

CHAIRPERSON  
SARAH ANTHONY

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
BRYAN CRENSHAW  
MARK GREBNER  
DEB NOLAN  
CAROL KOENIG  
RYAN SEBOLT  
RANDY MAIVILLE

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 21, 2017 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 7, 2017](#) Minutes and Closed Session

Minutes Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – Resolution [Honoring Randall “Randy” Abbott](#)
2. Sheriff’s Office – Resolution to Waive Policy Rules Regarding [Obsolete Property](#)
3. Facilities
  - a. Resolution to Award a Contract for Restoration and Preservation of Lunette [Mural Panels](#)
  - b. Resolution to Award a Contract to Perform a Standard Preventative Maintenance Rebuild on the [Muffin Monster](#)
4. Innovation and Technology – Resolution to Renew a [Support Services](#) Agreement
5. Purchasing – Resolution to Authorize a Contract for [Mailing Services](#)
6. Road Department
  - a. Resolution to Retain As-Needed Material Testing and Fabrication [Inspection Services](#)
  - b. Resolution to Approve a [Road Reconstruction](#) Project Agreement
7. Health Department
  - a. Resolution to Adjust [Staffing Levels](#)
  - b. Resolution to Accept [Mid-State Health Network](#) Funds
  - c. Resolution to Authorize Participation in the Mother and Infant [Oral Health](#) Pilot Project
8. Human Resources Department – Resolution to Approve a Collective Bargaining Agreement with the [UAW Local 2256](#) - Technical, Office, Para-Professional and Service Employees

9. Controller's Office
  - a. Resolution to Honor Economic Development Director [Sandra Gower](#)
  - b. [Quarterly Report](#) of Settlements of Claims and Litigation and all Separation Agreements (*Informational Item*)
  
10. 9-1-1 Dispatch Center – 9-1-1 Monthly [Update](#) (*Informational Item*)

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE

November 7, 2017

Draft Minutes

Members Present: Celentino, Crenshaw, Grebner, Nolan, Maiville, Koenig (arrived 6:05 pm) and Sebolt (arrived 6:06 pm)

Members Absent: None

Others Present: Drain Commissioner Pat Lindemann, Treasurer Eric Schertzing, Becky Bennett, Carla Clos, Bill Conklin, Tim Dolehanty, Deb Fett, Alan Fox, Lance Langdon, Travis Parsons, Orjana Arnold, Chris Trubac, Ryan Buck, Stephanie McLean 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 October 17, 2017 Open and Closed Session Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE OCTOBER 17, 2017 OPEN AND CLOSED SESSIONS OF THE COUNTY SERVICES COMMITTEE MEETING.

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

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Road Department
  - b. Resolution to Authorize the Disposal of Road Department Surplus Property
  - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
3. Treasurer
  - a. Authorization to Start a Managerial Employee Above Step 2
4. Drain Commissioner – Resolution Pledging Full Faith and Credit to Montgomery Drain Drainage District Notes

5. Innovation and Technology
  - a. Resolution to Approve Renewal of Support from Core Technology
  - b. Resolution to Approve Purchase of Crystal Reports Training from Equivant
  - c. Resolution to Approve Purchase of User Training from ITProTV
  - d. Resolution to Approve the Website Redesign
  
6. Human Resources
  - a. Resolution to Approve a Letter of Understanding with Capitol City Labor Program, Inc. – 9-1-1 Non-Supervisory Unit Regarding Extension of Probation
  - b. Resolution to Appoint Interim Child and Adolescent Health Center Supervisor

Commissioner Grebner stated that he had disclosures to make regarding Agenda Items 3(a) and 4.

Commissioner Grebner disclosed that Agenda Item 3(a) referred to a new employee with whom he had been associated for over 40 years. He requested to be able to abstain from voting on that Agenda Item.

Chairperson Celentino stated that Commissioner Grebner may abstain from voting on Agenda Item 3(a).

