The County Services Committee will meet on Tuesday, February 16, 2016 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 February 2, 2016 Minutes
Additions to the Agenda
Limited Public Comment

1. **Treasurer**
   a. Resolution Accepting 2015 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of $354,000
   b. Resolution to Provide Funding for Low Income Tax Preparation

2. **Drain Commissioner** - Resolution to Approve Agreement for Work in County Road Right of Way by Webberville Consolidated Drain Drainage District

3. **Facilities Department** - Resolution Authorizing a Contract with Lansing Tile & Mosaic, Inc. to Install New Carpet in the Mason Courthouse

4. **Innovation & Technology Department** - Resolution to Authorize Ingham County Web Application Modernization and Security Services

5. **Road Department**
   a. Resolution to Approve Entering into a Construction Contract with Grand River Construction, Hudsonville, Michigan in Relation to the Southbound Okemos Road Bridge Emergency Repair Project
   b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

6. **Ingham County Fair Presentation** - New Expo Design Overview and Construction Costs

7. **Human Resources Department** - Resolution to Adopt a Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy

8. **Controller’s Office** - Authorization to Start a Managerial Employee Above Step 2
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.
COUNTY SERVICES COMMITTEE
February 2, 2016
Draft Minutes

Members Present: Bahar-Cook, Celentino, Hope, Koenig, Maiville, Nolan, and Tsernoglou

Members Absent: None

Others Present: Tim Dolehanty, Travis Parsons, Becky Bennett, John Dinon, Sally Auer, Connie Page, Tracy Sonneborn, Bradley Prehn, Liz Abdounr, Samara Morgan, Jim Benjamin, Stacy Byers, Shani Saxon, Ashley Hayes, Henry Rojas, and others

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

Approval of the Open and Closed Session Minutes of January 19, 2016

MOVED BY COMM. MAIVLLE, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE JANUARY 19, 2016 MEETING.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO APPROVE THE CLOSED SESSION MINUTES OF THE JANUARY 19, 2016 MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

1. Women’s Commission Interviews

Limited Public Comment

Sally Auer, United Auto Workers (UAW) Chairperson, addressed the committee regarding the County’s Policy on Inclement Weather. She stated that several County employees were not compensated properly for hours they worked on December 28, 2015 due to the County’s closing. She further stated that she planned on filing a grievance.

There was a discussion regarding further discussion of the situation.

Commissioner Celentino suggested that UAW’s Collective Bargaining Unit discuss the issue with Human Resources (HR) since Ms. Auer’s main concern was with collective bargaining. He further stated that any action taken by the Board on the policy could be amended.

Commissioner Tsernoglou stated that she agreed with Commissioner Celentino.
Chairperson Nolan stated she did not feel comfortable discussing it since the Board had already passed it. She further stated that she would like it to go back to staff and UAW to see if there couldn’t be some different resolution.

Ms. Auer expressed concern over language in the considered Criminal Background Check Policy. She stated that the language opened the policy to a mandatory subject of bargaining.

Chairperson Nolan asked if it was the pleasure of the Board to ask staff to work out the details in the considered policy.

Commissioner Bahar-Cook stated that it should be discussed later in the meeting and then staff could discuss it with UAW before proposing the resolution.

Chairperson Nolan asked staff to re-discuss the Policy on Inclement Weather and then come back to the committee.

Ms. Auer stated that the contract with UAW says that when the County creates policies and procedures there is contract language that it must be discussed with UAW before it becomes effective.

Beth Rhodes, Volunteer at the Ingham County Animal Shelter, addressed the committee regarding the County’s decision to not allow volunteers to drive county vehicles.

Connie Page, Volunteer at the Ingham County Animal Shelter, addressed the committee regarding County policy on volunteer usage of county vehicles.

Tracy Sonneborn, Volunteer at the Ingham County Animal Shelter addressed the committee regarding County policy on volunteer usage of county vehicles.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

3. Facilities
   a. Resolution Amending the Agreement with Hobbs+Black to Provide Architectural and Engineering (A&E) Services for Health Department Renovations to the Human Services Building
   b. Resolution Amending the Contract Amount with Dietz Janitorial Service to Provide Cleaning Services in Various County Buildings

4. Road Department
   a. Resolution Authorizing Creating and Hiring for One Additional Permanent Mechanic Position for the Road Department
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
5. **Farmland & Open Space Preservation Board**
   b. Resolution Approving the Farmland and Open Space Preservation Board’s (FOSP) Recommended Selection Criteria (Scoring System) for the 2016 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2016 Application Cycle

6. **Human Resources**
   a. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 Labor Program, Inc. - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION FOR A CONSENT AGENDA CARRIED UNANIMOUSLY.

1. **Women’s Commission Interviews**

   Shani Saxon interviewed for an appointment to the Women’s Commission.

   Kristine Byron interviewed for an appointment to the Women’s Commission.

2. **Equal Opportunity Committee Interviews**

   Samara Morgan interviewed for an appointment to the Equal Opportunity Committee.

   Elizabeth Abdnour interviewed for an appointment to the Equal Opportunity Committee.

   **MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPOINT SAMARA MORGAN AND ELIZABETH ABDNOUR TO THE EQUAL OPPORTUNITY COMMITTEE.**

   THE MOTION CARRIED UNANIMOUSLY.

4. **Road Department**
   b. Resolution to Considered for Inclusion in the 2017 – 2020 Tri-County Regional Transportation Improvement Plan Approve Proposed Ingham County Road Projects for Submission to Tri-County Regional Planning Commission to be

   **MOVED BY COMM. HOPE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO CONSIDERED FOR INCLUSION IN THE 2017 – 2020 TRI-COUNTY REGIONAL TRANSPORTATION IMPROVEMENT PLAN APPROVE PROPOSED INGHAM COUNTY ROAD PROJECTS FOR SUBMISSION TO TRI-COUNTY REGIONAL PLANNING COMMISSION TO BE.**

   There was a discussion regarding data attached to the resolution.
THE MOTION CARRIED UNANIMOUSLY.

5. Farmland & Open Space Preservation Board
   a. Resolution Approving the Ranking of the 2015 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION APPROVING THE RANKING OF THE 2015 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES.

Commissioner Maiville disclosed that the Davis and Clark families were acquaintances of his family.

There was a discussion regarding data attached to the resolution.

Stacy Byers, Farmland and Open Space Preservation Board, disclosed that one of the applicants was also a family member of hers.

There was further discussion regarding data attached to the resolution.

THE MOTION CARRIED UNANIMOUSLY.

6. Human Resources
   b. Discussion of a Driver’s License Check Policy

Travis Parsons, Human Resources Director, addressed the committee regarding County policy on volunteers driving county vehicles.

Commissioner Maiville thanked the Animal Control Volunteers for their attendance and work. He asked what current restrictions there were on County employees driving vehicles. He also asked what complications would arise if those restrictions were applied to volunteers.

