THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 2, 2017 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

1. Women’s Commission – Interviews
2. Innovation and Technology – Resolution to Approve Records Management Systems Support
3. Circuit Court/Family Division – Resolution to Authorize a Reorganization in the Circuit Court Juvenile Division
4. Purchasing
   a. Resolution to Amend the Ingham County Local Purchasing Preference Policy
   b. Resolution to Authorize a Contract to Supply Fuel and Fuel-Related Additives for County Owned Vehicles and Equipment
5. Facilities
   a. Resolution to Authorize a Contract to Remove the Old Caulk and Re-Caulk the Human Services Building Skylights
   b. Resolution to Authorize a Contract for Human Services Building Parking Lot Improvements
6. Road Department
   a. Resolution to Approve Local Road Agreement with Stockbridge Township
   b. Resolution to Approve Local Road Agreement with Locke Township
   c. Resolution to Authorize Purchase of Tandem Axle Truck Chassis Equipment
   d. Resolution to Authorize Purchase of Tandem Axle Truck Chassis
   e. Resolution to Authorize a Contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels
   f. Resolution to Authorize Purchase of Processed Road Gravels, Various Crushed Aggregates, and 2NS Sand Mixtures
   g. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
7. Potter Park Zoo
   a. Resolution to Authorize a Contract for Beverage Services
   b. Resolution to Authorize a Contract for Amusement Services
   c. Resolution to Accept Charitable Donations from the Potter Park Zoological Society

8. Parks Department – Emergency Purchase Order for the Red Tail Shelter Roof at Hawk Island

9. Health Department – Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health

10. Human Resources
    a. Resolution Approving the Grievance Settlement Agreement with Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit
    b. Resolution to Approve a Letter of Understanding with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS) Regarding the Medical Assistant Classification

11. Controller – Resolution to Update Various Fees for County Services

12. Board of Commissioners
    a. Resolution Honoring Eli N. Yauk
    b. Ingham County Flood Insurance Rate Map (Discussion)

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.
COUNTY SERVICES COMMITTEE  
April 18, 2017  
Draft Minutes

Members Present: Celentino, Crenshaw, Sebolt, Grebner, and Maiville 

Members Absent: Koenig and Nolan 

Others Present: Clerk Barb Byrum, Jen Shuster, Deb Fett, Tim Morgan, Tim Dolehanty, Becky Bennett, Maggie Fenger and others 

The meeting was called to order by Chairperson Celentino 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 April 4, 2017 Minutes 

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE APRIL 4, 2017 COUNTY SERVICES COMMITTEE MEETING. 

MOVED BY COMM. CRENSHAW TO AMEND THE MINUTES AS FOLLOWS: 

Commissioner Crenshaw stated that he thought in going forward, they should not be so rigid with the policy, as there was some flexibility in the language. He further stated he hoped if they reworked the policy, they provided a better relationship with unions and employee groups because they felt hurt disappointed by some of the responses they got from the Controller’s Office. 

THE MOTION TO APPROVE THE MINUTES, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Nolan and Koenig 

Additions to the Agenda 

6. Board of Commissioners Office – Resolution Recognizing April 4, 2017 as “Equal Pay” Day in Ingham County 

Substitute – 

1. County Clerk 
   a. Resolution to Authorize the Ingham County Clerk to Enter Into a Grant Agreement with the Michigan Secretary Department of State and Vendors to Purchase New Election Equipment 
   b. Resolution to Terminate the Service Agreement Contract with Granicus, Inc. 

Limited Public Comment 

None.
MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. **County Clerk**
   a. Resolution to Authorize Ingham County to Enter Into a Grant Agreement with the Michigan Secretary of State and Purchase New Election Equipment

2. **Innovation and Technology**
   a. Resolution to Approve Renewal of Onbase Annual Support Agreement
   b. Resolution to Renew a Contract for Opteman Service from AT&T

3. **Road Department**
   a. Resolution to Approve Stop Sign Traffic Control Orders in the Evergreen Village Subdivision
   b. Resolution to Approve Stop Sign Traffic Control Orders in the Grand Meadows Subdivision
   c. Resolution to Approve Stop Sign Traffic Control Orders in the Georgetown Estates Subdivision
   d. Resolution to Authorize a Contract for Boiler and Backflow Inspections
   e. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

4. **Road Department**
   – Emergency Purchase Order for the Sanitary Lift Station at Hawk Island

5. **Board of Commissioners Office** – Resolution Recognizing April 4, 2017 as “Equal Pay” Day in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan and Koenig

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

1. **County Clerk**
   b. Resolution to Terminate the Service Agreement Contract with Granicus, Inc.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, TO MOVE THE RESOLUTION OFF THE TABLE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan and Koenig

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

Clerk Barb Byrum, Ingham County Clerk’s Office, introduced the resolution and the steps taken to use recording devices other than Granicus.
Commissioner Grebner asked if the Board of Commissioners meetings were currently available to listen to live.

Clerk Byrum stated they were available to watch and listen live, however the public comment microphone did not work and the cameras did not switch like they should. She further stated that was because they were using very old technology.

Commissioner Grebner asked Becky Bennett, Board of Commissioners Office Director, if there was any problem posting the audio files online after each meeting for people to listen to, and if they were large files.

Ms. Bennett stated that only the Board of Commissioners meetings would be posted. She clarified if that was what the Board of Commissioners wanted, then that was not an issue.

Commissioner Grebner stated he thought committee meetings could also be posted online.

Clerk Byrum stated there would be an issue with editing the committee meetings to post online, because they would have to cut out the closed session portion of the meeting.

Commissioner Grebner stated that any committee meeting without a closed session would be easy to post, and there were not that many closed sessions in committee meetings.

Commissioner Grebner explained the reasons he believed it was important to provide audio recording for the public.

Discussion.

Chairperson Celentino asked if Commissioner Grebner wanted audio recordings of committee meetings to be posted as well.

Commissioner Grebner stated he would like the committee recordings posted, to the extent that it was possible.

Chairperson Celentino asked Clerk Byrum how they would make that change.

Clerk Byrum stated the proposal was once draft minutes were approved, then the audio file was sent to Ms. Bennett so it could follow the Board of Commissioners Office’s retention schedule. She further stated that the Clerk’s Office welcomed amendments to the minutes as proposed by the Commissioners, if they felt something was misunderstood or needed to be clarified.

Commissioner Grebner stated there were two different records of the meeting, the official record of meeting, and the historic record. He further stated that minutes were all that they needed to satisfy the law, but the audio files were available for people to look into under the Freedom of Information Act.
Clerk Byrum stated that the only caution she had was that the closed session recordings would be in the meeting recording, and she and Ms. Bennett had worked hard to make sure closed session minutes and recordings were not released to the public. She further stated if Ms. Bennett was in agreement, then she had no issue with the proposed change.

Discussion.

Commissioner Grebner related a story about a court case in which he asked for a transcript of the meeting, but they did not take minutes of the meeting because they assumed the recording would be available, however the recording failed and did not record. He stated it was a good idea to keep extensive records of meetings.

Clerk Byrum stated she appreciated the Committee taking up the resolution, because the monthly maintenance allocation of the current Granicus system was $6500, however the County spent over $12,000 in 2016 and just under $11,000 in 2015 for this expensive contract.

Commissioner Maiville complimented the Clerk’s Office’s punctuality in getting the draft minutes out, because he was able to review all minutes on his lunch break.

Clerk Byrum thanked the Commissioner and stated it was a team effort to prepare the minutes, so she would let her team know.

Commissioner Grebner stated that minutes were usually maddening and incomprehensible, however he had been startled that complicated things he tried to say during these meetings, made more sense in the minutes than they did when he said them at the meetings.

Clerk Byrum stated that her Chief Deputy was a graduate of the Michigan State University College of Journalism, her other Chief Deputy of the Circuit Court was a practicing attorney, and she was detail-oriented, so they assembled a good team to take the minutes.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan and Koenig

Chairperson Celentino asked Clerk Byrum if there would be a change in how voters fill out the ballot, or if they would still have to connect the arrows to select their vote.

Clerk Byrum stated the new machines would have them to fill in an oval, which was what many voters outside of Ingham County were used to. She further stated that there would be other slight changes, but the other big change would be the ADA machine.

Clerk Byrum stated that the new ADA machines were nothing like the current AutoMark machines. She further stated that the new ADA machines were touchscreen, but because Michigan law required a paper trail, there would be a printout of the voted ballot after voting on the touchscreen that would then go through the tabulator.
Clerk Byrum stated that she envisioned more clerks buying additional ADA machines, because some voters were more comfortable voting with a touchscreen than with a pen. She further stated there would still be the option to vote on paper, but will fill in ovals rather than connect arrows.

Commissioner Celentino asked if an absentee voter would have to fill in ovals.

Clerk Byrum stated absentee voters would have to fill in at least part of the oval, as Michigan was not a voter intent state. She further stated ovals were arguably more intuitive, because as they saw during the 2016 Presidential Election recount, some people circled the names of the candidates, which did not count unless the circle also went through the arrow connection.

Commissioner Crenshaw asked if all local clerks were buying into the County’s system, so there would not be any local clerk that was not compliant with the new voting system.

Clerk Byrum stated that the decision to choose the new voting equipment was left up to the County clerks, in consultation with the municipal clerks. She further stated that 13 out of 21 municipal clerks in the County had already passed resolutions through their municipal government to go with Dominion and Election Source.

Clerk Byrum stated as far as she was aware, all of the municipal clerks in the County wanted to use the chosen system. She further stated that Election Source was the County’s current election system vendor that was based out of Denver, Colorado.

Clerk Byrum stated she had spoken to colleagues in Colorado about the vendor and election system and they all had great things to say. She further stated this was the highest-ranked system in the Joint Election Commission, in overall and ADA categories, and they also price-matched.

Clerk Byrum stated Election Source showed up when there was an issue with voting machines, even on Election Day, whereas the other two vendors require clerks to send the machines to them to be repaired. She further stated that she chose this vendor because they price-matched, they were the highest rated, she knew their service, and she trusted them.

Clerk Byrum stated that this voting system was based more on the voter experience and the ease of voting than the other two systems were.

Commissioner Crenshaw asked what the time frame was for the municipal clerks to pass their resolutions if they had not yet done so.

Clerk Byrum stated all of the clerks were working on their resolutions currently, but Meridian Township and the City of Lansing would be implementing the new equipment for their August 2017 election so they had to pass resolutions first. She further stated that the State was waiting for the Board of Commissioners to pass the resolution, in order to place the County’s order.
5. **Controller – Resolution Updating Various Fees for County Services (Discussion)**

Tim Dolehanty, Ingham County Controller, introduced the fee schedule and explained the reasons behind increasing or not increasing certain fees.

Chairperson Celentino asked if the only fee increase at the Register of Deeds’ Office were the recording fees from $14 to $30.

Mr. Dolehanty stated those were State fees, and it was not up to the County, so they had to impose the fees.

Chairperson Celentino asked if the Parks Commission wanted to leave the Resident/Non-Resident fees alone.

Mr. Dolehanty stated the Parks Commission thought the fees were adequate, and in looking at the boat launch annual fees, they had eliminated the lower senior fees in 2014 and they had received complaints about the current $50 fee so they did not want to raise it. He further stated that the Disc Golf annual fee was also unchanged because it was the only course in the area to charge a fee and they did not want to increase cost and lose golfers.

Commissioner Crenshaw asked if these were all current fees, not new fees like the Veterans ID that was implemented by the Clerk’s Office recently.

Mr. Dolehanty stated that was correct, and the Clerk had said that the increases to the fees were so small, they would have caused more problems at the counter trying to make change for customers if they had been implemented.

Discussion.

Chairperson Celentino asked if they would see the resolution in the next round of meetings.

Mr. Dolehanty stated the resolution would appear in the next round of meetings as this was the start of the budget process.

**Announcements**

Commissioner Sebolt stated that the next Complete Streets Special Committee meeting would be on May 4, 2017 at 6:00 p.m. in Conference Rooms D & E of the Human Services Building in Lansing.

Commissioner Sebolt stated the Citizens Research Council put out a report regarding using county governments as regional services, both as a way for local governments to save money and for county governments to make money. He encouraged Commissioners to look at the executive summary, as it had good proposals in the report.
Public Comment

None.

Adjournment

The meeting was adjourned at 6:25 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Interviews – Women’s Commission**

   Candidates for appointment to the Women’s Commission will be in attendance for interviews with the Committee.

2. **Innovation and Technology Department - Resolution to Approve Records Management Systems Support**

   TriTech Software Systems is the vendor that provides the Sheriff’s Office records management system (RMS) for both the Field Services Division and the Records Unit and Corrections Division. The current support expired on December 31, 2016. The cost of this support renewal proposal is less than the 2016 agreement because several agencies no longer use the product. The Innovation and Technology Department recommends approval of the RMS renewal proposal at a cost not to exceed $24,890.46.

3. **Circuit Court Family Division - Resolution to Authorize Reorganization in the Circuit Court Juvenile Division**

   By way of a reorganization request, the Circuit Court Family Division proposes to add administrative supervision of clinical staff to the duties of a Chief Psychologist. The proposal also seeks to add a Clinical Mental Health Professional in lieu of hiring a Staff Psychologist. It is believed that these changes will advance the Court’s commitment to best practice and aid in reducing juvenile recidivism by providing Continuous Quality Improvement of the Court’s evidence-based curriculums. The financial impact of these changes will be an annual savings of $22,607.

4a. **Purchasing Department - Resolution to Amend the Ingham County Local Purchasing Preference Policy**

   The Purchasing Department proposed an amendment to the Local Purchasing Preference section of the Purchasing Procedures Policy to address situations where two or more Registered Local Vendors submit responsive proposals, but one proposal utilizes a non-local subcontractor to perform most of the contract work. This unique circumstance directly applies to a Facilities Department proposal included as item 5b on the May 2 County Services Committee agenda. The Purchasing Department recommends approval of the proposed change in order to clarify procedures to determine bid awards.

4b. **Purchasing Department - Resolution to Authorize a Contract to Supply Fuel and Fuel-Related Additives for County-Owned Vehicles and Equipment**

   The Purchasing Department recommends approval of a resolution to authorize a contract for purchase of fuel and fuel-related additives for County-owned vehicles and equipment. Michigan Fleet Fueling Solutions, a registered and local vendor, will provide County employees with easy access to numerous fueling stations around the County and the state. Under the proposed agreement, the vendor will provide all types of fuel at a cost differential of $0.07 per gallon for a period of three years.

5a. **Facilities Department - Resolution to Authorize a Contract to Remove the Old Caulk and Re-caulk the Human Services Building Skylights**
Caulk around skylights in the Human Services Building has deteriorated to a point that leaks occur whenever it rains. These leaks have caused damage and delays in a planned drop-ceiling project. The Purchasing and Facilities Departments recommend awarding a contract to Sieloff Glass & Screen, a local vendor, for skylight repairs at a cost not to exceed $6,000. Funds for this project are available in the approved CIP line item #631-23304-976000-5FC07.

5b. **Facilities Department** - *Resolution to Authorize a Contract for Human Services Building Parking Lot Improvements*

The Facilities Department seeks authorization to replace pavement at the North end and Southeast corner of the Human Services Building parking lot. These areas have deteriorated to a point where they have become a safety hazard. The Department recommends approval of a resolution to award a contract to Perfitt Excavating, Inc. at a cost not to exceed $229,960. See agenda item 4a for discussion about the use of non-local subcontractors.

6a. **Road Department** - *Resolution to Approve Local Road Agreement with Stockbridge Township*

The Road Department recommends approval of a resolution to approve seven local road projects in Stockbridge Township. Total Road Department match amounts totaling $22,200 are included in the adopted 2017 road fund budget. Projects included are as follows:

- Budd Road from Milner Road to Oakley Road
- Oakley Road from Budd to Burden Road
- Burden Road from Oakley Road to M-36
- Stilson Road from Catholic Church Road to Dexter Trail
- Moechel Road from Baseline Road to Heeney Road
- Chapman Road from O’Brien Road to Catholic Church Road
- Adams Road from Morton Road to Dexter Trail

6b. **Road Department** - *Resolution to Approve Local Road Agreement with Locke Township*

The Road Department recommends approval of a resolution to approve seven local road projects in Locke Township. Total Road Department match amounts totaling $22,200 are included in the adopted 2017 road fund budget. Projects included asphalt leveling and maintenance pads where necessary on portions of Bell Oak Road, Harris Road, and Royce Roads. Other local roads in Locke Township may be added as necessary and as the budget allows.

6c. **Road Department** - *Resolution to Authorize Purchase of Tandem Axle Truck Chassis Equipment*

The Road Department seeks authorization to purchase equipment needed to build three new tandem axle dump trucks. Required equipment and components, to be installed by the Maintenance Shop, are purchased separate from the truck chassis (see agenda item 6d). These three tandems axle trucks are designed to meet the needs for snow plowing and maintaining county roads. The Road Department recommends purchase of hydraulic components from Certified Power Inc. of Perrysburg Ohio and truck equipment from Knapheide Truck of Flint at a total cost not to exceed $140,184.

6d. **Road Department** - *Resolution to Authorize Purchase of Tandem Axle Truck Chassis*

The Road Department proposes to replace three of its existing tandem axle dump trucks which have aged past the point of economical serviceability. These three truck chassis, when completed, will replace three tandem axle dump trucks that have reached an average age of 21 years. Required equipment and
components, to be installed by the Maintenance Shop, are purchased separate from the truck chassis (see agenda item 6c). The Road Department recommends purchase of three Western Star truck chassis from D&K Truck Company of Lansing at a cost not to exceed $295,745. Replaced units will be sold at auction with proceeds deposited into the equipment replacement fund.

6e. **Road Department - Resolution to Authorize a Contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels**

The Road Department provides flame resistant uniforms for its mechanics and fleet manager and also provides services to supply mechanics’ shop towels, floor mat, and related services for all Road Department facilities. Following the required process to secure competitive bids for this service, the Road Department recommends approval of a contract with Cintas Corporation for these services at an annual cost not to exceed $7,249.32 for the three years.

6f. **Road Department - Resolution to Authorize Purchase of Processed Road Gravels, Various Crushed Aggregates, and 2NS Sand Mixtures**

The Road Department annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations. Based on their evaluation of bids received for various types of processed road gravel and sand, the Road Department recommends the Board award contracts to Carrick Trucking & Gravel, Stoneco of MI, and Sunrise Aggregate. Road Department staff will determine which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method (see supplemental documents for pricing).

