in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided the remaining landowners still wish to participate in the block application.

**MAXIMUM TOTAL TIER I POINTS POSSIBLE – 133**

**Applicants note:** Landowners who accept federal, state or local matching funds to protect their open space land may be selected for the program before landowners who do not accept such funds, regardless of their relative ranking based on the above “Selection Criteria for Protection of Open Space Land”.



## Selection Criteria for Farmland Preservation Program 2019 Application Cycle

### Tier I Criteria

I.	Agricultural Characteristics	55 points
II.	Development Pressure	43 points
III.	Additional Ag Protection Efforts	35 points
IV.	<u>Other Criteria</u>	<u>10 points</u>
V.	Total Points	143 points

### **I. AGRICULTURAL CHARACTERISTICS (55 POINTS)**

#### **1. Agricultural Productivity – Prime and Unique Soils**

**Maximum Points: 20**

Prime and Unique Soils

Prime under all circumstances

20 points

Prime if adequately drained

15 points

Not prime or unique

0 points

*Example: 70% of parcel is prime under all circumstances (0.70 x 20 pts) = 14 points*  
*30% of parcel is prime if adequately drained (0.30 x 15 pts) = 4.5 points*  
*Total points = 18.5 points*

#### **2. Size of Parcel (s)**

**Maximum Points: 15**

Points for parcels between 15 and 200 acres are calculated by multiplying 0.1 times the parcel size. Any parcel above 150 acres receives 15 points. Parcels between 15 and 39.99 acres **must** be in specialty crop production. Parcels that are 0-14.99 acres receive 0 points. Parcels less than 40 acres will receive a zero for Size of Parcel, unless there is Additional Agricultural Income, in which case parcels 15 acres or more receive points.

*Example: Parcel size is 150 acres:  $150 \times 0.1 = 15$*

*Example: Parcel is 85 acres:  $85 \times 0.1 = 8.5$*

*Example: Parcel is 350 acres:  $350 \times 0.1 = 35$ ; 15 points, the maximum possible*

*Example: Parcel is 13 acres: (0 points for parcel less than 14.99 acres)*

#### **3. Additional Agricultural Income**

**Maximum Points: 15**

Points will be awarded to operations that have “value-added” agriculture either through animal related production or through production of a specialty crop (crops other than corn, wheat, soybeans), or both, with total sales over \$5,000.00 annually.

*Example: Parcel is integral to farm operation that produces a specialty crop, which grosses over \$15,000 annually. Total points = 15 points*

**4. Proximity to Existing Livestock Farms****Maximum Points: 5**

A livestock operation for this purpose means a farm with more than 50 animal units (EPA definition: 1000 lbs = 1 unit)

Parcel is contiguous to an existing livestock operation 5 points

Parcel is located between 0.5 miles and 1 mile of an existing livestock operation 3 points

Parcel is located further than 1 mile from an existing livestock operation 0 points

*\*Contiguous for this section means no other parcel is located between the parcels. Parcels separated only by a road are considered contiguous.*

## **II. DEVELOPMENT PRESSURE (43 POINTS)**

**5. Proximity to Existing Public Sanitary Sewer or Water, or Both****Maximum Points: 10**

Linear (straight line) distance to existing, usable public sanitary sewer, or water services, or both, will result in the following scoring options:

Less than one-half (1/2) mile from sewer or water 5 points

One-half (1/2) mile or more but less than 1 mile 7 points

One (1) mile or more but less than 2 miles 10 points

Two (2) miles or more but less than 5 miles 5 points

More than 5 miles 0 points

*Example: Parcel is located 3 miles from existing sewer lines. Total points = 5 points.*

**6. Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, September 2005. Population Centers for the purposes of this criteria, include areas around Lansing, Mason, and Williamston.**

**Maximum Points: 25**

<i>Distance to Lansing</i>	<i>max points</i>	<i>Distance to Mason and Williamston,</i>	<i>max points</i>
<i>Farm is up to 1 mile from Lansing Pop</i>	<i>25</i>	<i>Farm is 1 mile, or within city boundary</i>	<i>10</i>
<i>Farm is 1-2 miles from Pop Center</i>	<i>20</i>	<i>Farm is 1-2 Miles from Pop Center</i>	<i>8</i>
<i>Farm is 2-3 miles from Pop Center</i>	<i>15</i>	<i>Farm is 2-3 miles from Pop Center</i>	<i>6</i>
<i>Farm is 3-4 miles from Pop Center</i>	<i>10</i>	<i>Farm is 3-4 miles from Pop Center</i>	<i>4</i>
<i>Farm is 4-5 miles from Pop Center</i>	<i>5</i>	<i>Farm is 4-5 miles from Pop Center</i>	<i>2</i>
<i>More than 5 miles from Pop Center</i>	<i>0</i>	<i>More than 5 miles from Pop Center</i>	<i>0</i>

*Example: Farm is located 2 miles from Lansing Designated Population Center Total points = 20*

*Example: Farm is located 4 miles from City boundary of Mason Total points = 4*

**7. Road Frontage (paved or gravel)****Maximum Points: 8**

Emphasis is placed on parcels with greater linear distance of road frontage, placing the farmland under a greater threat of fragmented development. Frontage can be gravel, paved, or both and must be adjacent to the subject parcel.

Road frontage of 5280 feet (1 mile) or more	8 points
Road frontage of 2640 feet (1/2 mile) to 5279 (just under 1 mile)	6 points
Road frontage of 1320 feet (1/4 mile) to 2639 (just under 1/2 mile)	4 points
Road frontage less than 1/4 mile	0 point

*Example: Parcel has 1 mile of road frontage. Total points = 8 points*

### **III. ADDITIONAL AGRICULTURAL PROTECTION EFFORTS** **(35 POINTS)**

**8. Location to Protected Property****Maximum Points: 20**

Parcel is near other private land which has been permanently protected from development through a conservation easement or deed restriction (development rights may have been purchased, transferred or donated). Linear distance is used from nearest farm boundary.

Parcel is adjacent to protected land	20 points
Parcel is not adjacent but within 1/2 mile of protected land	15 points
Parcel is not adjacent but within 1 mile of protected land	10 points
Parcel is not adjacent but within 2 miles of protected land	5 points

*Example: Parcel is adjacent to property under a permanent conservation easement = 20 points*

**Note:** Points are awarded regardless of last name of property owner(s). For example if three people with the same last name apply, each receives points for the block. There is no point penalty for block properties that happen to be owned by members of the same family.

**9. Block Applications****Maximum Points: 15**

Emphasis is placed on applications which consist of two more landowners who create a 150-acre or more block of contiguous farmland. Contiguous blocks of farmland have a greater potential for creating a long-term business environment for agriculture. Parcels included in a block application must be contiguous (touching but may be separated by a road). Each applicant in the block application will receive points for this section.

Two or more landowners apply together to create 1000 or more contiguous acres	15 points
Two or more landowners apply together to create 750 to 999 contiguous acres	10 points
Two or more landowners apply together to create 500 to 749 contiguous acres	8 points
Two or more landowners apply together to create 300 to 499 contiguous acres	6 points
Two or more landowners apply together to create 299 to 150 contiguous acres	5 points
Contiguous acreage of 149 acres or less	0 points

*Example: Four landowners, with varying parcel acreage, submit a block-application of about 800 contiguous acres. (Each of the four landowners would receive 10 points for this section).*

**Note:** If a parcel in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided they still wish to participate in the block application.

#### **IV. OTHER CRITERIA (10 POINTS)**

##### **10. Additional Agricultural Characteristics**

**Maximum Points: 5**

Additional agricultural characteristics are USDA certified organic farm or Centennial farm.

Parcel has one or more additional agricultural features 5 points

Parcel does not have an additional agricultural feature 0 points

##### **11. Michigan Agricultural Environmental Assurance Program (MAEAP) Maximum Points: 5**

Participation in the MAEAP demonstrates a commitment to environmental stewardship above and beyond a conservation plan. The State Agriculture Preservation Board has identified the MAEAP as a priority to providing matching funds. Farms verified under the MAEAP must show *verification* to receive points.

Farm is MAEAP verified 5 points

Farm is not MAEAP verified 0 points

**TIER I: TOTAL POINTS POSSIBLE IS 143**

## Agenda Item 8

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** 4/2/2019  
**SUBJECT:** Resolution to accept funds from the USDHHS for the Healthy Start Grant

For meeting agendas of April 22nd, April 23rd, and April 24th, 2019

### **BACKGROUND**

Ingham County Health Department (ICHD) wishes to accept grant funds in the amount of \$5,470,000.00 from the United States Department of Health and Human Services (USDHHS) for ICHD's Healthy Start (HS) program. Healthy Start is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes to areas with high annual rates of infant mortality. In Resolution #14-413, the Board of Commissioners accepted a grant in the amount of \$3,532,933 and authorized an agreement with the USDHHS's Division of Health Resources and Services Administration (HRSA) for the HS grant effective September 1, 2014 through March 31, 2019. ICHD has again been awarded funding from the USDHHS's Division of HRSA to continue and expand its HS Program for the period of April 1, 2019 through March 31, 2024 in the amount of \$5,470,000.

Year one funding (4/01/2019 through 3/31/2020) totals \$1,070,000 and years two through five (4/1/2020 through 3/31/2024) support the project at \$1,100,000 annually which will allow ICHD's HS program to continue working towards its goals. ICHD will also subcontract with the Michigan Public Health Institute (MPHI) in an amount not to exceed \$94,892 for providing a comprehensive evaluation of ICHD's HS initiative and with Florida State University in an amount not to exceed \$15,000 which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019. Additionally, these grant funds will allow for the continued funding of the following established positions:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

These Grant funds will also fund the creation of the following new positions within ICHD's HS program for the duration of the grant:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

## **ALTERNATIVES**

There are no alternatives.

## **FINANCIAL IMPACT**

The grant award is up to the amount of \$5,470,000 from the USDHHS's Division of HRSA for the period of April 1, 2019 through March 31, 2024. ICHD will subcontract with MPHI in an amount not to exceed \$94,892 to provide a comprehensive evaluation of ICHD's Healthy Start initiative; and will also subcontract with Florida State University in an amount not to exceed \$15,000 which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019.

The following positions will be either maintained or established with funds from the HS grant:

### **Established Positions**

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

### **New Positions to Establish**

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

## **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

## **OTHER CONSIDERATIONS**

There are no other considerations.

## **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept \$5,470,000.00 in funds from the United States Department of Health and Human Services to support the Healthy Start Grant effective April 1, 2019 through March 31, 2024.

Introduced by the Human Services, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FUNDS FOR THE HEALTHY START GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept grant funds in the amount of \$5,470,000.00 from the United States Department of Health and Human Services (USDHHS) for ICHD's Healthy Start (HS) program; and

WHEREAS, HS is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes to areas with high annual rates of infant mortality; and

WHEREAS, in Resolution #14-413, the Board of Commissioners accepted a grant in the amount of \$3,532,933 and authorized an agreement with the USDHHS's Division of Health Resources and Services Administration (HRSA) for the HS grant effective September 1, 2014 through March 31, 2019; and

WHEREAS, ICHD has again been awarded funding from the USDHHS's Division of HRSA to continue and expand its HS Program for the period of April 1, 2019 through March 31, 2024 in the amount of \$5,470,000; and

WHEREAS, year one funding (4/01/2019 through 3/31/2020) totals \$1,070,000 and years two through five (4/1/2020 through 3/31/2024) support the project at \$1,100,000 annually which will allow ICHD's HS program to continue working towards the program goals; and

WHEREAS, ICHD will also subcontract with the Michigan Public Health Institute (MPHI) in an amount not to exceed \$94,892 for providing a comprehensive evaluation of ICHD's HS initiative and with Florida State University in an amount not to exceed \$15,000 which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019; and

WHEREAS, these grant funds will allow for the continued funding of the following established positions:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

WHEREAS, these grant funds will also fund the creation of the following new positions within ICHD's HS program for the duration of the grant:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to \$5,470,000 from the USDHHS, HRSA for the period of April 1, 2019 through March 31, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funds from USDHHS HRSA in the amount up to \$5,470,000 for the period of April 1, 2019 through March 31, 2024 for the Healthy Start grant.

BE IT FURTHER RESOLVED, that subcontracts are authorized with MPHI in an amount not to exceed \$94,892 to provide a comprehensive evaluation of ICHD's Healthy Start initiative, and with Florida State University in an amount not to exceed \$15,000, which will allow ICHD's HS staff to receive Partners for a Healthy Baby training to be completed before September 1, 2019.

BE IT FURTHER RESOLVED, that these grant funds will allow for the continued funding of the following established positions:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Healthy Start Project Coordinator	1	#601480	ICEA PRO/9	\$63,413.57 to \$76,125.37
Healthy Start Health Educator	1	#601446	ICEA PRO/7	\$53,158.82 to \$63,815.36
Fatherhood Facilitator	1	#601481	ICEA PRO/5	\$44,839.76 to \$53,828.83
Community Health Workers	3 Total	#601484, #601483 601482	UAW/D	\$33,048.96 to \$39,344.00

BE IT FURTHER RESOLVED, that these grant funds will also fund the creation of the following new positions within ICHD's HS program for the duration of the grant:

Position Title	Pay FTE	Position #	Group/Grade	Salary Range
Nurse Practitioner	0.75	To Be Assigned	MNA/6	\$59,055.57 to \$70,883.00
Medical Assistant	1	To Be Assigned	UAW/D	\$33,048.96 to \$39,344.00
Medical Social Worker	1	To Be Assigned	ICEA PRO/7	53,158.82 to \$63,815.36

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make any necessary adjustments to the Health Department's budget consistent with this resolution.

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



## Agenda Item 9a

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: March 15, 2019

RE: Proposed Resolution to Approve a Contract with Rieth-Riley Construction Company, Inc. for Bid Packet # 37-19, Project Items I, II and Michigan Paving & Materials Company for Bid Packet # 37-19, Project Item III, Various County Primary and Local Road Resurfacing Projects for the Road Department.

### **BACKGROUND & FINANCIAL INFORMATION:**

With the increase in road funding from the 2015 Michigan Road Funding Legislation package, the Road Department has programmed various poor condition, high traffic volume county primary and local roads over the next several years to be recycled and resurfaced as necessary due to pavement deterioration and other upgrades needed.

The 2019 County Road Fund adopted budget includes \$1,500,000 for contracted primary and local road resurfacing for this purpose. In addition, the Road Fund received \$2,320,574 per PA 207 of 2018 which was a special state general fund transfer to the Michigan Transportation Fund (MTF) and was distributed per the Act 51 formula in October 2018 and in January 2019. Although recognized in the last budget adjustment of 2018, this amount will be in the carry-over to 2019. In further addition to the above amounts, per MDOT revenue estimates, the Road Fund is also expected to receive approximately \$584,449 more in 2019 MTF funding due to the state's passing of PA 618 in late 2018, which was another special state general fund transfer to the MTF.

Also per Resolution 18-335 adopted on August 28, 2018, the Road department was awarded a Michigan Department of environmental Quality (MDEQ) Scrap Tire Market Development Grant of \$500,000 for incorporating post-consumer scrap tires into asphalt paving mixtures. \$110,000 of this grant is being used to fund a sub-contract with Michigan State University to research and develop the special asphalt mixture, leaving \$390,000 of the grant to offset costs for test strip placement on a primary road resurfacing project in 2019. This will be used on resurfacing Central Park Drive, Okemos Road to Grand River Avenue, which is one of the projects listed below for bid approval.

The above amounts will be recognized in the County Road Fund 2019 budget per a proposed budget adjustment resolution to be submitted later, which will be applied to contracted primary and local road paving, raising the budget for this item to an estimated \$4,405,000. Please note the carryover from 2018 to 2019 will include approximately \$695,000 in MTF revenue distributed in error by MDOT in 2018 which will be corrected by the same amount less in 2019 MTF payments, but which does not affect any of the amounts given above. Again, this will be recognized in an upcoming 2019 budget adjustment.

### **CURRENT REQUEST:**

The Road Department has determined that pavement recycling, asphalt resurfacing and other repairs are needed on the various county primary and local roads listed below, due to normal deterioration over time.

The Road Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet # 37-19, Items I, II, and III. The bids were reviewed by the Purchasing and Road

Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications and requirements.

Rieth-Riley Construction Company, Inc. of Lansing, MI, submitted the lowest responsive and responsible bids for Items I and II as follows:

Item I: Low Bid--\$ 1,232,111.13

Recycling and resurfacing of:

Lake Lansing Road, Lac Du Mont Drive to Marsh Road--\$720,593.54 (included in above Item I total)

Towner Road, Saginaw Highway (BL 69) to Marsh Road--\$511,517.59 (included in above Item I total)  
(Towner Road is a Local Road in Meridian Township bid with Lake Lansing Road as surplus milled asphalt from Lake Lansing Road would be used on Towner Road.)

Item II: Low Bid--\$ 1,892,092.13

Recycling and resurfacing of:

Dell Road, Aurelius Road to College Road

Central Park Drive, Okemos Road to Grand River Avenue

Newman Road, Marsh Road to Central Park Drive

Michigan Paving & Materials Company, of Lansing, MI, submitted the lowest responsive and responsible bid for Item III as follows:

Item III: Low Bid--\$ 412,382.00

Recycling and resurfacing of the following Local Roads in Lansing Township:

Kerry Street, Lake Lansing Road to Lansing City Limits

Hopkins Avenue, Downer Avenue to Chester Road

Fitting Avenue, Saginaw Street to Macon Avenue

Towner Road, Saginaw Highway (BL 69) to Marsh Road and the roads listed under Item III above are local roads which will be funded through the 2019 Local Road Program per agreements that we expect to execute with Meridian and Lansing Townships respectively per resolutions that will be submitted later. Although both townships have preliminarily indicated they will accept these bids, as their final approval has not yet been received, acceptance of the above bids on these local roads will be subject to final approval of Meridian and Lansing Townships respectively.

#### **RECOMMENDATION:**

Adopt the attached, proposed resolution to approve entering into a contract with Rieth-Riley Construction Company, Inc. for Items I & II and entering into a contract with Michigan Paving & Materials Company, for Item III, of which both contracts include the recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 37-19 for the low bid costs shown above with 10% requested contingency for a contract total of \$3,436,623.59 for Rieth-Riley Construction Company, Inc. and \$453,620.20 for Michigan Paving & Materials Company, again subject to final approval of Meridian and Lansing Townships respectively of the above bids on their local roads.

**Agenda Item 9a**

TO: Bill Conklin, Managing Director  
Robert Peterson, Director of Engineering

FROM: James Hudgins, Director of Purchasing

DATE: March 15, 2019

RE: Memorandum of Performance for RFP No. 37-19: 2019 Primary and Local Road Program

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation, MDOT, pre-qualified contractors for the purpose of entering into a contract for the 2019 Primary and Local Road Program.

The scope of work includes, but is not limited to, furnishing all necessary equipment, tools, special apparatus needed for construction, labor to perform all work, and materials for concrete curb & gutter replacement, ADA sidewalk ramp upgrades, cold-milling HMA surface removal, crushing & shaping HMA base, hot-in-place HMA recycling, cold-in-place HMA recycling, manhole adjustment, HMA paving, ultra-thin HMA overlay and/or HMA resurfacing, on various roadways per the technical specifications described in the request for proposal.

In accordance with Resolution #13–119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	15	3
Vendors responding	2	1

A summary of the vendors' costs is located on the next page.