Ms. Parsons answered that obtaining driving records and the maintenance of those records were handled on a department-by-department basis. He stated that in a few weeks, the committee would see a policy that would centralize the process so that HR could handle it.

Commissioner Bahar-Cook asked if Mr. Parsons had talked to other counties to see what their policies were on volunteers driving county vehicles.

Mr. Parsons answered that he did not, but that the policy action was not due to the interaction with Animal Control. He stated that he arrived at the current draft policy by working with the attorney’s office to look at other counties.
Commissioner Bahar-Cook asked if it would be possible to talk to other counties that allow volunteers to drive county vehicles. She further stated that clarification was needed regarding the specificity of what “transport others” meant under the Purpose and Applicability section of the policy.

There was a discussion regarding other counties’ policies on volunteers using county vehicles and clarification on the mobile adoption van Animal Control used to transport animals.

Jill Rhode, Director of Financial Services, stated that the County’s deductible for any liability loss was half a million dollars. She further stated that there was nothing in place to protect volunteers, that there was a huge liability, and that there was a lack of proper defense for the volunteers.

Commissioner Koenig stated that somebody familiar with No Fault Michigan law should be talked to as there may be defenses in place.

There was a discussion regarding clarification on obtaining volunteer driving records.

Commissioner Tsernoglou stated that instead of being told that there was a risk, she would like to hear how it could be done and what the cost would be.

Commissioner Celentino stated that he would like to see the policies of surrounding counties regarding volunteers driving county vehicles. He asked Chairperson Nolan to direct staff to take a look what would make it possible for volunteers to drive county vehicles.

Commissioner Koenig stated that once the policy was adopted, it needed to apply to all departments. She further stated that people with knowledge of Michigan No Fault law should be brought in.

John Dinon, Animal Control Director, stated that the ban on volunteers driving vehicles not only affected adoptions, but it took staff away from law enforcement and animal care.

There was a discussion regarding the driving of county vehicles for county business.

Commissioner Tsernoglou stated that she would like to see some suggested action at the next meeting.

Commissioner Bahar-Cook stated the policy might need to be discussed with unions to make sure that it was not taking away work from union employees.

Commissioner Koenig stated even though individuals may come after the County regarding liability, it did not necessarily mean that they would win. She further stated that she was not sure that the county attorneys handled Michigan No Fault law.
Mr. Dinon stated that Ingham County had come a long way in regards to Animal Control, but not allowing volunteers to drive vehicles would be a step backwards because it would cost animal lives, goodwill throughout the community, and grief with voters.

Ashley Hayes, Volunteer Coordinator of Ingham County Animal Control, introduced herself to the committee.

c. Discussion and Consideration of a Resolution to Adopt a Criminal Background Check Policy

Mr. Parsons addressed the committee regarding the consideration for a Resolution to Adopt a Criminal Background Check Policy.

There was discussion regarding the use of running a credit report on new hires.

Commissioner Koenig stated that she would appreciate finding out why it was recommended to run a credit report.

Commissioner Hope stated that she shared similar concerns but that she would like to know more about what was generated by the credit report.

There was a discussion regarding the use of credit reports and criminal background checks.

Commissioner Tsernoglou asked if doing a background check would fulfill what Ban the Box was meant to prevent.

Mr. Parsons answered that the rationale behind Ban the Box was to keep people from being disqualified during the hiring process and that the policy recommended that before handing an individual a job, a discussion needed to be had on whether or not the person had a criminal background and if they were accurately reporting their background.

There was a discussion regarding discussion of the recent adopted policies with unions.

Commissioner Maiville stated that some of the issues needed to be vetted out in writing. He thanked Mr. Parsons for his work.

Commissioner Bahar-Cook suggested having a discussion about making new policies more easily accessible possibly via an employee handbook.

Chairperson Nolan stated there were complexities in working with unions, Animal Control, and the Sheriff. She thanked Mr. Parsons for his work and acknowledged the difficulties in drafting policies due to the complexities of communicating with different organizations.

7. Board Referrals

b. Letter from the Native American Arts and Crafts Council Requesting a $1,000.00 Sponsorship to Help Offset the Cost of Their Riverbank Traditional Pow Wow Event
Commissioner Bahar-Cook suggested that the Controller’s Office or Becky Bennett, Board Coordinator, respond to the request by writing a letter stating that the County did not do sponsorships, but informing them of contracts for services.

There was a discussion regarding having a discussion on how the Arts Council would dole out money and how tax funds were distributed.

Chairperson Nolan stated that the discussion would be added to a future agenda. She asked Becky Bennett, Board Coordinator, to draft a letter stating that the Board of Commissioners did not do sponsorships.

**Announcements**

Commissioner Hope stated that the 38th Sobriety Court graduation ceremony was held earlier in the day.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 7:41 p.m.
ACTION ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1a.  **Treasurer** – Resolution Accepting 2015 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of $354,000

Third Party Administrator Capital Area Housing Partnership has applied for Community Development Block Grant (CDBG) funding on behalf of Ingham County from the Michigan State Housing Development Authority (MSHDA). MSHDA has granted Ingham County $354,000 for Homeowner Rehabilitation for qualified residents of the cities of Leslie, Mason and Williamston. The Capital Area Housing Partnership has reviewed the grant and verified that it replicates a previously approved CDBG grant application. The Treasurer proposes acceptance of the CDBG grant.

1b.  **Treasurer** - Resolution to Provide Funding for Low Income Tax Preparation

The Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens. AIC has successfully assisted thousands of low and moderate income taxpayers and helped achieve refunds over several million dollars, including substantial amounts from the Earned Income Tax Credit. These efforts assist the economic condition of low and moderate income citizens and, according to the County Treasurer, income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County. In order to support ongoing funding needs associated with AIC’s VITA coordination efforts, the Treasurer proposes a resolution to authorize funding of $12,000 from the Delinquent Tax Administration fund.

2.  **Drain Commissioner** - Resolution to Approve Agreement for Work in County Road Right of Way by Webberville Consolidated Drain Drainage District

The Ingham County Drain Commissioner proposed this resolution to grant formal license and permission to construct, improve and maintain the Webberville Consolidated Drain Drainage District, and to allow construction of the drain within road rights-of-way held by the Road Department. Road Department Managing Director Bill Conklin concurs with the proposed agreement subject to approval by the County Attorney.

