

CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

FINANCE COMMITTEE
MARK GREBNER, CHAIR
SARAH ANTHONY
BRYAN CRENSHAW
TODD TENNIS
CAROL KOENIG
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, AUGUST 22, 2018 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 [July 18, 2018 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. [1st Quarterly Investment Report](#)
 - b. [2nd Quarterly Investment Report](#)
2. Sheriff's Office
 - a. Resolution to Continue Patrol Car Video Storage Software Support from [L3 Mobile-Vision, Inc.](#)
 - b. Resolution to Approve Purchase of Training from [Policeone.com](#) Academy
 - c. Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent up to [50 Beds](#) to the Michigan Department of Corrections
3. Animal Control – Resolution to Address [Interim Needs](#) of the Ingham County Animal Control and Shelter
4. 9-1-1 Dispatch Center
 - a. Resolution Authorizing [Language Interpretation Services](#) Contract for the 9-1-1 Center
 - b. Resolution Authorizing Replacement of the [Training Room Consoles](#) for the 9-1-1 Center
 - c. 9-1-1 Center [Update \(Information\)](#)
5. Indigent Defense Collaborative Committee – Resolution Creating a [Chief Public Defender Position](#)
6. Mid State Health Network – Resolution Authorizing an [Extension](#) of the Substance Abuse Coordinating Agency Agreement with Mid State Health Network
7. Community Agencies – Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with [Cinnaire](#)

8. Parks Department
 - a. Resolution to Authorize a Contract with [L. J. Trumble Builders, LLC](#)
 - b. Resolution to Adopt the Ingham County Trail [Wayfinding Signage Plan](#) and to Authorize an Application for a Michigan Department of Transportation Transportation Alternatives Program Grant
 - c. Resolution to Authorize an Amendment to [City of Lansing](#) Trails and Parks Millage Agreements

9. Health Department
 - a. Resolution to Accept FY 2019 Child and Adolescent [Health Center Program](#) Funds
 - b. Resolution to Amend Nextgen [EMR Services](#) Agreement
 - c. Resolution to Authorize a 2018-2019 [Americorps](#) State Grant
 - d. Resolution to Extend Agreement with Capital Area Community Services for [WIC](#) Satellite Clinic
 - e. Resolution to Authorize a 2018 -2019 Agreement with the Michigan Department of Health and Human Services for the Delivery of [Public Health Services](#) Under the Comprehensive Agreement
 - f. Resolution to Extend Agreement with [Livestories/Geocko, Inc.](#) for Software as a Service System
 - g. Resolution Authorizing an Agreement with [Ingham Health Plan](#) Corporation
 - h. Resolution to Authorize an Agreement with [Redhead Design Studio](#)
 - i. Resolution to Authorize a Temporary [Emergency Preparedness Consultant](#) Position

10. Facilities
 - a. Resolution to Authorize an Agreement to [Repave](#) a Portion of the Human Services Building Parking Lot
 - b. Resolution to Authorize an Agreement to Install New [Card Swipes](#) on the Friend of the Court (FOC) Hearing Room Back Doors in the Grady Porter Building (GPB) as well as on the Third Floor Judicial Hallway Stairwell Doors in the Veteran's Memorial Courthouse (VMC)
 - c. Resolution to Authorize an Agreement to Furnish and Install a New Detention [Control Panel](#) in the Ingham County Jail

11. Potter Park Zoo
 - a. Resolution Awarding a Contract to [Christman Constructors, Inc.](#)
 - b. Resolution Awarding a Contract to [Bearcom](#)

12. Road Department
 - a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department and a Permit Acknowledgement for [Traffic Signal Control](#) Responsibilities Agreement between Meridian Township and the Ingham County Road Department in Relation to a Federally Funded Rectangular Rapid Flash Beacon Project
 - b. Resolution for Insulated Overhead [Garage Doors](#) with Required Materials
 - c. Resolution to Authorize an Agreement with Michigan Department of Environmental Quality for [Scrap Tire Market Development](#) Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture on Various 2019 Road Resurfacing Projects to be Determined and to Subcontract with Michigan State University for Necessary Research and Development of the Mixture

13. Human Resources
 - a. Resolution Certifying Representatives for the [MERS 2018](#) Retirement Conference
 - b. Resolution Approving a Collective Bargaining Agreement with Capitol City Labor Program, Inc. – [Animal Control Unit](#)

14. Board Referrals
 - a. Resolution from the [Wexford County](#) Board of Commissioners Opposing House Bill 6049 and Senate Bill 1025
 - b. Resolution from the [Kalkaska County](#) Board of Commissioners Opposing House Bill 6049 and Senate Bill 1025
 - c. Resolution from the [Huron County](#) Board of Commissioners Opposing House Bill 6049 and Senate Bill 1025
 - d. Resolution from the [Huron County](#) Board of Commissioners Opposing Senate Bill 1031
 - e. Resolution from the [Leelanau County](#) Board of Commissioners Opposing Senate Bill 1031
 - f. Resolution from the [Bay County](#) Board of Commissioners Opposing House Bill 6049 and Senate Bill 1025

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.

FINANCE COMMITTEE
July 18, 2018
Draft Minutes

Members Present: Grebner, Crenshaw, Tennis (arrived at 6:05 p.m.), Anthony, Koenig (arrived at 6:10 p.m.), Louney, and Schafer

Members Absent: None.

Others Present: Treasurer Eric Schertzing, Commissioner Schafer, Stacy Byers, Tim Dolehanty, Rick Terrill, John Dinon, Tim St. Andrew, Jeanna Paluzzi, Bill Brickey, Alan Fox, Teri Morton, Jill Rhode, Michael Townsend, Lindsey LaForte, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of the June 20, 2018 Meeting Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE JUNE 20, 2018 FINANCE COMMITTEE MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Tennis and Koenig

Additions to the Agenda

5. Community Agencies
 - b. Resolutions to Amend the 2018 Community Agency Contract with Advent House Ministries for the Weekend Day Shelter Program

Chairperson Grebner stated that Agenda Item Number 5 will be renumbered 5a.

14. Sheriff's Office – Resolutions to Purchase Three New Tasers and Associated Equipment for the Sheriff's Office from Axon Enterprise, Inc.

Substitutes –

7. Health Department
 - g. Resolution to Fund Support Staff for the Ingham County Youth Commission
9. Farmland & Open Preservation Board – Resolution to Submit a Renewal of the Special Millage for Farmland and Open Space Preservation to a Vote of the Electorate
13. Controller/Administrator's Office
 - b. Resolution to Adopt the 2019 Juvenile Justice Community Agency Process Calendar

Removed from Agenda

8. Special Transportation Millage – Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

Limited Public Comment

None.

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

1. Financial Services
 - c. Resolution to Change the Retiree Health Insurance Expense Accounting Treatment for the Community Health Network Fund and to Amend the 2018 Budgets to Reflect this Change
 - d. Resolution to Authorize the Annual Retiree Health Care Actuarial Study and Second Year Update
 - e. Resolution to Transfer Additional Funding to the Brownfield Fund for Debt Service
 - f. Resolution to Authorize Additional Payment to Plante Moran for 2017 Audit
2. Prosecuting Attorney – Resolution to Authorize an Amended Memorandum of Understanding between the Ingham County Prosecutor’s Office and the Department of the Attorney General and a Subcontract between the Ingham County Prosecutor’s Office and End Violent Encounters (EVE)
3. Homeland Security and Emergency Management – Resolution to Purchase 2018 Ford Transit 350 Diesel Command/Communications Van and Upfitted by Kodiak Emergency Vehicles
5. Community Agencies
 - a. Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with Capital Area Housing Partnership
 - b. Resolutions to Amend the 2018 Community Agency Contract with Advent House Ministries for the Weekend Day Shelter Program
6. Parks Department
 - a. Resolution to Authorize a Contract with Moore Trospen Construction Company
 - b. Resolution to Authorize a Contract with L. J. Trumble Builders, LLC
 - c. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant
 - d. Resolution to Authorize a Contract with Bornor Restoration, Inc.
7. Health Department
 - a. Resolution to Amend Resolution #16–233 Agreement with Cross Country Staffing, Inc.
 - b. Resolution to Amend to Resolution #18–158

- c. Resolution to Authorize Amendment #3 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - d. Resolution to Enter Agreement with Reglanterntm
 - e. Resolution to Enter Agreement with Messagemakers
 - f. Resolution to Authorize a Short Term Lease with VOA–MI Dental Clinic
 - g. Resolution to Fund Support Staff for the Ingham County Youth Commission
 - h. Resolution to Convert Two Part–Time Nurse Positions
 - i. Resolution to Amend Resolution #18–159 to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program
10. Facilities
- a. Resolution to Authorize Professional A&E Services for Replacing Two Chillers at the Jail
 - b. Resolution to Authorize an Agreement to Replace the Flooring in the DHHS Lobby
 - c. Resolution to Authorize an Agreement with MSDS Online to Manage Material Safety Data Sheets
11. Road Department
- a. Resolution to Approve Local Road Agreements with Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak and Williamstown Townships
 - b. Resolution to Authorize the Extension of RFP #61-17, Purchase of Equipment Needed for New Tandem Axle Truck Chassis
12. Human Resources – Resolution to Approve Ingham County Employees’ Association Agreement for the Park Rangers Unit Reclassification Request
13. Controller/Administrator’s Office
- a. Resolution to Authorize Budget Adjustments for 2018 Based on the Annual Evaluation of the County’s Financial Reserve Policy
 - b. Resolution to Adopt the 2019 Juvenile Justice Community Agency Process Calendar
 - c. Resolution to Amend the Emergency Purchases Section of the Purchasing Procedures Policy
14. Sheriff’s Office – Resolutions to Purchase Three New Tasers and Associated Equipment for the Sheriff’s Office from Axon Enterprise, Inc.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tennis.

Please note that later in the meeting, the rules were suspended to allow Commissioners Tennis and Koenig to vote on the items on the consent agenda. Commissioners Tennis and Koenig voted to approve the items on the consent agenda.

4. Law & Courts Committee – Resolution Submitting to a Vote of the Electorate Authorization of the Telephone Surcharge for Emergency Telephone Services (9-1-1 Services)

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

Chairperson Grebner stated that there was no long-term plan for setting money aside for system enhancements. He further stated that in the past there had been a set amount of funding dedicated to be saved for system enhancements.

Chairperson Grebner stated that over the long term, some of these funds should be saved in order to continue to make upgrades to the system.

Commissioner Tennis arrived at 6:05 p.m.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

MOVED BY SCHAFFER, SUPPORTED BY CRENSHAW, TO SUSPEND THE RULES AND ALLOW COMM. TENNIS TO VOTE ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Commissioner Tennis voted to approve the items on the consent agenda.

9. Farmland & Open Preservation Board – Resolution to Submit a Renewal of the Special Millage for Farmland and Open Space Preservation to a Vote of the Electorate

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner Anthony asked for some background on the millage renewal.

Stacy Byers, Farmland and Open Spaces Millage Program, stated that the millage was passed in 2008. She further stated that to date the program has preserved about 6,000 acres of farmland and open space.

Ms. Beyer stated that this millage had two components for preservation: farmland and open space. She further stated that it benefited the County socially, economically, and environmentally and it benefited the agricultural community.

Ms. Byers stated that by preserving development outside of the urban areas, it benefits the County by helping development and vitality remain within that corridor. She further stated that they were trying to preserve the green belt around Lansing and there were several applications in Alameda Township and Delhi Charter Township for the next round.

Commissioner Koenig arrived at 6:10 p.m.

Commissioner Anthony asked about purchases in the City of Lansing.

Ms. Byers stated that there were none because the City of Lansing's ordinance did not allow it.

Commissioner Anthony asked about the total number of properties this millage has dealt with.

Ms. Byers stated that there were about 30 properties and 5 waiting to be closed out in the current year.

MOVED BY ANTHONY, SUPPORTED BY LOUNEY, TO SUSPEND THE RULES AND ALLOW COMM. KOENIG TO VOTE ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Koenig voted to approve the items on the consent agenda.

Commissioner Koenig asked how many properties had been protected.

Ms. Byers stated that they had about 30 properties.

Commissioner Koenig asked how much spent.

Chairperson Byers stated that about \$9 million.

Commissioner Anthony stated that \$9 million had been divided between 30 properties.

Ms. Byers stated that it was about 6,000 acres that had been preserved.

Commissioner Louney asked about the flood plain properties which were being farmed in the City of Lansing. He asked if there would be opportunities to use this for any funding for them.

Ms. Byers stated that if the property was within City of Lansing limits it would not be eligible, but Lansing Township property would be.

Commissioner Anthony asked who wrote the City of Lansing ordinance.

Ms. Byers stated it was written in 2007.

Commissioner Anthony asked if it could be amended to include the city in the millage.

Ms. Byers stated it would most likely be able to be amended, if it was the will of the Board of Commissioners.

Commissioner Schafer stated that current State Senator Curtis Hertel was a key player in getting this passed when he was a member of the Board of Commissioners.

Commissioner Koenig asked why the millage was written that way.

Chairperson Grebner stated that it was basic language and originally only farmland and not open space were being preserved.

Ms. Byers stated that they did not want to compete with places where development should take place.

THE MOTION CARRIED. **Yeas:** Tennis, Crenshaw, Anthony, Louney, and Schafer **Nays:** Koenig and Grebner **Absent:** None

1. Financial Services

- a. Presentation of the Audit and Financial Statements (*Please Bring the Comprehensive Annual Financial Report Previously Distributed*)

Jill Rhode, Financial Services Director, introduced Plante Moran auditors Bill Brickey and Tim St. Andrew.

Bill Brickey, Plante Moran, presented the handouts. He pointed to page 11 which showed the auditors' opinion.

Mr. Brickey stated that there were six audit findings in the internal control findings.

Tim St. Andrew, Plante Moran, referred to the end of audit letter. He further stated that it was meant to close the loop on the audit.

Mr. St. Andrew stated that page 2 showed the standard that was required this year for health care retiree costs. He further stated that there were expanded footnote disclosures.

Mr. St. Andrew stated that there was only one grey area in the guidance which was the September guidelines of 180 days to match expenses with revenue.

Mr. St. Andrew stated that page 3 has the liabilities for retirement and health care. He further stated that all of those estimates were found to be reasonable.

Mr. St. Andrews stated that there was one corrected statement from management. He further stated that there was one issue with contract recording and the Road Department which will be discussed later in more detail.

Mr. St. Andrews stated that there were some suggested journal entries.

Ms. Rhode stated that there were some larger things on this list, but it would always be that way because of the process.

Commissioner Crenshaw asked about the 180 days to settle that was referred to on page 2.

Mr. St. Andrews stated that the industry standard was 60 days, but it was a grey area that was not necessarily wrong but not necessarily standard either.

Ms. Rhode stated that they only used that for the September 30 State-funded funds because the State did not pay until after 90 days.

Mr. St. Andrews presented the single audit report. He further stated that page 9 showed the summary of the results.

Mr. St. Andrews stated that there was one material weakness identified in that program. He further stated that a lot of the testing was determined by Federal guidelines.

Mr. St. Andrews stated that page 10 shows that at the close of the audit there were some errors made and things that were not reported. He further stated that the last page of each of these findings should be shown.

Ms. Rhode stated that these were projects that the State was funding 90% and the County was funding some. She further stated that it sounded worse than it was as it was a misreporting or something was skipped when reporting the State's expenditure.

Mr. St. Andrews stated that by year end there was a process to reconcile their bank statements but it did not happen the whole year.

Ms. Rhode stated that everything is 100% reconciled through May 2018.

Mr. St. Andrews stated that there were still some errors in the Treasurers' office. He further stated that they had made some adjustments but they still need to continue to adjust.

Mr. St. Andrews stated that there were some concerns for the Land Bank. He further stated that they did not have any issues with the funds but two individuals had too much access to funds.

Commissioner Anthony asked about the corrective action plan.

Jeanna Paluzzi, Ingham County Land Bank Executive Director, stated that the two positions that had too much access to the funds were positions that had been eliminated earlier this year. She further stated that when she took over the Land Bank they had instituted a few changes immediately.

Ms. Paluzzi stated that she had asked Plante Moran to dive deep in order to know if there were any problems. She further stated that they would be hiring a Controller/Financial Manager for the management of the funds going forward, but that had not happened yet, so an accounting firm, Maner Costerisan, was helping with that.

Commissioner Koenig asked about how much it cost for the deep dive into the accounting.

Mr. St. Andrew stated that there was not that much more above their normal cost by expanding testing and sample size but the internal control structure needed to be developed separately.

Commissioner Koenig asked how much Maner Costerisan firm had charged for their services.

Ms. Paluzzi stated that it had probably cost about \$20,000.

Mr. St. Andrews stated that page 13 showed a Federal grant being administered by the Treasurer's Office where about \$38,000 in invoices were paid before going through the formal process. He further stated that the Treasurer's Office and Financial Services worked to put the grant through the formal process and there had been no further issues.

Ms. Rhode stated that there was a 100% audit on the Community Development Block Program (CDBP) grant as she had promised the State of Michigan last year and it was done for the entire course of the grant, not just the last year.

Commissioner Koenig asked how long the County has had that grant.

Ms. Rhode stated that it had been a few years but it took a while to get moving but it had been spent down before the grant expired. She further stated that it could have only happened in the Treasurer's Office because a bank account needed to be created and that was the only office which could open an account.

Mr. St. Andrews stated that there was a loan from the Federal Government that had been received by the Drain Commissioner that needed to be on the County's ledger.

Ms. Rhode stated that she knew there was something unusual with a loan, but did not know that it was with the Federal Government. She further stated that it had to do with the Village of Webberville's water upgrades.

Discussion.

Chairperson Grebner stated that most of these findings were addressing the tail end of past problems.

Ms. Rhode stated that when the issues with the Treasurer's Office had come up she knew that there were some issues going to run into this year and needed to be resolved in addition to a couple other errors. She further stated that the General Fund in this statement was not the typical General Fund because the accounting standards to include more areas than Ingham County did for a General Fund.

Ms. Rhode stated that she added page 137 which showed the General Fund and what it included. She further stated that the Clinic Fund went up to \$2.6 million dollars which was where it needed to be in order to be properly funded.

Ms. Rhode stated that the delinquent tax fund had a decrease but this fund did not do as well in a good economy. She further stated that the Road Department had a good year, but did a budget adjustment in order to spend that down.

Ms. Rhode stated that the debt increased substantially this year. She further stated that the Parks and Trails Fund was large in the beginning of the year, but has spent down to \$11 million.

Discussion.

Ms. Rhode stated that this was not the only audit that happens. She further stated that there was a constant audit process for various reasons.

Ms. Rhode stated that she wanted to go over the worksheet about the Government Accounting Standards Board (GASB) Policy 75. She further stated that this was showing what it would look like if the standard went on the books this year.

Ms. Rhode stated that they are in the positive for this. She further stated that they had been working on this in order to achieve it for the next year.

Chairperson Grebner asked what the pension liability was.

Ms. Rhode stated that the pension liability was \$164 million and the OPEB was \$116 million under the new math. She further stated that she was working on a spreadsheet to provide.

Commissioner Schafer asked if the pension figured included the health care cost.

Ms. Rhode stated pension was only pension and OPEB concerned the health care cost.

Commissioner Tennis asked who decided to change the way it was figured.

Ms. Rhode stated that it was GASB.

Mr. Brickey stated that GASB had decided to treat this a bit differently.

Commissioner Tennis asked about the pension liability based on pension liability for what was owed for everyone no matter how long they had left until they returned. He asked if there was a mechanism.

Mr. Brickey stated that for everyone who was currently working employee X had 10 years of services and had earned Y amount of money today which was put into the figure.

Commissioner Tennis stated that all the other numbers were for what assets and liabilities that are present today, but this seemed a bit misleading because there would never be a time when all of this would have to be paid out today. He further stated that he had some difficulty with GASB and liability for pension.

Chairperson Grebner stated that he took it differently. He further stated that this was not a statement of debt, but it considered the amount of money for the compensation given to employees.

Chairperson Grebner stated that this was an attempt to force the County and all municipal governments to account for the benefits given to employees on the annual basis.

Chairperson Grebner stated that pensions were magical discovery in the 1930s because everyone could be promised one but nothing was being paid out. He further stated that life expectancy was also much lower then.

Chairperson Grebner stated that the magic of the system for a pay-as-you-go system was wonderful, but the steady state was riskier and harder to maintain. He further stated that at some point the Ponzi scheme stopped working.

Commissioner Tennis stated that this was not a Ponzi scheme and it was nothing like it at all. He further stated that this statement made it look like the County needed to cut \$9 million to be solvent.

Ms. Rhode stated that it was true but it goes both ways. She further stated that the liabilities needed to be reported, it was not that the liability was not necessarily negative.

Discussion.

Commissioner Koenig stated that Ingham County would not go bankrupt in a day. She further stated that the more daylight shed on the accounting made it seem more mythical.

Commissioner Koenig stated that the deficit was reported but did not really mean anything.

Ms. Rhode stated that government accounting had never been fully accrued such as a business.

Mr. Brickey stated that it showed what the taxpayers are paying for. He further stated that everyone had known about pension liability but it was coming under more scrutiny from the State.

Chairperson Grebner asked about the percentages for the funding.

Ms. Rhode stated that they were funding the liability at 4% of the revenue and the liability was 16.6% funded. She further stated that they passed the ability to pay test from the State so there was no need for a corrective action plan.

1. Financial Services
 - b. Quarterly Statement: General Fund – Budget to Actual Report (*Informational Item*)

Chairperson Grebner stated that the report was received by the Committee.

13. Controller/Administrator's Office
d. Closed Session to Discuss Pending Litigation with the County Attorney (*Closed Session*)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. LOUNEY AT 7:02 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING ATTORNEY-CLIENT PRIVILEGE.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: None.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:40 P.M.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. LOUNEY, TO ACCEPT THE SETTLEMENT RECOMMENDATION BY THE COUNTY ATTORNEY.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:42 p.m.

AUGUST 22, 2018 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office recommends approval of the following resolutions:

- 2a. Sheriff's Office** – *Resolution to Continue Patrol Car Video Storage Software Support from L3 Mobile-Vision, Inc.*

This resolution will approve the continuation of software system support with L3 Mobile-Vision, Inc, which is used by the Ingham County Sheriff's Office for support assistance with all software and applications associated with the patrol car video storage application.

The cost is not to exceed \$7,229 and is included in the 2018 IT LOFT Fund budget. The time period of the agreement is June 21, 2018 through June 20, 2019.

- 2b. Sheriff's Office** – *Resolution to Approve Purchase of Training from Policeone.com Academy*

This resolution will approve the continuation of online training from PoliceOne Academy Training. The Sheriff's Office has been using the PoliceOne Academy Online Application to train all staff since 2016. Training includes Interactive Videos Courses and Course quizzes for Accreditation and Management Workflows for Accountability. The training cost will be paid from Booking Fees revenue in the amount of \$5,120.

- 2c. Sheriff's Office** – *Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent up to 50 Beds to the Michigan Department of Corrections*

This resolution will authorize the renewal of an agreement with the Michigan Department of Corrections to rent up to 50 jail beds as needed, at a cost of \$35.00 per day per bed, effective October 1, 2018 through September 30, 2019. Estimated revenue is \$540,000, and is anticipated in the 2019 budget.

- 3a. Animal Control** – *Resolution to Address Interim Needs of the Ingham County Animal Control and Shelter*

In order to address any needs of the Ingham County Animal Control and Shelter (ICACS) during the current period of transition, this resolution will authorize the hiring of temporary employees, entering into additional contracts with veterinarians and any additional expenditures that may be deemed necessary by the interim Animal Control Director. Funds are available in the personnel budget due to salary attrition. Authorization for these additional expenses would expire at the end of December 2018.

See memo for details.

- 4a. 9-1-1 Dispatch Center** – *Resolution Authorizing Language Interpretation Services Contract for the 9-1-1 Center*

This resolution will approve a contract with both Voiance and Language Line for interpretation services not to exceed \$10,000 per year. 9-1-1 Center staff requires the use of these services to process calls from non-English speaking people that call for assistance from 9-1-1 or in non-emergent matters. The Center currently uses

Language Line for this service at a cost of several dollars per minute. Voiance is another 9-1-1 interpretation provider of these same services at a cost of less than one dollar per minute.

Adding Voiance will provide not only a savings but a second option if we are not able to reach a specific vendor. The contract with Voiance would be on a trial basis that allows for an evaluation of their services with an opt out if they do not meet the needs of the Center. The contract with Language Line will be maintained, as their fees are per minute, and if the service is not used, there would be no charge. This change should result in a savings to interpretation costs.

See memo for details.

4b. 9-1-1 Dispatch Center – Resolution Authorizing Replacement of the Training Room Consoles for the 9-1-1 Center

This resolution will authorize the replacement of workstations by Russ Bassett and a contract with FD Hayes for any necessary electrical work. \$80,000 is included in the 2018 capital budget for this purpose.

9-1-1 Center staff requires a great deal of training for their initial training as well as updated training as required software and programs are updated. When the Center opened in 2012 the training room was equipped with workstations from the old Lansing center. These workstations are failing and no longer meet the training needs of the Center.

See memo for details.

5. Indigent Defense Collaborative Committee – Resolution Creating a Chief Public Defender Position

This resolution will authorize the creation of a Chief Public Defender position. The Human Resources Department is recommending this position be classified as MCF17 (salary range \$104,116 to \$124,968). The long-term (topped out) cost of the position would be \$189,238. This resolution will also authorize \$5,000 to fund any necessary furnishings and equipment associated with the position.

Funding for the position has been authorized by the State of Michigan effective October 1, 2018. If it is possible to fill the position sooner, this resolution would authorize any necessary budget adjustments for funding prior to that date.

This position was included in the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and approved by the Board of Commissioners. The total Public Defenders Office budget and staffing will be brought to the Board of Commissioners for approval at a later date.

See memo for details.

6. Mid State Health Network – Resolution Authorizing an Extension of the Substance Abuse Coordinating Agency Agreement with Mid State Health Network

Section 6226(1) of Public Act 368 of 1978, as amended, provides for designation of a Coordinating Agency to administer substance use disorder services subject to the approval of the affected county board or boards of commissioners. Resolution 14-386 designated the Mid-State Health Network as the substance abuse coordinating agency for Ingham County, and authorized a 3-year agreement for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County. That agreement has expired. This resolution authorizes a 3-year extension. The total liquor tax distribution is anticipated (budgeted) to be \$1,407,051 in 2018, of which 50% or \$703,526 is allocated to Mid-State Health Network.

7. Community Agencies – Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with Cinnaire

This resolution terminates the 2018 Ballentine community agency contract with Greater Lansing Housing Coalition and authorizes a new contract for Ballentine with Cinnaire. Cinnaire has been operating the Tuesday Toolmen program since July 1, 2018. The original contract for 2018 was \$8,000. The first payment of \$4,000 was already made to Greater Lansing Housing Coalition, so this contract will be for the remaining \$4,000 through December 31, 2018.

8a. Parks Department - Resolution to Authorize a Contract with L. J. Trumble Builders, LLC

This resolution authorizes a contract with L.J. Trumble Builders in the amount not to exceed \$197,426 to develop McNamara Landing and make it more accessible. The scope of this project includes supplying and installing EzDock™ Kayak Launch, CXT Vault Toilet Building, bituminous paving and concrete walks, recycled plastic bollards, and native seeding. The EzDock™ canoe/kayak launch will accommodate all people with varying abilities. A 60” gangway with a concrete approach will provide easy access and ample turning clearance for all users with a watercraft to the floating dock. A built-in adjustable transfer bench and overhead grab bars will provide ease and stability for lowering or lifting into or out of the watercraft. Funding for the project is available from a mix of grant funds, local match and trails and parks millage funds.

8b. Parks Department - Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan and to Authorize an Application for a Michigan Department of Transportation Transportation Alternatives Program Grant

This resolution adopts the Ingham County Trail Wayfinding Signage Plan prepared by Spicer Group. The resolution also authorizes the submission of a Michigan Department of Transportation Transportation Alternatives Program grant for \$594,500 for implementing the wayfinding plan in Ingham County. The project would include \$849,800 from the Trails and Parks Millage for a local match for a total \$1,444,300 project cost.

8c. Parks Department - Resolution to Authorize an Amendment to City of Lansing Trails and Parks Millage Agreements

This resolution authorizes amendments to several trails & parks millage agreements with the City of Lansing. The City of Lansing is requesting an amendment to the agreements because due to unforeseen trail conditions and an additional needed DEQ study the actual bids for the projects came in higher than the amount originally requested and awarded. Based on these unforeseen circumstances, an additional \$270,318.14 is needed to complete the work. Additionally the City of Lansing would like an extension to July 1, 2019 to complete their final report as well as an extension to December 31, 2019 for the Moores River Drive River Trail repair project. This resolution requests authorizing using \$270,318.14 from the 2018 millage fund leaving a remainder of \$44,684 in 2018 millage funds. The additional funds would be dispersed as follows \$40,000 to TR001, \$120,140.16 to TR005 and \$85,603.60 to TR016. The Park Commission also requested that a 10% contingency be added as a buffer which equals \$24,574.38 of the total ask that can be used as a buffer for any of the three projects mentioned above.

9a. Health Department - Resolution to Accept FY 2019 Child and Adolescent Health Center Program Funds

This resolution accepts funding from the Child and Adolescent Health Center (CAHC), which will be used to promote the health of children, adolescents and their families by providing important primary, preventative, and

early intervention health care services. The funding will support continued operations of ICHD’s school-based/school-linked health centers. The CAHC funding award for the term of October 1, 2018 through September 30, 2019 is as follows:

- Eastern Health Center - \$195,000
- Sexton Health Center - \$195,000
- Willow Health Center - \$225,000

9b. Health Department - Resolution to Amend Nextgen EMR Services Agreement

This resolution authorizes an amendment to the NextGen EMR Services Agreement for the purchase of required medical and behavioral health provider licenses and user fees for the Sparrow-VOA Community Health Center (S-VOA CHC). The total cost of this amendment is \$41,411.00 with an additional \$1,888.13 in quarterly fees for the purchase of the required medical and behavioral health provider licenses and user fees for one physician, two mid-level medical providers and behavioral health providers delivering services through the S-VOA CHC. The cost of the EMR licenses will be offset by the reduction in the current user fees for EPIC Community Connect, and by integrating S-VOA CHC quality improvement data into NextGen, which will increase capture of meaningful use and quality improvement incentive funds.

9c. Health Department - Resolution to Authorize a 2018-2019 Americorps State Grant

This resolution authorizes a 2018-2019 AmeriCorps State Grant of \$160,515, as the first year of a new three year funding cycle. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process. These AmeriCorps members work to increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options.

This grant requires a local Match of 50%.

| | Amount | Percent |
|-------|-----------|---------|
| Grant | \$160,515 | 49.7% |
| Match | \$162,224 | 50.3% |
| Total | \$322,739 | 100% |

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$155,470;
- 2) indirect costs used as match- \$6,754.

9d. Health Department - Resolution to Extend Agreement with Capital Area Community Services for WIC Satellite Clinic

This resolution authorizes an extension of the agreement with CACS for space to conduct WIC Services effective October 1, 2018 through September 30, 2021 in an amount not to exceed \$10,800.

9e. Health Department - Resolution to Authorize a 2018 -2019 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement

This resolution authorizes a Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services. ICHD currently receives funding from MDHHS via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than \$5.2 million in state and federal grant and formula funding to support multiple public health services. The public health services to be delivered under this agreement include Essential Local Public Health Operations and categorical programs including:

| | |
|---|-----------------------------------|
| AIDS/HIV Prevention and Care | Lead Safe Homes |
| Bioterrorism Emergency Preparedness | Maternal & Child Health Programs |
| Breast & Cervical Cancer Control Navigation Program | Tobacco Reduction |
| Children Special Health Care Services | Tuberculosis Control |
| Communicable Disease Prevention | Sexually Transmitted Disease Ctrl |
| Family Planning | Vision & Hearing Screening |
| Food Vendors and Restaurant Inspections | The WIC Program |
| Immunizations | WISEWOMAN |

9f. Health Department - Resolution to Extend Agreement with Livestories/Geocko, Inc. for Software as a Service System

This resolution extends the agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed \$13,500. ICHD has a current agreement with LiveStories/Geocko, Inc. effective March 7, 2018 through September 7, 2018 and is utilizing the software to complete the Healthy! Capital Counties Community Health Assessment, Surveillance Book, and Behavioral Risk Factor & Social Capital Survey Report. The ability for users to convert customized digital content to PDF documents. The total cost of \$13,500 will be covered through funds received from Barry-Eaton Health Department in support of the Healthy! Capital Counties Community Health Assessment project and was authorized via Resolution #18-156.

9g. Health Department - Resolution Authorizing an Agreement with Ingham Health Plan Corporation

This resolution authorizes a provider agreement with Ingham Health Plan Corporation (IHPC) for the period of October 1, 2018 through September 30, 2019. IHPC has historically contracted with ICHD to provide members of the Ingham Health Plan with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County. This provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHPC members assigned to ICHD's Community Health Centers (CHCs). ICHD will receive the same fee-for-service payment as other IHPC medical providers. The reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles and other similar amounts.

9h. Health Department - Resolution to Authorize an Agreement with Redhead Design Studio

This resolution authorizes a contract with Redhead Design Studio (RDS) for the layout and graphic design of the 2018 Healthy Capital Counties (H!CC) report on behalf of the H!CC team. ICHD has partnered with capital

area hospitals and local health departments to work on a community health assessment (CHA) project , Healthy! Capital Counties, for a third cycle. The H!CC project is a partnership between four local hospital systems and the three local health departments serving Ingham, Eaton, and Clinton counties, collaborating to develop and produce a comprehensive, high quality Community Health Assessment (CHA) for the region. The amount of this agreement will not exceed \$7,000. The Barry-Eaton District Health Department (BEDHD) has agreed to reimburse ICHD for some costs associated with the Community Health Assessment (accepted through Resolution #18-156). These funds will cover the entire cost of the agreement. This agreement with Redhead Design Studio will be effective June 27, 2018 through September 30, 2018 in an amount not to exceed \$7,000.

9i. Health Department - *Resolution to Authorize a Temporary Emergency Preparedness Consultant Position*

This resolution authorizes a temporary Emergency Preparedness Consultant (EPC) to assist in the development, implementation, and evaluation of a just-in-time training program for ICHD staff and volunteers, regarding their role during a public health emergency involving mass prophylaxis. This temporary EPC employee will assist in developing, conducting, and evaluating exercises to test emergency plans and also assist in recruiting and training community partners on the closed Point of Dispensing (POD) program.

Ingham County's Human Resources Department has approved this position description. The cost of this temporary EPC will be a total of \$11,700 and this position will be filled within ICHD's FY19 and be effective for a term not to exceed 26 weeks. Funding for this temporary position was included in the proposed FY 2019 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services, including Emergency Preparedness. This temporary position was included in ICHD's proposed FY19 budget.

10a. Facilities Department – *Resolution to Authorize an Agreement to Repave a Portion of the Human Services Building Parking Lot*

The Facilities Department seeks authorization to repave the back, northeast area of the Human Services Building parking lot. American Asphalt, Inc., a local vendor, reduced their bid amount to \$254,646.50 to match the lowest bid submitted by a non-local vendor. Completion of this project includes creation of 15 additional parking spaces. The Department also requests a \$10,000 contingency for any unforeseen circumstances that may arise, and a line item transfer of \$42,400.00 from the Maintenance Improvement Fund, bringing the total available balance to \$264,700.00.

10b. Facilities Department – *Resolution to Authorize an Agreement to Install New Card Swipes on the Friend of the Court (FOC) Hearing Room Back Doors in the Grady Porter Building (GPB) as well as on the Third Floor Judicial Hallway Stairwell Doors in the Veteran's Memorial Courthouse (VMC)*

The Facilities Department has determined that additional card swipe units are needed on the FOC hearing room back doors as well as the third-floor judicial hallway stairwell doors at Veteran's Memorial Courthouse. Vidcom Solutions submitted the lowest quote of \$16,455.44 for both areas. The Department also seeks a total contingency amount of \$1,000 for any unseen circumstances that may arise and a line item transfer of \$270 for installation of card readers on FOC hearing room doors. A resolution to authorize this project is presented for consideration.

10c. Facilities Department – Resolution to Authorize an Agreement to Furnish and Install a New Detention Control Panel in the Ingham County Jail

This resolution would approve an agreement with Cornerstone Detention Product, Inc. to furnish and install new detention control panels in selected open posts as well as on the Field Services gate, provide operator training and support, provide maintenance services 24 hours a day, 7 days a week, warranty the new panel for two years as well as the purchase of an additional two year warranty at a total not to exceed project cost of \$209,410. The project will be funded from unrestricted fund balance in the general fund.

This project is necessary as the current system has experienced continuing operational problems, and efforts to fix these problems have been unsuccessful.