6g. **Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department**

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 13 projects (see attachment for permit list).

7a. **Potter Park Zoo - Resolution to Authorize a Contract for Beverage Services**

Potter Park Zoo offers beverages for purchase through its concessions operation. PepsiCo was the only vendor to submit a proposal in response to an RFO issued by the Purchasing Department to provide beverage services. PepsiCo has proposed an annual sponsorship of $3,000 and a marketing fund of $1,000. They also proposed $1.50 rebate per case/gallon on all purchased products, 35% commission on vending machines, and 40 cases of donated water or soda. PepsiCo will supply all equipment needed to provide beverage service at Potter Park Zoo including replacement of current vending machines to include credit card readers. Approval of this resolution will allow continuation of a 20-year relationship between Potter Park Zoo and PepsiCo. Potter Park Zoo recommends awarding a contract for three years with a two-year extension option.

7b. **Potter Park Zoo - Resolution to Authorize a Contract for Amusement Services**

Train rides and bungee experiences enhance guest experience at Potter Park Zoo by offering diversity in activities for visitors. The Zoo Director recommends approval of a resolution to authorize a contract with Pilot EG, LLC for the train ride and bungee experience at Potter Park Zoo for three years with an additional two year extension option. Annual revenue generated from these services is anticipated to be approximately $16,000.
7c. **Potter Park Zoo** - *Resolution to Accept Charitable Donations from the Potter Park Zoological Society*

Potter Park Zoological Society is a private, 501c (3) nonprofit organization that raises funds to support the Potter Park Zoo. Many local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society. Charitable gifts received from the Society are used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience and helping to achieve the Zoo’s mission to “Inspire people to conserve animals in their natural world.”

The Grant Approval Process Policy requires that the Board of Commissioners consider grant awards through its normal committee processes and may adopt resolutions to accept grant awards and to authorize grant agreements. Potter Park Zoo supports a resolution to allow acceptance of monetary and physical donations from the Potter Park Zoological Society to Potter Park Zoo at any time.

8. **Parks Department** - *Emergency Purchase Order for the Red Tail Shelter Roof at Hawk Island*

An emergency purchase order was issued to Jimmerson Roofing LLC in the amount of $15,340 to repair roof damage at the Red Tail Shelter in Hawk Island Park. These repairs were necessary to repair major shingle damage. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

9. **Health Department** - *Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health*

The Health Department seeks approval of a resolution to authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health. The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,336,177 to $5,360,352, an increase of $24,175. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination: decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

The proposed resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. Compensation for all authorized positions will not exceed the $35,200 in WIC funding provided by the agreement.
10a. **Human Resources Department** - *Resolution Approving the Grievance Settlement Agreement with Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit*

In follow-up to the grievance hearing conducted by the County Services Committee on March 7, 2017, representatives of the Health Department, Human Resources Department, and Corporation Counsel met with representatives of the Michigan Nurses Association for further discussion. The parties successfully reached a tentative agreement (see meeting support documents) and prepared a Grievance Settlement Agreement for consideration by the County Services Committee. The management team recommends approval of the Settlement Agreement as presented.

10b. **Human Resources Department** - *Resolution to Approve a Letter of Understanding with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS) Regarding the Medical Assistant Classification*

The Health Department, specifically the Community Health Centers, have evaluated the current practice of only allowing Register Nurses (RN’s) to perform medication administration. This practice has limited RN’s from performing at the top of their scope of work, impacts program sustainability, and extends patient wait times. Medication administration is not currently part of the job description for Medical Assistants, but it is part of the standard scope for Medical Assistants currently being trained to enter this field.

Medical Assistants routinely perform this level of work at other Federal Qualified Health Centers and at private practices state-wide. Medical Assistants currently employed by the Health Department will be assessed for their current knowledge and skill level related to medical administration and will be provided refresher training based upon their level of need, previous training, and comfort with current requirements. After successfully demonstrating competency, Medical Assistants will be able to perform medication administration duties. Some Medical Assistants may require additional employer paid training and this will be provided as required to allow all Medical Assistants to begin to perform these duties and demonstrate proficiency.

The Employer engaged the UAW to discuss the need for the change in the Medical Assistants job description. The UAW agreed to the conditions outlined in the attached Letter of Understanding (LOU). There is also a modification to the new Medical Assistant job description (LOU Exhibit 1), which would require graduation from a recognized program and certification as a Medical Assistant and not list it as only a preference statement. Upon demonstration of proficiency in medication administration, the current Medical Assistants will be paid a one-time lump sum of $1,000, less applicable withholdings in accordance with the LOU.

11. **Controller’s Office** - *Resolution to Update Various Fees for County Services*

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2017, for the Park and Zoo winter seasonal fees on November 1, 2017, and for all other departments with the exception of the Zoo, on January 1, 2018. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2018 cost was calculated by multiplying the 2017 cost by the 2018 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings. If the fee adjustments are passed as proposed, additional annual revenue would total
approximately $84,250. Any additional revenue will be recognized in the 2018 Controller Recommended Budget.

12a. **Board of Commissioners - Resolution Honoring Eli N. Yauk**

A resolution of congratulations is offered in recognition of Eli N. Yauk for earning the rank of Eagle Scout. Sincere appreciation is extended to Eli for serving as a positive role model for the youth in our community.

12b. **Board of Commissioners - Ingham County Flood Insurance Rate Map (Discussion)**

Representatives of the City of Lansing Office of Emergency Management will be in attendance to discuss financial participation in an effort to update area flood maps. The City proposes a County contribution between $21,780 and $36,300. Payment would be due to the United States Geological Survey (USGS) in September, 2018. Consideration of this request would be subject to the 2018 budget process.
TO: Board of Commissioners, County Services Committee, Finance Committee

FROM: Deb Fett, CIO

DATE: 4/07/2017

SUBJECT: Tritech Support Renewal

BACKGROUND
TriTech Software Systems is the vendor that provides the Sheriff’s Office RMS (records management system) for both Field Services Division, Records Unit and Corrections Division. The current support expired on 12/31/2016. Last year’s support amount was $38,919.01.

ALTERNATIVES
None.

FINANCIAL IMPACT
The funding for the $24890.46 will come out of the County’s LOFT fund 63625820-932051.

OTHER CONSIDERATIONS
This support renewal does not include the previously supported usage by other members of the TIC group which consists of various local law enforcement agencies. Those agencies no longer use the product so support is not needed.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached support renewal invoice for TriTech.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2017-2018 Inform Support Renewal</td>
<td>$24,890.46</td>
</tr>
<tr>
<td>1/1/17-12/31/17</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$24,890.46</td>
</tr>
</tbody>
</table>

THANK YOU FOR YOUR BUSINESS!
## Ingham County (MI146)

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<tr>
<th>Product Name</th>
<th>Notes</th>
<th># of Licenses</th>
<th>Cost per License</th>
<th>Total License Cost</th>
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<td>Inform RMS Barcode Handheld Reader Software</td>
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</table>

**Total Support Base Cost:** 1,725.00

**Total Support Renewal Fee:** 24,890.46

NOTES:

[a] not live
[b] removed per client
RESOLUTION TO APPROVE RECORDS MANAGEMENT SYSTEMS SUPPORT

WHEREAS, the Ingham County Sheriff’s Office has had for several years an RMS (Records Management System) from TriTech Software Systems that operates both police and corrections records; and

WHEREAS, each year the County pays out of LOFT funds yearly customer support updates from TriTech Software Systems for the Sheriff’s Office; and

WHEREAS, the 2017 TriTech Software Systems annual maintenance contract for the Sheriff’s Office RMS is $24,890.46.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize renewal of the 2017 annual support for TriTech Software Systems for the Sheriff’s Office RMS (Records Management System) for an amount not to exceed $24,890.46.

BE IT FURTHER RESOLVED, the total cost is budgeted for 2017 within account #636-25820-932050.

BE IT FURTHER RESOLVED, that the Controller 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.
MEMORANDUM

TO: Law and Courts Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: March 31, 2017

SUBJECT: Reorganize Staff Psychologist Position

The Juvenile Division is committed to best practices and values expert opinion regarding delinquent activity and behavior. The Juvenile Division’s mission is reducing juvenile recidivism and processing legal matters, taking into account psychological process, trauma, maladaptive behavior and treatment effectiveness. To that end, the Juvenile Division has previously employed three Staff Psychologists. In recent years, the psychological staff has been reduced to two positions, with one working psychologist.

Two years ago, a Staff Psychologist position was posted with no successful outcome. Since that time, the position has remained vacant. Many of the essential functions of the Staff Psychologist position have been compromised due to this vacancy.

The Juvenile Division is requesting to reorganize the Staff Psychologist position to Chief Psychologist. With reorganizing this position the Chief Psychologist will provide administrative supervision of the clinical staff. All other previous essential duties will remain unchanged.

The Juvenile Division is also requesting to add a Clinical Mental Health Professional in lieu of the vacant Staff Psychologist, thus eliminating the second Staff Psychologist position. Adding this position would benefit the Juvenile Division by providing a necessary function in individual and group treatment as well as mental health support at the Ingham County Youth Center. This position would also further the Court’s commitment to best practice and aid in reducing juvenile recidivism by providing Continuous Quality Improvement* of the Court’s evidence-based curriculums.

In addition to maximizing the Court’s function and treatment capacity, this reorganization and request of new position will universally aid the Court in reducing cost.

*Program fidelity is the principle of effective intervention most overlooked. While we have an extensive body of literature that supports the use of cognitive-behavioral interventions as an effective approach, we often pay little attention to fidelity. Recognizing that the delivery of treatment is just as important as the type of treatment provided, Continuous Quality Improvement aims to assess, monitor and coach to assure program fidelity is correctly employed.
TO: Scott LeRoy, Deputy Court Administrator Juvenile Division
FROM: Beth Bliesener, Employment Specialist
DATE: 4-13-17
RE: Memo of analysis for reorganization of the Juvenile Division

The Juvenile Division of the Circuit Court is reorganizing to enhance their ability to serve the residents of Ingham County. As such, HR can confirm the following:

Position #140002, Staff Psychologist OPEIU/Family Court, is currently vacant. The Juvenile Division would like to eliminate this position and create a Clinical Mental Health Professional. The essential functions reflect the work that needs to be performed to meet the needs of the Juvenile Division. After analysis, the job will be compensated at an OPEIU Court Pro 06.

Position #140004, Staff Psychologist OPEIU/Family Court, is currently occupied. The Juvenile Division would like to convert this position to a Chief Staff Psychologist. The job description has been updated to reflect the work that needs to be performed to meet the needs of the Juvenile Division. After analysis, the job will now be compensated at a MCF 14 $82,347.47 to $98,840.80.

The OPEIU/Family Court union has been notified. They support the changes and salary placements.

The current staff member has been notified and supports the changes and salary placement.

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 Circuit Court
Juvenile Division

**CURRENT**
STAFF PSYCHOLOGIST
Dr. Dara Psarouthakis

**PROPOSED**
CHIEF PSYCHOLOGIST
Dr. Dara Psarouthakis

**CURRENT**
OPEIU – Staff Psychologist
$147,214

**PROPOSED**
MCF 14
$156,443

+$9,228

**CURRENT**
OPEIU – P6
$115,379

**PROPOSED**
Remain the same

**CURRENT**
OPEIU – Staff Psychologist
$147,214

**PROPOSED**
OPEIU – P6
$115,379

-$31,835

Date: 3-31-17
*Employee cost reflects total 2017 Personnel Cost
Ingham County Circuit Court
Juvenile Division

CHIEF PSYCHOLOGIST
Dr. Dara Psarouthakis

CLINICAL SOCIAL WORKER
Annette Ellison

CLINICAL MENTAL HEALTH PROFESSIONAL
(Vacant/Re-Org)
### 2017 Personnel Cost Projection

#### Current Staff Psychologist

<table>
<thead>
<tr>
<th>Step 7 PSYC</th>
<th>Step 5 MCF 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$88,892</td>
</tr>
<tr>
<td>Longevity</td>
<td>1,400</td>
</tr>
<tr>
<td>Wages</td>
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<tr>
<td>Unemployment</td>
<td>451</td>
</tr>
<tr>
<td>FICA</td>
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<tr>
<td>Health</td>
<td>16,362</td>
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<tr>
<td>Dental</td>
<td>904</td>
</tr>
<tr>
<td>Vision</td>
<td>124</td>
</tr>
<tr>
<td>Current Retiree Hlth</td>
<td>3,347</td>
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<tr>
<td>Future Retiree Hlth</td>
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<td>Life</td>
<td>115</td>
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<td>Disability</td>
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<tr>
<td>Retirement</td>
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<td>Workers Comp</td>
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<tr>
<td>C.A.R.E.S.</td>
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<td>Liability</td>
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<tr>
<td>Separation Buyout</td>
<td>1,129</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$147,214</td>
</tr>
</tbody>
</table>

#### New Chief Psychologist

| Salary      | $98,841       |
| Longevity   | 1,400         |
| Wages       | $100,241      |
| Unemployment| 501           |
| FICA        | 7,668         |
| Health      | 16,362        |
| Dental      | 904           |
| Vision      | 124           |
| Current Retiree Hlth | 3,347 |
| Future Retiree Hlth | 4,511 |
| Life        | 115           |
| Disability  | 130           |
| Retirement  | 22,203        |
| Workers Comp| 200           |
| C.A.R.E.S.  | 33            |
| Liability   | 101           |
| Separation Buyout | 1,253 |
| Total Cost  | $156,443      |

**Increase of** $9,228

### 2017 Personnel Cost Projection

#### Current Staff Psychologist

<table>
<thead>
<tr>
<th>Step 7 PSYC</th>
<th>Step 6 Grade 06 Famct</th>
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<tbody>
<tr>
<td>Salary</td>
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</tr>
<tr>
<td>Longevity</td>
<td>1,400</td>
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<tr>
<td>Wages</td>
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<td>Unemployment</td>
<td>451</td>
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<td>FICA</td>
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<td>Health</td>
<td>16,362</td>
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<td>Dental</td>
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<td>Vision</td>
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<td>Current Retiree Hlth</td>
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<td>Life</td>
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<td>Disability</td>
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<td>Retirement</td>
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<td>C.A.R.E.S.</td>
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<td>Liability</td>
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<td>Separation Buyout</td>
<td>1,129</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$147,214</td>
</tr>
</tbody>
</table>

#### New Clinical Mental Health Professional

| Salary      | $66,538 |
| Longevity   | 1,000   |
| Wages       | $67,538 |
| Unemployment| 338     |
| FICA        | 5,167   |
| Health      | 16,362  |
| Dental      | 904     |
| Vision      | 124     |
| Current Retiree Hlth | 3,347 |
| Future Retiree Hlth | 3,039 |
| Life        | 115     |
| Disability  | 88      |
| Retirement  | 18,120  |
| Workers Comp| 135     |
| C.A.R.E.S.  | 33      |
| Liability   | 68      |
| Separation Buyout | 844  |
| Total Cost  | $115,379|

**Decrease of** ($31,835)

**Net Decrease** ($22,607) *

*Note - no funds are budgeted for second psychologist position in 2017.*
Ingham County
Job Description

Clinical Social-Worker Mental Health Professional

General Summary:

Under the direction and supervision of the Juvenile Programs Director Chief Staff Psychologist and as part of a team of other Family Court personnel, provides treatment and therapy to individual youth and their families. Focus of this position is to provide treatment to adolescents who have committed sexual offenses—adolescents who have been brought to the attention of the court. Provides individual and group therapy services to the adolescents and their families, which may include the victim of the offense. Will be a mandatory reporter as provided by the Child Protection Act. Testifies in court as appropriate to report on a client’s treatment, progress, assessment and maintains detailed documentation. Makes recommendations for placement and treatment needs. Facilitates or Co-facilitates group counseling programs for youth and other offenders as well as Parent Support groups. Provides standardized assessments using approved tools to determine appropriate courses of action. The Clinical Mental Health Professional will also assess and measures treatment fidelity for group interventions, individual sessions, and staff adherence to best practices. Will be on call to serve clients in crisis. Participates in case staffing reviews. Performs other duties as assigned.

Essential Functions:

1. Provides treatment to individual adolescents under the supervision of the Family Court, for offenses of sexual-misconduct, assault and other sexually related behaviors.

2. Provides group/individual therapy to offenders adolescents and/or their families.

3. Serves as a member of the sex-offender-treatment clinical team working with other disciplines in diagnosing problems, formulating treatment plans and evaluating progress.

4. Prepares written treatment plans, goals and reports for the Court as directed.

5. Facilitates and/or co-facilitates support groups for parents, juveniles, other family members.

6. Provides assessments of youth and parents brought to the attention of the Court, as directed by a Judge/Referee.

7. May provide field supervision and instruction of graduate level students.

8. Testifies in court as directed by a Judge and the court process.

9. Provides emergency interventions with clients.

10. Conducts staff training in best practice social work-clinical techniques.

11. Participates in general staff meetings, case supervision and treatment team meetings.

12. Assesses and measures treatment fidelity for group interventions, individual sessions, and staff adherence to best practices.

13. Develops and implements staff trainings related to evidence based programming.
Other Functions: None

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 employees may be expected to perform.)

Employment Qualifications:

Education: Must have completed a Masters of Social Work. Licensed Masters Social Worker (LMSW) required. Must have completed Masters degree in Social Work, Psychology, Counseling or other related Social Science discipline. Must be fully licensed or on track to obtain a license in related mental health field.

Experience: Must have 2 years or more years related work experience in providing treatment with adolescent sex offenders at-risk youth. Knowledge of best practice treatment for adolescent sex offenders and experience in implementing such programming preferred. Must have a good driving record and a valid Michigan’s Driver’s License.

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.

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to travel throughout the County.
Ability to climb stairs to access clients in their homes.
Ability to access office files.
Lifts and transports materials and equipment.

Working Conditions:

Works in office conditions and travels throughout the County to attend meetings.
INGHAM COUNTY
JOB DESCRIPTION

CHIEF STAFF PSYCHOLOGIST

General Summary:
1. Evaluate children and/or parents referred by Court staff and Judges and provide written psychological reports to the Court. Testify in Court relative to findings when requested to do so. Evaluate prospective employees, foster and group home parents when requested and provide recommendations as to the personality and stability of these persons. Assist in conducting training programs and provide consultation to the staff. Supervises the Clinical Social Worker and Clinical Mental Health Professional, which includes but is not limited to approval of time off request and ensuring coverage of duties, approval of time sheets, approval of purchase requests for equipment and supplies, together with responding to various individual request and/or complains and taking disciplinary action as needed.