3.  **Facilities Department** - Resolution Authorizing a Contract with Lansing Tile & Mosaic, Inc. to Install New Carpet in The Mason Courthouse

The Facilities Department proposes to replace carpeting in the Mason Courthouse Court Room, Board Room, Controller’s Office and Board of Commissioner’s Office. **Purchase and installation would be made through a cooperative purchase agreement with the State of Michigan.** The State contract resulted from their competitive bid process. If approved, this project would be completed at a cost not to exceed $36,060.
4. **Innovation and Technology Department - Resolution to Authorize Ingham County Web Application Modernization and Security Services**

The Innovation and Technology (IT) Department seeks approval of a resolution to continue engagement with vendor Dewpoint to provide the current critical web application service and support at a total cost of $30,000. Dewpoint, a local vendor and participant under the State of Michigan MiDeal program, completed their previous term of service as specified without issue. **Note that this service would be provided through a cooperative purchase agreement with the State of Michigan.**

5a. **Road Department - Resolution to Approve Entering into a Construction Contract with Grand River Construction, Hudsonville, Michigan in Relation to the Southbound Okemos Road Bridge Emergency Repair Project**

A recent bridge inspection of the southbound bridge structure serving Okemos Road over the Red Cedar River revealed concerns about the viability of the existing steel beams to carry normal traffic loading in the structure’s outside lane. It was found that beam ends at the southern pin & hanger assembly have deterioration such that emergency work is necessary to ensure that all lanes crossing the structure can be open to serve the 12,900 vehicles a day that use the structure.

Grand River Construction Inc., a pre-qualified vendor through Michigan Department of Transportation, submitted the lowest responsive proposal for this project at a cost not to exceed $249,772.75. The Road Department recommends approval of this contract.

5b. **Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department**

The Ingham County Board of Commissioners periodically approves special and routine permits submitted by the Road Department.

6. **Fair - New Expo Design Overview and Construction Costs**

Fair Director Sandy Dargatz will be in attendance to discuss the Ingham County Fair Expo Design and construction costs.

7. **Human Resources Department - Resolution to Adopt a Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy**

Following discussion over several meetings, the Human Resources Department recommends approval of a Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy.

8. **Controller’s Office – Authorization to Start a Managerial Employee Above Step 2**

Section B.7 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee. Based on knowledge, skills and expertise of a recommended candidate, and in recognition of local market demands, the Controller recommends that the Committee allow a new Chief Information Officer to start at Grade B, Step 5 of the MCF Market Salary Position scale.
DATE: January 27, 2016

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to Accept 2015 Community Development Block Grant Funding

Attached is a proposed resolution authorizing the Third Party Administrator, Capital Area Housing Partnership accept $354,000 from Michigan State Housing Development Authority for Homeowner Rehabilitation.

Thank you for your consideration of this resolution. Please contact me if you have any questions.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ACCEPTING 2015 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY IN THE AMOUNT OF $354,000

WHEREAS, Third Party Administrator Capital Area Housing Partnership has applied for Community Development Block Grant funding on behalf of Ingham County from the Michigan State Housing Development Authority; and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County $354,000 for Homeowner Rehabilitation for qualified residents of the cities of Leslie, Mason and Williamston, in Ingham County; and

WHEREAS, the Capital Area Housing Partnership has reviewed the grant and verified it replicated the previously approved CDBG grant application.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Community Development Block Grant of $354,000 from the Michigan State Housing Development Authority, utilizing a Third Party Administrator, Capital Area Housing Partnership, to administer the program, to utilize the funds as designated in the grant agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved to form by the County Attorney.
DATE: January 21, 2016

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to fund Volunteer Income Tax Assistance program.

Attached is a proposed resolution authorizing the County Treasurer to fund $12,000 to the Asset Independence Coalition to support its free tax preparation services for low to moderate income citizens.

Thank you for your consideration of this resolution. Please contact me if you have any questions.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the group has successfully assisted thousands of low and moderate income taxpayers and helped achieve refunds over several million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorize funding for the AIC’s VITA coordination efforts of $12,000 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.
Memo to County Services Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Webberville Consolidated Drain Maintenance and Improvement Project Agreement for Work in Road Right of Way by the Webberville Consolidated Drain Drainage District

Date: February 1, 2016

I am requesting that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department (ICRD), approve entering into an agreement to grant license and permission to the Webberville Consolidated Drain Drainage District for the purposes of constructing, improving, and maintaining the Webberville Consolidated Drain in road rights-of-way held by the ICRD. Such action by the Board of Commissioners is customary now as there is no longer a Road Commission. The Webberville Consolidated Drain Maintenance and Improvement Project (Project) work within the road rights-of-way has been discussed with the Ingham County Road Department, and Managing Director Bill Conklin is in agreement with the attached 321 Agreement, subject to approval by the County Attorney.

For your information, the Project results from a petition submitted by Leroy Township on January 7, 2014. The petition was filed to consolidate three Drains (Webberville Drain, Webberville #2 Drain, and Monroe and Leach Drain) into the Webberville Consolidated Drain, and to make improvements to the Webberville Consolidated Drain in order to address the existing widespread flooding of homes, roads, and property within the Drainage District. On April 29, 2014, the petition was found necessary by a statutory Board of Determination.

The Project includes extending, and adding branches and new enclosed drainage structures to the Webberville Consolidated Drain within the Village of Webberville and Leroy Township; removing obstructions and upsizing culverts in the open drain channel of the Webberville Consolidated Drain that outlets to the Kalamink Consolidated Drain to the west; and, assuming jurisdiction over the Village of Webberville’s drainage system as branches of the Webberville Consolidated Drain. Water quality basins and low impact drainage swales will be included to assure that the discharge from the newly constructed system meets the standards of the Ingham County Drain Commissioner and the requirements of MDEQ Permits. Work is being staged to protect threatened and endangered bat species and to accommodate municipal projects in the Village of Webberville. Project construction is expected to commence in Summer, 2016 and be completed by Winter, 2017.

Thank you for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
This agreement is made and entered into on this ____ day of ________________ 2016, by and between the Weberville Consolidated Drain Drainage District (hereinafter “Drainage District”), administered by the Ingham County Drain Commissioner (hereinafter “Drain Commissioner”) of 707 Buhl Avenue Mason, Michigan 48854-0220, and the Ingham County Road Department (hereinafter, the “ICRD”) of 301 Bush Street, P.O. Box 38, Mason, Michigan 48854.

WITNESSETH:

WHEREAS, as a result of drainage problems and flooding experienced in the Drainage District, a Petition, dated January 7, 2014, for consolidation and improvements, including but not limited to the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, and adding branches and a relief drain (hereinafter “Improvements”) to the drain now known and designated as the Weberville Consolidated Drain (hereinafter “Drain”) was filed by Leroy Township, a municipality that will be liable for assessments at large for at least a percentage of the total amount to be assessed for the cost of the Drain; and

WHEREAS, an Order of Necessity was entered on April 29, 2014, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that Improvements to the Drain are necessary for the protection of the public health in Leroy Township and the Village of Weberville; and

WHEREAS, the Drainage District is developing plans and specifications for Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and

WHEREAS, said Improvements are intended to relieve the drainage problems and flooding providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations and local ordinances; and

WHEREAS, said Improvements entail work to be performed in public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and the roads are left in equal, or better, condition once construction is complete in accordance with the terms of this agreement.