*A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.*

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

SUMMARY OF VENDORS' COSTS

Vendor Name	Adds	Bonds	ITEM I Project Total Lake Lansing Road - Lac Du Mont Dr to Marsh Rd, Towner Road - Saginaw Street to Marsh Rd	ITEM II Project Total Dell Rd - Aurelius Rd to College Rd, Central Park Dr - Okemos Rd to Grand River Rd, Newman Rd - Marsh Rd to Central Park Dr.	ITEM III Project Total Kerry St - Lake Lansing Rd to Lansing City Limits, Hopkins Ave - Downer Rd to Chester Rd, Fitting Ave - Saginaw St to Macon Ave.
Michigan Paving & Materials Co.	Yes	Yes	\$1,237,738.33	\$2,243,686.65	\$412,382.00
Rieth-Riley Construction Co.	Yes	Yes	\$1,232,111.13	\$1,892,092.13	\$430,174.00

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS WITH  
RIETH-RILEY CONSTRUCTION COMPANY, INC.  
FOR ITEMS I & II OF BID PACKET #37-19**

**AND**

**MICHIGAN PAVING & MATERIALS COMPANY  
FOR ITEM III OF BID PACKET #37-19**

**RECYCLING & RESURFACING OF VARIOUS COUNTY PRIMARY AND LOCAL ROADS**

WHEREAS, the Road Department has determined that pavement recycling, asphalt resurfacing and repairs are needed on the various county primary and local roads listed below, due to normal deterioration over time; and

WHEREAS, the cost for the primary road projects listed below is/will be budgeted in the 2019 Road Fund Budget, which will be supplemented per a separate future resolution to adjust the 2019 Road Fund Budget to recognize approximately \$2,905,000 in additional state revenue provided per Michigan Public Acts 207 and 618, both of 2018; and

WHEREAS, per Resolution 18-335 adopted by the Board of Commissioners on August 28, 2018, the Road department was also awarded a Michigan Department of environmental Quality (MDEQ) Scrap Tire Market Development Grant of \$500,000 for incorporating post-consumer scrap tires into asphalt paving mixtures, of which \$110,00 of this grant is being used to fund a sub-contract with Michigan State University to research and develop the special asphalt mixture, leaving \$390,000 of said grant to offset costs for test strip placement on Central Park Drive, Okemos Road to Grand River Avenue, which is one of the projects listed below for bid approval; and

WHEREAS, Towner Road, Saginaw Highway (BL 69) to Marsh Road, indicated below under Item I, and the roads listed below under Item III are local roads which will be funded through the 2019 Local Road Program per agreements expected to be executed with Meridian and Lansing Townships respectively per resolutions that will be submitted for approval by the Board of Commissioners after final township approval of these respective bids; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet # 37-19, Items I, II, and III; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Company, Inc. of Lansing, MI, submitted the lowest responsive and responsible bids for Items I & II and Michigan Paving & Materials Company, of Lansing, MI, submitted the lowest responsive and responsible bid for Item III as follows:

Item I: Low Bid--\$ 1,232,111.13

Recycling and resurfacing of:

Lake Lansing Road, Lac Du Mont Drive to Marsh Road--\$720,593.54 (included in above Item I total)

Towner Road, Saginaw Highway (BL 69) to Marsh Road--\$511,517.59 (included in above Item I total)

(Local Road in Meridian Township)

Item II: Low Bid--\$ 1,892,092.13

Recycling and resurfacing of:

Dell Road, Aurelius Road to College Road

Central Park Drive, Okemos Road to Grand River Avenue

Newman Road, Marsh Road to Central Park Drive

Item III: Low Bid--\$ 412,382.00

Recycling and resurfacing of:

Kerry Street, Lake Lansing Road to Lansing City Limits

Hopkins Avenue, Downer Avenue to Chester Road

Fitting Avenue, Saginaw Street to Macon Avenue

and;

WHEREAS, a contingency is being requested in the amount of 10% of the low bid costs for each of the Items in Bid Packet #37-19, totaling \$312,420.33 for Items I & II and \$41,238.20 for Item III, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Company, Inc. for Items I & II and entering into a contract with Michigan Paving & Materials Company, for Item III, both of which contracts will include the recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 37-19 for the low bid costs shown above with a 10% requested contingency for a contract total of \$3,436,623.59 for Rieth-Riley Construction Company, Inc. and \$453,620.20 for Michigan Paving & Materials Company, subject to final approval of Meridian and Lansing Townships respectively of the above bids on their respective local roads.

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

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: April 3, 2019

SUBJECT: ITB No.49-19: Slag and Crushed Natural Aggregate in various sizes

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The Road Department plans to purchase approximately 13,000 tons of 29A and 3/8's x #4 Blast Furnace Slag and 29A Crushed Natural Aggregates that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and various other road maintenance operations.

The purpose of this correspondence is to support the attached resolution to purchase 29A Slag, 3/8's x #4 Slag and 29A Natural Aggregate for the scheduled 2019 Chip Seal program and various other road maintenance operations. The Road Department prefers to use Slag on chip sealing projects when available. There has been a limit amount of Slag available in previous seasons; as a result, the road department uses 29A Natural Aggregate as a secondary product for chip sealing and various other projects. Slag is a byproduct from metal blast furnace foundries and slag supplies can change as the demand for metal changes.

The Road Department's adopted 2019 budget includes controllable expenditures and funds for these materials and other maintenance material purchases.

Bids for 29A Slag, 3/8's x #4 Slag and 29A Crushed Natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #49-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 29A Slag, 3/8's x #4 Slag and 29A Crushed Natural Aggregate on an as-needed, unit price per ton basis from:

1. Yellow Rose Transport,
  - A. 29A blast furnace slag @ \$29.00 a ton, with an estimated quantity of 3,000 ton delivered to the Western and Metro facilities.
  - B. 29A blast furnace slag @ \$29.95 a ton, with an estimated quantity of 8,000 ton delivered to the Eastern facility.
2. Edward C. Levy Co., 3/8's x #4 blast furnace slag @ 27.35 a ton, with an estimated quantity of 1000 ton delivered to the Eastern facility.
3. Sunrise Aggregates, 29A crushed natural aggregate @ \$20.85 a ton, with an estimated quantity of 1000 ton delivered to the Western facility.

Yellow Transport, Edward C Levy Co., and Sunrise Aggregates have the lowest bids, which meets the specifications required from Bid Proposal #49-19. The Slag and Crushed Natural aggregates shall be delivered to the Road dept. district garage locations.

Several bids were received that failed to meet the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road Chip-sealing and the additional specifications from Bid Proposal #49-19. These bids were excluded, due to failing to meet the minimal requirements of ITB 49-19.

Therefore approval of the attached resolution is recommended to authorize purchase of the Road Department's 2019 seasonal supply of 29A Slag, 3/8's x #4 Slag and 29A Crushed Natural aggregates.



## Agenda Item 9b

TO: Tom Gamez, Director of Operations

FROM: James Hudgins, Director of Purchasing

DATE: March 26, 2019

RE: Memorandum of Performance for RFP No. 49-19 Slag 29A and 29A Crushed Natural Aggregate

Per your request, the Purchasing Department sought bids for the purchase of furnishing and delivering Slag 29A and 29A Natural Aggregate for the Ingham County Road Department.

The scope of work includes, but is not limited to, supplying and delivering Slag 29A and 29A Crushed Natural Aggregate that meets the requirements of the 2012 edition of the Standard Specifications for Highway Construction of the Michigan Department of Transportation, section 902, with the following exceptions:

- Slag 29A: Slag shall consist of clean, tough, durable pieces of air-cooled blast furnace slag, reasonably uniform in density and quality and reasonably free from glassy pieces. The materials will be used for chip sealing County roads.
- 3/8 x #4: 3/8 x #4 shall consist of clean, coarse aggregate, crushed and screened from an air-cooled blast furnace. Uniform in density and quality and reasonably free from glassy pieces. The material will be used on a select group of roads for chip sealing County roads. \*Eastern Garage Delivery Only.
- 29A Crushed Natural Aggregate: 29A Crushed Natural Aggregate shall be a minimum of 95% crushed content and a maximum .5% loss by wash. Maximum 1% friable sandstone.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	14	2
Vendors responding	4	1

A summary of the vendors' costs is located on the next page.

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Western - Slag 29A  Unit Price	Western - Slag 29A  Total Cost	Eastern - Slag 29A  Unit Price	Eastern - Slag 29A  Total Cost	Metro - Slag 29A  Unit Price	Metro - Slag 29A  Total Cost	Eastern - 3/8 x #4  Unit Price	Eastern - 3/8 x #4  Total Cost	Western - 29A Crushed Natural Unit Price	Western - 29A Crushed Natural Agg Total Cost	Overall Total
Verplank Trucking	No, Ferrysburg MI	\$56.25	\$112,500.00	\$56.25	\$450,000.00	\$56.25	\$56,250.00	\$56.25	\$56,250.00	\$33.25	\$16,625.00	\$691,625.00
Yellow Rose Transport Inc.	No, Grandville MI	\$29.00	\$58,000.00	\$29.95	\$239,600.00	\$29.00	\$29,000.00	\$37.00	\$37,000.00	No Bid	No Bid	\$363,600.00
Edw C. Levy	No, Detroit MI	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$27.35	\$27,350.00	No Bid	No Bid	\$27,350.00
Sunrise Aggregates	Yes, Dansville MI	*	*	*	*	*	*	*	*	\$20.85	\$10,425.00	\$10,425.00

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
2019 SEASONAL REQUIREMENT OF SLAG AND CRUSHED NATURAL AGGREGATES**

WHEREAS, the Road Department plans to purchase approximately 13,000 tons of 29A and 3/8's x #4, Blast furnace Slag and Crushed Natural Aggregates that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2019 budget includes controllable expenditures and funds, for these materials and other maintenance material purchases; and

WHEREAS, bids for 29A and 3/8's x #4 blast furnace slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #49-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchases on an as-needed, unit price per ton basis; and

WHEREAS, a blanket PO shall be processed with materials delivered to the 3 Road Department locations based on availability of required material, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$400,000; and

WHEREAS, It is the recommendation of the Purchasing department and Road department to purchase 29A crushed natural aggregate from Sunrise Aggregates, 29A Blast furnace slag from Yellow Rose Transport Inc., 3/8's x #4 Blast furnace slag from Edward C. Levy Co., delivered to the Metro, Eastern and Western garages and to award the bids and purchase on an as-needed, unit price per ton basis; and

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchases on an as-needed, unit price per ton basis, based on availability of required material, with preference based on lowest qualifying bid unit price per ton and quality of material to:

1. Yellow Rose Transport,
  - A. 29A blast furnace slag @ \$29.00 a ton, with an estimated quantity of 3,000 ton delivered to the Western and Metro facilities.
  - B. 29A blast furnace slag @ \$29.95 a ton, with an estimated quantity of 8,000 ton delivered to the Eastern facility.
2. Edward C. Levy Co., 3/8's x #4 blast furnace slag @ 27.35 a ton, with an estimated quantity of 1000 ton delivered to the Eastern facility.
3. Sunrise Aggregates, 29A crushed natural aggregate @ \$20.85 a ton, with an estimated quantity of a 1000 ton, delivered to the Western facility.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase Slag and Crush natural aggregates as needed and budgeted.

## Agenda Item 9c

To: County Services Committee, Finance Committee

From: William Conklin, Managing Director  
Road Department

Date: April 8, 2019

RE: Proposed Resolution for Engineering Charges on  
Special Assessment Subdivision Street Resurfacing Projects

### **BACKGROUND (re-cap of discussion at April 2, 2019, meeting of the Roadways Sub-Committee):**

As discussed at the April 2, 2019, meeting of the Roadways Sub-Committee, all roads, including subdivision streets, in the unincorporated portions of the townships, but not including numbered state routes, are under Road Department jurisdiction and maintenance responsibility. However there is insufficient road funding to offer complete recycling and resurfacing of these streets for which many are, or will become, in need. Typically, township or special assessment revenue is matched with available Road Department local road improvement matching funds in our annual local road program to resurface subdivision and other local (non-primary) county roads in the townships.

Delhi, Williamstown and Alaiedon Townships use special assessment to fund major resurfacing of their subdivision streets. Delhi Township has done a number of these projects over the years and Williamston will eventually have one or more. Alaiedon Township has also stated they would use special assessment if /when any of the commercial subdivision streets in Alaiedon north of I-96 ever need major resurfacing. Instead of special assessment, Meridian and Lansing Townships have a general local road millage for this purpose. The other, more rural, townships, having few subdivisions, have any subdivision resurfacing done as part of their respective local road programs, and use township general funds for their local road work.

Delhi Township has been administering special assessment districts (SAD's) for subdivision street resurfacing for a number of years as prescribed for townships in Michigan Public Act 188 of 1954, (MCL 41.721 - 41.738) but has recently decided to no longer do this. Delhi Township continues to participate with the Road Department in the annual local road match program (LRP), but has substantially more through local roads that need attention than either they or the Road Department have funding available for in the LRP. Thus Delhi Township wants the county to take over any future SAD projects in subdivisions. We currently have two different requests for SAD projects pending in Delhi Township.

Michigan Public Act 246 of 1931 as amended (MCL 41.271 - 41.290) provides the means and methods for county road commissions to administer SAD's for road improvements. As the Ingham County Board of Commissioners took over the powers and duties of the former Road Commission, the County Board will have to take over the various Board functions in the SAD process per PA 246 as well. At the April 2, 2019, meeting of the Roadways Sub-Committee, we briefly discussed the PA 246 SAD process.

### **CURRENT ISSUE:**

At the April 2, 2019, meeting of the Roadways Sub-Committee we also discussed the need to set a consistent, pre-determinable charge for engineering on subdivision SAD projects which would be included in the special assessment. We discussed that given Road department engineering staff limitations if a number of subdivision SAD projects arise, we may need to outsource engineering on these projects to consulting engineering firms.

We also want to keep potential SAD subdivision street resurfacing costs as low as possible to encourage residents to have their streets resurfaced when necessary.

Although engineering costs typically fall within approximately 20-25% of actual construction costs, actual engineering costs can vary considerably, especially during construction for engineering inspection and project oversight if, for example the contractor's progress is slow due to unfavorable weather and/or other reasons, and then engineering time on the project and resulting cost rises commensurately. This would not be known until near the end of the project when the assessment amount has been determined and agreed to by the residents, and thus may be problematic to cover with the established project budget. We therefore discussed that a straight percentage charge, such as 20% of low bid amount, for engineering costs is more predictable, consistent, transparent, generally fairer, and thus typically better received by the residents considering an SAD subdivision street resurfacing project.

**FINANCIAL IMPACTS:**

The county road fund would absorb any and all variance in engineering charges that may vary from 20% of low bid amount assessed on various SAD subdivision resurfacing projects. As engineering costs may vary below or above 20% of low bid amount on SAD resurfacing projects, the net effect over multiple projects should result in no net excess cost to the road fund, with engineering charges set at 20% of low bid amount on these projects. However this will be tracked, and if a greater percentage needs to be set, the Road department would then submit another proposed resolution to adjust the engineering charge.

**RECOMMENDATION:**

Upon the Roadways Sub-Committee's direction based on above discussion, the attached resolution is proposed to have the Board of Commissioners set a charge based on 20% of low bid amount for engineering and project administration costs on special assessment subdivision street resurfacing projects conducted by the road department.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SETTING ENGINEERING CHARGES  
ON SPECIAL ASSESSMENT SUBDIVISION STREET RESURFACING PROJECTS**

WHEREAS, Without either a special local millage or special assessment of the benefitting property owners, there is insufficient current road funding to offer complete recycling and resurfacing of subdivision streets for which many are, or will become, in need; and

WHEREAS, Delhi Township uses special assessment to fund major resurfacing of their subdivision streets; and

WHEREAS, Delhi Township has been administering special assessment districts (SAD's) for subdivision street resurfacing in Delhi Township for a number of years as prescribed for townships in Michigan Public Act 188 of 1954, (MCL 41.721 - 41.738) but has recently decided to no longer do this; and

WHEREAS, Michigan Public Act 246 of 1931 as amended (MCL 41.271 - 41.290) provides the means and methods for county road commissions to administer SAD's for road improvement; and

WHEREAS, Per Resolution 12-123, adopted April 24, 2012, the Ingham County Board of Commissioners took over the powers and duties of the former Road Commission, and thus the County Board will need to take over the various Board functions in the SAD process per PA 246 as well; and

WHEREAS, It is necessary to set a charge for engineering services on subdivision SAD projects which would be included in the special assessment as Road department engineering staff capacity may be, or become, insufficient if a number of subdivision SAD projects arise, in which case it may be necessary to outsource engineering on these projects to consulting engineering firms; and

WHEREAS, Although engineering costs typically fall within approximately 20-25% of actual construction costs on most typical road resurfacing project, actual engineering costs can vary considerably, which may create uncertainty in proposing, establishing, and administering SAD resurfacing projects; and

WHEREAS, the Road Department therefore recommends a straight percentage charge, of 20% of low bid amount, for engineering costs, which will be more predictable, consistent, transparent, fairer, and thus typically better received by the residents considering an SAD subdivision street resurfacing project, while also minimizing assessed costs to encourage residents to undertake such projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves setting a charge based on 20% of low bid amount for engineering and project administration costs on special assessment subdivision street resurfacing projects conducted by the Road department.

## Agenda Item 9d

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: April 4, 2019

SUBJECT: Resurfacing of Lake Lansing Road from Hagadorn Road to Saginaw Highway, Hagadorn Road from Lake Lansing Road to its northern terminus at Birch Row Drive, and Birch Row Drive from Hart Street to Hagadorn Road project

For the County Services Committee meeting agenda of April 23, 2019  
For the Finance Committee meeting agenda of April 24, 2019  
For the BOC meeting agenda of April 30, 2019

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The Ingham County Road Department has received federal funding to resurface Lake Lansing Road from Hagadorn Road to Saginaw Highway. As part of the same project, we also intend to resurface Hagadorn Road from Lake Lansing Road to its northern terminus at Birch Row Drive and Birch Row Drive from Hart Street to Hagadorn Road, using a combination of Road Department funds and Meridian Township matching funds. A subsequent agreement will be forthcoming to define and secure the Meridian Township matching fund amounts.

The projects were packaged together as a single construction contract because they have similar work and to take advantage of economy of scale benefits. The projects generally involve roadway resurfacing, storm sewer replacement, sidewalk upgrades, and traffic signal replacement. The estimated costs for the project are as follows

Urban Surface Transportation Program:	\$ 676,704
STP-U Local Match:	\$ 284,396
Transportation Alternatives Program:	\$ 159,026
TAP Local Match:	\$ 70,974
ICRD funds for Hagadorn Road & Birch Row	<u>\$ 341,500</u>
	\$ 1,532,600

We are to the point where the available funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT BETWEEN  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY  
IN RELATION TO ROAD RESURFACING PROJECTS FOR  
LAKE LANSING ROAD FROM HAGADORN ROAD TO SAGINAW HIGHWAY, HAGADORN  
ROAD FROM LAKE LANSING ROAD TO ITS NORTHERN TERMINUS AT BIRCH ROW DRIVE,  
AND BIRCH ROW DRIVE FROM HART STREET TO HAGADORN ROAD**

WHEREAS, the Ingham County Road Department received federal funding to resurface Lake Lansing Road from Hagadorn Road to Saginaw Highway; and

WHEREAS, as part of the same project, the Ingham County Road Department intends to also resurface Hagadorn Road from Lake Lansing Road to its northern terminus at Birch Row Drive and Birch Row Drive from Hart Street to Hagadorn Road, using Road Department funds and Meridian Township matching funds; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, a subsequent third party agreement will be forthcoming to define and secure the Meridian Township matching funds; and

WHEREAS, the estimated costs for the project is as follows:

Urban Surface Transportation Program:	\$ 676,704
Urban STP Local Match:	\$ 284,396
Transportation Alternatives Program (TAP):	\$ 159,026
TAP Local Match:	\$ 70,974
ICRD funds for Hagadorn Road & Birch Row	<u>\$ 341,500</u>
	\$ 1,532,600

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract No. 19-5150 with the State of Michigan/MDOT to effect resurfacing of Lake Lansing Road from Hagadorn Road to Saginaw Highway, Hagadorn Road from Lake Lansing Road to its northern terminus at Birch Row Drive, and Birch Row Drive from Hart Street to Hagadorn Road. All for a total estimated cost of \$1,532,600, which consists of \$159,026 of federal TAP funding, \$452,920 of 2019 federal Urban STP funding, \$223,784 of 2020 federal Urban STP funding, and \$696,870 of Ingham County Road Department and township matching funds.

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



TO: Board of Commissioners and County Services Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: April 12, 2019

SUBJECT: Berry Farms Preliminary Plan Approval

For the County Services Committee meeting agenda of April 23, 2019  
For the BOC meeting agenda of April 30, 2019

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**BACKGROUND:**

Much of the process by which land divisions and plats are developed follows state statute. The platting process essentially starts with development of a Preliminary Plat that shows the overall configuration, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development. Once a Preliminary Plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans can be developed, which are also approved by the stakeholders. Once the construction plans are approved, construction can begin. After construction is completed, an acceptance process is normally initiated to make the roads, drains, and utilities public.

The proposed Berry Farms plat is a 117 unit single-family development on 67.04 acres, generally located west of Aurelius Road and south of Wilcox Road. The development is part of the Southeast ¼ of Section 22 and the Northeast ¼ of Section 27, Delhi Township, Ingham County, Michigan. More specifically, it is located between the Delhi No. 1 Drain, Loveland Acres subdivision, and Heather Haven No. 4 subdivision.

The reason for this memo is to approve the Preliminary Plat for Berry Farms, as requested by the proprietor, RA Berry Holdings, LLC. Preliminary Plat approvals are good for a two-year period, per state statute.

**RECOMMENDATION:**

Approval of the attached resolution is recommended.





Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPROVAL OF THE  
PRELIMINARY PLAT OF BERRY FARMS**

WHEREAS, much of the process by which land divisions and plats are developed follows state statute. The platting process essentially starts with development of a Preliminary Plat that shows the overall configuration, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development; and

WHEREAS, the proposed Berry Farms plat is a 117 unit single-family development on 67.04 acres, generally located west of Aurelius Road and south of Wilcox Road. The development is part of the Southeast ¼ of Section 22 and the Northeast ¼ of Section 27, Delhi Township, Ingham County, Michigan; and

WHEREAS, Preliminary Plan approvals are valid for a two year period, per state statute; and

WHEREAS, approval of the Berry Farms, as requested by the proprietor, RA Berry Holdings, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Berry Farms Preliminary Plat for a period of two years, in accordance with state statute.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated April 9, 2019 as submitted.