Essential Functions:
2. Supervises Clinical Social Worker and Clinical Mental Health Professional, which includes but is not limited to approval of time off request and ensuring coverage of duties, approval of time sheets, approval of purchase requests for equipment and supplies, together with responding to various individual request and/or complains and taking disciplinary action as needed.
3. Conducts clinical supervision for licensed clinical staff as well as periodic staff meetings
4. Attends managers and judicial meetings as directed
5. Responsible for interviewing new applicants for various Family Division positions and making recommendations to the Family Division Administrator for hiring such staff
6. Evaluation of children and parents who are being dealt with by the Court due to neglect, abuse or delinquency.
7. Prepare written evaluation reports as a result of testing and consultation.
8. Testify when necessary at hearings.
9. Attend staff meetings, case conferences and planning meetings.
10. Provide consultation to staff and Judges on cases processed by the Court.
11. Assist with in-service presentations to Court staff, volunteers, group home parents and foster home parents.
12. Provide individual and/or group therapy to children and/or parents being supervised by the Court.
13. Evaluate prospective foster home and group home parents and provide recommendations relative to such evaluation.
14. Evaluate prospective employees in the professional ranks of the Court and provide recommendations relative to such evaluation.
15. Provide emergency assistance and/or consultation for the staff concerning problems at the Youth Center or in other placements (possibly after normal hours and on weekends).
16. Assist with overall planning in the areas of treatment, detention and placement services.
17. Provides the management team with assessment of treatment fidelity for group
interventions, individual sessions, and staff adherence to best practices.

**Other Functions:**
Performs other work duties as assigned.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified)

**Employment Qualifications:**

**Education:** A Ph. D. in the Counseling, Clinical Psychology or other related Psychological disciplines is required.
Experience: A minimum of 5-7 years of progressively increased responsibilities as it relates to counseling and criminal justice is required. Experience with counseling adolescents and their respective families is preferred.

Other Requirements: Must be fully licensed or on track to obtain licensure as a Psychologist with the State of Michigan. Must be able to pass a court screening process.

(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)

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- 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)

Working Conditions:
The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. Will be scheduled for some on-call hours (evenings, nights, weekends).

July 2009
OPEIU PSYC-7
Leroy, Scott

From: Jeff Fleming <jfleming@local459.org>
Sent: Thursday, April 13, 2017 1:23 PM
To: Bliesener, Elisabeth
Cc: Leroy, Scott; Parsons, Travis
Subject: Re: Re-organization for the Juvenile Division

Beth -

With what you added re: the current Staff Psychologist classification, OPEIU Local 459 supports the reorganisation outlined below.

Thanks.

Jeff

On 13 Apr 2017, at 12:54 pm, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

We do keep on file the job descriptions, if there was a need for the Juvenile Division to resurrect the staff psychologist position, we would still have the job description and that it would be in the OPEIU/Family Court union and the salary scale. For the time being the classification would be inactive rather than active since they do not plan on filling a staff psychologist after the reorganization.

Does that sound agreeable to the union?

Let me know if have any other questions.

Thanks,
Beth

---

From: Jeff Fleming [mailto:jfleming@local459.org]
Sent: Thursday, April 13, 2017 12:16 PM
To: Bliesener, Elisabeth
Cc: Leroy, Scott; Parsons, Travis
Subject: Re: Re-organization for the Juvenile Division

Beth -

Could we leave the Staff Psychologist classification still in the bargaining unit? We understand it would not be occupied after the reorganisation?

Thanks.

Jeff

On 13 Apr 2017, at 11:22 am, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

Good Morning Jeff,
The Juvenile Division would like to reorganize the following two positions.

Position #140002, Staff Psychologist OPEIU/Family Court, is currently vacant. The Juvenile Division would like to eliminate this position and create a Clinical Mental Health Professional. After analysis, the job will be compensated at an OPEIU Court Pro 06.

Position #140004, Staff Psychologist OPEIU/Family Court is currently occupied. The Juvenile Division would like to convert this position to a Chief Staff Psychologist. After analysis, the job will now be compensated at a MCF 14.

Does the union give their support for this reorganization?

Please let us know if you have any questions.

Thank-you,
Beth

Beth Bliesener
Ingham County
Human Resources
Employment Specialist
517-887-4375

Transmission is Privileged and Confidential.
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Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION IN THE CIRCUIT COURT
JUVENILE DIVISION

WHEREAS, the Circuit Court Juvenile Division currently has two Staff Psychologists (#140002, OPEIU and #140004, OPEIU); and

WHEREAS, one Staff Psychologist position (#140002, OPEIU) has been vacant since December 6, 2013 as a result of a resignation; and

WHEREAS, the Circuit Court Juvenile Division having had sufficient time to evaluate the impact of this vacancy wishes to eliminate the vacant Staff Psychologist position (#140002, OPEIU) and add a new position of Clinical Mental Health Professional; and

WHEREAS, the Circuit Court Juvenile Division has reviewed the proposed Clinical Mental Health Professional job description with Human Resources and after analysis, the position will be compensated at an OPEIU Court Pro 6; and

WHEREAS, the Circuit Court Juvenile Division wishes to convert the second Staff Psychologist position (#140004, OPEIU) to Chief Psychologist (MCF 14); and

WHEREAS, the Circuit Court Juvenile Division has reviewed the proposed Chief Psychologist job description with Human Resources and after analysis, the position will be compensated at an MCF 14; and

WHEREAS, it is the belief of the Circuit Court Juvenile Division that this re-organization will be cost-effective and will universally aid the court; and

WHEREAS, the Budget Office has calculated that this re-organization will result in annual savings of $22,607.00; and

WHEREAS, the OPEIU Union has reviewed the proposed re-organization and has no objections.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of Staff Psychologist position (#140002, OPEIU).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of a Clinical Mental Health Professional (OPEIU Court Pro 6).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the conversion of Staff Psychologist (#140004, OPEIU) to Chief Psychologist.

BE IT FURTHER RESOLVED, the reorganization will become effective June 1, 2017.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Circuit Court Juvenile Division 2017 Budget and Position Allocation List in accordance with this Resolution.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Purchasing Director

DATE: April 18, 2017

SUBJECT: Amending Local Purchasing Preference Policy

This is a resolution that authorizes amending the Local Purchasing Preference Policy (LPPP). The amendment is needed to address the following bidding scenario that is before you for consideration of contract award.

The Purchasing Department recently let a contract for replacing a portion of the asphalt parking lot at the Human Services Building. Responsive bids were received from the following registered local vendors (RLVs):

1. Rieth-Riley (local vendor – Mason) - $218,700.50
2. Perfitt Excavating (local vendor – Dansville) - $210,816

After the bid opening, it was ascertained that Perfitt is utilizing non-local vendors for more than 50% of the contract work. Perfitt’s subcontractors and the amount and percent of their work on this project include the following:

1. Michigan Paving & Materials (Lansing, not local) (asphalt) - $147,850/70%
2. L&L Construction (Holt, local) (pulverizing) - $12,200/5%
3. Parallel Contracting (Williamston, local) (striping) - $2,600/1%

All other work (mainly excavation) will be performed by Perfitt.

Since both bidders are local, it was determined in consultation with legal counsel, that the LPPP is not applicable for this project – even though the LPPP contains the following language:

“BE IT FURTHER RESOLVED, that RLVs [registered local vendors] who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for the specific bid or proposal.”

Perfitt completed and submitted as part of his response, the Local Purchasing Preference Form (as did Rieth-Riley) which asks if the vendor is local, wants to be considered a local vendor and have his/her bid evaluated with the LPPP. And while Perfitt filled out the form, he does not need the preference, since both bidders are local. As it is currently written, the LPPP is only applicable when there is a non-local vendor who is the apparent low bidder.
The LPPP needs to be amended to include a provision for addressing future similar bidding scenarios where there are multiple registered local vendors (RLVs) bidding on a County contract and where the low bidder is utilizing non-local subcontractors for more than fifty percent (50%) of the contract work. Therefore, it is recommended that the LPPP be amended to include the following language:

BE IT FURTHER RESOLVED, that when there are two registered local vendors (RLVs) bidding on a County contract and when the low bidder is utilizing non-local subcontractors for more than fifty percent (50%) of the contract work, then the non-low RLV who is within ten percent (10%) of the lowest RLV’s bid and who is also utilizing non-local subcontractors for less than fifty percent (50%) for the contract, shall be given an opportunity to reduce its cost to match the low RLV’s bid, and in doing so, shall be recommended for the award of the contract.

Legal counsel has reviewed and is in agreement with the suggested changes, and we believe that this change will address future similar bidding scenarios as the one described above.

I respectfully recommend approval of the resolution.

Jim Hudgins
WHEREAS, the Ingham County Board of Commissioners adopted Resolution #05-044, which amended the purchasing policies to include a provision for local purchasing preference; and

WHEREAS, the Board of Commissioners desires to continue utilizing the Local Purchasing Preference Policy (LPPP) believing that it encourages local vendors to provide good and services to Ingham County government resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and that it entices business relocations to the County; and

WHEREAS, the Board of Commissioners has determined that the LPPP needs to be amended to include a provision for addressing bidding scenarios where there are multiple registered local vendors (RLVs) bidding on a County contract and where the low bidder is utilizing non-local subcontractors for more than fifty percent (50%) of the contract work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes amending the Local Purchasing Preference Policy to include the following language:

BE IT FURTHER RESOLVED, that when there are two registered local vendors (RLVs) bidding on a County contract and when the low bidder is utilizing non-local subcontractors for more than fifty percent (50%) of the contract work, then the non-low RLV who is within ten percent (10%) of the lowest RLV’s bid and who is also utilizing non-local subcontractors for less than fifty percent (50%) for the contract, shall be given an opportunity to reduce its cost to match the low RLV’s bid, and in doing so, shall be recommended for the award of the contract.

BE IT FURTHER RESOLVED, that in the event that there are multiple RLVs who are within ten percent (10%) of the lowest RLV who is using more than fifty percent (50%) of non-local vendors for the contract, the RLV who is utilizing the largest percentage of local subcontractors shall be given an opportunity to reduce its cost to match the low RLV’s bid, and in doing so, be recommended for award of the contract; provided, however, that the percentage of non-local subcontractors utilized does not exceed fifty percent (50%); in the event that all non-low RLVs are using the same percentage of local subcontractors, the Purchasing Director shall toss a coin to determine the recommended bidder for contract award.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PURCHASING POLICIES TO INCLUDE A PROVISION FOR LOCAL PURCHASING PREFERENCE

RESOLUTION #05-044

WHEREAS, the Board of Commissioners believes that its purchasing policies should encourage local vendors to provide goods and services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice business relocations to the County.

THEREFORE BE IT RESOLVED, that the Board of Commissioners encourages all county offices, departments and courts supported by the County to utilize local vendors, wherever possible, practical, and cost effective.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby amends the Ingham County Purchasing Policies by providing a preference for registered local vendors who respond to formal bids or proposals for the purchase of goods or supplies, issued by the Ingham County Purchasing Department.

BE IT FURTHER RESOLVED, that for purposes of this policy, a registered local vendor" (RLV) shall mean any vendor who operates a business within the legally defined boundaries of Ingham County. In order to be identified as a ARLV@, the vendor shall provide the Ingham County Purchasing Department with a verifiable physical business address (not a P.O. Box) at which the business is conducted.

BE IT FURTHER RESOLVED, that the RLV@s status ceases at the time that the business address is no longer valid.

BE IT FURTHER RESOLVED, that a vendor who wishes to be identified as a RLV shall also meet all other requirements of the County@s Purchasing Policies.

BE IT FURTHER RESOLVED, that a RLV who submits a responsive bid which is within 5% of the lowest responsive bid shall be given the opportunity to reduce its bid to meet the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive bids which are within 5% of the lowest responsive bid, the RLV with the
lowest responsive bid shall be given the opportunity to reduce their bid to meet or be less than the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV. In the event of a tie between 2 RLVs, where all other factors are equal in the sole discretion of the Purchasing Department, and where the Purchasing Department is unable to break the tie through additional negotiations, the award of bid shall be by coin toss. However, negotiations shall be based solely upon the bid price, and the Purchasing Department shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.

BE IT FURTHER RESOLVED, that a RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its

proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published the specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost proportion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.

BE IT FURTHER RESOLVED, that if RLVs who are given the opportunity to reduce cost bids or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.

RESOLUTION #05-044

BE IT FURTHER RESOLVED, that RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for that specific bid or proposal.

BE IT FURTHER RESOLVED, that when a RLV submits a responsive bid or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive bid or proposal shall be awarded to the RLV.

BE IT FURTHER RESOLVED, that the following purchases are exempt from the provisions of this policy:
1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.

2. Purchases with any sole source supplier for supplies, materials, or other equipment.

3. Purchases made through the State of Michigan’s Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.

BE IT FURTHER RESOLVED, that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three (3) years.

BE IT FURTHER RESOLVED, that nothing in this resolution shall be deemed to waive or constrain, in any manner, the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:

a. The right, in the exercise of sole discretion, to reject any and all bids/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;

b. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;

c. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices if requested in the bid/proposal forms;

d. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.

e. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any bid/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposed subcontractors and other persons or organizations to do the work in accord with the contract documents to the owners satisfaction and/or within the prescribed time.

f. The right, in the exercise of sole discretion, to reject the bid/proposal of any bidder/vendor who does not pass any such evaluation to the owners satisfaction;

g. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, rebid the project/purchase, or change or amend the requirements of the project/purchase.

BE IT FURTHER RESOLVED, that the Purchasing Department shall include in formal Request for Bids and Proposals language pertaining to the provisions of this policy.
BE IT FURTHER RESOLVED, that the policy contained in this resolution shall be reviewed by the County Controller no later than December 2006, and that the Controller make a recommendation on any policy changes needed.

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this resolution to all offices, agencies, and departments of Ingham County.

COUNTY SERVICES: Yeas: Celentino, Copedge, De Leon, Schor, Vickers, Severino
    Nays: None    Absent: None    Approved 2/15/05

FINANCE: Yeas: Dedden, Swope, Hertel, Schor, Thomas, Dougan
    Nays: None    Absent: None    Approved 2/16/05
MEMORANDUM

TO: County Services and Finance Committees

FROM: James Hudgins, Director of Purchasing

DATE: April 18, 2017

RE: Fuel Purchase Program for County Owned Vehicles and Equipment

This is a resolution authorizing a contract with Michigan Fleet Fueling Solutions for a period of three (3) years with a two-year period renewal option. Michigan Fleet Fueling Solutions will provide regular unleaded gasoline, additives, and other types of fuel on an as-needed basis for County-owned vehicles and equipment.

Michigan Fleet Fueling Solutions, a registered and local vendor with the County, will provide County employees with easy access to and the convenience of numerous fueling stations in and around the County and the state. It also excludes all exempt sales tax and provides fuel usage reports by department utilizing a card accounting system. All fuel purchased meets or exceeds the minimum fuel standards established by the State of Michigan. The price charged to the County for all fuel charges is based on Michigan Fleet Fueling Solutions’ cost on the date of purchase plus a differential (for freight and margin), excluding any exempt taxes. For this contract the cost differential for all types of fuel will be $0.07 per gallon.

Later in the year, Michigan Fleet Fueling Solutions will begin offering diesel exhaust fluid (DEF) additive which is required by the Road Department so that it can be in compliance with 2010 Environmental Protection Agency emissions standards for highway diesel trucks and buses.

Another proposal was received from Blarney Castle as a result of the RFP process; however, Blarney Castle is not local, does not provide diesel exhaust fluid, and did not provide a responsive proposal.

I respectfully recommend approval of the following resolution.
The Purchasing Department sought proposals for the purchase of regular unleaded gasoline and other types of fuel on an as-needed basis for County-owned and operated vehicles and equipment.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref.</th>
<th>Differential All Fuel Types 3-Yr Contract</th>
<th>Diesel Exhaust Fuel Additive $/Gallon at the pump</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI Fleet Fueling Solutions LLC</td>
<td>Yes, Lansing</td>
<td>$0.07</td>
<td>Pending</td>
</tr>
<tr>
<td>Blarney Castle Oil Co.</td>
<td>No, Bear Lake MI</td>
<td>Non-responsive</td>
<td>Not available</td>
</tr>
</tbody>
</table>

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.
WHEREAS, the County requires a primary supplier of fuel for County-owned and operated vehicles and equipment at fair and reasonable prices on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals for the purchase of fuel, and after review and evaluation, recommends entering into contract with the most responsible proposer, Michigan Fleet Fueling Solutions, a local vendor, to supply fuel and fuel-related additives for County-owned vehicles and equipment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Michigan Fleet Fueling Solutions to supply fuel and fuel-related additives for County-owned vehicles and equipment for a period of three (3) years with an option to renew the contract for an additional two-year period.

BE IT FURTHER RESOLVED, that the price charged to the County for fuel purchases shall be based on Michigan Fleet Fueling Solutions’ cost on the date of purchase plus a $0.07 per gallon differential for all types of fuel purchased; diesel exhaust fluid shall be $2.69 per gallon.

BE IT FURTHER RESOLVED, that this differential shall be added to Michigan Fleet Fueling Solutions’ actual invoice cost to determine the County’s fuel price, excluding any exempt taxes.

BE IT FURTHER RESOLVED, that the fuel will be purchased by County departments utilizing a card accounting system to be provided by Michigan Fleet Fueling Solutions.

BE IT FURTHER RESOLVED, that departments utilizing these fueling services will have their individual line item 747000 charged back by Financial Services.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson is authorized to sign the contract documents consistent with this Resolution after approval as to form by the County Attorney.
Agenda Item 5a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 18, 2017

SUBJECT: A contract with to remove the old caulk and re-caulk the skylights at the Human Services Building

For the meeting agendas of: May 2 & May 3

BACKGROUND
The Facilities Department would like to have the skylights at the Human Services Building repaired. The caulking has deteriorated to the point of the skylights leaking, every time it rains, causing continuous damage. The Facilities Department had funds available for a drop ceiling project which has since been put on hold due to the fact that the skylights are an urgent repair, to avoid further damage. The project, 5FC07, has been re-named to accommodate this urgent repair.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
It is the recommendation of both the Purchasing and Facilities Departments to award a contract to Sieloff Glass & Screen, a local vendor, who provided the lowest bid of $6,000.00 for skylight repairs.