NOW THEREFORE, it is agreed by and between the parties as follows:

1. The ICRD does hereby grant license and permission to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the road rights-of-way as permitted by the ICRD and as marked on the map attached hereto as Exhibit A.
2. The Drainage District is solely responsible for, and shall maintain, all Drainage Structures installed within the road right-of-way for storm water drainage purposes, as depicted in the attached Exhibit A.

3. The term “Drainage Structures” as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.

4. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are within the road right-of-way and that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement.

5. Except as specifically set forth herein, this Agreement does not otherwise alter the ICRD’s obligations for road administration, repair and maintenance of roads and road rights-of-way under its control and jurisdiction as provided by law.

6. Except as specifically set forth herein, this Agreement does not otherwise alter the Drainage District’s obligations for maintenance and repair of the Drain as provided by law.

7. This Agreement shall not be construed as obligating the ICRD or the Drain Commissioner to expend funds in excess of appropriations or assessments authorized by law or otherwise commit the Drain Commissioner or the ICRD to actions for which they lack statutory authority.

8. For the Improvements to be performed pursuant to this Agreement and for any future maintenance and/or repair work, the Drain Commissioner, on behalf of the Drainage District, shall obtain any and all necessary permits from the ICRD required to perform said construction, maintenance and/or repair work. Any subsequent changes in Plans and Specifications during construction for work within road rights-of-way must first receive a permit amendment. Subsequent to completion of construction, the Drainage District shall provide the ICRD with construction record drawings illustrating all Improvements and their details constructed within the public road rights-of-way and identifying the drainage structures to be maintained by the Drainage District.

9. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in the above-referenced Plans and Specifications and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and the ICRD authorities or transfer any authority, on to the other. The ICRD and Drain Commissioner do not waive any claims, positions and/or interpretations that they may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.

10. This Agreement incorporates by reference the ICRD Right-Of-Way Permit Rules and Regulations, as revised on June 8, 2006.

11. This Agreement does not confer or grant an easement or other rights or interests in the road right-of-way to the Drain Commissioner or Drainage District other than as necessary for the construction, maintenance and repair of the Drain, unless otherwise stated herein.

12. This Agreement is not intended to create, nor does it create, any third-party rights, but has been entered into for the sole benefit of the parties hereto.

13. The parties signing this Agreement on behalf of each party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective parties to this Agreement.
WEBBERVILLE CONSOLIDATED DRAIN DRAINAGE DISTRICT

By: ______________________________________
    Patrick E. Lindemann
    Ingham County Drain Commissioner

STATE OF MICHIGAN  )
         )ss
COUNTY OF INGHAM   )

    The foregoing was acknowledged before me on this ___ day of ______________, 2016, by Patrick E. Lindemann, Ingham County Drain Commissioner on behalf of the Webberville Consolidated Drain Drainage District.

____________________________________
_______________________, Notary Public
State of Michigan, County of Ingham
My commission expires: ______________
Acting in Ingham County, Michigan

COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT

By: _________________________________
    Kara Hope
    Chairperson, County Board of Commissioners

STATE OF MICHIGAN  )
         )ss
COUNTY OF INGHAM   )

    The foregoing was acknowledged before me on this ___ day of ______________, 2016, by Kara Hope, Chairperson, County Board of Commissioners, on behalf of the Ingham County Road Department.

____________________________________
_______________________, Notary Public
State of Michigan, County of Ingham
My commission expires: ______________
Acting in Ingham County, Michigan

Prepared by and Return to:

Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854-0220
Agenda Item 2

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT OF WAY BY WEBBERVILLE CONSOLIDATED DRAIN DRAINAGE DISTRICT

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on _____________, 2016, at 6:30 p.m., local time.

PRESENT: Commissioners __________________________________________________________

ABSENT: Commissioners __________________________________________________________

The following resolution was offered by Commissioner __________________ and supported by Commissioner: __________________________________________________________

WHEREAS, as a result of concerns for a more efficient and cost-effective administration, maintenance, and improvement of drainage in the Webberville Drain; the Webberville #2 Drain; and the Monroe and Leach Drain; a Petition, dated January 7, 2014, for consolidation of the Drainage Districts to be known and designated as the Webberville Consolidated Drain Drainage District (hereinafter “Drainage District”); and for improvements, including but not limited to the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, relocating along a highway, providing structures, mechanical devices and pumping equipment, adding lands, adding branches, and adding a relief drain (hereinafter “Improvements”) of the consolidated drain to be known and designated as the Webberville Consolidated Drain (hereinafter “Drain”) was filed with the Ingham County Drain Commissioner (hereinafter “Drain Commissioner”) by Leroy Township, as a municipality that shall be liable to assessment at-large for benefits of such work; and

WHEREAS, an Order of Necessity was entered on April 29, 2014, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that Improvements to the Drain are necessary for the protection of the public health in Leroy Township and the Village of Webberville; and

WHEREAS, the Drainage District is developing plans and specifications for Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and

WHEREAS, said Improvements are intended to relieve the drainage problems and flooding providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations and local ordinances; and

WHEREAS, said Improvements entail work to be performed in public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (hereinafter, the “ICRD”), for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and
WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and the roads are left in equal, or better, condition once construction is complete in accordance with the terms of an agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners on behalf of the ICRD approves entering into an agreement with the Ingham County Drain Commissioner on behalf of the Webberville Consolidated Drain Drainage District to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the road rights-of-way as permitted by the ICRD.

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.

YEAS:  Commissioners

NAYS:  Commissioners

ABSTAIN:  Commissioners

COUNTY SERVICES:

Yeas:  
Nays:  Absent:  Approved:  

Approved:  

STATE OF MICHIGAN  )
            ) SS
COUNTY OF INGHAM  )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on ________________, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ______day of ____________.

_____________________________________
Barb Byrum, Clerk
County of Ingham
TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: February 1, 2016

SUBJECT: RESOLUTION AUTHORIZING A CONTRACT WITH LANSING TILE & MOSAIC, INC. TO INSTALL NEW CARPET IN THE MASON COURTHOUSE

The Mason Courthouse Court Room, Board Room, Controller’s Office and Board of Commissioner’s Office are in need of new carpeting.

The County Purchasing Policy permits foregoing the competitive bidding process when staff determines that utilizing a cooperative contract provides the best value to the County. This service will be made piggybacking on the State of Michigan contract # 071B9200174, with an expiration date of 03/17/17, which was the result of a competitive bidding and awarding process.

The Facilities Department will accept the alternate to include the holding room for an additional $1,150.00 bringing the total to a not to exceed cost of $31,070.00. Lansing Tile & Mosaic, Inc., an authorized installer, will provide and install Tandus carpet in the above listed areas.

The Facilities Department would like to request a $5,000.00 contingency for any unforeseen repairs that may arise once existing carpet is removed. This will bring the total to a not to exceed cost of $36,070.00.