Cornerstone Detention Product, Inc. submitted the lowest total turnkey cost bid amount of \$142,930. The Facilities Department would like to purchase an additional two year warranty for a cost of \$36,480.

See memo for details.

11a. Potter Park Zoo – Resolution Awarding a Contract to Christman Constructors, Inc.

The giant anteater viewing area was recently moved to a new location making the space between the previous viewing area and the restaurant available for additional restaurant seating for zoo visitors. The broken and uneven asphalt path should be replaced to provide a safe seating area. Potter Park Zoo seeks approval of a resolution to authorize Christman Constructors to install two separate concrete patios/pads adjacent to the restaurant/concession area at a cost not to exceed \$6,600.

11b. Potter Park Zoo – Resolution Awarding a Contract to Bearcom

Potter Park Zoo currently pays a monthly fee for use of a Lansing BWL analog radio system that is limited to the style of radio specified by BWL. BWL is phasing out the analog system which necessitates the replacement of approximately 25 analog radios at the Zoo and the reprogramming of all digital radios presently in use. Zoo officials believe this is an opportune time for the Zoo to have its own UHF portable digital radio system for day to day communication between employees on Zoo grounds. The Zoo public safety department will continue to utilize the Ingham County public safety radio system to allow for the most expedient response time possible in emergencies.

Economy 2-Way Distributors submitted the lowest bid in the amount of \$14,100, but their New Hampshire location raised concerns about product service. Bearcom, the second-lowest bidder, is located within an hour of the zoo and will pick up radios that need repair. Potter Park Zoo requests that the Committee approve a resolution to award a contract to the second lowest bid provided by Bearcom in an amount not to exceed \$17,210.

12a. Road Department – Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department and a Permit Acknowledgement for Traffic Signal Control Responsibilities Agreement between Meridian Township and the Ingham County Road Department in Relation to a Federally Funded Rectangular Rapid Flash Beacon Project

The Road Department seeks authorization to execute an agreement with MDOT and Meridian Township for traffic signal control responsibilities. The federal government makes available Transportation Alternatives Program (TAP) funding to build alternative transportation projects. Townships that wish to utilize TAP funding

to enhance their communities must find an eligible agency, such as the Road Department, to sponsor their applications for funding. Board of Commissioners resolution #17-309 supported the township's funding application and outlined an implementation process for the project. Meridian Township's Rectangular Rapid Flash Beacon (RRFB) project for the intersection of Okemos Road and the township's Inter-urban Pathway was awarded funding for fiscal year 2018. Approval of the proposed resolution would permit installation of a rectangular rapid flash beacon at the Township's Inter-urban Pathway intersection with Okemos Road, between Banyon Trail and Raby Road. The total estimated cost of the project is \$43,000 consisting of \$25,374 in federal TAP funding and \$17,626 in township matching funds.

12b. Road Department – Resolution for Insulated Overhead Garage Doors with Required Materials

The Road Department requests approval of a resolution to replace four insulated overhead garage doors, including four power door openers and the required new building materials. The new doors will be constructed of energy efficient, MIOHSA and commercial building code compliant materials. After dozens of temporary repairs to the existing doors, it was determined that they have exceeded their life expectancy and have become obsolete. The Department recommends entering into an agreement with LT Trumble Builders, LLC to install the new insulated overhead replacement doors with electric door openers at a cost not to exceed \$33,450.

12c. Road Department – Resolution to Authorize an Agreement with Michigan Department of Environmental Quality for Scrap Tire Market Development Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture on Various 2019 Road Resurfacing Projects to be Determined and to Subcontract with Michigan State University for Necessary Research and Development of the Mixture

The Michigan Department of Environmental Quality (MDEQ) awarded a \$500,000 grant to the Road Department for research, development, implementation and use of crumb rubber modified asphalt paving mixture. This mixture incorporates ground, used vehicle tire rubber into the asphalt mixture to improve asphalt pavement performance and longevity, and to help foster a market for used vehicle tires which have been a solid waste disposal problem. The Road Department asks for the Committee's approval of a resolution to allow execution of an agreement with MDEQ to receive the grant funds and to subcontract with Michigan State University for the required research and development effort.

13a. Human Resources Department – Resolution Certifying Representatives for the MERS 2018 Retirement Conference

Municipal Employees' Retirement System (MERS) will hold its 72nd Annual Meeting at the Amway Grand Plaza Hotel on October 4 and October 5, 2018. Governing bodies of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members and appoint an officer delegate of the governing body. The elected Employee Delegate for the 2018 MERS Annual Conference is Kelly Rankin-Gomez, Finance Clerk, Financial Services, and following approval by the Board, the Officer Delegate will be Human Resources Director Sue Graham. Expenses associated with the Annual Meeting will not exceed \$1,400.

13b. Human Resources Department – Resolution Approving a Collective Bargaining Agreement with Capitol City Labor Program, Inc. – Animal Control Unit

A tentative agreement was reached with the Capital City Labor Program Animal Control Unit. Following approval of unit membership, the Human Resources Director has recommended approval of a resolution to ratify the agreement.

PRESENTATION/DISCUSSION ITEM:

- 1a. **Treasurer's Office**– *First Quarter Investment Report (Informational Item)*
- 1b. **Treasurer's Office**– *Second Quarter Investment Report (Informational Item)*
- 4c. **9-1-1 Dispatch Center** – *9-1-1 Center Update (Information)*

The 9-1-1 Central Dispatch Director's report is included for review and consideration

- 14a. **Board Referrals** -Resolution from the Wexford County Board of Commissioners Opposing House Bill 6049 and Senate Bill 1025
- 14b. **Board Referrals** - Resolution from the Kalkaska County Board of Commissioners Opposing House Bill 6049 and Senate Bill 1025
- 14c. **Board Referrals**- Resolution from the Huron County Board of Commissioners Opposing House Bill 6049 and Senate Bill 1025
- 14d. **Board Referrals** - Resolution from the Huron County Board of Commissioners Opposing Senate Bill 1031
- 14e. **Board Referrals**- Resolution from the Leelanau County Board of Commissioners Opposing Senate Bill 1031
- 14f. **Board Referrals**- Resolution from the Bay County Board of Commissioners Opposing House Bill 6049 and Senate Bill 1025

**INGHAM COUNTY
 POOLED CASH AND INVESTMENTS
 March 31, 2018**

Agenda Item 1a

| | ACCOUNT | |
|---|------------------------|-----------------|
| | BALANCE | MATURITY |
| OPERATING BANK ACCOUNTS | \$ 4,443,326.46 | |
| CERTICATES OF DEPOSITS | | |
| Flagstar Bank | 1,000,000.00 | 4/20/2018 |
| Huntington Bank | 1,006,025.44 | 4/29/2018 |
| Huntington Bank | 1,006,025.44 | 4/29/2018 |
| Comerica | 2,000,000.00 | 5/18/2018 |
| CIBC (formerly Private Bank) | 1,000,000.00 | 6/1/2018 |
| MSU Credit Union | 2,000,000.00 | 6/15/2018 |
| First National Bank | 1,000,000.00 | 7/9/2018 |
| Flagstar Bank | 1,000,000.00 | 7/13/2018 |
| Independent Bank | 1,000,000.00 | 7/27/2018 |
| Chemical Bank | 1,007,668.09 | 8/9/2018 |
| Level 1 | 500,000.00 | 8/20/2018 |
| Horizon CD | \$1,000,000.00 | 9/21/2018 |
| Lake Trust Credit Union | 1,005,175.80 | 9/30/2018 |
| Flagstar Bank | 1,000,000.00 | 10/5/2018 |
| CIBC (formerly Private Bank) | 1,000,000.00 | 11/16/2018 |
| Independent Bank | 1,000,000.00 | 11/30/2018 |
| MSU Credit Union | 2,000,000.00 | 12/26/2018 |
| LAFCU | 1,002,865.87 | 12/27/2018 |
| Horizon CD | \$1,000,000.00 | 12/28/2018 |
| Wells Fargo | 1,000,000.00 | 2/11/2019 |
| MSU Credit Union | 2,000,000.00 | 2/17/2019 |
| MSU Credit Union | 300,000.00 | 1/14/2020 |
| LAFCU | 1,004,144.34 | 12/27/2020 |
| Horizon CD | 1,000,000.00 | 3/8/2019 |
| Flagstar Bank | 2,000,000.00 | 10/15/2018 |
| Total Certificates of Deposit | 28,831,904.98 | |
| RESERVE AND SAVINGS | | |
| LAFCU | 583,417.27 | |
| Small Account | 32.19 | |
| MSU Credit Union | 113,602.98 | |
| Homestead Savings Bank | 506,591.11 | |
| Michigan Class | 32,197,355.41 | |
| Total Reserve and Savings | 33,400,998.96 | |
| FEDERAL AGENCY COUPON SECURITIES | | |

| | | |
|---------------------------------------|--------------|------------|
| Federal National Mortgage Association | 987,370.00 | 4/25/2018 |
| Federal Farm Credit Bank | 2,000,000.00 | 7/18/2018 |
| Federal Farm Credit Bank | 2,000,000.00 | 10/13/2020 |
| Federal Farm Credit Bank | 2,000,000.00 | 1/19/2021 |
| Federal Farm Credit Bank | 2,500,000.00 | 8/16/2021 |
| Federal Home Loan Bank | 2,000,000.00 | 11/9/2021 |
| Federal Farm Credit Bank | 2,000,000.00 | 11/1/2023 |
| FHLMC Disco | 1,482,433.34 | 11/2/2018 |
| FHLMC Disco | 1,973,847.22 | 12/3/2018 |
| Federal Farm Credit Bank | 1,000,000.00 | 9/19/2023 |

Total Federal Agency Coupon Securities 17,943,650.56

COMMERCIAL PAPER/LOCAL ISSUES

| | | |
|--------------------------|--------------|------------|
| Toyota Motor Credit | 1,987,780.00 | 4/6/2018 |
| ABN Amro Fund | 1,989,560.00 | 5/5/2018 |
| JP Morgan Securities LLC | 1,983,566.67 | 5/17/2018 |
| GE Capital Treasury | 2,975,745.00 | 6/15/2018 |
| JP Morgan Securities LLC | 1,976,300.00 | 6/29/2018 |
| Credit Suisse | 1,974,661.11 | 8/31/2018 |
| Nataxis NY Branch CP | 1,977,908.89 | 9/7/2018 |
| Ford Motor Credit | 4,925,000.00 | 10/5/2018 |
| Collateralized CP | 1,972,133.33 | 10/19/2018 |
| Intessa San Paolo CP | 1,980,321.09 | 8/13/2018 |
| Bk NY Mellon CP | 1,976,853.36 | 9/28/2018 |

Total Commerical Paper 25,719,829.45

MUNICIPAL BONDS

| | | |
|----------------------------------|--------------|-----------|
| Hartland Consolidated School | 201,028.00 | 5/1/2018 |
| Lansing Board of Water and Light | 1,000,000.00 | 7/1/2019 |
| Haslett Schools | 1,600,000.00 | 5/1/2020 |
| South Lyons Community Schools | 190,000.00 | 5/1/2020 |
| Wayland Union School District | 700,000.00 | 5/1/2020 |
| Lansing Board of Water and Light | 950,000.00 | 7/1/2020 |
| Haslett Schools | 250,405.40 | 5/1/2021 |
| South Lyons Community Schools | 300,000.00 | 5/1/2022 |
| State of Michigan A REG | 709,669.97 | 11/1/2022 |
| Houghton-Portage Township | 201,666.00 | 5/1/2025 |
| Ionia School District | 233,787.40 | 5/1/2025 |
| City of Lansing | 304,250.00 | 5/1/2027 |

Total Municipal Bonds 6,640,806.77

Total Pooled Cash and Investments \$ 116,980,517.18

 8.14.18
Eric A. Schertzing, Ingham County Treasurer

INGHAM COUNTY
POOLED CASH AND INVESTMENTS
June 30, 2018

Agenda Item 1b

| | BALANCE | MATURITY | PURCHASE DATE |
|---|----------------------|------------|------------------|
| OPERATING BANK ACCOUNTS | 3,502,744.78 | | |
| CERTIFICATES OF DEPOSITS | | | |
| CIBC (formerly Private Bank) | 1,000,000.00 | 5/31/2019 | 6/1/2018 |
| First National Bank | 1,000,000.00 | 7/9/2018 | 1/9/2017 |
| Flagstar Bank | 1,000,000.00 | 7/13/2018 | 12/27/2017 |
| Independent Bank | 1,000,000.00 | 7/27/2018 | 12/27/2017 |
| Chemical Bank | 1,007,668.09 | 8/9/2018 | 8/7/2017 |
| Level 1 | 500,000.00 | 8/20/2018 | 8/18/2017 |
| Horizon CD | 1,000,000.00 | 9/21/2018 | 12/27/2017 |
| Lake Trust Credit Union | 1,007,759.25 | 9/30/2018 | 9/30/2017 |
| Flagstar Bank | 1,000,000.00 | 10/5/2018 | 12/27/2017 |
| CIBC (formerly Private Bank) | 1,000,000.00 | 11/16/2018 | 1/26/2018 |
| Independent Bank | 1,000,000.00 | 11/30/2018 | 12/27/2017 |
| MSU Credit Union | 2,000,000.00 | 12/26/2018 | 12/26/2017 |
| LAFCU | 1,005,618.71 | 12/27/2018 | 12/27/2017 |
| Horizon CD | 1,000,000.00 | 12/28/2018 | 12/27/2017 |
| Wells Fargo | 1,000,000.00 | 2/11/2019 | 1/10/2018 |
| MSU Credit Union | 2,000,000.00 | 2/17/2019 | 2/17/2016 |
| MSU Credit Union | 300,000.00 | 1/14/2020 | 1/14/2017 |
| LAFCU | 1,008,130.14 | 12/27/2020 | 12/27/2017 |
| Horizon CD | 1,000,000.00 | 3/8/2019 | 3/9/2018 |
| Flagstar Bank | 2,000,000.00 | 10/15/2018 | 3/9/2018 |
| Total Certificates of Deposit | 21,829,176.19 | | |
| RESERVE AND SAVINGS | | | |
| LAFCU | 583,938.59 | | |
| Small Account | 32.19 | | |
| MSU Credit Union | 2,137,769.09 | | |
| Michigan Class | 24,344,771.02 | | |
| Total Reserve and Savings | 27,066,510.89 | | |
| FEDERAL AGENCY COUPON SECURITIES | | | |
| Federal Farm Credit Bank | 2,000,000.00 | 7/18/2018 | 7/16/2016 |
| Federal Farm Credit Bank | 2,000,000.00 | 10/13/2020 | 7/14/2016 |
| Federal Farm Credit Bank | 2,000,000.00 | 1/19/2021 | 7/19/2016 |
| Federal Farm Credit Bank | 2,500,000.00 | 8/16/2021 | 6/22/2016 |
| Federal Home Loan Bank | 2,000,000.00 | 11/9/2021 | 11/9/2016 |

| | | | |
|---|----------------------|-----------|-----------|
| Federal Farm Credit Bank | 2,000,000.00 | 11/1/2023 | 11/8/2016 |
| FHLMC | 1,482,433.34 | 11/2/2018 | 2/27/2018 |
| FHLMC | 1,973,847.22 | 12/3/2018 | 3/9/2018 |
| Federal Farm Credit Bank | 2,000,777.78 | 4/26/2021 | 5/18/2018 |
| Federal Farm Credit Bank | 1,000,000.00 | 9/19/2023 | 3/13/2018 |
| Treasury Bill | 2,973,507.51 | 11/1/2018 | 5/21/2018 |
| Treasury Bill | 1,971,440.00 | 1/31/2019 | 5/23/2018 |
| Treasury Bill | 1,967,644.44 | 2/28/2019 | 5/23/2018 |
| Total Federal Agency Coupon Securities | 25,869,650.29 | | |

COMMERCIAL PAPER/LOCAL ISSUES

| | | | |
|--------------------------|--------------|------------|-----------|
| Credit Suisse | 1,974,661.11 | 8/31/2018 | 12/8/2017 |
| Nataxis NY Branch CP | 1,977,908.89 | 9/7/2018 | 2/7/2018 |
| Ford Motor Credit | 4,925,000.00 | 10/5/2018 | 1/9/2018 |
| Collateralized CP | 1,972,133.33 | 10/19/2018 | 2/21/2018 |
| Intessa San Paolo CP | 1,980,321.09 | 8/13/2018 | 3/9/2018 |
| Bk NY Mellon CP | 1,976,853.36 | 9/28/2018 | 3/22/2018 |
| Nataxis NY CP | 1,967,768.88 | 12/14/2018 | 4/11/2018 |
| JP Morgan Securities LLC | 1,968,600.00 | 1/16/2019 | 5/21/2018 |

Total Commerical Paper

18,743,246.66

MUNICIPAL BONDS

| | | | |
|----------------------------------|--------------|-----------|-----------|
| Lansing Board of Water and Light | 1,000,000.00 | 7/1/2019 | 6/18/2011 |
| Haslett Schools | 1,600,000.00 | 5/1/2020 | 3/23/2016 |
| South Lyons Community Schools | 190,000.00 | 5/1/2020 | 5/15/2016 |
| Wayland Union School District | 700,000.00 | 5/1/2020 | 12/1/2016 |
| Lansing Board of Water and Light | 950,000.00 | 7/1/2020 | 6/16/2011 |
| Haslett Schools | 250,405.40 | 5/1/2021 | 5/30/2017 |
| South Lyons Community Schools | 300,000.00 | 5/1/2022 | 5/15/2013 |
| State of Michigan A REG | 709,669.97 | 11/1/2022 | 6/22/2017 |
| Houghton-Portage Township | 201,666.00 | 5/1/2025 | 7/14/2016 |
| Ionia School District | 233,787.40 | 5/1/2025 | 3/27/2017 |
| City of Lansing | 304,250.00 | 5/1/2027 | 9/25/2012 |

Total Municipal Bonds

6,439,778.77


Total Pooled Investments

99,948,362.80

Total Pooled Cash and Investments

\$

103,451,107.58

 8.15.18

Eric A. Schertzing, Ingham County Treasurer

Agenda Item 2a

TO: Law & Courts Committee
Finance Committee

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

DATE: July 25, 2018

**RE: RESOLUTION TO CONTINUE PATROL CAR VIDEO STORAGE
SOFTWARE SUPPORT FROM L3 MOBILE-VISION, INC WITH THE
INGHAM COUNTY SHERIFF'S OFFICE**

This resolution is for approval to continue software system support with L3 Mobile-Vision, Inc. The continued software support will allow the Ingham County Sheriff's Office to continue utilizing L3 Mobile-Vision, Inc. support assistance with all software and applications associated with the patrol car video storage application.

The cost to be paid is not to exceed \$7,229.00 with the funds for this purpose coming from IT Loft Fund (636-25820-932050).

The continued software support agreement time frame would be a period of twelve (12) months beginning June 21, 2018 through June 20, 2019.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTINUE PATROL CAR VIDEO STORAGE SOFTWARE
SUPPORT FROM L3 MOBILE-VISION, INC.**

WHEREAS, the Ingham County Sheriff's Office wishes to continue software support with L3 Mobile-Vision, Inc. for their car video storage software application; and

WHEREAS, the software support will include assistance in accessing the L3 Mobile-Vision, Inc. car video storage software during the agreed time frame; and

WHEREAS, the continued software support agreement time frame would be for a period of twelve (12) months beginning June 21, 2018 through June 20, 2019; and

WHEREAS, the Ingham County Sheriff's Office at the end of the twelve months of software support will request annual continuations of this existing software support agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with L3 Mobile-Vision, Inc. software support for the time period of twelve months beginning June 21, 2018 through June 20, 2019 for the cost not to exceed \$7,229.00.

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the IT Loft Fund (636-25820-932050).

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

Agenda Item 2b

TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew Bouck

DATE: July 13, 2018

RE: **RESOLUTION TO PURCHASE TRAINING FROM POLICEONE.COM
ACADEMY FOR INGHAM COUNTY SHERIFF'S OFFICE STAFF**

This resolution is requesting the Ingham County Sheriff's Office, be allowed to continue online training from PoliceOne Academy Training.

The Sheriff's Office has been using PoliceOne Academy Online Application to train all staff since 2016. The online training consists of Interactive Videos Courses, Course quizzes for Accreditation, and Management Workflows for Accountability. The Sheriff's Office is requesting the training cost be paid from 302 Funds and Booking Fees in the amount of \$5,120.00

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM POLICEONE.COM ACADEMY

WHEREAS, Ingham County has been using PoliceOne Academy.com since 2016 to provide online training to Ingham County Sheriff's staff; and

WHEREAS, ongoing training is an important part of ensuring the Sheriff's Office staff are best able to serve our citizens; and

WHEREAS, a subscription for a year of training will be \$5,120.00 and available to Ingham County Sheriff's Office staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize the purchase of training from PoliceOne Academy in the amount of \$5,120.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 302 Training Funds #28532000-960000 (\$2,560.00) and Booking Fee's/Training Fund #26336201-960000 (\$2,560.00).

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: Law & Courts Committee
and Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: August 9, 2018

**RE: RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT
WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS TO
RENT UP TO 50 BEDS TO THE MICHIGAN DEPARTMENT OF
CORRECTIONS**

This is a resolution requesting the Ingham County Sheriff's Office, be allowed to renew a contract with the Michigan Department of Corrections (MDOC) at the sum of \$35.00 per day, per Violator, to house up to 50 MDOC Violators for the period of October 1, 2018 to September 30, 2019.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT WITH THE
MICHIGAN DEPARTMENT OF CORRECTIONS TO RENT UP TO 50 BEDS TO THE
MICHIGAN DEPARTMENT OF CORRECTIONS**

WHEREAS, the Ingham County Sheriff's Office Jail has an established design, which includes 394 County beds and 50 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds would be used to reduce the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff's Office is requesting the agreement with the Michigan Department of Corrections be renewed to rent up to 50 beds as needed at a cost of \$35.00 per day per bed, effective October 1, 2018 through September 30, 2019, for Michigan Department of Correction's Violators; and

WHEREAS, the revenue to be received from the renting of up to 50 beds, which is anticipated to be \$540,000.00, is in the 2018-19 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of an Agreement with the Michigan Department of Corrections to rent up to 50 of the jail beds as needed, at a cost of \$35.00 per day per bed, effective October 1, 2018 through September 30, 2019 for the Michigan Department of Corrections.

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 3

TO: Law & Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: August 7, 2018

SUBJECT: Resolution to Address Interim Needs of the Ingham County Animal Control and Shelter
For the meeting agendas of August 16 and 22

BACKGROUND

The Ingham County Animal Control and Shelter (ICACS) is undergoing a period of transition that may require additional expenses, including temporary staffing and additional contracts for veterinary services, in order to ensure the continuity of services.

This resolution would authorize the hiring of temporary employees, entering into additional contracts with veterinarians and any additional expenditures that may be deemed necessary by the interim Animal Control Director.

FINANCIAL IMPACT

Funds are available in the personnel budget due to currently vacant positions, as well as other salary attrition since the beginning of the year.

OTHER CONSIDERATIONS

Authorization for these additional expenses will expire at the end of December 2018.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

cc: Sgt. Andy Daenzer
Kate Turner

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADDRESS INTERIM NEEDS OF THE INGHAM COUNTY
ANIMAL CONTROL AND SHELTER**

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) is experiencing a period of transition;
and

WHEREAS, the Board of Commissioners wishes to ensure continuity of services to the greatest extent possible;
and

WHEREAS, additional needs during this time may include hiring of temporary employees, contracting with veterinarians and additional expenditures; and

WHEREAS, funds are available in the personnel budget due to currently vacant positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the hiring of temporary employees, entering into additional contracts with veterinarians, and any additional expenditures as deemed necessary by the interim Animal Control Director through December 2018.

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

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

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Lance Langdon
DATE: August 7, 2018
SUBJECT: Resolution Authorizing interpretation services with Voiance and Language Line
For the meeting agendas of August 16 and 22, 2018

BACKGROUND

9-1-1 Center staff requires the use of language interpretation services to process calls from non-English speaking people that call for assistance from 9-1-1 or in non-emergent matters. Currently we use Language line for this service at a cost of several dollars per minute for their interpretations. Voiance is another 9-1-1 interpretation provider that provides these same services at less than one dollar per minute. I have checked with a 9-1-1 customer that has a much greater volume of calls that need interpretation than we do and they are very pleased with the service provided.

With the center we do attempt to have redundancy to the systems we use. We currently have only one provider and adding Voiance will provide not only a savings but a second option if we are not able to reach a specific vendor. It would be my intent to contract with Voiance on a trial basis that allows for us to do an evaluation of their services with an opt-out if they do not meet our needs or to continue as they do. We would also maintain Language Line, as their fees are per minute, if we do not use them there would be no charge that month.

ALTERNATIVES

We can continue to use only Language Line and pay from 2-4 dollars per minute more for their services. Language Line has also been known for problems with their billing on a regular basis with errors that take a great deal of time to resolve.

FINANCIAL IMPACT

We should see a savings in our interpretation costs. A look at our April bill from Language Line and the rates from Voiance appears to reduce our cost by about 2/3 for that month.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of supporting employees in providing improved exemplary service to our community.

OTHER CONSIDERATIONS

Language Line is the company used in Michigan by all centers to my knowledge. Voiance is used out of state by many centers, but up to now no one in Michigan has brought them online with them.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for a contract with both Voiance and Language Line for interpretation services not to exceed \$10,000.00 per year.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING LANGUAGE INTERPRETATION SERVICES
CONTRACT FOR THE 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 staff use language interpretation services to assist in understanding the needs of our non-English speaking customers; and

WHEREAS, the 9-1-1 Center currently uses Language Line for these services; and

WHEREAS, the 9-1-1 Director has identified a new company Voiance, to provide these services with a substantial cost savings to the county; and

WHEREAS, the 9-1-1 Center requires these services and the Director wishes to enter into a contract with Voiance to supply language interpretation, in addition to Language Line, as a service provider.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes contracts for language interpretation services for the 9-1-1 Dispatch Center with Voiance and Language Line in an amount not exceed \$10,000.00 per year.

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

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Lance Langdon
DATE: August 7, 2018
SUBJECT: Resolution Authorizing purchase and replacement of 9-1-1 Training Workstations
For the meeting agendas of August 16 and 22, 2018

BACKGROUND

9-1-1 Center staff requires a great deal of training for their initial training as well as updated training as required software and programs are updated. Our training room is used for this training on a regular basis in addition to being used for overflow staffing needs as events occur around the county. These workstations are also used by staff if another workstation is out of service for some reason.

When the Center opened in 2012 the training room was equipped with workstations from the old Lansing center. This was done to lessen the costs with the building and consolidation. These workstations do not allow for the staff to work without a great deal of difficulty in changing computer configurations as they are not designed similarly with the monitor configurations. Additionally, these workstations have failing parts that are no longer available.

Replacement of these workstations was approved in the 2018 CIP budget for the Center.

ALTERNATIVES

We can continue to use the workstations that are failing and do not meet our needs, making it difficult for staff to move when needed between the two work areas.

FINANCIAL IMPACT

We submitted and were approved for \$80,000.00 to make this replacement and I believe we will be well under the approved amount to complete the project. I have requested the entire amount be approved with a large contingency, as in moving and changing some of the computer and phone equipment/parts additional costs will be incurred.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of supporting employees in providing improved exemplary service to our community.

OTHER CONSIDERATIONS

The project will have costs to disconnect and reconnect our phone equipment and is part of the expected contingency costs. The vendor that does our work for this is Carousel.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the replacement of the workstations by Russ Bassett and FD Hayes for electrical changes/needs.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING REPLACEMENT OF THE TRAINING ROOM CONSOLES
FOR THE 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 administration has requested and was approved in our 2018 budget, for a CIP project in the amount of \$80,000.00, to replace the existing workstations in the Center's training room to make them consistent with the call center workstation design; and

WHEREAS, the replacement of these workstations will require the services of an electrician to modify the electrical configuration of the workstations; FD Hayes has provided a quote in the amount of \$6,170.00; and

WHEREAS, the current vendor Russ Bassett has provided a quote to replace the current work stations which were brought to the consolidated center from the Lansing 9-1-1 Center, in the amount of \$59,193.58; and

WHEREAS, the removal, installation and connections of the equipment may have some unforeseen additional equipment or labor needed to complete the project for these workstations. It is requested that the remaining approved funds be held for contingency needs to complete this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes contracts for the replacement of 9-1-1 Center Training Room workstations with Russ Bassett and FD Hayes in an amount not exceed \$80,000.00.

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

To: Law and Courts, Finance and County Services Committee

From: Lance Langdon, Director 9-1-1

Date: August 7, 2018

Topic: Center Update for L&C Aug 16, 2018 Meetings

Our focus remains on staffing, locating, hiring and maintaining our staff. We currently have eight openings, with ongoing hiring processes and background investigations taking place as I write this update. We have fifty (50) of the fifty-eight (58) Dispatcher positions filled. We have stopped hiring the Call Taker positions as we found that they caused issues in staffing and training.

Of those that we hired in 2017, they reported hearing of the jobs with us from the following:

| | | |
|---------------------------|---------------------------|--------------------------|
| 4- Ingham County web site | 2- Friends | 1- Michigan Talent Bank |
| 1- 9-1-1 Staff Member | 2- Indeed site | 1- Lansing State Journal |
| 3- Family Member | 2- Public Safety Partners | 1- Intranet |

We are still seeing limited follow through on applicants. In 2017 we had 519 applicants with 458 of them meeting the minimum requirements to be invited to testing. Of the 458 people invited only 210 of them actually came and were tested. Of those tested, 86 were invited for our oral board interview and 29 were then sent for background investigations. Of those that went to backgrounds, 17 were hired.

With our retention of staff we have found the following:

| | |
|---------------------------------------|---|
| 2018 Hired 8 – 7 still on staff 87% | 2014 Hired 6 – 1 still on staff 16% |
| 2017 Hired 17 – 11 still on staff 64% | 2013 Hired 27 – 5 still on staff 18% |
| 2016 Hired 22 – 2 still on staff 9% | 2012 Hired 1 – 0 still on staff 0% |
| 2015 Hired 20 – 4 still on staff 20% | 2012 Opening 53 staff - 27 still on staff 50% |

Of all employees that have left the following reasons were given:

- 41-Failed Training
- 5 – Retired
- 13 - Personal Reasons
- 3 - Terminated
- 11- Left for other jobs
- 14- Unhappy with hours
- 2 – Other

With this we have not found a way to attract good applicants to the center. We did try billboards with a social media component but none of those hired indicated that they heard of our job there. As a result, we only used the first half of the contract for the billboards, and have not implemented the second half of the contract.

We have released an RFP for a recruiting firm. These were received last week and I am evaluating the proposals from 7 bidders. I may have more to report when I attend your meeting next week.

We are well into our staff training with the contract you approved with the Cardinal Group. The training is for all staff, top to bottom. Expectations have been set for the Executive Team and Supervisors, with the Dispatcher expectations in review with Cardinal Group staff this week. These will be finalized and presented to all staff so that there is a clear expectation of what is expected from everyone at all levels.

The training has resulted in our reworking our center's mission statement, and using it as a basis for all we do here at the center. Our new mission statement is; "Provide exemplary service, safeguard life and well-being, align resources with those in need." We are stressing with all staff that what we do must align with this mission from the top down.

Comments from staff in reviews and comments on the training include the following:

- "The course and what they deliver not only comes from an in-depth knowledge of the material but also comes from experience and lessons learned – they live it."
- "Best training I've attended. Realize where I need to change personally to grow the team and how to fundamentally change and establish the foundation."
- "No gaps and no fluff- start to finish information packed with discussion and exercises to emphasize the material learned and to build on."
- "All topics were relevant to my improved job performance."
- "Like the fact that their agency went through the same problems."
- "I really enjoyed this. It took me out of my negative slump. I am inspired. "
- "Very useful."
- "Learned a lot from instructors and fellow employees."
- "Very pertinent."
- "Appreciated they had prior knowledge of our center."
- "I loved how it was formed to our center- our needs. Building our center and sharing the commitment to it. Trust, conflict and the role of us."
- "Great having someone with dispatch background teaching dispatchers."
- "Attributes of unhealthy culture. For me I felt like this drudged up a lot of bad feelings instead of moving forward."
- "I think that each subject was important but sometimes was bogged down or slowed down by other discussions."
- "I think the training was spot on and contained all necessary information related to our center issues."
- "Relative to work & home life"
- "Long lecture periods in general... hard to stay awake."

Overtime is still an issue that staff must deal with as we remain shorthanded. While we have 8 openings with our most recent hires, there are 19 today needing training at some level. Last month we had two Dispatchers

finish their fire training and are now fully trained. We have focused over the last several months to advance current staff's training to allow more flexibility in staffing as we bring new staff members on board.

Our recognition committee has been busy and I feel is a good success. We have had two awards sessions with the following awards given:

| | | | |
|-------------|------------------------|--------------|--------------------|
| Trisha G. | Customer Service Award | Rick C. | Above and Beyond |
| Brittnei T. | Lifesaving | Cathy D. | Humanitarian Award |
| Craig B. | Best Partner | Cheryl P. | Above and Beyond |
| Kristy S. | Best Partner | Diana S. | Best Partner |
| Cody P. | Lifesaving | Eric B. | Teamwork |
| Kendra W. | Lifesaving | Trisha G. | Above and Beyond |
| Scott C. | Above and Beyond | Alex B. | Customer Service |
| Victoria W. | Above and Beyond | Elizabeth B. | Teamwork |
| Cassie G. | Above and Beyond | Lauren C. | Lifesaving |
| Chris T. | Above and Beyond | Chris T. | Above and Beyond |
| Bobbie B. | Above and Beyond | Chris T. | Teamwork |
| Rick C. | Above and Beyond | Rick C. | Teamwork |
| Kristen F. | Above and Beyond | Terese C. | Teamwork |
| Rick C. | Above and Beyond | Bobbie B. | Teamwork |
| Dave S. | Above and Beyond | Lisa H. | Teamwork |
| Brittnei T. | Above and Beyond | Skye R. | Teamwork |
| Victoria W. | Above and Beyond | Diana S. | Teamwork |
| Craig P. | Above and Beyond | Stacy H. | Teamwork |
| Jim C. | Above and Beyond | Tacuma C. | Teamwork |
| Leah H. | Above and Beyond | Victoria W. | Teamwork |
| Scott C. | Above and Beyond | Jim C. | Teamwork |
| Julia J. | Above and Beyond | Sherry L. | Teamwork |
| Chris T. | Above and Beyond | Julia J. | Teamwork |
| Eric B. | Above and Beyond | Cassie G. | Teamwork |
| Cody P. | Rookie of the Year | Chris T. | Teamwork |
| Eric B. | Employee of the Year | Melissa H. | Teamwork |
| Ruth R. | Teamwork | | |
| Stacy H. | Teamwork | | |
| Stacy H. | Above and Beyond | | |

Our recognition committee has also done some events to make work a bit more fun with a Popsicle Day, Barbeque Lunch Day, Pie Day, Police Appreciation Week, and Cake Day this week.

We also had a celebration for Telecommunicator week with fun and food for all.

A special note for our Supervisor Amanda who also put a program together with games and prizes for Shark Week last month.

I believe I can report that we are moving well in the right direction, as we finish up the remaining training for the Management Team and lay out the expectations for all to keep us moving forward. We will then roll out our quality assurance to help move staff forward toward our mission.

The last item I have to report on is our SNC report. It has been finalized and completed with a copy attached. We only had two very minor issues that have or need to be addressed. The only outstanding recommendation was changes to our website.



RICK SNYDER
GOVERNOR

State of Michigan
STATE 9-1-1 COMMITTEE
LANSING

Jeff Troyer
CHAIR

June 14, 2018

Mr. Lance Langdon
Ingham County 911 Central Dispatch Center
710 East Jolly Rd
Lansing, MI 48413

Dear Mr. Langdon:

Enclosed is a signed copy of the final report of the 911 Compliance Review of Ingham County. This review was approved by the State 911 Committee (SNC) on June 13, 2018.

Based on the information that was supplied to the review team, the overall final findings of Ingham County 911 operations are favorable and in compliance with the requirements of PA 32 (as amended) at this time. You will find several recommendations listed within the summary of the PSAP and in the closing comments of the report.

Thank you for your assistance during this review. Please express our gratitude to the employees of Ingham County 911 Central Dispatch Center for their cooperation during the review period, and for the service they provide to the citizens and visitors of Ingham County through a quality 911 program. If you have any questions regarding this report or any other issues, please contact me at 517-284-3030 or via e-mail at stephensl5@michigan.gov.