Funds for this project are available in the approved CIP line item #631-23304-976000-5FC07 which has a current balance of $10,000.00 for Human Services Building skylight restoration.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Sieloff Glass & Screen to remove the old caulk and re-caulk the Human Services Building skylights.
TO:    Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE:  April 13, 2017
RE: Memorandum of performance for Packet #107-17: Skylight Caulking at the Human Services Building (HSB).

The Purchasing Department can confirm bids were sought from qualified and experienced vendors for the purpose of removing and re-caulking the skylights at the Human Services Building.

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Local</th>
<th>Amount Quoted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sieloff Glass &amp; Screen</td>
<td>1110 East Oakland Ave., Lansing, MI 48906</td>
<td>Yes</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Lansing Glass Company</td>
<td>330 Baker Street, Lansing MI 48910</td>
<td>Yes</td>
<td>$11,792.25</td>
</tr>
<tr>
<td>Bornor Restoration Inc.</td>
<td>525 Filley St., Lansing MI 4906-2975</td>
<td>Yes</td>
<td>$23,520.00</td>
</tr>
</tbody>
</table>

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.
Agenda Item 5a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT TO REMOVE THE OLD CAULK AND RE-CAULK THE HUMAN SERVICES BUILDING SKYLIGHTS

WHEREAS, the Facilities Department would like to have the skylights at the Human Services Building repaired; and

WHEREAS, the caulking has deteriorated to the point of the skylights leaking, every time it rains, causing continuous damage; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Sieloff Glass & Screen, a local vendor, who provided the lowest responsive and responsible bid of $6,000.00; and

WHEREAS, the Facilities Department had funds available for a drop ceiling project which has since been put on hold due to the fact that the skylights are an urgent repair, to avoid further damage; and

WHEREAS, the drop ceiling project, 5FC07, has been renamed to accommodate this urgent repair; and

WHEREAS, funds for this project are available in the approved CIP line item #631-23304-976000-5FC07 which has a current balance of $10,000.00 for Human Services Building skylight restoration.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Sieloff Glass & Screen, 1110 East Oakland Avenue, Lansing, Michigan, 48906 to remove the old caulk and re-caulk the Human Services Building skylights.

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: April 18, 2017

SUBJECT: A contract for Human Services Building parking lot improvements

For the meeting agendas of: May 2 & May 3

BACKGROUND
The Facilities Department would like to replace the North end and Southeast corner of the Human Services Building parking lot. These areas have deteriorated to the point where they have become a safety hazard and need to be repaired. It has been recommended to Ingham County, by Wolverine Engineers & Surveyors, Inc., that a contract be awarded to Perfitt Excavating, Inc., a local vendor who provided the lower of two bids for parking lot improvements. Both Wolverine Engineers & Surveyors, Inc., and Ingham County have worked with Perfitt Excavating, Inc. in the past, and have been more than satisfied with the professional results.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
It is the recommendation of both the Purchasing and Facilities Departments to award a contract to Perfitt Excavating, Inc., a local vendor, who provided the lowest bid of $210,816.00 for parking lot improvements.

Funds for this project are available in the 2016 approved CIP line item #631-23304-931000-6FC06 which has a current balance of $229,960.00 for Human Services Building parking lot replacement.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Perfitt Excavating, Inc. for Human Services Building parking lot improvements.
TO: Rick Terrill, Director of Facilities

FROM: James Hudgins, Director of Purchasing

DATE: March 20, 2017

RE: Memorandum of Performance for RFP No. 2-17 Parking Lot Paving Improvements

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 the County’s consultant, Wolverine Engineers & Surveyors Inc.

The RFP was advertised in the Lansing State Journal, The Chronicle and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>33</td>
<td>8</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Phase I North parking lot</th>
<th>Phase II South parking lot</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfitt Excavating Inc.</td>
<td>Yes, Dansville</td>
<td>$43,812.00</td>
<td>$167,004.00</td>
<td>$210,816.00</td>
</tr>
<tr>
<td>Rieth Riley Construction Co.</td>
<td>Yes, Mason</td>
<td>$50,935.50</td>
<td>$167,765.00</td>
<td>$218,700.50</td>
</tr>
</tbody>
</table>

A preconstruction meeting will be required since the construction cost exceeds $10,000. Please make sure the Purchasing Department is invited and is able to attend the preconstruction meeting to ensure that all contractors are in compliance 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.
WHEREAS, the Facilities Department would like to replace the North end and Southeast corner of the Human Services Building parking lot; and

WHEREAS, these areas have deteriorated to the point where they have become a safety hazard and need to be repaired; and

WHEREAS, it has been recommended to Ingham County, by Wolverine Engineers & Surveyors, Inc., that a contract be awarded to Perfitt Excavating, Inc., a local vendor, who provided the lower of two bids, for parking lot improvements; and

WHEREAS, both Wolverine Engineers & Surveyors, Inc., and Ingham County have worked with Perfitt Excavating, Inc. in the past, and have been more than satisfied with the professional results; and

WHEREAS, Perfitt Excavating, Inc. a local vendor, provided the lowest bid of $210,816.00 for parking lot improvements; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Perfitt Excavating, Inc., who provided the lowest, most responsive and responsible bid of $210,816.00; and

WHEREAS, funds for this project are available in the 2016 approved CIP line item #631-23304-931000-6FC06 which has a current balance of $229,960.00 for Human Services Building parking lot replacement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Perfitt Excavating, Inc., 1957 Seven Gables Road, Dansville, Michigan, 48819, for Human Services Building parking lot improvements.

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.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: April 18, 2017

RE: Resolution to Approve Local Road Agreement with Stockbridge Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Stockbridge Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolutions is therefore recommended.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT
WITH STOCKBRIDGE TOWNSHIP

WHEREAS, Stockbridge Township and the Ingham County Road Department have agreed that asphalt wedging where needed, single course chip sealing and related repairs are needed on the following local roads in Stockbridge Township due to normal deterioration over time:

Budd Rd, Milner to Oakley Roads
Oakley Rd, Budd to Burden Roads
Burden Rd, Oakley Rd to M-36
Stilson Rd, Catholic Church Rd to Dexter Trail
Moechel Rd, Baseline to Heeney Roads
Chapman, O’Brien to Catholic Church Roads
Adams Rd, Morton Rd to Dexter Trail

A total of length of 9 miles at an estimated cost of $200,000 for materials only with labor to be provided by the road department without charge to the project; and

WHEREAS, Stockbridge Township and the Ingham County Road Department have also agreed to gravel and place culverts where needed on Oakley Road, Budd Rd to north Township limit at an estimated cost of $75,000 for materials only with labor to be provided by the road department without charge to the project, (work proposed for but not completed in 2016) for a total estimated 2017 local road program cost of $275,000; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by road department crews and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by road department crews during the construction season of the 2017 calendar year subject to final approval by, or as modified by Stockbridge Township.

BE IT FURTHER RESOLVED, that for 2017, the Road Department has allocated to Stockbridge Township’s local roads, a maximum sum of $22,200 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to $22,200 from the County Road Fund toward the cost of said improvement.
BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the savings shall first accrue to the Township for any final costs down to $44,400, and then for any lower final costs, be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Stockbridge Township to effect the above described local road improvements as provided above.

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

To: County Services & Finance Committees
From: William Conklin, Managing Director
Ingham County Road Department
Date: April 17, 2017
RE: Resolution to Approve Local Road Agreement with Locke Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Locke Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

General Background on Local Road Program

Michigan Public Act 51 of 1951, Section 12, paragraph 15, MCL 247.662 (15), requires that any and all construction on local (as opposed to primary) roads be funded such that any Michigan Transportation Funds (MTF, aka Act 51 funds) used be matched by funds from other sources. Typically the match funds are provided by the townships having the respective local roads. This is what requires and funds our Local Road Program (LRP), in which we do construction and heavy maintenance on our local county roads.

Typically local road projects are suggested by Road Department staff based on pavement condition ratings, traffic volumes and other criteria. The suggested project list or map in each township is sent annually in the early spring to each township along with an update of the respective townships’ annual match allocation and any residual or carryover balance of prior years’ unused allocation(s). Staff representatives meet with each township as the township desires to advise and help select that township’s local road project(s) for the year. The township ultimately chooses which project the township wishes to pursue. Some townships have local road committees consisting of a varying mix of interested citizens and township board members who participate in this decision.

The total local road program match amount from the Road Department is determined as part of our annual budgeting process. For 2017 and most recent years this amount is (has been) $534,800.00. The sub-allocation amount for each township is determined by the Act 51 statewide local road funding allocation formula of 65% by local road mileage and 35% by population of each township. The sub-allocation to each township has been consistently the same amount for most of the recent years.

Approval of the attached resolutions is therefore recommended.
WHEREAS, Locke Township desires that improvements be performed on various Locke Township local roads in Locke Township as part of the 2017 local road program to include asphalt leveling and maintenance pads where necessary on portions of Bell Oak, Harris and Royce Roads, and any other local roads in Locke Township as necessary and as budget may allow, up to matching program budget limit of approximately 1430 tons of asphalt paving total for all roads, at a total estimated cost on all of the roads of $57,336.00 for material only; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by road department crews, to pay for a portion of the cost of said improvements from the County Road Fund, and to contribute labor without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year.

BE IT FURTHER RESOLVED, that for 2017 the County on behalf of the Road Department has allocated to Locke Township’s local roads, a maximum sum of $22,200 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, the County on behalf of the Road Department agrees to contribute one half the final project cost, up to a maximum of $22,200.00, toward the cost of said improvement from the County Road Fund, and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $44,400 (2 times the maximum match available of $22,200), and then be split evenly between the parties for any final costs below $44,400.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Locke Township to effect the above described local road improvements as provided above.
BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: April 17, 2017

SUBJECT: RFP 61-17: The purchase of equipment needed for new tandem axle truck chassis

The purpose of this correspondence is to support the attached RFP 61-17 to purchase the equipment needed for building 3 new tandem axle dump trucks.

The Road Department purchases the required equipment and components separate from the truck chassis. The Road Department Maintenance Shop will install all of these components on the 3 new Tandem axle trucks. The 3 tandems axle trucks are designed to meet the needs for snow plowing and maintaining county roads.

It is the Purchasing and Road Departments judgment as to which products are most advantageous for the County. This decision was based on a combination of engineering, design of equipment, availability of equipment, inventory requirements, proven reliability, cost of labor and materials to assemble the tandem axle trucks.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for equipment required to complete the new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #61-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase equipment from the following vendors;

1. Knapheide Truck Equipment; Dump Body, Underbody scraper, Dump body tarp cover system, and fenders at a cost of $83,502.00

2. Certified Power, Inc.; Hydraulic tanks, Hydraulic pump & valves, Hydraulic controls, and Spreader controls at a cost of $56682.00

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department’s 2017 equipment required for building 3 new tandem axle trucks.
TO: Tom Gamez, Road Department
FROM: James Hudgins, Director of Purchasing
DATE: April 12, 2017
RE: Memo of performance for ITB No. 61-17: Equipment for New Conventional Truck Cab w/Tandem Axle Chassis

Per your request, the Purchasing Department sought bids for the purchase of equipment to outfit three (3), new conventional truck cabs on tandem axle chassis for the Ingham County Road Department. This will be a one-time order with delivery (F.O.B. destination) required to the Ingham County Road Department.

The ITB was advertised in the Lansing State Journal and posted on the following sites: Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE); and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>7</td>
<td>1</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the next page.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 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 proposal 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.
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Dump Body</th>
<th>Hydraulic Tanks</th>
<th>Hydraulic Pump and Valves</th>
<th>Hydraulic Controls</th>
<th>Spreader Controls</th>
<th>Underbody Scraper</th>
<th>Dump Body Tarp Cover</th>
<th>Fenders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Service Co.</td>
<td>No, Jackson</td>
<td>$14,143.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,054.00</td>
<td>$818.00</td>
</tr>
<tr>
<td>Certified Power</td>
<td>No, Ohio</td>
<td></td>
<td>$765.44</td>
<td>$12,016.77</td>
<td>$6,111.79</td>
<td>Included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck &amp; Trailer Spec.</td>
<td>No, Dutton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,580.00</td>
<td>$1,737.00</td>
</tr>
<tr>
<td>Shults Equip.</td>
<td>No, Ithica</td>
<td>$14,182.00</td>
<td>$19,392.00</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
<td></td>
<td>$7,698.00</td>
<td>$2,070.00</td>
</tr>
<tr>
<td>Cannon Truck</td>
<td>No, Shelby Twp</td>
<td>$13,620.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,962.00</td>
<td>$1,312.00</td>
</tr>
<tr>
<td>Valley Truck</td>
<td>No, Grand Rapids</td>
<td>$20,938.00</td>
<td>$1,167.00</td>
<td>$8,209.00</td>
<td>$10,102.00</td>
<td>Included</td>
<td></td>
<td>$9,966.00</td>
<td>$2,277.00</td>
</tr>
<tr>
<td>Knapheide</td>
<td>Yes, Mason</td>
<td>$16,654.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8,534.00</td>
<td>$1,799.00</td>
</tr>
</tbody>
</table>
WHEREAS, the Road Department needs to replace three of its existing tandem axle dump trucks which have aged past the point of economical serviceability; and

WHEREAS, the Road Department adopted 2017 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2017 road equipment replacement plan; and

WHEREAS, equipment and components are needed to complete the new tandem axle truck chassis in RFP 96-17; and

WHEREAS, bids for equipment to complete the new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award contracts to Certified Power Inc. of Perrysburg OH for hydraulic components at a cost not to exceed $56,682.00 and to Knapheide Truck of Flint MI for truck equipment at a cost not to exceed $83,502.00, resulting in an overall cost of $140,184.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of components and equipment needed to complete the new tandem axle truck chassis at a cost not to exceed $140,184.00.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Tom Gamez, Director of Operations, ICRD
DATE: April 17, 2017
SUBJECT: RFP No.96-17: The purchase of three new tandem axle truck chassis.

The purpose of this correspondence is to support the attached RFP 96-17 to purchase 3 new tandem axle trucks chassis for the ICRD.

The Road Department needs to replace three of its existing tandem axle dump trucks which have aged past the point of economical serviceability. These 3 truck chassis when completed will replace 3 ICRD tandem axle dump trucks, with an average age of 21 years old.

These 3 new truck chassis are not complete dump trucks. The ICRD Maintenance shop will have to install the equipment and components from RFP 61-17. The 3 tandems axle trucks are designed to meet the needs for snow plowing and maintaining county roads.

It is the Purchasing and Road Departments judgment as to which products are most advantageous for the County. This decision was based on a combination of engineering, availability of equipment, design of equipment, inventory requirements, proven reliability, ergonomics, cost of labor and materials to assemble the tandem axle trucks.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to purchase three Western Star truck chassis from D&K Truck Company 3020 Snow road Lansing Michigan 48917, at a cost of $295,745. The replaced units will be sold at auction for a price yet to be determined which will the funds be placed in the equipment replacement fund.

Therefore approval of the attached resolution is recommended, to authorize purchase of the 3 new tandem axle trucks for the Road Department.
Per your request, the Purchasing Department sought bids for the purchase of three (3), new conventional truck cabs on tandem axle chassis for the Ingham County Road Department. This will be a one-time order with delivery (F.O.B. destination) required to the Ingham County Road Department.

The ITB was advertised in the Lansing State Journal and posted on the following websites: Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE), and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>17</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>Truck Model</th>
<th>Truck Year</th>
<th>TOTAL COST FOR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>D &amp; K Truck Co.</td>
<td>No, Eaton County</td>
<td>Western Star 4700</td>
<td>2018</td>
<td>$293,995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>After 5/5/17 +1,750 = $295,745.00</td>
</tr>
<tr>
<td>D &amp; K Truck Co.</td>
<td>No, Eaton County</td>
<td>Freightliner 114SD</td>
<td>2018</td>
<td>$287,991.00</td>
</tr>
<tr>
<td>Freightliner of Grand Rapids, Inc.</td>
<td>No, Grand Rapids</td>
<td>Freightliner 114SD</td>
<td>2018</td>
<td>$304,161.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 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.
Resolved by the County Services and Finance Committees of the:

TINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORE PURCHASE OF TANDEM AXLE TRUCK CHASSIS

WHEREAS, the Road Department needs to replace three of its existing tandem axle dump trucks which have aged past the point of economical serviceability; and

WHEREAS, the Road Department adopted 2017 budget includes in capital road equipment expenditures, funds for the purchase as it is also included in the 2017 road equipment replacement plan; and

WHEREAS, bids for new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase three Western Star truck chassis from D&K Truck Company 3020 Snow Road Lansing, Michigan 48917, at a cost of $295,745. The replaced units will be sold at auction for a price yet to be determined which will be placed in the equipment replacement fund.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of three Western Star truck chassis from D&K Truck Company of Lansing MI., at a cost not to exceed $295,745.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations ICRD

DATE: April 6, 2017

SUBJECT: ITB No.62-17: Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels

The purpose of this correspondence is to support the attached resolution to accept RFP 62-17 from and authorize entering into a 3 year contract, with a 2 year renewal option, with Cintas Corporation, 3524 S. Canal Road Lansing, Michigan 48917, to provide the Road Department flame resistant uniforms for its mechanics and fleet manager per their respective labor agreements and safety policy. The proposed contract would also supply mechanics’ shop towels, floor mat cleaning and related services for all Road Department facilities.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for these services. The Road Department will have sufficient funds budgeted for the second and third years for this contract.

Bids from qualified and experienced vendors for the purpose of Rental and Cleaning Services for Uniform Work Apparel, Floor Mats and Shop Towels, for the Road Department were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) 62-17, and it is their recommendation, with the concurrence of Road Department staff, to award this to the second lowest bidder, Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917.

The low bidder for RFP 62-17, Unifirst Corporation, which is the current vendor for the subject services, is not recommended as this vendor has not consistently complied with the quality standards of the current contract, and/or there have been discrepancies with charges for service and/or items not delivered that have had to be resolved on multiple occasions.

The Cintas Corporation offers the Uniform Advantage program for uniform replacement, with a price of $0.06 per a garment. With the current work force at the road department, this cost would be $15.12 a week. Cintas will replace uniforms if they are torn, burned and if they are unable to get them clean due to grease and oils. I believe this Uniform advantage program would be a smart choice for the Road department due to history of uniform repairs and replacement cost.