Funds for said services are available within Line Item #245-90212-931000-6FC13 for Mason Courthouse carpet replacement which has a balance of $38,000.00.

I recommend approval of this resolution.
Resolved by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH LANSING TILE & MOSAIC, INC. TO INSTALL NEW CARPET IN THE MASON COURTHOUSE

WHEREAS, the Mason Courthouse Court Room, Board Room, Controller’s Office and Board of Commissioner’s Office are in need of new carpeting; and

WHEREAS, the County Purchasing Policy permits foregoing the competitive bidding process when staff determines that utilizing a cooperative contract provides the best value to the County; and

WHEREAS, this service will be provided by piggybacking on the State of Michigan contract # 071B9200174 with an expiration date of 03/17/17, which was the result of a competitive bidding and awarding process; and

WHEREAS, the Facilities Department will accept the alternate to include the holding room for an additional $1,150.00, bringing the total to a not to exceed cost of $31,070.00; and

WHEREAS, Lansing Tile & Mosaic, Inc., an authorized installer, will install Tandus carpet in the above listed areas; and

WHEREAS, the Facilities Department would like to request a $5,000.00 contingency for any unforeseen repairs that may arise, once the existing carpet is removed. This will bring the project total to a not to exceed cost of $36,070.00; and

WHEREAS, the funds for said services are located within Line Item #245-90212-931000-6FC13 for Courthouse carpet replacement which has a balance of $38,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a contract with Lansing Tile & Mosaic, Inc. an authorized installer, 2210 Apollo Drive, Lansing, Michigan 48906 to install Tandus carpet, under the State of Michigan contract, in the Mason Courthouse Court Room, Board Room, Holding Room, Controller’s Office and Board of Commissioner’s Office for a total not to exceed cost of $36,070.00 which includes a $5,000.00 contingency.

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.
In November 2014 Resolution #14-464 was approved by the Ingham County Board of Commissioners (BOC) to utilize Dewpoint to re-write in house developed web applications that were identified to have critical development, functionality and security risks. Additional web applications beyond the applications previously identified in Resolution #14-464 have been identified to also have critical development, functionality and security risks.

The Innovation and Technology Department (ITD) does not have an internal staff resource on board with the knowledge and or expertise to provide support of the County’s web applications since 2013 and have been utilizing contractual support services from GravityWorks and Dewpoint. The service/support GravityWorks previously provided was below expectations and their contract was not renewed. Dewpoint is a local vendor and participant under the State of Michigan’s (SOM) MiDeal program and completed their previous term of service as specified without issue.

ITD requested the attached Statement of Work (SOW)/Quote from Dewpoint to provide the current critical web application service and support being requested.

Please note the following points when considering approval of this request:

- The urgency of addressing and resolving the critical development, functionality and security risks of the County web applications
- The excellent service Dewpoint previously provided
- Dewpoint is a local vendor and participant under the SOM MiDeal program, Contract #071B3200057
- The knowledge Dewpoint obtained from previously re-writing and securing the County’s in house web applications will provide avoiding any learning curve of the environment if a new or alternate vendor was to be selected for this request
- Normal pricing for this service is not to exceed $185.00 per hour, Dewpoint is offering the service at a rate of $100.00 per hour

ITD is respectfully requesting the Ingham County’s BOC approval to circumvent obtaining three quotes for this requested service due to the bulleted points/items listed above. ITD is recommending and requesting the Ingham County BOC approval to implement this SOW with Dewpoint to address/resolve the critical development, functionality and security risks of the County web applications at total cost of $30,000.00 ($100.00 per hour for 300 hours of support/service).

The funding will come from the County’s Innovation and Technology Departments Network Maintenance – Consultants Fund #636-25810-802000.

Thank you.
Introduce by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UTILIZING DEWPOINT TO RE-WRITE IN HOUSE WRITTEN WEB APPLICATIONS

RESOLUTION #14-464

WHEREAS, while continuing to review past applications it was discovered that several applications written for the county in house are in great need of revision due to issues that include security concerns, old programing, and their ability to be used in current technology web browsers and operating systems; and

WHEREAS, DewPoint has a Dot Net programmer available to re-write the in house applications; and

WHEREAS, DewPoint reviewed the problems and put together a solution/ scope; and

WHEREAS, DewPoint is available via the State of Michigan contract at a rate of $90 per hour for programing; and

WHEREAS, the project is expected to be a 6 week project for DewPoint and the cost to Ingham County would be $34,800; and

WHEREAS, due to the nature of work involved the Innovation and Technology Department is requesting a $5,200 contingency authorization for this project for a total cost not to exceed $40,000; and

WHEREAS, it is the recommendation of the Chief Information Officer that the County utilize DewPoint to re-write several in house written applications; and

WHEREAS, funds for this service will be paid out of the Innovation and Technology Network Consulting fund.

THEREFORE IT BE RESOLVED, that the Board of Commissioners authorizes the Innovation and Technology Department to utilize DewPoint via the State of Michigan Contract at a rate of $90 per hour to re-write several in house web applications.

BE IT FURTHER RESOLVED, the not to exceed $40,000 cost will be paid out of the Innovation and Technology Department’s 2015 Network Consulting fund 63625810-802000.

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 Ingham County Board of Commissioners authorizes the Board Chairperson to sign any contract/purchase order documents consistent with this resolution and approved as to form by the County Attorney.

COUNTY SERVICES: Yeas: Holman, Tseroglou, Nolan, Koenig, Maiville
Nays: None     Absent: Crenshaw, Celentino     Approved 11/04/14

FINANCE: Yeas: Koenig, Anthony, Tennis, McGrain, Bahar-Cook, Schafer, Vickers
Nays: None     Absent: None     Approved 11/05/14
WHEREAS, Resolution #14-464 contracted Dewpoint to re-write numerous in house developed County web applications concerning their functionality and security; and

WHEREAS, additional in house developed County web applications have been identified to have critical development, functionality and security issues; and

WHEREAS, the Innovation and Technology Department (ITD) does not currently have an internal staff resource on board with the knowledge and or expertise to provide support of the County’s web applications; and

WHEREAS, this request for support of the County’s web applications is critical, since 2013 support of the County’s web applications has been provided via vendor support; and

WHEREAS, Dewpoint is a local vendor, a participant under the State of Michigan (SOM) MiDeal (Contract #071B3200057) program and Dewpoint has previously performed the exact work being requested on other web applications and met all contractual agreements to the County’s satisfaction and without issue. Lastly, Dewpoint is offering the requested service at a rate of $100.00 per hour for 300 hours of service/support, not to exceed a total cost of $30,000.00; and

WHEREAS, due to the urgency of acquiring support for the County’s web applications as soon as possible, ITD is respectfully requesting Ingham County Board of Commissioner approval to circumvent obtaining three quotes for this requested service; and

WHEREAS, ITD is recommending and requesting the Ingham County Board of Commissioner approval to implement the attached Statement of Work (SOW) with Dewpoint to address/resolve the critical development, functionality and security risks of the County’s web applications at total cost of $30,000.00 ($100.00 per hour for 300 hours of support/service); and

WHEREAS, the funding for this request will come from the County’s ITD’s Network Maintenance Consultants Fund #636-25810-802000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners does hereby authorize contracting with Dewpoint using the MiDeal (Contract #071B3200057) for a total cost of $30,000.00 to assist with support for the County’s web applications according to the attached statement of work.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County’s Innovation and Technology Departments Network Maintenance Consultants Fund #636-25810-802000.