Commissioner Grebner disclosed that with regard to Agenda Item 4, he believed that he lived in or very close to that drainage district and wished the minutes to reflect that fact.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt. Koenig

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED WITH THE FOLLOWING VOTING RECORDED:

**AGENDA ITEM 3(A): Yeas:** Celentino, Crenshaw, Nolan and Maiville **Nays:** None **Abstaining:** Grebner **Absent:** Koenig and Sebolt

**ALL OTHER ACTION ITEMS ON CONSENT AGENDA: Yeas:** Celentino, Crenshaw, Grebner, Nolan and Maiville **Nays:** None **Abstaining:** None **Absent:** Koenig and Sebolt

Please note that later in the meeting, the Committee suspended the rules to permit Commissioners Koenig and Sebolt to vote on the items on the consent agenda.

Commissioner Koenig voted in favor of the items on the consent agenda.

Commissioner Sebolt voted in favor of the items on the consent agenda.

1. Interviews – Economic Development Commission

Orjana Arnold interviewed for the Economic Development Commission.

Chris Trubac interviewed for the Economic Development Commission.

Commissioner Koenig arrived at 6:05 pm.

Commissioner Sebolt arrived at 6:06 pm.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE TO SUSPEND THE RULES TO ALLOW COMM. KOENIG AND COMM. SEBOLT TO VOTE ON THE ITEMS ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

COMM. KOENIG AND COMM. SEBOLT VOTED TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

2. Road Department

a. Road PASER Ratings & Current / Upcoming Roadwork (*Presentation*)

Bill Conklin, Director of the Road Department, gave a presentation to the Committee regarding how the department kept track of the condition of the roads, what had been done in the past year and what the department would be doing over the next year.

Mr. Conklin stated that the department had rated the roads on a scale of one to ten – every two years for primary roads and every four years for local roads. Mr. Conklin reported there were 440 miles of primary and approximately 740 miles of local roads.

Mr. Conklin stated that the last rating of primary roads had been done in 2016, and the last rating of local roads was done in 2014. Mr. Conklin stated that he would focus on the primary roads for this presentation.

Mr. Conklin reported that approximately 65% of primary roads had work done to them in the last year, the work being a combination of paving, chip sealing or skip paving.

Mr. Conklin stated that as of 2016 approximately 41% of the County's roads were in poor condition, 24% in fair condition and 35% were in good condition.

Mr. Conklin reviewed maps that showed the conditions of the roads, and stated that the maps did not indicate the work that had been done in 2017, which included 100 miles of chip sealing. He further reviewed projects that would be completed in 2018.

Commissioner Nolan asked how the funding was going with the new money that had come in.

Mr. Conklin answered that everything that had been done in 2015, 2016 and 2017 would not have been done without the new money.

Commissioner Nolan asked if that funding would continue.

Mr. Conklin stated that the road funding would continue, but that only \$600 million was securely in place - the other half of the funding had to be approved by the State Legislature in future years.

Commissioner Maiville asked how many times a road could be chip sealed before it needed to be paved.

Mr. Conklin stated that theoretically it could be done indefinitely if it was maintained every 4 years.

Chairperson Celentino asked if Waverly Road was still on schedule for 2019.

Mr. Conklin answered yes.

Discussion.

3. Treasurer

- b. Resolution to Transfer Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

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

Commissioner Maiville asked if the Land Bank had plateaued and what the long term prognosis was.

Eric Schertzing, County Treasurer, stated that the number of foreclosures did remain elevated, but that a lot of vacant properties had been disposed of and that the inventory levels had remained similar.

Treasurer Schertzing stated that it took a long time to clear the process through the State funding source. He further stated that the Land Bank was at 1,100 parcels.

Commissioner Nolan stated that there had been six closings in the last month and 29 properties sold.

Treasurer Schertzing stated that the Land Bank had had a \$6 million dollar grant that paid for a lot of demolition, however that money was quickly dwindling. He further stated that while there was demolition money for the 55 or 65 parcels on the list that have structures, the Land Bank would run out of money for demolition next year.

Commissioner Crenshaw asked if Treasurer Schertzing could produce a list of which parcels were in each Commissioner's district.

Treasurer Schertzing answered that he would bring that to the attention of his staff.

Commissioner Grebner asked if some of the parcels were just not saleable.

Treasurer Schertzing stated that that was probably true, but that time was on the Land Bank's side.

Discussion.

Commissioner Koenig asked how many vacant lots the County owned.

Treasurer Schertzing answered that there were 1050 vacant lots.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

6. Human Resources
  - c. Labor Relations (*Closed Session*)

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CRENSHAW, AT 6:44 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING LABOR NEGOTIATIONS.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, AT 7:18 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:19 p.m.