Therefore approval of the attached resolution is recommended to authorize a 3 year contract with a 2 year renewal option, with Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917, with an annual cost of $7249.32.
TO: Tom Gamez, Road Department

FROM: James Hudgins, Director of Purchasing

DATE: April 4, 2017

RE: Memorandum of performance for ITB No. 62-17: Rental and Cleaning Services for Uniform Work Apparel, Floor Mats and Shop Towels.

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing rental uniforms, cleaning of such uniforms, rental and cleaning of area protection mats and shop towels for the Ingham County Road Department, for a period of three (3) years with an option for a two-year renewal. Prices will remain constant with no yearly price increases for the initial three-year term of the contract.

The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to bid</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the next page.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 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.
## VENDOR’S COSTS

<table>
<thead>
<tr>
<th>VENDOR NAME: CINTAS CORPORATION</th>
<th>LOCAL PREF: No, Lansing - Eaton County MI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MECHANICS UNIFORMS</strong></td>
<td><strong>Total Weekly Cost</strong></td>
</tr>
<tr>
<td>Seven (7) complete uniforms w/name &amp; emblem; Two (2) winter jackets</td>
<td>$45.24</td>
</tr>
<tr>
<td><strong>FLEET MANAGER UNIFORMS</strong></td>
<td><strong>Total Weekly Cost</strong></td>
</tr>
<tr>
<td>Six (6) complete uniforms w/name &amp; emblem; Two (2) winter jackets</td>
<td>$6.44</td>
</tr>
<tr>
<td><strong>FLOOR MATS</strong></td>
<td></td>
</tr>
<tr>
<td>3’ x 5’ Mat w/safety Logo</td>
<td>$5.90</td>
</tr>
<tr>
<td>3’ x 10’ Mat, Black</td>
<td>$18.60</td>
</tr>
<tr>
<td>4’ x 6’ Mat, Black</td>
<td>$2.47</td>
</tr>
<tr>
<td>4’ x 6’ Mat, Blue</td>
<td>$4.94</td>
</tr>
<tr>
<td>3’ x 10’ Mat, Blue</td>
<td>$9.30</td>
</tr>
<tr>
<td><strong>SHOP TOWELS</strong></td>
<td></td>
</tr>
<tr>
<td>Shop Towels, Red</td>
<td>$21.00</td>
</tr>
<tr>
<td>Lost Shop Towel Replacement Fee</td>
<td>$8.40</td>
</tr>
<tr>
<td><strong>Miscellaneous Items</strong></td>
<td></td>
</tr>
<tr>
<td>Soiled Locker Fee</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VENDOR NAME: UNIFIRST CORPORATION</th>
<th>LOCAL PREF: No, Grand Rapids MI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MECHANICS UNIFORMS</strong></td>
<td><strong>Total Weekly Cost</strong></td>
</tr>
<tr>
<td>Seven (7) complete uniforms w/name &amp; emblem; Two (2) winter jackets</td>
<td>$39.96</td>
</tr>
<tr>
<td><strong>FLEET MANAGER UNIFORMS</strong></td>
<td><strong>Total Weekly Cost</strong></td>
</tr>
<tr>
<td>Six (6) complete uniforms w/name &amp; emblem; Two (2) winter jackets</td>
<td>$5.91</td>
</tr>
<tr>
<td><strong>FLOOR MATS</strong></td>
<td></td>
</tr>
<tr>
<td>3’ x 5’ Mat w/safety Logo</td>
<td>$3.50</td>
</tr>
<tr>
<td>3’ x 10’ Mat, Black</td>
<td>$21.00</td>
</tr>
<tr>
<td>4’ x 6’ Mat, Black</td>
<td>$2.00</td>
</tr>
<tr>
<td>4’ x 6’ Mat, Blue</td>
<td>$4.00</td>
</tr>
<tr>
<td>3’ x 10’ Mat, Blue</td>
<td>$10.50</td>
</tr>
<tr>
<td><strong>SHOP TOWELS</strong></td>
<td></td>
</tr>
<tr>
<td>Shop Towels, Red</td>
<td>$18.00</td>
</tr>
<tr>
<td>Lost Shop Towel Replacement Fee</td>
<td>$0.45 Each</td>
</tr>
<tr>
<td><strong>Miscellaneous Items</strong></td>
<td></td>
</tr>
<tr>
<td>Soiled Locker Fee</td>
<td>No charge</td>
</tr>
</tbody>
</table>
RESOLUTION TO AUTHORIZE A CONTRACT FOR RENTAL AND CLEANING SERVICES FOR UNIFORM WORK APPAREL, FLOOR MATS, AND SHOP TOWELS

WHEREAS, the Road Department provides flame resistant uniforms for its mechanics and fleet manager per their respective labor agreements, and services to supply mechanics’ shop towels, floor mat and related services for all Road Department facilities; and

WHEREAS, the Purchasing Department recently released bid packet #62-17 and received sealed, competitive bid proposals for these services for the next 3 year period with a 2 year renewal option, beginning from date of service contract execution; and

WHEREAS, the current vendor, Unifirst Corporation of Taylor, MI and Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917 were the only responding bidders; and

WHEREAS, bids for rental and cleaning services for uniform work apparel, floor mats and shop towels were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award the contract to the second low bidder, Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917; and

WHEREAS, the Cintas Corporation bid has an Uniform Advantage program available, for uniform replacement, with a price of $0.06 per a garment, per each week, with no additional replacement cost. With the current work force at the road department, this cost would be $15.12 a week.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917 for rental and cleaning services for uniform work apparel with the Advantage program, floor mats and shop towels with delivery to the Road Department per bid packet 62-17 for annual costs of $7249.32 for the three year period, with a 2 year renewal option, beginning from date of service contract execution.

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.
MEMORANDUM

TO:        County Services and Finance Committees
FROM:      Tom Gamez, Director of Operations ICRD
DATE:        April 17, 2017
SUBJECT:   RFP 102-17, Processed Road Gravels, Various Crushed Aggregates, and 2NS Sand

The purpose of this correspondence is to support the attached resolution to purchase processed Road Gravels, Various Crushed Aggregates and 2NS sand for the scheduled 2017 maintenance programs and various other Ingham County Road Department (ICRD) maintenance agreements. This agreement will be a 1 year contract with a 1 year renewal option with the approved aggregate suppliers.

The ICRD annually purchases 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures. The different types of aggregates are designed to meet the various needs for winter maintenance, building and repairing of county roads.

These aggregate could be delivered to the required job site by ICRD staff or the supplier delivers at the bid price per RFP 102-17 for various road maintenance operations. These Aggregates shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Aggregates, Section 902.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for 22A and 23A processed road gravels, 6A crushed limestone and natural aggregates, and 2NS sand mixtures were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #102-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 22A, 23A processed road gravels, 6A crushed limestone and natural aggregates, and 2NS sand mixtures on an as-needed, unit price per ton basis from the following vendors:

3. Sunrise Aggregate, 22A and 23A Gravels, 6A Crushed Limestone, 6A Crushed Natural aggregates and sand for pick up from various pits in S.E. Ingham County. Including delivery to ICRD Garages and designated job sites.
5. Stoneco of Michigan, 6A Crushed Limestone and 6A Crushed Natural Aggregates for pick-up and delivery to ICRD garages.

The decision to where the aggregates will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $200,000.

Therefore approval of the attached resolution is recommended to authorize purchase 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures for the Road Department’s 2017 seasonal supply.
TO: Tom Gamez, Road Department
FROM: James Hudgins, Director of Purchasing
DATE: April 17, 2017
RE: Memorandum of Performance for RFP No. 102-17 Processed Road Gravels, Various Crushed Aggregates and 2NS Sand

The Ingham County Purchasing Department sought bids from qualified and experienced companies for the purpose of furnishing Processed Road Gravel, Various Crushed Aggregates, and 2NS Sand for the Ingham County Road Department.

This RFP is a re-rebid because only one bid was received prior. Therefore, in accordance with Resolution #13–119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy had prevented the County from obtaining a sufficient number of competitive proposals.

The RFP was advertised in the Lansing State Journal and posted on the following sites: Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE); and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>20</td>
<td>4</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>1</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the following pages:

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.
## VENDOR COSTS

<table>
<thead>
<tr>
<th>Product</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
</tr>
</thead>
<tbody>
<tr>
<td>22A Processed Gravel</td>
<td>$8.75</td>
<td>$5.85</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$5.60</td>
<td>$5.30</td>
</tr>
<tr>
<td>23A Processed Gravel</td>
<td>$8.75</td>
<td>$5.85</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$5.60</td>
<td>$5.30</td>
</tr>
<tr>
<td>2NS Sand</td>
<td>$8.65</td>
<td>$5.35</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$2.00</td>
<td>SELF LOAD</td>
</tr>
<tr>
<td>6A Crushed Limestone</td>
<td>NO BID</td>
<td>$19.15</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$21.50</td>
<td>NO BID</td>
</tr>
<tr>
<td>6A Crushed Natural Aggregate</td>
<td>NO BID</td>
<td>$13.25</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$15.95</td>
<td>NO BID</td>
</tr>
</tbody>
</table>

Processed Gravel, Various Aggregates and 2NS Sand to be picked up by ICRD.

<table>
<thead>
<tr>
<th>Product</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
</tr>
</thead>
<tbody>
<tr>
<td>22A Processed Gravel</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$9.65</td>
<td>NO BID</td>
</tr>
<tr>
<td>23A Processed Gravel</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$9.65</td>
<td>NO BID</td>
</tr>
<tr>
<td>6A Crushed Limestone</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$25.55</td>
<td>NO BID</td>
</tr>
<tr>
<td>6A Crushed Natural Aggregate</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$20.00</td>
<td>NO BID</td>
</tr>
</tbody>
</table>

Processed Gravel to be delivered and spread at designated locations throughout the County per ICRD.

<table>
<thead>
<tr>
<th>Product</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
</tr>
</thead>
<tbody>
<tr>
<td>22A Processed Gravel</td>
<td>$17.83</td>
<td>$12.85</td>
<td>$12.60</td>
<td>NO BID</td>
<td>$8.80</td>
<td>Eastern / Western -- $9.30 Metro</td>
</tr>
<tr>
<td>23A Processed Gravel</td>
<td>$17.83</td>
<td>$12.85</td>
<td>$12.60</td>
<td>NO BID</td>
<td>$8.80</td>
<td>Eastern / Western -- $9.30 Metro</td>
</tr>
<tr>
<td>2NS Sand</td>
<td>$17.73</td>
<td>$13.35</td>
<td>$10.20</td>
<td>NO BID</td>
<td>$8.35</td>
<td>Eastern / Western -- $8.85 Metro</td>
</tr>
<tr>
<td>6A Crushed Limestone</td>
<td>NO BID</td>
<td>$24.15</td>
<td>NO BID</td>
<td>NO BID</td>
<td>24.70</td>
<td>Eastern / Western -- $24.20 Metro</td>
</tr>
<tr>
<td>6A Crushed Natural Aggregate</td>
<td>NO BID</td>
<td>$22.25</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$19.15</td>
<td>Eastern / Western -- $19.64 Metro</td>
</tr>
</tbody>
</table>

Processed Gravel, Various Aggregates and 2NS Sand to be delivered to the District Garages.

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Processed Gravel, Various Aggregates and 2NS Sand to be picked up or delivered as specified by ICRD.
Introducing by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE OF PROCESSED ROAD GRAVELS,**
**VARIOUS CRUSHED AGGREGATES, AND 2NS SAND MIXTURES**

WHEREAS, the Road Department annually purchases 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures. The different types of aggregates are designed to meet the various needs for winter maintenance, building and repairing of county roads; and

WHEREAS, the Road Department’s adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed for 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures from the 3 vendors, based on bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $200,000; and

WHEREAS, bids for 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #102-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase on an as-needed, unit price per ton basis from 3 responding bidders; Sunrise Aggregate, Carrick Trucking and Stoneco of Michigan (pricing included on the bid tab portion of the attached summary) and purchase on an as-needed, unit price per ton basis; and

WHEREAS, the decision to where the aggregates will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures on an as-needed, unit price per ton from Sunrise Aggregate, Carrick Trucking and Stoneco of Michigan. This agreement will be a 1 year contract with a 1 year renewal option with the approved aggregate suppliers.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase aggregate materials as needed and budgeted.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated April 18, 2017 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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</thead>
<tbody>
<tr>
<td>2017-149</td>
<td>INGHAM COUNTY DRAIN COMM</td>
<td>MISCELLANEOUS</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
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<tr>
<td>2017-150</td>
<td>MERIDIAN TOWNSHIP</td>
<td>WATERMAIN</td>
<td>TOWNER RD &amp; SAGINAW ST</td>
<td>MERIDIAN</td>
<td>4</td>
</tr>
<tr>
<td>2017-153</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / UG</td>
<td>JOLLY OAK RD &amp; JOLLY RD</td>
<td>MERIDIAN</td>
<td>33</td>
</tr>
<tr>
<td>2017-154</td>
<td>MERIDIAN TOWNSHIP</td>
<td>SANITARY / WATERMAIN</td>
<td>HASLETT RD &amp; RIDGEWAY DR</td>
<td>MERIDIAN</td>
<td>11</td>
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<tr>
<td>2017-155</td>
<td>VARIOUS TOWNSHIPS</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
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<tr>
<td>2017-161</td>
<td>EDS IRRIGATION</td>
<td>ANNUAL PERMIT</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2017-162</td>
<td>G.A. HUNT</td>
<td>SANITARY</td>
<td>MELVILLE DR &amp; PARK LAKE</td>
<td>MERIDIAN</td>
<td>17</td>
</tr>
<tr>
<td>2017-163</td>
<td>MERIDIAN TOWNSHIP</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>MERIDIAN</td>
<td></td>
</tr>
<tr>
<td>2017-164</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>GRAMER RD &amp; GRIEB RD</td>
<td>LEROY</td>
<td>12</td>
</tr>
<tr>
<td>2017-168</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>SEMINOLE DR &amp; HILLCREST AVE</td>
<td>MERIDIAN</td>
<td>21</td>
</tr>
<tr>
<td>2017-169</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>EIFERT RD &amp; HOLT RD</td>
<td>DELHI</td>
<td>16</td>
</tr>
<tr>
<td>2017-170</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>TOWAR AVE &amp; BIRCH ROW</td>
<td>MERIDIAN</td>
<td>6</td>
</tr>
<tr>
<td>2017-171</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>NEWMAN RD &amp; MARSH RD</td>
<td>MERIDIAN</td>
<td>22</td>
</tr>
</tbody>
</table>

**MANAGING DIRECTOR:** ______________________________
TO: Board of Commissioners County Services Committee

FROM: Cynthia Wagner

DATE: 4-17-17

SUBJECT: Potter Park Zoo Beverage Services

For the meeting agenda of 5-2-17

BACKGROUND
The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events and fundraising.

The Potter Park Zoological Society also managed the Zoo concessions until a new operations structure in 2016 resulted in numerous significant changes to the structure at Potter Park Zoo. A new agreement between the County and Zoological Society was adopted on March 14, 2017, Resolution #17-069, which placed the County responsible for the operation of the Zoo concessions including beverage services.

The County purchasing department sent out RFP #47-17 and PepsiCo was the only vendor to submit a proposal.

ALTERNATIVES
The RFP could be sent out again by the purchasing department to try to get more submissions. With the limited number of beverage providers available, we feel this is not necessary and we can move forward with PepsiCo.

FINANCIAL IMPACT
PepsiCo has proposed an annual sponsorship of $3,000 and a marketing fund of $1,000. They also proposed $1.50 rebate per case/gallon on all purchased products, 35% commission on vending machines and 40 cases of donated water or soda. PepsiCo will supply all equipment needed to provide beverage service at Potter Park Zoo including replacement of current vending machines to include credit card readers. The Potter Park Zoological Society spent $11,274 with PepsiCo in 2016 with a minimum net profit of $25,000.

OTHER CONSIDERATIONS
The Potter Park Zoological Society maintained a successful agreement with PepsiCo for over twenty years prior to the change in organizational structure at the Zoo. PepsiCo sustained a high quality product and service at the Zoo for the duration of the previous agreement with the Zoological Society.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with PepsiCo.
TO:    Cynthia Wagner, Director Potter Park Zoo  
FROM: James Hudgins, Director of Purchasing 
DATE: March 20, 2017 
RE: Memorandum of Performance for RFP No. 47-17 Beverage Services for Potter Park Zoo 

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors interested in entering into a contract to provide vending and fountain beverage services at Potter Park Zoo (PPZ). 

The RFP was advertised in the Lansing State Journal, Lansing City Pulse, and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

A summary of the vendors’ response is on the next page.

You are now ready to complete the final steps in the process: 1) Evaluate the submission 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 VENDOR’S RESPONSE

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEPSI</td>
<td>No, Lansing (Clinton County)</td>
</tr>
</tbody>
</table>

#### TERM OF CONTRACT

3 Years with an option to renew for an additional 2 years.

#### FUNDING SUPPORT

<table>
<thead>
<tr>
<th></th>
<th>Annual Sponsorship</th>
<th>Marketing Fund</th>
<th>Rebates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,000.00</td>
<td>$1,000.00</td>
<td>$1.50/case; or gallon. Accrued on all products purchased. Rebates are paid Annually.</td>
</tr>
</tbody>
</table>

#### COMMISSION

35% Paid Monthly or Quarterly

New machines will be ordered with credit card readers if bid is accepted.

#### ADDITIONAL SUPPORT

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Donated Product</td>
</tr>
</tbody>
</table>

40 cases/year of Aquafina 16.9 oz. bottles or 12 oz. cans of soda. Used for employees, meetings, charity events.
Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR BEVERAGE SERVICES

WHEREAS, the Potter Park Zoological Society previously managed the operation of the Zoo concessions; and

WHEREAS, the new agreement between the County and the Zoological Society, Resolution #17-069, transfers operations of the concessions to the County; and

WHEREAS, the concessions at Potter Park Zoo offers beverages for purchase; and

WHEREAS, the Zoo Director and the Purchasing Director reviewed the bid for RFP #47-17 submitted by PepsiCo and found it to meet the criteria necessary for beverage services at Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society spent $11,274 with PepsiCo in 2016 with a minimum net profit of $25,000; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2017 Zoo budget account #258-69200-641000, #258-69200-671150, and #258-69200-726010.