Sincerely,

Lyndsay Stephens

Lyndsay Stephens
Compliance Review Analyst
State 911 Office

Association of Public Safety Communications Officials • Commercial Mobile Radio Service • Department of Licensing and Regulatory Affairs
Department of State Police • Deputy Sheriff's Association • Fraternal Order of Police • Michigan Association of Ambulance Services
Michigan Association of Chiefs of Police • Michigan Association of Counties • Michigan Communications Directors Association
Michigan Association of Fire Chiefs • Michigan Professional Firefighters Union • Michigan Public Service Commission • Michigan Sheriff's Association
Michigan State Police Troopers Association • National Emergency Number Association • Telecommunications Association of Michigan • Upper Peninsula
Emergency Medical Services • Members of the general public appointed by the Governor, Speaker of the House, and Majority Leader of the Senate

STATE 911 COMMITTEE • PO BOX 30634 • LANSING, MICHIGAN 48909
www.michigan.gov/snc • 517-284-3033

Ingham County Review

At the March 2003 meeting of the State 911 Committee (SNC), the SNC voted to conduct random compliance reviews of 911 expenditures of Michigan counties. These reviews would be for expenditures of funds which are generated through the provisions of the amended 911 Act, Public Act No. 32 of 1986. County 911 revenues include state surcharge revenues distributed to counties through the State 911 Fund, revenues collected through the county 911 surcharges on phones, and dispatcher training funds distributed to primary public safety answering points (PSAPs).

At the December 2004 meeting of the State 911 Committee (SNC), the SNC voted to extend compliance reviews of 911 expenditures to Michigan counties "by request." These reviews would be for expenditures of funds generated through the provisions of the amended 911 Act, Public Act No. 32 of 1986. These voluntary by request reviews must come through proper channels and require an affirmative vote of the SNC to proceed. County 911 revenues include revenues distributed to counties through the State 911 Fund, revenues collected through county 911 surcharge on phones, and dispatcher training funds distributed to primary public safety answering points (PSAPs).

On November 7, 2017, the SNC Certification Subcommittee randomly selected Ingham County for a compliance review. Subcommittee members Robert Stewart, Victor Martin, Ron Bonneau, Tim Smith, and Lyndsay Stephens were named to the Ingham County review team by the chair. Ron Bonneau resigned from the subcommittee prior to the site visit, so Chris Izworski joined this review team. The years 2014, 2015, and 2016 were the time period focus for the review.

On November 7, 2017, a letter advising Ingham County of its review was sent to 911 Director Lance Langdon. The letter requested the following information from Ingham County:

- Copy of the County 911 plan (and any amendments).
- Copy of the most current policies and procedures for Ingham County PSAP.
- Revenue journal entries and general ledger information for accounts associated with State and local 911 fee funds.
- Copies of independent audits for 2014, 2015, and 2016 for the funds collected under P.A. No. 32.
- Copies of wireless training funds, revenue journal entries and expenditures, and completed State 911 Committee 510s from 2012-2016 for the Ingham County Central Dispatch.
- Name of a contact person to serve as coordinator for this review.

Ingham County was given a deadline of December 5, 2017. Mr. Langdon requested an extension early on while gathering the information as the county was going through a financial audit. The deadline was extended to December 31, 2017. Due to an illness and still waiting for some material from the financial department, Mr. Langdon was unable to meet that deadline. He communicated with Ms. Stephens at the State 911 Office and stated he would have it by January 5, 2018. Mr. Langdon hand delivered the items to the State 911 Office on January 10, 2018. On January 11, 2018, Mr. Langdon was asked for more documentation that was needed for the dispatcher training fund portion of the review. A deadline of January 22, 2018, was given.

Background

Ingham County 911 Central Dispatch Center implemented Enhanced 911 in the late 1980's and Phase II in the third quarter of 2003. Ingham County collects a local surcharge as well as a millage that was established in 1996. The current millage was renewed in November of 2017 and runs through 2021. Ingham County 911 Central Dispatch Center has applied and qualified for dispatcher training funds during each year of the review period. Ingham County has a population around 287,000 with large influxes while the colleges are in session with estimates of 45,000 during the fall and winter and 17,000 during the summer months. There are other various campus associated events that will cause a large influx in the population such as sporting events and festivals throughout the year.

In 2012, Ingham County consolidated its two PSAPs to become Ingham County 911 Central Dispatch. Ingham County 911 Central Dispatch is a department within the County of Ingham. Ingham County 911

Central Dispatch has a 911 advisory board that communicates with the director. The advisory board is made of up 11 members. The advisory board is scheduled to meet the third Thursday of the month. The chair of the board is elected yearly and switches between a fire and law enforcement representative.

The move into the current location took place after the consolidation and construction of the F3 rated building. The non-shared building of 3,100 square feet was built in 2011 with 911 funds. There are 18 full consoles. There are five call taker positions, two supervisor positions, five police dispatch positions, two fire and EMS positions, and four consoles in the training room which is attached to the dispatch center. The training room consoles also serve as a backup PSAP for Eaton County.

Ingham County 911 Central Dispatch is currently going through a reorganization period. They have a Director, System Services Manager, Staff Services Manager, Administrative Assistant, 58 dispatchers, and 6 supervisors. They currently have seven open dispatch positions and two open supervisor positions. The dispatchers and supervisors work six (6) twelve hour's shifts and one (1) eight hour shift. With the current staff shortage the employees are being mandated four (4) hours overtime on their scheduled eight hour day. Minimum staffing is 11 dispatchers and one supervisor. However, from 3am – 8am, the supervisor may authorize a reduced staff of ten dispatchers and one supervisor. It is mandatory to have at least one supervisor working at all times. All dispatchers belong the Capital City Labor Program, Inc. (CCLP) union and the supervisors belong to Command Officers Association of Michigan (COAM) union.

County 911 Revenue

Revenue to the County for 911:

| | |
|-------------------------------|-----------------|
| State 911 Fee 2014 | \$ 515,425.00 |
| State 911 Fee 2015 | \$ 514,122.00 |
| State 911 Fee 2016 | \$ 515,122.00 |
| | |
| County 911 Surcharge Fee 2014 | \$1,207,567.97 |
| County 911 Surcharge Fee 2015 | \$1,241,874.95 |
| County 911 Surcharge Fee 2016 | \$1,225,410.68 |
| | |
| General Fund Monies 2014 | \$ 0 |
| General Fund Monies 2015 | \$ 0 |
| General Fund Monies 2016 | \$ 0 |
| | |
| Other Receipts 2014 | \$ 175,010.23 |
| Other Receipts 2015 | \$ 154,363.38 |
| Other Receipts 2016 | \$ 145,807.15 |
| | |
| Millage Receipts 2014 | \$ 5,610,107.58 |
| Millage Receipts 2015 | \$ 5,635,958.05 |
| Millage Receipts 2016 | \$ 5,867,065.23 |
| | |
| Operating Expenses 2014 | \$ 7,466,548.06 |
| Operating Expenses 2015 | \$ 7,538,332.68 |
| Operating Expenses 2016 | \$ 7,224,364.02 |

Ingham County dispatches for 14 police department which includes:

- | | |
|--------------------------------------|--|
| Capital Region Airport Public Safety | Mason Police |
| East Lansing Police | Meridian Township Police |
| Ingham County Sheriff | Michigan Department of Natural Resources |
| Lansing Community College Police | Michigan State Police |
| Lansing Police | Michigan State University Police |
| Lansing Township Police | Stockbridge Police |
| Leslie Police | Williamston Police |

Bidding for the closest car is done for both emergency and non-emergency law enforcement calls.

Ingham County dispatches for 7 EMS/Ambulance Services which includes:

- Northeast Ingham Emergency Services Authority (NIESA)
- Stockbridge Area Emergency Services Authority (SAESA)
- Delhi Fire Department
- East Lansing Fire Department
- Lansing Township Fire Department
- Lansing Fire Department
- Lansing Mason Area Ambulance

Ingham County dispatches for 14 fire departments which includes:

- | | |
|------------------------|------------------------|
| Delhi Fire | Leroy Township Fire |
| Stockbridge Fire | East Lansing Fire |
| Leslie Fire | Williamston Fire |
| Ingham Township Fire | Onondaga Township Fire |
| NIESA | Lansing Fire |
| Meridian Township Fire | SAESA |
| Lansing Township Fire | Mason Fire |

Break down for the type of calls recorded in Ingham County:

| | Total Wireline 911 | Total Wireless 911 received | VoIP Calls Received | Total Incidents Dispatched |
|------|--------------------|-----------------------------|---------------------|----------------------------|
| 2014 | 27,588 | 107,268 | - | 278,341 |
| 2015 | 24,628 | 129,323 | 5,218 | 281,202 |
| 2016 | 21,201 | 136,264 | 8,578 | 262,446 |

Review Process

Upon receipt and initial review of Ingham County’s documentation, the site visit and meeting were scheduled with members of Ingham County 911 Central Dispatch Administration.

Site Visit to County- February 21, 2018

The site visit to Ingham County 911 Central Dispatch Center was held on February 21, 2018. The review team met with Director Lance Langdon and Andrea Shetenhelm from Ingham County Financial Services to go over the financial documentation for the compliance review. Bruce Gaukel the Systems Manager gave a tour of the facility, including the equipment and storage areas. Barb Davidson, the Staff Services Manager, took the team into the dispatch center to show the equipment and speak with the individual call takers and dispatchers.

Ingham County 911 Central Dispatch is currently running a Tritech Computer Aided Dispatch (CAD) in which many of the law enforcement policies can be accessed through the CAD. The call takers are all trained Emergency Medical Dispatchers (EMD) and utilize the computerized version ProQA for gathering the information that is incorporated in the CAD. Ingham County 911 Central Dispatch uses NICE software for their recording and instant playback is available at the consoles. Currently text-to- 911 is not available on the consoles. However, they are working on a solution for this and hope to be up and running by summer of 2018.

The Uninterruptible Power Source (UPS) is capable of running the data center and operation center. The generator is diesel and will last 72 hours before needing to be refueled. Ingham County facility maintenance does test the system under load by running the generator for 30 minutes.

Meeting with dispatchers

Call Takers

Cody Page 10 mon Kendra Wojnaroski 1 yr 3 mon Aimee Barajas 11 mon

Dispatchers

| | | |
|-----------------------------|-------------------------------|----------------------------|
| Cassie Gaskill 12 yr 11 mon | Stacy Harvey 19 yr 2 mon | Kacie Henry 13 yr 6 mon |
| Julia Jordan 19 yr | Sherry Lerner 19 yr 2 mon | Diana Spottek 16 yr 2 mon |
| Chris Thompson 17 yr 6 mon | Victoria Wyskowski 9 yr 2 mon | Kristy Sparkes 16 yr 5 mon |
| Lisa Harrison 17 yr 2 mon | | |

Trainees

Elizabeth Bondarenko 3 mon Kelly Lehto 3 mon

Supervisor

Ruth Rasdale 31 yr Amanda Girard 13 yr 5 mon

Lance Langdon 6 yr Bruce Gaukel 32 yr 3 mon Barb Davidson 16 yr

Members of the review team spoke with two of the call takers and five dispatchers during the visit. All were knowledgeable about their duties and the systems they were using. They were able to show how to pull up policies, walk through ProQA for the medical dispatching, and aware of the different functions on the 911 terminals for rebidding calls to get a phase 2 call. With the various duties they have several different resources available to them to complete their duties. There is a reference book at each console with various call out information in a flip tab, along with the information built into the CAD as well.

There were a few new employees off in the training room that had just started, in asking about the training program, the employees felt the training was adequate. The move to get everyone on the same classification level is something that appears to be a wanted change. It is encouraging to the employees we spoke with coming in knowing they will not have to answer phone calls for twelve hours straight. The added change and ability to switch duties partway through the shift is encouraging and helps to break up the long day for the employee. Overall, the employees seemed to be satisfied with their work and the work environment. No negative comments were made regarding management or supervision during the site visit.

Meeting with Local Police and Fire Chiefs

Mr. Brian Ball, the Fire Chief for Delhi Township Fire Department, made himself available as a user of both the fire and EMS side of the operations. Mr. Ball stated they have a protocol to handle issues that they may have with a dispatcher by first contacting the supervisor. If there is no response from the supervisor, their department would go up the line in the chain of command. Mr. Ball complimented both the supervisors and Mr. Langdon on their responsive and quick action to resolve issues that are brought to their attention. Mr. Ball could not think of any incidents off hand where he had to go to Mr. Langdon to resolve an issue.

Mr. Ball brought the Mutual Aid Box Alarm System (MABAS) system to the fire chiefs association and Mr. Langdon and again complimented Mr. Gaukal on how quickly he was able to get information into the CAD software especially when there are changes made to different run cards. Mr. Ball feels as though his position on the 911 Advisory Board is something that some fire chiefs could learn from. The Advisory Board has truly opened his eyes as to all the things that go on in dispatch and the amount of information they are gathering is great. Mr. Ball did speak of an incident recently where there was a six year old that was lit on fire, he called in the CISM (Crisis Intervention Stress Management) team for his team members, however, neglected to pull in the dispatchers and call takers involved. It was stressed to Mr. Ball the importance of having dispatch and call takers present at debriefings and how it can help to close gaps for both the dispatcher side as well as his team members. Many times dispatch is able to provide assistance with gaps that may be missed by those in the field as dispatchers don't physically see what is there, they only have what they hear.

Mr. Ball also discussed how it is nice to see Ingham County 911 Central Dispatch staff participate in the many events that are being held around the county. This helps to give a face to the voice and puts his team members and dispatch on a more personal level. One of the things that has come out of the supervisors attending the battalion chief meetings that are done is a very comprehensive policy for RIT (rapid intervention team) response and the MAYDAY policy. Mr. Ball feels that the supervisors have added some great input and help to manage the way in which the fire and ems departments communicate. Being on the board helps Mr. Ball to be more aware of the issues dispatch has but this also gives a way for the fire departments to communicate problems they may have back to the dispatchers in a neutral setting.

Deputy Chief Steve Gonzalez, for the East Lansing Police Department made himself available for the group. Mr. Gonzalez stated there were bumps in the road at first for his department with the loss of personal connection when they lost their dispatchers in their building, however it has come a long way. They have a piece in their Field training Officer (FTO) program where they try to get their new officers in dispatch for a period of time so they are aware of what goes on in dispatch. Mr. Gonzalez also iterated how responsive Mr. Langdon and his team have been in the past when issues have been brought to the attention of his supervisors.

Many of the police chiefs have to go to Mr. Langdon and his staff at the beginning of the year for information for their annual reporting. Mr. Gonzalez is happy with the information on call history and metrics that the center is able to provide them with. East Lansing Police Department has a True Blue Award that was presented to Ingham County 911 Central Dispatch.

All public safety users stated their biggest issue that they have right now with the radio systems is the interoperability. Livingston and Clinton counties are both on Michigan Public Safety Communications System (MPSCS) so when there are incidents where mutual aid comes from outside counties this can become an issue. Mr. Langdon did discuss how this is something that they are currently looking into the possibility of a local surcharge to help the purchase of a new radio system.

Ingham County 911 Central Dispatch Center Summary

Ingham County 911 Central Dispatch is working to put together ballot language for the November 2018 election in order to increase the surcharge. The increase in the surcharge will help upgrade the radio system. Currently Ingham County uses the Harris system and are looking at the potential of going to the MPSCS radio system due to the interoperability with many of the bordering jurisdictions (Livingston, and Clinton counties).

The center has specific stations for call taker positions and dispatch positions, and Ingham County 911 Central Dispatch presently has matching classifications for those positions. However, it would like to have all its employees changed to the same classification level. A benefit to having the employees at the same classification level, would be the ability for its employees to move between different stations

halfway through the shift. It would allow a person to start a shift in a call taker position and end in a dispatch position.

There was a lot of thought put into the safety and construction of the building. All entrances need a key card to enter and the employee entrance is inside a gated parking lot. The employees have a quiet room that has a couch and limited fitness equipment to use. There is also the ability to shut down outside air flow in the case of a chemical release, and the redundancy setup for the power to keep the center running in the event power is lost.

County 911 Surcharge Fees

All 911 funds received from the county distribution are remitted into a separate 911 fund which is managed by the county administrator through the finance department. Based on a single PSAP, Ingham County 911 Central Dispatch receives 100% of the state 911 fund distribution received by the county. During the years 2014, 2015, and 2016 Ingham County was collecting \$0.42 local surcharge.

State 911 Fees

All 911 funds received from the state 911 fund distribution are remitted into a separate 911 fund which is managed by the county administrator through the finance department. Based on a single PSAP, Ingham County 911 Central Dispatch receives 100% of the state 911 fund distribution received by the county.

Training Funds- March 20, 2018

A review was completed of the training fund documentation submitted by Ingham County 9-1-1 regarding their use of Dispatcher Training Funds for the funding period of 2013-2017. They applied for and received funding all five years. However, training funds in the amount of \$39,669.60 (2010 funds) were returned in February 2013.

Mr. Lance Langdon, Director, submitted the necessary documentation by the established deadline.

The following courses were claimed on the DTS-510 and complete documentation of expenses was not received:

- DDW 200501 – Communications Training and Evaluation Program, attended October 11-13, 2013. The receipt for the hotel in the amount of \$247.77 (Bradley Richman) was not provided.
- APCO 201507A – 2015 APCO Fall Conference, attended September 23-25, 2015. The mileage reimbursement form was incorrect for Kim Miller, \$204.18 was claimed and the amount reimbursed was \$148.93 (a difference of \$55.25).

The total amount of \$303.02 that was unable to be documented will be adjusted on the DTS-510 form to show this amount unspent from the Dispatcher Training Fund.

Ingham County 9-1-1 regularly updates the training of their telecommunicators in the Dispatcher Training Application located in the MiCJIN Portal. As of this date, all telecommunicators are in compliance with the Dispatcher Training Standards.

It is recommended that Ingham County 9-1-1 track expenditures on a regular basis using the Student Expense Sheet provided to them. Expenditures for the training courses can be attached to the expense sheet and kept on file or scanned electronically and saved.

Findings for the Ingham County 911 Central Dispatch

In closing, based on the documentation requested, made available to, and reviewed by the committee, Ingham County and its 911 operations are functional and fiscally in compliance with the requirements of P.A. No. 32 (as amended) at this time.

Recommendations

1.1 It is suggested that Ingham County Central Dispatch consult other counties along with members of the MCDA for ballot proposal language to update the radio system. This would help to enhance the interoperability between Ingham County and surrounding counties due to the failure in patches working across county lines.

2.1 Ensure that there is constant updating to the 911 website and making sure to keep the information current with the meeting dates, times and locations as well as updating the minutes on the website as required. This can be done with the restructuring putting this task into one of the Manager's job description.

Submitted on May 15, 2018 by:



Robert Stewart



Chris Izworski



Victor Martin



Timothy Smith



Kristine Bond



Lyndsay Stephens

9-1-1 Dispatch Center Action Plan

STATUS REPORT: May 10, 2018

| Strategy | Key Implementation Tasks <i>(BR - Task Reference to Brockman Report)</i> | Timeline | Success Indicators <i>(How impact or result of this strategy will be measured)</i> | Status |
|--|---|------------|---|---|
| 1. Establish Controller's Organizational Assessment Team (COAT) membership | COAT member selection <i>(BR 1, 2, 7, 8)</i> | February 1 | Selected team members agree to participate | Task completed. COAT meetings have been held regularly, most recently on August 9. |
| | a. Identify barriers <i>(BR 3)</i> | March 31 | COAT identifies and documents a list of issues that prevent positive momentum toward achievement of a quality work environment | Task Completed. Documented list of barriers affirmed and prioritized. Barriers to success is a standing COAT agenda item. |
| | b. Prioritize barriers <i>(BR 3)</i> | April 30 | COAT arranges identified barriers in priority order of importance | Task Completed. Documented list of barriers affirmed was vetted and affirmed by COAT. Most barriers are be addressed within the Action Plan, and other will be addressed simultaneously. One barrier, development of a Quality Assurance program, will be added to the Action Plan after training events discussed in Strategy 10. |
| 2. Develop strategies that remove barriers to attainment of a desired work environment | c. Develop and communicate plan for implementation <i>(BR 3)</i> | June 30 | <ul style="list-style-type: none"> • An action plan that include project milestones and success indicators is developed to address each identified barrier • Written action plans are distributed to all Dispatch Center personnel • As applicable, action plan tasks are discussed at shift briefings | Task Completed. Post-COAT meeting memorandums and subsequent conversations among COAT members and Center staff will suffice as a communication plan to address success barriers. Task lists with assigned staff, due dates and other information will be posted on the 9-1-1 Center Bulletin Board for easy reference. |

Assume positive (or at least not harmful) intent.

9-1-1 Dispatch Center Action Plan

STATUS REPORT: May 10, 2018

| Strategy | Key Implementation Tasks <i>(BR - Task Reference to Brockman Report)</i> | Timeline | Success Indicators <i>(How impact or result of this strategy will be measured)</i> | Status |
|---|---|-------------|---|--|
| 3. Review and update policies and procedures | a. Sort policies into order of priority importance <i>(BR 4, 6)</i> | March 31 | Director produces a list of all department policies in rank order from most crucial to least crucial | Task completed. Current and pending review dates for all policies and included with the index. |
| | b. Thoroughly review policies for accuracy and availability <i>(BR 4, 6)</i> | April 30 | <ul style="list-style-type: none"> All policies reflect current protocols applicable to all levels of government Policies and procedures are available to Dispatch Center employees | Task completed. Policies have been reviewed and are available to all staff in automated form and hard copy. |
| | c. Identify and recommend changes to areas of ambiguity <i>(BR 4, 6)</i> | May 31 | <ul style="list-style-type: none"> Policy language is clear and explicit Inconsistencies between policies are eliminated | Ongoing. |
| | d. Review procedures for consistent application <i>(BR 4, 6)</i> | May 31 | Persons technically responsible for policy/procedure implementation are clearly identified | Ongoing. |
| | e. Arrange for policy training/review with all employees <i>(BR 4, 6)</i> | June 30 | Review of policies and procedures occurs on a regular schedule | Ongoing. |
| 4. Define employee expectations | a. Define supervisor expectations <i>(BR 5)</i> | June 30 | Clearly defined performance measures exist to document effectiveness | Ongoing. |
| | b. Define dispatcher expectations <i>(BR 5)</i> | June 30 | Clearly defined performance measures exist to document effectiveness, including expectations of professionalism in personal interactions | Ongoing. |
| 5. Deplete backlog of incomplete tasks | a. Create an inventory of incomplete tasks <i>(BR 6)</i> | February 28 | Director produces a list of all outstanding tasks in order from most crucial to least crucial | Task completed. Director identified 21 tasks. |
| | b. Create an action plan to complete tasks identified in 5.a, above <i>(BR 6)</i> | March 31 | Director produces an action plan that assigns responsibility for follow-up and completion deadlines | Task completed. Tasks were incorporated into the Action Plan and/or list of barriers to success (Task 2.a, above). |
| | c. Establish protocol to address tasks in a timely manner <i>(BR 6)</i> | March 31 | <ul style="list-style-type: none"> Director develops a system to add tasks to the outstanding task action plan as tasks become known Responsible persons identified for the completion of each task Deadlines for completion are established | Task completed. 9-1-1 Center Director and Managers have committed to respond to employee emails within 72 hours of receipt. An internal help desk is being implemented to track issues and responses. |
| 6. Establish a system of informal recognition for a job well done | Create an ongoing employee recognition program <i>(BR 9)</i> | April 30 | A standard employee recognition procedure is adopted | Task completed. Staff Services Manager and recognition team will coordinate events. |
| 7. Continue recruitment efforts to assure adequate staffing levels | Standardize hiring and training schedules <i>(BR 10)</i> | May 31 | <ul style="list-style-type: none"> Dispatcher recruitment efforts are an ongoing routine task even during periods of full staffing Trainer schedules are standardized and routine | Ongoing. Currently evaluation RFPs for recruiting services. |
| 8. Immediately address Dispatcher complaints about inappropriate treatment by client agencies | Client agencies provide contact information to report allegations of inappropriate conduct <i>(BR 10)</i> | April 30 | Incidents of inappropriate treatment are rare because clear lines of communication are established to report such incidents | Task completed. Incidents will be addressed through the recently implemented internal Helpdesk module. |

Assume positive (or at least not harmful) intent.

9-1-1 Dispatch Center Action Plan

STATUS REPORT: May 10, 2018

| Strategy | Key Implementation Tasks <i>(BR - Task Reference to Brockman Report)</i> | Timeline | Success Indicators <i>(How impact or result of this strategy will be measured)</i> | Status |
|---|--|-----------|--|--|
| 9. Establish maximum overtime and days-worked thresholds | Monitor work schedules to assure dispatchers are provided necessary time away from work <i>(BR 10)</i> | March 31 | Dispatchers work no more than the established maximum number of back-to-back shifts | Task complete. No professional standard exists for a maximum number of days worked, although there is much information on stress being impactful to employees. All Supervisors have been trained to identify signs and symptoms of stress. Supervisory staff will make contact with employees who work more than seven days in a row to assess the situation. |
| 10. Practice conflict resolution/interpersonal communication skills | Equip Dispatch Center personnel with the ability to communicate effectively and appropriately <i>(BR 7, 9)</i> | August 31 | <ul style="list-style-type: none"> • Required conflict/resolution training opportunities are periodically offered to Dispatch Center personnel • 9-1-1 Dispatch Supervisors are empowered to address inappropriate communication/action in real time • Incidents of interpersonal conflict are rare | Ongoing. Results of training program are being finalized for presentation to all staff. |

Assume positive (or at least not harmful) intent.

TO: Law & Courts, County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: August 9, 2018

SUBJECT: Resolution Creating a Chief Public Defender Position
For the meeting agendas of August 16, 21 and 22

BACKGROUND

Every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes. In November 2017, as approved by Resolution #17-445, the Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee. The State of Michigan has approved full funding of the plan effective October 1, 2018.

The plan recommended a Public Defender's Office to be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. The Public Defenders Office will be led by a Chief Public Defender. The Indigent Defense Committee has discussed the requirements of the position and has recommended the attached job description. The Committee also recommended that the position report to the Board of Commissioners.

The Human Resources Department is recommending this position be classified MCF17 (salary range \$104,116 to \$124,968).

FINANCIAL IMPACT

The long-term (topped out) cost of the position, based on 2018 rates and including wages and fringes, would be \$189,238. This resolution will also include \$5,000 to fund any necessary furnishings and equipment associated with the position.

Since it is desirable to have the Chief Public Defender position filled as soon as possible, this resolution will also authorize any necessary budget adjustments should the position be filled before the start of the State funding on October 1.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC)

OTHER CONSIDERATIONS

The Public Defenders Office will include a total of 36.5 full-time equivalents. The total Public Defenders Office budget and staffing will be brought to the Board of Commissioners for approval at a later date. It is desirable to have the Chief Public Defender position filled as soon as possible to lead the creation of the Public Defender's Office.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Agenda Item 5

TO: Teri Morton, Deputy Controller

FROM: Beth Bliesener, Human Resources Specialist
Joan Clous, Human Resources Specialist

DATE: 8-9-18

RE: Participation and analysis for New Classification: Chief Public Defender

Per your request, Human Resources has created a new classification titled Chief Public Defender.

After analysis, the classification has a community of interest with the Managerial and Confidential group. The Chief Public Defender has been newly classified to be compensated at MCF 17 (\$104,115.76 - \$124,967.62).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

INGHAM COUNTY JOB DESCRIPTION

CHIEF PUBLIC DEFENDER

General Summary:

Reporting to the Board of Commissioners, this position plans, organizes and directs the activities and staff of the Public Defender's Office. Uses considerable independent discretion at all times as the County Public Defender ensuring that constitutional guarantees are upheld, rights are protected and due process is implemented fairly, equally, equitably, and consistently. The Public Defender is responsible for staffing, training, supervising, counseling and discipline for the office. Ensure that Ingham County meets all constitutional and legislative requirements as they pertain to the representation of indigent adult offenders and provides a high level of indigent defense services. Directs, develops and implements policies and procedures for the Public Defender's Office. Ensures that the Public Defender's Office conforms to the Michigan Rules of Professional Conduct. Directs and performs the department's administrative functions. Prepares the department's annual budget.

Essential Functions:

1. Develops necessary policies and procedures to attain and maintain standards of indigent defense as they are proposed by the Michigan Indigent Defense Commission (MIDC) and approved by the Michigan Supreme Court. Also ensure that the Public Defender's Office conforms to the Michigan Rules of Professional Conduct.
2. Develops and implements long and short term goals, objectives, and work standards for the Office to include the establishment and direction of programs to maximize operational effectiveness and cost efficiencies; directs the preparation and administration of the Department's budget; makes budget and program presentations to the Board of Commissioners; monitors expenditures to ensure that they are within budget guidelines.
3. Plans, organizes, assigns, directs, reviews and evaluates the work of public defender attorneys and support staff; selects staff personnel and provides for their training, professional development; counsels and disciplines as necessary; interprets laws and regulations and County policies for subordinates; confers with subordinate supervisors and other department staff to monitor activities; coordinates work effort and resolve problems and issues unique to the public defender attorney staff; provides professional assistance to staff.
4. Reviews or supervises the review of criminal investigations to determine adequacy of evidence to justify searches, seizures and the authorization of charges by the prosecution; directs public defender attorneys in gathering and analyzing case evidence, preparing arguments, filing necessary documents, and presenting cases in court; assigns cases to attorneys, reviews progress, and provides technical assistance and guidance; directs the maintenance of accurate legal materials, reports, correspondence and other written materials; substitutes for public defender attorneys as necessary.
5. Approves pre-trial investigations, motions, polygraph examinations and expert witnesses while directing the defense of all criminal cases including in particular those that are the most complex or sensitive criminal cases, to include appearance in court to substitute personally as needed.
6. Represents the County at meetings with local, state and federal officials; may speak before groups and the media on matters related to the Public Defender's office; acts as media contact for Public Defender's Office.
7. Keeps informed of legal precedents and relevant legislation by reading professional journals, court rulings, attends meetings, conferences and CLE opportunities. Maintains conformity with the Michigan Rules of Professional Conduct.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

Employment Qualifications:

Education: Juris Doctorate degree with a Certificate of Admittance to the State Bar of Michigan.

Experience: A minimum of ten (10) years of experience in the practice of criminal defense, including a minimum of five (5) years of experience in the administration of legal services.

Other Requirements:

- None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
4. Some trainings, appointments, and meetings may require overnight travel.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, and stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, and handling
- This position's physical requirements require continuous stamina in sitting, reaching, grasping, pinching, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CREATING A CHIEF PUBLIC DEFENDER POSITION

WHEREAS, every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved by the State of Michigan, effective October 1, 2018; and

WHEREAS, the recommended Public Defenders Office included in this plan will be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Board of Commissioners must authorize the staffing and budget in order to create the Public Defender's Office; and

WHEREAS, the Public Defenders Office will be led by a Chief Public Defender; and

WHEREAS, the Ingham County Indigent Defense Collaborative Committee has discussed the requirements of the position and has recommended the attached job description; and has also recommended that the position report to the Board of Commissioners; and

WHEREAS, the Human Resources Department has point-rated the job description and is recommending this position be classified MCF17 (salary range \$104,116 to \$124,968); and

WHEREAS, the Public Defenders Office will include a total of 36.5 full-time equivalents; and

WHEREAS, the total Public Defenders Office budget and staffing will be brought to the Board of Commissioners for approval at a later date; and

WHEREAS, it is desirable to have the Chief Public Defender position filled as soon as possible to lead the creation of the Public Defenders Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creation of a Chief Public Defender position, MCF17, effective immediately.

BE FURTHER IT RESOLVED, that a budget of \$194,238 is approved in the newly created fund 260, to include necessary funding for the wages, fringes, and equipment.

BE IT FURTHER RESOLVED, that, although funding for the position will be available October 1, 2018, if it is possible to fill the position sooner, the Ingham County Board of Commissioners hereby authorizes any necessary budget adjustments for funding prior to that date.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2018 budget and position allocation list.

Agenda Item 6

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: August 8, 2018

SUBJECT: Extension of Substance Abuse Coordinating Agency Agreement with Mid-State Health Network
For the meeting agenda of 8/20/18 Human Services Committee and 8/22/18 Finance Committee

BACKGROUND

Section 6226(1) of Public Act 368 of 1978, as amended, provides for designation of a Coordinating Agency to administer substance use disorder services subject to the approval of the affected county board or boards of commissioners.

Resolution #14-386 designated the Mid-State Health Network as the substance abuse coordinating agency for Ingham County, and authorized a 3-year agreement for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County. That agreement has expired. This resolution authorizes a 3-year extension.

ALTERNATIVES

Each year the County's general appropriations resolution states that in accordance with PA 2 of 1986, 50% of the Convention Facility Tax revenue not used to reduce the County's operating tax rate shall be transmitted to the Mid-State Health Network, with the remaining revenues to be deposited in the County's General Fund. Otherwise, the County's operating millage would need to be reduced as defined by PA 2 of 1986.

FINANCIAL IMPACT

The total liquor tax distribution is anticipated (budgeted) to be \$1,407,051 in 2018, of which 50% or \$703,526 is allocated to Mid-State Health Network.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN EXTENSION OF THE SUBSTANCE ABUSE COORDINATING AGENCY AGREEMENT WITH MID STATE HEALTH NETWORK

WHEREAS, Section 6226(1) of Public Act 368 of 1978, as amended, provides for designation of a Coordinating Agency to administer substance use disorder services subject to the approval of the affected county board or boards of commissioners; and

WHEREAS, the Mid-State Health Network is a Pre-Paid inpatient Health Plan/Regional Entity and new Medicaid Managed Care Organization for Michigan's behavioral health and substance use disorder services for twenty one counties including Ingham County; and

WHEREAS, Resolution #14-386 designated Mid-State Health Network as Ingham County's substance abuse coordinating agency; and

WHEREAS, Resolution #14-386 designated the Mid-State Health Network as the substance abuse coordinating agency for Ingham County, and authorized a 3-year agreement for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County; and

WHEREAS, that agreement has expired.

THEREFORE BE IT RESOLVED, that the substance abuse coordinating agency agreement with Mid-State Health Network is extended through December 31, 2020.

BE IT FURTHER RESOLVED, that all other terms and conditions of the agreement remain unchanged.

BE IT FURTHER RESOLVED, that the 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.

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: August 8, 2018
SUBJECT: Ballentine Community Agency Contract

For the meeting agendas of August 20 and August 22

BACKGROUND

This resolution terminates the 2018 Ballentine community agency contract with Greater Lansing Housing Coalition and authorizes a new contract for Ballentine with Cinnaire. Cinnaire has been operating the Tuesday Toolmen program since July 1, 2018.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The original contract for 2018 was \$8,000. The first payment of \$4,000 was already made to Greater Lansing Housing Coalition, so this contract will be for the remaining \$4,000 through December 31, 2018.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

The Ballentine Apartments program is for low-income families who are homeless, chronically homeless, disabled, and/or survivors of domestic violence. County funds are used to fund a case manager responsible for providing direct support services, guidance, and direction to adult residents in Ballentine Apartments on how to reach their goals.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TERMINATE A COMMUNITY AGENCY CONTRACT WITH GREATER LANSING HOUSING COALITION AND AUTHORIZE A NEW CONTRACT WITH CINNAIRE

WHEREAS, the Greater Lansing Housing Coalition is closing after approximately 30 years of serving the Lansing area; and

WHEREAS, Ingham County has a 2018 community agency contract with the Greater Lansing Housing Coalition for the Ballentine program; and

WHEREAS, effective July 1, 2018 the Ballentine program is now being managed and operated by Cinnaire.

THEREFORE BE IT RESOLVED, that the 2018 community agency contract for Ballentine with Greater Lansing Housing Coalition is terminated.

BE IT FURTHER RESOLVED, that a contract with Cinnaire is authorized not to exceed \$4,000 for the Ballentine program for the period of July 1, 2018 through December 31, 2018.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: July 17, 2018
SUBJECT: Contract with L. J. Trumble Builders, LLC for the McNamara Landing Construction Project
For the meeting agenda of 8/20/18 Human Services and 8/22/18 Finance

BACKGROUND

With the growing popularity in paddle sports, the Parks Department identified a need for developing and improving facilities at McNamara Landing with a universally accessible canoe/kayak launch dock on the Grand River, adjacent accessible bathrooms, ADA parking improvements, walkways and drinking fountains.

Currently, the site has wooden steps and an alternate 6ft. wide concrete walkway leading to the water. However, the set of steps at the water’s edge, used for landing and launching water craft, does not meet universally accessible guidelines. The rented portable privy and parking area are also in need of updates to meet accessibility standards.

Board of Commissioners Resolution #17-313 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of \$105,800, plus a local match of \$45,400 for a total project amount of \$151,200 to develop McNamara Landing and make it more accessible.

The scope of this project includes supplying and installing EzDock™ Kayak Launch, CXT Vault Toilet Building, bituminous paving and concrete walks, recycled plastic bollards, and native seeding. The EzDock™ canoe/kayak launch will accommodate all people with varying abilities. A 60” gangway with a concrete approach will provide easy access and ample turning clearance for all users with a watercraft to the floating dock. A built-in adjustable transfer bench and overhead grab bars will provide ease and stability for lowering or lifting into or out of the watercraft.