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 necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.
Ingham County-Web Application Modernization and Security Services

PRESENTED TO:
Vince Foess

PRESENTED BY:
Mike Coyne
Mike.Coyne@dewpoint.com
517.331.0715

January 13, 2016
**Table of Contents**

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- Dewpoint Responsibilities ........................................................................ 4
- County Responsibilities .......................................................................... 4
- Deliverables .............................................................................................. 4
- SOW Completion Criteria ........................................................................ 4
- Estimated Schedule ................................................................................ 5
- Contracting/Pricing .................................................................................. 5
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Statement of Work

The purpose of this Statement of Work (SOW) is to define the work effort associated with Dewpoint’s proposed IT staff augmentation services to assist Ingham County in modernizing, repairing, and securing their web based applications.

Objectives

The SOW objective is as follows:

- Provide one (1) Senior Application Architect on a staff augmentation (time and materials) basis to the Ingham County Department of Innovation and Technology
- Under the direction of the County, Dewpoint’s Senior Application Architect will provide architectural leadership and support of the County’s web based applications such as Paradmin, Fochist, Fochisti, Attorney Voucher, and others as needed.

Scope of Work/Skill Set

To assist Ingham County, Dewpoint will provide One (1) Senior Application Architect with the following skill set:

- ASP.NET
- VB.NET
- Microsoft SQL Server
- TFS
- SQL
- SQL Server Reports
- Web Concepts
- Database Concepts
- Configuration management

Tasks may include:

1) Code of applications, interfaces, modules, components and reports

2) Resolve open tickets associated with Web based applications and interfaces (edits, removal of links, etc.)

3) Assist with transferring data/information located on the former Ingham County Web Applications lead (Kathy) PC/laptop to a more organized and accessible development environment

4) Assist with the design, creation, and implementation of development and testing environments

5) Create and follow configuration management processes implemented

6) Create technical system documentation
7) Complete transition and maintenance plans to enable state staff to maintain applications, code, interfaces, modules, components and reports.

8) Perform knowledge transfer to County staff

**Dewpoint Responsibilities**

a. Provide personnel as identified in this document.

b. Present weekly time sheets to the Ingham County CIO for approval. The timesheets will be presented to the Ingham County CIO for approval every Friday or subsequent working day if Friday is a holiday.

c. The Dewpoint resource will perform the requested services using a combination of onsite activity with remote work for this project as required.

**County Responsibilities**

a. Ingham County IT staff will manage and direct the Dewpoint resource.

b. The Ingham County project lead will:
   i. Manage and direct the work load of the assigned to the Dewpoint resources.
   ii. Provide workstations, suitable office space, supplies and a telephone for the vendor resources at no expense to the vendor.
   iii. Provide Dewpoint resource with appropriate access to Ingham County's development, testing and production infrastructure (software and systems) as required by the project.
   iv. Provide the Dewpoint resource with remote access as needed
   v. Remove Dewpoint’s remote access ability when the project is complete
   vi. Approve all weekly status reports and monthly invoices.

c. The consultants assigned by Dewpoint to perform the services for Ingham County are not to be solicited for permanent employment by the County.

**Deliverables**

Weekly status reports/time sheets - Each Friday, a status report/time sheet will be completed and submitted to the Ingham County project lead. The time sheet will list the week’s Services performed and actual hours worked.

**SOW Completion Criteria**

Dewpoint will have completed its obligations under this SOW when one of the following occurs:

1. The vendor provides the total number of hours of Services specified in the Charges section of this SOW; or

2. The Estimated Project End Date has been reached; or
3. This SOW is terminated in accordance with the provisions of the Contract.

**Estimated Schedule**

The estimated start date is January 13, 2016 and the estimated project end date is June 30, 2016.

**Contracting/Pricing**

The State of Michigan MiDeal contract program is a contracting vehicle set up by the State available to leverage for all other State of Michigan Government entities. Additional information regarding the MiDeal program is located at the following URL: [http://www.michigan.gov/localgov](http://www.michigan.gov/localgov)

Dewpoint is a participant under the State of Michigan’s MiDeal program. The Dewpoint State of Michigan Project Control Office contract (State of Michigan Contract #071B32000057) is included in the State’s MiDeal program. Within this contract is a rate card associated with 20 different IT resource categories. One of these categories is Senior Architectural services. The Dewpoint (competitively awarded) not to exceed hourly rate for these services within this contract is $185 per hour. Dewpoint is offering these services through the MiDeal program to Ingham County at $100 per hour.

The following pricing for this project is based on Dewpoint’s understanding of the scope contained in this proposal. Any extensions or change of service that affect the project in terms of resources, scope, or time will be handled through a change request form. These changes may impact the cost of the project. Overtime (over 40 hours per week) is allowed under this contract, but must be approved by Ingham County. Any overtime will be billed at the standard rate.

Changes will not be effective without written agreement and approval by Dewpoint and Ingham County.

<table>
<thead>
<tr>
<th>Dewpoint Resource</th>
<th>Hourly Rate</th>
<th>Total Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Application Architect</td>
<td>$100.00</td>
<td>300</td>
<td>$30,000.00</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td><strong>$30,000.00</strong></td>
</tr>
</tbody>
</table>

**Signature Page**

**Accepted by:**

For Dewpoint, Inc.:  

______________________________  

For Ingham County:

______________________________  

Printed Name:_________________  

Printed Name:_________________  

Date:_________________________  

Date:_________________________  

---

*Ingham Co. Web Application Modernization and Security Services SOW*  

*Confidential*
TO: County Services and Finance Committees  
FROM: Robert Peterson, Director of Engineering  
Road Department  
DATE: January 27, 2016  
SUBJECT: Southbound Okemos Road Bridge Emergency Repair Project

An early November 2015 biennial bridge inspection revealed that a number of the southbound Okemos Road Bridge’s beams ends and one of its two pin & hanger assemblies had deteriorated to the point where the bridge inspector recommended that the southbound outside lane be immediately closed to traffic. Road Department staff closed the outside lane of the southbound Okemos Road Bridge between Mt Hope Road & Hamilton Road and set out to secure bridge design services for the needed repairs.