# NOVEMBER 21, 2017 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Drain Commissioner** – *Resolution Honoring Randall “Randy” Abbott*

A resolution is offered to honor Randall “Randy” Abbott on the occasion of his retirement and for his dedicated service of 32 years to Ingham County.

2. **Sheriff’s Office** – *Resolution to Waive Policy Rules Regarding Obsolete Property*

On December 7, 2014 Deputy Whitaker was involved in a pursuit in Stockbridge Township, which ended with him being involved in a fatal vehicle crash. During the crash the vehicle was totaled along with several items inside the vehicle. The Ingham County Sheriff’s Office has kept the destroyed rifle in the armory at the Ingham County Sheriff’s Office. The rifle was destroyed beyond the point of being repaired and has been deemed obsolete by the Ingham County Sheriff’s Office Firearms Training Staff. The rifle will not be put into service or used in a training capacity. This resolution will authorize the family of Deputy Grant Whitaker to take possession of obsolete property that was issued to him, as requested by the Sheriff’s Office.

3a. **Facilities Department** – Resolution to Award a Contract for Restoration and Preservation of Lunette Mural Panels

Four murals on the third-floor rotunda of the historic Courthouse, created in 1919, have deteriorated. An art conservator hired to perform an assessment of the artwork determined that the murals needed to be cleaned and restored in order to preserve their historical integrity. After careful review and consideration, the Facilities Department recommends approval of a resolution to award a contract to Building Arts & Conservation who submitted the most responsive and responsible bid in an amount not to exceed \$37,320, which includes a \$3,000.00 contingency for any unforeseen restorative repairs or issues that may arise.

3b. **Facilities Department** – Resolution to Award a Contract to Perform a Standard Preventative Maintenance Rebuild on the Muffin Monster

The “Muffin Monster” sewage grinder at the Ingham County Jail is in need of standard preventive maintenance. The system was purchased in 1986 upon request of the City of Mason. It was activated in 1987 and has been serviced a number of times. The system runs continuously and is worn to the point of needing repair. The Facilities Departments recommends approval of a resolution to award a contract to JWC Environmental to perform a standard preventative maintenance rebuild on the Muffin Monster at a total cost not to exceed \$21,908.45, which includes a requested contingency of \$1,900.



**4. Innovation and Technology Department – Resolution to Renew a Support Services Agreement**

CourtView software is utilized throughout the County criminal justice system. An annual maintenance agreement is necessary to maintain the application, receive support, and receive needed software updates. Support services have been purchased every year since Ingham County has owned the application. The Innovation and Technology Department recommends continuation of this practice through approval of a proposed resolution to renew the CourtView Justice Solutions' annual support services agreement in an amount not to exceed \$154,255.

**5. Purchasing Department – Resolution to Authorize a Contract for Mailing Services**

Many departments have a need for mail service pick-up, meter, and delivery of their daily first class mail. Extend Your Reach (formerly known as Presort Services) has been providing these services for the past number of years through an approved five-year agreement executed in 2013. The Purchasing Department seeks approval of a resolution to authorize continuation of the Extend Your Reach agreement for a period of five years.

**6a. Road Department – Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services**

The Road Department relies on testing and fabrication consultants to perform project-related material testing and fabrication inspections. Services include as-needed material testing and fabrication inspection services, both on-site and in-plant, associated with road and/or bridge construction projects. Proposals were solicited from a Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms. The Road Department recommends approval of a resolution to retain KTA-Tator of Pittsburgh, PA; NTH Consultants, Ltd. of Lansing, MI; Soil and Materials Engineers, Inc. of Lansing, MI; and TUV Rheinland Industrial Solutions of Caledonia, MI to provide the needed material testing and fabrication inspection services.

**6b. Road Department – Resolution to Approve a Road Reconstruction Project Agreement**

The Road Department received federal Urban Surface Transportation Program (STP-U) funding and Transportation Alternatives Program (TAP) funding to construct paved shoulders and resurface Jolly Road from Dobie Road to Meridian Road. The project involves building grade for the wider shoulders, crushing, shaping, and stabilizing the existing roadway material, and repaving from Dobie Road to Meridian Road. The Road Department recommends approval of a resolution to approve this reconstruction project at a total estimated cost of \$2,172,000 consisting of \$991,200 from the Urban Surface Transportation Program, \$717,000 from the Transportation Alternatives Program, and \$463,800 from the Road Department.