ALTERNATIVES

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. It would also help facilitate access for all to the canoe/kayak livery operation at Burchfield County Park by easing the entrance and exit of paddlers to and from their watercraft at McNamara Landing. This accessible dock/canoe/kayak launch can be utilized for accessible fishing on the Grand River as well.

The growing state-wide trend is to designate navigable rivers into water trails and connect communities on a regional basis. This development project would help with future collaboration with other local units of government in connecting “destination points” on the Grand River and could foreseeably benefit the area economically from increased public use, due to improved accessibility. The only alternative is to not complete the project.

FINANCIAL IMPACT

Board of Commissioners Resolution #17-313 authorized the acceptance of a project agreement in the amount of \$105,800, plus a local match of \$45,400 for a total project amount of \$151,200.

Board of Commissioners Resolution #18-033 authorized a contract with the prime professional, M.C. Smith Associates & Architectural Group, Inc., in the amount of \$14,396 leaving a remaining balance of \$136,804 for the project.

The Evaluation Committee recommends that a contract be awarded to the local vendor, L. J. Trumble Builders, LLC with a low bid in the amount of \$195,533 plus the cost of including Alternate No. 1 (concrete for the kiosk) in the amount of \$1,893 for a total construction cost not to exceed \$197,426.

This leaves a shortage of \$60,622. This resolution authorizes an additional \$60,622 from the Trails and Parks Millage fund balance to be able to complete this project.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their July 16, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with L. J. Trumble Builders, LLC.



Landscape Architecture
Park & Recreation Planning
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Sports Facility Planning

July 11, 2018

Tim Morgan, CPRP
Director, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854

RE: McNamara Landing Canoe Launch Project @ Burchfield Park

Dear Tim,

Bids for the McNamara Landing Canoe Launch Project @ Burchfield Park were received and opened at the Ingham County Offices on Monday, July 9, 2018 at 11:00 a.m. There were four (4) bids received on the project. Bids were received from Moore Trospen, Laux Construction, E.T. MacKenzie Company and L J Trumble Builders LLC.

Improvements for this project include an EzDock™ Kayak Launch, CXT Vault Toilet Building, Bituminous Paving and Concrete Walks, Recycled Plastic Bollards, and Native Seeding.

L J Trumble Builders LLC was the low bidder with a base bid \$195,533.00. L J Trumble Builders provided a cost of \$1,893.00 for Alternate No. 1 for the Concrete for the Kiosk.

We recommend that L J Trumble Builders LLC of Lansing, Michigan be awarded the project with a low bid of \$195,533.00 including Alternate's No. 1 for a total construction cost of \$197,426.00.

I spoke with Leo Trumble of L J Trumble Builders LLC, and he indicated he was excited continue working with Ingham County. L J Trumble Builders has completed several projects with both Ingham County and MCSA Group, Inc.



MCSA
GROUP, Inc.
Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

Tim Morgan - Ingham County Parks
July 11, 2018
Page 2

MCSA Group's Engineering Estimate including construction contingency (attached) was \$197,070.65. This is within 1 % of the bid.

If you have any questions or need additional information concerning this recommendation, please feel free to contact me.

Sincerely,

MCSA Group, Inc.

A handwritten signature in blue ink, appearing to read 'Tiffany Smith', is written over the typed name.

Tiffany Smith
President

cc: Melinda Whitten



Landscape Architecture
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 Sports Facility Planning

**Burchfield Park - McNamara Landing Improvements
 Ingham County
 Construction Cost Estimate
 May 21, 2018**

| Description | Unit | No. of Units | Price | Extension |
|-------------|------|--------------|-------|-----------|
|-------------|------|--------------|-------|-----------|

*Note: Extension
 Includes 15% for
 Prevailing Wages*

GENERAL CONDITIONS

| | | | | |
|--------------------------------------|----|---|-------------|--------------------|
| Mobilization | LS | 1 | \$5,000.00 | \$5,750.00 |
| Project Bonds, Insurance and Permits | LS | 1 | \$3,000.00 | \$3,450.00 |
| Project Sign | LS | 1 | \$1,000.00 | \$1,150.00 |
| Layout and Staking | LS | 1 | \$2,000.00 | \$2,300.00 |
| General Conditions (M, O & P @10%) | LS | 1 | \$16,995.00 | \$19,544.25 |
| SUBTOTAL | | | | \$32,194.25 |

SITE PREPARATION AND REMOVALS

| | | | | |
|------------------------------|----|-------|------------|-------------------|
| Soil Erosion & Sedimentation | LF | 351 | \$5.00 | \$2,018.25 |
| Site Preparation & Grading | SY | 1,069 | \$2.50 | \$3,073.38 |
| Tree and Brush Removal | LS | 1 | \$1,200.00 | \$1,380.00 |
| Concrete Removal | SF | 97 | \$2.00 | \$223.10 |
| SUBTOTAL | | | | \$6,694.73 |

SITE CONTRUCTION

| | | | | |
|-------------------------------|----|-------|----------|--------------------|
| Bituminous Paving ADA Parking | SY | 140 | \$30.00 | \$4,830.00 |
| Concrete Turned Down Edge | LF | 65 | \$22.00 | \$1,644.50 |
| Concrete Pavement - 4" Depth | SF | 1,640 | \$4.50 | \$8,487.00 |
| Concrete Steps | EA | 3 | \$250.00 | \$862.50 |
| Boulder Wall | LF | 46 | \$185.00 | \$9,786.50 |
| Parking Striping | LS | 1 | \$500.00 | \$575.00 |
| Wheel Stops | EA | 1 | \$150.00 | \$172.50 |
| SUBTOTAL | | | | \$26,358.00 |

SITE AMENITIES

| | | | | |
|--|----|----|-------------|--------------------|
| CXT Double Rocky Mountain Vault Toilet | LS | 1 | \$48,476.00 | \$55,747.40 |
| Simple Pump™ ADA Hand Pump for Well | LS | 1 | \$2,495.00 | \$2,869.25 |
| Recycled Plastic Bollards | EA | 20 | \$125.00 | \$2,875.00 |
| Fold Down Bollard | EA | 1 | \$1,200.00 | \$1,380.00 |
| Accessible Signage | EA | 3 | \$250.00 | \$862.50 |
| ADA Entrance Sign Plaque | EA | 1 | \$800.00 | \$920.00 |
| SUBTOTAL | | | | \$64,654.15 |



Landscape Architecture
 Park & Recreation Planning
 Architecture • Urban Design
 Sports Facility Planning

**Burchfield Park - McNamara Landing Improvements
 Ingham County
 Construction Cost Estimate
 May 21, 2018**

| Description | Unit | No. of Units | Price | Extension |
|--|------|--------------|-------------|----------------------------|
| CANOE /KAYAK LAUNCH | | | | |
| EZ Dock | LS | 1 | \$43,000.00 | \$49,450.00 |
| Concrete Abutment Wall | LF | 24 | \$250.00 | \$6,900.00 |
| Rip Rap | SY | 21 | \$30.00 | \$724.50 |
| SUBTOTAL | | | | \$57,074.50 |
| LANDSCAPE IMPROVEMENTS | | | | |
| Native Planting Seed Mix | SY | 370 | \$5.00 | \$2,127.50 |
| Restoration Seeding | SY | 135 | \$2.50 | \$388.13 |
| SUBTOTAL | | | | \$2,515.63 |
| SUBTOTAL | | | | \$189,491.25 |
| Design and Bidding Contingency (6%) | | | | \$11,369.48 |
| Construction Contingency (4%) | | | | \$7,579.65 |
| Professional Fees Including Soil Boring and Site Survey | | | | \$14,396.00 |
| Recycle and Trash Bins | | | | \$1,600.00 |
| MNRTF Sign | | | | \$100.00 |
| <u>TOTAL</u> | | | | <u>\$216,956.73</u> |
| Concrete Pavement at Kiosk | SF | 239 | \$4.50 | \$1,236.83 |

Evaluations of the Project Budget and Estimates of Construction Cost prepared by M.C. Smith Associates represents their judgment as design professionals. It is recognized, however, M.C. Smith Associates has no control over the cost of labor, materials or equipment, nor a contractor's methods of determining bid prices, or over competitive bidding, or market conditions. Accordingly, M.C. Smith Associates cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project Budget or from any estimate of construction cost or evaluation prepared by M.C. Smith Associates.

Agenda Item 8a

TO: Tim Morgan, Parks Director
FROM: James Hudgins, Director of Purchasing
DATE: July 9, 2018
RE: Memorandum of Performance for RFP No. 140-18: McNamara Landing Canoe Launch Project at Burchfield Park

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for the McNamara Canoe Launch Project at Burchfield Park.

The scope of this project includes, but is not limited to, supplying and installing a kayak launch, vault toilet building, bituminous paving and concrete walks, recycled plastic bollards, and seeding.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|--|---------------------------|-------------------------|
| Vendors invited to propose | 46 | 13 |
| Vendors attending pre-bid/proposal meeting | 4 | 3 |
| Vendors responding | 4 | 3 |

The following grid is a summary of the vendors' costs:

| Vendor Name | Local Pref | Total Lump Sum | Alternate Concrete for Kiosk |
|--------------------------|---------------------|----------------|------------------------------|
| L J Trumble Builders LLC | Yes, Lansing, MI | \$195,533.00 | \$1,893.00 |
| Laux Construction | Yes, Holt, MI | \$274,625.60 | \$1,661.80 |
| E.T. MacKenzie Company | No, Grand Ledge, MI | \$288,746.95 | \$5,566.00 |
| Moore Trosper | Yes, Holt, MI | \$302,091.00 | \$2,662.00 |

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 or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC

WHEREAS, Board of Commissioners Resolution #17-313 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of \$105,800, plus a local match of \$45,400 for a total project amount of \$151,200 for the McNamara Landing project; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced general contractors; and

WHEREAS, the scope of this project includes, but is not limited to, supplying and installing an EzDock™ Kayak Launch, CXT Vault Toilet Building, bituminous paving and concrete walks, recycled plastic bollards, and native seeding; and

WHEREAS, the Evaluation Committee recommends that a contract be awarded to the low and local bidder L. J. Trumble Builders, LLC; and

WHEREAS, Board of Commissioners Resolution #18-033 authorized a contract with the prime professional, M.C. Smith Associates & Architectural Group, Inc., in the amount of \$14,396 which will leave a remaining balance of \$136,804 for the project's construction in line item 228-75999-976000-7P11; and

WHEREAS, the actual cost for the construction exceeds the original budget by \$60,622; and

WHEREAS, additional funds need to be appropriated for the project from the Trails and Parks Millage fund balance; and

WHEREAS, the Parks Department would like to request a line item transfer of \$60,622 from the Trails and Parks Millage fund balance for the McNamara Landing project into line item #228-75999-976000-7P11.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a contract with L. J. Trumble Builders, LLC in an amount not to exceed \$197,426 for the McNamara Landing project.

BE IT FURTHER RESOLVED, that \$136,804 is available in line item 228-75999-976000-7P11 for the project's construction.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$60,622 from the Trails and Parks Millage fund balance for the McNamara Landing project and the Controller is authorized to transfer \$60,622 from the Trails and Parks Millage fund balance into line item #228-75999-976000-7P11.

BE IT FURTHER RESOLVED, that the term of the contract shall be from the date of execution until June 28, 2019.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the 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.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: 08/07/2018
SUBJECT: Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan and to Authorize an Application for a Transportation Alternative Program Grant
For the meeting agenda of 8/20/18 Human Services and 8/22/18 Finance

BACKGROUND

Ingham County hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan and Spicer Group has completed their plan with the assistance of communities and stakeholders across Ingham County. Five stakeholder meetings were held on the following dates: 5/5/17, 6/29/17, 8/10/17, 10/5/17 and 3/9/18. Stakeholders that were in attendance consisted of: City of Lansing, Friends of Lansing Regional Trails, Tri-County Bicycle Association, Meridian Township, Delhi Township, Spicer, Out Your Backdoor LLC., Aurelius Township, City of East Lansing, Huron Waterloo Pathways Initiative, City of Mason, REO Town, Michigan Trails and Greenways Initiative. Village of Leslie, Michigan Department of Natural Resources, Ingham County 911, Tri-County Regional Planning Commission, 5 Healthy Towns and Ingham County Parks.

By adopting this plan, it will allow the Parks Department to apply for a Michigan Department of Transportation Transportation Alternatives Program grant to fund the wayfinding signage for the communities that have participated in the compilation of the wayfinding plan (See Attached).

ALTERNATIVES

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The Ingham County Trails and Park Millage may be used as leverage for State/Federal funds through a Michigan Department of Transportation Transportation Alternatives Program grant for Wayfinding Signage for all trails within the County. The steps for funding wayfinding signs are as follows:

1. Each municipality will determine their wayfinding sign locations, type and quantity for each type of sign.
2. Each municipality will communicate their sign needs to the County.
3. Ingham County Parks will develop and submit a grant application for all signs for each trail systems county-wide.
4. If the grant is awarded, the County will oversee construction documents, bidding and contract installation.
5. After the initial funding and installation, signs should be included as a scope item in each municipality's future grant application.

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$118,900 in 2019 funds (leaving a balance of \$1,261,924 for 2019) and \$730,900 in 2020 funds (leaving a balance of \$1,543,975 for 2020) for a total of \$849,800 from the Trails and Parks Millage for a local match for a Michigan Department of Transportation Alternatives Program grant which would generate \$594,500 for a total \$1,444,300 project cost.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their July 23, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE INGHAM COUNTY TRAIL WAYFINDING SIGNAGE PLAN AND TO AUTHORIZE AN APPLICATION FOR A MICHIGAN DEPARTMENT OF TRANSPORTATION TRANSPORTATION ALTERNATIVES PROGRAM GRANT

WHEREAS, to assist the Board of Commissioners in developing a plan for wayfinding, Ingham County hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan; and

WHEREAS, Spicer Group has completed their plan to the satisfaction of the Ingham County Park Commission and community stakeholders; and

WHEREAS, the Parks and Recreation Commission recommends the adoption of the plan and the submission of a grant application to the Michigan Department of Transportation Transportation Alternatives Program grant for implementing recommendations set forth in the plan; and

WHEREAS, the Michigan Department of Transportation is accepting grant applications for the year's grant cycle through October 24, 2018; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of \$849,800 from the Trails and Parks Millage for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trail Wayfinding Signage Plan prepared by Spicer Group.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the submission of a Michigan Department of Transportation Transportation Alternatives Program grant for \$594,500 for implementing the wayfinding plan in Ingham County.

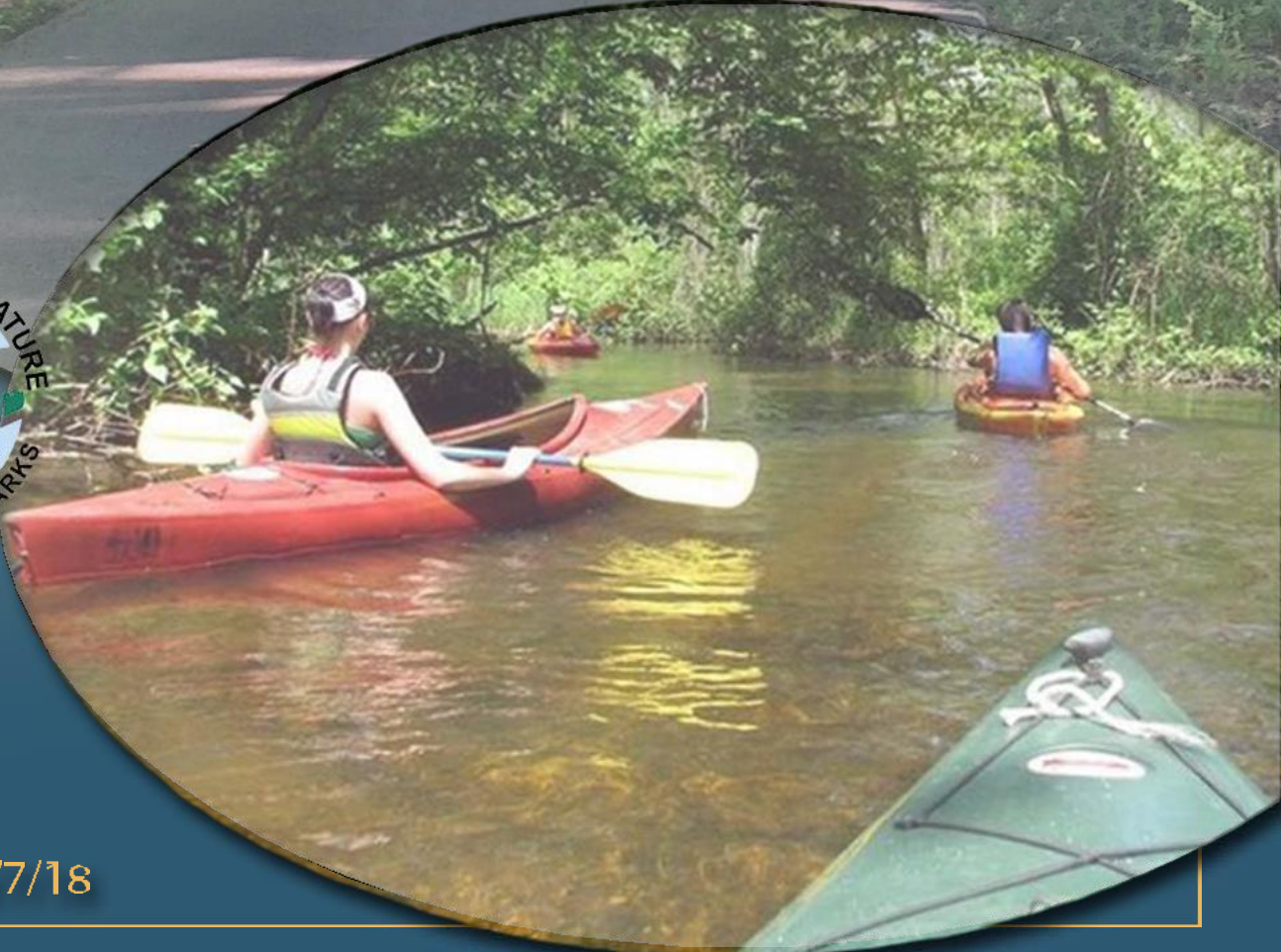
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes \$849,800, from the Trails and Parks Millage for a local match for a total \$1,444,300 project cost.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

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.

Wayfinding Signage Ingham County Trail System



DRAFT 8/7/18

ACKNOWLEDGEMENTS

Ingham County Board of Commissioners

Victor Celentino, District 1
Ryan Sebolt, District 2
Sarah Anthony, District 3
Bryan Crenshaw, District 4
Todd Tennis, District 5
Randy Maiville, District 6
Kara Hope, District 7
Mark Grebner, District 8
Carol Koenig, District 9
Brian McGrain, District 10
Teri Banas, District 11
Deb Nolan, District 12
Randy Schafer, District 13
Robin Naeyaert, District 14

Ingham County Parks and Recreation Commission

Commissioner Teri Banas
Commissioner Carol Koenig
Sarah Nicholls, Chair
Matthew Bennett, Vice-Chair
Jonathan Schelke, Secretary
Pat Lindemann, Drain Commissioner
Paul Pratt, Drain Commissioner Designee
Cherry Hamrick
Jessy Gregg
Ryan Earl
Shirley Rodgers

Ingham County Staff

Jared Cypher, Deputy Controller
Tim Morgan, Parks Director
Melissa Buzzard, Trails & Parks Millage Program
Coordinator
Brian Collins, Hawk Island Park Manager
Coe Emens, Hawk Island Assistant Park Manager
Jeff Gehl, Burchfield Park Manager
Chris Washer, Burchfield Park Assistant
Pat Witte, Lake Lansing Park Manager
Tim Buckley, Burchfield/Lake Lansing Asst. Park
Manager
Nicole Wallace, Executive Assistant
Karen Fraser, Financial Coordinator

Adopted by the Ingham County Board of Commissioners on _____.

Prepared by:



230 S. Washington Ave., Saginaw, MI 48607, (989) 754-4717
www.spicergroup.com

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“Wayfinding provides guidance and the means to help people feel at ease in their surroundings.”

- Gibson

INTRODUCTION

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Good wayfinding design fits and even enhances the unique character of an area.

The first trail systems in Ingham County were developed in the mid-1970's in the City of Lansing. Lansing has been expanding sections of its River Trail ever since. Other communities started planning and developing trail systems starting in the 1990's. These trail systems have connected to each other and to trail systems beyond the county limits.



Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.



Good wayfinding signs make directional information clear through sign placement, content, graphic design and text clarity. Consistent design elements are essential to the success of wayfinding signs. When a user can easily identify wayfinding information through the visual cues of color and type continuity, content information can be comprehended more quickly.

Currently there is a lack of wayfinding on most trails in the County and where it is present there is no consistency in physical design and frequency of signs along the trails. Some communities have signage and some do not. Existing signage has gaps in terms of destinations (that should be signed to, but aren't), routes (that are important travel routes but don't have signs), and branding (current signs represent a hodgepodge of designs). For trail users, there is no consistent look and feel that helps them get from place to place or that makes them feel that they are in a place that is pleasant and that cares to make traveling easier and more enjoyable.

Working with stakeholders throughout the Ingham County communities, a trail wayfinding system was developed. The wayfinding signs were designed to be cost effective and adaptable, and to maintain the unique visual identity established within the Ingham County Trail system.

This plan develops a family of wayfinding signage that creates a visual identity for the system and presents a consistent, unifying graphic style to enhance the branding or image of the Ingham County trails. Ingham County is home to Michigan State University, Lansing Community College and the State Capitol and draws visitors from all areas of the country and from international locales. Student populations bring a high rate of turnover of residents adding to the need for an effective wayfinding system.

The wayfinding system will be organized throughout each community's trail system and to major attractions and destinations within Ingham County. Visitors and residents, whether travelling by bike or on foot, will be directed to these places through an attractive signage system. The design of the wayfinding system, inherent to the character of the region and the uniqueness of the people, culture, history and natural environment, will support the development of a sense of place as one moves along the trails.

The Ingham County Trail Wayfinding Signage Plan develops a wayfinding system for all trails within the County and lays the foundation of the system for pedestrians and bicyclists. A consistent wayfinding system on all trails within Ingham County will enhance the use of the public amenities, especially the parks, trails and downtown areas, providing, aesthetic, safety, health and economic benefits to the community.



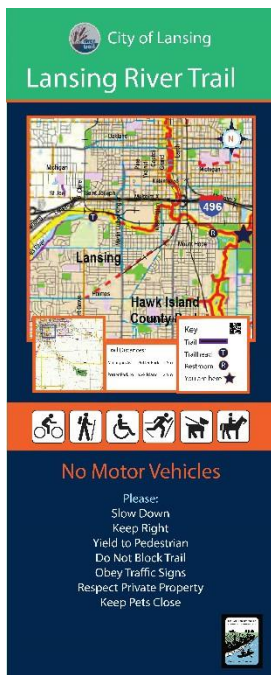
SIGN DESIGN GUIDELINES

The Ingham County Trails Wayfinding Sign Design Guidelines were developed to create a consistent message for the land and water trails within Ingham County. The consistent visual elements will inform residents and visitors that they are using a trail within Ingham County.



The guidelines outlined in this manual will help partners develop signs that can be customized for individual sites. The purpose of this sign system is to provide a flexible framework for Ingham County’s Trail partners to help tell the story of their site(s). After the signs are installed their information will be entered into the Ingham County database.

The Wayfinding system developed for the Ingham County Trails consists of three tiers of different signs as follows (detailed drawings can be found in appendix A):



MAP / TRAILHEAD SIGNS

Map and Trailhead signs are large signs designed to be placed at trailhead locations or major entry locations along the trail system. The signs are designed to stand vertically so they attract attention. The signs can be mounted simply on 2 posts, or a more decorative structure. The map shown on the sign will inform trail users about their location, local attractions, trail amenities such as restrooms and parking and trail distances. The sign would also include any regulations. Regulations should be worded in a positive manner. For example, instead of saying “No littering”, say “Please leave the park as you would like to find it.”, or “Please help keep the Parks and Trails Clean.”

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.



TRAIL BLADES

Trailblades serve multiple functions depending on their placement. They can identify mileage, upcoming trailheads, trailside amenities and points of interest. These signs should be placed at key decision points along the trail so that trail users can easily determine which direction they would like to travel.

When installed along the trail, signs will need to meet MMUTCD (Michigan Manual on Uniform Traffic Devices) requirements for placement and height. These requirements can be found on Figure 9B-1 (Sign Placement on Shared Use Paths) in the MMUTCD manual. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.



MILE MARKERS

Two types of mile marker signs have been developed. The first, displays the mileage, street name or location and amenities that can be found at that location. The second type displays only the mileage and street name or location.

The Lansing River Trail system currently has had 1/4 mile markers in place for over 20 years. The stakeholders thought it would be best to keep 1/4 mile increments for the mile markers, however each individual community can determine the increments that best fit their trail system or community. In densely populated areas where access points are numerous, it may be more advantageous to have 1/4 mile increments. Where the trail is straight with few access points, it may work with larger increments, like 1/2 mile.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.

REGULATORY / WARNING SIGNAGE

Any regulatory signage placed on the Ingham County trail system will meet the requirements of the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The MMUTCD manual can be found at:

https://mdotcf.state.mi.us/public/tands/Details_Web/mmutcdcompleteinteractive_2017.pdf



ON ROAD

Some of the trail routes in Ingham County will be on-road routes where users will “share the road” with vehicular traffic. Where an on-road system is present, the wayfinding should consist of road signs to identify the trail and/or pavement markings to guide users to their destinations. Signs are typically placed at decision points along the route – typically at the intersection of two or more roads or trail systems and at other key locations.



These signs must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and will require approval by the local or state road authority.

Types of Signs: <https://nacto.org/publication/urban-bikeway-design-guide/bikeway-signing-marking/bike-route-wayfinding-signage-and-markings-system/>

PAVEMENT MARKINGS

Pavement markings can be installed to help reinforce routes and directional signage and to provide bicyclist positioning and route branding benefits. Under urban conditions, pavement markings may often be more visible than signs to users of the route. Pavement markings may be especially useful where signs are difficult to see (due to vegetation or parked cars). They can also help bicyclists navigate difficult turns.



Pavement markings need to be strategically placed as they can create slippery conditions on the trail surface.

These pavement markings must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and, if on road, will require approval by the local or state road authority. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

BRIDGE MARKING

For both the land and water trails, there are numerous road bridges which span across the rivers, or that the trail crosses over/under. These bridges should be signed with the road name and the river name. The river name should be signed with the river name from the view of the water trail user and the land trail user. The bridge signs are designed to provide locational information. No logos or extraneous information are included on the bridge signs. The lettering size will be determined on a case by-case basis and is based on several factors. The distance of the bridge deck to the water surface, the span of the river at the bridge location, and the speed of the water flow are all considered. These calculations are based on accepted letter sizing guidelines for maximum visibility ranges.

WATER TRAIL SIGNS

Ingham County contains the Grand River, the Sycamore Creek and the Red Cedar River. Water Trails have been identified along the Grand and Red Cedar rivers, in the Trails and Parks Comprehensive Report completed in 2016.

Signing of the water trails is a major priority in Ingham County and safety is the primary focus of these signs. Water landing trailhead and trailblade signs will follow the templates laid out in the Land Trail section. Smaller scale landings may use water landing trailblades to inform users. The side of the trailblade facing the river identifies the landing name and available amenities, such as restrooms, parking, or picnic facilities. The side of the trailblade facing land shows the landing name and the next two significant points of interest downriver. The signs provide a unifying element that identifies the landing as part of the overall trail system.

It was determined that it would be difficult to use mile markers along the river corridors due to the large amount of the land being privately owned. Design and installation of all signs along the water corridors needs to take into consideration the flooding and ice conditions that occur.

WATER TRAIL WARNING SIGNS

There are areas on the river that require portages or should only be attempted by experienced paddlers. Warning signs are designed to alert paddlers of upcoming situations that may require caution or portage. These signs must be sited far enough upstream to allow for action, but not so far upstream as to lose correlation to the significant point on the river. The ideal site will most often be the nearest bridge upstream due to the instability of the shoreline or excessive vegetation at the river's edge. If shoreline installations are unavoidable, installation details must be carefully planned due to the corrosive action of the river during high water events. It is desirable that shoreline warning signs are standardized due to the increased possibility of sign loss and the costs associated with replacement. Warning sign text must be as concise as possible so that font size can be maximized. No logos or extraneous information are included on the warning signs.

INTERPRETIVE SIGNS

Interpretive Signs tell a story about the historical, cultural, educational or natural resources. The ultimate goal in telling a story is to personally connect with visitors-something they value and wish to preserve for their children and grandchildren. Good interpretive signs do more than provide information. They are rich, evocative stories presented in a graphically pleasing composition. Since some visitors may have a limited amount of time to take in all the elements of a site, partners should avoid the temptation to "information-overload." Identify the points of information you wish to convey and prioritize the most relevant. Thought must also be given to the siting of interpretive signs. Partners will want to provide interpretation without obscuring or detracting from the views to the resource. Interpretive signs should be available, but should not dominate the setting. Communities are encouraged to creatively tell the story of their site with as

little graphic limitations as possible. Each community will be responsible for formulating the content and layout of the interpretive material about the particular site.

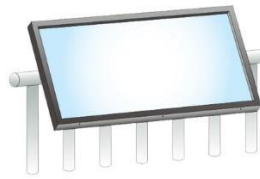
There are many sources for obtaining information and developing sign content. One local source to the Ingham County region is the Michigan History Center through the Heritage Trail Coordinator, Daniel Spegel, (517) 420-6029, spgeld@michigan.gov.

All interpretive signs should be accessible to people of all abilities with access to and around them, adequate maneuvering space and options for receiving the information (i.e. QR codes). The National Park Service has developed a document, *Programmatic Accessibility Guidelines for National Park Service Interpretive Media*, which is a great resource and can be found at: <https://www.nps.gov/hfc/pdf/accessibility/access-guide-aug2009.pdf>

Interpretive Signs are available in many styles and mounting options.



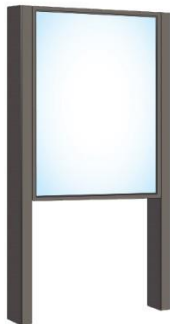
LOW PROFILE



RAIL MOUNT



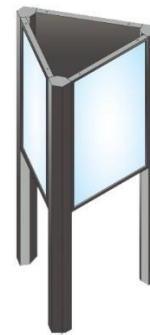
WALL MOUNT



UPRIGHT



MULTI-PANEL UPRIGHT



TRI-ANGULAR KIOSK

FONTS, COLORS & SYMBOLS

The Ingham County Trail Wayfinding signage system strives to allow design flexibility for partners developing signage for their specific sites. Consistent design elements signal that these signs are part of a larger system. To maintain the visual continuity throughout the county's trail area-wide sign system, elements like fonts (typefaces) and color must be consistent.

FONTS

Typography is fundamental to graphic design standards. Consistency in typography throughout the sign system aids the user in identifying and comprehending the information presented.

The font has been chosen for readability, ADA compliance, and accessibility, and as such, must not be changed. **Myriad Pro** is the preferred font for all Ingham Trails Wayfinding signs.

If the *Myriad Pro* font is unavailable, *Arial* may be used with specific substitution standards.

COLORS

The blue colored background was chosen for its compatibility with other colors. The colors have been tested for color blindness and have passed in all areas of this testing.

It is important that partners adhere to these colors. The integrity of these base colors provides a visual cue that the viewed sign is part of the Ingham Trails area-wide sign system.

Background Color, Top portion of Sign: (shown green) C:63, M:0, Y:57, K:28; Each community can choose to use the standard green color, or may substitute any color of their choice to individualize the sign, only on this top portion of the sign.

Background Color, Bottom portion of Sign: (Dark Blue) C:85, M:58, Y:0, K:69

Lines / Arrows Color: (Orange) C:0, M:63, Y:89, K:0

Font Color: White

INTERNATIONAL SYMBOLS

The Ingham County Wayfinding Sign system will utilize the internationally accepted sign symbols, as defined by the Bureau of Land Management, which were derived from the Manual of Uniform Traffic Control Devices (MUTCD), and adaptations from symbols from the National Science Center for Technology (NSTC) and the U.S. Forest Service.

These symbols can be found in the appendix of the National Sign Handbook developed by the Bureau of Land Management. The handbook can be found at:

<https://www.blm.gov/documents/national-office/handbook-public-room/handbook/national-sign-handbook>

IMPLEMENTATION

The implementation strategy presented here is a plan for realizing the wayfinding signage system on all Ingham County trails.

Implementation of the wayfinding and interpretive signage system is proposed to occur initially on the entire developed trail systems, both water and land, within Ingham County. This will require each community to provide a list of the desired signs, quantity and type, to the County. The initial phase of the sign implementation will be funded with the Ingham County Trails and Park Millage and a possible state grant through MDOT and/or the DNR.

After the initial phase of implementation on all the developed trails, each community will be required to include wayfinding in their future trail projects.

FUNDING

The Ingham County Trails and Park Millage may be used as leverage for State/Federal funds through grant programs in Michigan, such as programs administered by MDOT and/or the DNR.

The steps for funding wayfinding signs are as follows:

1. Each municipality will determine their wayfinding sign locations, type and quantity for each type of sign.
2. Each municipality will communicate their sign needs to the County.
3. Ingham County Parks will develop and submit a grant application for all signs for each trail systems county-wide.
4. If the grant is awarded, the County will oversee construction documents, bidding and contract installation.
5. After the initial funding and installation, signs should be included as a scope item in each municipality's future grant application.

Each municipality will be responsible for any interpretive signs they choose to install.

CONSTRUCTION / INSTALLATION

The drawings for each type of sign can be found on the following pages.

INSTALLING SIGNS

In order to maintain a consistent level of quality and longevity, sign partners must comply with the minimum standards in construction detailing and specifications.

Partners and/or their contractors are responsible for obtaining any and all permits required by law regarding the installation of signs and shall comply with all legal and safety requirements governing the work shown in the details.

Contractors shall notify Ingham County Parks and/or FLRT (Friends of the Lansing Regional Trails) of any discrepancies in the details or design templates.

SIGN DETAILS

The posts for all signs along the trails should be a break away post.

Where applicable along the trails, it is preferred to have each sign 2-sided instead of having signs on both sides of the trail in order for the information to be visible for users from both directions.

Clear Zone: All trail side signage will be installed a minimum of 2 feet from the edge of the trail surface.

MAINTENANCE / MANAGEMENT

Maintenance is an important part of any sign program.

The Friends of the Lansing Regional Trails (FLRT) through the work of the Trail Ambassador position, will work closely with each community to monitor the signs and set up a maintenance plan for cleaning, repair and replacement. As a partner in the Ingham County Trail System, these signs will be entered into a GIS-based database maintained by FLRT and Tri-County Regional Planning. This provides a storehouse of information about all wayfinding sign information. This database will include location, design, installation features and a photo of each sign. FLRT will work with partnering organizations to develop a process for keeping the database up to date.

PEDESTRIAN BRIDGE WEIGHT LIMITS

Pedestrian bridge weight limit signs should be maintained as part of the Ingham County 911 database.

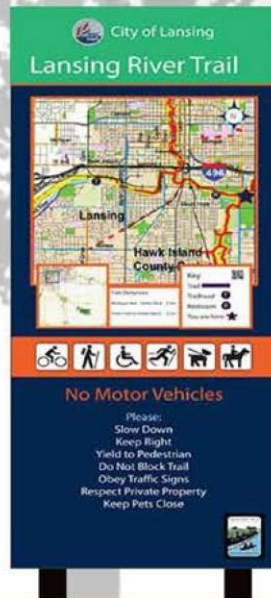
UNIQUE NUMBERING SYSTEM

As the Ingham County Land and Water Trails continue to be a popular destination, the safety of users is critical. Working with Ingham County 911 and other wayfinding stakeholders, it was determined that each mile marker sign should not only have the trail system identified, but also have a unique number. This system will provide water and land trail users with reliable locating information in the event of an emergency. Each number will be unique and will be coordinated with local 911 services' databases and will be permanently recorded in the Ingham County database along with other sign management information.



Trail Wayfinding System

Ingham County Trails & Parks



TRAILHEAD
IDENTIFICATION



MILE MARKER /
STREET SIGN



TRAILBLADE

3'-0" MIN.