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby authorizes awarding a contract for three years with an additional two year extension option, to PepsiCo for beverage services at Potter Park Zoo, based on its proposal dated April 4, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

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

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.
TO: Board of Commissioners County Services Committee

FROM: Cynthia Wagner

DATE: 4-17-17

SUBJECT: Potter Park Zoo Amusement Services
For the meeting agenda of 5-2-17

BACKGROUND
The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events and fundraising.

The Potter Park Zoological Society also managed the Zoo encounters until a new operations structure in 2016 resulted in numerous significant changes to the structure at Potter Park Zoo. A new agreement between the County and Zoological Society was adopted on March 14, 2017, #17-069, which placed the County responsible for the operation of the Zoo encounters including the train ride and bungee experience.

The County purchasing department sent out RFP # 63-17 and Pilot EG LLC was the only vendor to submit a proposal.

ALTERNATIVES
Due to the impending summer season there is not an alternative for amusement services at Potter Park Zoo for 2017.

FINANCIAL IMPACT
The contract with Pilot EG LLC would provide an additional revenue source for Potter Park Zoo. Potter Park Zoo receives 50% of the net revenue from both the train ride and bungee experience.

OTHER CONSIDERATIONS
The train ride and bungee experience are encounters that enhance the overall guest experience at Potter Park Zoo. Pilot EG LLC has previously provided four years of quality experience at Potter Park Zoo through the Potter Park Zoological Society.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with Pilot EG LLC.
Per your request, the Purchasing Department sought proposals from experienced and qualified amusement vendors for the purpose of entering into a three-year contract to provide and operate camel riding, bungee jumping and train riding services at Potter Park Zoo.

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
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</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

The following is a summary of the vendor’s proposal:

Vendor: Pilot EG LLC, Haslett MI 48840
Services: Train and Bungee Jump Rides
Commission: 50% of all sales

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 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 proposal 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 A CONTRACT FOR AMUSEMENT SERVICES

WHEREAS, the Potter Park Zoological Society previously managed the operation of the Zoo encounters; and

WHEREAS, the new agreement between the County and the Zoological Society, Resolution #17-069, transfers operations of encounters including the train ride and bungee experience to the County; and

WHEREAS, the train ride and bungee experience enhance guest experience by offering diversity in activities at the Zoo for visitors; and

WHEREAS, Pilot EG LLC has offered quality amusement services at Potter Park Zoo from 2013-2016 through the Potter Park Zoological Society; and

WHEREAS, in 2016 the Potter Park Zoological Society’s net revenue for the train ride and bungee encounter was $16,124; and

WHEREAS, the Zoo Director and Purchasing Director reviewed the bid submitted by Pilot EG LLC and found it to meet the criteria necessary for amusement services at Potter Park Zoo; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2017 Zoo budget account #258-69200-627500 and #258-69200-705000.

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby authorizes awarding a contract for three years with an additional two year extension option, to Pilot EG LLC for the train ride and bungee experience at Potter Park Zoo, based on its proposal dated March 6, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

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

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.
TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 4-17-17
SUBJECT: Potter Park Zoological Society Donations to the Potter Park Zoo
For the meeting agenda of 5-2-17

BACKGROUND
The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events, and fundraising. Local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society. The intent of charitable gifts is that funds are to be used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience at the Zoo helping achieve the Zoo’s mission to “Inspire people to conserve animals in the natural world”.

ALTERNATIVES
The alternative is to require Board approval for any amount donated from the Zoological Society to the Zoo or approve an amount for accepted donations.

FINANCIAL IMPACT
Approval of the acceptance of donations from the Potter Park Zoological Society to the Potter Park Zoo will allow continued improvements throughout the zoo such as enrichment, graphics, vegetation, and exhibit modifications. It will also allow for more immediate donor satisfaction which helps secure future donations.

OTHER CONSIDERATIONS
A quarterly report will be provided by the Potter Park Zoo Director to the Ingham County Board of Commissioners and Potter Park Zoo Advisory Board detailing all donations from the Potter Park Zoological Society to the Potter Park Zoo.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to allow Potter Park Zoo to accept donations from the Potter Park Zoological Society.
WHEREAS, the Potter Park Zoological Society whose mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events, and fundraising; and

WHEREAS, the Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society and;

WHEREAS, the intent of charitable gifts is that the donations are to be used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience and helping to achieve the Zoo’s mission to “Inspire people to conserve animals in their natural world”.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of monetary and physical donations from the Potter Park Zoological Society to Potter Park Zoo.

BE IT FURTHER RESOLVED, the Potter Park Zoo Director will provide a quarterly report in January, April, July and October to the Ingham County Board of Commissioners and Potter Park Zoo Advisory Board detailing all donations from the Potter Park Zoological Society.

BE IT FURTHER RESOLVED, accepted monetary and physical donations will become the property of Ingham County and will be used, maintained, and disposed of in accordance with County policy.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Potter Park Zoo budget to accept donations and to account for any funds received and the disbursement thereof in accordance with this resolution.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 12, 2017
SUBJECT: Emergency Purchase Order for the Red Tail Shelter Roof at Hawk Island
For the meeting agenda of 5/2/17 County Services and 5/3/17 Finance

This memo is to inform you of an emergency repair that was made prior to receiving approval from the County Services and Finance Committees.

Prolonged winds on March 8, 2017 exceeding 60 mph resulted in damage to the roof of the Red Tail Shelter at Hawk Island.

An emergency Purchase Order to have the roof repaired under the Emergency Repair Purchasing Policy was necessary to repair major shingle damage.

An emergency Purchase Order has been issued to Jimmerson Roofing LLC for a total cost of $15,340.00.

Funds for this purchase are available in Line Item #667-85112-890200.

Both the Purchasing Director and Park Director approved this purchase.
TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: April 13, 2017
SUBJECT: FY 17 State of Michigan Comprehensive Agreement Amendment # 3
For the meeting agenda of May 1, 2017, May 2, 2017 and May 3, 2017

BACKGROUND
The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339, Amendment #1 in Resolution 16-494 and Amendment # 2 in Resolution 17-034.

ALTERNATIVES
There are no other alternatives.

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,336,177 to $5,360,352, an increase of $24,175. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination; decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

This resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. The compensation for all authorized positions will not exceed the $35,200 in WIC funding provided by the agreement.

OTHER CONSIDERATIONS
There are no other considerations

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with MDHSS.
Introducing by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution #16-494; and Amendment #2 in Resolution $17-034; and

WHEREAS, the MDHHS has proposed amendment #3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,336,177 to $5,360,352, an increase of $24,175.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
Family Planning Services: increase of $20,000 from $256,392 to $276,392
Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
WISEWOMAN: increase of $24,000 from $30,000 to $54,000
Breast & Cervical Cancer Control Coordination: decrease of $53,375 from $280,000 to $226,625
Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
Wise Choices: decrease of $22,500 from $22,500 to $0

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant, as well as a temporary .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant, with compensation for all authorized positions not to exceed the $35,200 in WIC funding provided by the agreement.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendment #3 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.
TO: Board of Commissioners – Human Services Committee and County Services Committee  
FROM: Travis Parsons, Human Resources Director  
DATE: April 18, 2017  
SUBJECT: Grievance Settlement Agreement – MNA – Nurse Practitioner/Clinic Nurses Unit  
Human Services May 1st Agenda, County Services May 2nd Agenda  

BACKGROUND
On October 4, 2016, the Michigan Nurse Association (MNA) filed a grievance regarding Ingham County entering into an agreement with the UAW – TOPS bargaining unit to allow Medical Assistants to perform immunization job duties that have traditionally been done by MNA bargaining unit nurses. After being held in abeyance, pending additional discussions between the parties, the grievance was ultimately processed at step 4 at the County Services meeting on March 7, 2017. The step 4 response was provided to the MNA on March 8, 2017. The grievance was denied and no relief was granted, except it was acknowledged the notice provision under Article 6, Section 7 was violated. In the step 4 response, the County Services Committee also directed the Health Department Director and Human Resources Director to propose reorganization based on the Board of Commissioners’ stated goal of utilizing attrition such that no currently employed Registered Nurses would be displaced as a result of modifications of immunization administration assignments to Medical Assistants. The MNA provided notice Human Resources of their appeal to arbitration on April 3, 2017. Although we had a meeting set up to discuss this matter on April 11, 2017, the unit wanted to preserve their right to arbitration in accordance with the contract. The parties met on April 11th and we were able to achieve a tentative agreement regarding the grievance issue and produce the attached Grievance Settlement Agreement.

ALTERNATIVES
If the Grievance Settlement Agreement is not executed, the MNA will proceed to grievance arbitration.

FINANCIAL IMPACT
The execution of the attached Grievance Settlement Agreement will allow the Ingham County Health Department, specifically the Ingham Community Health Centers, to continue to explore cost effective options to deliver care.

OTHER CONSIDERATIONS
The execution of the Grievance Settlement Agreement will allow the final execution of the Letter of Understanding (LOU) with UAW for Medical Assistants to be trained to perform medication administration duties. The LOU with UAW will come before you under separate cover.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Grievance Settlement Agreement between the Employer and the MNA.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE GRIEVANCE SETTLEMENT AGREEMENT WITH MICHIGAN NURSES ASSOCIATION, NURSE PRACTITIONERS/CLINIC NURSES UNIT

WHEREAS, the Michigan Nurses Association filed a grievance regarding sharing the responsibility of medication administration with Medical Assistants in the United Auto Workers – TOPS Unit; and

WHEREAS, all Parties are desirous of settling matters related to this grievance; and

WHEREAS, representatives from the Health Department, Human Resources, and the County Attorney met with the Michigan Nurses Association and discussed the issue; and

WHEREAS, the parties reached tentative agreement and prepared the attached Grievance Settlement Agreement between Ingham County and Michigan Nurses Association.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached Grievance Settlement Agreement, settling the matter with the Michigan Nurses Association.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Grievance Settlement Agreement on behalf of the County, subject to the approval as to form by the County Attorney.
GRIEVANCE SETTLEMENT AGREEMENT

BETWEEN

INGHAM COUNTY (Employer)

AND

MICHIGAN NURSES ASSOCIATION (Union)
NURSE PRACTITIONERS/CLINIC NURSES UNIT

WHEREAS, the Ingham Community Health Centers (“ICHC”) seeks to provide quality patient centered care within the resources available from billed patient services, grants and general fund dollars; and

WHEREAS, ICHC ended FY2016 approximately $925,000 over budget and the Health Centers have been informed that such budget deficits cannot continue; and

WHEREAS, ICHC is seeking to increase revenue from existing sources and decrease costs by changing staffing patterns to maximize efficiencies and eliminate waste; and

WHEREAS, it is the goal of the ICHC that all RNs practice at the maximum level within their job descriptions; and

WHEREAS, it is anticipated that future opportunities may include Care Management and MIHP education as we expect these services to be reimbursable and will assist in generating revenue to cover staff costs; and

WHEREAS, the integrity of the bargaining unit and patient safety are significant concerns of the Union; and

WHEREAS, in June of 2016, ICHC requested the agreement of the Michigan Nurses Association to allow Medical Assistants in the UAW to share the responsibility of medication administration; and

WHEREAS, citing safety and concerns regarding transfer of such duties, the Michigan Nurses Association made a demand to bargain over the issue. Michigan Nurses Association also filed a timely grievance dated October 4, 2016, over the issue.

The Parties desire to resolve this grievance amicably and avoid the cost and time associated with arbitration and unfair labor practice charges. Accordingly, the Parties mutually agree to resolve the dispute under the following terms:

1. The Employer commits that it will not use, directly or indirectly, the transfer of medication administration duties as a basis or factor in any reduction in bargaining unit registered nurse positions currently working as Health Center Nurse or Charge Nurse. As provided in this Agreement, work traditionally and exclusively performed by members of
the MNA bargaining unit (i.e. medication administration), will not be assigned to non-bargaining unit employees for the purpose of eroding the MNA bargaining unit.

2. In exchange, the MNA agrees that medication administration will be a shared responsibility of Medical Assistants and Registered Nurses, depending on organizational need.

   a. However, the Employer commits that it will only assign medication administration to medical assistants that have a medical assistant certification through an accredited Medical Assistant Program and additional training in medication administration, or by medical assistants currently employed by ICHC who are provided with in-house training.

3. It is understood by the Parties that Bargaining Unit Registered Nurses and Nurse Practitioners shall not delegate to Medical Assistants the administration of medication. Furthermore, medication administration performed by Medical Assistants will not be performed under the Bargaining Unit Registered Nurses or Nurse Practitioner’s license.

   a. The Parties recognize the Medical Assistants and Nurses work as a team; however, with the sole exception of currently employed Medical Assistants who will be trained on medication administration in-house Registered Nurses and Nurse Practitioners shall not be expected to routinely or formally supervise or train Medical Assistants during the performance of medication administration including vaccinations. It is understood that formal and/or routine supervision and training is solely the responsibility of supervisors of the ICHC. It is further understood that Registered Nurses and Nurse Practitioners in the Bargaining Unit have an ethical duty to report to their supervisors if they observe occurrences of inappropriate medication administration as well as to bring the incident to the attention of the Medical Assistant.

   b. Although it is understood that routine or formal supervision and training of Medical Assistants is solely the responsibility of designated training staff or a Nurse Educator or supervisors of the ICHC, professional feedback, counseling, or clarification is expected from bargaining unit Registered Nurses and Nurse Practitioners on an incidental basis.

4. ICHC may utilize attrition to reallocate RN staff within the organization as needed, so that no currently employed Registered Nurses would be displaced as a result of transferring medication administration duties to Medical Assistants. Operational needs will be evaluated as openings arise based on the number of visits per clinic and its remaining staff, and following a meet and confer with the President of the MNA Bargaining Unit.
5. The October 4, 2016 Grievance filed by the MNA and referred to above shall be withdrawn by the MNA following execution of this Settlement Agreement.

COUNTY OF INGHAM

Sarah Anthony, Chairperson
Ingham County Board of Commissioners

MICHIGAN NURSES ASSOCIATION

Kathryn Kacynski

Linda Vail, Health Officer

Jane Southwell

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

Bonnie G. Toskey
TO: Board of Commissioners Human Services Committee, County Services Committee and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: April 21, 2017

SUBJECT: LOU–UAW-TOPS for Human Services Agenda – May 1st, County Services Agenda – May 2nd
and Finance Agenda – May 3rd

UPDATED BACKGROUND

The attached Letter of Understanding (LOU) with the UAW–TOPS unit originally went through Human Services on September 19th, County Services on September 20th, and Finance Committee on September 21st. Members of The Michigan Nurses Association appeared at the Board of Commissioners meeting, on September 27, 2016, in opposition to the proposed LOU. The Resolution and LOU were pulled from the Board of Commissioners Agenda on September 27, 2016 and referred back to County Services and Finance Committees.

In addition to the original background information below regarding the need for the LOU, the parties addressed the Michigan Nurses Association’s concerns in the grievance process and ultimate achieved a settlement agreement. The grievance settlement agreement is being presented to the Board of Commissioners under separate cover.

There is also a modification to the new Medical Assistant job description (LOU Exhibit 1), which would require graduation from a recognized program and certification as a Medical Assistant and not list it as only as a preference statement.

Original Background Information Provided in the Memo, Dated September 1, 2016

The Ingham County Health Department, specifically the Ingham Community Health Centers, have evaluated the current practice of only allowing RN’s to perform medication administration. This practice has limited RN’s from performing at the top of their scope of work, impacts program sustainability and extends patient wait times.

Medication administration is not currently part of the job description for Ingham County Medical Assistants but is part of the standard scope for Medical Assistants currently being trained to enter this field. Medical Assistants routinely perform this level of work at other Federal Qualified Health Centers and at private practices statewide.

Medical Assistants currently employed by the Ingham County Health Department will be assessed for their current knowledge and skill level related to medical administration and will be provided refresher training based upon their level need, based upon previous training and comfort with current requirements. After successfully demonstrating competency, Medical Assistants will be able to perform medication administration duties. Some Medical Assistants may require additional employer paid training and this will be provided as required to allow all Medical Assistants to begin to perform these duties and demonstrate proficiency.

The Employer engaged the UAW to discuss the need for the change in the Medical Assistants job description. The UAW agreed to the conditions outlined in the attached Letter of Understanding (LOU).
**ALTERNATIVES**
Maintaining the current model increases allocated costs and is not sustainable.

**FINANCIAL IMPACT**
Limiting medication administration to RN’s will eventually effect the ability to offer programs within the established budget. Future program expansion will require the utilization of the most cost effective options possible to deliver care.

Upon demonstrating proficiency in medication administration, the current Medical Assistants will be paid a one-time lump sum of $1000, less applicable withholdings in accordance with the LOU.

**OTHER CONSIDERATIONS**
Future program expansion will require utilization of the most cost effective options possible to deliver care. By changing the model of care, RN’s will start doing care that only they can perform, including Care Management and oversight of clinical operations at each location.

Through the meet and confer process, the Employer and the UAW reached agreement and captured the agreement in the attached LOU.

**RECOMMENDATION**
Based on the information presented, we respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and UAW regarding the change in duties to the Medical Assistant Classification.
WHEREAS, the County of Ingham (Employer) and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) have entered into a collective bargaining agreement with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, the Employer recognized a need to assign medication administration duties to the Medical Assistant classification, represented by UAW; and

WHEREAS, the Employer and the UAW-TOPS, Local 2256 are agreeable to the change to the duties of the classification, as reflected in the attached Letter of Understanding between the parties; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the Human Services Committee, County Services Committee and Finance Committee regarding the addition of medication administration to the classification.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM (Employer)
AND
UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW) INGHAM COUNTY UNIT LOCAL #2256 (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement that covers the Medical Assistant classification (“MA”), extending through December 31, 2017; and

WHEREAS, the Employer seeks to assign medication administration duties to the MAs; and

WHEREAS, those MAs who complete the necessary training or are currently certified to perform medication administration and demonstrate proficiency will assume those job duties and responsibilities set out in the new position description; and

WHEREAS, the Employer recognizes that the addition of medication administration duties for current MAs justifies additional compensation in the form a one-time lump sum payment; and

WHEREAS, the Employer and the Union agree to add medication administration duties for those MAs that demonstrate proficiency.