In early December 2015, resolution 15-467 authorized securing bridge engineering design services with Great Lakes Engineering group, LLC. Shortly afterward the design team prepared repair drawings, specifications, and a request for proposals for bidding purposes. Bids were solicited from MDOT prequalified bridge contractors to perform the repair work. Bids were received on January 26, 2016; the results are as follows:

- $249,772.75  Grand River Construction, Hudsonville, Michigan
- $263,214.05  Anlaan Corporation, Grand Haven, Michigan
- $342,164.55  Z Contractors, Inc., Shelby Township, Michigan
- $345,234.01  C. A. Hull Co., Inc., Walled Lake, Michigan
- $367,425.96  Toebe Construction, LLC, Wixom, Michigan
- $374,111.35  Nashville Construction Company, Nashville, Michigan

The finished repairs will allow us to open all lanes across the bridge and enable Road Department staff time to secure funding for replacement of the bridge. The repair costs are to come from a state general fund allocation pursuant to Public Act 84 of 2015, which will provide about $2.06M additional road funds to the county through four installments in fiscal year 2015 and 2016.

The reason for this memo and resolution is to request that the Board of Commissioner’s approve entering into a construction contract with Grand River Construction, Hudsonville, Michigan to effect repairs to the southbound Okemos Road Bridge repairs, which are estimated to cost $249,772.75.

Approval of the attached resolution is recommended.
TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: January 27, 2016

SUBJECT: Okemos Road Bridge Emergency Repair Project
ICRD JN: 210 500805

Project Description
The Ingham County Road Department has allocated 2016 Road Department funding to repair the Okemos Road Bridge over the Red Cedar River in the Okemos Community, Meridian Township, Ingham County, Michigan. The repair work, to be performed by an MDOT (Work Type Fa) pre-qualified contractor, generally consists of maintenance of traffic, structural steel repairs, pin & hanger replacements, structural steel cleaning & coating and restoration.

A recent bridge inspection of the southbound bridge structure serving Okemos Road over the Red Cedar River revealed concerns about the viability of the existing steel beams to carry normal traffic loading in the structure’s outside lane. It was found that beam ends at the southern pin & hanger assembly have deterioration such that emergency work is necessary to ensure that all lanes crossing the structure can be open to serve the 12,900 vehicles a day that use the structure.

Proposal Summary
Vendors contacted: 34 Local: 00
Vendors responding: 06 Local: 00

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREFERENCE</th>
<th>TOTAL COST</th>
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</thead>
<tbody>
<tr>
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<td>$345,234.01</td>
</tr>
<tr>
<td>NASHVILLE CONSTRUCTION CO.</td>
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<tr>
<td>Z CONTRACTORS INC.</td>
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<td>$342,164.55</td>
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<tr>
<td>TOEBE CONSTRUCTION CO.</td>
<td>NO - WIXOM MI</td>
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<tr>
<td>ANLAAN CORPORATION</td>
<td>NO - GRAND HAVEN</td>
<td>$263,214.05</td>
</tr>
<tr>
<td>GRAND RIVER CONSTRUCTION INC.</td>
<td>NO - HUDSONVILLE MI</td>
<td>$249,772.75</td>
</tr>
</tbody>
</table>

Not Bidding
T.R. Pieprzak Co., Inc., China Township, MI: no reason provided, appreciated opportunity.

Recommendation
Grand River Construction Inc. submitted the lowest responsive proposal. They are a MDOT, pre-qualified vendor, licensed, bonded and insured. The company has years of experience working on projects of similar size and scope.

The Evaluation Committee recommends awarding the contract to Grand River Construction in an amount not to exceed $249,772.75.

Advertisement:
The RFP was advertised in the Lansing State Journal, MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) websites, The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE ENTERING INTO A CONSTRUCTION CONTRACT WITH GRAND RIVER CONSTRUCTION, HUDSONVILLE, MICHIGAN IN RELATION TO THE SOUTHBOUND OKEMOS ROAD BRIDGE EMERGENCY REPAIR PROJECT

WHEREAS, an November 2015 biennial bridge inspection revealed that a number of the southbound Okemos Road Bridge’s beams ends and one of its two pin & hanger assemblies had deteriorated to the point where the bridge inspector recommended that the southbound outside lane be immediately closed to traffic; and

WHEREAS, the Road Department proposes to use funding from a state allocation pursuant to Public Act 84 of 2015, which is providing about $2.06M additional road funds to the county through four installments in fiscal year 2015 and 2016 for repairs to the bridge; and

WHEREAS, the Project will be undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and Grand River Construction, Hudsonville, Michigan - the low bidder; and

WHEREAS, the estimated construction costs for the Project is $249,772.75.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a construction contract with Grand River Construction, Hudsonville, Michigan to effect emergency bridge repairs for a total estimated cost of $249,772.75 using Road Department funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated February 2, 2016 as submitted.
### INGHAM COUNTY ROAD DEPARTMENT

**LIST OF CURRENT PERMITS ISSUED**

<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT /CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<tr>
<td>2016-019</td>
<td>MERIDIAN TOWNSHIP</td>
<td>LANE CLOSURE</td>
<td>CENTRAL PARK DR &amp; OKEMOS</td>
<td>MERIDIAN</td>
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<td>2016-020</td>
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<td>LANE CLOSURE</td>
<td>CENTRAL PARK DR &amp; OKEMOS</td>
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<td>2016-021</td>
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<td>SANITARY</td>
<td>HULETT RD &amp; OKEMOS RD</td>
<td>ALAIEDON</td>
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<td>2016-023</td>
<td>WEST SIDE WATER</td>
<td>WATERMAIN</td>
<td>WESTFIELD RD &amp; WILLOW ST</td>
<td>LANSING</td>
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<td>2016-025</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>BISHOP RD &amp; M99</td>
<td>DELHI</td>
<td>7</td>
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<td>2016-026</td>
<td>COMCAST</td>
<td>CABLE / UG &amp; OH</td>
<td>WAVERLY RD &amp; ALAMO DR</td>
<td>DELHI</td>
<td>7</td>
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Ingham County Fairgrounds
Exposition Center

Existing Site
# Budgetary Construction Cost Summary

**Ingham County Fairgrounds**  
**Proposed Exposition Center**

<table>
<thead>
<tr>
<th>Work Item Description</th>
<th>Cost</th>
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<tr>
<td>General Requirements</td>
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<tr>
<td>Foundations</td>
<td>$1,516,921</td>
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<tr>
<td>Superstructure</td>
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<tr>
<td>Exterior Closure</td>
<td>$2,591,576</td>
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<tr>
<td>Roofing</td>
<td>$1,334,338</td>
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<td>Interior Construction</td>
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<td>Stairs</td>
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<td>Interior Finishes</td>
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<td>Electrical</td>
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<td>Site Improvement</td>
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<td>Design Contingency</td>
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<td><strong>TOTAL ESTIMATED BASE CONSTRUCTION COST</strong></td>
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<td><strong>FIXED FEE</strong></td>
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<td><strong>REIMBURSABLES</strong></td>
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<td>Bonds (if required)</td>
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<td>Building Permit</td>
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<td>Survey &amp; Soil Investigation</td>
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<td>Audio-Visual Equipment Allowance</td>
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<td>Kitchen Equipment Allowance</td>
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<tr>
<td>Testing / Special Inspections</td>
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<td><strong>Total Estimated Project Costs</strong></td>
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<td>Owner’s Construction Contingency During Construction 3%</td>
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<td><strong>CONSTRUCTION BUDGET</strong></td>
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Anticipated Bid Date: Summer 2016

Updated estimate 1-5-16.