City of Lansing
Lansing River Trail

Key
 Trail
 Trailhead (T)
 Restroom (R)
 You are here (★)

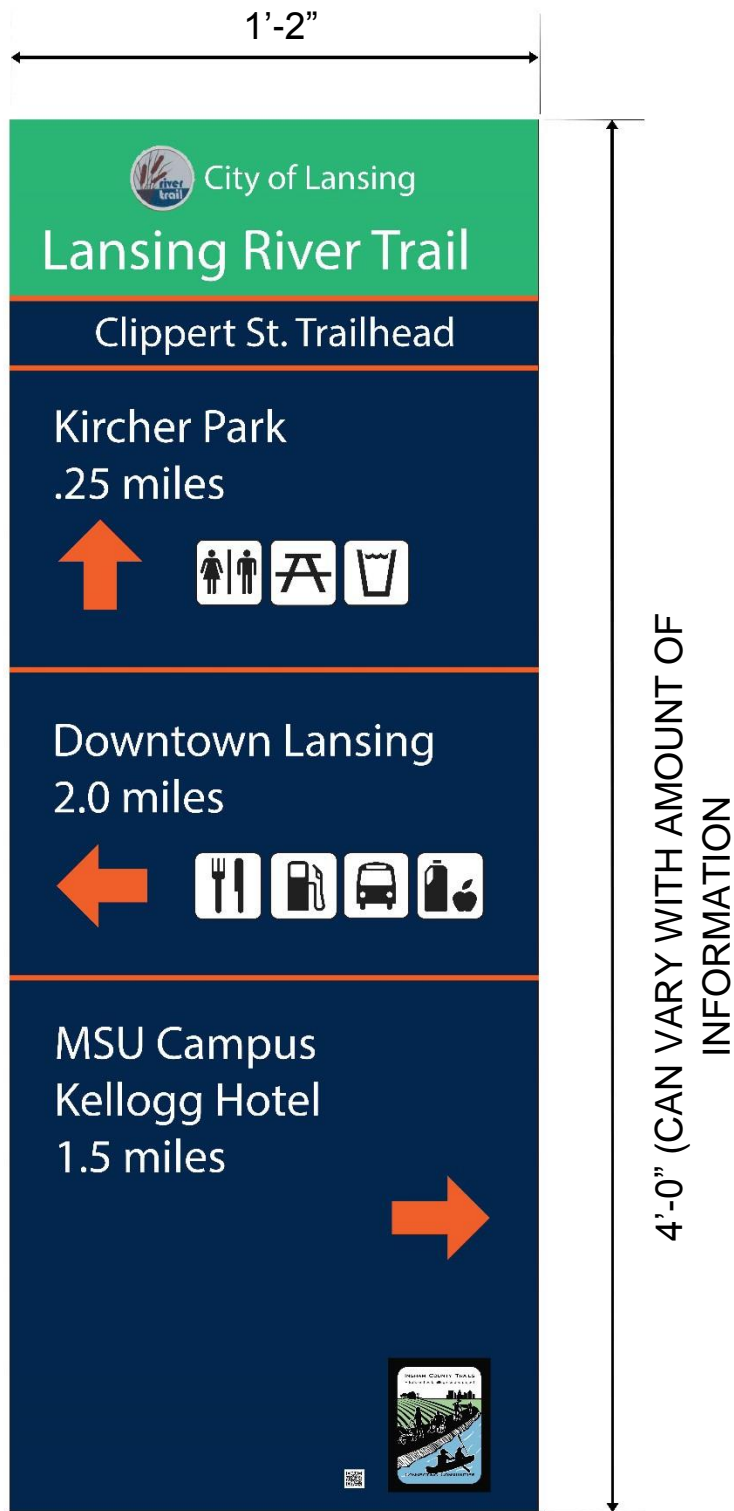
Trail Distances:
 Michigan Ave. to Potter Park 2.5m
 Potter Park to Hawk Island 2.5m

No Motor Vehicles

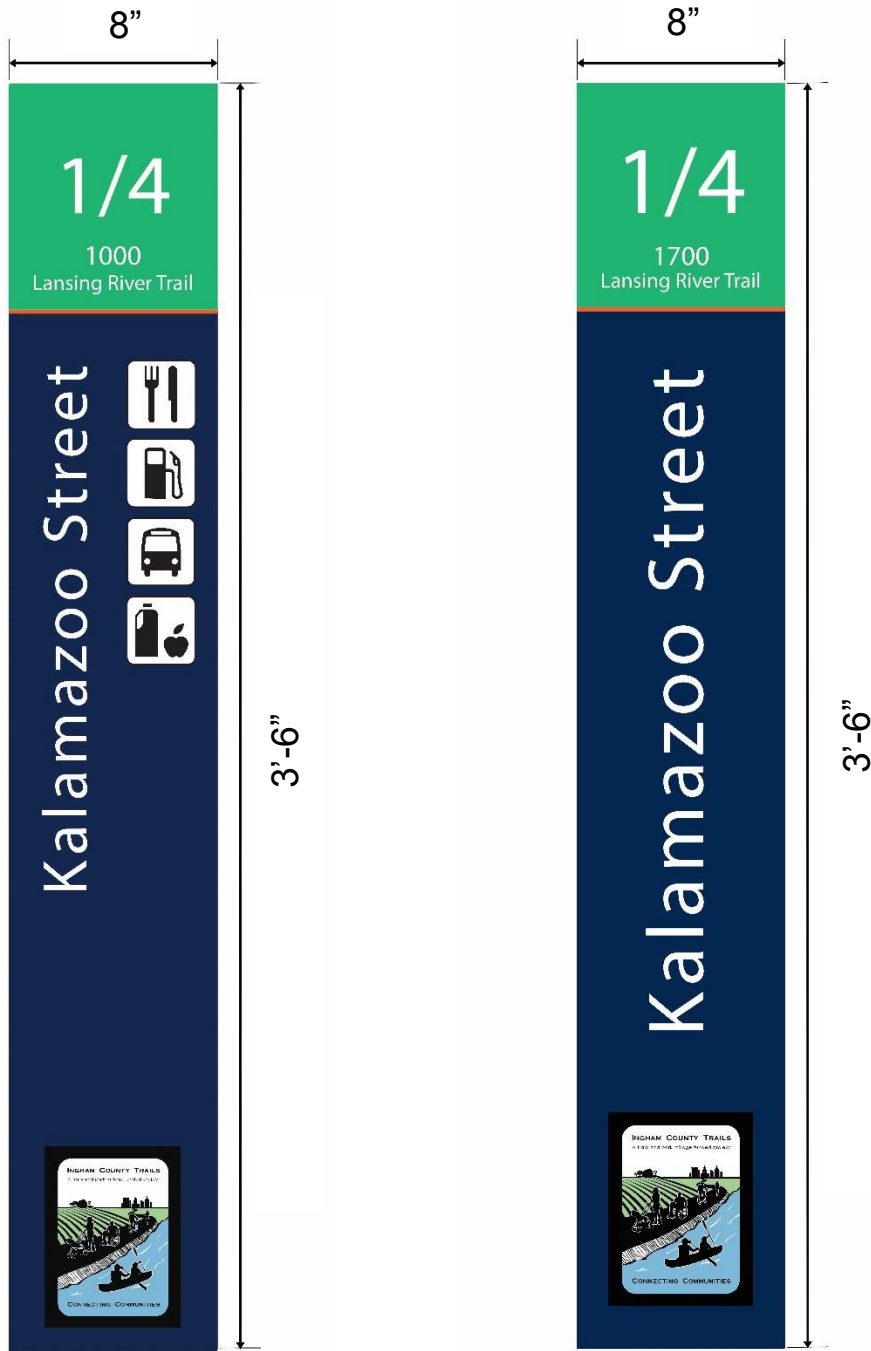
Please:
 Slow Down
 Keep Right
 Yield to Pedestrian
 Do Not Block Trail
 Obey Traffic Signs
 Respect Private Property
 Keep Pets Close

6'-0" (CAN VARY WITH AMOUNT OF INFORMATION)

TRAILHEAD SIGN



TRAILBLADE SIGN



MILE MARKER SIGN

Stakeholders:

| LAST NAME | FIRST NAME | REPRESENTING | EMAIL |
|------------------|-------------------|------------------------------|--|
| Banas | Teri | Ingham County BOC/PC | banasteri9@gmail.com |
| baumer | Nicole | Tri-County Regional Planning | nbaumer@mitcrpc.org |
| Bennett | Matthew | Ingham County PC | MBennett@ingham.org |
| Beyers | Tony | | akbeyers@gmail.com |
| Bloomquist | Wanda | Williamstown Township | bloomquistw@williamstowntownship.com |
| Buzzard | Melissa | Ingham County | mbuzzard@ingham.org |
| Calvert | John | | jcspeedtrain@yahoo.com |
| Campbell | Erin | MDNR | campbelle6@michigan.gov |
| Collins | Brian | Ingham County | BCollins@ingham.org |
| Conklin | William | Ingham County | WConklin@ingham.org |
| Coss | Michelle | | mcoss@michiganfitness.org |
| Cypher | Jared | Ingham County | JCypher@ingham.org |
| DeBruyn | Joshua | MDOT | DeBruynJ@michigan.gov |
| Dennison | Charles | DNR | dennisonc@michigan.gov |
| Desentz | Aaronn | City of Leslie | desentz@cityofleslie.org |
| Devries | Scott | Williamston | Scott.devries@williamston-mi.us |
| Dwight | Steve | Onondaga Township | supervisor@onondagatownship.org |
| Earl | Ryan | | rearl1@live.com) rearl1@live.com |
| Eggleston | Ron | | reggleston41@gmail.com |
| Eldred | Todd | Leslie Township | teldred@leslietownship.org |
| Elliott | Vern | Ingham Township | supervisor@inghamtownship.com |
| Emens | Coe | Ingham County | cemens@ingham.org |
| Faulkner | Susan | Huron-Waterloo Pathways | susanfaulkner@huron-waterloo-pathways.org |
| Fenner | Liz | City of Lansing - Fenner | director@mynaturecenter.org |
| Ferris | Elaine | City of Mason | ejferris@toast.net |
| Galecka | Heather | Friends of Williamston Parks | hgalecka@gmail.com |
| Gaukel | Bruce | Ingham County 911 | bgaukel@ingham.org |
| Gehl | Jeff | Ingham County | JGehl@ingham.org |
| Gower | Sandra | Ingham County | SGower@ingham.org |
| Graham | Dana | | grahamd1@hotmail.com |
| Gregg | Jessy | Ingham County PC | jessyhenderson@gmail.com |
| Griffes | Earl L | Leroy Township | Supervisor@Leroytownship-mi.gov |
| Griffes | Paul | | griffespaul@gmail.com |
| Grovert | Anne | | anne@powerbydesigncoaching.com |
| Groh | Deb | Aurelius Township | dgroh@aureliustwp.org |
| Hall | Ken | Tri-County Regional Planning | khall@mitcrpc.org |
| Hamlin | Roberta | Leroy Township | treasurer@leroytownship-mi.gov |
| Hamrick | Cherry | Ingham County PC , FLRT | CHamrick@ingham.org |
| Hardcastle | Jeff | | jdh@hardwoodsolutions.com |
| Hayes | Diontrae | Lansing Township | dhayes@lansingtownship.org |
| Hayhoe | George | | rghaho@yahoo.com |
| Heydlauff | Amy | 5 Healthy Towns | amy@5healthytowns.org |

| | | | |
|---------------------|------------|--------------------------------|--|
| Holland | Scott | Williamston | sholland@williamston-mi.us |
| Howlett | Molly | | mollybrownhowlett@gmail.com |
| Ishraidi | Younes | Meridian Township | ishraidi@meridian.mi.us |
| Jenks | Mark | Delhi Township | mark.jenks@delhitownship.com |
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| Kidder | Lew | Huron-Waterloo Pathways | lew@mckidders.net |
| Kilpatrick | Andrew | City of Lansing | Andrew.Kilpatrick@lansingmi.gov |
| Kingston | Jon | | jim2fixx@gmail.com |
| Koenig | Carol | Ingham County BOC/PC | carolnkoenig@aol.com |
| Langdon | Lance | Ingham County 911 | llangdon@ingham.org |
| Leiby | Steven | Tri-County Bicycle Association | leiby2691@sbcglobal.net |
| Lemarbe | Megan | DNR | Lemarbem1@michigan.gov |
| Lindemann | Patrick | Ingham County Drain Comm | patricklindemann@icloud.com |
| Longpre | Wendy | City of East Lansing | wlongpr@cityofeastlansing.com |
| Maisner | LuAnn | Meridian Township | maisner@meridian.mi.us |
| Martinez | Clinton J. | City of East Lansing | cmartin@cityofeastlansing.com |
| Mayes | Jon | DNR | majesj@michigan.gov |
| McCaffrey | Tim | City of East Lansing | tmccaff@cityofeastlansing.com |
| McIntosh | Aengus | | aengus.mcintosh@gmail.com |
| Milbourne | Ruth | | milbourne.ruth@gmail.com |
| Miller | Tracy | Delhi Township | TRACY.MILLER@DELHITOWNSHIP.COM |
| Moore | Tanya | Spicer Group | tanyam@spicergroup.com |
| Morgan | Timothy | Ingham County | TMorgan@ingham.org |
| Mott | Steven | Alaiedon Township | alaiedontwp@gmail.com |
| Nicholls | Sarah | Ingham County PC | nicho210@anr.msu.edu |
| Nikoloff | Alexander | MDOT | NikoloffA@michigan.gov |
| Nunn | Nyal | Meridian Township | nunn@meridian.mi.us |
| Pegouskie | Matt | 5 Healthy Towns | matt@5healthytowns.org |
| Perry | Derek | Meridian Township | perry@meridian.mi.us |
| Pigg | Sue | Tri-County Regional Planning | spigg@mitcrpc.org |
| Potter | Jeff | Friends of Ingham County Parks | jeff@outyourbackdoor.com |
| Pratt | Paul | Ingham County Drain Comm | PPratt@ingham.org |
| Ramey | Jesse | Vevay Township | supervisor@vevaytownship.org |
| Risner | Paul | | Risnerp@frontier.com |
| Roberts | Peggy | City of Lansing - Fenner | peggyjroberts@gmail.com |
| Ross | Lauren | Trails Amabassador | ta@lansingrivertrail.org |
| Satterfield | Greg | City of Lansing Parks | Greg.Satterfield@lansingmi.gov |
| Schelke | Jonathan | Ingham County PC | jonathanschelke31@gmail.com |
| Schindewolf-DeShais | Rhiannon | Onondaga Township | treasurer@onondagatownship.org |
| Shaw | Kevin | FLRT | kshaw@wielandbuilds.com |
| Silsby | Larry | Aurelius Township | larrys@aureliustwp.org |
| Smith | Mike | MDOT | smithm13@michigan.gov |
| Smith | Jeff | FLRT | jothom@gmail.com |
| Snell | Jim | | jsnell@mitcrpc.org |

| | | | |
|--------------------|-----------|--------------------------------|---------------------------------|
| Strach | Andrea | Tri-County Regional Planning | astrach@mitcrpc.org |
| Stuart | Deborah | City of Mason | deborahs@mason.mi.us |
| Surface | Heather | City of East Lansing | hsurfac@cityofeastlansing.com |
| Thelen | Chris | Consumers Energy | chris.thelen@cmsenergy.com |
| Thompson | Christina | | christinathompson1917@gmail.com |
| Tobias | Noelle | Delhi Township | noelle.tobias@delhitownship.com |
| Troost | Stephen | | troosts@msu.edu |
| Tschirhart | Laura | Tri-County Regional Planning | ltschirhart@mitcrpc.org |
| Ulrey | Gene | Bunker Hill Township | gulrey@bunkerhilltownship.org |
| Unsworth | Michael | Tri-County Bicycle Association | unsworth@msu.edu |
| VanBloem | Nicole | DNR | vanbloemn@michigan.gov |
| Wallace | Nicole | Ingham County | NWallace@ingham.org |
| West | Ryan | REO Town | info@reotown.org |
| White Oak Township | | White Oak Township | WhiteOakTwp@fnwusers.com |
| Wilson | Bob | MI Trails & Greenways | Bob@michigantrails.org |
| Witte | Patrick | Ingham County | PWitte@ingham.org |
| Wright | Joe | Spicer Group | joe.wright@spicergroup.com |
| Zdunic | Tyler | TA Forsberg | tyler@taforsberg.com |

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: August 7, 2018
SUBJECT: Amendment to City of Lansing Millage Agreements
 For the meeting agenda of 08/20 Human Services and 08/22 Finance

BACKGROUND

Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the following projects:

| Contract Title | Project # | Begins | Ends | Resolution |
|---|------------------|---------------|-------------|-------------------|
| COL - Overlay and Partial Reconstruction of Lansing | TR001 | 09/22/16 | 09/22/18 | 16-257 |
| COL-Wall and Pavement Repair River Trail West (Near Elm St) | TR005 | 09/21/16 | 09/21/18 | 16-328 |
| COL-Moores River Drive Trail Repair | TR006 | 09/21/16 | 09/21/18 | 16-328 |
| CL-26-LT-GR (Lansing Center) | TR014 | 09/21/16 | 09/21/18 | 16-328 |
| CL-16-LTE-RC (Potter’s Zoo Creek Bridge) | TR015 | 09/21/16 | 09/21/18 | 16-328 |
| CL-20-LTE-RC (Under RR North of Crego Park) | TR016 | 09/21/16 | 09/21/18 | 16-328 |

The City of Lansing is requesting an amendment to the Agreements because due to unforeseen trail conditions and an additional needed DEQ study the actual bids for the projects came in higher than the amount originally requested and awarded. Based on these unforeseen circumstances, an additional \$270,318.14 is needed to complete the work. Additionally the City of Lansing would like an extension to July 1, 2019 to complete their final report as well as an extension to December 31, 2019 for the Moores River Drive River Trail repair project. A detailed explanation of the amendment request is attached.

ALTERNATIVES

The Park Commission considered various alternatives with dialogue with the City of Lansing Park Director at their July 16th and July 23rd meetings. The Park Commission approved this approach at their July 23, 2018 meeting.

FINANCIAL IMPACT

This resolution requests \$270,318.14 from the 2018 millage fund leaving a remainder of \$44,684 in 2018 millage funds. The additional funds would be dispersed as follows \$40,000 to TR001, \$120,140.16 to TR005 and \$85,603.60 to TR016. The Park Commission also requested that a 10% contingency be added as a buffer which equals \$24,574.38 of the total ask that can be used as a buffer for any of the three projects mentioned above.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(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.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported that staff bring forward this resolution at their July 23, 2018 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreements with the City of Lansing.

Andy Schor
Mayor



City Hall - 9th Floor
124 W. Michigan Avenue
Lansing, MI 48933-1694
PH: 517.483.4141 - FAX: 517.483.6066
Lansing.Mayor@lansingmi.gov

OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

July 18, 2018

Ms. Carol Koenig, Chairperson
Board of Commissioners
P.O. Box 319
Mason, MI 48854

Mr. Timothy Morgan, Director
Ingham County Parks
P.O. Box 178
Mason, MI 48854

Ms. Melissa Buzzard
Trails & Parks Millage Coordinator
P.O. Box 178
Mason, MI 48854

Dear Chairperson Koenig, Ms. Buzzard and Mr. Morgan:

In regard to the meeting on Monday, July 16, as requested I am providing you with a revised letter and spreadsheet to include the 10% contingency to the grant fund balance.

As previously stated, on September 21, 2016 the City entered into a two-year contract to complete several maintenance and replacement projects along the Lansing Regional Trail. We have been fortunate to have projects finish under budget, however, due to the unforeseen condition of the trail there are projects that have exceeded the original grant and matching fund amounts. A breakdown of the projects, funding amounts, construction costs and total fund balance is attached for your review.

We believe all projects will be completed, apart from the pavement and repair of the river trail along Moores River Drive, by November 30, 2018. The Moores River Drive project has been delayed due to issues with DEQ permits and the threat to endangered aquatic species. This project should be completed by the end of 2019.

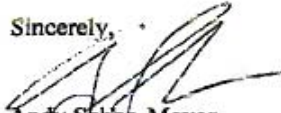
The city is asking for additional funding over the awarded grant amounts to encompass the additional costs of the projects, which is estimated to exceed \$245,000. As requested by the County Board, we are also including an additional 10% contingency creating a fund balance shortfall of approximately \$270,318.14. To account for these adjustments, I am asking for an extension to July 1, 2019 to complete our final report. I am also requesting an extension to December 31, 2019 for the Moores River Drive River Trail repair project. All required change orders and documentation will be forthcoming.



The City has been entrusted with grant funds and I want to ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration and provide a safe regional River Trail. However, without the additional funding, the city would not have matching funds budgeted and would be unable to complete these projects this year.

Thank you for your consideration and I look forward to hearing from you should you have any questions or if I may provide any additional information.

Sincerely,



Andy Schor, Mayor

Attachment



| INGHAM COUNTY TRAILS AND PARK MILLAGE | | | | |
|--|------------------------|----------------------|------------------------|------------------------|
| Project | Grant Funding | Consultant Cost | Construction Cost | Total Fund Balance |
| CL-16-LTE-RC | \$ 1,806,000.00 | | \$ 1,346,654.00 | |
| CL-20-LTE-RC | \$ 335,000.00 | | \$ 356,033.00 | |
| CL-26-LT-GR | \$ 385,767.18 | | \$ 437,941.10 | |
| Overlay & Partial Reconstruction ** | \$ 419,663.00 | \$ 326,527.68 | \$ 564,878.00 | \$ (85,603.60) |
| Elm Street | \$ 215,393.00 | \$ 35,973.16 | \$ 299,560.00 | \$ (120,140.16) |
| DEQ Endangered Species Study | | \$40,000 | | \$ (40,000.00) |
| Fund Balance Contingency 10% | | | | (\$24,574.38) |
| Total Fund Balance | \$ 3,161,823.18 | \$ 402,500.84 | \$ 3,005,066.10 | \$ (270,318.14) |
| ** Included in amounts is completed cost portion of project and consultant costs for CL-26-LT-GR totaling \$108,462.16 | | | | |

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO CITY OF LANSING TRAILS AND PARKS MILLAGE AGREEMENTS

WHEREAS, Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the below projects; and

| Contract Title | Project # | Begins | Ends | Resolution |
|---|-----------|----------|----------|------------|
| COL - Overlay and Partial Reconstruction of Lansing | TR001 | 09/22/16 | 09/22/18 | 16-257 |
| COL-Wall and Pavement Repair River Trail West (Near Elm St) | TR005 | 09/21/16 | 09/21/18 | 16-328 |
| COL-Moores River Drive Trail Repair | TR006 | 09/21/16 | 09/21/18 | 16-328 |
| CL-26-LT-GR (Lansing Center) | TR014 | 09/21/16 | 09/21/18 | 16-328 |
| CL-16-LTE-RC (Potter's Zoo Creek Bridge) | TR015 | 09/21/16 | 09/21/18 | 16-328 |
| CL-20-LTE-RC (Under RR North of Crego Park) | TR016 | 09/21/16 | 09/21/18 | 16-328 |

WHEREAS, the City of Lansing is requesting an amendment to Agreement #TR001, TR005, TR006, TR014, TR015, TR016 because of unforeseen circumstances and the actual bids for the projects came in higher than the amount originally requested and awarded; and

WHEREAS, based on actual bids, an additional \$270,318.14 is needed to complete the work including the already contracted consultant services for engineering and design; and

WHEREAS, the City of Lansing is requesting the funds awarded per Board of Commissioners Resolution in the amount of \$270,318.14 to be allocated as follows \$40,000 to TR001, \$120,140.16 to TR005 and \$85,603.60 to TR016 and a 10% contingency buffer which equals \$24,574.38; and

WHEREAS, the City of Lansing is requesting an extension to July 1, 2019 to complete their final report and an extension of December 31, 2019 for the Moores River Drive River Trail repair project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing.

| Contract Title | Project # | Begins | Ends | Resolution |
|---|-----------|----------|----------|------------|
| COL - Overlay and Partial Reconstruction of Lansing | TR001 | 09/22/16 | 09/22/18 | 16-257 |
| COL-Wall and Pavement Repair River Trail West (Near Elm St) | TR005 | 09/21/16 | 09/21/18 | 16-328 |
| COL-Moores River Drive Trail Repair | TR006 | 09/21/16 | 09/21/18 | 16-328 |
| CL-26-LT-GR (Lansing Center) | TR014 | 09/21/16 | 09/21/18 | 16-328 |
| CL-16-LTE-RC (Potter's Zoo Creek Bridge) | TR015 | 09/21/16 | 09/21/18 | 16-328 |
| CL-20-LTE-RC (Under RR North of Crego Park) | TR016 | 09/21/16 | 09/21/18 | 16-328 |

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes \$270,318.14 from the 2018 millage funds for completion of these agreements to be allocated as follows \$40,000 to TR001, \$120,140.16 to TR005 and \$85,603.60 to TR016 and a 10% contingency buffer which equals \$24,574.38.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an extension to July 1, 2019 to complete their final report and an extension of December 31, 2019 for the Moores River Drive River Trail repair project.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement #TR001, TR005, TR006, TR014, TR015 and TR016 shall remain unchanged.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$40,000 from the Trails and Parks Millage into line item #228-62800-967000-TR001.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$120,140.16 from the Trails and Parks Millage into line item #228-62800-967000-TR005.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$85,603.60 from the Trails and Parks Millage into line item #228-62800-967000-TR016.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the 10% contingency buffer if necessary which equals \$24,574.38 into one of the line items as noted above upon the request of the Parks Department.

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: Board of Commissioners Human Services and Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 24, 2018
SUBJECT: Resolution to Accept FY 2019 Child and Adolescent Health Center Program Funds

For the meeting agendas of August 20th and 22nd, 2018

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept funding from the Child and Adolescent Health Center (CAHC), which will be used to promote the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services. The funding will support continued operations of ICHD’s school-based/school-linked health centers and will be effective October 1, 2018 through September 30, 2019. The Ingham County Board of Commissioners has authorized ICHD to accept CAHC funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2018, through resolutions 11-235, 12-199, 13-049, 14-358, 15-412, 16-448, and 17-434.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The CAHC funding award for the term of October 1, 2018 through September 30, 2019 is as follows:

- Eastern Health Center - \$195,000
- Sexton Health Center - \$195,000
- Willow Health Center - \$225,000

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 with MPCA to accept \$615,000 in CAHC funding for the period of October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FY 2019 CHILD AND ADOLESCENT
HEALTH CENTER PROGRAM FUNDS**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from the Child and Adolescent Health Center (CAHC) which will be used to promote the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services; and

WHEREAS, the CAHC funding will support continued operations of ICHD's school-based/school-linked health centers; and

WHEREAS, the Ingham County Board of Commissioners has authorized ICHD to accept CAHC funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of October 1, 2011 through September 30, 2018, through resolutions 11-235, 12-199, 13-049, 14-358, 15-412, 16-448, and 17-434; and

WHEREAS, the CAHC funding award for the term of October 1, 2018 through September 30, 2019 is as follows: Eastern Health Center \$195,000, Sexton Health Center \$195,000 and Willow Health Center \$225,000; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the acceptance of this funding and supports any budget adjustments necessary as part of this agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MPCA for acceptance of the CAHC funding in the amount of \$615,000 for the term of October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the agreement with MPCA for the acceptance of \$615,000 in CAHC funding for the period of October 1, 2018 through September 30, 2019.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 24, 2018
SUBJECT: Resolution to Amend NextGen EMR Services Agreement
For the meeting agendas of August 20th and 22nd, 2018

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend the NextGen EMR Services Agreement for the purchase of required medical and behavioral health provider licenses and user fees for the Sparrow-VOA Community Health Center (S-VOA CHC). ICHHD uses the NextGen Electronic Medical Record (EMR) system throughout its Community Health Centers (CHC), with the exception of S-VOA CHC, which has operated on EPIC Community Connect as part of the terms of the Sparrow-VOA Transfer Agreement. Operating the S-VOA CHC on a separate EMR, has restricted it from benefiting from NextGen integrated population management and quality improvement tools available throughout the other Ingham Community Health Centers (ICHCs). These NextGen tools help to support the maximum capture of performance incentive funds. Through Resolution #18-233, ICHHD was authorized to amend the transfer agreement with Sparrow Health Systems to release use of the Epic Community Connect EMR at the S-VOA CHC and to replace it with NextGen EMR Services in order to satisfy these data management compliance concerns, as cited in the Health Resources and Services Administration (HRSA) 2017 Operational Site Visit Report. The amended NextGen EMR Services Agreement totaling \$37,002 with an additional \$1,710 in quarterly fees, shall be effective upon execution and automatically renew on an annual basis.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The total cost of this amendment is \$41,411.00 with an additional \$1,888.13 in quarterly fees for the purchase of the required medical and behavioral health provider licenses and user fees for one physician, two mid-level medical providers and behavioral health providers delivering services through the S-VOA CHC. The cost of the EMR licenses will be offset by the reduction in the current user fees for EPIC Community Connect, and by integrating S-VOA CHC quality improvement data into NextGen, which will increase capture of meaningful use and quality improvement incentive funds.

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 amendment to the NextGen EMR Services Agreement for the purchase of the required medical and behavioral health provider licenses and user fees. This amended services agreement, costing \$41,411.00 with an additional \$1,888.13 in quarterly fees, shall be effective upon execution and renew automatically on an annual basis.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND NEXTGEN EMR SERVICES AGREEMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the NextGen EMR Services Agreement for the purchase of required medical and behavioral health provider licenses and user fees for a physician, two mid-level medical providers, and behavioral health providers delivering services through the Sparrow-VOA Community Health Center (S-VOA CHC); and

WHEREAS, ICHD uses the NextGen Electronic Medical Record (EMR) system throughout its Community Health Centers (CHCs), with the exception of S-VOA CHC, which has operated on EPIC Community Connect as part of the terms of the Sparrow-VOA Transfer Agreement; and

WHEREAS, operating the S-VOA CHC on a separate EMR, has restricted it from benefiting from NextGen integrated population management and quality improvement tools available throughout the other Ingham Community Health Centers (ICHCs), which supports maximum capture of performance incentive funds; and

WHEREAS, through Resolution #18-233, ICHD was authorized to amend the transfer agreement with Sparrow Health Systems to release use of the Epic Community Connect EMR at the S-VOA CHC and to replace it with NextGen EMR in order to satisfy these data management compliance concerns, as cited in the Health Resources and Services Administration (HRSA) 2017 Operational Site Visit Report; and

WHEREAS, in order to purchase the required medical provider and behavioral health licenses and user fees for a physician, two mid-level medical providers and behavioral health providers, offering services through the Sparrow-VOA Community Health Center, the total cost is \$41,411.00 with an additional \$1,888.13 in quarterly fees; and

WHEREAS, the cost of the EMR licenses will be offset by the reduction in the current user fees for EPIC Community Connect, and ICHD will increase capture of meaningful use and quality improvement incentive funds by integrating S-VOA CHC quality improvement data into the NextGen; and

WHEREAS, the Ingham Community Health Center Board supports the amendment of the NextGen EMR Agreement for the purchase of the required medical and behavioral health licenses and user fees for a physician, two mid-level medical providers and behavioral health providers, offering services through the Sparrow-VOA Community Health Center for a total cost of \$41,411.00 with an additional \$1,888.13 in quarterly fees; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this amendment to the NextGen EMR Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment to the NextGen EMR Agreement for the purchase of the required medical and behavioral health provider licenses and user fees for a physician, two mid-level medical providers and behavioral health providers delivering services through the Sparrow-VOA Community Health Center, totaling \$41,411.00 with an additional \$1,888.13 in quarterly fees, and shall be effective upon execution and automatically renewed on an annual basis.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 29, 2018
SUBJECT: Resolution to Authorize a 2018-2019 AmeriCorps State Grant
For the meeting agendas of August 20 and 22, 2018

BACKGROUND

The Michigan Department of Health and Human Services (MDHHS) has granted Ingham County Health Department (ICHHD) a 2018-2019 AmeriCorps State Grant of \$160,515, as the first year of a new three year funding cycle. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process. These AmeriCorps members work to increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This grant requires a local Match of 50%.

| | Amount | Percent |
|-------|-----------|---------|
| Grant | \$160,515 | 49.7% |
| Match | \$162,224 | 50.3% |
| Total | \$322,739 | 100% |

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$155,470;
- 2) indirect costs used as match- \$6,754.

These items are included in ICHD’s 2018-2019 budget.

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.

This resolution also supports Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the \$160,515 AmeriCorps State Grant for 2018-2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2018-2019 AMERICORPS STATE GRANT

WHEREAS, Ingham County Health Department (ICHD) will soon complete a successful third year of a grant cycle supporting the AmeriCorps State Program, funded by the Michigan Department of Health and Human Services (MDHHS), on behalf of the Michigan Community Service Commission (MCSC) as part of a three year funding cycle, and authorized by Resolution #17-359; and

WHEREAS, the MCSC has approved funding for ICHD for a new three year grant cycle, in the amount of \$160,155 for the time period of October 1, 2018 through September 30, 2019; and

WHEREAS, a non-federal 50% local match of cash and/or in-kind contributions is required; and

WHEREAS, these items are included in ICHD's 2018-2019 budget; and

WHEREAS, as a condition of this grant, the health department must, at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of \$160,155 with MDHHS for the time period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that a non-federal match of \$162,224 is authorized. This match consists of indirect costs used as a match of \$6,714, and the remainder obtained through cash contributions of up to \$12,294 for each FTE from the AmeriCorps host sites, as selected through a Request for Proposal process.

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

BE IT FURTHER RESOLVED, that the 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.

Agenda Item 9d

TO: Board of Commissioners Human Services & Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 31, 2018

RE: Extension with Capital Area Community Services for WIC Satellite Clinic
For the meeting agendas of August 20 and 22, 2018

BACKGROUND

Ingham County Health Department (ICHHD) wishes to extend the agreement with Capital Area Community Services (CACS) to continue leasing space in the Grand River Head Start building to provide services to Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) clients in the northern area of the city of Lansing. Currently over 7,500 clients are served in Ingham County. Head Start enrollees are eligible for the WIC Program, and the collaboration between Head Start and Health Department staff is beneficial to both agencies. In Resolution # 14-317, the Board of Commissioners authorized a lease agreement with Capital Area Community Services to occupy space at the Head Start building located at 1107 Grand River Avenue Room #104, for a satellite WIC Clinic. The proposed extension of the agreement will be effective October 1, 2018 through September 30, 2021.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This agreement will cost \$300.00 per month to CACS for use of space in the Grand River Head Start Building.

STRATEGIC PLANNING IMPACT

This extension 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.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an extension of the agreement with CACS for space to conduct WIC Services effective October 1, 2018 through September 30, 2021 in an amount not to exceed \$10,800.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES
FOR WIC SATELLITE CLINIC**

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with Capital Area Community Services (CACS) to continue leasing space in the Grand River Head Start building to provide Special Supplemental Nutrition Program Services for Women, Infants, and Children (WIC) clients in the northern area of the city of Lansing; and

WHEREAS, ICHD WIC Program serves over 7,500 participants; and

WHEREAS, all Head Start enrollees are eligible for the WIC Program, and the collaboration between Head Start and ICHD is beneficial to both agencies; and

WHEREAS, in Resolution # 14-317, the Board of Commissioners authorized a lease agreement with CACS to occupy space at the Head Start building located at 1107 Grand River Avenue, Room #104 for a satellite WIC Clinic; and

WHEREAS, CACS proposed to extend the lease agreement for a total amount of \$10,800 (\$300 per month) effective October 1, 2018 through September 30, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an extension of the lease agreement to occupy space at the Head Start building located at 1107 Grand River Avenue, Room #104 for a satellite WIC Clinic to serve North Lansing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension of the lease agreement with CACS to occupy space at the Head Start building located at 1107 Grand River Avenue, Room #104 for a satellite WIC Clinic to serve North Lansing.

BE IT FURTHER RESOLVED, that the term of the lease extension shall be effective October 1, 2018 through September 30, 2021 for a total amount of \$10,800.

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

BE IT FURTHER RESOLVED, that the 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.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 20th, 2018
SUBJECT: FY 19 State of Michigan Comprehensive Agreement
For the meeting agendas of August 20, 2018 and August 22, 2018

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into a Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services. ICHHD currently receives funding from MDHHS via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than \$5.2 million in state and federal grant and formula funding to support multiple public health services. The public health services to be delivered under this agreement include Essential Local Public Health Operations and categorical programs including:

| | |
|---|-----------------------------------|
| AIDS/HIV Prevention and Care | Lead Safe Homes |
| Bioterrorism Emergency Preparedness | Maternal & Child Health Programs |
| Breast & Cervical Cancer Control Navigation Program | Tobacco Reduction |
| Children Special Health Care Services | Tuberculosis Control |
| Communicable Disease Prevention | Sexually Transmitted Disease Ctrl |
| Family Planning | Vision & Hearing Screening |
| Food Vendors and Restaurant Inspections | The WIC Program |
| Immunizations | WISEWOMAN |

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The grant amounts detailed in the agreement, are included in the proposed FY 19 health department budget.