**7a. Health Department – Resolution to Adjust Staffing Levels**

This resolution increases the .75 FTE Prevention Programs Coordinator position (#601496) to 1.0 FTE and to decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position for the duration of the grant.

**7b. Health Department** – *Resolution to Accept Mid-State Health Network Funds*

This resolution accepts an \$82,993 award from MSHN in order to carry out the functions of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to provide assistance with coordinating substance abuse services. In order to fulfill program functions and requirements, ICHD proposes establishing a 1.0 FTE Program Specialist position for the duration of the agreement with MSHN.

**7c. Health Department** – *Resolution to Authorize Participation in the Mother and Infant Oral Health Pilot Project*

This resolution authorizes a Michigan Initiative for a Mother and Infant Oral Health Pilot Project sub-recipient agreement with University of Detroit Mercy (U of D) and the Michigan Department of Health and Human Services in the amount of \$83,080.00 for the term of November 1, 2017 through September 30, 2018. The funds support the hire of a 1.0 FTE Dental Hygienist (UAW TOPS, Grade 15 \$50,464.96 - \$59,318.08) to provide billable oral health services to pregnant women through Cedar Community Health Centers – Women’s Health. The Dental Hygienist position will be contingent upon the continuation of grant funding and/or revenue generated through billable oral health services in subsequent years. Through this award, the ICHD will also receive the equipment needed to support oral health services at Women’s Health in support of the project at no additional cost.

**8. Human Resources Department** – *Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 - Technical, Office, Para-Professional and Service Employees*

A tentative agreement was reached on a collective bargaining agreement between representatives of Ingham County and the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Technical, Office, Para-Professional, and Service Employees, effective from January 1, 2018 through December 31, 2020. The agreement was subsequently ratified by employees of the bargaining unit on November 17, 2017. The Human Resources Department recommends approval of a resolution to approve the three-year agreement.

**9a. Controller’s Office** – *Resolution to Honor Economic Development Director Sandra Gower*

A resolution is offered to honor Sandra Gower on the occasion of her retirement and for her dedicated service of seven years to Ingham County.

**9b. Controller’s Office** – *Quarterly Report of Settlements of Claims and Litigation and all Separation Agreements (Informational Item)*

As required under Section D.3 of the Settlement of Claims, Litigation and Separation Agreements Policy, a summary report of claims for the third quarter of 2017 is provided for information purposes.

**10. 9-1-1 Dispatch Center** – *9-1-1 Monthly Update (Informational Item)*

As requested by the County Services Committee at their regular meeting held on October 3, 2017, a summary report on department staffing levels is provided for information purposes.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING RANDALL “RANDY” ABBOTT**

WHEREAS, Randy Abbott began his career with the County of Ingham on October 15, 1985, as a Drain Crew Worker at the Ingham County Drain Commissioner’s Office, and was promoted to Drain Crew Supervisor on October 5, 1987; and

WHEREAS, Randy Abbott has contributed his knowledge and labor to the maintenance and improvement of the drains throughout the hundreds of drainage districts of Ingham County; and

WHEREAS, Randy Abbott demonstrated his dedication, good nature, sense of humor, and productivity when using his skills and methods that enabled efficient results in his work that benefited both his colleagues and the citizens of the County of Ingham; and

WHEREAS, it is common knowledge that Randy Abbott is one of the premier experts on drain maintenance and inspection in the State of Michigan, people were often in awe of his ability to provide detailed information about county drains, catch basins, wetlands, and drain outlets without a map or drawing. Randy and the maintenance staff helped to make Ingham County the envy of Drain Commissioners throughout the State of Michigan. And his ability to take the vision of the Drain Commissioner and bring it to fruition led to many state and regional awards.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Randy Abbott on the occasion of his retirement and for his dedicated service of 32 years to the County of Ingham. And, furthermore takes this opportunity to acknowledge the contributions that he has made through his employment at the Ingham County Drain Commissioner’s Office, where he started his illustrious career as a Drain Crew Worker and retires today as Supervisor of Drain Operations. Randy will be missed not only for his institutional knowledge but also for his warm personality and his willingness to go the extra “drain” mile.