# INGHAM COUNTY ROAD DEPARTMENT

DATE April 9, 2019

## LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP	SECTION
2019-088	MERIDIAN TWP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2019-091	IC DRAIN COMM/SME	SOIL BORINGS	DEXTER TRAIL & GRIMES RD	WHITE OAK	MULTIPLE
2019-092	MDOT	TRAFFIC STUDIES	VARIOUS	VARIOUS	
2019-093	CONSUMERS ENERGY	GAS	STONEHURST AVE	DELHI	23
2019-094	COMCAST	CABLE	ENGLISH OAK/SPANISH OAK	DELHI	2
2019-096	TROY PARMALEE	LAND DIVISION	LOVEJOY RD/BOUTELL RD	LOCKE	
2019-097	ZMITKO FARMS	AGRICULTURAL	VARIOUS	AURELIUS	
2019-100	PAUL WEBER	LAND DIVISION	ZIMMER RD/SHERWOOD RD	WILLIAMSTOWN	1
2019-077	CONSUMERS ENERGY	GAS	LAKE LANSING RD/SKYLINE DR	MERIDIAN	5
2019-101	IC DRAIN COMM	UTIL/BLANKET	VARIOUS	VARIOUS	
2019-104	CONSUMERS ENERGY	GAS	CHESTER RD/HOPKINS AVE	LANSING	11
2019-102	CONSUMERS ENERGY	GAS	COLUMBIA RD/AURELIUS RD	AURELIUS	21
2019-103	CONSUMERS ENERGY	GAS	HERRON RD/PIONEER TRL	MERIDIAN	21
2019-105	CONSUMERS ENERGY	GAS	KIMBERLY DR/HOPKINS AVE	LANSING	11
2019-106	AT&T	CABLE-UG	MARSH/CENTRAL PARK	MERIDIAN	22
2019-107	INGHAM TOWNSHIP	SPECIAL EVENT	VARIOUS	INGHAM	
2019-115	CONSUMERS ENERGY	GAS	RIDGELINE DR/HAYFORD	LANSING	11
2019-116	CONSUMERS ENERGY	GAS	WILLOW ST/MORRIS AVE	LANSING	7

2019-114	COMCAST	CABLE / UG, OH	HAGADORN RD & ATRIUM DR	ALAIEDON	5, 6
2019-120	CONSUMERS ENERGY	ELECTRIC / UG	HARPER RD & DART RD	ALAIEDON	30
2019-121	DELHI TOWNSHIP	MANHOLE	HOLT RD & CEDAR ST	DELHI	14
2019-122	DELHI TOWNSHIP	MANHOLE	MCCUE RD & GUNN RD	DELHI	21
2019-125	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2019-126	AT & T	CABLE / UG	MARSH RD & CENTRAL PARK	MERIDIAN	15
2019-127	RIETH-RILEY	DETOUR	VARIOUS	LANSING	
2019-128	MSUFCU	COMM DRIVE	CEDAR ST & FAY AVE	DELHI	15
2019-132	LEROY TOWNSHIP	SPECIAL EVENT	VARIOUS	LEROY	
2019-133	COMCAST	CABLE / UG, OH	JOLLY OAK & JOLLY RD	MERIDIAN	33

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

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** April 8, 2019  
**SUBJECT:** Resolution to Approve Managerial and Confidential Employee Reclassification Levels

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### **BACKGROUND**

The Human Resources Department made a call for standard and customary reclassification requests from Managerial and Confidential employees in 2018. All reclassification requests were processed in a manner consistent with the provisions of the Managerial and Confidential Personnel Manual and in a manner consistent with past practice.

The Human Resources Department has completed an objective review of all reclassification requests submitted by Managerial and Confidential Employees. Implementation of the results of the reclassification process is proposed in accordance with the language of Section C of the Managerial and Confidential Personnel Manual as follows:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130016 601297; 601197; 601376; and 601228	Deputy Court Administrator Community Health Center Supervisor	Move from MC 12 to MC 13 Move from MC 10 to MC 11; Retitle as Community Health Center Manager
759014 759012	Account Clerk – Parks Executive Assistant – Parks	Move from MC 02 to MC 04 Move from MC 05 to MC 07; Retitle as Administrative Office Coordinator
130026 236002 759001	Clerical Services Supervisor Chief Deputy Register of Deeds Director of Parks	Move from MC 08 to MC 10 Move from MC 09 to MC 10 Move from MC 13 to MC 14

### **ALTERNATIVES**

The Board of Commissioners may elect to approve all of or any portion of the recommendation or not approve the changes recommended.

### **FINANCIAL IMPACT**

The financial impact associated with the positions seeking reclassification will be effective the first full pay period following approval by the Board of Commissioners.

### **STRATEGIC PLAN CONSIDERATIONS**

The reclassification recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:



Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

**OTHER CONSIDERATIONS**

Reclassification requests for employees in other bargaining units and for the Managerial and Confidential Employee group have been previously approved.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve Managerial and Confidential Employee Reclassification Levels.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE MANAGERIAL AND CONFIDENTIAL EMPLOYEE  
RECLASSIFICATION LEVELS**

WHEREAS, the Human Resources Department made a call for standard and customary reclassification requests from Managerial and Confidential employees in 2018; and

WHEREAS, all reclassification requests were processed in a manner consistent with the provisions of the Managerial and Confidential Personnel Manual and in a manner consistent with past practice; and

WHEREAS, the Human Resources Department has completed an objective review of all reclassification requests submitted by Managerial and Confidential Employees.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the following changes in Appendix D – Compensation Levels of the managerial and Confidential Employee Personnel Manual:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130016 601297; 601197; 601376; and 601228	Deputy Court Administrator Community Health Center Supervisor	Move from MC 12 to MC 13 Move from MC 10 to MC 11; Retitle as Community Health Center Manager
759014 759012	Account Clerk – Parks Executive Assistant – Parks	Move from MC 02 to MC 04 Move from MC 05 to MC 07; Retitle as Administrative Office Coordinator
130026 236002 759001	Clerical Services Supervisor Chief Deputy Register of Deeds Director of Parks	Move from MC 08 to MC 10 Move from MC 09 to MC 10 Move from MC 13 to MC 14

BE IT FURTHER RESOLVED, that the changes will be effective the first pay period following approval by the Board of Commissioners.

**TO:** Board of Commissioners County Services Committee  
**FROM:** Sue Graham, HR Director  
**DATE:** March 28, 2019  
**SUBJECT:** Resolution to Authorize Occupational Illness & Injury Reporting Policy  
For the meeting agenda of April 23, 2019

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**BACKGROUND**

Even in the safest workplaces, illness and injuries can still happen. Ingham County currently has an informal reporting process in place to ensure workplace illness and injuries are properly recorded; the County also partners with Sparrow Occupational Health Services to provide care for employees when necessary. In order to ensure consistent, timely, and proper reporting and care for staff experiencing a workplace illness and/or injury, the attached policy has been developed. This policy provides instructions for employees, supervisors, and department heads on what to do before, during, and after a workplace illness and/or injury occurs.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

None.

**OTHER CONSIDERATIONS**

Adoption of this policy is in compliance with the Michigan Occupational Safety & Health Administration (MIOSHA) requirements.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to adopt the Ingham County Occupational Illness & Injury Reporting Policy.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT INGHAM COUNTY OCCUPATIONAL ILLNESS  
AND INJURY REPORTING POLICY**

WHEREAS, even in the safest workplaces, illness and injuries can still happen; and

WHEREAS, in order to ensure consistent, timely, and proper reporting and care for staff that experience a workplace illness and/or injury, the attached policy has been developed; and

WHEREAS, the HR Director recommends that the Ingham County Board of Commissioners adopt the Ingham County Occupational Illness and Injury Reporting Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize adoption of the Ingham County Occupational Illness and Injury Reporting Policy.

# **Occupational Illness & Injury Reporting**

**Approved:**        **XXX, XX XXXX**  
**Resolution No.**   **XX-XXX**

## **A. Introduction**

Ingham County places a great deal of importance on ensuring the safety of our employees. However, the County recognizes that even in the safest workplace accidents and injuries can still happen. Reporting those incidents in a complete and timely manner ensures the employee receives appropriate treatment and any corrective action that can be taken to reduce future incidents is made. Employees have the right to report workplace illness/injury without any fear of retaliation. If an illness/injury occurs while working, all employees, elected officials, and Commissioners must comply with the following reporting guidelines.

## **B. Guidelines**

### **1. Before an Illness/Injury**

- a.** Follow any established safe working practices.
- b.** Discuss any unsafe working conditions with your supervisor.

### **2. After an Illness/Injury - Employees**

- a.** Notify your supervisor immediately.
  - i.** Report all illness/injury to your supervisor, no matter how minor or temporary they may seem to be. Incidents that have the potential to result in emotional/psychological trauma should always be reported.
  - ii.** If you witness an illness/injury that prevents a coworker from moving or speaking, immediately inform your supervisor.
- b.** Work with your supervisor to determine what kind of care you need for your illness/injury.
- c.** If needed, seek medical attention.
  - i.** The County has partnered with Sparrow Occupational Health for treatment of employee illness/injury. A list of Sparrow locations for care is included on the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B). Phone numbers are also included on this form.

- ii.** For emergencies, call 911 and go to the Sparrow Hospital Emergency Room (or nearest emergency room) by ambulance.

  - Examples of emergencies can include blood loss, heart attack, blunt force trauma to the head, severe burns, and electric shock.
- iii.** For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place Monday through Friday between the hours of 7am and 4:30pm, go immediately to Sparrow Occupational Health Services for treatment.

  - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
- iv.** For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place outside of normal business hours, go immediately to Sparrow Hospital Emergency Room for treatment.

  - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
- v.** For non-emergencies that take place Monday through Friday between the hours of 7am and 4:30pm, call Sparrow Occupational Health Services to schedule an appointment. This office also accepts walk-in appointments, but calling ahead ensures you will be seen in a timely manner.
- vi.** For non-emergencies that take place outside of normal business hours, multiple Sparrow Urgent Care offices are available to provide care until 8pm Monday through Friday and from 8am to 8pm on weekends and holidays.
- d.** Once any needed medical attention has been received, work with your supervisor to complete any required paperwork, including the Ingham County Employee Incident Report (Attachment A).
- e.** If you are provided with any paperwork to return to your employer, ensure this is given to your supervisor as soon as you return to work.

  - i.** This paperwork will also specify any work restrictions you may have been placed on.
- f.** If you were treated in an emergency room or urgent care, make a follow-up appointment with Sparrow Occupational Health Services as soon as possible following your initial treatment. Sparrow Occupational Health Services will determine any necessary plan for follow-up treatment.

  - i.** In order to ensure follow-up care is covered under Workers' Compensation, it must be coordinated by Sparrow Occupational Health for the first 28 days following the initial onset of injury/illness.

- g.** Attend any scheduled follow-up visits as directed by Sparrow. Keep your supervisor and the Human Resources (HR) Benefits/Leave Analyst up to date on your recovery progress by providing them with any additional paperwork you receive during your follow-up visits.

### **3. After an Illness/Injury - Supervisors**

- a.** As soon as an employee illness/injury is reported to you, ensure that the employee receives any necessary care.
  - i.** If an employee is sent to a Sparrow facility for care, the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B) should be completed and sent with the employee.
- b.** If the employee needs emergency care, supervisors (or their designee) should meet at or accompany the employee to the hospital. If at all possible, the supervisor should remain with the employee until their emergency contact has been notified, the employee is released, or they are directed to leave by the employee. Update the HR Benefits/Leave Analyst on the employee's condition as soon as possible.
- c.** Time spent for initial treatment for the illness/injury on the day an employee is sent for care is to be recorded as regular hours worked on their time card. Any additional time/days off taken by the employee for follow-up care and/or recuperation should be taken as sick leave (or annual leave if sick leave bank is exhausted) pending evaluation of any claim for wage loss benefits.
- d.** If the employee requires any follow-up care in response to emotional/psychological trauma they have experienced, the County partners with the Sparrow CARES program to provide employees with short-term counseling and other resources. Please contact Sparrow CARES at 517-364-2626 to schedule an appointment.
  - i.** If your employee needs to talk with someone immediately and CARES is unavailable, the following organizations provide phone crisis intervention services at no cost:
    - The Listening Ear provides service from 2pm to 2am daily. Their phone number is 517-337-1717.
    - The Substance Abuse and Mental Health Services Administration (SAMHSA) provides service and information on how to access other resources 24 hours a day, 7 days a week. Their phone number is 1-800-662-HELP (4357).
    - The National Suicide Prevention Lifeline provides service 24 hours a day, 7 days a week. Their phone number is 1-800-273-TALK (8255).
- e.** Complete an Ingham County Employee Incident Report (Attachment A) and send it to the HR Benefits/Leave Analyst as soon as possible. If accompanying the employee for emergency care, designate another employee to complete the report.

- i. If the employee is available to complete and sign the report, have them do so.
- ii. Reports should be received with 24 hours of the incident, except in the event of a fatality or a Michigan Occupational Safety & Health Administration (MIOSHA) reportable illness/injury (in-patient hospitalization, loss of an eye, amputation). Turning in reports in a timely manner is crucial for ensuring employees receive appropriate care. It also ensures that any corrective action which can be taken to reduce the risk of future incidents is made as soon as possible.
- iii. If the employee refuses medical care that appears to be necessary, document that refusal on the report.
- iv. Any corrective action that should be taken to remove or reduce the threat of employee illness/injury should be taken and documented.

### **C. MIOSHA Serious Incident Reporting**

- 1. If a work-related incident involves an amputation (even the loss of a fingertip), loss of an eye, and/or an in-patient hospitalization, the County is required to report that incident to MIOSHA within 24 hours of the incident.
- 2. If a work-related incident involves a fatality, the County is required to report that incident to MIOSHA within 8 hours of the incident.
- 3. MIOSHA Serious Incident Reporting Guidelines
  - a. **During Business Hours** (Monday-Friday, 8am to 5pm): If an incident involving a fatality or one of the injuries listed above takes place during business hours, the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report.
    - i. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327.
    - ii. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
  - b. **After Business Hours:** If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report.
    - i. **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
    - ii. **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.



- iii. Department Heads (and their designees) will be trained on MIOSHA injury reporting protocol and requirements. See the MIOSHA Serious Incident Reporting Guidelines (Attachment #3) for guidance on questions that may be asked by MIOSHA when a serious incident reporting call is made.
- iv. The HR Benefits/Leave Analyst should be given a completed Employee Incident Report by the Department Head (or their designee)/supervisor as well as a summary of the report made to MIOSHA via email as soon as possible.

#### **D. Attachments**

- **Attachment #1:** Ingham County Employee Incident Report
- **Attachment #2:** Sparrow Occupational Health Services Authorization for Work Related Injury Care
- **Attachment #3:** MIOSHA Serious Incident Reporting Guidelines

# Ingham County Employee Incident Report

## *For Reporting Work-Related Injuries/Illnesses*

Use this form when reporting an incident which has or could have caused injury/illness to an employee. Reports should be submitted to the Benefits/Leave Analyst in Human Resources within 24 hours of the incident. Serious incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident. See the Ingham County Occupational Illness & Injury Reporting policy for reporting guidance.

<b>Employee Name:</b>			
<b>Employee #:</b>		<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	
<b>Job Title:</b>		<b>Department:</b>	
<b>Home Address (Street, City, State, Zip):</b>			
<b>Home/Cell #:</b>		<b>Work #:</b>	
<b>Date of Birth:</b>	<b>Date of Hire:</b>		<b>Date of Incident:</b>
<b>Location of Incident:</b>		<b>Time of Incident:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>Time Shift Began:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM		<b>Nature of Injury (i.e. burn, cut, strain):</b>	
<b>Body Part(s) Injured (i.e. right arm, left leg):</b>			
<b>Explain How Incident Happened (attach additional documents if needed, list device type/brand for BBP exposures):</b>			
<b>Name/Phone Number of Witnesses (if any):</b>			
<b>Medical Treatment Received:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Date of Treatment:</b>	
<b>Treatment Location:</b> <input type="checkbox"/> Sparrow ER <input type="checkbox"/> Sparrow Occupational Health <input type="checkbox"/> Sparrow Urgent Care			
<b>Date Employee Reported Incident:</b>		<b>Employee Have Second Employer:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Supervisor's Name:</b>		<b>Supervisor's Work #:</b>	
<b>Supervisor's Signature:</b>			
<b>Form Completed By:</b>			<b>Date Completed:</b>

If you have any questions about completing this form, contact Steph Banthem, Benefits/Leave Analyst in Human Resources at 517-272-4187 or [sbanthem@ingham.org](mailto:sbanthem@ingham.org).



**OCCUPATIONAL HEALTH SERVICES**  
**AUTHORIZATION FOR WORK RELATED INJURY CARE**

INJURY CARE LOCATIONS AND SERVICE HOURS					
<input type="checkbox"/> <b>Sparrow Occupational Health Services</b> <i>Injury Care Hours: Monday-Friday from 7 a.m. to 4:30 p.m.</i> Sparrow Medical Arts Building   1322 E. Michigan Avenue, Suite 101, Lansing, MI 48912 Phone: 517.364.3900, Option 1   Fax: 517.364.3914					
<input type="checkbox"/> <b>Sparrow Urgent Care (after-hours injury care)</b> <i>Injury Care Hours: Monday-Friday from 4:30 p.m. to 8 p.m./Weekends &amp; Holidays: 8 a.m. to 8 p.m.</i> <table border="0"><tr><td><b>Michigan Avenue</b> 1120 E. Michigan Avenue, Lansing, MI 48912</td><td><b>Grand Ledge</b> 1015 Charlevoix Drive, Grand Ledge, MI 48</td></tr><tr><td><b>East Lansing</b> 2682 E. Grand River Avenue, East Lansing, MI 48823</td><td><b>Mason</b> 800 E. Columbia Street, Mason, MI 48854</td></tr></table>		<b>Michigan Avenue</b> 1120 E. Michigan Avenue, Lansing, MI 48912	<b>Grand Ledge</b> 1015 Charlevoix Drive, Grand Ledge, MI 48	<b>East Lansing</b> 2682 E. Grand River Avenue, East Lansing, MI 48823	<b>Mason</b> 800 E. Columbia Street, Mason, MI 48854
<b>Michigan Avenue</b> 1120 E. Michigan Avenue, Lansing, MI 48912	<b>Grand Ledge</b> 1015 Charlevoix Drive, Grand Ledge, MI 48				
<b>East Lansing</b> 2682 E. Grand River Avenue, East Lansing, MI 48823	<b>Mason</b> 800 E. Columbia Street, Mason, MI 48854				
<input type="checkbox"/> <b>Sparrow Hospital Emergency Room</b> <i>Injury Care Hours: Non-Emergent Injuries 8 p.m. to 8 a.m. / Emergent Injuries 24/7</i> 1215 E. Michigan Avenue, Lansing, MI 48912					

**EMPLOYEE INFORMATION:**

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Authorizing Company: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**INJURY INFORMATION:**

*\*\*\*Head Injuries that are accompanied by any of the following symptoms should be sent directly to the Sparrow Emergency Department: Nausea, Vomiting, Dizziness, Loss of Consciousness, Blurred Vision\*\*\**

Date of Injury: \_\_\_\_\_ Date Injury Reported to Employer: \_\_\_\_\_

Description of Injury: \_\_\_\_\_

**POST-ACCIDENT DRUG AND ALCOHOL TESTING (Photo Identification Required)**

**Breath Alcohol Testing (not available at Urgent Care (UC) Locations):**

☐ Non-DOT Breath Alcohol Test ☐ DOT Breath Alcohol Test

**Lab Based Urine Drug Test:**

☐ DOT Urine Drug Screen  
☐ Urine Drug Screen (Non-DOT)  
☐ Urine Drug Screen Collection Only  
☐ Other/Special Instructions: \_\_\_\_\_

**Rapid Urine Drug Tests (not available at UC Locations):**

☐ 5 Panel **Rapid**  
☐ 11 Panel **Rapid**  
☐ Nicotine **Rapid**

I request and authorize the above-named employee to receive injury care from Sparrow Health Services.  
I further understand that my company will be financially responsible for any and all authorized services in the event my workers compensation insurance carrier denies the charges for any reason.

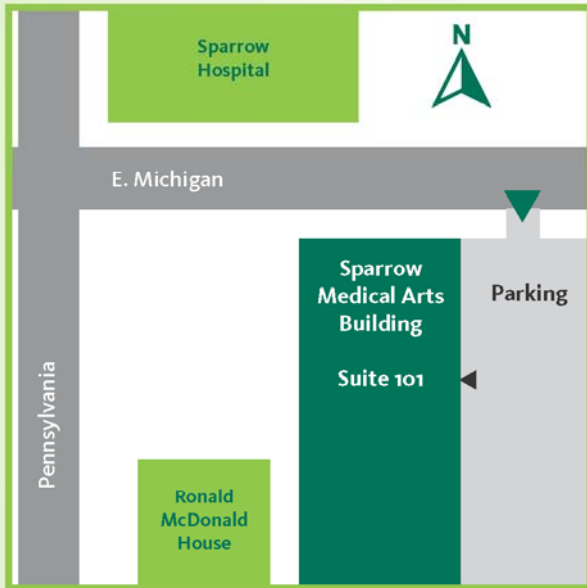
Supervisor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

## Sparrow Occupational Health

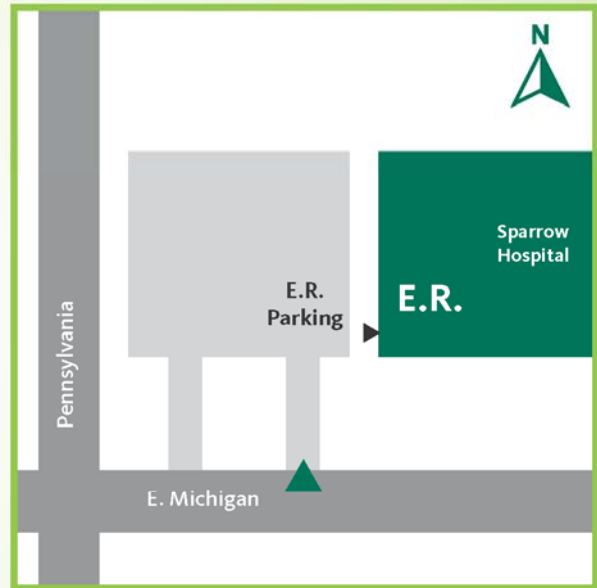
All injuries  
Monday-Friday | 7 a.m. to 5 p.m.