STRATEGIC PLANNING IMPACT

This resolution supports the 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

The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Navigation Program and Nurse Family Partnership programs. The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Svcs
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Comprehensive Agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2018 -2019 AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE
DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

WHEREAS, Ingham County Health Department (IChD) wishes to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services; and

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, MDHHS and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and Ingham County have proposed a 2018 – 2019 agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize this Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2018 – 2019 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of agreement shall be October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include essential local public health services and multiple categorical public health programs identified in the attachments to the agreement.

BE IT FURTHER RESOLVED, that approximately \$5.2 million of state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County's contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County's 2019 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes Memorandums of Understanding (MOU) and/ or subcontracts for the period of October 1, 2018 – September 30, 2019 with specialty physicians, laboratories and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Programs in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Washtenaw, Genessee, Lapeer and Shiawassee Counties, which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize a subcontract for the period of October 1, 2018 – September 30, 2019 with the Nurse Family Partnership; to provide technical support, training and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medical Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision for Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share). The braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2018 – September 30, 2019:

- Allen Neighborhood Center \$83,684
- Northwest Initiative \$83,684
- South Side Community Coalition \$81,307
- Child & Family Charities \$49,638
- Catholic Charities St Vincent Home \$128,250
- Cristo Rey \$58,663
- Family Community Development Services \$126,190

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, is authorized to submit the 2018 -2019 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments consistent with this resolution.

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

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 1, 2018
SUBJECT: Authorization to Extend an Agreement with LiveStories/Geocko, Inc.
For the meeting agendas of August 20 and 22, 2018

BACKGROUND

Ingham County Health Department (ICHHD) wishes to extend the agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed \$13,500. ICHHD has a current agreement with LiveStories/Geocko, Inc. effective March 7, 2018 through September 7, 2018 and is utilizing the software to complete the Healthy! Capital Counties Community Health Assessment, Surveillance Book, and Behavioral Risk Factor & Social Capital Survey Report. LiveStories is a cloud-based Software as a Service (SaaS) solution. LiveStories provides the following set of integrated capabilities with a single interactive cloud-based, data storytelling platform:

- The capacity for users to combine interactive data (tables, graphs, maps) with rich content including video, photos, and custom text.
- A data storytelling platform that provides health departments with pre-built analysis (via LiveStories IQ). This enables health officers to conduct benchmarking and detailed analysis of civic data (including health, economic, and transportation related data).
- Local pre-built county and state data (in addition to health).
- Two billion data points across health, crime, economy, and education pre-built into the system (including Ingham County).
- The ability for users to convert customized digital content to PDF documents.
- Access to multiple pre-built design templates (e.g. fact sheet design, policy brief, etc.), as well as “smart stories” that enable the creation of localized content from a single master dataset with a single click.
- Pre-built visualizations of datasets.
- The ability for individuals in separate divisions or organizations to work together on publishing data content (discussions, publishing workflow).

Extending this agreement will allow ICHHD to continue producing high quality data reports detailing the health of Ingham County’s residents, and also continue to have the capacity for data-driven decisions.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The total cost of \$13,500 will be covered through funds received from Barry-Eaton Health Department in support of the Healthy! Capital Counties Community Health Assessment project and was authorized via Resolution #18-156.

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 and 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 extending the agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed \$13,500.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND AGREEMENT WITH LIVESTORIES/GEOCKO, INC.
FOR SOFTWARE AS A SERVICE SYSTEM**

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed \$13,500; and

WHEREAS, ICHD has a current agreement with LiveStories/Geocko, Inc. effective March 7, 2018 through September 7, 2018; and

WHEREAS, ICHD is utilizing the LiveStories software to complete the Healthy! Capital Counties Community Health Assessment, Surveillance Book, and Behavioral Risk Factor & Social Capital Survey Report; and

WHEREAS, LiveStories is a cloud-based Software as a Service (SaaS) solution; and

WHEREAS, LiveStories provides the following set of integrated capabilities with a single interactive cloud-based, data storytelling platform:

- The capacity for users to combine interactive data (tables, graphs, maps) with rich content including video, photos, and custom text.
- A data storytelling platform that provides health departments with pre-built analysis (via LiveStories IQ). This enables health officers to conduct benchmarking and detailed analysis of civic data (including health, economic, and transportation related data).
- Local pre-built county and state data (in addition to health).
- Two billion data points across health, crime, economy, and education pre-built into the system (including Ingham County).
- The ability for users to convert customized digital content to PDF documents.
- Access to multiple pre-built design templates (e.g. fact sheet design, policy brief, etc.), as well as “smart stories” that enable the creation of localized content from a single master dataset with a single click.
- Pre-built visualizations of datasets.
- The ability for individuals in separate divisions or organizations to work together on publishing data content (discussions, publishing workflow); and

WHEREAS, extending this agreement will allow ICHD to continue producing high quality data reports detailing the health of Ingham County’s residents, and continue to have the capacity for data-driven decisions; and

WHEREAS, the total cost of \$13,500 will be covered by funds received from Barry-Eaton Health Department in support of the Healthy! Capital Counties Community Health Assessment project and authorized through Resolution #18-156; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this extended agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed \$13,500.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes ICHD to enter into an extended agreement with LiveStories/Geocko, Inc. effective September 8, 2018 through September 7, 2019 in an amount not to exceed \$13,500.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 24, 2018
SUBJECT: Agreement with Ingham Health Plan Corporation
For the meeting agendas of August 20th and 22nd, 2018

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into a provider agreement with Ingham Health Plan Corporation (IHPC) for the period of October 1, 2018 through September 30, 2019. IHPC has historically contracted with ICHHD to provide members of the Ingham Health Plan with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHPC members assigned to ICHHD's Community Health Centers (CHCs). ICHHD will receive the same fee-for-service payment as other IHPC medical providers. The reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles and other similar amounts.

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 authorizing ICHHD to enter into a provider agreement with IHPC for the period of October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH
INGHAM HEALTH PLAN CORPORATION**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a provider agreement with Ingham Health Plan Corporation (IHPC) for the period of October 1, 2018 through September 30, 2019; and

WHEREAS, IHPC has historically contracted with ICHD to provide members of the Ingham Health Plan with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County; and

WHEREAS, the provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHP members assigned to the ICHD's Community Health Centers; and

WHEREAS, ICHD will receive the same fee-for-service payment as other IHP medical providers; and

WHEREAS, the reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles and other similar amounts; and

WHEREAS, the Ingham Community Health Center Board supports this resolution to authorize ICHD to enter into a provider agreement with IHPC for the period of October 1, 2018 through September 30, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a provider agreement with IHPC for the period of October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into a provider agreement with IHPC for the period of October 1, 2018 through September 30, 2019.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 2, 2018
SUBJECT: Resolution Authorizing an Agreement with Redhead Design Studio
For the meeting agendas of August 20 and 22, 2018

BACKGROUND

Ingham County Health Department (ICHD) seeks to enter into a contract with Redhead Design Studio (RDS) for the layout and graphic design of the 2018 Healthy Capital Counties (H!CC) report on behalf of the H!CC team. ICHD has partnered with capital area hospitals and local health departments to work on a community health assessment (CHA) project , Healthy! Capital Counties, for a third cycle. The H!CC project is a partnership between four local hospital systems and the three local health departments serving Ingham, Eaton, and Clinton counties, collaborating to develop and produce a comprehensive, high quality Community Health Assessment (CHA) for the region.

ALTERNATIVES

ICHD secured four bids for this project. RDS's bid came in lower than bids submitted by two other firms. It was matched by one firm. RDS was ultimately selected because of the strength of their work examples.

FINANCIAL IMPACT

The amount of this agreement will not exceed \$7,000. The Barry-Eaton District Health Department (BEDHD) has agreed to reimburse ICHD for some costs associated with the Community Health Assessment (accepted through Resolution #18-156). These funds will cover the entire cost of the agreement. This agreement with Redhead Design Studio will be effective June 27, 2018 through September 30, 2018 in an amount not to exceed \$7,000.

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 that the Board of Commissioners approve the attached resolution authorizing an agreement with Redhead Design Studio effective June 27, 2018 through September 30, 2018 in an amount not to exceed \$7,000.

Purpose, planning, and intent. And a very generous dose of creativity.

Those are a few of the skills Redhead brings to every problem we solve and every challenge we meet. We're pretty keen on ensuring whatever we build is not only beautiful, but smart.

And what do our ideal clients bring? A goal oriented mindset and an openness to new ideas. An enthusiasm for working together and for creating something your audiences can really use.

Perhaps, together, we can build great things.

Prepared for:

Amanda Darche
Ingham County Health Department

Submitted by:

Redhead Design Studio
1135 N. Washington Ave.
Lansing, MI 48906

June 27, 2018

Meet Redhead Design Studio

| | |
|-----------------------|----|
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| Proposal for Services | 4 |
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Agency Overview

Redhead Design Studio develops brands, campaigns and brand tools for organizations who advocate on behalf of others and contribute to the public good.

We believe that through sound strategy, creativity and design, we can help improve our world and make it a smarter, more beautiful, and more equitable place.

WE SERVE

- Advocacy organizations, particularly those who care about human rights, equity, the environment, education, the arts, placemaking and health.
- Organizations who work to support their hardworking members and grow local economies.
- Artists, small businesses with a soul, and entrepreneurs who are making a difference.

AGENCY NAME

Redhead Design Studio

ADDRESS

1135 N. Washington Ave
Lansing, MI 48906

URL

redhead.studio

PHONE NUMBER

517-853-3681

FAX NUMBER

517-853-3684

PRIMARY CONTACT PERSON

Racha Kardahji
Account Services Director

EMAIL

racha@redhead.studio

Proposal for Services

Redhead Design Studio's estimates are based on a blended rate of **\$130/hour for all staff members and services provided.**

Our proposals are based upon the value of an excellent product that's brought to your organization and its stakeholders.

Our goal with brand development is to build and develop brand equity and a sustainable competitive advantage for your organization. We provide value to your team through planning, strategy and a goal-focused approach.

Services include strategy, writing, editing, graphic design, illustration, production, technical development, print management, content development, project management, and consultation.

In the end, it is our hope that you choose a studio based upon skill, experience, and team fit. Those are what will make or break a productive relationship—and result in the most efficient workflow and reduced costs.

You will find our rates to be competitive for established, proven, and award-winning creative shops.

TOTAL: \$7,000

Proposal for Services

June 27, 2018

Amanda Darche
Ingham County Health Department

2018 HEALTHY! CAPITAL COUNTIES REPORT

Redhead Design Studio to develop, layout and design the 2018 Community Health Profile report. This document will be approximately 125-150 pages in length, including cover. Design direction and layout will take into consideration the existing brand developed for Healthy! Capital Counties. Redhead will also provide the following:

- Recommend a specific color palate using red, orange/yellow, green, and blue.
- Build up to 20 tables/graphs.
- Develop a 4-page executive summary.

Client to provide:

- Remaining maps and graphs based on recommended font/color palette developed.
- Photos and images.
- All content and data.

\$7,000

ESTIMATE INCLUDES

- Intake meeting between teams.
- Sign off on Creative Brief before work to begin.
- Round 1 of report presented with up to 12 pages that represent a variety of page types for overall look and feel.
- One round of minor design edits to first draft.
- Up to 2 rounds of edits to the whole document.
- Technical completion of the whole report.
- All consultation time with you including meetings, emails and phone calls.
- All associated administrative and project management costs, internal team meetings, and internal creative direction.

PLEASE NOTE:

- All content and contact information must be proofed and confirmed by client.
- Some fonts used and recommended might need to be purchased separately. Redhead will provide information on cost and where to purchase.
- Photos, images, and maps supplied by client.
- Additional rounds of edits will be billed at our hourly rate of \$130.

FINAL DELIVERABLES

- Final document delivered to H!CC via a PDF.
- Native files in InDesign.

Proposal for Services

June 27, 2018

Amanda Darche
Ingham County Health Department

TOTAL COST: \$7,000

Hourly Rate: \$130

This estimate is valid until July 30, 2018

I accept this estimate and authorize Redhead Design Studio to begin work.

Client Signature

Date

Redhead Design Studio

Date

TERMS

- A signed estimate and purchase order are required to begin work.
- Projects with a budget under \$3,000 will be billed in full at start of project.
- Projects between \$3,001 and \$5,000 will be billed in increments of 50%. The first, at the start of the project and the second at completion.
- Projects over \$5,000 will need a deposit of 25% due upon acceptance of estimate, additional billings will be made monthly or according to progress made on the project.
- If the client is unable to adhere to the approved production schedule, a new/revised schedule will be outlined, which may cause the end date of a project to change.
- Client alterations and/or additional rounds of edits above what is included in this estimate will be billed at Redhead Design Studio's hourly rate of \$130/hour.
- In the event of a client's cancellation of project, or absence of progress or communication of more than 1 month, we will invoice for work completed to date, including expenses.
- Additional stock photography needed beyond stated budget, will be billed, separately.
- Domain name purchases and web hosting will be billed separately, unless outlined in the estimate.
- Plug-ins and additional pay to purchase features will be billed separately upon approval by client.
- All unfinished work or unused concepts remain property of Redhead Design Studio.
- Client retains rights of reproduction of all completed concepts and/or finished creative products.
- Redhead Design Studio reserves the right to use all work for our own promotional materials.
- Invoices due Net 30. 1.5 interest (compound) added to account over 30 days. Annual percentage 18%.
- A 4% surcharge applies to credit card payments.

ASSUMPTIONS

- Client to provide all logos or necessary artwork as vector-based or high-resolution digital format (.tif or .eps preferred).
- Client is responsible for all proofreading, including confirming spelling of proper names and contact information (addresses, web sites, phone numbers, technical specifications, etc.).
- Client to provide necessary background material and final copy in digital format (such as MS Word document).
- Copy/content and rounds of edits from the client shall be provided in aggregate. Providing copy/content and/or edits piecemeal may result in additional project management charges.
- Proofreading services can be estimated at your request.
- In-depth copywriting services can be estimated at your request.

Team Bios

JENNIFER ESTILL

Principal & Creative Director



As Redhead's founder with more than 20 years in marketing and creative development, Jen is a veteran brand-builder. She

develops long-standing partnerships with diverse clients to help them redefine themselves and craft communications with lasting, positive impact. Jen's wealth of experience gives her an inclusive perspective which enables her to solve any communications problem. Deep intuitive understanding of brands and audiences combined with strategic excellence results in award-winning work and success for her clients.

At her core, Jen is a grassroots activist and community developer—building neighborhoods where there are none, conceptualizing events that create a sense of place, and championing the micro-infrastructures that make a city livable and family-friendly. She serves on various placemaking boards and committees to that end.

Jen graduated from Michigan State University with a degree in journalism.

RACHA KARDAHJI

Account Services Director



Racha revels as much in the details and planning as she does in the flawless execution. Her strategic planning expertise allow us to develop custom-

fit marketing solutions for each client and her focus on finding new avenues of growth for clients provides unique value that goes far beyond beating a deadline. She challenges our team to reach personal bests while simultaneously advocating for the client's bottom line.

A traveler and transplant from Dubai, Racha has connections both within the local community and outside of it. Speaking no less than three languages, she brings a different cultural perspective and viewpoint to all of our projects.

Her proclivity for being connected and making connections extends to her off-hours pursuits, too. She volunteers relentlessly all over town, particularly voraciously for the Tecumseh River Neighborhood, the NextGen @ Wharton Center, and Old Town Commercial Association.

Racha obtained her bachelor of arts in business administration from Northwood University and a master's of strategic management from Davenport University.

Team Bios

JANICE GERVAIS

Web Strategy & Development



Janice Gervais started out as a front-end web developer back when tables and inline CSS were cool. A big-picture thinker, she has gravitated toward UX design

and web strategy over the past eight years. A good day for her is a day with a stack of sticky notes and a fresh whiteboard marker, and she is not one to shy away from a good debate or a well-made donut.

Janice is our go-to person to assist clients with identifying and developing personas, continual user testing, wireframing and journey-mapping. She's a researcher and user experience designer. Her attention always goes back to the user and their needs.

Janice lives with her family in Michigan and pretends to be a farmer on the weekends, tending her garden and chickens.

JAKE JOHNS

Web Development Director



Jake has a rare brain, versed in both art and science. He's an incredibly intelligent and well-informed problem solver who often has poignant observations

regarding equity, usability and accessibility for everything from magazines to websites. In his own words, Jake is "a big nerd." He's studied technology, mathematics, and the intricacies of web languages since elementary school, and is an expert in both client- and server-side solutions. From complex databases to CMS, he's one of the best web developers around and ensures our digital work is stellar.

The consummate cosmopolitan, Jake splits his time between Lansing, Chicago, and New York. In his spare time, he would happily debate the merits of capitalism with you. He can also belt out a Barry Manilow tune when the situation calls for it. But he doesn't talk about that much.

Team Bios

JILL ZELENSKI

Designer



Jill is best described by three words—elegance, style and optimism. This master of all trades is one of those rare two-sided types with both a highly

conceptual and creative brain, as well as a penchant for ticking items off the to-do list. And, of course, she's an award winning designer. Her user-centric solutions and seamless integration of concept in print and web platforms routinely results in strategic excellence.

As a fine artist and painter, Jill understands the importance of mood and fluidity in execution. She revels in exploring how individuals can have vastly different reactions to a piece of visual art, and uses that insight to inform her design solutions.

Jill holds a bachelors in fine arts from Michigan State University. Her specializations are graphic design and painting.

ROSIE SCHRAG

Designer



Rosie believes the most important qualities to bring to the design process are empathy and curiosity. Powerful design speaks directly to the heart

of the audience, and Rosie creates with her audience in mind.

Over the years, Rosie has experimented with a number of different visual mediums ranging from metals to painting to experimental film photography. This led her on a natural path to graphic design in college. Today, she revels in getting lost in all of the small details of each piece she creates. Feeling discontentment with her work isn't a hindrance; it's what drives her forward.

Rosie holds an associate's degree from Washtenaw Community College with a specialization in graphic design and illustration. When she's not designing, you can find her adventuring outdoors or sitting in the corner of a coffee shop with her nose in a book.

Team Bios

ALLISON RAECK

Writer



For Allison, effective writing captures a specific voice. One word can change the entire direction of a project, so Allison strives to make the most of every

syllable. She carefully curates her words with purpose, matching a specific client's tone or attitude in order to engage and excite the reader.

Allison's writing experience ranges from public relations to journalism to technical briefs. More specifically, she has focused on writing content for large-scale public relations campaigns, contributed articles and media pitches. Allison is also passionate about using her writing to evoke positive change, which is what draws her to non-profits, the arts, and campaigns that make an impact.

Allison graduated from the University of Michigan with a bachelor's in communications and minors in business and writing.

CINDY OCHOA

Web Development & Experience Architecture Intern



Cindy is a student at Michigan State University studying Experience Architecture. Cindy's passion and enthusiasm for great user experience is evident in her

attention to detail, million questions of why and her unique approach and outlook to websites.

Despite still being in school, Cindy has conducted human-centered design and empathy-based research, uses Sketch and Invision to create a user interface and wireframe for web and mobile applications.

Fun fact, Cindy's brother's girlfriend worked at Redhead before moving to Chicago.

Team Bios

LINDA ESTILL

Office Manager



Linda is the glue who makes sure this passel full of creative types has its head on straight. She keeps the books and ensures we all get paid. And no, it's

not a coincidence that her last name is "Estill." She happens to be Jen's mother-in-law, and sort of the ipso facto mom about the office. She keeps us all in line, in the black, and on top of every single detail.

Trendy things that Linda excels at that she was doing long before they were cool: canning her home-grown fruits and veggies, knitting the most amazing sweaters ever, and baking pies that Martha Stewart would drool over.

Public Sector Consultants

Brand Development | Strategic Consultation | Marketing | Collateral Development | Launch Plan | Post launch

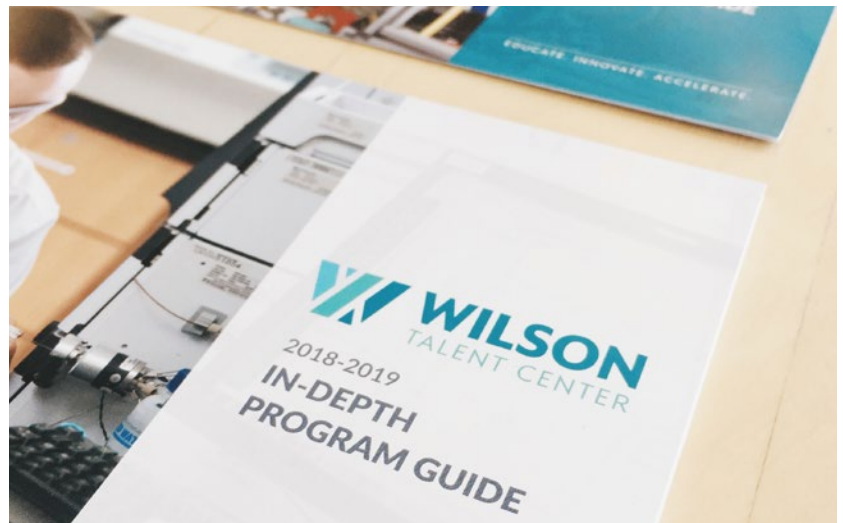
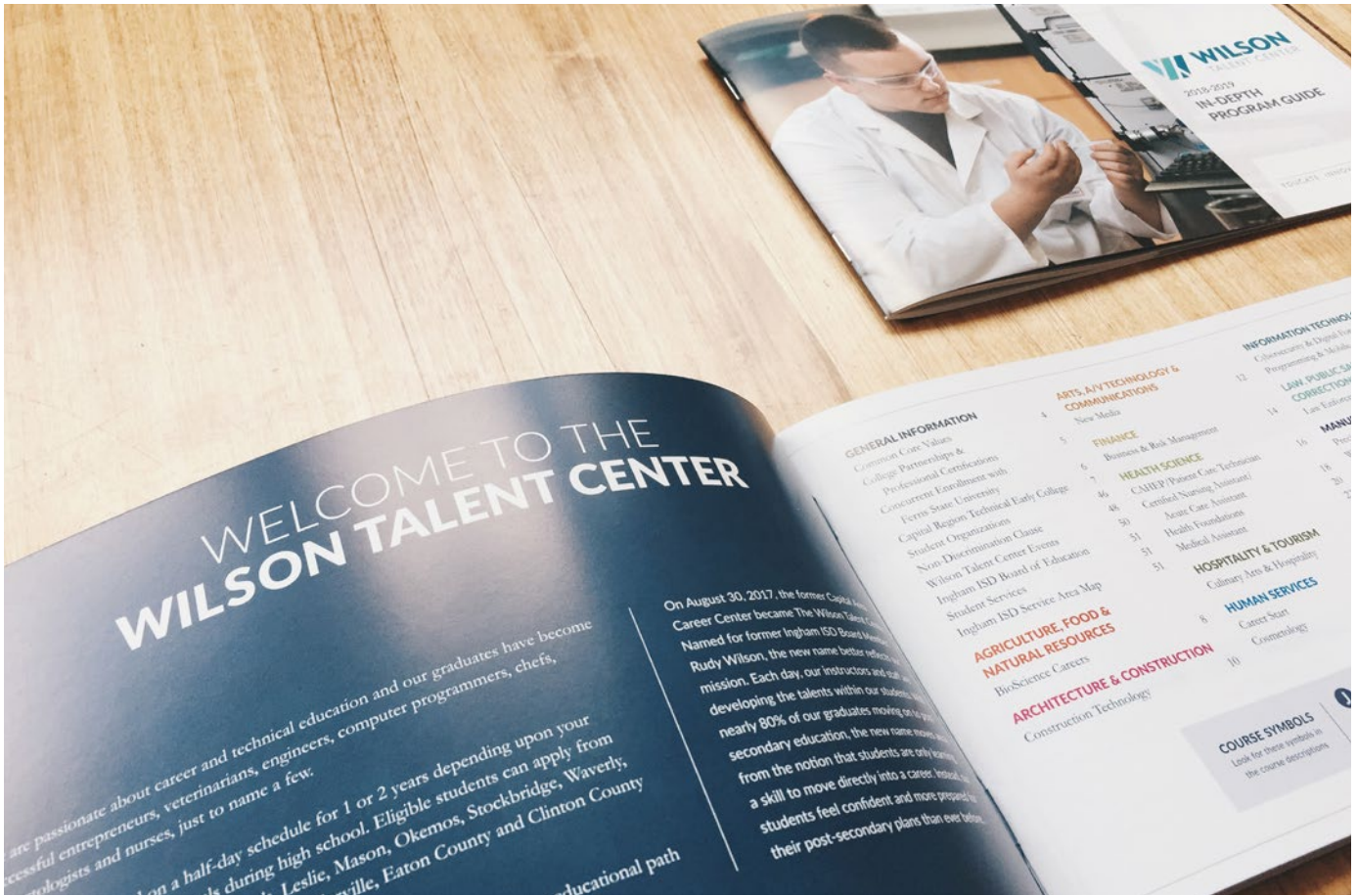
pscinc.com



Wilson Talent Center

Brand Development | Brand Voice | Collateral Development | Website

www.inghamisd.org/wtc



Greater Lansing Convention & Visitors Bureau

Publication Development | Page Layout | Typesetting

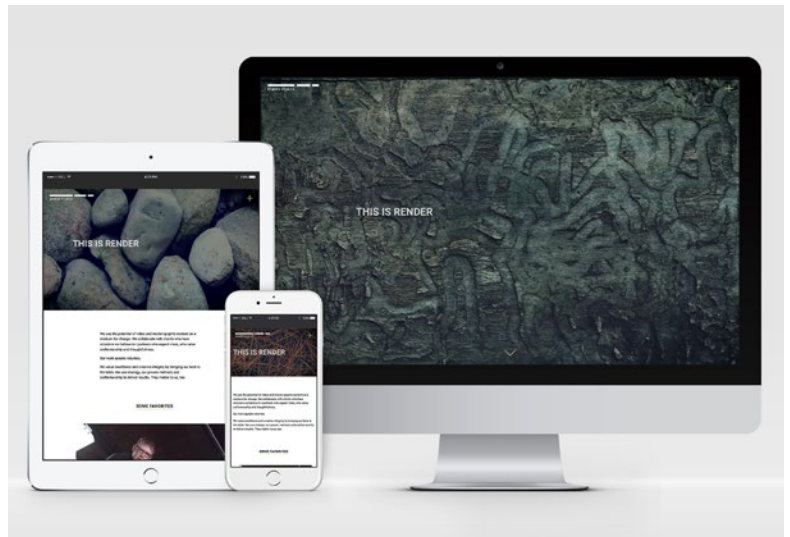
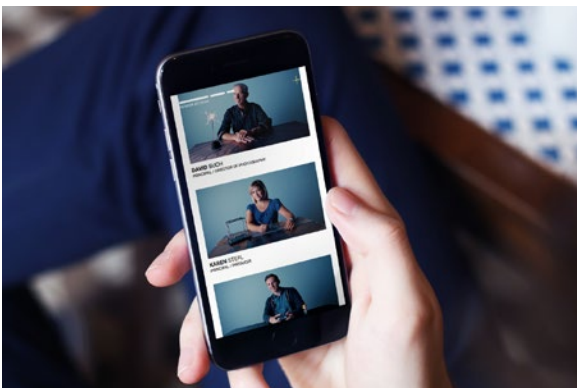
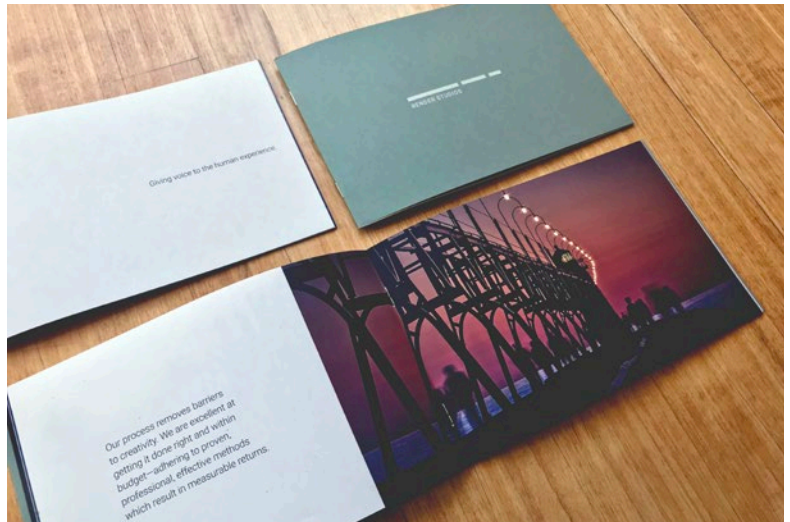
www.lansing.org



Render Studios

Name & Brand Development | Brand Voice | Consultation | Marketing | Collateral Materials | Website | Launch Plan | Post launch

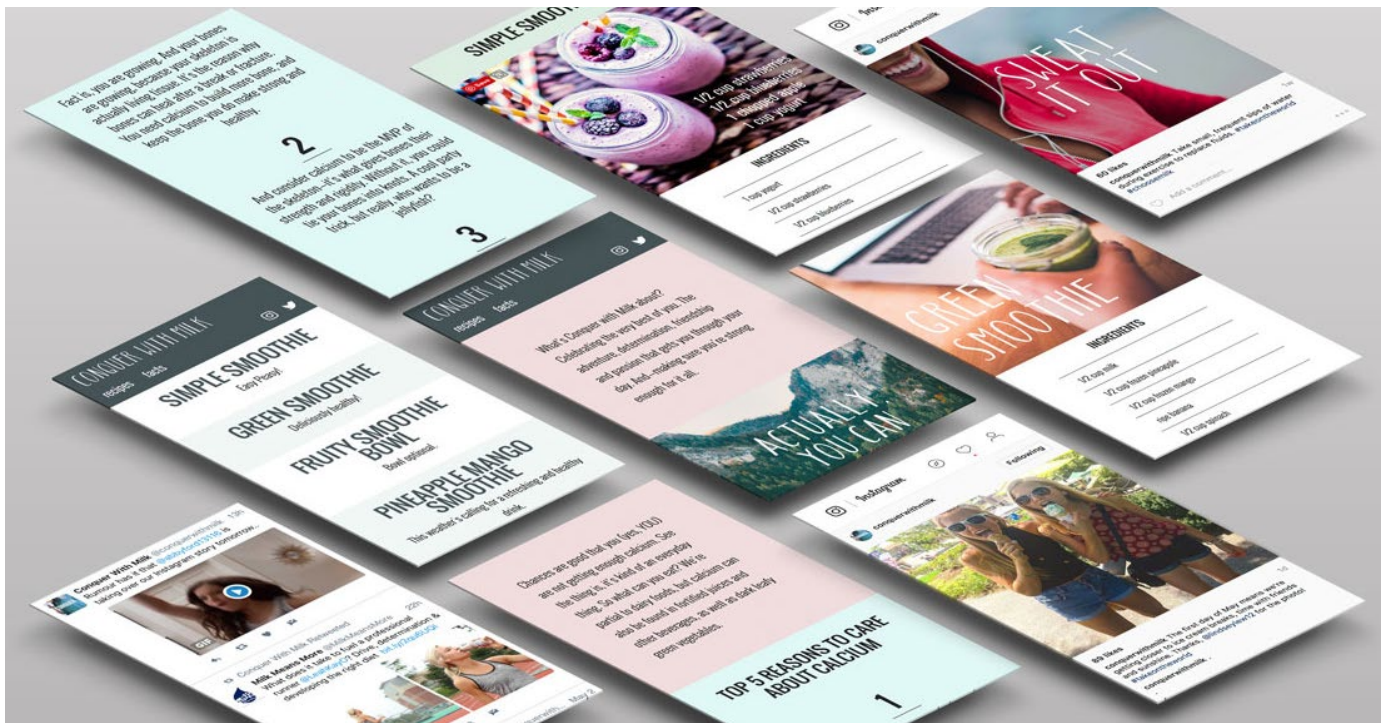
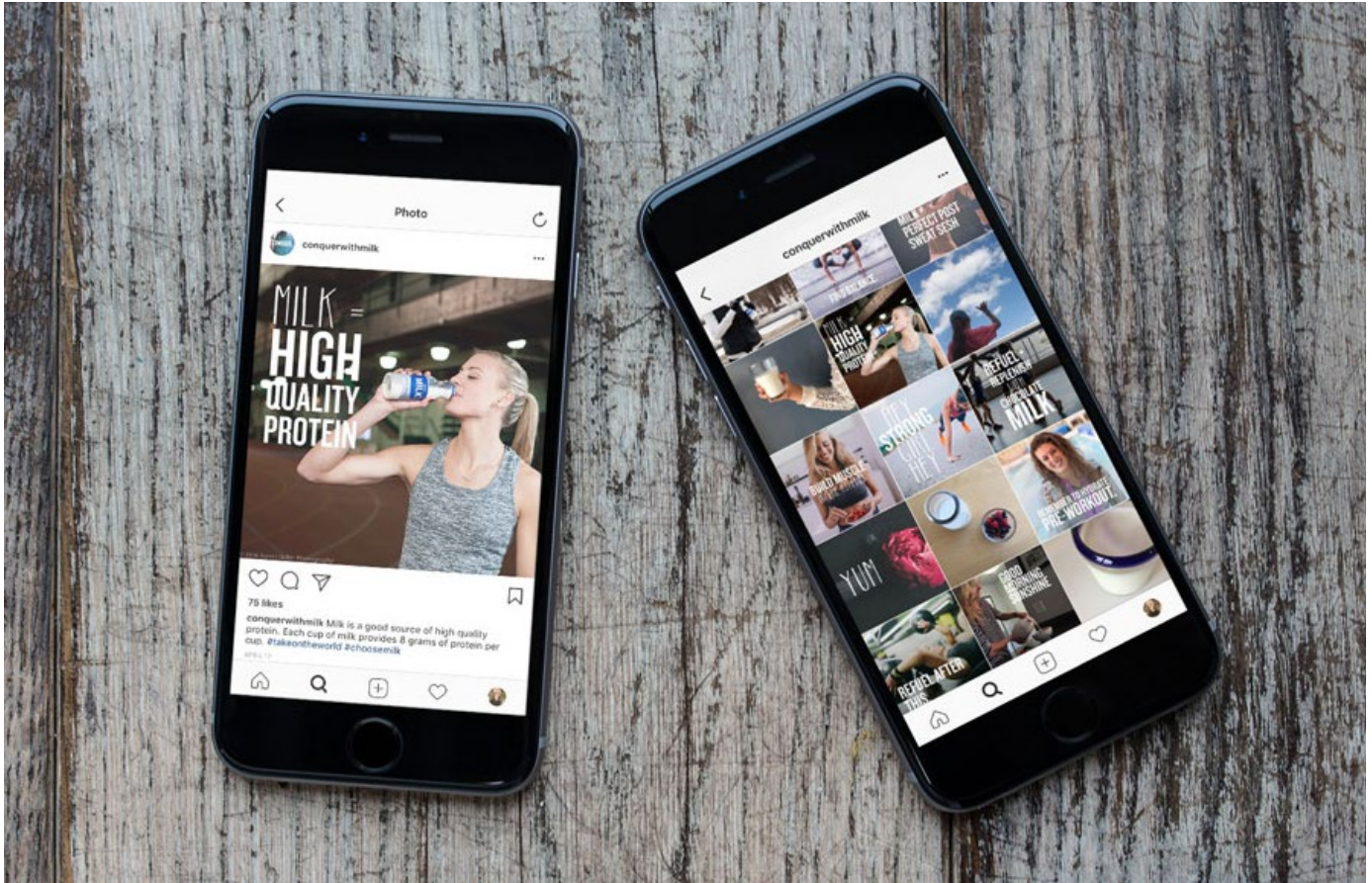
renderstudios.com



United Dairy Industry of Michigan

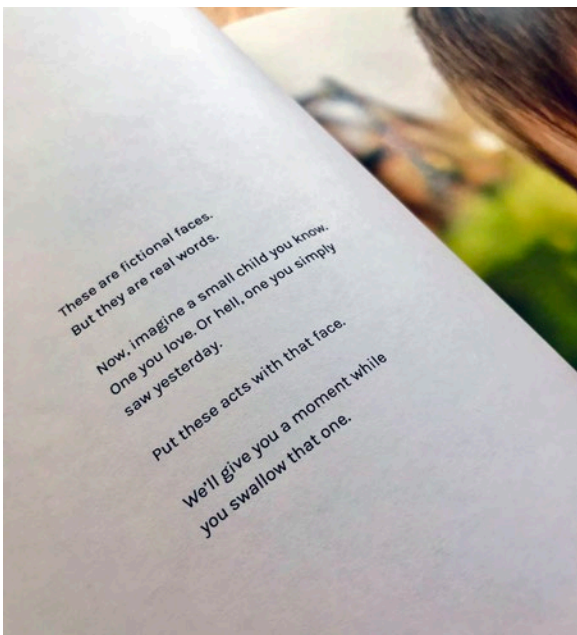
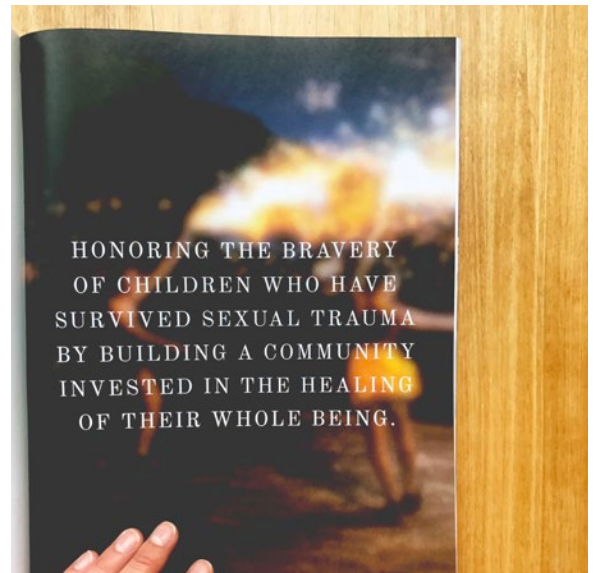
Brand Development | Social Media Management | Collateral Materials | Website

conquerwithmilk.org



Firecracker Foundation

Annual Report | Conceptual Development | Writing | Design



Ingham County Health Department

Campaign Development | Photography | Collateral Development



THE NEW NORMAL

 GET REAL ABOUT BREASTFEEDING.ORG | 517-887-4322



IT GETS EASIER

GET REAL ABOUT BREASTFEEDING.ORG | 517-887-4322 



SORRY NOT SORRY

Breastfeeding in public is legal, healthy and normal. So if you see a breastfeeding mom, give her your support.