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

1. Those MAs that are employed by the Employer on the date this LOU is executed by both parties will be required to attend training, paid for by the Employer, for medication administration. For those MAs that are currently certified for medication administration, they may begin performing these duties as soon as they have demonstrated proficiency to the Employer’s satisfaction, with or without completing the training.

2. Upon completion of the training, 80% of the total number of MAs that are employed by the Employer on the date this LOU is executed must demonstrate proficiency to the Employer’s satisfaction and be willing and able to perform medication administration. In the event a current MA does not demonstrate proficiency or is unwilling and unable to perform medication administration, they may continue to be employed under the previous position description (that does not include medication administration) or reassigned.

3. The revised MA position description that includes medication administration is attached as Exhibit 1.

4. Upon demonstrating proficiency in medication administration to the Employer’s satisfaction, those MAs that are employed by the Employer on the date this LOU is executed by
both parties will be paid on a one-time basis the gross sum of $1,000.00 by separate payroll check, less applicable withholdings.

5. In the event the ability of the MAs to perform medication administration is challenged before MERC, the Employer may suspend or discontinue this LOU upon 30 days written notice to the Union.

6. It is expressly understood and agreed by the parties that because of the particular set of factual circumstances, this LOU is without precedence or prejudice as to any other cases.

7. All the other terms and condition specified in the parties’ collective bargaining agreement shall remain in full force and effect.

COUNTY OF INGHAM

Sarah Anthony, Chairperson \ Date
Ingham County Board of Commissioners

UAW LOCAL 2256

Sally Auer, Chairperson \ Date

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM:
COHL, STOKER & TOSKEY, P.C.

Mattis Nordfjord
INGHAM COUNTY
JOB DESCRIPTION
MEDICAL ASSISTANT I

**General Summary:** Under the supervision of a Health Center Supervisor, assists health care providers with examinations and procedures to ensure an expeditious flow of patients through the clinic. Upon direction of the provider conducts various tests to identify health problems in patients. May determine eligibility for center services. Tasks include conducting initial interviews, preparing patients for examinations, administering medications, injections and standardized tests, and recording results.

**Essential Functions:**
1. Receives patients and their families at a health center or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
2. Prepares patients for examination by escorting them to examination rooms, documenting complaints and symptoms. Taking vital signs including temperature, blood pressure, pulse and pulse oximetry. Measures height, weight and pediatric head circumference. Records vital statistics and relevant visit information in patient electronic health record (EHR).
3. Arranges for specialized testing, medical procedures and specialist referrals. Completes necessary paperwork and EHR documentation, contacts specialist’s offices, hospitals, labs or other facilities to make appointments as needed. Contacts patients or caregivers to inform them of appointments. Completes paperwork, notifies patients or caregivers and assists in tracking of referrals to ensure necessary care is completed. Forwards to proper personnel to complete referral authorizations as needed.
4. Administers standardized tests or performs procedures ordered by providers such as developmental screening, EKGs, peak flow meter testing, ear irrigations and vision/hearing tests.
5. Assist health care professionals conducting medical examinations as required.
6. Collects specimens such as blood, urine and throat swabs per provider and/or standing order upon proof of competency. Collects or receives samples and conducts CLIA Waived tests per Ingham Community Health Center (ICH) quality assurance training and documents within EHR. May prepare specimens to be sent to outside laboratories.
7. Administers medications and injections safely following established standards, policies and procedures.
8. Documents all care and communication within the EHR per training and established procedure.
9. Provides care following established procedure under the Patient-Centered Medical Home model of care.
10. Prepares assigned clinic area for daily activities to meet provider and patient needs according to established protocols and established checklists. Order materials, supplies, medications, vaccines, test kits and other items needed.
11. Assists other support staff as necessary and performs a variety of clerical, record keeping and account keeping assignments.

12. Provides all care and communication according to the Health Department Core Values.

13. Attends staff meetings and trainings as assigned.

**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:** Possession of a high school diploma or equivalent. **Graduation from a recognized Medical Assistant program and certification as a Medical Assistant such that they meet the federal guidance for Meaningful Use compliance.** Current CPR training must be maintained during employment.

**Experience:** Prefer six months experience in a clinic setting.

**Other Requirements:**
- 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.

*(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 operates non-powered hand tools such as medical equipment, etc.

3. This position is exposed to communicable diseases, blood, other body fluids, etc.

4. 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.
Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require little to no stamina in traversing, climbing, balancing, squatting, kneeling and crawling.
- This position’s physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, lifting, pushing and pulling.
- This position’s physical requirements require continuous stamina in standing, walking, carrying, reaching, grasping, handling, pinching, typing, 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 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.)

Union UAW
Pay Grade D
Updated 4/17/17
MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 19, 2017

SUBJECT: Resolution to Update Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2017, for the Park and Zoo winter seasonal fees on November 1, 2017, and for all other departments, on January 1, 2018. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2018 cost was calculated by multiplying the 2017 cost by the 2018 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately $84,250. Any additional revenue will be recognized in the 2018 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller’s Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments
WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the Maximus Cost of Services Analysis completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2018 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2017, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2017.
BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.
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<td>Un-Sterilized</td>
<td>75.0%</td>
<td>$70.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Un-Sterilized - Delinquent</td>
<td>75.0%</td>
<td>$140.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Un-Sterilized - 3 year License</td>
<td>75.0%</td>
<td>$155.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Boarding Fee-Dangerous Animals</td>
<td>100.0%</td>
<td>$76.00</td>
<td>$77.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Boarding Fee per day-others</td>
<td>75.0%</td>
<td>$34.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Dogs (under six years of age)</td>
<td>75.0%</td>
<td>$74.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Euthanasia Fee</td>
<td>100.0%</td>
<td>$130.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Rabies vaccination on redeemed dogs</td>
<td>100.0%</td>
<td>$20.00</td>
<td>$21.00</td>
</tr>
<tr>
<td>Pros Atty</td>
<td>Diversion - Initial Interview</td>
<td>50.0%</td>
<td>$35.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Pros Atty</td>
<td>Diversion - Misdemeanor Offender</td>
<td>50.0%</td>
<td>$455.00</td>
<td>$460.00</td>
</tr>
<tr>
<td>Pros Atty</td>
<td>Diversion - Felony Offender</td>
<td>50.0%</td>
<td>$805.00</td>
<td>$810.00</td>
</tr>
<tr>
<td>Jail</td>
<td>Day Rate</td>
<td>100.0%</td>
<td>$54.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Sheriff</td>
<td>Costs for Command per hour</td>
<td>100.0%</td>
<td>$65.01</td>
<td>$65.80</td>
</tr>
<tr>
<td>Sheriff</td>
<td>Costs for Deputy per hour</td>
<td>100.0%</td>
<td>$58.31</td>
<td>$58.84</td>
</tr>
<tr>
<td>Location of Service</td>
<td>Fee Description</td>
<td>Target Percent</td>
<td>2017 Fee</td>
<td>2018 Fee</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------</td>
<td>---------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>BCCCP</td>
<td>Patient Education - Non Physician Provider</td>
<td>100%</td>
<td>$168.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Comm. Health</td>
<td>MIHP Tran. Bus/Van</td>
<td>100%</td>
<td>$35.60</td>
<td>$36.02</td>
</tr>
<tr>
<td>Comm. Health</td>
<td>MIHP - Trans Taxi</td>
<td>100%</td>
<td>$32.56</td>
<td>$32.95</td>
</tr>
<tr>
<td>Comm. Health</td>
<td>MIHP Trans. Volunteer</td>
<td>100%</td>
<td>$0.35</td>
<td>$0.36</td>
</tr>
<tr>
<td>Med Examiner</td>
<td>Cremation Permits</td>
<td>100%</td>
<td>$27.00</td>
<td>$28.00</td>
</tr>
<tr>
<td>Med Examiner</td>
<td>Autopsy Report Copies (others)</td>
<td>100%</td>
<td>$25.00</td>
<td>$26.00</td>
</tr>
<tr>
<td>OYC</td>
<td>Consultation Request (per hr.)</td>
<td>100%</td>
<td>$73.00</td>
<td>$74.00</td>
</tr>
<tr>
<td>OYC</td>
<td>Agency Training Request - Base, 2.5 hr.</td>
<td>100%</td>
<td>$380.00</td>
<td>$385.00</td>
</tr>
<tr>
<td>OYC</td>
<td>OYC-Advertised Train. - 1-2 hr./per person (min. 15 attending)</td>
<td>100%</td>
<td>$28.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>OYC</td>
<td>OYC-Advertised Train. - 2.5-4.5 hr./per person (min. 15 attending)</td>
<td>100%</td>
<td>$36.00</td>
<td>$37.00</td>
</tr>
<tr>
<td>OYC</td>
<td>OYC-Advertised Train. - 5-7 hrs./per person (min. 15 attending)</td>
<td>100%</td>
<td>$72.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>OYC</td>
<td>OYC-Agency Request Head Start CPR &amp; 1st Aide</td>
<td>100%</td>
<td>$70.00</td>
<td>$71.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1 (see definition below) - Full Plan Review</td>
<td>80%</td>
<td>$97.00</td>
<td>$97.50</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1 (see definition below) - New Owner/Eval</td>
<td>80%</td>
<td>$515.00</td>
<td>$520.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1 (see definition below) - New Owner w/minimal plan review</td>
<td>80%</td>
<td>$620.00</td>
<td>$625.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - License Fee</td>
<td>80%</td>
<td>$645.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - Full Plan Review</td>
<td>80%</td>
<td>$1,350.00</td>
<td>$1,355.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - New Owner/Eval</td>
<td>80%</td>
<td>$725.00</td>
<td>$730.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - New Owner w/minimal plan review</td>
<td>80%</td>
<td>$760.00</td>
<td>$765.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - License Fee</td>
<td>80%</td>
<td>$915.00</td>
<td>$920.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - Full Plan Review</td>
<td>80%</td>
<td>$1,945.00</td>
<td>$1,950.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - New Owner/Eval</td>
<td>80%</td>
<td>$1,055.00</td>
<td>$1,060.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - New Owner w/minimal plan review</td>
<td>80%</td>
<td>$1,170.00</td>
<td>$1,175.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Mobile - License Fee</td>
<td>80%</td>
<td>$360.00</td>
<td>$365.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Mobile - Full Plan Review</td>
<td>80%</td>
<td>$495.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>STFU - Full Plan Review</td>
<td>80%</td>
<td>$495.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>STFU - New Owner/Eval</td>
<td>80%</td>
<td>$445.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Construction/Remodeling that begins without approved plans</td>
<td>80%</td>
<td>$790.00</td>
<td>$795.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Informal Hearing Fee</td>
<td>100%</td>
<td>$1,126.00</td>
<td>$1,130.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Formal Hearing Fee</td>
<td>100%</td>
<td>$1,126.00</td>
<td>$1,130.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Follow Up inspection to assess compliance for critical violations</td>
<td>100%</td>
<td>$524.00</td>
<td>$530.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Fee for new owner operating without new license</td>
<td>80%</td>
<td>$650.00</td>
<td>$655.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Septic - new or repair permit for residential or commercial</td>
<td>90%</td>
<td>$850.00</td>
<td>$855.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Combined - well &amp; septic</td>
<td>90%</td>
<td>$1,050.00</td>
<td>$1,055.00</td>
</tr>
<tr>
<td>Location of Service</td>
<td>Fee Description</td>
<td>Target Percent</td>
<td>2017 Fee</td>
<td>2018 Fee</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Septic - new/repair septic tank only</td>
<td>90%</td>
<td>$350.00</td>
<td>$355.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Well - Sanitary survey, public non community Type II non - transient Well</td>
<td>90%</td>
<td>$495.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>License renewal</td>
<td>80%</td>
<td>$330.00</td>
<td>$335.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Full plan review</td>
<td>80%</td>
<td>$430.00</td>
<td>$435.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Permanent Campground</td>
<td>100%</td>
<td>$415.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Temporary Campground</td>
<td>100%</td>
<td>$185.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Full inspection, water system, sewage disposal, building and grounds</td>
<td>100%</td>
<td>$280.00</td>
<td>$285.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette sales license - Not East Lansing</td>
<td>90%</td>
<td>$335.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette Change of Ownership Fee - East Lansing</td>
<td>100%</td>
<td>$130.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette Change of Ownership Fee - Not East Lansing</td>
<td>100%</td>
<td>$150.00</td>
<td>$155.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette sales license vending machine</td>
<td>100%</td>
<td>$335.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Temporary Tobacco License - Sampling Permit</td>
<td>100%</td>
<td>$130.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee</td>
<td>50%</td>
<td>$70.00</td>
<td>$71.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee</td>
<td>50%</td>
<td>$145.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee</td>
<td>50%</td>
<td>$145.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee</td>
<td>50%</td>
<td>$235.00</td>
<td>$240.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee</td>
<td>50%</td>
<td>$220.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee</td>
<td>50%</td>
<td>$350.00</td>
<td>$355.00</td>
</tr>
<tr>
<td>Location of Service</td>
<td>Fee Description</td>
<td>Target Percent</td>
<td>2017 Fee</td>
<td>2018 Fee</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------</td>
<td>---------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Clerk</td>
<td>Expedited Svc - copies of Vital Records</td>
<td>100.0%</td>
<td>$25.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Photography</td>
<td>100.0%</td>
<td>$285.00</td>
<td>$285.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Topography</td>
<td>100.0%</td>
<td>$655.00</td>
<td>$670.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Preliminary Comm. Site Plan Review</td>
<td>75.0%</td>
<td>$695.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Preliminary Plat Review</td>
<td>75.0%</td>
<td>$695.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Plat and Commercial Drainage Review - First acre</td>
<td>100.0%</td>
<td>$695.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Additional acre</td>
<td>100.0%</td>
<td>$79.00</td>
<td>$79.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Plat Drain Administration Fee</td>
<td>75.0%</td>
<td>$2,500.00</td>
<td>$2,510.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Drain Crossing Permits, Review (Commercial)</td>
<td>100.0%</td>
<td>$485.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Tap-in Permit - Commercial</td>
<td>75.0%</td>
<td>$410.00</td>
<td>$415.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less</td>
<td>100.0%</td>
<td>$605.00</td>
<td>$610.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less</td>
<td>100.0%</td>
<td>$630.00</td>
<td>$535.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion (6 mo.) - Commercial- each add'l acre</td>
<td>100.0%</td>
<td>$45.00</td>
<td>$46.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account-1/2 acre or less</td>
<td>100.0%</td>
<td>$565.00</td>
<td>$570.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - 1 to 5 acres</td>
<td>100.0%</td>
<td>$3,000.00</td>
<td>$3,410.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - 5 to 10 acres</td>
<td>100.0%</td>
<td>$5,625.00</td>
<td>$5,635.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - each add'l 10 acres</td>
<td>100.0%</td>
<td>$2,825.00</td>
<td>$2,835.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - 9 month duration</td>
<td>75.0%</td>
<td>$250.00</td>
<td>$255.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection</td>
<td>75.0%</td>
<td>$325.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection</td>
<td>75.0%</td>
<td>$47.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Violation and Cease&amp;Desist Order</td>
<td>100.0%</td>
<td>$295.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Econ. Devel.</td>
<td>Application Fee - Brownfield</td>
<td>100.0%</td>
<td>$1,500.00</td>
<td>$1,510.00</td>
</tr>
<tr>
<td>Equalization</td>
<td>Pre-2005 Paper Maps/Aerial photos (blueprints)</td>
<td>100.0%</td>
<td>12.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Equalization</td>
<td>28&quot; x 40&quot; Digitally Produced Paper Maps- Parcel Layer</td>
<td>100.0%</td>
<td>$31.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>Equalization</td>
<td>34&quot; x 44&quot; Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer</td>
<td>100.0%</td>
<td>$43.00</td>
<td>$64.00</td>
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<tr>
<td>Parks</td>
<td>Resident Annual Parking</td>
<td>75.0%</td>
<td>$30.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Non-Resident Annual Parking</td>
<td>100.0%</td>
<td>$40.00</td>
<td>$42.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Winter Sports Building (100 Person Capacity)****</td>
<td>100.0%</td>
<td>$95.00</td>
<td>$96.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing South Lakeview Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing North Oak Knoll Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing North Sandhill Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Hawk Island Kestrel Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Hawk Island 1/2 of Peregrine Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield Deer Run Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield Pine Knoll Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield Southridge Shelter 80 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing - North - Main Shelter 240 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield - North Bluff Shelter 240 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield - Woodson Shelter 240 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing - South - Main Shelter 300 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield - Overlook Shelter 300 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Location of Service</td>
<td>Fee Description</td>
<td>Target Percent</td>
<td>2017 Fee</td>
<td>2018 Fee</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------</td>
<td>----------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Parks</td>
<td>Hawk Island - Red Tail Shelter 375 Person</td>
<td>100.0%</td>
<td>$255.00</td>
<td>$260.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Hawk Island Cabanas 30 person capacity</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing South 30 person capacity</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield 30 person capacity</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Abandonment Recovery Fee</td>
<td>100.0%</td>
<td>$40.00</td>
<td>$41.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Late Fee (arriving 1/2 hour or later after closing)</td>
<td>100.0%</td>
<td>$20.00</td>
<td>$21.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Resident Monday-Friday 9am-4pm Day Camp</td>
<td>100.0%</td>
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<td>$96.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Resident Mon-Fri 7:30am-5:30pm</td>
<td>100.0%</td>
<td>$125.00</td>
<td>$130.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Non-Resident Mon-Fri 7:30am-5:30pm</td>
<td>100.0%</td>
<td>$135.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Moonwalk</td>
<td>100.0%</td>
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</tr>
<tr>
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<td>Dunk Tank</td>
<td>100.0%</td>
<td>$230.00</td>
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</tr>
<tr>
<td>Parks</td>
<td>Giant Slide</td>
<td>100.0%</td>
<td>$410.00</td>
<td>$415.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Resident - daily (April - October) Parking Fee</td>
<td>75.0%</td>
<td>$3.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Resident Annual Parking Fee</td>
<td>75.0%</td>
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</tr>
<tr>
<td>Zoo</td>
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<td>100.0%</td>
<td>$40.00</td>
<td>$41.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Non-Resident Adult (April - October) Admission</td>
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<td>$11.00</td>
<td>$12.00</td>
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<tr>
<td>Zoo</td>
<td>Non-Resident Senior (April - October) Admission</td>
<td>100.0%</td>
<td>$10.00</td>
<td>$11.00</td>
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<tr>
<td>Zoo</td>
<td>Potter Park Penguin Cove Shelter</td>
<td>100.0%</td>
<td>$100.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Potter Park Eagle Landing Shelter</td>
<td>100.0%</td>
<td>$125.00</td>
<td>$135.00</td>
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<tr>
<td>Zoo</td>
<td>Potter Park - Tiger Den Shelter</td>
<td>100.0%</td>
<td>$200.00</td>
<td>$205.00</td>
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<tr>
<td>Treasurer</td>
<td>NSF Checks</td>
<td>100.0%</td>
<td>31.00</td>
<td>32.00</td>
</tr>
<tr>
<td>Location of Service</td>
<td>Fee Description</td>
<td>Target Percent</td>
<td>2017 Fee</td>
<td>2018 Fee</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
<td>----------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Circuit Court</td>
<td>Show Cause - Probation</td>
<td>100.0%</td>
<td>$180.00</td>
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<tr>
<td>Family Division</td>
<td>Delinquency Court Costs</td>
<td>100.0%</td>
<td>$280.00</td>
<td>$285.00</td>
</tr>
<tr>
<td>Family Division</td>
<td>Tether</td>
<td>26.0%</td>
<td>$32.00</td>
<td>$33.00</td>
</tr>
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</table>
WHEREAS, Eli N. Yauk attended Williamston High School where he spent a tremendous amount of time during his years at the football/track complex and during the fall as a member of the marching band as flute section leader; and