**Sparrow Occupational Health Services Clinic**  
Sparrow Medical Arts Building  
1322 E. Michigan Avenue, Suite 101, Lansing  
517.364.3900

## Sparrow Emergency

All emergencies and any injuries  
Daily | 8 p.m. to 8 a.m.



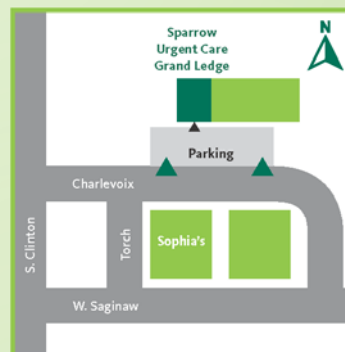
**Sparrow Hospital Emergency Room**  
1215 E. Michigan Avenue, Lansing  
517.364.1000

## Sparrow Urgent Care

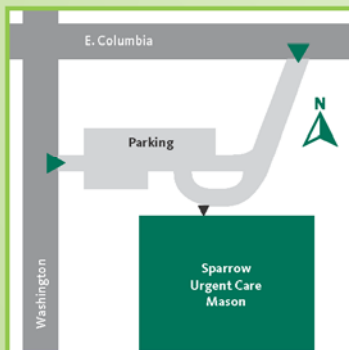
Injuries when Occupational Health Services is closed  
Monday-Friday | 5 p.m. to 8 p.m.  
Saturdays, Sundays, and Holidays | 8 a.m. to 8 p.m.



**Sparrow Urgent Care East Lansing**  
2682 E. Grand River Avenue  
517.333.6562



**Sparrow Urgent Care Grand Ledge**  
1015 Charlevoix Drive  
517.627.0100



**Sparrow Urgent Care Mason**  
800 E. Columbia Street  
517.244.8900



**Sparrow Urgent Care Michigan Avenue**  
1120 E. Michigan Avenue  
517.364.9790

**All Patients will be referred to Sparrow Occupational Health for follow-up.**

# MIOSHA Serious Incident Reporting Guidelines

*For Reporting Amputations, Loss of an Eye, In-Patient Hospitalizations, and Fatalities*

- Incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident.
- If a serious incident or fatality takes place during business hours the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
- If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report. A summary of the report made to MIOSHA must be sent to the HR Benefits/Leave Analyst along with the completed Employee Incident Report.
  - **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
  - **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.

## The following questions may be asked during the reporting call to MIOSHA:

- Name/address of employer.
- Name/address/contact information for employee.
- If the employee is temporary or permanent.
- Date of incident.
- What shift/time the employee was working.
- How the incident happened.
- How the event is work-related.
- If the employee was using equipment and/or personal protective equipment (PPE) during the incident.
- If the incident was related to an auto accident.
- If the task the employee was performing was a normal part of their job.
- If the task required the use of lockout/tagout.
- Nature/details regarding the employee's medical condition/treatment.

Questions from MIOSHA may vary based on the nature of the event; this list provides guidelines for the MIOSHA interview but does not reflect every question the Department Head (or their designee) may need to answer. If you have any questions regarding MIOSHA reporting, please contact the HR Benefits/Leave Analyst at 517-272-4187.

**TO:** Board of Commissioners County Services Committee

**FROM:** Sue Graham, Human Resources Director

**DATE:** April 5, 2019

**SUBJECT:** Resolution to Adopt a Sick Leave Donation Policy  
For the meeting agenda of April 23, 2019

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**BACKGROUND**

The ability of Ingham County employees to donate and/or receive donated sick leave time during otherwise unpaid leaves of absence previously varied based on provisions of each collective bargaining agreement or personnel manual on issues such as the number of hours employees may donate, who authorizes the donation process, and which of their coworkers employees are eligible to donate to. In an attempt to provide consistency and equity across County employment for the donation of sick leave, the Human Resources (HR) Department proposed a uniform policy which establishes county-wide standards for sick leave donations. The Ingham County Board of Commissioners and all collective bargaining units have ratified this uniform policy during recent contract negotiations and the Ingham County Board of Commissioners has previously approved this uniform policy for inclusion in the revised 2019 Managerial and Confidential Personnel Manual.

**ALTERNATIVES**

The Board of Commissioners may choose not to adopt the proposed Sick Leave Donation Policy.

**FINANCIAL IMPACT**

None.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to adopt the proposed Sick Leave Donation Policy.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT A SICK LEAVE DONATION POLICY**

WHEREAS, the ability of Ingham County employees to donate and/or receive donated sick leave time during otherwise unpaid leaves of absence previously varied based on provisions of each collective bargaining agreement or personnel manual on issues such as the number of hours employees may donate, who authorizes the donation process, and which of their coworkers employees are eligible to donate to; and

WHEREAS, in an attempt to provide consistency and equity across County employment for the donation process, the Human Resources (HR) Department proposed a uniform policy which establishes county-wide standards for sick leave donations; and

WHEREAS, the Ingham County Board of Commissioners and all collective bargaining units have ratified this uniform policy during recent contract negotiations and the Ingham County Board of Commissioners has approved this uniform policy for inclusion in the revised 2019 Managerial and Confidential Personnel Manual; and

WHEREAS, the Human Resources Director recommends that the Ingham County Board of Commissioners adopt a Sick Leave Donation Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Sick Leave Donation Policy.

## **Sick Leave Donation Policy**

**Approved:** XXX, XX XXXX  
**Resolution No.** XX-XXX

### **A. Introduction**

Ingham County places a great deal of importance on work attendance by employees and does provide for absences due to illness of the employee or an immediate family member. However, the County recognizes that there are times when unforeseen events happen when employees need assistance from their fellow employees due to FMLA qualifying events that result in need for sick leave (or leave time for employees of the Road Department) donations from other employees.

### **B. Guidelines**

#### **1. To be eligible to accept sick leave donations an employee:**

- a.** Must not be on probation.
- b.** Must have an FMLA qualifying event that would cover the employee or the employee's FMLA covered family members.
- c.** Must have exhausted all forms of compensation as listed in their collective bargaining agreement.
- d.** May be on collective bargaining unit or employment manual special leave due to exhaustion of FMLA.
- e.** Must make a request for sick leave donations to their immediate supervisor.

#### **2. To be eligible to donate sick time an employee:**

- a.** Must not be on probationary status.
- b.** Must have at least 80 hours of sick leave in their accrual bank.
- c.** Must respond to request for sick leave donation by the posted deadline.

#### **3. Sick Leave Donations**

- a.** Employees who are eligible to donate sick leave may donate up to 40 hours of sick leave in a calendar year to a maximum of 3 people.



- b.** Sick leave donations can be made to any Ingham County employee regardless of department or collective bargaining unit affiliation.
- c.** Sick leave donations will not affect the donating employee's option to participate in annual sick leave buy out.
- d.** Employees must respond to requests for sick leave donations by the posted deadline in order to donate.
- e.** Employees may only make 1 sick leave donation request for each FMLA qualifying event which will result in an extended absence from work.
- f.** The employee will not earn any accruals while receiving sick leave donations.

#### **4. Sick Leave Donation Process**

- a.** An employee with a FMLA qualifying event who has exhausted all forms of compensation makes a request for sick leave donations to their immediate supervisor.
- b.** The supervisor contacts Human Resources (HR) with the sick leave donation request.
- c.** HR will verify that the employee is eligible to request sick leave donations.
- d.** Once verified HR will send out a sick leave donation request to all Ingham County employees. The request will include the following information:
  - i.** Employee name
  - ii.** Department
  - iii.** Collective bargaining unit (if any)
  - iv.** Deadline to donate
- e.** All requests for sick leave donations will be open for 3 weeks; no sick leave donations will be accepted after the posted deadline.
- f.** Employees who wish to donate their sick leave must respond to HR by the posted deadline with the name of the employee they wish to donate to and the number of sick leave hours they are donating.
- g.** HR will verify that employees who have donated are eligible to donate sick leave.
- h.** Sick leave donations will be utilized on a first come, first donated basis.
- i.** All sick leave donations received will be placed into the requesting employee's sick leave accrual bank for their use, if there is a balance upon the employee's return to work, those hours will be placed in a County-wide sick leave donation bank.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** April 15, 2019  
**SUBJECT:** Resolution to Amend Personnel Policy No. 107: Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy

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**BACKGROUND**

The Paid Medical Leave Act (PMLA), 2018 PA 369, MCL 408.961 requires public and private employers who employ fifty (50) or more individuals to provide eligible employees with paid medical leave in accordance with its provisions. Ingham County is a public employer subject to the requirements of the PMLA.

Well prior to the enactment of the PMLA, the Ingham County Board of Commissioners approved adoption of Personnel Policy No. 107: Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy in Resolution No. 16-052 on February 23, 2106. Personnel Policy No. 107 provides for paid sick leave to classifications of employees similar to those included by provisions of the PMLA and not covered by a collective bargaining agreement but also differs in some respects from the requirements of the PMLA. Therefore, it is proposed that Personnel Policy No. 107 be amended as noted in the attached resolution.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The financial impact associated with the amendment of Personnel Policy No. 107 will depend upon the number and duration of employment of special part-time, temporary or seasonal employees eligible for paid sick leave.

**STRATEGIC PLAN CONSIDERATIONS**

The amendment of Personnel Policy No. 107 is in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

**OTHER CONSIDERATIONS**

Amendment of Personnel Policy No. 107 is necessary in light of the provisions of the PMLA.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Amend Personnel Policy 107: Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND PERSONNEL POLICY NO. 107: SPECIAL PART-TIME,  
TEMPORARY OR SEASONAL EMPLOYEE SICK LEAVE POLICY**

WHEREAS, the Paid Medical Leave Act (PMLA), 2018 PA 369, MCL 408.961 requires public and private employers who employ fifty (50) or more individuals to provide eligible employees with paid medical leave in accordance with its provisions; and

WHEREAS, Ingham County is a public employer subject to the requirements of the PMLA; and

WHEREAS, well prior to the enactment of the PMLA, the Ingham County Board of Commissioners approved adoption of Personnel Policy No. 107: Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy in Resolution No. 16-052 on February 23, 2106; and

WHEREAS, Personnel Policy No. 107 provides for paid sick leave to classifications of employees similar to those included by provisions of the PMLA and not covered by a collective bargaining agreement but also differs in some respects from the requirements of the PMLA and therefore, it is proposed that Personnel Policy 107 be amended as noted in the attached proposed draft amended policy; and

WHEREAS, the Human Resources Director recommends that the Ingham County Board of Commissioners approves the attached proposed draft amended policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached proposed draft amended Personnel Policy No. 107: Special Part-Time, Temporary or seasonal Employee Sick Leave Policy.

## Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy

Approved: February 23, 2016  
Resolution No. 16-052

### A. Purpose and Applicability

The purpose of this policy is to establish and administer paid sick leave to employees who meet the definition of “special part-time, temporary or seasonal worker”, and are not covered under a collective bargaining agreement.

### B. Definitions

**Temporary Employee** - An employee who is hired for a period of less than **one thousand five hundred and eight** (1,508) hours in a **twelve** (12) month period and does not meet the definition of regular full-time or regular part-time employee as defined by a collective bargaining agreement. Temporary employees shall be scheduled to work an average of **twenty-nine** (29) hours or less per week.

**Seasonal Employee** - An employee who is hired for a position for a period of ~~six (6) months or less~~, **nine (9) months or less as defined below** and that time period begins each calendar year in approximately the same part of the year, such as summer or winter. A seasonal employee may be scheduled on a **full-time basis (40 hours per week), but must not work in excess of twenty-five (25) weeks per year. A seasonal employee may be scheduled on a part-time basis (no more than 29 hours per week), but must not work in excess of nine (9) months.**

**Special Part-Time Employees** - An employee regularly scheduled to work nineteen (19) hours or less per week. These employees are not be covered by the provisions of a collective bargaining agreement or employee personnel manual.

**Excluded Employee** – Employees in positions covered by a valid collective bargaining agreement; Intermittent Replacement, Casual Employees and Substitute Employees not regularly scheduled for work, but are called in to work on an as needed basis; Background Investigators working by assignment for 911; Interns; Student Workers; Temporary Status Work Study. In addition, temporary workers who perform work for Ingham County but are employed by an outside agency are not covered by this policy.

## C. Procedure

### 1. Paid Sick Leave:

Effective on the first pay period following approval of this policy or upon hire, employees covered by this policy will be provided ~~one (1) hour~~ **two (2) hours** of sick leave up to a maximum accumulation of ~~twenty-six (26)~~ **forty (40)** hours in a calendar year, under the following terms and conditions:

- a. Effective upon the date of hire, eligible employees, who have reportable hours in the pay period, will be provided ~~one (1) hour~~ **two (2) hours** of sick leave each pay period up to the maximum of ~~twenty-six (26)~~ **forty (40)** hours in a calendar year.
- b. Balances of credited sick leave will be maintained for each calendar year **and a maximum of forty (40) hours will be carried over to the next calendar year.** ~~Unused balances will cleared out at year end.~~
- c. Any portion of the sick leave hours not taken with supervisory approval during the calendar year will be lost.
- d. Eligible employees under this policy that receive promotions into positions represented by a collective bargaining agreement or employee manual will ~~not~~ carry over sick leave balances **up to forty (40) hours provided** under this program to the new position.
- e. Under no circumstances are eligible employees under this policy entitled to any payout for unused sick leave.

### 2. Use of Paid Sick Leave:

- a. Eligible employees shall be entitled to the use of paid sick leave only after it is credited each pay period.
- b. **In order to use** ~~Use of~~ paid sick leave, **an employee** must **comply with the Notification requirements provided for in Section 5 and the Documentation requirements provided for in Section 6 of this Policy** ~~be approved by the employee's supervisor.~~
- c. **Paid sick** Sick leave must be taken in no less than one (1) hour increments.
- d. A maximum of ~~twenty-six (26)~~ **forty (40)** hours of paid sick leave (**or fewer, in accordance with the provisions of (e) or (f) below**) may be used by the last reportable pay period in the calendar year.
- e. Sick leave may only be used in lieu of previously scheduled hours.

- f. Temporary Employees may not use sick leave so their weekly compensation exceeds **twenty-nine** (29) hours; Special Part-Time Employees may not use sick leave so their weekly compensation exceeds **nineteen** (19) hours; and **Full-time** Seasonal Employees may not use sick leave so their employment extends beyond ~~six (6) months~~ **twenty-five (25) weeks** in any year. **Part-time Seasonal Employees may not use sick leave so their employment extends beyond nine (9) months.**
- 3. Pay Rate for Paid Sick Leave:  
Sick leave will be paid at the employee's normal hourly rate at the time the leave is taken and the hours used shall not be included in the computation of overtime.
- 4. Reasons for Use of Paid Sick Leave:  
Eligible Employees may only use paid sick leave for the following reasons:
  - a. To treat the employee's own illness, injury, physical or mental health condition; or for preventative medical care for the employee; **or for closure of their workplace due to declaration of a public health emergency.**
  - b. For the treatment of the employee's child's or spouse's illness, injury, physical or mental health condition; or preventative medical care; **or for closure of the school or daycare of the employee's child due to declaration of a public health emergency.** ~~for the employee's child or spouse.~~
  - c. For the employee's treatment or services related to the employee's status as a victim in a family violence or sexual assault incident, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.
  - d. **Any other eligible reason as defined by the Paid Medical Leave Act, 2018 PA 369, MCL 408.961 et seq.**
- 5. Notification:  
The eligible employee or designee shall notify her/his supervisor either verbally or in writing as soon as s/he knows that **paid** sick leave is needed. This notification must be made no later than one (1) hour prior to the worker's scheduled start time **or as soon as the need for use of paid sick leave is known by the employee.** If the reason for the **paid** sick leave is foreseeable, the employee must provide at least seven (7) days advance notice to their supervisor, or if the leave is not foreseeable, the employee must provide as much notice as is practicable.

6. Documentation:  
Documentation signed by a health care provider (**or other relevant resource based upon the need for the leave**) indicating the need for more than two (2) days of paid sick leave will be required by the employee's supervisor. **When requested by the Employer, Employees are required to provide documentation within 3 days following use of paid sick leave.**
7. Enforcement:  
Violations of this policy may result in appropriate disciplinary measures.

TO: Board of Commissioners – Law and Courts Committee, County Services  
Committee and Finance Committee

FROM: Undersheriff Andrew Bouck, Ingham County Sheriff's Office

DATE: April 9, 2019

SUBJECT: LOU ~ CCLP Corrections Unit

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**BACKGROUND:**

Great strides have been made to address the staffing level situation in the Ingham County Jail, yet this continues to be an ongoing issue. Employees are unable to schedule enough vacation time to avoid encroaching on the maximum accumulation provided under the collective bargaining agreement. It is the desire of the parties to continue the temporary procedure of:

- Allowing the annual vacation accrual to 380 hours to pay employees for hours in excess of the maximum accumulation so employees do not lose the earned vacation time. This LOU allowing the annual vacation accrual to be increased to 380 hours is to remain in place until December 31, 2020.
- With the cash out of vacation time over and above the 380 hour maximum accumulation until December 31, 2019, at which time the cash out practice will end.

The best long-term solution to this problem would be to increase staffing. The Sheriff's Office will be preparing a core services request for additional Corrections Deputies as part of the 2020 budget process.

**ALTERNATIVES:**

Not addressing this problem would allow employees to lose accrued vacation time.

**FINANCIAL IMPACT:**

The LOU outlines the process for payment at the employee's regular hourly rate.

**OTHER CONSIDERATIONS:**

There are not many employees in the unit that will approach the maximum and those that may approach the maximum accumulation are long term employees that have a high vacation accrual rate. Similar LOU's have been executed historically, with limited duration, for this unit and with the 911 Non-Supervisory Unit in response to employees' difficulty with scheduling time off.

**RECOMMENDATION:**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and CCLP regarding increasing/continuing the annual vacation accrual to 380 hours through December 31, 2020 and allowing the cash out or payment of vacation time excess of the maximum accumulation until December 31, 2019.



Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE LETTER OF UNDERSTANDING WITH  
CAPITOL CITY LABOR PROGRAM (CCLP) CORRECTIONS UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County, the Ingham County Sheriff's Office, and the Capitol City Labor Program, Inc. (CCLP) – Corrections Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Ingham County Sheriff's Office and Human Resources have discussed with the CCLP Corrections Unit the need for allowing the annual vacation accrual to be increased to 380 hours until December 31, 2020 and payment of hours in excess of the maximum vacation accrual allowed due to current staffing levels until December 31, 2019, at which time payment of hours in excess of the maximum vacation accrual allowed will discontinue and have prepared the attached Letter of Understanding between the parties; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the Law and Courts, County Services, and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding between Ingham County and the CCLP Corrections Unit with respect to allowing the annual vacation accrual to be increased to 380 hours until December 31, 2020 and payment of vacation hours in excess of the maximum accrual allowed until December 31, 2019, at which time such practice will discontinue.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

LETTER OF UNDERSTANDING  
BETWEEN  
INGHAM COUNTY SHERIFF  
AND  
CAPITOL CITY LABOR PROGRAM, INC.  
CORRECTIONS UNIT

**INCREASE IN MAXIMUM VACATION ACCUMULATION**

**WHEREAS**, the current collective bargaining agreement between the parties provides in Article 33, VACATION, Section 5a that annual leave days not used may only be accumulated to a maximum of 300 hours or alternatively to a maximum of 320 hours where the Employee secures the written approval of the Undersheriff; and

**WHEREAS**, due to the staffing level currently existing in the Sheriff's Office the parties established a temporary expanded maximum vacation (annual leave) accumulation of 380 hours through December 31, 2017 through the use of a Letter of Understanding which expired by its terms on December 31, 2017; and

**WHEREAS**, the parties recognize a need to renew and extend the expanded maximum vacation accumulation limit through December 31, 2020 as well as to document retroactively to January 1, 2018, the practice of the parties in allowing vacation accumulations beyond the 300 or 320 contract maximums; and

**WHEREAS**, Corrections Officers will not be allowed to continue to accrue vacation (annual leave) above the 380 hour agreed upon maximum; and

**WHEREAS**, the parties have come to an agreement on renewal of and continuation of the expanded maximum accumulation and there will be no future accrual of or payment for vacation hours accrued over and above the 380 hour maximum accumulation except as stated below in paragraph 2.