If you are a breastfeeding mom, keep it up! You're doing great.

GET REAL ABOUT BREASTFEEDING.ORG | 517-887-4322 



DO WHAT YOU GOTTA DO

GET REAL ABOUT BREASTFEEDING.ORG 

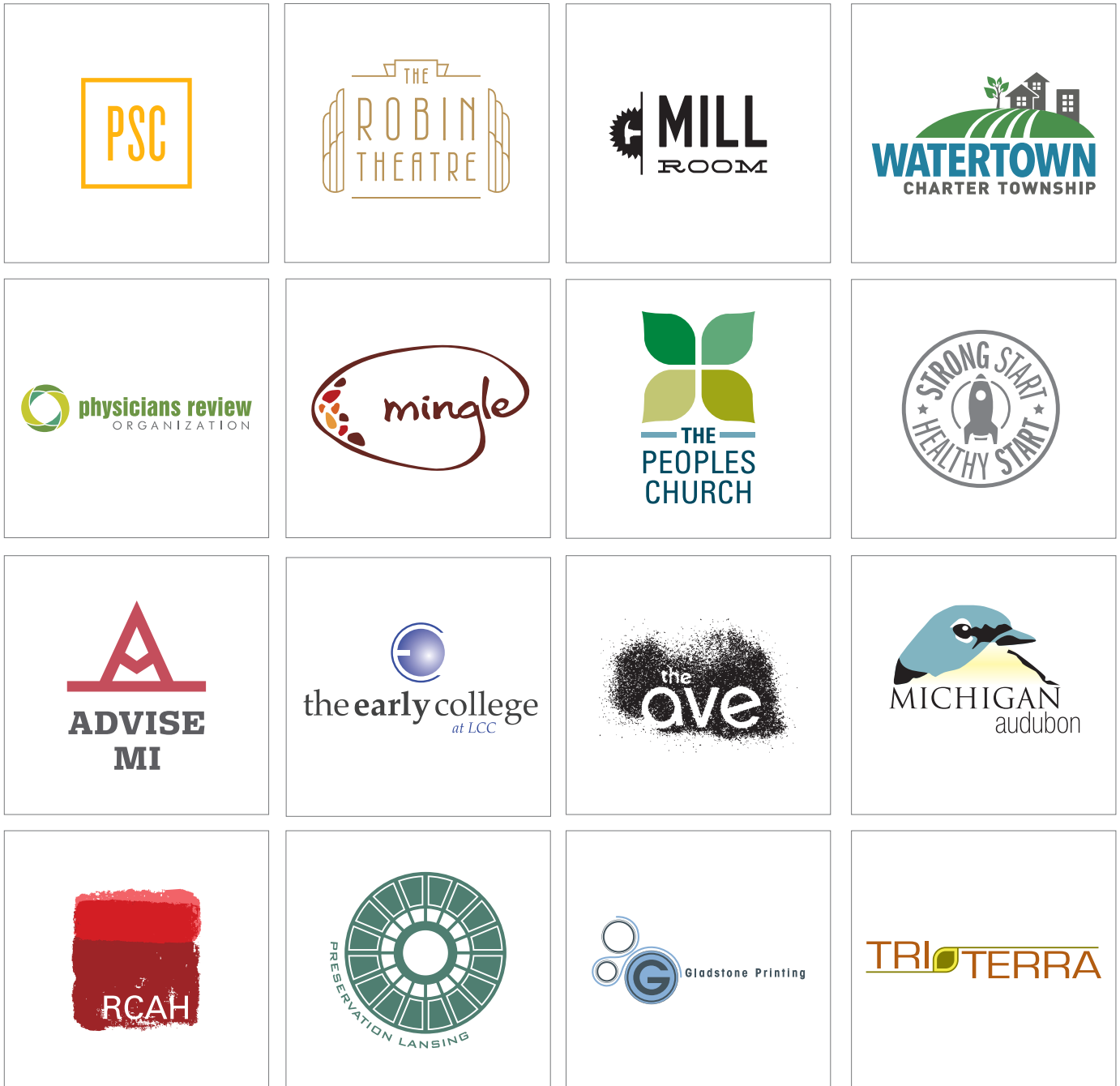


TEAM EFFORT

GET REAL ABOUT BREASTFEEDING.ORG 

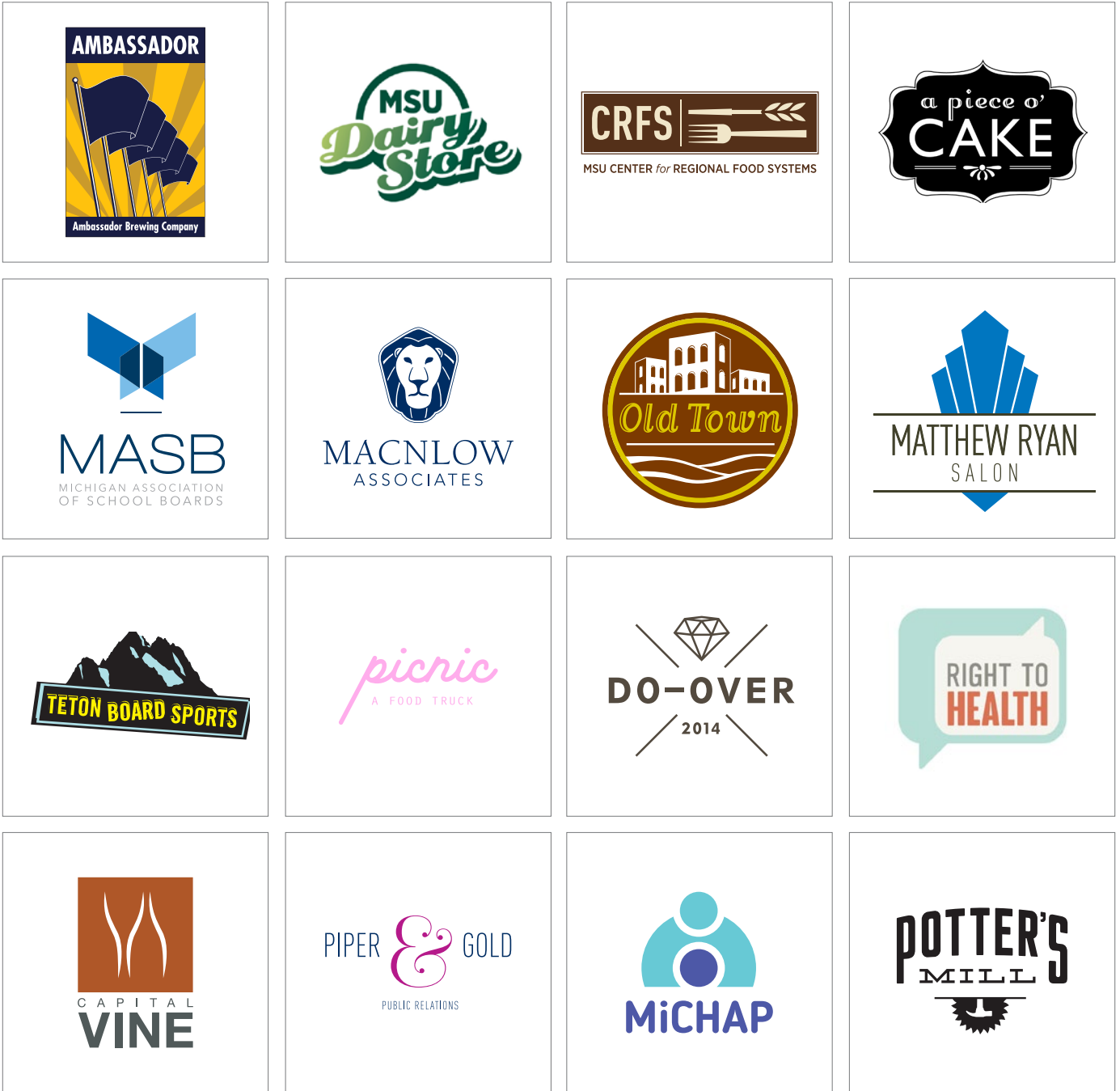
Logos

A sampling of our award-winning brand development work



Logos

A sampling of our award-winning brand development work



References

JEFF WILLIAMS

Chief Executive Officer

Public Sector Consultants

230 N. Washington Square, Suite 300

Lansing, MI 48933

(p) 517-484-4954

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KAREN STEFL

Principal/Producer

Render Studios

111 E Grand River Ave

Lansing, MI 48906

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(e) karen@renderstudios.com

STACY ADADO

Communications Specialist

Wilson Talent Center

Ingham Intermediate School District

611 Hagadorn Road

Mason MI 48854

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(e) sadado@inghamisd.org

JOHN TRAMONTANA

Director, Communications, PR & Marketing

Michigan Association of School Boards

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Lansing, MI 48917

(p) 517-974-6301

(e) jtramontana@masb.org

In Conclusion

Our goal as a company is to work as a partner with our clients. We want to understand your organizational model, your goals, how you need to grow. We enjoy clients who are good people, have missions we can believe in, and take pride in their contribution to society. We are capable of producing great work in all mediums—from print, to web, to radio, and beyond—and work to form lasting relationships with our clients.

Thank you for taking the time to review this proposal, and for considering Redhead Design Studio. We are very enthusiastic about the prospect of working with you. We hope you'll choose Redhead as your partner, and we promise that we will give you the service, professionalism and creativity you deserve.

JENNIFER ESTILL

Principal & Creative Director
jennifer@redhead.studio

RACHA KARDAHJI

Account Services Director
racha@redhead.studio

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REDHEAD DESIGN STUDIO

WHEREAS, Ingham County Health Department (ICHD) seeks to enter into a contract with Redhead Design Studio (RDS) for the layout and graphic design of the 2018 Healthy Capital Counties (H!CC) report on behalf of the H!CC team; and

WHEREAS, ICHD has partnered with capital area hospitals and local health departments to work on a community health assessment (CHA) project , Healthy! Capital Counties, for a third cycle; and

WHEREAS, capital area hospitals and health departments, including ICHD, are conducting such a Community Health Assessment (CHA), for a third cycle; and

WHEREAS, the participating hospitals are providing financial support for this work and have established the Barry-Eaton District Health Department (BEDHD) as fiduciary for the project; and

WHEREAS, the Board of Commissioners authorized acceptance of \$31,841 from BEDHD (Resolution #18-156) in support of the CHA, which will cover the entire cost of this agreement; and

WHEREAS, the H!CC team seeks to work with Redhead Design Studio (RDS) to develop a professionally designed CHA report to share with stakeholders and the community; and

WHEREAS, the Health Officer recommends authorization of an agreement for graphic design services for H!CC with RDS, in an amount not to exceed \$7,000 for the period of July 27, 2018 to September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement for graphic design services for H!CC with RDS, in an amount not to exceed \$7,000 for the period of July 27, 2018 to September 30, 2018.

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

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 2, 2018
SUBJECT: Authorization to Hire Temporary Emergency Preparedness Consultant
For the meeting agendas of August 20, 21 and 22, 2018

BACKGROUND

Ingham County Health Department (ICHHD) wishes to hire a temporary Emergency Preparedness Consultant (EPC) to assist in the development, implementation, and evaluation of a just-in-time training program for ICHHD staff and volunteers, regarding their role during a public health emergency involving mass prophylaxis. This temporary EPC employee will assist in developing, conducting, and evaluating exercises to test emergency plans and also assist in recruiting and training community partners on the closed Point of Dispensing (POD) program.

Ingham County’s Human Resources Department has approved this position description. The cost of this temporary EPC will be a total of \$11,700 and this position will be filled within ICHHD’s FY19 and be effective for a term not to exceed 26 weeks.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Funding for this temporary position was included in the proposed FY 2019 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services, including Emergency Preparedness. This temporary position was included in ICHHD’s proposed FY19 budget.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to hire a temporary EPC for a total cost of \$11,700, and to fill the position within ICHHD’s FY19 and be effective for a term not to exceed 26 weeks.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TEMPORARY EMERGENCY PREPAREDNESS
CONSULTANT POSITION**

WHEREAS, Ingham County Health Department (ICHHD) wishes to hire a temporary Emergency Preparedness Consult (EPC) to assist in the development, implementation, and evaluation of a just-in-time training program for ICHHD staff and volunteers, regarding their role during a public health emergency involving mass prophylaxis; and

WHEREAS, this temporary EPC employee will assist in developing, conducting, and evaluating exercises to test emergency plans and also assist in recruiting and training community partners on the closed Point of Dispensing (POD) program; and

WHEREAS, the Human Resources Department has approved of the position description; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has provided ICHHD with a proposed FY 2019 Comprehensive Agreement for the delivery of public health services, including Emergency Preparedness; and

WHEREAS, this temporary EPC position is included in ICHHD's proposed budget for 2019; and

WHEREAS, the cost of this temporary EPC will be an amount up to \$11,700; and

WHEREAS, the temporary EPC position will be filled during ICHHD's FY19 for a term not to exceed 26 weeks; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the resolution to hire a temporary EPC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes hiring a temporary EPC within the FY19 for a term not to exceed 26 weeks and for a total cost of \$11,700.

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

BE IT FURTHER RESOLVED, that the Board of Commissioners is authorized to sign any necessary contract documents on behalf of the county after approval as to form by the County Attorney.

Agenda Item 10a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 6, 2018

SUBJECT: Resolution to authorize an agreement with American Asphalt, Inc. to repave a portion of the Human Services Building Parking lot
For the meeting agendas of: August 21 & 22

BACKGROUND

The Facilities Department continues to work towards the completion of repaving the back northeast area of the Human Services Building parking lot. American Asphalt, Inc., a local vendor, has decided to take advantage of the local preference policy and reduce their bid amount to \$254,646.50 to match the lowest bid submitted by a non-local vendor. Completion of this project includes alternate #1, the creation of 15 additional parking spaces.

ALTERNATIVES

There is no alternative to this project.

FINANCIAL IMPACT

The Facilities Department is requesting a \$10,000.00 contingency for any unforeseen circumstances that may arise. Partial funds for this project are available within the 2018 approved CIP line item #631-23304-931000-8F06 for Human Services Building parking lot repairs which has a balance of \$222,300.00. The Facilities Department is requesting a line item transfer of \$42,400.00 from the Maintenance Improvement Fund, bringing the total available balance to \$264,700.00.

STRATEGIC PLANNING IMPACT

This resolution supports the objective of developing a maintenance plan to extend the life of county facilities, specifically E.1 (c) of the action plan.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with American Asphalt, Inc. to repave a portion of the back, northeast area of the Human Services Building parking lot.

Agenda Item 10a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: July 11, 2018

RE: Memorandum of Performance for RFP No. 160-18: Parking Lot Paving Improvements at the Human Services Building

Per your request, the Purchasing Department sought proposals from qualified and experienced asphalt contractors for the replacement of a portion of the Human Services Building’s parking lot in accordance with the specifications and drawings prepared by Wolverine Engineers & Surveyors, Inc., the County’s consultant.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|--|---------------------------|-------------------------|
| Vendors invited to propose | 60 | 44 |
| Vendors attending pre-bid/proposal meeting | 5 | 2 |
| Vendors responding | 5 | 3 |

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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

| Vendor Name | Local Pref | Base Bid | Alternate 1 Additional Parking Area | Base Bid + Alternate 1 |
|------------------------------------|------------------------------|--------------|---|---------------------------|
| Mike & Sons Asphalt, Inc. | No, Bath, MI | \$178,126.00 | \$76,520.50 | \$254,646.50 |
| American Asphalt Inc. | Yes, Lansing MI | \$163,640.00 | \$93,950.00 | \$257,590.00 |
| Rieth-Riley construction Co., Inc. | Yes, Mason, MI | \$182,301.25 | \$90,443.75 | \$272,745.00 |
| Tomco Asphalt Inc. | Yes, Mason, MI | \$244,617.00 | \$137,005.00 | \$381,622.00 |
| Michigan Paving & Material Co. | No, Lansing, MI (Clinton) | \$244,145.00 | \$181,550.00 | \$425,695.00 |

LOCAL PURCHASING PREFERENCE POLICY

American Asphalt, a local registered vendor has agreed to match the low bid of Mike & Sons Asphalt, Inc., a non-local vendor in accordance with the Local Purchasing Preference Policy.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT TO REPAVE A PORTION OF THE
HUMAN SERVICES BUILDING PARKING LOT**

WHEREAS, the Facilities Department continues to work towards the completion of repaving the back northeast area of the Human Services Building parking lot; and

WHEREAS, American Asphalt, Inc., a local vendor, has decided to take advantage of the local preference policy; and

WHEREAS, they have reduced their bid amount to \$254,646.50, to match the lowest bid submitted by a non-local vendor; and

WHEREAS, completion of this project includes Alternate #1, the creation of 15 additional parking spaces; and

WHEREAS, the Facilities Department is requesting a \$10,000.00 contingency for any unforeseen circumstances that may arise bringing the total project cost to \$264,646.50; and

WHEREAS, partial funds for this project are available within the 2018 approved CIP line item #631-23304-931000-8F06 for Human Services Building parking lot repairs which has a balance of \$222,300.00; and

WHEREAS, the Facilities Department is requesting a line item transfer of \$42,400.00 from the Maintenance Improvement Fund into the 2018 approved CIP line item #631-23304-931000-8F06 for Human Services Building parking lot repairs, bringing the total available balance to \$264,700.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with American Asphalt, Inc., a local vendor, 302 South Charles Street, Lansing, Michigan, 48912, to repave a portion of the back, northeast area of the Human Services Building parking lot for a not to exceed total cost of \$264,646.50 which includes alternate #1 as well as the requested \$10,000.00 contingency.

BE IT FURTHER RESOLVED, the Controller is authorized to transfer \$42,400.00 from the Maintenance Improvement Fund into the 2018 approved CIP line item 631-23304-931000-8F06 bringing the total available balance to \$264,700.00.

BE IT FURTHER RESOLVED, 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: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 6, 2018

SUBJECT: Resolution authorizing an agreement to install new card swipes on the Friend of the Court (FOC) hearing room back doors in the Grady Porter Building (GPB) as well as on the third floor judicial hallway stairwell doors in the Veteran's Memorial Courthouse (VMC)
For the meeting agendas of: August 21 & 22

BACKGROUND

Additional card swipes are needed on the FOC hearing room back doors as well as the third floor judicial hallway stairwell doors. Three quotes were obtained and Vidcom Solutions submitted the lowest quote of \$16,455.44 total, for both areas.

ALTERNATIVES

There are no alternatives to this request.

FINANCIAL IMPACT

Two areas will receive new card swipes:

1. The FOC hearing room back doors will receive three new card swipes for a cost of \$7,269.64.
 - The Facilities Department is requesting a \$500.00 contingency for any unseen circumstances that may arise bringing the total cost to \$7,769.64.
 - Partial funds are available in the 2018 approved CIP line item #215-14200-979000 which has a balance of \$7,500.00.
 - The Facilities Department is requesting a line item transfer of \$270.00 from line item #245-26710-931000-7FC12 for GPB duct insulation into the 2018 approved CIP line item #215-14200-979000 for the installation of card readers on FOC hearing room doors, bringing the total available balance to \$7,770.00.
2. The third floor judicial hallway stairwell doors will receive two new card swipes for a cost of \$9,185.80. The Facilities Departments is requesting a \$500.00 contingency for any unseen circumstances that may arise bringing the total project cost to \$9,685.80. Funds are available in the 2018 approved CIP line item# 595-30110-931000 which has a balance of \$10,000.00.

STRATEGIC PLANNING IMPACT

This resolution supports the goals and strategies which address our service to the community, and employees alike, providing for their safety and security while present in our buildings.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of an agreement with Vidcom Solutions for the installation of 5 new card swipes, three on the FOC hearing room back doors in the GPB and two on the VMC third floor judicial hallway stairwell doors for a total cost of \$17,455.44 which includes the requested \$500.00 contingency for each area.

Agenda Item 10b

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: August 1, 2018
RE: Memorandum of Performance for RFP #185-18: Galaxy Access Control Card Swipes & Card Reader Licenses

Per your request, the Purchasing Department sought proposals from mid-Michigan authorized providers and installers of the Galaxy Access Control System to provide labor and materials to install new card swipes at the Veteran’s Memorial Courthouse (VMC), and to include the required card reader licenses.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|----------------------------|---------------------------|-------------------------|
| Vendors invited to propose | 3 | 0 |
| Vendors responding | 3 | 0 |

The following grid is a summary of the vendors’ costs:

| Vendor Name | Local Preference | Cost |
|------------------------------------|--------------------|-------------|
| Vidcom | No, Clinton County | \$16,455.44 |
| GSI, Gemellaro Systems Integration | No, Troy, MI | \$16,487.00 |
| Guardian Alarm | No, Southfield, MI | \$24,000.00 |

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 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 TO INSTALL NEW CARD SWIPES ON THE FRIEND OF THE COURT (FOC) HEARING ROOM BACK DOORS IN THE GRADY PORTER BUILDING (GPB) AS WELL AS ON THE THIRD FLOOR JUDICIAL HALLWAY STAIRWELL DOORS IN THE VETERAN'S MEMORIAL COURTHOUSE (VMC)

WHEREAS, additional card swipes are needed on the FOC hearing room back doors as well as the third floor judicial hallway stairwell doors; and

WHEREAS, Vidcom Solutions provided the lowest total quote of \$16,455.44 to install new card swipes in both areas; and

WHEREAS, the FOC hearing room back doors in the GPB will receive three new card swipes for a total cost of \$7,269.64; and

WHEREAS, the Facilities Department is requesting a \$500.00 contingency for any unforeseen circumstances that may arise bringing the total cost for this area to \$7,769.64; and

WHEREAS, partial funds for the FOC hearing room back doors are available in the 2018 approved CIP line item #215-14200-979000 which has a balance of \$7,500.00; and

WHEREAS, the Facilities Department is requesting a line item transfer of \$270.00 from line item #245-26710-931000-7FC12 for GPB duct insulation into the 2018 approved CIP line item #215-14200-979000 for the installation of card readers on FOC hearing room doors, bringing the total available balance to \$7,770.00; and

WHEREAS, the third floor judicial hallway stairwell doors of the VMC will receive two new card swipes for a cost of \$9,185.80; and

WHEREAS, the Facilities Department is requesting a \$500.00 contingency for any unforeseen circumstances that may arise bringing the total cost for this area to \$9,685.80; and

WHEREAS, funds for the third floor judicial hallway stairwell doors are available in the 2018 approved CIP line item #595-30110-931000 which has a balance of \$10,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Vidcom Solutions, 15559 South US-27, Lansing, Michigan 48906, for the installation of three new card swipes to provide access control for FOC hearing room back doors in the GPB for a cost of \$7,769.64 and two new card swipes to provide access control on the VMC third floor judicial hallway stairwell doors for a total cost of \$9,685.80, a total project cost of \$17,455.44 which includes the requested \$500.00 contingency for each area.

BE IT FURTHER RESOLVED, the Controller is authorized to transfer \$270.00 from the 2018 approved CIP line item #245-26710-931000-7FC12 into the 2018 approved CIP line item #215-14200-979000 bringing the total balance to \$7,700.00 for new FOC hearing room back door card swipes.

BE IT FURTHER RESOLVED, 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: Board of Commissioners, Law & Courts and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 3 2018

SUBJECT: Resolution to authorize an agreement to furnish and install a new detention control panel in the Ingham County Jail
For the meeting agendas of: August 16 & 22

BACKGROUND

In 2010, Grand Valley Automation, Inc. installed an I/NET access control and Stentofon IP Intercom system in the Jail, replacing the previous manual/toggle switch control panel. With this new system, the Jail has experienced continuing operational problems; efforts to fix these problems have been unsuccessful forcing the need for new detention control panels.

Cornerstone Detention Product, Inc. submitted the lowest total turnkey cost bid amount of \$142,930.00 to furnish and install new detention control panels in selected open posts as well as on the Field Services gate, provide operator training and support, provide maintenance services 24 hours a day, 7 days a week as well as warranty the new panel for (2) two years. The Facilities Department would like to purchase an *additional* (2) two year warranty for a cost of \$36,480.00.

ALTERNATIVES

There are no alternatives to this request.

FINANCIAL IMPACT

The Facilities Department is requesting a \$30,000.00 contingency for any unforeseen circumstances that may arise bringing the total not to exceed project cost to \$209,410.00.

Funds are available in line item #245-31199-976000-8FC28, an expenditure account. The funding source will be fund balance from general fund.

STRATEGIC PLANNING IMPACT

This resolution supports the goals and strategies which address our service to the community and employees alike, providing for their safety and security while present in our buildings.

OTHER CONSIDERATIONS

There are no other considerations for this request.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of the attached resolution for an agreement with Cornerstone Detention Product, Inc. to furnish and install new detention control panels in selected open posts as well as on the Field Services gate, provide operator training and support, provide maintenance services 24 hours a day, 7 days a week, warranty the new panel for (2) two years as well as the purchase of an additional (2) two year warranty.

Agenda Item 10c

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: July 3, 2018
RE: Memorandum of Performance for RFP No. 118-18: Detention Control Panel for the Ingham County Jail

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to furnish and install a detention control panel, including maintenance and operator training, support and other related miscellaneous items for the Ingham County Jail. Vendors were asked to provide costs for a complete turnkey solution for the project.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|--|---------------------------|-------------------------|
| Vendors invited to propose | 63 | 7 |
| Vendors attending pre-bid/proposal meeting | 4 | 0 |
| Vendors responding | 1 | 0 |

A summary of the vendors' costs is 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 or by phone at 676-7309.

SUMMARY OF COST

| Vendor Name | Local Pref | Base Bid | Alternate 1 | Alternate 2 | Alternate 3 | Alternate 4 | Base Bid + Alternates | Additional Warranty Cost |
|--------------------------------|--------------------|---|-------------|-------------|----------------|------------------|-----------------------|--------------------------|
| | | Post 1, 2,4, 5,6, 8, 9 and Field Services | Post 7 | Post 10 | Jail Receiving | Visitation Lobby | 1, 2, 3 & 4 | Additional 5-years |
| Cornerstone Detention Products | No, Washington, MI | \$197,470.00 | \$31,200.00 | \$17,950.00 | \$26,290.00 | \$17,950.00 | \$290,860.00 | \$91,200.00 |

Alternate: Total turnkey cost to supply, install, train, provide 24/7/365 maintenance, and warranty. New detention control panel.

POST BID ADDENDUM NO. 1

A post bid addendum was issued to request that the vendor provide costs to furnish all labor, materials, tools, equipment, permit fees, bonds, insurance, and services necessary to perform and complete the work as described below.

1. Eliminate Posts 2, 4 and 9 from the Base Bid. The Base Bid will now consist of Posts 1, 5, 6, 7, 8 and the Field Services Gate.

Turnkey Cost to Supply, Install, Train, Provide 24/7/365
Maintenance, and Warranty New Detention Control Panel in
Posts 1, 5, 6, 7, 8 & the Field Services Gate

\$142,930.00

2. Reduce the additional warranty from five (5) years to two (2) years.

Total Cost for Additional 2-Year Warranty \$ 36,480.00

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT TO FURNISH AND INSTALL
A NEW DETENTION CONTROL PANEL IN THE INGHAM COUNTY JAIL**

WHEREAS, in 2010 Grand Valley Automation, Inc. installed an I/NET access control and Stentofon IP Intercom system in the Jail, replacing the previous manual/toggle switch control panel; and

WHEREAS, with this new system, the Jail has experienced continuing operational problems; and

WHEREAS, efforts to fix these problems have been unsuccessful forcing the need for a new detention control panel; and

WHEREAS, Cornerstone Detention Product, Inc. submitted the lowest total turnkey cost bid amount of \$142,930.00 to furnish and install new detention control panels in selected open posts as well as on the Field Services gate, provide operator training and support, provide maintenance services 24 hours a day, 7 days a week as well as warranty the new panel for (2) two years; and

WHEREAS, the Facilities Department would like to purchase an *additional* (2) two year warranty for a cost of \$36,480.00; and

WHEREAS, the Facilities Department is requesting a \$30,000.00 contingency for any unforeseen circumstances that may arise with this type of project bringing the total not to exceed project cost to \$209,410.00; and

WHEREAS, funds will be transferred from the unrestricted balance in the general fund to line item #245-31199-976000-8FC28.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Cornerstone Detention Product, Inc. 12700 31 Mile Road, Washington, Michigan, 48095, who submitted the lowest total turnkey cost bid amount of \$142,930.00 to furnish and install new detention control panels in selected open posts as well as on the Field Services gate, provide operator training and support, provide maintenance services 24 hours a day, 7 days a week, warranty the new control panel for (2) two years, the purchase of an *additional* (2) year warranty which costs \$36,480.00, as well as the requested \$30,000.00 contingency, bringing the total not to exceed cost to \$209,410.00.

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 Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after review and approval as to form by the County Attorney.

Agenda Item 11a

TO: Board of Commissioners County Services Committee and Finance Committee

FROM: Cynthia Wagner

DATE: August 6, 2018

SUBJECT: Contract with Christman Constructors, Inc.
For the meeting agendas of August 21 and August 22, 2018

BACKGROUND

Potter Park Zoo (Zoo) is the state's oldest zoo and fills important community roles as a business concern, a place for recreation and entertainment, and a center for conservation activities. Since 2007, the Zoo has been millage funded by Ingham County residents and engaged in a program of renovations and upgrades following our Master Plan. This Plan notes that the Zoo's infrastructure "must be developed to support new exhibits and amenities and to promote the conservation and ecological sustainability message of the zoo." In consideration of this Plan objective, Zoo management has identified infrastructure needs near the restaurant that warrant attention:

- With the addition of the giant anteater the viewing area was moved to a new location. The space between the previous viewing area and the restaurant can now be used for additional restaurant seating for zoo visitors. It is presently broken asphalt and uneven. The asphalt path is in need of replacement to provide a level safe seating area.

In order to address this need, the Zoo investigated options for replacing the asphalt and dirt bed with concrete. Three quotes were collected and Christman Constructors submitted the lowest bid in the amount of \$6,600.

ALTERNATIVES

The primary alternative to the installation of concrete would be to use crushed limestone as substrate in the seating areas. However, crushed limestone presents maintenance concerns and would not provide the same level of accessibility as a more level and solid concrete surface.

FINANCIAL IMPACT

The total cost of the concrete project, \$6,600, will be charged to zoo account #25869200 931100 30000.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting Accessibility, specifically section A.1 (f and g) of the Ingham County Action Plan – Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

During peak times of the day during May, June, July and August additional seating areas at the restaurant are needed. Addition of seating areas would enhance guest experience and could facilitate increased revenue as more visitors find space to stay and eat.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to award a contract to Christman Constructors, Inc. for the installation of two concrete pads near the zoo restaurant to address identified infrastructure and accessibility needs.

Agenda Item 11a

TO: Cynthia Wagner, Director, PPZ
FROM: James Hudgins, Director of Purchasing
DATE: July 26, 2018
RE: Memorandum of Performance for Packet #151-18: Two (2) concrete patios/pads.

The Purchasing Department can confirm bids were sought and received from qualified contractors to provide labor and materials to install two (2) separate concrete patios/pads adjacent to the restaurant/concession area at Potter Park Zoo. Drawings and specifications were provided by the county.

The following grid is a summary of the vendors' costs:

| Company Name | Local Preference | Address | Amount |
|------------------------------------|------------------|--|------------|
| Christman Constructors Inc. | Yes | 208 N. Capitol, Lansing MI 48933 | \$6,600.00 |
| Cornerstone Concrete & Contracting | No | 11245 Stoney Brook Dr., Grand Ledge MI 48837 | \$8,167.00 |
| Able Concrete | Yes | 1305 S.Cedar, Suite 105, Lansing MI 48910 | \$8,400.00 |

You are now ready to complete the final steps in the process: 1) confirm funds are available; 2) submit your recommendation of award along with your evaluation to the Purchasing Department; 3) write a memo of explanation; and, 4) prepare 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 or by phone at 676-7309.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO CHRISTMAN CONSTRUCTORS, INC.

WHEREAS, additional seating at the Potter Park Zoo restaurant is desired during peak times of day in May, June, July and August; and

WHEREAS, additional seating would enhance guest experience and has the potential to increase revenue; and

WHEREAS, the area between the previous anteatery viewing area and the restaurant is in disrepair; and

WHEREAS, Potter Park Zoo has planned to replace the asphalt with concrete creating additional seating that is level, safe, and more accessible; and

WHEREAS, Potter Park Zoo acquired three quotes from County vendors for replacing the asphalt path with concrete and installing a concrete pad in the viewing area; and

WHEREAS, Christman Constructors had the lowest bid in the amount of \$6,600; and

WHEREAS, the total cost of the concrete project, \$6,600, will be charged to zoo account #25869200 931100 30000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners award a contract to Christman Constructors for the installation of two concrete pads at Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

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

TO: Board of Commissioners County Services Committee and Finance Committee

FROM: Cynthia Wagner

DATE: 8-6-18

SUBJECT: UHF Digital Radio System
For the meeting agendas of August 21 and 22, 2018

BACKGROUND

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA). Being accredited requires the Zoo to adhere to standards for safety including having an easily accessible source of communication for all employees (Section 11.2.6 of the 2018 Accreditation Standards). The Zoo currently pays a monthly fee for use of a Lansing BWL analog system and is limited to the style of radio specified by BWL. BWL is phasing out the use of the analog system which necessitates the replacement of approximately 25 analog radios at the Zoo and the reprogramming of all digital radios presently in use. Due to this necessary transition from analog to digital it is an opportune time for the Zoo to have its own UHF portable digital radio system for day to day communication between employees on Zoo grounds. The Zoo public safety department will continue to utilize the Ingham County public safety radio system to allow for the most expedient response time possible in emergencies.

ALTERNATIVES

The Zoo evaluated two options for radio service: (a) continue using a BWL frequency, and (b) shift the zoo to its own radio system. Continued use of the BWL frequency would cost \$378.20 per month for access plus purchase of 25 replacement radios at \$700 each (\$17,500 total). A Zoo-only radio system was found to be sufficient for the needs of the zoo, financially prudent and evaluated through an RFP process.

FINANCIAL IMPACT

CIP 1801Z Zoo Digital Portable Radios is budgeted in 2018 for \$30,000. The cost of this contract will be covered in full by the amount budgeted in line item # 25869200 735100 1801Z. There is a potential cost savings of \$4,538 annually if the Zoo has its own frequency as well as an estimated cost savings of \$475.00 or more per radio if the Zoo is not required to purchase BWL-compatible models.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

OTHER CONSIDERATIONS

Economy 2-Way Distributors submitted the lowest bid in the amount of \$14,100. However they are located in New Hampshire, proposed only water-resistant radios, and all radios would need to be sent to New Hampshire for service as a local vendor was unable to be verified for service. Bearcom, the second-lowest bidder, is located within an hour of the zoo and will pick up radios that need repair. Bearcom also proposed a water submersible radio. Zoo staff are frequently working in the snow, rain, and around water tanks and pools making water submersible radios preferable. Based on these considerations, we are requesting award of the contract to the second lowest bid provided by Bearcom (Option #1) in the amount of \$17,210.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with Bearcom for the purchase and installation of a UHF portable digital radio system at Potter Park Zoo.