**EXCLUDES:** AV equipment, Kitchen equipment & roof over grand stand.
Date: February 1, 2016

To: County Services Committee

From: Travis Parsons, Human Resources Director

Subject: RESOLUTION TO ADOPT A SPECIAL PART-TIME, TEMPORARY OR SEASONAL EMPLOYEE SICK LEAVE POLICY

In response to the County Services Committee inquiry regarding development of a sick leave policy for temporary employees, Human Resources researched similar policies around the Country. It became apparent the sick leave policies for temporary employees had been discussed since 2005 and in 2007 San Francisco became the first city in the United States to mandate paid sick leave to employees who work for the City/County of San Francisco. In September 2014, the Governor of California signed Assembly Bill 1522, codified as Labor Code, enacting the Healthy Workplaces, Healthy Families Act of 2014, which became effective July 1, 2015.

In preparation for discussion of a similar policy, we evaluated the composition of the temporary workforce at Ingham County and determined that throughout the year we employ approximately 151 people as special part-time, temporary or seasonal employees. The average hours worked in these temporary categories in 2015 was 457 hours. In addition, we ran a few test models through our Personnel/Payroll software (MUNIS) to work out accrual and tracking issues.

The first draft of the policy and procedure was discussed by the County Services Committee on January 19th. The County Attorney reviewed the policy and procedure and their suggestion have been incorporated into the final draft.

Attached for review and approval by the Board of Commissioners is the resolution and corresponding Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT A SPECIAL PART-TIME, TEMPORARY OR SEASONAL EMPLOYEE SICK LEAVE POLICY

WHEREAS, special part-time, temporary and seasonal employees are an important part of augmenting our workforce; and

WHEREAS, the Ingham County Board of Commissioners desires to be responsive to the evolution of workers in these categories and their families; and

WHEREAS, the Board of Commissioners is committed to ensure the employees can address their own health needs and the health needs of their family; and

WHEREAS, this policy provides sick leave hours and enables employees in these categories to seek early and routine medical care for themselves and their families.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Special Part-time, Temporary or Seasonal Employee Sick Leave Policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this personnel policy.

BE IT FURTHER RESOLVED, that this resolution shall not apply to positions under the authority of County elected officials unless the elected official assents to application of this resolution to such positions.
Approved:  
Resolution No.

A. Purpose and Applicability

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

B. Definitions

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

Seasonal Employee - An employee who is hired for a position for a period of six (6) months or less, and that time period begins each calendar year in approximately the same part of the year, such as summer or winter. A seasonal employee may be scheduled on a full-time or part-time basis, but must not work in excess of six (6) months per year.

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

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

C. Procedure

1. Paid Sick Leave:

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

2. Use of Paid Sick Leave:
   a. Eligible employees shall be entitled to the use of paid sick leave only after it is credited each pay period.
   b. Use of paid sick leave must be approved by the employee’s supervisor.
   c. Sick leave must be taken in no less than one (1) hour increments.
   d. A maximum of twenty-six (26) hours of sick leave may be used by the last reportable pay period in the calendar year.
   e. Sick leave may only be used in lieu of previously scheduled hours.
   f. Temporary Employees may not use sick leave so their weekly compensation exceeds 29 hours; Special Part-Time Employees may not use sick leave so their weekly compensation exceeds 19 hours; and Seasonal Employees may not use sick leave so their employment extends beyond six (6) months in any year.

3. Pay Rate for Sick Leave:
   Sick leave will be paid at the employee’s normal hourly rate at the time the leave is taken and the hours used shall not be included in the computation of overtime.

4. Reasons for Use of Paid Sick Leave:
   Eligible Employees may only use paid sick leave for the following reasons:
   a. To treat the employee’s own illness, injury, physical or mental health condition; or for preventative medical care for the employee.
   b. For the treatment of the employee’s child’s or spouse’s illness, injury, physical or mental health condition; or preventative medical care for the employee’s child or spouse.
   c. For the employee’s treatment or services related to the employee’s status as a victim in a family violence or sexual assault incident, for the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to such family violence or sexual assault; to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

5. Notification:
   The eligible employee or designee shall notify her/his supervisor either verbally or in writing as soon as s/he knows that sick leave is needed. This notification must be made no later than one (1) hour prior to the worker’s scheduled start time. If the reason for the sick leave is foreseeable, the employee must provide at least seven (7) days advance notice to their supervisor, or if the leave is not foreseeable, the employee must provide as much notice as is practicable.

6. Documentation:
   Documentation signed by a health care provider indicating the need for more than two (2) days will be required by the employee’s supervisor.

7. Enforcement:
   Violations of this policy may result in appropriate disciplinary measures.
MEMORANDUM

TO: County Services Committee
FROM: Timothy J. Dolehanty, Controller/ Administrator
DATE: February 9, 2016
SUBJECT: Authorization to Start a Managerial Employee Above Step 2

For the work session agenda of February 16, 2016

BACKGROUND
Recruitment of a new Chief Information Officer (CIO) recently concluded with selection of a candidate to fill the position. The chosen candidate currently earns a salary that falls between Step 4 and Step 5 of the MCF Market Salary Position scale (see table below).

MCF MARKET SALARY POSITIONS (Excerpt)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
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<td>102,167.79</td>
<td>106,938.22</td>
<td>111,932.27</td>
<td>117,161.31</td>
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Section B.7 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

ALTERNATIVES
The chosen candidate has indicated a willingness to accept an offer to fill the CIO position contingent upon a competitive salary offer. If we are not able to agree on a salary, a new search will be initiated.

FINANCIAL IMPACT
Annual salary differences among the five steps of Grade B are provided above. Because the position has been vacant over the first five weeks of the fiscal year, there will be no impact on the Innovation and Technology budget.

OTHER CONSIDERATIONS
Eleven candidates applied for the CIO position. Six finalists were selected and four candidates were interviewed by a selection committee appointed by the Controller. The chosen candidate was the unanimous recommendation of the committee.

RECOMMENDATION
Based on knowledge, skills and expertise of a recommended candidate, and in recognition of local market demands, the Controller recommends that the County Services Committee allow the selected Chief Information Officer candidate to begin at Grade B, Step 5 of the MCF Market Salary Position scale.