**NOW, THEREFORE, IT IS HEREBY AGREED**, between the parties as follows:

1. The annual maximum vacation accrual shall be increased to 380 hours without the requirement for the written approval of the Undersheriff retroactive to January 1, 2018 through December 31, 2020.
2. Corrections Deputies will continue to receive the cash out of vacation accrued over and above the 380 hours maximum accumulation until December 31, 2019, at which time such practice will discontinue.

3. This Letter of Understanding will be effective through December 31, 2020, at which time the temporary increase in maximum leave accumulation shall expire.

**COUNTY OF INGHAM**

**CCLP CORRECTIONS DIVISION**

\_\_\_\_\_  
Bryan Crenshaw, Chairperson      Date

\_\_\_\_\_  
Tom Krug, Executive Director      Date

**SHERIFF OF INGHAM COUNTY**

\_\_\_\_\_  
Sheriff Scott Wriggelsworth      Date

\_\_\_\_\_  
Jack Bonner      Date

APPROVED AS TO FORM FOR INGHAM  
COUNTY:

COHL, STOKER & TOSKEY, P.C.

By: Bonnie G. Toskey      4/04/2019  
Bonnie G. Toskey      Date

## Agenda Item 11a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 11, 2019

RE: First Quarter 2019 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2019. The total increase to the General Fund is \$50,523.

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 2018. Some of the larger projects carried over from the 2016, 2017, and 2018 budgets include \$110,097 for the McNamara accessible boat launch, \$80,289 Overlook Shelter Roof Improvements, and \$435,928 for jail chiller replacement and \$209,410 jail locking system, \$159,226 for Circuit Court's courtroom technology replacements with ongoing major imaging/scanning projects, \$380,518 for Circuit Court, \$121,268 Probate Court, and \$236,432 for the Clerk. 9-1-1 Emergency Dispatch requested \$300,000 of 2017 funds for the VESTA 9-1-1 phone system upgrade and \$80,000 training room remodel. The IT department had a number of unfinished projects including \$162,447 for network redesign, and \$160,000, and others that total \$183,397. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions #16-257, #16-328 and #17-109, #18-110, #18-186, and #18-533. The balance of these projects totals \$9,973,005. A total of \$112,100 in computer replacement budgeted in 2018 are also appropriated to 2019.

In the adopted budget the Animal Control expenses were reduced in the General Fund by \$58,511 but the corresponding revenue to balance from the Animal Control Millage was not adjusted. The Animal Control also requested \$27,613 of unspent operating funds to be carried over for the purchase of a truck. The Remonumentation Grant was increased by \$9,260 resulting in an increase in revenue and expense. The Controller Office requested \$6,650 to cover unexpected expenses for training on the MUNIS system. The Health Department requested reimbursement of \$7,000 for expenses related to the Youth Commission. The use of fund balance uncommitted will be increased to balance these changes.

Circuit Court requested \$17,048 for the purchase of replacement scanners for the Family Support due to the old scanners having difficulty supporting the new version of OnBase.

A vehicle in the Road Department budget has been totaled and replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Road budget of \$23,500.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$341,450. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

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

**2019 CONTINGENCY**

Adopted Contingency Amount	\$350,000
R18-467: Additional Community Agency Funding	(8,550)
<b>Current Contingency Amount</b>	<b>\$341,450</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2019 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2019 Budget on October 23, 2018 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.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller 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>2019 BUDGET 03/11/19</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$86,167,265	50,523	\$86,217,788
201	Road	26,631,154	23,500	26,654,654
205	Animal Control Millage	487,830	(58,511)	429,319
215	Friend of Court	6,044,680	20,000	6,064,680
221	Health	20,516,715	7,000	20,523,715
228	Trails & Parks Millage	4,415,026	10,119,160	14,534,186
245	Public Improvements	690,480	1,322,666	2,013,146
261	9-1-1 Emergency Phone	8,609,642	459,123	9,068,765
561	Fair	1,134,599	214,500	1,563,599
595	Jail Commissary Fund	772,959	46,000	818,959
631	Building Authority Operating	4,087,877	153,932	4,241,809
636	Innovation & Technology	5,402,468	863,544	6,266,012
664	Mach. & Equip. Revolving	1,086,437	802,781	1,889,218

**GENERAL FUND REVENUES**

	<u>2019 Budget – 03/11/19</u>	<u>Proposed Changes</u>	<u>2019 Proposed Budget</u>
<b>Tax Revenues</b>			
County Property Tax	51,995,716	0	51,995,716
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,210,267	0	6,210,267
Convention/Tourism Tax - Liquor	1,409,713	0	1,409,713
Court Equity Funding	1,462,712	0	1,462,712
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance - Committed	0	0	0
Use of Fund Balance - Uncommitted	2,031,774	99,774	2,131,548
<b>Department Generated Revenue</b>			
Animal Control	1,258,447	(58,511)	1,199,936
Circuit Court - Family Division	1,277,769	0	1,277,769
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	2,148,487	0	2,148,487
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	618,850	0	618,850
District Court	2,254,348	0	2,254,348
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Probate Court	277,178	0	277,178
Prosecuting Attorney	657,720	0	657,720
Purchasing	0	0	0
Register of Deeds	2,298,237	0	2,298,237
Remonumentation Grant	85,000	9,260	94,260



Sheriff	4,736,517	0	4,736,517
Treasurer	4,492,133	0	4,492,133
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	410,996	0	410,996
<b>Total General Fund Revenues</b>	<b>86,167,265</b>	<b>50,523</b>	<b>86,217,788</b>

#### **GENERAL FUND EXPENDITURES**

	<u>2019 Budget – 03/11/19</u>	<u>Proposed Changes</u>	<u>2019 Proposed Budget</u>
Board of Commissioners	618,642	0	618,642
Circuit Court - General Trial	9,167,583	0	9,167,583
District Court	3,309,520	0	3,309,520
Circuit Court - Friend of the Court	1,614,912	0	1,614,912
Jury Board	1,190	0	1,190
Probate Court	1,616,078	0	1,616,078
Circuit Court - Family Division	5,795,303	0	5,795,303
Jury Selection	171,910	0	171,910
Elections	289,560	0	289,560
Financial Services	824,457	0	824,457
County Attorney	474,525	0	474,525
County Clerk	1,153,296	0	1,153,296
Controller	979,481	6,650	986,131
Equalization/Tax Services	765,751	0	765,751
Human Resources	843,944	0	843,944
Prosecuting Attorney	6,975,094	0	6,975,094
Purchasing	247,588	0	247,588
Facilities	1,933,489	0	1,933,489
Register of Deeds	869,568	0	869,568
Remonumentation Grant	85,000	9,260	94,260
Treasurer	590,285	0	590,285
Drain Commissioner	1,113,156	0	1,113,156
Economic Development	328,271	0	328,271
Community Agencies	208,550	0	208,550
Ingham Conservation District Court	8,089	0	8,089
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	212,600	0	212,600
Sheriff	20,892,683	0	20,892,683
Metro Squad	37,670	0	37,670

Community Corrections	178,614	0	178,614
Animal Control	2,424,954	27,613	2,252,567
Emergency Operations	235,620	0	235,620
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,835,086	7,000	5,842,086
CHC	3,733,299	0	3,733,299
Jail Medical	1,680,962	0	1,680,962
Medical Examiner	676,225	0	676,225
Substance Abuse	708,102	0	708,102
Community Mental Health	2,061,941	0	2,061,941
Department of Human Services	1,972,497	0	1,972,497
Tri-County Aging	97,724	0	97,724
Veterans Affairs	618,664	0	618,664
Cooperative Extension	406,589	0	406,589
Parks and Recreation	1,637,189	0	1,637,189
Contingency Reserves	341,450	0	341,450
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Capital Improvements	1,710,158	0	1,710,158
<b>Total General Fund Expenditures</b>	<b>86,167,265</b>	<b>50,523</b>	<b>86,217,788</b>

### **General Fund Revenues**

Remonumentation Grant	Increase of \$9,260 in grant funds for remonumentation.
Animal Control	Decrease revenue transfer of \$58,511 in from 205 Animal Control Millage Fund to balance due to reduction in expenses.
Use of Fund Balance-Uncommitted	Increase of use of fund balance \$99,774 due to revenue and expense changes.

### **General Fund Expenditures**

Remonumentation Grant	Increase of \$9,260 in grant expenses for remonumentation.
Health	Increase transfer in the amount of \$7,000 to replace funding used for Youth Commission expenses.
Controller	Additional funds of \$6,650 requested for attendance for the MUNIS Continuous Education Program out of state expenses.
Animal Control	Re-appropriate operating funds of \$27,613 for purchase of truck not expensed in 2018.

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

Road (F201)	Increase revenue and expense budgets in the amount of \$23,500 to recognize insurance proceeds to cover a truck that was totaled.
Animal Control Millage (F205)	Decrease transfer to Fund 101 due to reduction in expenses in the amount of \$58,511 and increase 205 Fund balance.
Friend of Court (F215)	Re-appropriate funds for the following projects; Reinforcement of Doors (\$12,500), Install Card Readers (\$7,500) for CIP 2018.
Health (F221)	Increase transfer from Fund 101 in the amount of \$7,000 to replace funding used for Youth Commission expenses.
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, and 18-533 (\$9,973,005). Re-appropriate funds for McNamara accessible boat launch (\$110,097) from CIP 2016, Pump House Building (\$3,315), Restrooms Refurbishment (\$2,743), Gravel/Millings Burchfield & Lake Lansing (\$30,000) from CIP 2017.

Public Improvement (F245)	Re-appropriate funds for Overlook Shelter roof/restrooms (\$80,289), gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: District Court Public Bath Flooring (\$17,293), and Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$20,213), and Steam Repairs VMC (\$20,000) from CIP 2017, Indoor Firearms Range (\$5,000), Lock Replacement Jail (\$8,156), and Jail Plumbing Repairs (\$8,714) from CIP 2016, Jail Plumbing Study (\$25,000), Jail Roof Repairs (\$33,847), Training Center Roof (\$21,096), Lock Repair Parts (\$14,689) all from CIP 2017, Jail Heat Pumps/Piping (\$40,671), and Replace Jail Water Softener (\$25,000) from CIP 2016, RTU Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$435,928), Jail Locking System (\$209,410), FCHC Drain Repairs (\$12,000), YC Tuck pointing (\$85,000), and Clock Tower Repairs (\$208,200) from CIP 2018.
9-1-1 Emergency Phone (F261)	Re-appropriate funds for the following projects; Radio system battery replacement (\$20,000) per 2016 capital budget and Phone System Upgrade to VESTA 911 (\$300,000) from the CIP 2017. Re-appropriate Training Room Remodel (\$80,000), Test Servers Inform CAD and Mobile (\$35,323), Inform CAD API (\$8,600), Inform Browser (\$15,200) from CIP 2018.
Fair (F561)	Re-appropriate funds for the following projects; Cement Placement (\$90,000), Replace Paved Surfaces (\$120,000), Replacement of Fair Laptop, (\$4,500) from 2018 CIP.
Jail Commissary Fund (F595)	Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access (\$10,000), Court Room Gates (\$10,000), and Main Interior Security Door (\$6,000) for CIP 2018 Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000) for CIP 2018.
Bldg. Authority Operating (F631)	Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$25,000), Parking Lot Repairs (\$91,709), Door Replacement (\$22,000), and DHHS Data Room AC replacement (\$2,008) from CIP 2018.

Innovation & Technology  
(F636)

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2018; Network Redesign (\$162,447), wireless project (\$160,000), Network Analysis Tools (\$25,000), Microsoft Licensing (\$15,000), SAN License (\$20,000), Phone Software (\$15,000), Web Software Licensing (\$25,000), Web Site Revamp (\$30,000), Network Security Assessment (\$40,000), Wiring Project (\$10,000) and Phone System Upgrade (\$3,397).

Mach/Equip. Revolving  
(F664)

Re-appropriate Circuit Court's imaging/scanning project (\$380,518), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), Courtview training (\$5,000), and key card holder (\$2,600) from CIP 2014 and 2015, computer, keyboard, monitor (\$1,171) and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$159,226) from 2018. Animal Control's bullet proof vest (\$4,490), Toughbook (\$19,205) from 2016, 2017 and 2018 CIP. Equalization's Software for Online Mapping (\$10,000) from 2018 CIP. District Court's Lobby Furniture CIP 2016 (\$2,592) and Two Way Radios CIP 2017 (\$1,750). Re-appropriate funds for computer replacements budgeted but not purchased in 2018 for the following departments; Innovation & Technology (\$4,236), Sheriff (\$19,100), Health Dept (\$76,000), and Prosecuting Attorney (\$17,000). To appropriate (\$17,048) for the purchase of replacement scanners for the Circuit Court's Family Support due to the old difficulty supporting newest version of OnBase. Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500) from CIP 2018. Re-appropriate Sheriff's Replacement of Bullet Resistant Vest (\$10,608) from CIP 2018. Re-appropriate Probate Court's Courtroom Upgrades (\$20,564) and the Prosecuting Attorney's Scanner Replacements (\$18,500) from CIP 2018.

**TO:** County Services Committee

**FROM:** Timothy J. Dolehanty, Controller Administrator

**DATE:** April 5, 2019

**SUBJECT:** Quarterly Settlement of Claims Report

On June 13, 2017 the Board of Commissioners approved the Settlement of Claims, Litigation and Separation Agreements Policy (Policy No. 222). Section D.3 of the policy requires that “The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” This report is intended to satisfy that requirement for the first quarter of 2019 (January 1 through March 31).

**2019 First Quarter  
Settlements of Claims, Litigation and Separation Agreements**

<u>Date</u>	<u>Amount</u>	<u>Department</u>	<u>Type</u>
03/13/19	\$ 311.22	Controller	Property Damage

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

C: Board of Commissioners

**TO:** Law & Courts, Human Services, County Services, & Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** April 8, 2019

**SUBJECT:** Ingham County Strategic Plan  
For the meeting agendas of 4/18, 4/22, 4/23 and 4/24

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**BACKGROUND**

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original, with one exception. Last year, the resolution was updated to reflect years 2019-2023. We recommend reverting back to 2018-2022 to give the 5-year plan a specific end date, then at that time the County can review progress and prepare a new 5-year plan if warranted.

**ALTERNATIVES**

The Board of Commissioners could opt not to make any changes to the 2018 – 2022 plan.

**FINANCIAL IMPACT**

There is no direct financial impact. However, the goals and strategies included in the Strategic Plan are considered when allocating resources during the annual budget process.

**STRATEGIC PLANNING IMPACT**

This resolution supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. *Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.* Key implementation task f. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.

**OTHER CONSIDERATIONS**

Review of the 5- year strategic plan is necessary to ensure that the strategies and goals remain current. An update to the action plan is included for your information.

**RECOMMENDATION**

I recommend approval of the attached resolution after review by the Board of Commissioners to incorporate any necessary changes.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
<b>Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.</b>			
<b>Strategy 1. Strive to make facilities and services user-friendly</b>			
a. Submit to the electorate a new health services millage that broadens the population served beyond what the current millage allows.	<u>Board of Commissioners</u> Controller TOOA	4th quarter of 2018	The Human Services Committee opted not to consider this until the current millage comes up for renewal.
b. Expand Medicaid enrollment activities throughout Ingham County.	<u>Health Department - Health Promotion and Prevention</u>	Ongoing	Medicaid enrollment activities continued in 2018. Registration and Enrollment's location was enhanced to better serve clients as part of the HSB's May 2018 renovation.
c. Renovate the Health Department space at the Human Services Building and find a permanent home for the River Oak Clinic.	<u>Health Department</u> Controller Facilities Purchasing	2nd quarter of 2018	HSB centralized check-in and waiting room renovation project was completed in June 2018. 2019 CIP Requests reflect preparation to move the River Oak Clinic.
d. Expand programming to identify and address the prevalence of STDs in the community, particularly HIV/AIDS.	<u>Health Department</u>	Ongoing through 2022	A Ryan White Care Coordination Grant in the amount of \$581,172 was awarded to Ingham County in 2018.
e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.	<u>Health Department</u>	Ongoing through 2022	Sparrow-VOA Clinic provided additional access to healthcare. Mobile health clinic partnership with Sparrow increased access to healthcare.
f. Maintain and improve existing parkland, facilities, and features.	<u>Parks</u> Purchasing Controller Board Of Commissioners Purchasing Zoo MSU Extension	Ongoing	The Parks Department continues work on approved CIP projects. These projects include roof replacement at Hawk Island and Lake Lansing South, improvements to splash pad features, adding canoes/kayaks/trailers, etc.
g. Work to improve accessibility for visitors of all ages and abilities.	<u>Parks</u> Zoo Animal Control	Ongoing	The Parks Department was awarded two grants for Burchfield Park and McNamara Landing. The grant for McNamara Landing will provide for a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility. The Overlook Shelter grant will provide for the installation of a new ADA shelter, parking improvements, accessible pathway, etc. at Burchfield Park. In addition, we have a new ADA wheelchair at Lake Lansing South to provide beach access for any park visitor.
h. Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.	<u>Parks</u> Board Of Commissioners Purchasing	Ongoing	A fourth round of millage applications were reviewed and 16 new projects were awarded that will address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. The grant for McNamara Landing to install a new EzDock kayak launch will also enhance access to a blueway trail connecting to Burchfield Park. In addition, we have purchased kayaks for Hawk Island and Burchfield Park.
i. Construct a new 50,000 sq. ft. exposition center and replace the grandstands at the Fairgrounds.	<u>Fair</u> Controller Board Of Commissioners Purchasing	Last quarter 2019 (Fair)	Exploring a variety of methods to get the project completed by late 2019.
j. The Drain Commissioner's office will continue its program of maintenance and improvement of the important public drain infrastructure	<u>Drain Commissioner</u>	Ongoing	Maintenance and improvement of drain infrastructure is an ongoing activity.
k. Provide for collection and proper disposal of household hazardous waste through the Health Department environmental health division.	<u>Health Department</u> Purchasing	Ongoing	Household Hazardous Waste collection program continued. See activity indicators for metrics.
l. Provide for ongoing potable water and wastewater inspections through the Health Department.	<u>Health Department</u>	Ongoing	Ongoing. Environmental Health staff provided input and advocacy around proposed changes to the statewide septic code.
m. Monitor environmental hazards and seek to prevent and mitigate pollution.	<u>Health Department</u>	Ongoing	Ongoing
n. Diversify programs/activities at the Ingham County Fair.	<u>Fair</u> Controller Board Of Commissioners Purchasing MSU Extension	Ongoing	Develop relationships with a variety of different clubs, organizations and businesses throughout the county. Create opportunities for the underserved populations that we don't typically reach.



Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
o. Apply contemporary transportation infrastructure philosophies, such as complete streets, to all road construction projects.	<u>Road Department</u> Board of Commissioners Parks Purchasing	Ongoing	2018 Road projects that involved complete streets philosophy: Jolly, Dobie-Meridian Rds--adding paved shoulders; Jolly at Okemos Intersection--Sidewalk gap fill-ins & ADA upgrades; Cedar St, Holt-Aurelius Rds--To be reconstructed with bike lanes, on-street parking, cross walks, new sidewalks and ADA upgrades.
p. Ensure there is no waiting list for the TCOA meals on wheels program in Ingham County.	<u>Tri-County Office on Aging</u> Board of Commissioners		TCOA was awarded a 3% increase over last year's MOW request, as well as an additional \$11,930 to be put toward this strategy for ending the wait list.
q. Implement an electronic filing system for veteran benefit claims.	<u>Veterans Affairs</u>		Veterans Affairs is able to report county service delivery and outcomes by utilizing a more efficient county-solution VetraSpec system. VetraSpec is a secure, online, veteran's claims management software solution built for veteran service officers and state departments.
r. Increase the number of families are served through the DHHS special needs account.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of special needs clients served by DHHS is projected to increase from 125 in 2017 and 2018 to 180 in 2019.
s. Work with DHHS to fix their handbook and administrative rules to eliminate confusion.	<u>Circuit Court - Juvenile Division</u> Michigan Department of Health and Human Services Board of Commissioners Controller		The Juvenile Division has attended all training and forums related to the Child Care Fund. Additionally, the Deputy Court Administrator and the Michigan Association of Family Court Administrators have met regularly to address concerns as they arise. It should also be noted that in September of 2017, the Juvenile Division participated in an on-site review by the Child Care Fund audit team. It was determined that the Juvenile Division was effective in reporting costs that were accurate, allowable and appropriate according to state laws, regulations and departmental policy.
t. Reduce the amount of time spent by each child in the foster care system.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of days of Family Foster Care is projected to decrease from 38,077 in 2017 down to 28,470 in 2019.
u. Maintain the minimal level of Law Enforcement /Road Patrol response in the Sheriff's Office primary service area within the current revenue stream.	<u>Sheriff's Office</u>	Remain at current level through 2020	Formal Reorganization of ICSO in 2018/2019 with the proposed addition of one new Field Services Sergeant position. This position has been added and made a noticeable improvement to operations. Sheriff's Safer Schools Initiative
v. Continue to take the lead in organizing interagency cooperation and obtaining state and federal grant funding to protect Ingham County against all hazards, including an emphasis on terrorism, natural disasters and accidents.	<u>Homeland Security Office</u> Purchasing MSU Extension MSP EOC Lansing SEOC MSU EOC		Strong partnerships have been established and are maintained with our local, state, regional and federal partners
w. Continue work to stem the epidemic of Opioid/Heroin related deaths and crime.	<u>Health Department</u> Prosecuting Attorney Sheriff's Office Tri-County Metro Squad Circuit Court - Juvenile Division FAN Lansing/Mason Area Opiate Task Force TCOA	Ongoing/Annual	The Ingham Opioid Abuse Prevention Initiative continued to meet and follow the strategic plan that it developed. Activities include collaborating with the County Jail and Community Mental Health to develop plans of care for inmates with Substance Use Disorders. Ingham County has retained Weitz & Luxenberg to pursue legal action against manufacturers and distributors of opioids.
x. Continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence.	<u>Prosecuting Attorney</u> Tri-County Metro Squad	Ongoing/Annual	ICPO works with police and law enforcement partners to prosecute violent crimes, much of which is the result of the illegal drug trade. In the absence of sensible gun legislation at the state and national level, it is local police and prosecutors who are on the front lines addressing gun violence. Many of our homicides result from the illegal drug trade and we support efforts to reduce illegal drug activity, in our community and throughout the State of Michigan.