Agenda Item 11b

TO: Cynthia Wagner, Potter Park Zoo Director
FROM: James Hudgins, Director of Purchasing
DATE: June 14, 2018
RE: Memorandum of Performance for RFP No. 148-18 UHF Digital/Analog Radio System

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a UHF digital/analog radio system for Potter Park Zoo.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|----------------------------|---------------------------|-------------------------|
| Vendors invited to propose | 33 | 3 |
| Vendors responding | 4 | 0 |

The following grid is a summary of the vendors' costs:

| Vendor Name | Local Preference | Total | Brand |
|---|------------------|-------------|----------|
| Economy 2-Way Distributors Inc. – option #1 | No, Gilford NH | \$14,100.00 | Quantum |
| Bearcom – option #1 | No, Garland TX | \$17,210.00 | Motorola |
| Economy 2-Way Distributors Inc. – option #2 | No, Gilford NH | \$19,249.00 | Motorola |
| Bearcom – option #2 | No Garland TX | \$20,910.00 | Motorola |
| AMK Services LLC | No, Fishers IN | \$22,090.85 | ICOM |
| ComSource Incorporated | No, Plymouth MI | \$24,315.00 | Motorola |
| Bearcom – option #3 | No, Garland TX | \$29,710.00 | Motorola |

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP. (I recommend that you review the proposals with the IT Department); 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 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 or by phone at 676-7309.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO BEARCOM

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must adhere to standards for safety including having an easily accessible source of communication for all employees per section 11.2.6 of the 2018 AZA Accreditation Standards; and

WHEREAS, the Zoo currently utilizes the BWL for their radio communication system incurring a monthly charge; and

WHEREAS, the BWL is phasing out their analog system necessitating the replacement of all analog radios with digital and current digital radios will need to be reprogrammed; and

WHEREAS, there is a potential cost savings of \$4,538 annually if the Zoo has its own frequency as well as an estimated cost savings of \$475.00 or more per radio if the Zoo is not required to purchase BWL-compatible models; and

WHEREAS, proposals were requested by the Ingham County Purchasing Department for a UHF Digital Radio System, RFP No. 148-18; and

WHEREAS, the vendor that submitted the lowest bid, Economy 2-Way Distributors, was unable to verify a local service provider and proposed a water-resistant radios; and

WHEREAS, the vendor with the second lowest bid will provide local service and a water submersible radio; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2018 Zoo budget account #258-69200-735100 1801Z.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes a contract with Bearcom for the purchase and installation of a UHF radio system at Potter Park Zoo at a cost not to exceed \$17,210.

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

Agenda Item 12a

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: June 16, 2018

SUBJECT: Meridian Township Rectangular Rapid Flash Beacon

For the County Services Committee meeting agenda in August 23, 2018

For the Finance Committee meeting agenda in August 22, 2018

For the BOC meeting agenda in August 28, 2018

The federal government makes available Transportation Alternatives Program (TAP) funding to build alternative transportation projects such as "... on and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity; recreational trail projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former divided highways."

Only certain agencies are eligible to make application for, and received TAP funding. Townships wishing to utilize TAP funding to enhance their communities must find an eligible agency to sponsor their applications for funding. Board of Commissioners resolution #17-309 supported the township's funding application and outlined implementation process for the project. Meridian Township's Rectangular Rapid Flash Beacon (RRFB) project for the intersection of Okemos Road and the township's Inter-urban Pathway was awarded FY 2018 funding. The estimated costs for the project are as follows:

| | |
|--------------------------|------------------|
| Federal TAP Funding: | \$ 25,374 |
| Meridian Township Match: | <u>\$ 17,626</u> |
| | \$ 43,000 |

We are to the point where the 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 first party 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. Lastly, a Permit Acknowledgement for Traffic Signal Control Responsibilities agreement between Ingham County and Meridian Township is required to transfer much of ICRD's construction oversight, all local match, and maintenance responsibilities to the township.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement and the Ingham County and Meridian Township Permit Acknowledgement for Traffic Signal Control Responsibilities 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 SUPPORT MERIDIAN TRANSPORTATION ALTERNATIVES
PROGRAM FUNDED RECTANGULAR RAPID FLASH BEACON INSTALLATION**

RESOLUTION # 17 – 309

WHEREAS, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, Ingham County, in partnership with the Charter Township of Meridian applied for, and received, Transportation Alternatives Program funding to install rectangular rapid flash beacons at the Township's Inter-urban Pathway intersection with Okemos Road, between Banyon Trail and Raby Road; and

WHEREAS, the Charter Township of Meridian has committed to design, construct, maintain, and fund the rectangular rapid flash beacons for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the Road Department; and

WHEREAS, the Charter Township of Meridian attests to the existence of, and commits to, the funds necessary to carry out the project, including engineering for design and construction, permit fees, administration costs, and cost overruns; and

WHEREAS, the Charter Township of Meridian commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Safe Routes to School funding; and

WHEREAS, MDOT requires a formal commitment from Ingham County, on behalf of the Ingham County Road Department (Act 51 eligible agency), to receive the \$25,374 of federal TAP funds and implement the infrastructure project, on behalf of the Charter Township of Meridian.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Robert Peterson, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to implement the Transportation Alternatives Program project development and rectangular rapid flash beacons installation.

BE IT FURTHER RESOLVED, that the rectangular rapid flash beacons will be permitted for installation within the public road right-of-way upon the Charter Township of Meridian's execution of a Permit Acknowledgement for Traffic Signal Control Responsibilities agreement.

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Koenig, Sebolt, Maiville

Nays: None **Absent:** None **Approved 8/15/2017**

FINANCE: Yeas: Grebner, McGrain, Hope, Anthony, Naeyaert

Nays: None **Absent:** Tennis, Schafer **Approved 8/16/2017**

**PERMIT ACKNOWLEDGEMENT
FOR
TRAFFIC SIGNAL CONTROL RESPONSIBILITIES**

LOCATION: Okemos Road right-of-way, between Banyon Trail and Raby Road

TOWNSHIP: Charter Township of Meridian

INSTALLATION: Rectangular Rapid Flashing Beacon (RRFB) installation for northbound and southbound vehicles approaching the mid-block crossing for the township owned inter-urban pathway of Okemos Road between Banyon Trail and Raby Road.

Under authority of state law and by virtue of a resolution formally adopted by the respective governing body of the Charter Township of Meridian (herein acknowledged), the undersigned hereby agree to participate in the cost of installation, maintenance, operation, and removal of the above traffic signal control on the basis of the division of costs as illustrated in the table provided below. Title to equipment shall remain with the Charter Township of Meridian and proper credit of salvaged value shall be issued to the parties, in proportion to their share of the original cost, upon removal of the equipment.

PARTICIPATION

| AGENCY | INSTALLATION COST | MAINTENANCE COST | ENERGY COSTS |
|-------------------------------|--------------------------|-------------------------|---------------------|
| Ingham County Road Department | 0% | 0% | 0% |
| Charter Township of Meridian | 100% | 100% | 100% |

It is agreed that the agency responsible for the proposed RRFB installation, maintenance, or removal shall be the Charter Township of Meridian. The initial installation and any work on the installation, other than routine maintenance, shall be authorized through issuance of an Ingham County Road Department right-of-way permit.

Routine maintenance of the Charter Township of Meridian installed signal shall be performed by the Ingham County Road Department, or their agents, and all maintenance costs will be the responsibility of the Charter Township of Meridian.

This Agreement is terminable upon thirty (30) days written notice by either party, at which time, the installation shall be removed. Removal shall be accomplished within thirty (30) days of the notice receipt, and the costs thereof will be the responsibility of the Charter Township of Meridian.

CHARTER TOWNSHIP OF MERIDIAN

Frank L. Walsh, Township Manager

Date

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT AND A PERMIT ACKNOWLEDGEMENT FOR TRAFFIC SIGNAL CONTROL RESPONSIBILITIES AGREEMENT BETWEEN MERIDIAN TOWNSHIP AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO A FEDERALLY FUNDED RECTANGULAR RAPID FLASH BEACON PROJECT

WHEREAS, the Ingham County Road Department received Transportation Alternatives Program (TAP) funding, on behalf of Meridian Charter Township, to install a rectangular rapid flash beacon at the Township's Inter-urban Pathway intersection with Okemos Road, between Banyon Trail and Raby Road; and

WHEREAS, Meridian Township desires to design, construct, and maintain the rectangular rapid flash beacon for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the Road Department; 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, the Road Department and Meridian Township agree that the township will administer construction of the project, and will pay any and all local match costs incurred by the project; and

WHEREAS, the estimated construction costs for the project are as follows:

| | |
|--------------------------|------------------|
| Federal TAP Funding: | \$ 25,374 |
| Meridian Township Match: | <u>\$ 17,626</u> |
| | \$ 43,000 |

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect installation of a rectangular rapid flash beacon at the Township's Inter-urban Pathway intersection with Okemos Road, between Banyon Trail and Raby Road, for a total estimated cost of \$43,000 consisting of \$25,374 in federal Transportation Alternatives Program funding and \$17,626 in township matching funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Township Permit Acknowledgement for Traffic Signal Control Responsibilities agreement.

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.

Agenda Item 12b

TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations, ICRD

DATE: August 1, 2018

SUBJECT: Insulated overhead garage doors, with required materials at the ICRD

The purpose of this correspondence is to support the attached resolution to replace 4 insulated overhead garage doors, including 4 power door openers and the required new building materials at the ICRD. These new doors will be energy efficient, MIOHSA and commercial building code compliant materials.

The ICRD has 4 insulated overhead garage doors in need of replacement. It has become apparent, after dozens of temporary repairs to these fatigued doors; these doors have exceeded their life expectancy and have become obsolete.

It is our recommendation to continue with energy efficient insulated overhead doors and electric door openers with proper weather seals that meet or exceeds current building codes and to conserve energy.

These doors and openers were included in the 2018 Capital Improvement Plan (CIP) and the ICRD adopted 2018 budget, which includes controllable expenditures and funds for this and other related building and grounds purchases.

Bids from qualified and experienced vendors for the purpose of replacing 4 insulated overhead doors, including 4 electric door opener and required building materials at the ICRD, were solicited and evaluated by the Ingham County Purchasing Department per (RFP) 182-18, and it is their recommendation, with the concurrence of the ICRD, to award this to a local bidder, that is also the lowest bidder, LT Trumble Builders, LLC. 6850 Aurelius Road, Lansing, Michigan 48911

Therefore approval of the attached resolution is recommended to authorize an agreement with LT Trumble Builders, LLC. To install 4 new insulated overhead replacement doors with electric door openers at the ICRD.

Agenda Item 12b

TO: Tom Gamez, Director of Operations ICRD
FROM: James Hudgins, Director of Purchasing
DATE: July 31, 2018
RE: Memorandum of Performance for RFP No. 182-18: Overhead Door Replacements

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to replace three (3) overhead doors at the Ingham County Road Department's Western Garage and one (1) overhead door at the Ingham County Road Department's Eastern Garage.

The Purchasing Department can confirm the following:

| FUNCTION | OVERALL NUMBER OF VENDORS | NUMBER OF LOCAL VENDORS |
|----------------------------|---------------------------|-------------------------|
| Vendors invited to propose | 68 | 24 |
| Vendors responding | 2 | 2 |

The following grid is a summary of the vendors' costs:

| VENDOR NAME | LOCAL PREF | TOTAL COST |
|--------------------------------|------------------|-------------|
| L.J. Trumble Builders LLC | Yes, Lansing, MI | \$33,450.00 |
| Moore Trosper Construction Co. | Yes, Holt, MI | \$34,875.00 |

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 or by phone at 676-7309.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR INSULATED OVERHEAD GARAGE DOORS WITH REQUIRED MATERIALS

WHEREAS, the Ingham County Road Department (ICRD) has 4 insulated overhead garage doors and electric openers in need of replacement. It has become apparent, after dozens of temporary repairs to these fatigued doors; these doors have exceeded their life expectancy and have become obsolete; and

WHEREAS, the ICRD's 2018 Capital Improvement Plan (CIP) and adopted 2018 budget includes controllable expenditures and funds for this and other related building and grounds purchases; and

WHEREAS, the Purchasing Department recently released bid packet #182-18 and received competitive bid proposals for the purpose of replacement of 4 insulated overhead doors, including 4 electrical door openers and the required building materials at the ICRD; and

WHEREAS, bids were solicited and evaluated by the Ingham County Purchasing Department per (RFP) 182-18, and it is their recommendation, with the concurrence of the ICRD, to award the project to a local bidder, that is also the lowest bidder, LT Trumble Builders, LLC. 6850 Aurelius Road, Lansing, Michigan 48911.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the lowest qualified bid of \$33,450.00, and authorizes an agreement with LT Trumble Builders, LLC. To install 4 new insulated overhead replacement doors, including 4 power openers and required building materials at the ICRD.

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

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director
Road Department

DATE: August 2, 2018

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR SCRAP TIRE MARKET DEVELOPMENT GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE, AND TO SUBCONTRACT WITH MICHIGAN STATE UNIVERSITY FOR NECESSARY RESEARCH AND DEVELOPMENT OF THE MIXTURE.

The Michigan Department of Environmental Quality (MDEQ) has awarded the Road Department grant funding in the amount of \$500,000 in state FY 2018/19 for research, development, implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, used vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem.

As CRMA is still relatively new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to produce CRMA. Thus MDEQ offers the CRMA grant program to help foster this market.

The grant funding and CRMA mixture will be used on various county primary roads to be determined to be resurfaced in 2019 using 2019 budgeted County Road Funds. The other necessary work on these road projects will constitute the required local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA.

The grant scope includes research and development (R & D) to further develop and refine CRMA mixtures. The road department will need to continue to work with Michigan State University's Civil Engineering Department (MSU), who the Road Department has worked with multiple times in the past, in the continuing R & D effort to modify prior designs and/or design, specify, test, and perform quality control on the CRMA proposed for the subject grant program and to provide follow-up reporting on the material's performance per the grant program requirements. MSU's R & D effort, estimated at \$110,000, will be funded out of the subject \$500,000 grant leaving an estimated \$390,000 of the subject grant for the actual construction of CRMA pavement on various county road paving projects to be determined for 2019.

Approval of the attached resolution is therefore recommended to allow entering into the agreement with MDEQ to receive the CRMA grant funding as described above and to subcontract with MSU for the required R & D effort as also described above. .

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR
SCRAP TIRE MARKET DEVELOPMENT GRANT FUNDED
USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE
ON VARIOUS 2019 ROAD RESURFACING PROJECTS TO BE DETERMINED
AND TO SUBCONTRACT WITH MICHIGAN STATE UNIVERSITY FOR
NECESSARY RESEARCH AND DEVELOPMENT OF THE MIXTURE**

WHEREAS, the Michigan Department of Environmental Quality (MDEQ) has awarded the Road Department grant funding in the amount of \$500,000 in state FY 2018/19 for research, development, implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, used vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem; and

WHEREAS, the grant funding and CRMA mixture will be used on various county primary roads to be determined to be resurfaced in 2019 using 2019 budgeted County Road Funds; and

WHEREAS, the other necessary work on these road projects to be determined will constitute the required local match for the MDEQ CRMA grant, and no other unplanned costs are to be incurred for using the CRMA; and

WHEREAS, the grant scope includes research and development (R & D) to further develop and refine CRMA mixtures; and

WHEREAS, the road department will need to continue to work with Michigan State University's Civil Engineering Department (MSU), who the Road Department has worked with multiple times in the past, in the continuing R & D effort to modify prior designs and/or design, specify, test, and perform quality control on the CRMA proposed for the subject grant program and to provide follow-up reporting on the material's performance per the grant program requirements; and

WHEREAS, MSU's R & D effort, estimated at \$110,000, will be funded out of the subject \$500,000 grant leaving an estimated \$390,000 of the subject grant for the actual construction of CRMA pavement on various county road paving projects to be determined for 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MDEQ for the research, development, and placement of CRMA on various 2019 county road projects to be determined, and to receive the MDEQ CRMA grant funds intended for this purpose in the amount of \$500,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes entering into a sub-contract agreement with Michigan State University for the necessary research and development part of the subject grant scope for an estimated cost of \$110,000, to be funded out of the subject \$500,000 grant leaving an estimated \$390,000 of the subject grant for the actual construction of CRMA pavement on various county road paving projects to be determined in 2019.

BE IT FURTHER RESOLVED, that the 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 County Services Committee and Finance Committee

FROM: Sue Graham, Human Resources Director

DATE: August 3, 2018

SUBJECT: **72ND MERS Annual Retirement Conference - 2018**
County Services August 21, 2018 and Finance Committee August 22, 2018

BACKGROUND

The 72nd MERS Annual Retirement Conference-2018 of the participating municipalities enrolled in the Municipal Employees' Retirement System (MERS) will be held at the Amway Grand Plaza Hotel in Grand Rapids Michigan on Thursday, October 4 and Friday, October 5, 2018. According to the provisions of the Retirement Act, a non-managerial member of the Retirement System and an alternate are to be elected by secret ballot for the Annual Conference.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The 2018 MERS Retirement Conference Registration Fee is \$175.00. This fee also includes meals. The total cost of registration for the Employer Delegate and the Employee Delegate is \$350.00.

The Amway Grand Plaza Hotel expenses are as follows:

The MERS group rate is \$161.00 for a one night stay (October 4, 2018) plus the 9% County Fee (\$14.49) and the \$20.00 Parking Fee (2 days @ \$10.00). The hotel expense per person is \$195.49. Because Ingham County is tax exempt, there are no additional charges. The total cost of hotel expenses for the Officer Delegate and the Employee Delegate is \$390.98.

The Officer Delegate mileage expense is \$86.88 based on the round trip mileage of 159.40 @ .545 per mile. The Employee Delegate mileage expense is \$73.46 based on the round trip mileage of 134.80 @ .545 per mile. The total mileage cost for the Officer Delegate and the Employee Delegate is \$160.34.

The 2018 MERS Annual Conference expenses (MERS registration, hotel accommodation, and the mileage reimbursement) will be paid by the County for the Officer Delegate and Employee Delegate. The total expenses are \$901.32 and do not exceed a maximum of \$1400.00 already set aside in the Human Resources Line Item 863000 (Travel and Attendance for the Annual MERS Conference).

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

After review, I respectfully recommend approval of the attached resolution for the certified Ingham County Delegates to attend the 2018 MERS Retirement Conference.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE
MERS 2018 RETIREMENT CONFERENCE**

WHEREAS, the Municipal Employees' Retirement System (MERS) will hold the 72nd Annual Conference at the Amway Grand Plaza Hotel on October 4 and October 5, 2018; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Conference:

Employee Delegate: Kelly Rankin-Gomez, Finance Clerk, Financial Services

Officer Delegate: Sue Graham, Human Resources Director

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the payment, pursuant to the County's travel policy, of the expenses of the Employee Delegate and Officer Delegate to attend the 2018 MERS Retirement Conference.

Agenda Item 13b

TO: Board of Commissioners, County Services and Finance Committees

FROM: Sue Graham, Human Resources Director

DATE: August 6, 2018

SUBJECT: Capitol City Labor Program, Inc. (CCLP) – Animal Control Unit, Collective Bargaining Agreement

On Wednesday, July 25, 2018, the CCLP – Animal Control Unit put before their members for vote the tentative agreement achieved in bargaining and the agreement was ratified. Highlights of the agreement include the following:

- Contract Duration (Article 35): January 1, 2018 through December 31, 2020.
- Salary Schedule (Article 16):
 - 2018 – Effective the pay period corresponding with the effective date of ratification by both parties, add a 1% wage increase to the 2017 wage schedule.
 - 2019 – Effective the first pay period, add a 0% wage increase to the 2018 wage schedule and a one (1) issue reopener for each party, plus a discussion of premium pay for weekend work.
 - 2020 – Effective the first pay period, add a 0% wage increase to the 2019 wage schedule and a one (1) issue reopener for each party.
- Hospitalization – Medical Coverage (Article 22): Incorporate changes as provided by the health Coalition and as approved by the Ingham County Board of Commissioners.
- Holidays (Article 26): Eliminate the waiting period for probationary employees.
- Sick Leave (Article 28): Move annual cash-out option from December to June.
- Uniforms (Article 18): Add provision of six (6) pairs of scrubs to Animal Care Specialists. Add one-time, lump sum equipment supplement of \$150 to current employees of the bargaining unit at the time of ratification by both parties.

I respectfully recommend approval of the attached Resolution for the successor collective bargaining agreement between the Employer and Capitol City Labor Program, Inc. – Animal Control Unit.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH
CAPITOL CITY LABOR PROGRAM, INC. – ANIMAL CONTROL UNIT**

WHEREAS, an agreement has been reached between representatives of Ingham County and Capitol City Labor Program, Inc. – Animal Control Unit the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Capitol City Labor Program, Inc. – Animal Control Unit for the period January 1, 2018 through December 31, 2020.

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

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the twentieth day of June, 2018, at 5:30 p.m.

PRESENT: Michael MacCready, Robert Hilty, Michael Bengelink, Michael Bush, Julie Theobald, Judy Nichols, Gary Taylor, Bill Goodwill, and Leslie Housler;

ABSENT: None

The following preamble and resolution were offered by Commissioner Bengelink and supported by Commissioner Taylor.

**RESOLUTION NO. 18-19
OPPOSING HOUSE BILL 6049 AND SENATE BILL 1025**

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seek to completely restructure the tax assessing qualifications, process and boundaries of local assessing units in Michigan; and

WHEREAS, HB 6049/SB 1025 will impose a huge financial burden on Wexford County as well as Michigan's other counties and local units because its mandates will require increased staffing levels and office space while providing a woefully inadequate 1% administrative fee and undefined "start-up funding" to compensate the counties and other local units for the drastic expenses that will surely accompany the new mandates; and

WHEREAS, HB 6049/SB 1025 will put Wexford County at odds with its local townships by requiring us to take the 1% administration fee from the local units to pay for our increased costs; and

WHEREAS, HB 6049/SB 1025 changes the manner in which local boards of review (BOR) are conducted. By putting specialized BOR's at the county level, HB 6049/SB 1205 has the potential to strip elected township supervisors and local assessing units of control over the tax assessing process, depriving them of the ability to account for unique conditions and values unknown to county-wide, regional and/or statewide assessing units but well known in the local units; and

WHEREAS, HB 6049/SB 1025 appears to have been designed without any input from existing assessors or their associations and the previous drafts were not made public to the counties and townships directly affected by its sweeping changes until nearly ready for introduction into the Michigan Legislature; and

WHEREAS, there are no guarantees that quality education will be available locally or even regionally to allow for the increased certifications levels imposed by HB 6049/SB 1025; and

WHEREAS, HB 6049/SB 1025's proposed levels of certification for assessors will not achieve the results that are being sought. The real problem is bad assessors, not their levels of certification. The solution lies in better policing of assessors by the State Tax Commission, not simply imposing increased educational requirements that may be impossible to achieve and that do nothing to weed out the bad assessors; and

WHEREAS, Wexford County views HB 6049/SB 1025 in its current form as an unfunded mandate which does little or nothing to accomplish its stated goals; and

NOW, THEREFORE BE IT RESOLVED, that the Wexford County Board of Commissioners hereby opposes HB 6049/SB 1025 and asks that it be referred back to the House Tax Policy Committee and the Senate Finance Committee until the funding issues and other problems identified above can be properly addressed.

BE IT FURTHER RESOLVED, that this resolution will be forwarded to all counties in Michigan, Michigan House Representatives Michelle Hoitigna, Senator Darwin Booher and Governor Rick Snyder.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: Nichols, Goodwill, MacCready, Hilty, Bengelink, Bush, Theobald, Taylor, and Housler;

NAYS: None

RESOLUTION DECLARED ADOPTED.

Leslie D. Housler
Leslie D. Housler, Chairman, Wexford County Board of Commissioners

Elaine L. Richardson
Elaine L. Richardson, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 18-19 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on June 20, 2018 and I further certify that public notice of such meeting was given as provided by law.

Elaine L. Richardson
Elaine L. Richardson, County Clerk

**KALKASKA COUNTY BOARD OF COMMISSIONERS
RESOLUTION 2018-29
IN OPPOSITION TO HB 6049 and SB 1025**

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to completely restructure the tax assessing qualifications, process and boundaries of local assessing units in Michigan; and

WHEREAS, HB 6049/SB 1025 will impose a huge financial burden on Kalkaska County as well as Michigan's other counties and local units because its mandates will require increased staffing levels and office space while providing a woefully inadequate 1% administrative fee and undefined "start-up funding" to compensate the counties and other local units for the drastic expenses that will surely accompany the new mandates; and

WHEREAS, HB 6049/SB 1025 will put Kalkaska County at odds with its local townships by requiring us to take the 1% administration fee from the local units to pay for our increased costs; and

WHEREAS, HB 6049/SB 1025 changes the manner in which local boards of review (BOR) are conducted. By putting specialized BORs at the county level, HB 6049/SB 1025 has the potential to strip elected township supervisors and local assessing units of control over the tax assessing process, depriving them of the ability to account for unique conditions and values unknown to county-wide, regional and/or statewide assessing units but well known in the local units; and

WHEREAS, HB 6049/SB 1025 appears to have been designed without any input from existing assessors or their associations and the previous drafts were not made public to the counties and townships directly affected by its sweeping changes until nearly ready for introduction into the Michigan Legislature. In this context, it is difficult to view HB 6049/SB 1025 as anything other than a power grab generating from Lansing; and

WHEREAS, there are no guarantees that quality education will be available locally or even regionally to allow for the increased certification levels imposed by HB 6049/SB 1025; and

WHEREAS, HB 6049/SB 1025's proposed levels of certification for assessors will not achieve the results that are being sought. The real problem is bad assessors, not their levels of certification. The solution lies in better policing of assessors by the State Tax Commission, not simply imposing increased educational requirements that may be impossible to achieve and that do nothing to weed out the bad actors; and

WHEREAS, Kalkaska County views HB 6049/SB 1025 in its current form as an unconstitutional unfunded mandate which does little or nothing to accomplish its stated goals.

NOW, THEREFORE, BE IT RESOLVED, that the Kalkaska County Board of Commissioners hereby opposes HB 6049/SB 1025 and asks that it be withdrawn from consideration until the funding issues and other problems identified above can be properly addressed.

CERTIFICATION

The undersigned hereby certify that the foregoing RESOLUTION IN OPPOSITION TO HOUSE BILL 6049 was duly approved at a meeting of the Kalkaska County Board of Commissioners held on June 20, 2018; Motioned by Fisher; Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. Motion carried.

Stuart McKinnon, Chair of
Kalkaska County Board of Commissioners

I, the undersigned, County Clerk of Kalkaska County, Kalkaska, Michigan, do hereby certify that the foregoing is a true and correct copy of certain proceedings taken by the Kalkaska County Board of Commissioners of said municipality at a regular meeting held on May 16, 2018 relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

STATE OF MICHIGAN)
County of Kalkaska)

June 20, 2018

Deborah Hill, County Clerk

No. 18- 63C**RESOLUTION**

To: The Honorable Board of Commissioners
Huron County
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to completely restructure the tax assessing qualifications, process and boundaries of local assessing units in Michigan; and

WHEREAS, HB 6049/SB 1025 will impose a huge financial burden on Huron County as well as Michigan's other counties and local units because its mandates will require increased staffing levels and office space while providing a woefully inadequate 1% administrative fee and undefined "start-up funding" to compensate the counties and other local units for the drastic expenses that will surely accompany the new mandates; and

WHEREAS, HB 6049/SB 1025 will put Huron County at odds with its local townships by requiring us to take the 1% administration fee from the local units to pay for our increased costs; and

WHEREAS, HB 6049/SB 1025 changes the manner in which local boards of review (BOR) are conducted. By putting specialized BORs at the county level, HB 6049/SB 1025 has the potential to strip elected township supervisors and local assessing units of control over the tax assessing process, depriving them of the ability to account for unique conditions and values unknown to county-wide, regional and/or statewide assessing units but well known in the local units; and

WHEREAS, HB 6049/SB 1025 appears to have been designed without any input from existing assessors or their associations and the previous drafts were not made public to the counties and townships directly affected by its sweeping changes until nearly ready for introduction into the Michigan Legislature. In this context, it is difficult to view HB 6049/SB 1025 as anything other than a power grab generating from Lansing; and

WHEREAS, there are no guarantees that quality education will be available locally or even regionally to allow for the increased certification levels imposed by HB 6049/SB 1025; and

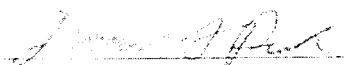
WHEREAS, HB 6049/SB 1025's proposed levels of certification for assessors will not achieve the results that are being sought. The real problem is bad assessors, not their levels of certification. The solution lies in better policing of assessors by the State Tax Commission, not simply imposing increased educational requirements that may be impossible to achieve and that do nothing to weed out the bad actors; and

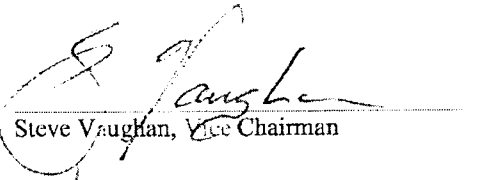
WHEREAS, Huron County views HB 6049/SB 1025 in its current form as an unconstitutional unfunded mandate which does little or nothing to accomplish its stated goals; now

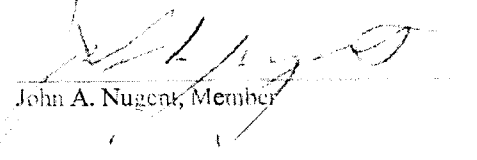
THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners hereby opposes HB 6049/SB 1025 and asks that it be withdrawn from consideration until the funding issues and other problems identified above can be properly addressed.

Respectfully submitted,

LEGISLATIVE COMMITTEE


David G. Peruski, Chairman


Steve Vaughan, Vice Chairman


John A. Nugent, Member

Dated: June 26, 2018

| VOICE / ROLL CALL VOTE: | | | | | | | |
|-------------------------|-------------------------------------|--------------------------|--------------------------|----------------|-------------------------------------|--------------------------|--------------------------|
| COMMISSIONER | YES | NO | ABSENT | COMMISSIONER | YES | NO | ABSENT |
| SAMI KHOURY | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | JOHN L. BODIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DAVID G. PERUSKI | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | RON WRUBLE | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TODD TALASKI | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | JOHN A. NUGENT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| STEVE VAUGHAN | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

RESOLUTION: ADOPTED DEFEATED TABLED

RESOLUTION

To: The Honorable Board of Commissioners
Huron County
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both of the following utility personal property; electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies, that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Huron County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

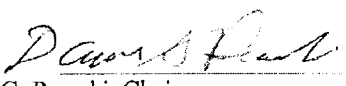
WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018; now

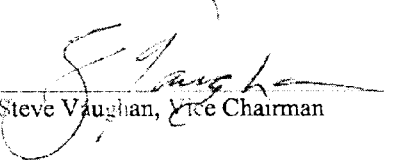
THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners hereby opposes SB 1031; and


BE IT FURTHER RESOLVED that this resolution shall be forwarded to all counties in Michigan, Representative Canfield, Senator Pavlov, Governor Rick Snyder, and the Michigan Association of Counties.

Respectfully submitted,

LEGISLATIVE COMMITTEE


David G. Peruski, Chairman


Steve Vaughan, Vice Chairman


John A. Nugent, Member

Dated: July 10, 2018

VOICE / ROLL CALL VOTE:

| COMMISSIONER | YES | NO | ABSENT | COMMISSIONER | YES | NO | ABSENT |
|------------------|--------------------------|--------------------------|--------------------------|----------------|--------------------------|--------------------------|--------------------------|
| SAMI KHOURY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | JOHN L. BODIS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DAVID G. PERUSKI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | RON WRUBLE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TODD TALASKI | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | JOHN A. NUGENT | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| STEVE VAUGHAN | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

RESOLUTION: ADOPTED DEFEATED TABLED



MICHELLE L. CROCKER
Leelanau County Clerk
Clerk of the Circuit Court

Leelanau County Resolution #2018-010
Resolution in Opposition to Senate Bill 1031, A bill to amend 1893 PA 206, entitled,
“The general property tax act,” (MCL 211.1 to 211.155)
by adding section 9p

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, “Qualified utility personal property” under the Act would include both of the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Leelanau County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Leelanau County Board of Commissioners does hereby oppose SB 1031.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, State Representative Curt Vanderwall, State Senator Darwin Booher, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League, and the Michigan Association of Counties.

#152-06262018 – Special Session

MOTION BY WESSELL TO APPROVE LEELANAU COUNTY RESOLUTION #2018-010, RESOLUTION IN OPPOSITION TO SENATE BIL 1031, a BILL TO AMEND 1893 pa 206, ENTITLED, "The general property tax act," (MCL 211.1 to 211.155) by adding section 9p. SECONDED BY SOUTAS-LITTLE.

Discussion.


ROLL CALL: WESSELL – YES; BUNEK – YES; LAUTNER – ABSTAIN; NOONAN – YES; RUSHTON – YES; SOUTAS-LITTLE – YES.

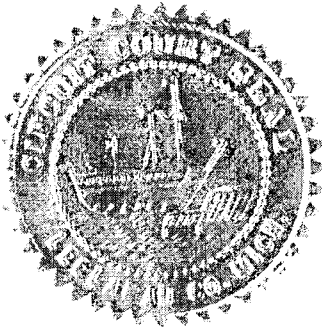
AYES – 5 (Wessell, Bunek, Noonan, Rushton, Soutas-Little)

NO – 0 ABSTAIN – 1 (Lautner) ABSENT – 1 (Ansorge) MOTION CARRIED.

State of Michigan
County of Leelanau

I, Michelle L. Crocker, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of record having a seal, do hereby certify that the above is a true copy of the Record now remaining in my office and of the whole thereof. In Testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the 26th day of June 2018.


Michelle L. Crocker, Leelanau County Clerk



BAY COUNTY BOARD OF COMMISSIONERS

JULY 10, 2018

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to completely restructure the tax assessing qualifications, process and boundaries of local assessing units in Michigan; and

WHEREAS, HB 6049/SB 1025 will impose a huge financial burden on Bay County as well as Michigan's other counties and local units because its mandates will require increased staffing levels and office space while providing a woefully inadequate 1% administrative fee and undefined "start-up funding" to compensate the counties and other local units for the drastic expenses that will surely accompany the new mandates; and

WHEREAS, HB 6049/SB 1025 will put Bay County at odds with its local townships by requiring us to take the 1% administration fee from the local units to pay for our increased costs; and

WHEREAS, HB 6049/SB 1025 changes the manner in which local boards of review (BOR) are conducted. By putting specialized BOR's at the county level, HB 6049/SB 1205 has the potential to strip elected township supervisors and local assessing units of control over the tax assessing process, depriving them of the ability to account for unique conditions and values unknown to county-wide, regional and/or statewide assessing units but well known in the local units; and

WHEREAS, HB 6049/SB 1025 appears to have been designed without any input from existing assessors or their associations and the previous drafts were not made public to the counties and townships directly affected by its sweeping changes until nearly ready for introduction into the Michigan Legislature; and

WHEREAS, there are no guarantees that quality education will be available locally or even regionally to allow for the increased certification levels imposed by HB 6049/SB 1025; and

WHEREAS, HB 6049/SB 1025's proposed levels of certification for assessors will not achieve the results that are being sought. The real problem is bad assessors, not their levels of certification. The solution lies in better policing of assessors by the State Tax Commission, not simply imposing increased educational requirements that may be impossible to achieve and that do nothing to weed out the bad assessors; and

WHEREAS, Bay County views HB 6049/SB 1025 in its current form as an unfunded mandate which does little or nothing to accomplish its stated goals; Therefore, Be It

RESOLVED that the Bay County Board of Commissioners hereby opposes HB 6049/SB 1025 and asks that it be referred back to the House Tax Policy Committee and the Senate Finance Committee until the funding issues and other problems identified above can be properly addressed.

THOMAS M. HEREK, CHAIR
AND BOARD

Opposition to HB 6049/SB 1025
Resolution sponsored by 1st District Commissioner Michael J. Duranczyk
MOVED BY COMM. DURANCZYK

SUPPORTED BY COMM. BEGICK

| COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E | COMMISSIONER | Y | N | E |
|----------------------|---|---|---|-----------------|---|---|---|-----------------|---|---|---|
| MICHAEL J. DURANCZYK | X | | | KIM J. COONAN | X | | | MICHAEL E. LUTZ | X | | |
| ERNIE KRYGIER | X | | | THOMAS M. HEREK | X | | | | | | |
| VAUGHN J. BEGICK | X | | | TOM RYDER | X | | | | | | |

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: X YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____