BE IT FURTHER RESOLVED, that the Board wishes Randy Abbott happiness in retirement and continued success in all of his future endeavors.

## Agenda Item 2

TO: County Services Committee  
Finance Committee

FROM: Chief Deputy Jason Ferguson

DATE: October 30, 2017

RE: RESOLUTION TO WAIVE POLICY RULES REGARDING OBSOLETE  
PROPERTY

This resolution is to authorize the family of Deputy Grant Whitaker to take possession of obsolete property that was issued to Deputy Grant Whitaker.

Upon being hired by the Ingham County Sheriff's Office Deputy Grant Whitaker was issued several items including a patrol rifle with serial number LBD017780. On December 7, 2014 Deputy Grant Whitaker was involved in a pursuit in Stockbridge Township. The pursuit ended with Deputy Grant Whitaker being involved in a fatal vehicle crash. During the crash the vehicle was totaled along with several items inside the vehicle. The Ingham County Sheriff's Office has kept the destroyed rifle in the armory at the Ingham County Sheriff's Office. The rifle was destroyed beyond the point of being repaired. The rifle was deemed obsolete by the Ingham County Sheriff's Office Firearms Training Staff. The rifle will not be put into service or used in a training capacity. The Ingham County Sheriff's Office is requesting that the obsolete item be turned over to the family of Grant Whitaker.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO WAIVE POLICY RULES REGARDING OBSOLETE PROPERTY**

WHEREAS, the Ingham County Board of Commissioners adopted a policy directing that disposal of all surplus County-owned personal property which is of no significant value to County operations occur through public auction; and

WHEREAS, except for sales to other units of government or to non-profit corporations, it is the stated County objective to maximize the net proceeds from the sale of surplus County-owned property; and

WHEREAS, on December 7, 2014 Deputy Grant Whitaker was involved in a fatal car crash while driving a vehicle assigned to him by the Ingham County Sheriff's Office; and

WHEREAS, inside the vehicle was located the AR-15 rifle serial number LBD017780 that was issued to Deputy Grant Whitaker; and

WHEREAS, during the traffic crash the rifle was damaged to the point it was no longer operational; and

WHEREAS, the Ingham County Sheriff's Office will not issue this damaged rifle out for duty or for use in training; and

WHEREAS, the Ingham County Sheriff's Office feels the obsolete property would be best kept in the family of Deputy Grant Whitaker; and

WHEREAS, in order to accommodate this requested transfer of obsolete property, it is necessary for the Ingham County Board of Commissioners to waive its policy requirement that disposal of surplus property occur by way of public auction.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby waives its requirement to dispose of an obsolete patrol rifle assigned to Deputy Grant Whitaker at public auction.

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** November 6, 2017

**SUBJECT:** Resolution to award a contract for restoration and preservation of Lunette Mural Panels

For the meeting agendas of: November 21 & 22

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**BACKGROUND**

The four murals which were created in 1919 on the third-floor rotunda of the Historic Ingham County Mason Courthouse have deteriorated.

The Facilities Department, at the request of the Historical Commission, requested capital improvement funds as part of the 2018 budget process. When the funds were not included in the Controller recommended budget, the Facilities Department approached County Services for consideration of being included on the Z list. The County Services Committee felt it would be more appropriate that the Facilities Department solicit proposals during the 2017 budget year.

An Art Conservator was brought in to do an assessment and make a recommendation. It was determined that the lunette murals are in need of cleaning and restoration in order to preserve their historical integrity.

The Purchasing Department solicited proposals from qualified, experienced vendors. Due to the unique nature of this project an Evaluation Committee consisting of staff from the Facilities Department, Board of Commissioner's Office, and Purchasing Department met and evaluated the proposals submitted.

After careful review and consideration, the Committee is jointly recommending that a contract be awarded to Building Arts & Conservation who submitted the most responsive and responsible bid amount of \$34,320.00.

**ALTERNATIVES**

There are no alternatives for this project.

**FINANCIAL IMPACT**

The Facilities Department is asking for a \$3,000.00 contingency for any unforeseen restorative repairs or issues that may arise. Funds are available in the Public Improvement Fund #245-90212-931000-7FC33.