**Goal A. Service to Residents:** Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

**Strategy 2.** Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
a. Provide additional resources to the task force focusing on the epidemic of opiate addiction in Ingham County.	<u>Health Department</u> Sheriff's Office Prosecuting Attorney MSU Extension TCOA	Ongoing through 2022	The Health Department secured \$70,000 in funding from the Blue Cross Blue Shield of MI Foundation to support the activities of the Ingham Opioid Abuse Prevention Initiative and is utilizing these funds in 2018. CMH has begun distributing Narcan to at-risk individuals upon their release from the Ingham County Jail. The Sheriff has had several mobile pill collections at community events.
b. Partner with non-profit agencies and local governments to communicate the availability of quality pre-natal care to minority populations.	<u>Health Department</u>	Ongoing through 2022	The Maternal and Child Health Division's Maternal and Infant Health, Nurse Family Partnership, and Strong Start Healthy Start programs continued to work with community partners to improve birth outcomes.
c. Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC)	<u>Controller</u> Circuit Court District Court Prosecuting Attorney	<u>Following Deadlines as set by MIDC</u>	Compliance Plan including 54A, 54B, and 55th District Courts and 30th Circuit Court submitted to MIDC. Plan accepted by MIDC and funding from State of Michigan granted. Implementation planning for a County Public Defender Office is underway.
d. Continue and consider expansion of the network of various Ingham County Specialty Courts (Domestic Violence, Mental Health, Substance Abuse, and Veterans Courts).	<u>District Court</u> Circuit Court Prosecuting Attorney Sheriff's Office Circuit Court - Juvenile Division	Ongoing	The court continues to work with other courts and community partners to enhance and expand existing specialty court programs.
e. Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.	<u>District Court</u> Community Corrections Advisory Board Sheriff's Office Circuit Court Prosecuting Attorney	Ongoing	The court focus is on rehabilitation and sentences are designed for what is best for the defendant and the community.

**Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.**

*Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.*

a. Preserve important farmland and open spaces through purchase of development rights.	<u>Farmland and Open Space Preservation Board</u> Purchasing MSUE	Annually	Since it began, the program has protected just over 5300 acres of farmland and open space land in the county with permanent conservation easements. The millage was renewed for an additional 10 years in 2018.
b. Maintain a master road improvement plan that prioritizes road projects to achieve "excellent" road conditions.	<u>Road Department</u>	Ongoing	With the MTF revenue increase, the Road Department proposes maintenance paving and chip-sealing on approximately 100 miles of primary road in 2019. Also in 2019 the increased MTF will provide several miles of full resurfacing. With the recent past financial constraints, no primary roads have been fully rehabilitated or re-paved without federal aid and/or special state or other funding.
c. Develop a standardized reporting system for Community Agencies.	<u>Controller</u>	2nd quarter of 2018	A standardized reporting system is expected to be in place for 2019.
d. Identify acceptable response time ranges to develop plans to address any shortfalls in meeting the acceptable time ranges for calls for service.	<u>Sheriff's Office</u> 9-1-1 Center	Annual Basis	Pending reorganization would add one additional unit to respond / improve response times to CFS Sheriff's Safer Schools Initiative. Sheriff has assigned a deputy to each rural township and has worked to develop interagency relationships.
e. Identify appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population.	<u>Community Corrections Advisory Board</u> Prosecuting Attorney Sheriff's Office Circuit Court/Pretrial Services District Court Private Service Providers	Develop definition of recidivism by Oct. 1, 2017 Establish baseline by collecting data for 1 year - October 1, 2018	Due to the scope of this project and time constraints this FY, the Action Plan has been revised. The overall scope and feasibility of defining and tracking recidivism will be explored by June 30, 2019. Based on the results, an Implementation Plan and Timeline will be developed by September 30, 2019; Use of structured sentences that include evidence-based program models shown to reduce participant recidivism will continue to be utilized.
f. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.	<u>Controller</u>	12/31/2017	A new 5-year strategic plan was adopted by the Board of Commissioners in 2017. Progress is reported annually during the budget process and periodically throughout the year at liaison committee meetings.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
<b>Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.</b>			
<i>Strategy 4. Ensure employees provide complete and courteous response to resident questions and inquiries.</i>			
a. Periodically offer FOIA training opportunities to all employees.	<u>Board of Commissioners</u> Animal Control Prosecuting Attorney		Key users have participated in training for new releases of the FOIA software.
b. Provide responsive customer service and public engagement.	<u>Controller</u>		Methods to further implement this strategy will be explored in 2019. Facilities Department sent out a satisfaction survey in January 2019.

**Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.**

*Strategy 5. Provide opportunities to gather feedback on County services from the public.*

	<u>Board of Commissioners</u> Innovation and Technology Animal Control Circuit Court Sheriff's Office		Every public meeting is a chance to gather feedback. However, an example of specific engagement with the public is the sessions held by the Sheriff to educate the public on the Jail millage.
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**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 1. Promote key services through the local media.*

a. Increase resident awareness of parks, park activities, accomplishments, and opportunities.	<u>Parks</u> Board of Commissioners Zoo	Ongoing	The Parks Department issues press releases and frequently posts to Facebook to keep the public up to date on park information. The Friends of Ingham County Parks have developed in conjunction with the Parks Department staff, a Voluntary Park Patron Optional Decal – Fundraising Proposal. This will help the Friends build a membership base of park supporters and donors.
b. Secure funding for mass media campaign around education, prevention, and treatment of HIV and STIs.	<u>Health Department</u> Board of Commissioners	Apply for funding by Q4 2018	The Health Department was awarded \$20,000 for a media campaign as part of its 2018 grant for Ryan White Care Coordination funds. The Health Department secured \$5,000 for a Hepatitis A Campaign and began implementing it in May 2018.
c. Provide public relations and media training for Commissioners, department heads, and staff.	<u>Controller</u>	Ongoing	Training opportunities are ongoing and encouraged county-wide (ICMA Webinars). Media training scheduled for February 27 Department Head meeting.

**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 2. Provide opportunities for residents and service recipients to share their experiences about County services.*

a. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.	<u>Controller</u> Board of Commissioners	Ongoing	Committee Chair updates are included on the agenda for every Board of Commissioners meeting.
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**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 3. Consider ways to brand and unify County messaging*

a. Create and maintain a social media presence for County programs and services.	<u>Controller</u> All Interested Departments	Ongoing	A social media policy was approved by the Board of Commissioners in 2018. The web site update is ongoing.
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**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 4. Assure ease of access to information on and maintenance of the County Web site.*

a. Make county records available on-line whenever practical.	<u>Innovation and Technology</u>	12/1/2020	Website update is in progress, this will be the first step in providing more information online.
b. Route all requests for public documents through the FOIA Coordinator.	<u>Board of Commissioners</u>		While FOIA request procedures are available on the webpage, we are still attempting to have all customers use the FOIA software when requesting information.
c. Continue support for online mapping and property search queries through the Equalization Department.	<u>Equalization/Tax Mapping</u> Innovation and Technology	Annually	This is addressed annually in the budget.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
d. Support efforts to allow on-line fee payment for vital records.	<u>County Clerk</u> Innovation and Technology	2nd Quarter - 2019	Two challenges must be addressed: ability to verify identity and no-cost or low-cost payment processing. The current vendor is developing an ID verification module with an expected rollout in 2019. After rollout, the Clerk will determine if it meets our needs. The Clerk plans to work with the Treasurer to develop no-cost payment processing solutions.
e. Create an electronic, public directory of all County services with contact information.	<u>Innovation and Technology</u>	12/1/2018	Website update is in progress, anticipated rollout is before the end of the year.
f. Assign an employee in each department with responsibility for keeping the intranet up to date.	<u>Innovation and Technology</u>		IT can recruit a point person and coordinate but cannot enforce updates to happen. It will need to be escalated if greater measures need to be taken.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 1. Maintain the County's financial reserves at adequate levels.*

	<u>Controller</u>	Ongoing	The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/17 total \$27.9 million. This equates to 12% of the \$233.3 million in total budgeted expenditures for 2018. As of 12/31/17 the General Fund has \$11.8 million more than the policy's minimum target and the Public Improvement Fund has \$8 million more than the policy minimum. The Budget Stabilization Fund is \$240,959 above its minimum target level.
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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 2. Continue to monitor adherence to the County's financial reserve policy*

	<u>Controller</u>	Ongoing	The County's policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.
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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 3. Develop options for service levels depending on the County's fiscal health.*

a. Set reasonable fees for document searches and duplication.	<u>Board of Commissioners</u>		Fees are set by resolution on an annual basis.
b. Build capacity to meet growing demands to investigate, educate and control the incidence of sexually transmitted infections in our community.	<u>Health Department</u>		Ryan White Care Coordination Grant awarded in 2018.
c. Increase the immunization rate among children 19-35 months old and 13-17 years old through community outreach/collaborations to increase knowledge and awareness about immunization.	<u>Health Department</u>		Immunization activities continued. The Board of Health has included <i>Promote ICHD Adolescent &amp; Adult Vaccination Activities</i> as one of its Strategic Priority areas. Vaccinated residents at the Ingham County Youth Center monthly.
d. Consider the 9-1-1 Advisory Committee recommendation to submit to the electorate a supplemental 9-1-1 Operational Millage to build up a fund balance to upgrade or replace the current Public Safety Communications System.	<u>Board of Commissioners</u> 9-1-1 Center	Increase start in 2018 and continue for several years. Radio system must be replaced/upgraded by 2021.	The Board of Commissioners decided to move forward with a ballot question in November 2018 to increase the 9-1-1 surcharge to fund a full radio replacement, per Resolution 18-322. The ballot question was approved by voters and the radio replacement project is underway.
e. Supplement the CCAB Plans and Programs through local funding given the limited resources available.	<u>Community Corrections</u> <u>Advisory Board</u> Circuit Court Prosecuting Attorney	2018	CMH-CATS, Jail and Community Corrections worked together to propose programming that could potentially be funded through the Justice Complex Millage. A proposal was submitted for community-based programming.
f. Expand diversion program to divert non-violent economic crime from the traditional Courts dockets.	<u>Prosecuting Attorney</u>		We are working to further expand the eligibility of diversion cases. If marijuana is legalized in the State of Michigan, a significant number of our annual Diversion cases would no longer be filed. We are planning for this eventuality by looking at additional cases and offense categories for which Diversion programming is an appropriate solution.

Key Implementation Tasks	Lead Responsibility/ Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
g. Expand evidence based juvenile programming to adequately address the increased Family Division caseload should 17 year olds become part of their responsibilities.	<u>Circuit Court - Juvenile Division</u> Prosecuting Attorney	Annually	The Juvenile Division attempts to support this goal by reorganizing a Juvenile Court Officer position to a second Family Center Supervisor. The Family Center currently has the infrastructure to treat juveniles through their 18th birthday. This new position will be able to make decisions in the face of a critical incident at the Family Center. Currently there is one Supervisor working 12:00 pm to 8:00 pm. This new Supervisor position will provide necessary coverage from 7:30 am – 3:00 pm, while the other Supervisor will work 12:30 pm – 8:30 pm.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 4. Periodically review and revise policies and contracting procedures to reflect current best practices.*

a. Coordinate County infrastructure improvement projects such as roads and drains.	<u>Road Department</u> Drain Commissioner	Ongoing	Road department sends Drain office lists of upcoming road projects early each year and several times throughout design process for coordination including avoidance of duplicate traffic and pavement disturbance. Road department also routinely sends Drain office copies of any larger permit applications to alert Drain office of larger utility impacts that may affect county drains.
b. Provide regular reports to the County Board on the use of debt service, updates on Tax Increment Financing and other financing tools.	<u>Controller</u> Financial Services	Ongoing	The County has a debt service policy, updates done annually through the audit and other financial reporting.
c. Continue periodic reports to the County Board on management and financial issues outside of the budget process.	<u>Controller</u> Financial Services Human Resources Purchasing	Ongoing	Updates have been or will be provided on Purchasing and contracts policies, and new IT security training has been implemented.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.*

a. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).	<u>Controller</u> Innovation and Technology Purchasing Sheriff's Office	Ongoing	Ongoing
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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 6. Identify long and short-term funding priorities and financing options for capital projects.*

a. Lend full faith and credit to viable drainage projects within parameters of the County's debt financing policy.	<u>Board of Commissioners</u>		In 2018 the County pledged full faith and credit for the Ferley Drainage District Bonds.
b. Lend full faith and credit to viable public infrastructure projects.	<u>Board of Commissioners</u>		The Board of Commissioners is supporting ongoing expansion and renovation projects at the Medical Care Facility, CMH and Animal Shelter.
c. Promote brownfield redevelopment.	<u>Economic Development</u>		For 2018 the County has contracted Economic Development Services to the Lansing Economic Area Partnership (LEAP).
d. Create a comprehensive and structured approach to the long-term management of assets as tools for the efficient and effective delivery of benefit.	<u>Facilities</u> Innovation and Technology Parks		The Facilities Director has met with Parks and they are doing a Facilities Condition Assessment of the assets within all 3 major parks. This should be concluded by the spring of 2019.
e. Develop a policy to ensure adherence with the approved Capital Improvement Program when reviewing capital funding requests.	<u>Controller</u> Innovation and Technology	4th quarter 2019	The timeline has been adjusted and extended to 2019.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 7. Identify efficiencies through regional collaboration, consolidation and service sharing that promote accountability, transparency and controlling costs.*

a. Support the Ingham Conservation District in its efforts to promote natural resource stewardship.	<u>Board of Commissioners</u> Ingham Conservation District Parks	12/31/2017	The 2019 budget included a contract for services with the Ingham Conservation District of just over \$8,000.
b. Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division Health Department.	<u>MSU Extension</u> Tri-County Regional Planning Commission Health Department Parks	Ongoing	MSU Extension Greening Michigan Institute educators and resources may provide education and information.
c. Support regional and local convention and tourism activities	<u>Controller</u> Fair Parks	Ongoing	80% of Hotel/Motel tax proceeds continue to be allocated to the Greater Lansing Convention and Tourism Bureau.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
d. Support regional and local economic development groups	<u>Controller</u> Fair Parks	Ongoing	The County is a dues paying member of LEAP and maintains a contract with LEAP for economic development services.
e. Improve the timing of Child Care Fund reimbursements received from the State of Michigan.	<u>Circuit Court - Juvenile Division</u>		The Juvenile Division intends to develop and maintain a Child Care Fund Annual Plan and Budget through a strong collaboration with the Ingham County Budget Office and the Financial Services Department. Reimbursement will be timely if the Child Care Fund Annual Plan and Budget is properly constructed. The Annual Plan and Budget will be developed this summer with proper coordination between departments.
f. Implement a legislative solution to fix the unfunded mandate caused by the reduction in DHHS worker caseload ratios from 15:1 to 13:1.	<u>Michigan Department of Health and Human Services</u> Controller Board of Commissioner Circuit Court - Juvenile Division		Work towards a legislative solution to contain foster care costs is ongoing.
g. Continue the contracts with MSU to continually evaluate the effectiveness of the Juvenile Court Programming including millage-based programs.	<u>Circuit Court - Juvenile Division</u>	Annually	The newly created Clinical Mental Health Professional conducts quarterly fidelity assessments of evidence based curriculums utilized by the Juvenile Division. In January 2018, a formal continuous quality improvement (CQI) plan was instituted to assist with program evaluation and continued implementation for Juvenile Division programming. This evaluation will provide information regarding each program's fidelity to its model. This information will be shared with the relevant agency/personnel along with recommendations to ensure that all programming continues to implement best practices.

**Goal C. Management, Finance and Governance:** Maintain and enhance County fiscal health to ensure delivery of services to residents.

**Strategy 8. Monitor and address unfunded liabilities.**

	<u>Controller</u>	ongoing	The County continues to contribute required MERS payments and obligations toward OPEB.
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**Goal D. Information Technology:** Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

**Strategy 1. Support well-trained IT managers and staff current with emerging trends and best practices.**

	<u>Innovation and Technology</u>	Ongoing	Training and conference opportunities are being provided to staff.
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**Goal D. Information Technology:** Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

**Strategy 2. Annually budget for countywide IT projects including updates to existing software applications.**

a. Continue to replace all state-owned computer hardware with county-purchased hardware as well as purchase supporting MS/Windows licenses.	<u>Innovation and Technology</u> Friend of the Court	12/1/2019	Reviewing inventory to ensure all are identified and replaced by deadline. Licenses will be purchased to cover.
b. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.	<u>Innovation and Technology</u>	Ongoing	As issues arise, communication is sent via Helpdesk email or from CIO to advise depending on immediacy/severity of issue.
c. Schedule quarterly face-to-face meetings with the IT director, department heads, elected officials and County Services Committee.	<u>Innovation and Technology</u>	8/1/2018	First meetings to be scheduled for Q3 2018, will take feedback to determine optimal logistics – groups, one on one, etc.
d. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and assessment of related needs with cost estimates.	<u>Innovation and Technology</u>	6/1/2018	In starting this project it was discovered that this is a much larger project than anticipated. It will take much longer to do an effective job of creating that inventory of everything IT.
e. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.	<u>Innovation and Technology</u>	12/1/2018	Evaluation document being developed, and key criteria/metrics being established.
f. Develop a five-year IT growth plan with associated costs.	<u>Innovation and Technology</u>	6/1/2019	As this is dependent on having a good review document, the date on this has been pushed out as well.
g. Create an up-to-date IT emergency management plan including the security of private data.	<u>Innovation and Technology</u>	4/1/2018	First draft is completed, will need annual review to ensure it is up to date.

**Goal D. Information Technology:** Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

**Strategy 3. Establish consistent standards for department website design, information postings and monitoring.**



Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
	<u>Innovation and Technology</u> Board of Commissioners Controller	6/1/2018	Slight delay on this due to obtaining feedback and consensus from the various stakeholders. Still on track to be completed as part of the website redesign process.

**Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.**

**Strategy 1. Review recommendations of the Space Utilization Study for Ingham County.**

a. Use the Animal Control Millage to build a new Animal Control Replacement facility on existing county property in Mason.	<u>Facilities</u> Animal Control Purchasing Building Authority	End of 2018/4th Quarter 2018	Both the a CM and A&E firm has been selected. Construction is underway and completion of the project is anticipated for early summer of 2019.
b. Develop strategies to finance with new revenue a modern new Ingham County Jail that is more humane, efficient and cost effective with appropriate security levels, programming and staffing.	<u>Board of Commissioners</u> Courts Sheriff Controller Facilities	August 2018	The County is requesting that the voters consider a millage that would replace the current county jail, the Sheriff's administrative offices and court facilities located in Mason. This construction would be financed with bonds which would be paid for by the proceeds of the millage over the next 20 years. The County is also requesting additional programming funds over the same time period in order to expand services that would treat substance addictions and mental illness at the jail, and also to reduce re-incarceration among arrested persons. Voters approved the millage, and planning for the new justice complex and expanded programming is underway.
c. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.	<u>Facilities</u> Parks Purchasing	12/31/2017	This was started in 2017 and should be completed in 2019.

**Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.**

**Strategy 2. Plan physical space needed for future storage needs.**

a. Develop a data retention policy.	<u>Innovation and Technology</u>	Ongoing	Need information on legal requirements. Controller's office working with attorneys.
b. Evaluate future storage capacity needs for electronic data.	<u>Innovation and Technology</u>	12/1/2018 Within guidelines effective 1/1/2018	Corrected typo in second date, needs to be after the first date.

**Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.**

**Strategy 3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.**

a. Coordinate road projects with other infrastructure improvement projects, such as drains, in order to minimize transportation disruption and public inconvenience.	<u>Road Department</u> Drain Office	Ongoing	See Goal C, Strategy 4a
b. Explore methods to so share and/or consolidate District Court programming, operations and/or facilities.	<u>Controller</u> Law and Courts Committee 55th District Court State Court Administrator	Ongoing	This is ongoing. Meetings occurred in 2018 and are scheduled into the future.
c. Evaluate and plan for adult caseload reduction if the state legislation is approved to move 17-year-olds	<u>Circuit Court</u> Sheriff's Office		Thus far, the State has been unable to fund Raise the Age Legislation so the legislation has not been passed. For purposes of evaluating and planning adult caseload reduction, the county has averaged six 17-year-olds a month.

**Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.**

**Strategy 4. Consider environmentally-friendly construction strategies.**

a. Maintain a database of drain infrastructure conditions to prioritize drain improvement projects designed to extend their useful life.	<u>Drain Commissioner</u> Innovation and Technology		Maintenance of a database of drain infrastructure is an ongoing activity.
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**Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.**

**Strategy 1. Attract and retain employees who value public service.**

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
a. Develop an employee succession plan with a timeline for anticipated retirements.	<u>Human Resources</u>	HR data provided on 1/1/2018. Dept. review meetings to be complete step 1 by 3/31/2018. Analysis of initial feedback and summary of needs by 6/30/2018. Begin process of building plan in 3rd quarter.	Complete delivery of HR data to departments by 7/31/18. Dept. review meetings to be completed by 9/30/2018. Analysis of initial feedback and summary of needs by 12/31/2018. Begin process of building plan in 1st quarter 2019.
b. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.	<u>Human Resources</u> Board of Commissioner Equal Opportunity Committee	Currently data provided quarterly to EOC.	Ongoing. 1st and 2nd quarter data provided to EOC as of July 2018.

**Goal F. Human Resources and Staffing:** Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

*Strategy 2. Regularly solicit employee feedback and suggestions for workflow improvements.*

a. 6mo. And 12 mo. Survey on workflow	<u>Controller</u>	Deadline extended to 7/1/2019	These three tasks will be assigned to the Human Resources Department. In 2019 there will be discussions regarding a reorganization of the entire Central Services operation.
b. Staff Meeting include workflow reviews and process mapping exercise (if dept. does not have staff meetings, provide workflow questionnaire for soliciting a response)	<u>Controller</u>		
c. Electronic suggestion box	<u>Controller</u>		

**Goal F. Human Resources and Staffing:** Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

*Strategy 3. Encourage employee creativity and innovation.*

a. Develop formal and informal employee recognition programs	<u>Human Resources</u> Board of Commissioners Controller	Launch by 1/1/2019	HR draft plan to Controller by 9/30/18.
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**Goal F. Human Resources and Staffing:** Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

*Strategy 4. Support employee and professional development.*

a. Continue monthly department head meetings to share information.	<u>Controller</u>	Ongoing	Monthly department head meetings were held throughout 2018. Bimonthly meetings are scheduled for 2019.
b. Communicate policy and procedure changes and other updates to department heads and employees within one week of adoption.	<u>Board of Commissioners</u> Controller Human Resources	Ongoing	New policies and amended policies are added to the webpage once adopted and are also emailed to departments heads.
c. Conduct training that will help employees better understand and respond to resident questions and inquiries.	<u>Human Resources</u>	FY 2019	FY 2019
d. Conduct training on services specific to departments.	<u>Human Resources</u>	Ongoing	Ongoing
e. Develop a countywide training program that promotes respect for diversity.	<u>Human Resources</u>	3rd quarter 2019	3rd quarter 2019



Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE 2018 – 2022 STRATEGIC PLAN**

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt of a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, in 2017, the Board of Commissioners, working with elected officials, department heads and budgetary units completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

WHEREAS, the Board of Commissioners reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

WHEREAS, the Board deemed the plan to be comprehensive, appropriate, aspirational, and strategically sound; and

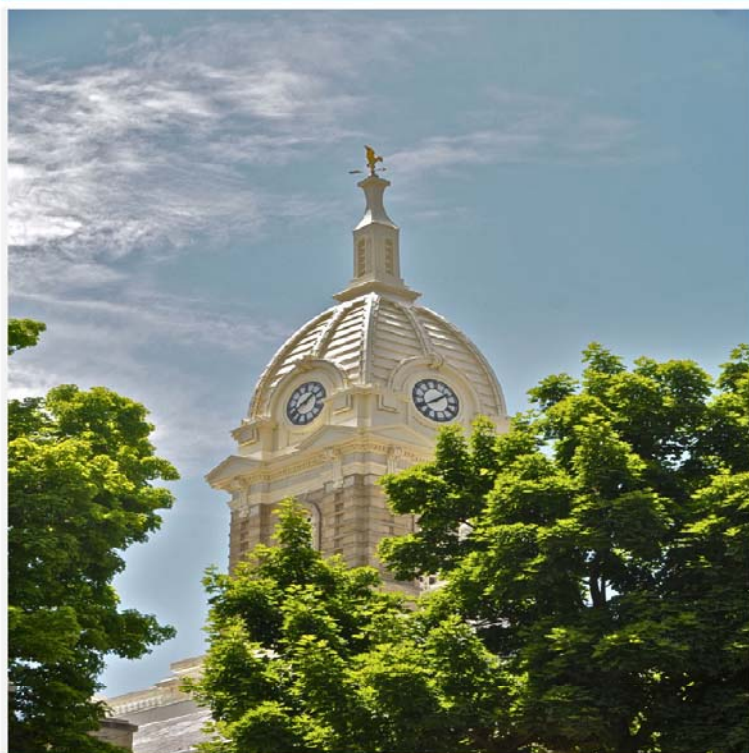
WHEREAS, the Ingham County Board of Commissioners adopted the 2018-2022 Ingham County Strategic Plan; and

WHEREAS, the Ingham County Strategic Plan should be reviewed and updated, if necessary, on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2018–2022 Ingham County Strategic Plan as presented and modified by the Board membership.



# Ingham County Strategic Plan



Vision

Mission

Values

Overarching  
Priorities

Goals

Strategies

Success  
Indicators

February 2017

*Prepared for Ingham County, Michigan by Management Partners*



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# Background



*Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.*

## Introduction

Ingham County's Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

## Strategic Planning Process and Workshops

The process for creating Ingham County's Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County's vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on March 14, 2017.



## Vision and Mission



*A vision statement is aspirational. It reflects a desired future for the County.*

### **OUR VISION**

*Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.*

*A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.*

### **OUR MISSION**

*Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.*





# Values



*Values guide the actions and behaviors of County leaders and employees in carrying out Ingham County programs, projects and policy development.*

## OUR VALUES

While providing County services and doing our work we value:

- ❖ *Quality resident services;*
- ❖ *Accountability and fiscal responsibility;*
- ❖ *Diversity, equity and inclusion;*
- ❖ *Honesty, integrity and ethics; and*
- ❖ *Creativity and innovation.*



## Goals and Strategies (2018 – 2022)



**A goal is a statement of a specific direction and the desired outcome(s).**

*A strategy is an action to be taken to achieve a goal.*

*A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs. Success indicators are presented in a companion Implementation Action Plan document that is updated yearly as part of the annual budget process.*

The Commissioners developed goals and strategies that address six strategic issue areas:

- ❖ Service to Residents
- ❖ Communication
- ❖ Facilities and Infrastructure
- ❖ Information Technology
- ❖ Management, Finance and Governance
- ❖ Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.





# Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

Overarching Long-term Objective	Goal					
	Service to Residents	Communication	Management, Finance and Governance	Information Technology	Facilities and Infrastructure	Human Resources and Staffing
Fostering economic wellbeing	●					
Preventing and controlling disease	●					
Promoting accessible healthcare	●					
Assisting in meeting basic needs	●					
Fostering youth development	●					
Enhancing access to County records		●				
Supporting public safety			●			
Assuring fair and efficient judicial processing			●			
Providing appropriate evidence based sanctions for adult offenders			●			
Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles			●			
Providing a quality transportation system, including roads					●	
Providing a suitable and ecologically sensitive drainage system					●	
Providing recreational opportunities					●	
Promoting environmental protection, smart growth and conservation					●	



## Service to Residents

**Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.**



### Strategies

1. Strive to make facilities and services user-friendly.
2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
4. Ensure employees provide complete and courteous responses to resident questions and inquiries.
5. Provide opportunities to gather feedback on County services from the public.



## Communication



**Goal: Improve service by enhancing the quality of external and internal communication.**

## Strategies

1. Promote key services through the local media.
2. Provide opportunities for residents and service recipients to share their experiences about County services.
3. Consider ways to brand and unify County messaging.
4. Assure ease of access to information on and maintenance of the County Web site.



# Management, Finance and Governance



**Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

## Strategies

1. Maintain the County's financial reserves at adequate levels.
2. Continue to monitor adherence to the County's financial reserve policy.
3. Develop options for service levels depending on the County's fiscal health.
4. Periodically review and revise policies and contracting procedures to reflect current best practices.
5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
6. Identify long and short-term funding priorities and financing options for capital projects.
7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
8. Monitor and address unfunded liabilities.



# Information Technology

**Goal: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.**



## Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.
2. Annually budget for countywide IT projects including updates to existing software applications.
3. Establish consistent standards for department website design, information postings and monitoring.



## Facilities and Infrastructure



**Goal: Provide user friendly, accessible facilities and quality infrastructure.**

### Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.
2. Plan physical space needed for future storage needs.
3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
4. Consider environmentally-friendly construction strategies.





## Human Resources and Staffing



**Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.**

### Strategies

1. Attract and retain employees who value public service.
2. Regularly solicit employee feedback and suggestions for workflow improvements.
3. Encourage employee creativity and innovation.
4. Support employee and professional development.



## Conclusion



This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

### Board of Commissioners

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Chairperson

**Sarah Anthony**  
Vice- Chairperson

**Randy Maiville**  
Vice Chairperson Pro Tem

**Victor Celentino**, District 1

**Rebecca Bahar-Cook**, District 2 (2016)  
**Ryan Sebolt**, District 2 (2017)

**Bryan Crenshaw**, District 4

**Todd Tennis**, District 5

**Penelope Tsernoglou**, District 8 (2016)  
**Mark Grebner**, District 8 (2017)

**Carol Koenig**, District 9

**Brian McGrain**, District 10

**Teri Banas**, District 11

**Deb Nolan**, District 12

**Randy Schafer**, District 13

**Robin Case Naeyaert**, District 14







TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller

DATE: April 9, 2019

SUBJECT: 2020 Update of County Fees

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When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2020 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2019, park annual, and zoo winter seasonal fees on October 1, 2019, and for all other departments on January 1, 2020. As noted in the fee schedule, seasonal fees will continue through March 31, 2020.

The first attachment (Attachment A) offers analysis of proposed fees for 2020. The annual average United States' consumer price index was used to do the calculation. This rate of 2.4% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2019 cost as calculated in last year's fee update process.
4. The 2020 cost, which was calculated by multiplying the 2019 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The 2020 calculated fee is based on the 2019 cost multiplied by the target percent.

7. Although many fees were proposed to remain unchanged in 2020, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increment. In some cases the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all cases, the Controller agreed with recommendations of the department head as follows:
  - a. CS: The Clerk's Office would like to maintain the 2019 rates for most of their fees in 2020. The Clerk indicated that small incremental changes would delay check out for customers and compared to other counties they already charge on the high end. However, Lines 1 and 5, Clerk Byrum recommends adopting these fee increases as they are a better reflection of the actual cost of performing these tasks (e.g., employee costs, record storage costs, technology costs).
  - b. CS: The Equalization Department agrees with some fees: Lines 50-62, Paper Copies – The fees remain the same as 2019, as they feel the fees are way too high already. Lines 64-88 – Fees we have been collecting that were just not on our list in the past. **\*Note: Revenues appear to be increasing; however, these fees have always been collected they were just not put on the list in past years (Lines 67-88).**
  - c. CS: The Zoo Lines 90, 92, and 93, Resident Daily and Resident/Nonresident Annual Parking; they would like to keep the same as 2019 to keep the same costs as parking as the Parks Department. Line 99, Non-Resident Senior – They would like to keep it the same so that the senior rate is a \$2.00 discount off the adult admission. Line 102-103, All Adults and Children (November-March) – The cost to run the zoo in the winter is much higher so they would like to increase the fee and increase the target % to 35% to cover the additional costs. Line 105, School Groups & Charitable Organizations Any Shelter - They want to defer this cost increase until it is raised by \$5.00 to \$30.00.
  - d. CS: The Register of Deeds would like to keep fees the same for 2020 as they are set by the vendor and they feel they are already on the high side.
  - e. HS: The Health Department agrees with most fees except the following: Environmental Health – Line 39 fee is set by the State. New Fees: Lines 56 and 69 Environmental Health fees based upon one hour of staff at \$100.00 per hour on both fees.

- f. HS: The Parks Department agrees with some of the proposed fees with the following exceptions: Lines 102 and 104, Resident and Non-Resident Annual Fee – a one-dollar increase creates inefficiencies at the park entrances and they want to stay consistent with the Zoo. Line 188, Season Pass Disc Golf – They don't agree with fee increase because they are the only course in the area that charges. Line 172-176, Dog Park Passes – They have already printed signs, applications, website, brochures, etc. too costly to reprint for increases so small. Line 185, Snow Tube Hill – They changed the fee from \$100.00 to \$300.00 last year so they would like to not increase just yet. Line 198 -PA, Chairs or Music Stands – Too small of an increase to reprint signs and documents. Line 199, Snow Shoe Rental Adult – Added last year and haven't had much interest so they are thinking they started out with too high of charge so they want to reduce it.
  - g. HS – The Fair is now part of the County fee process for the first time. The Interim Fair Manager has met with the Fair Board regarding our proposed fees and they agree with all of the fees as we suggest.
  - h. L&C: Animal Control agrees on increasing some of the fees with a few exceptions as follows: Lines 1-15, 21-22, and 24 – Enforcement/Adoption - They feel these increases are costly for reprinting and literature, confusing to the public, and the fees are already on the high end.
  - i. L&C: The District Court does not recommend any fee increase for 2020.
  - j. L&C: The Sheriff agrees with all fees recommended with the exception of one change as follows: Line 36 Day Jail Rate – As discussed with the Law & Courts Committee at a recent meeting the fee will now be \$8.00 per day. This will be much easier to collect than the high fees.
  - k. L&C: The Circuit Court Family Division recommends all fee increases with a few changes as follows: Lines 61-63- Truancy/Residential Placement/Youth Center Costs – They have been charging these fees that just were not on list for some reason. Line 67 – Tether- This is the same tether that has been on the fee schedule; it was just noticed that the rate is based on the sliding scale and not a set cost.
  - l. L&C: The Friend of the Court does not want to increase the bench warrant fee in Line 70. This fee has been increased over the years and these fees are very difficult to collect and have a very high outstanding balance.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2020 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2019 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller's Office would generate approximately \$315,912 (which doesn't include Equalization Lines 67-88 as reference above) in additional revenue in 2020.

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

Attachments

DRAFT

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

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

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

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2020 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2019, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2019.

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

2020 County Fees Analysis  
County Services Committee

ATTACHMENT A

FEES PROPOSED TO CHANGE ARE IN BOLD

Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
1 Clerk	<b>Certified Copy - 1st Copy</b>	\$21.65	2.4%	\$22.17	100.0%	\$20.00	\$22.17	\$21.00	16,500	\$30.00	\$165,000
2 Clerk	Certified Copy State only recorder - 1st copy (4)	\$10.21	2.4%	\$10.46	100.0%	\$10.00	\$10.46	\$10.00	0	\$10.00	\$0
3 Clerk	Certified Copy Senior Citizen State only (4)	\$10.21	2.4%	\$10.46	100.0%	\$10.00	\$10.46	\$10.00	0	\$10.00	\$0
4 Clerk	<b>Certified Copy - Add'l Copies</b>	\$10.83	2.4%	\$11.09	100.0%	\$10.00	\$11.09	\$11.00	20,400	\$10.00	\$0
5 Clerk	<b>Expedited Svc - copies of Vital Records</b>	\$30.91	2.4%	\$31.65	100.0%	\$30.00	\$31.65	\$31.00	248	\$40.00	\$2,480
6 Clerk	<b>Marriage Solemnize</b>	\$54.13	2.4%	\$55.43	100.0%	\$50.00	\$55.43	\$51.00	200	\$50.00	\$0
7 Clerk	Notarization of Documents - County resident	\$5.46	2.4%	\$5.59	100.0%	\$5.00	\$5.59	\$5.00	0	\$5.00	\$0
8 Clerk	Notarization of Documents - non-County resident	\$10.92	2.4%	\$11.18	100.0%	\$10.00	\$11.18	\$11.00	0	\$10.00	\$0
9 Clerk	<b>Marriage Witness Fee</b>	\$16.38	2.4%	\$16.78	100.0%	\$15.00	\$16.78	\$16.00	0	\$15.00	\$0
10 Clerk	Veteran ID Cards (7)	\$10.30	2.4%	\$10.55	100.0%	\$10.00	\$10.55	\$10.00	0	\$10.00	\$0
11 Clerk	<b>Copy of CPL Application (MCL 28.425b(17)) NEW</b>	\$1.00	2.4%	\$1.02	100.0%	\$1.00	\$1.02	\$1.00	0	\$1.00	\$0
12 Drain Comm.	<b>Photography</b>	\$293.50	2.4%	\$300.54	100.0%	\$290.00	\$300.54	\$300.00	3	\$300.00	\$30
13 Drain Comm.	<b>Topography</b>	\$587.00	2.4%	\$601.09	100.0%	\$575.00	\$601.09	\$585.00	3	\$585.00	\$30
14 Drain Comm.	<b>Floodplain/wetland</b>	\$117.40	2.4%	\$120.22	100.0%	\$115.00	\$120.22	\$120.00	0	\$120.00	\$0
15 Drain Comm.	<b>Preliminary Comm. Site Plan Review (2)</b>	\$1,355.45	2.4%	\$1,387.98	75.0%	\$705.00	\$1,040.99	\$715.00	20	\$715.00	\$200
16 Drain Comm.	<b>Preliminary Plat Review (2)</b>	\$1,741.54	2.4%	\$1,783.34	75.0%	\$705.00	\$1,337.50	\$715.00	3	\$715.00	\$30
17 Drain Comm.	Plat and Commercial Drainage Review										
18 Drain Comm.	<b>Plat and Commercial Drainage Review - First acre</b>	\$719.03	2.4%	\$736.29	100.0%	\$705.00	\$736.29	\$715.00	15	\$715.00	\$150
19 Drain Comm.	<b>Additional acre</b>	\$82.18	2.4%	\$84.15	100.0%	\$80.00	\$84.15	\$81.00	15	\$81.00	\$15
20 Drain Comm.	<b>Re-submission Admin fee</b>	\$234.80	2.4%	\$240.43	100.0%	\$230.00	\$240.43	\$235.00	0	\$235.00	\$0
21 Drain Comm.	<b>Plat Drain Administration Fee</b>	\$7,304.80	2.4%	\$7,480.11	75.0%	\$2,520.00	\$5,610.08	\$2,530.00	3	\$2,530.00	\$30
22 Drain Comm.	<b>Drain Crossing Permits, Review (Commercial)</b>	\$514.58	2.4%	\$526.93	100.0%	\$505.00	\$526.93	\$515.00	40	\$515.00	\$400
23 Drain Comm.	Drain Crossing Permit- (Residential)	\$135.64	2.4%	\$138.90	100.0%	\$135.00	\$138.90	\$135.00	1	\$135.00	\$0
24 Drain Comm.	<b>Tap in Permit - Residential</b>	\$144.79	2.4%	\$148.26	75.0%	\$105.00	\$111.20	\$110.00	1	\$110.00	\$5
25 Drain Comm.	<b>Tap-in Permit - Commercial</b>	\$565.21	2.4%	\$578.77	75.0%	\$420.00	\$434.08	\$430.00	10	\$430.00	\$100
26 Drain Comm.	<b>Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less</b>	\$624.12	2.4%	\$639.10	100.0%	\$620.00	\$639.10	\$630.00	0	\$630.00	\$0
27 Drain Comm.	<b>Soil Erosion (12 mo.) - Commercial- each additional acre (3)</b>	\$62.41	2.4%	\$63.91	100.0%	\$62.00	\$63.91	\$63.00	0	\$63.00	\$0
28 Drain Comm.	<b>Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less (3)</b>	\$547.48	2.4%	\$560.62	100.0%	\$540.00	\$560.62	\$550.00	0	\$550.00	\$0
29 Drain Comm.	<b>Soil Erosion (9 mo.) - Commercial- each add'l acre (3)</b>	\$54.75	2.4%	\$56.06	100.0%	\$54.00	\$56.06	\$55.00	0	\$55.00	\$0
30 Drain Comm.	<b>Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)</b>	\$470.83	2.4%	\$482.13	100.0%	\$460.00	\$482.13	\$470.00	0	\$470.00	\$0
31 Drain Comm.	<b>Soil Erosion (6 mo.) - Commercial- each add'l acre (3)</b>	\$47.08	2.4%	\$48.21	100.0%	\$46.00	\$48.21	\$47.00	0	\$47.00	\$0
32 Drain Comm.	<b>Soil Erosion Permit Transfer</b>	\$99.79	2.4%	\$102.18	100.0%	\$98.00	\$102.18	\$100.00	0	\$100.00	\$0
33 Drain Comm.	Soil Erosion Permit Renewal (3)	\$49.89	2.4%	\$51.09	100.0%	1/2 of orig fee	\$51.09	1/2 of orig fee	0	1/2 of orig fee	\$0
34 Drain Comm.	<b>Escrow account-1/2 acre or less</b>	\$587.00	2.4%	\$601.09	100.0%	\$575.00	\$601.09	\$585.00	20	\$585.00	\$200
35 Drain Comm.	<b>Escrow account - 1/2 to 1 acre</b>	\$1,760.99	2.4%	\$1,803.26	100.0%	\$1,720.00	\$1,803.26	\$1,730.00	10	\$1,730.00	\$100
36 Drain Comm.	<b>Escrow account - 1 to 5 acres</b>	\$3,521.98	2.4%	\$3,606.51	100.0%	\$3,420.00	\$3,606.51	\$3,430.00	15	\$3,430.00	\$150
37 Drain Comm.	<b>Escrow account - 5 to 10 acres</b>	\$5,869.97	2.4%	\$6,010.85	100.0%	\$5,645.00	\$6,010.85	\$5,655.00	5	\$5,655.00	\$50
38 Drain Comm.	<b>Escrow account - each add'l 10 acres</b>	\$2,934.99	2.4%	\$3,005.43	100.0%	\$2,845.00	\$3,005.43	\$2,855.00	5	\$2,855.00	\$50
39 Drain Comm.	<b>Soil Erosion Permit-Residential-12 mo.</b>	\$270.02	2.4%	\$276.50	100.0%	\$265.00	\$276.50	\$275.00	2	\$275.00	\$20
40 Drain Comm.	<b>Soil Erosion Permit - 9 month duration</b>	\$348.53	2.4%	\$356.90	75.0%	\$260.00	\$267.67	\$265.00	5	\$265.00	\$25
41 Drain Comm.	<b>Soil Erosion Permit - 6 month duration</b>	\$282.59	2.4%	\$289.37	75.0%	\$210.00	\$217.03	\$210.00	40	\$210.00	\$0
42 Drain Comm.	<b>Soil Erosion Permit - Renewal</b>	\$141.30	2.4%	\$144.69	75.0%	1/2 of orig fee	\$108.52	1/2 of orig fee	25	1/2 of orig fee	\$0
43 Drain Comm.	<b>Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection</b>	\$451.45	2.4%	\$462.28	75.0%	\$335.00	\$346.71	\$340.00	15	\$340.00	\$75
44 Drain Comm.	<b>Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection</b>	\$65.94	2.4%	\$67.52	75.0%	\$49.00	\$50.64	\$50.00	10	\$50.00	\$10



	Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
46	Drain Comm.	Violation and Cease&Desist Order	\$308.28	2.4%	\$315.67	100.0%	\$305.00	\$315.67	\$315.00	6	\$315.00	\$60
46	Drain Comm.	Title Search - Drain Assessments	\$5.60	2.4%	\$5.73	100.0%	\$5.00	\$5.73	\$5.00	1,694	\$5.00	\$0
47	Econ. Devel.	Application Fee - Brownfield	\$1,549.92	2.4%	\$1,587.12	100.0%	\$1,520.00	\$1,587.12	\$1,530.00	0	\$1,530.00	\$0
48	Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$13.31	2.4%	\$13.63	100.0%	\$13.00	\$13.63	\$13.00	100	\$13.00	\$0
49	Equalization	Digitally Produced Paper Maps- Parcel Layer										
50	Equalization	8.5" x 11"	\$6.58	2.4%	\$6.74	100.0%	\$6.00	\$6.74	\$6.00	5	\$6.00	\$0
51	Equalization	11" x 17"	\$13.16	2.4%	\$13.48	100.0%	\$13.00	\$13.48	\$13.00	5	\$13.00	\$0
52	Equalization	17" x 22"	\$19.74	2.4%	\$20.22	100.0%	\$19.00	\$20.22	\$20.00	5	\$19.00	\$0
53	Equalization	22" x 34"	\$26.33	2.4%	\$26.96	100.0%	\$26.00	\$26.96	\$26.00	5	\$26.00	\$0
54	Equalization	28" x 40"	\$32.91	2.4%	\$33.70	100.0%	\$32.00	\$33.70	\$33.00	5	\$32.00	\$0
55	Equalization	34" x 44"	\$39.49	2.4%	\$40.44	100.0%	\$39.00	\$40.44	\$40.00	5	\$39.00	\$0
56	Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer										
57	Equalization	8.5" x 11"	\$13.16	2.4%	\$13.48	100.0%	\$13.00	\$13.48	\$13.00	1,250	\$13.00	\$0
58	Equalization	11" x 17"	\$26.33	2.4%	\$26.96	100.0%	\$26.00	\$26.96	\$26.00	25	\$26.00	\$0
59	Equalization	17" x 22"	\$39.49	2.4%	\$40.44	100.0%	\$39.00	\$40.44	\$40.00	20	\$39.00	\$0
60	Equalization	22" x 34"	\$52.65	2.4%	\$53.91	100.0%	\$52.00	\$53.91	\$53.00	5	\$52.00	\$0
61	Equalization	28" x 40"	\$65.81	2.4%	\$67.39	100.0%	\$65.00	\$67.39	\$66.00	5	\$65.00	\$0
62	Equalization	34" x 44"	\$78.98	2.4%	\$80.87	100.0%	\$78.00	\$80.87	\$79.00	5	\$78.00	\$0
63	Equalization	Custom Maps	\$74.25	2.4%	\$76.03	100.0%	\$73.00	\$76.03	\$74.00	50	Varies	\$0
64	Equalization	BS&A Export	\$0.00	2.4%	\$0.00	100.0%	\$500.00	\$500.00	\$0.00	0	\$500.00	\$0
65	Equalization	Ingham County Plat Book	\$0.00	2.4%	\$0.00	100.0%	\$10.00	\$10.00	\$0.00	0	\$10.00	
66	Equalization	Digital Parcel Data Layer ( Sold by Local Unit ) 0.10/parcel, minimum charge \$150.00										
67	Equalization	Alaiedon Twp					\$165.00			1,652	\$165.00	\$165
68	Equalization	Aurelius Twp					\$205.00			2,054	\$205.00	\$205
69	Equalization	Bunker Hill Twp					\$150.00			1,081	\$150.00	\$150
70	Equalization	Delhi Twp					\$1,013.00			10,136	\$1,013.00	\$1,013
71	Equalization	Ingham Twp					\$150.00			1,266	\$150.00	\$150
72	Equalization	Lansing Twp					\$313.00			3,130	\$313.00	\$313
73	Equalization	Leroy Twp					\$158.00			1,582	\$158.00	\$158
74	Equalization	Leslie Twp					\$150.00			1,371	\$150.00	\$150
75	Equalization	Locke Twp					\$150.00			998	\$150.00	\$150
76	Equalization	Meridian Twp					\$1,388.00			13,889	\$1,388.00	\$1,388
77	Equalization	Onondaga Twp					\$150.00			1,463	\$150.00	\$150
78	Equalization	Stockbridge Twp					\$197.00			1,970	\$197.00	\$197
79	Equalization	Vevay Twp					\$158.00			1,584	\$158.00	\$158
80	Equalization	Wheatfield Twp					\$150.00			886	\$150.00	\$150
81	Equalization	White Oak Twp					\$150.00			792	\$150.00	\$150
82	Equalization	Williamstown Twp					\$225.00			2,253	\$225.00	\$225
83	Equalization	C-East Lansing					\$708.00			7,086	\$708.00	\$708
84	Equalization	C-Lansing					\$3,996.00			39,967	\$3,996.00	\$3,996
85	Equalization	C-Leslie					\$150.00			755	\$150.00	\$150
86	Equalization	C-Mason					\$321.00			3,218	\$321.00	\$321
87	Equalization	C-Williamston					\$150.00			1,443	\$150.00	\$150
88	Equalization	Digital Photo all local units					\$850.00			21	\$850.00	\$17,850
89	Zoo	Parking Fees ****										
90	Zoo	Resident - daily (April - October)	\$5.61	2.4%	\$5.74	75.0%	\$3.00	\$4.31	\$4.00	22,376	\$3.00	\$0
91	Zoo	Non-Resident daily (April - October)	\$5.61	2.4%	\$5.74	100.0%	\$5.00	\$5.74	\$5.00	22,074	\$5.00	\$0
92	Zoo	Resident Annual	\$44.87	2.4%	\$45.94	75.0%	\$32.00	\$34.46	\$33.00	322	\$32.00	\$0
93	Zoo	Non-Resident Annual	\$44.87	2.4%	\$45.94	100.0%	\$42.00	\$45.94	\$43.00	49	\$42.00	\$0
94	Zoo	Ingham County (non-profit) School Bus	\$5.61	2.4%	\$5.74	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
95	Zoo											
96	Zoo	Resident Adult (April - October)	\$13.46	2.4%	\$13.78	55.0%	\$6.00	\$7.58	\$7.00	26,027	\$7.00	\$26,027
97	Zoo	Non-Resident Adult (April - October)	\$13.46	2.4%	\$13.78	100.0%	\$12.00	\$13.78	\$13.00	20,805	\$13.00	\$20,805
98	Zoo	Resident Senior/Military (April - October)*	\$13.46	2.4%	\$13.78	40.0%	\$5.00	\$5.51	\$5.00	2,539	\$5.00	\$0
99	Zoo	Non-Resident Senior/Military (April - October)	\$13.46	2.4%	\$13.78	100.0%	\$11.00	\$13.78	\$12.00	2,882	\$11.00	\$0

	Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Units	Controller/ Department Recommend.	Additional Revenue
100	Zoo	Children (age 3-12) (April - October)*	\$13.46	2.4%	\$13.78	35.0%	\$5.00	\$4.82	\$5.00	22,937	\$5.00	\$0
101	Zoo	Children under 3	\$13.46	2.4%	\$13.78	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
102	Zoo	All Adults(November-March): Res, Non-Res, or Senior	\$13.46	2.4%	\$13.78	35.0%	\$3.00	\$4.82	\$4.00	7,733	\$4.00	\$7,733
103	Zoo	Children (age 3-12) (November - March)	\$9.75	2.4%	\$9.98	35.0%	\$2.00	\$3.49	\$3.00	2,972	\$3.00	\$2,972
104	Zoo	Admission Fee for Charitable Events (5)	\$4.20	2.4%	\$4.30	100.0%	\$4.00	\$4.30	\$4.00	0	\$4.00	\$0
105	Zoo	School Groups & Charitable Organizations ANY SHELTER	\$26.25	2.4%	\$26.88	100.0%	\$25.00	\$26.88	\$26.00	0	\$25.00	\$0
106	Zoo	Shelters - 60 Person Capacity ****										
107	Zoo	Potter Park Penguin Cove	\$165.24	2.4%	\$169.21	100.0%	\$115.00	\$169.21	\$120.00	35	\$120.00	\$175
108	Zoo	Shelters - 80 Person Capacity ****										
109	Zoo	Potter Park Eagle Landing	\$165.24	2.4%	\$169.21	100.0%	\$140.00	\$169.21	\$145.00	37	\$145.00	\$185
110	Zoo	Shelters - 300 Person Capacity ****										
111	Zoo	Potter Park - Tiger Den	\$211.20	2.4%	\$216.27	100.0%	\$210.00	\$216.27	\$215.00	10	\$215.00	\$50
112	RoD	Plat Administration Fee (1)	\$20.67	2.4%	\$21.16	100.0%	\$20.00	\$21.16	\$21.00	10	\$20.00	\$0
113	RoD	Laredo product,0-250 minutes,chrq/month	\$56.08	2.4%	\$57.43	100.0%	\$53.00	\$57.43	\$54.00	0	\$53.00	\$0
114	RoD	Laredo Min. Overage for 0-250 min. plan	\$0.22	2.4%	\$0.23	100.0%	\$0.21	\$0.23	\$0.23	0	\$0.21	\$0
115	RoD	Laredo product, 250-1000 mins.-chrq/mo.	\$112.17	2.4%	\$114.86	100.0%	\$105.00	\$114.86	\$110.00	0	\$105.00	\$0
116	RoD	Laredo Min. Ovrq for 250-1000 min. plan	\$0.17	2.4%	\$0.17	100.0%	\$0.16	\$0.17	\$0.17	0	\$0.16	\$0
117	RoD	Laredo product,1001-3000 mins-chrq/mo	\$224.34	2.4%	\$229.72	100.0%	\$210.00	\$229.72	\$215.00	0	\$210.00	\$0
118	RoD	Laredo Min. Ovrq for 1000-3000 min. plan	\$0.13	2.4%	\$0.14	100.0%	\$0.13	\$0.14	\$0.14	0	\$0.13	\$0
119	RoD	Laredo product,Unltd mins-chrq/mo.	\$280.42	2.4%	\$287.15	100.0%	\$260.00	\$287.15	\$265.00	0	\$260.00	\$0
120	Treasurer	NSF Checks	\$33.48	2.4%	\$34.29	100.0%	\$33.00	\$34.29	\$34.00	75	\$34.00	\$75
121	Treasurer	Tax service fee	\$4.37	2.4%	\$4.47	100.0%	\$4.00	\$4.47	\$4.00	100	\$4.00	\$0

\$255,279

(1) Set per the State Guidelines

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

(3) The fee for each additional acre is 10% of the original fee

(4) Added Per R17-021

(5) Added per Reso #14-432

(6) Added per Reso #15-221

(7) Added per Reso #16-388

(8) Minimum charge \$30.00, \$60.00 per hour plus applicable size rate

\*Target % Changed in 2017 based on info to increase fees per the zoo (where previously at 25%)

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

Zoo - On Non-Holiday Mondays from 9AM - 12PM, admission will be free for Ingham County Residents

Mother's Day - Mothers Free Admission

**Annual Passes October-September**

Father's Day - Fathers Free Admission

College Day (October) - Free Admission with Valid Student ID

Veteran's Day (November) - Veterans & Families Free Admission , Fourth of July - Veterans Free Admission

Be A Tourist In Your Own Town (June) GLCVB - Free Admission and Parking with Tourist Passport

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

Registered Groups 20+ Zoo - \$1.00 off Admission per Person

Zoo Ingham County Residents Free Day (October) - Free Admission

Grandparent's Day - Granparents Free Admission

2020 County Fees Analysis  
County Services Committee

ATTACHMENT B

Location of Service	Fee Description	2019 Fee	Controller/ Department Recommend.	Additional Revenue
Clerk	Certified Copy - 1st Copy	\$20.00	\$30.00	\$165,000
Clerk	Expedited Svc - copies of Vital Records	\$30.00	\$40.00	\$2,480
Clerk	Copy of CPL Application (MCL 28.425b(17)) NEW	\$1.00	\$1.00	\$0
Drain Comm.	Photography	\$290.00	\$300.00	\$30
Drain Comm.	Topography	\$575.00	\$585.00	\$30
Drain Comm.	Floodplain/wetland	\$115.00	\$120.00	\$0
Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$705.00	\$715.00	\$200
Drain Comm.	Preliminary Plat Review (2)	\$705.00	\$715.00	\$30
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$705.00	\$715.00	\$150
Drain Comm.	Additional acre	\$80.00	\$81.00	\$15
Drain Comm.	Re-submission Admin fee	\$230.00	\$235.00	\$0
Drain Comm.	Plat Drain Administration Fee	\$2,520.00	\$2,530.00	\$30
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$505.00	\$515.00	\$400
Drain Comm.	Tap in Permit - Residential	\$105.00	\$110.00	\$5
Drain Comm.	Tap-in Permit - Commercial	\$420.00	\$430.00	\$100
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$620.00	\$630.00	\$0
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$62.00	\$63.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less (3)	\$540.00	\$550.00	\$0
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$54.00	\$55.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)	\$460.00	\$470.00	\$0
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$46.00	\$47.00	\$0

Location of Service	Fee Description	2019 Fee	Controller/ Department Recommend.	Additional Revenue
Drain Comm.	Soil Erosion Permit Transfer	\$98.00	\$100.00	\$0
Drain Comm.	Escrow account-1/2 acre or less	\$575.00	\$585.00	\$200
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,720.00	\$1,730.00	\$100
Drain Comm.	Escrow account - 1 to 5 acres	\$3,420.00	\$3,430.00	\$150
Drain Comm.	Escrow account - 5 to 10 acres	\$5,645.00	\$5,655.00	\$50
Drain Comm.	Escrow account - each add'l 10 acres	\$2,845.00	\$2,855.00	\$50
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$265.00	\$275.00	\$20
Drain Comm.	Soil Erosion Permit - 9 month duration	\$260.00	\$265.00	\$25
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$335.00	\$340.00	\$75
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$49.00	\$50.00	\$10
Drain Comm.	Violation and Cease&Desist Order	\$305.00	\$315.00	\$60
Econ. Devel.	Application Fee - Brownfield	\$1,520.00	\$1,530.00	\$0
Equalization	Custom Maps	\$73.00	Varies	\$0
Equalization	BS&A Export	\$500.00	\$500.00	\$0
Equalization	Ingham County Plat Book	\$10.00	\$10.00	\$0
Equalization	Alaiedon Twp	\$165.00	\$165.00	\$165
Equalization	Aurelius Twp	\$205.00	\$205.00	\$205
Equalization	Bunker Hill Twp	\$150.00	\$150.00	\$150
Equalization	Delhi Twp	\$1,013.00	\$1,013.00	\$1,013
Equalization	Ingham Twp	\$150.00	\$150.00	\$150
Equalization	Lansing Twp	\$313.00	\$313.00	\$313
Equalization	Leroy Twp	\$158.00	\$158.00	\$158
Equalization	Leslie Twp	\$150.00	\$150.00	\$150
Equalization	Locke Twp	\$150.00	\$150.00	\$150
Equalization	Meridian Twp	\$1,388.00	\$1,388.00	\$1,388
Equalization	Onondaga Twp	\$150.00	\$150.00	\$150
Equalization	Stockbridge Twp	\$197.00	\$197.00	\$197

Location of Service	Fee Description	2019 Fee	Controller/ Department Recommend.	Additional Revenue
Equalization	Vevay Twp	\$158.00	\$158.00	\$158
Equalization	Wheatfield Twp	\$150.00	\$150.00	\$150
Equalization	White Oak Twp	\$150.00	\$150.00	\$150
Equalization	Williamstown Twp	\$225.00	\$225.00	\$225
Equalization	C-East Lansing	\$708.00	\$708.00	\$708
Equalization	C-Lansing	\$3,996.00	\$3,996.00	\$3,996
Equalization	C-Leslie	\$150.00	\$150.00	\$150
Equalization	C-Mason	\$321.00	\$321.00	\$321
Equalization	C-Williamston	\$150.00	\$150.00	\$150
Equalization	Digital Photo all local units	\$850.00	\$850.00	\$17,850
Zoo	Resident Adult (April - October)	\$6.00	\$7.00	\$26,027
Zoo	Non-Resident Adult (April - October)	\$12.00	\$13.00	\$20,805
Zoo	All Adults(November-March): Res, Non-Res, or Senior	\$3.00	\$4.00	\$7,733
Zoo	Children (age 3-12) (November - March)	\$2.00	\$3.00	\$2,972
Zoo	Potter Park Penguin Cove	\$115.00	\$120.00	\$175
Zoo	Potter Park Eagle Landing	\$140.00	\$145.00	\$185
Zoo	Potter Park - Tiger Den	\$210.00	\$215.00	\$50
Treasurer	NSF Checks	\$33.00	\$34.00	\$75

## Agenda Item 12

TO: County Services and Finance Committees

FROM: Becky Bennett, Director, Board of Commissioners' Office

DATE: April 9, 2019

SUBJECT: Resolution Adjusting Compensation for Various Appointed Boards and Commissions

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### **BACKGROUND**

The Board of Commissioners has established per diem and other forms of compensation for various appointed Board and Commissions.

Per diem payments are currently set at \$60 and have not been increased since 2006.

### **FINANCIAL IMPACT**

Funding would be increased \$15 per month for each member eligible to receive a per diem and would be part of future budget requests.

Number of members eligible to receive per diems by board/commission are as follows:

Board of Election Commissioners 1 (meets as needed)  
Department of Human Services Board 3  
Fair Board 13  
Jury Board 3 (meets quarterly)  
Parks and Recreation Commission 8  
Veterans Affairs Committee 5

### **ALTERNATIVES**

The alternate would be to leave the per diem payments at the current rate.

### **RECOMMENDATION**

I recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ADJUSTING COMPENSATION FOR VARIOUS APPOINTED  
BOARDS AND COMMISSIONS**

WHEREAS, the Board of Commissioners has established per diems and other forms of compensation for various appointed Ingham County boards and commissions; and

WHEREAS, these payments have not been adjusted in several years.

THEREFORE BE IT RESOLVED, that effective May 1, 2019, the Ingham County Board of Commissioners hereby establishes a per diem to members of the following Ingham County boards and commissions at \$75:

Board of Election Commissioners  
Department of Human Services Board  
Fair Board  
Jury Board  
Parks and Recreation Commission  
Veterans Affairs Committee

BE IT FURTHER RESOLVED, that the per diem, per drainage board, is established at \$25 which is the maximum provided by statute.