WHEREAS, Eli began his scouting career in 2005 with Williamston Cub Scout Pack 263, and attained Cub Scouting’s highest honor, the Arrow of Light in February of 2009, and

WHEREAS, in the spring of 2009, he joined Williamston Boy Scout Troop 63; and

WHEREAS, his scout leadership history includes serving as an Instructor, Quartermaster and Patrol Leader, as well as Senior Patrol Leader and Order of the Arrow representative; and

WHEREAS, Eli was very active in the troop, accruing approximately 205 camping nights and 163 miles backpacking by participating in dozens of outings which included canoeing, bicycling, snowshoeing, summer and winter camping and two national high adventure trips – Philmont and Northern Tier; and

WHEREAS, Eli’s Eagle project was the proposal, design and construction of a safety barrier between the track and the discus throwing vector, a concrete sidewalk alongside and leading to the discus throwing ring, and a landscaping/beautification of the throwing pits at the Paul A. Nilsson Track Complex in Williamston; and

WHEREAS, he logged an additional 204 hours in service and leadership of fellow scouts, friends and adults to complete the project; and

WHEREAS, Eli has earned the highest rank attainable in Scouting, the Eagle Scout; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship while earning 21 merit badges before reaching the age of 18.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Eli N. Yauk for earning the rank of Eagle Scout and extends its sincere appreciation to Eli for serving as a positive role model for the youth in our community.
March 28, 2017

Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Dear Commissioners,

In 2015, Ingham County participated in funding a project with the US Geological Survey to create a flood inundation mapper for the Red Cedar River. An unexpected outcome of that project was that the USGS determined that the Ingham County flood insurance maps for the Red Cedar are wrong. County residents are paying more than they should for flood insurance—in some cases a great deal more than they should.

The USGS has submitted a proposal to finish the studies needed and deliver the data required by FEMA to update our flood maps. They have proposed two phases. The first phase is $174,000 and will study the Red Cedar to the eastern border of Meridian Township. At that point they will determine whether or not the second phase is needed. That phase would extend the study to Granger Road, on the east side of Webberville.

The cost of the second phase is $94,300, bringing the total project cost to $363,000. The City of Lansing has already committed to 16% of the cost ($60,000) and the USGS to 10%. We are working with a group of commercial property owners to fund 50% of the total project, since they will benefit significantly from lower flood insurance rates. Meridian Township, East Lansing, and the Board of Water and Light have also tentatively expressed a willingness to participate.

We are asking the Board of Commissioners to consider contributing to the study as well, on behalf of communities whose residents would benefit, but are not able participate. The contribution would be between 6% and 10% of the project total, depending on what the participating communities are able to commit.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6%</td>
<td>10,464</td>
<td>11,316</td>
<td>$21,780</td>
</tr>
<tr>
<td>10%</td>
<td>17,440</td>
<td>18,060</td>
<td>$36,300</td>
</tr>
</tbody>
</table>

Payment would be due to the USGS in September, 2018, when the data is delivered to FEMA. Residents would begin to see lower flood insurance rates in 2020.

FEMA is phasing out the subsidized flood insurance rates that our residents have been paying since the flood insurance program was implemented. Premiums will continue to rise until
everyone is paying risk-based rates. For most residents this means significant increases, for some it will mean that their monthly flood insurance premium will exceed their monthly house payment. While correcting the flood insurance maps won't be a fix for everyone, it will offer some relief to those who are hardest hit by flood insurance increases.

I look forward to discussing this project with you in more detail.

Sincerely,

Ronda Oberlin, CFM CEM
City of Lansing Hazard Mitigation Coordinator

cc: Sgt Mary Hull, Ingham County Emergency Management & Homeland Security
National Flood Insurance Program
Rate Example

The rates below are for structure coverage only, which is what is required by law for floodplain homes with mortgages. Coverage for contents would be an additional cost. These rates are estimates only.

The proposed corrections to the flood maps would lower risk-based rates by 1 to 3 feet. A property owner in the most affected area could go from paying $1176 a year to $308, or from paying $4248 to $2832 a year. Some homes will be removed from the floodplain altogether.

<table>
<thead>
<tr>
<th>Lowest Floor Elevation (+- Base Flood Level)</th>
<th>Annual $</th>
<th>Monthly $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subsidized Rate (Current)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A*</td>
<td>1104.00</td>
<td>92.00</td>
</tr>
<tr>
<td><strong>Risk Based Rates (Future)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+4</td>
<td>176.00</td>
<td>14.67</td>
</tr>
<tr>
<td>+3</td>
<td>194.00</td>
<td>16.17</td>
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<tr>
<td>+2</td>
<td>224.00</td>
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</tr>
<tr>
<td>+1</td>
<td>308.00</td>
<td>25.67</td>
</tr>
<tr>
<td>0</td>
<td>440.00</td>
<td>36.67</td>
</tr>
<tr>
<td>-1</td>
<td>670.00</td>
<td>55.83</td>
</tr>
<tr>
<td>-2</td>
<td>1176.00</td>
<td>98.00</td>
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<td>-3</td>
<td>1646.00</td>
<td>137.17</td>
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<td>-4</td>
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<td>-5</td>
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<td>-6</td>
<td>3284.00</td>
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<td>-7</td>
<td>3742.00</td>
<td>311.83</td>
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<tr>
<td>-8</td>
<td>4248.00</td>
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<td>-9</td>
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<td>-10</td>
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<td>11</td>
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<td>6768.00</td>
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<td>-14</td>
<td>7164.00</td>
<td>597.00</td>
</tr>
<tr>
<td>-15</td>
<td>7584.00</td>
<td>640.33</td>
</tr>
</tbody>
</table>

*Under subsidized rates, all floodplain property owners pay the same rate, regardless of the elevation or location of their home. Under risk-based rates, rates are determined by the elevation of the lowest floor relative to the base flood elevation (100 year flood level). If the home has a basement, that is considered the lowest floor.
HYDROLOGIC AND HYDRAULIC INVESTIGATIONS
OF SELECTED STREAMS NEAR LANSING, MICHIGAN

Final Proposal to:
City of Lansing, Michigan

by
Matt Whitehead
and
Chad Ostheimer, P.E.

U.S. Geological Survey
MI-OH Water Science Center
6480 Doubletree Avenue
Columbus, Ohio 43229-1111

February 16, 2017
CONCEPTUAL PROPOSAL

HYDROLOGIC AND HYDRAULIC INVESTIGATIONS

OF SELECTED STREAMS NEAR LANSING, MICHIGAN

PROBLEM

The current Flood Insurance Study (FIS) for Ingham County, Michigan was published by the Federal Emergency Management Agency (FEMA) with an effective date of August 16, 2011 (FEMA, 2011). FEMA reports that the hydrologic and hydraulic analyses for the 2011 FIS on Grand River, Red Cedar River and Sycamore Creek were completed in 1978, with some data taken from a 1968 U.S. Army Corps of Engineering Study (USACE, 1968). Lansing, Michigan officials believe the current effective FIS, including Grand River, Red Cedar River, and Sycamore Creek, no longer reflect flood potential along these streams. Updated analyses of these streams would aid officials in assessing the flood-risk potential and identifying of flood-hazard areas in Ingham County.

To assess the risk from flooding and update the current FIS for Ingham County, officials need to know estimated flow-peak discharges and water-surface elevation profiles along selected streams for the 10-, 2-, 1-, and 0.2-percent annual exceedance probability floods. In addition, they need flood-plain and floodway boundaries for the 1-, and 0.2-percent annual exceedance probability floods.

BACKGROUND AND SETTING

Lansing is located in the lower peninsula of Michigan (Figure 1.), about 70 mi north of the Ohio-Michigan State line. Most of Lansing is lies in the northwest corner of Ingham County, and a small portion in Eaton County to the west. The largest river in Lansing is the Grand River, which bisects the city’s downtown area. The Red Cedar River enters the Grand River just upstream (south) from the downtown area of Lansing. Sycamore Creek enters the Red Cedar River about 1 mi upstream (southeast) from the mouth of the Red Cedar River.

The drainage areas of the three streams include both rural and urban areas. Within the study limits of this project, the Grand River drainage is entirely urban (City of Lansing). The Red Cedar River drainage is mostly urban (Lansing, East Lansing) with some rural areas (Williamston Township), and the Sycamore Creek drainage is mostly marshy wetlands.
The proposed study reaches (Figure 1.) include four streamgages; Grand River at Lansing (04113000), Red Cedar River at East Lansing (04112500), Red Cedar River near Williamston (04111379), and Sycamore Creek at Holt Road near Holt (04112850) (USGS 2015a,b,c,d). All four gages have multiple years of continuous stage data, measured every 15 minutes and transmitted hourly by a satellite radio in the streamgage, and are available online through the USGS National Water Information System.

Figure 1. Location of existing streamgages and study reaches near Lansing, Michigan

PREVIOUS STUDIES

In addition to the current effective FIS (FEMA, 2011) there is a Flood Inundation Mapping (FIM) study for the Grand River, the Red Cedar River, and Sycamore Creek (Whitehead and Ostheimer, 2015). For the FIM study, the USGS created, calibrated, and verified hydraulic models encompassing much of the three stream reaches addressed in this proposal. These reaches are shown as solid dark blue lines in Figure 1.
OBJECTIVES

The objectives of this proposed study are to: (1) develop peak-discharge estimates corresponding to 10-, 2-, 1-, and 0.2-percent annual exceedance probability floods (formerly referred to as the 10-, 50-, 100-, and 500-year floods), (2) determine 10-, 2-, 1-, and 0.2-percent annual exceedance probability floods and floodway water-surface elevation profiles, (3) develop a digital boundary dataset delineating the 1- and 0.2-percent annual exceedance probability flood and floodway, (4) prepare and forward a Technical Support Data Notebook and all data to City of Lansing and FEMA to be incorporated into a revision for a Flood Insurance Study.

RELEVANCE AND BENEFITS

As a priority issue of the mission of the USGS, information from this study will serve to aid flood mitigation efforts and possibly contribute to protection of life and property. Benefits of this study include:

- Flood analyses will identify areas subject to flooding and aid in the assessment and prioritization of locations to concentrate efforts to lessen flood damages and to protect life and property.

- All data used to construct the hydraulic models and digital flood-plain boundary data for each stream will be supplied to City of Lansing for their future use. As future changes occur, the hydraulic models developed in this study can be revised to reflect new conditions.

- All data used to construct the models will be delivered to FEMA for inclusion in a revised Flood Insurance Study for Ingham County. It is assumed by the USGS that FEMA will publish the results of the study in a revised Flood Insurance Study.

SCOPE

The proposed reach to be studied (Figure 1) on the Grand River extends from the current USGS streamgage (0411300) on North Grand River Avenue upstream approximately 3 miles to the Moores Park Dam. The proposed study reach of the Red Cedar River extends from the mouth (confluence with Grand River) upstream to Gramer Road, which is approximately 1 mile downstream of the Ingham/Livingston County line. This stream reach is approximately 30 miles. On Sycamore Creek, the proposed stream reach extends from the mouth (confluence with Red Cedar River) upstream to Holt Road, which is the location of the USGS streamgage (04112850). This stream reach is approximately 12 miles.
APPROACH

The USGS will use FEMA approved engineering methods for hydrologic and hydraulic analyses and the mapping of flood boundaries. Details on the tasks required to complete the study are presented below.

Hydrology

The USGS will conduct hydrologic analyses for each stream to determine the 10-, 2-, 1-, and 0.2-percent annual exceedance probability flood-peak discharges. Current guidelines for determining flood frequency are described in Bulletin 17B (Interagency Advisory Committee on Water Data, 1982). The Advisory Committee on Water Information’s Hydrologic Frequency Analysis Work Group is in the process of revising the guidelines; however, it is uncertain when those revisions will be adopted. Consequently, at the time that the flood-frequency determinations must be made, the USGS, in coordination with FEMA and the City of Lansing, will use methods agreed upon by the three parties.

Mapping

Ingham County recently developed new orthophotography and detailed digital maps. The photography was obtained in March 2010. The USGS will use the most recent digital mapping data for the proposed study as prescribed by the City of Lansing.

Hydraulics

The USGS will use and extend the hydraulic models from the FIM study (Whitehead and Osteheimer, 2015) for this proposed study. The USGS used the Hydrologic Engineering Center-River Analysis System (HEC-RAS) version 4.1.0, a 1-dimensional step-backwater hydraulic analysis model to determine water-surface profiles for each stream. HEC-RAS is accepted by FEMA for use in Flood Insurance Studies.

Most of the overbank cross-sectional geometries used in the hydraulic models will be obtained from digital elevation models created using the mapping data described in the Mapping section above. The maximum distance along the stream channel between any two cross sections in the hydraulic models will not exceed 500 feet. In-channel geometry data will be surveyed by USGS personnel at hydraulic-structure approach sections and at supplemental (open channel) cross sections as needed. The surveyed in-channel data will be used to estimate channel-slopes and to supplement the over-bank cross-sectional data. The geometry of all hydraulic structures will also be surveyed and entered into the hydraulic model. Roughness-coefficient data for stream channels and hydraulic structures will be estimated by experienced USGS personnel. These procedures described above are the same as was used for the FIM study.
Water-Surface Profiles and Flood-Plain Mapping

As required by FEMA, the water-surface profile data for each stream will be presented in a Technical Support Data Notebook and will be delivered to FEMA and City of Lansing. Boundaries of the 1- and 0.2-percent annual exceedance probability floodplain and floodway determined for each stream will be supplied in digital format.

DELIVERY OF STUDY MATERIALS

The USGS will deliver the completed flood analyses and the Technical Support Data Notebook to FEMA for publication in a new Flood Insurance Study. The publication date of the new Flood Insurance Study will be dependent upon FEMA’s review and publication timetable (which is beyond the control of the USGS). All hydrologic and hydraulic computations presented to FEMA will be peer reviewed by the USGS for adherence to appropriate engineering methods. The final materials delivered to FEMA will also be delivered to City of Lansing.

TIMETABLE

This project will begin April 1, 2017, and all results and data will be delivered to FEMA and the City of Lansing by September 31, 2018. These dates are contingent upon the USGS and Lansing signing a cooperative project agreement on or before March 30, 2017.

BUDGET

The estimated cost for the study is $363,000. The USGS may contribute up to 10% of the total cost of this project, subject to the availability USGS Cooperative Water Program funds. The quarterly funding breakdown is shown in Table 1, and itemized by stream reach costs are provided in Table 2. The stream reaches listed in Table 1 correspond to those shown in Figure 1. Shaded rows correspond to stream reaches previously modeled as part of the FIM study.
### Table 1. Quarterly funding breakdown

<table>
<thead>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
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<td>City of Lansing</td>
<td>$54,450</td>
<td>$54,450</td>
<td>$54,450</td>
<td>$54,450</td>
<td>$54,450</td>
<td>$54,450</td>
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<td>$6,050</td>
<td>$6,050</td>
<td>$6,050</td>
<td>$6,050</td>
<td>$6,050</td>
<td>$36,300</td>
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<td>$60,500</td>
<td>$60,500</td>
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<td>Fiscal Year Total</td>
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<td>$242,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$363,000</td>
</tr>
</tbody>
</table>

### Table 2. Itemized study reach costs.

<table>
<thead>
<tr>
<th>Stream Name</th>
<th>Reach</th>
<th>Downstream Limit</th>
<th>Upstream Limit</th>
<th>Stream miles</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand River</td>
<td>within FIM study</td>
<td>North Grand River Ave</td>
<td>Above Red Cedar River</td>
<td>2.3</td>
<td>$6,000</td>
</tr>
<tr>
<td>Grand River</td>
<td>1</td>
<td>Above Red Cedar River</td>
<td>Moore's Park Dam</td>
<td>1.0</td>
<td>$23,400</td>
</tr>
<tr>
<td>Red Cedar River</td>
<td>within FIM study</td>
<td>Mouth</td>
<td>Farm Lane</td>
<td>5.4</td>
<td>$14,000</td>
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<tr>
<td>Red Cedar River</td>
<td>1</td>
<td>Farm Lane</td>
<td>SR 43 / W Grand River Ave</td>
<td>9.9</td>
<td>$110,700</td>
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<td>Red Cedar River</td>
<td>2</td>
<td>SR 43 / W Grand River Ave</td>
<td>DS limit of City of Williamston</td>
<td>4.4</td>
<td>$47,800</td>
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<td>Red Cedar River</td>
<td>3</td>
<td>DS limit of City of Williamston</td>
<td>US limit of City of Williamston</td>
<td>3.4</td>
<td>$39,600</td>
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<td>Red Cedar River</td>
<td>4</td>
<td>US limit of City of Williamston</td>
<td>Gramer Road</td>
<td>7.0</td>
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</tr>
<tr>
<td>Sycamore Creek</td>
<td>within FIM study</td>
<td>Mouth</td>
<td>Holt Road</td>
<td>12.0</td>
<td>$31,100</td>
</tr>
</tbody>
</table>

Technical Support Data Notebook and delivery to FEMA $20,300 
TOTAL $363,000
References Cited