**OTHER CONSIDERATIONS**

Other considerations for this project would be to postpone restoration for another year, however, delaying the project will result in further deterioration and eventually the murals will be beyond repair.

**RECOMMENDATION**

Based on the information presented, both the Purchasing and Facilities Departments agree that a contract be awarded to Building Arts & Conservation to clean and restore four lunette murals in the Historic Ingham County Mason Courthouse for a not to exceed total cost of \$37,320.00 which includes the requested \$3,000.00 contingency.

**Agenda Item 3a**

TO: Rick Terrill, Director of Facilities  
FROM: James Hudgins, Director of Purchasing  
DATE: October 18, 2017  
RE: Memorandum of performance for RFP No. 175-17: Historical Restoration and Preservation of Lunette Mural Panels at the Ingham County Courthouse

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Per your request, the Purchasing Department sought proposals from qualified and experienced art conservators and/or art restorers for the purpose of entering into a contract to restore and preserve four (4) lunette mural panels at the Ingham County Courthouse in Mason, Michigan.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	9	0
Vendors attending pre-bid/proposal meeting	10	0
Vendors responding	6	0

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 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 purchasing process.*

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Total Bid	Timeline	Substitute 1	Substitute 2
Historic Surfaces LLC	No, Grosse Point Park, MI	Base: \$9,500.00	2-4 weeks; 2 murals prior to Dec 31st. Others within 2 wks Jan 15.	Add: \$1,500 to conduct lab analysis of paint to determine material make-up	Add: \$6,000 varnish removal, filling or losses and impainting after cleaning (see proposal)
Hartman Fine Art Conservation Services Inc.	No, Carlisle PA	\$22,450.00	12/14 through 12/19; Pending County scheduling approval		
Conservation & Museum Services Inc.	No, Detroit MI	\$30,900.00	Start Dec. 4, 2017; 2 -3 weeks to complete		
Building Arts & Conservation Inc.	No, Saline MI	\$34,320.00	Start Nov 6 - Complete by Dec 31, 2017		
The Art Objects	No, Oak Park IL	\$70,000.00	40-48 Days all murals / 45-53 for Unforeseen Circumstances		
Lis Art Conservation & Restoration Services	No, Livonia MI	\$88,895.00	2 Months		



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AWARD A CONTRACT FOR RESTORATION AND PRESERVATION OF  
LUNETTE MURAL PANELS**

WHEREAS, the four murals which were created in 1919 on the third-floor rotunda of the Historic Ingham County Mason Courthouse have deteriorated; and

WHEREAS, at the request of the Ingham County Historical Commission an art conservator assessed the murals and made a recommendation; and

WHEREAS, it was determined that the lunette murals are in need of cleaning and restoration in order to preserve their historical integrity; and

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

WHEREAS, due to the unique nature of this project an Evaluation Committee consisting of staff from the Facilities Department, Board of Commissioner's Office, and Purchasing Department met and evaluated the proposals submitted; and

WHEREAS, after careful review and consideration, the Committee is jointly recommending that a contract be awarded to Building Arts & Conservation who submitted the most responsive and responsible bid amount of \$34,320.00; and

WHEREAS, the Facilities Department is asking for a \$3,000.00 contingency for any unforeseen restorative repairs or issues that may arise; and

WHEREAS, funds are available within the Public Improvement Fund #245-90212-931000-7FC33.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Building Arts & Conservation, 206 South Ann Arbor Street, Saline, Michigan 48176, to clean and restore four lunette murals in the Historic Ingham County Mason Courthouse for a total not exceed cost of \$37,320.00 which includes the requested \$3,000.00 contingency.

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

## Agenda Item 3b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** November 6, 2017

**SUBJECT:** Resolution to award a contract to perform a standard preventative maintenance rebuild on the Muffin Monster

For the meeting agendas of: November 21 & 22

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### **BACKGROUND**

The Muffin Monster sewage grinder at the Ingham County Jail is in need of standard preventive maintenance. The system was purchased, at the City's request, in 1986. It was put into use in 1987 and has been serviced a number of times. The system runs continuously and is worn to the point of needing repair. The cutting teeth are wearing out therefore no longer efficiently breaking sewage down for disposal. If this system were to clog and shut down, we would have to by-pass the Muffin Monster to allow for continued operation; this is not acceptable by the city's standards.

### **ALTERNATIVES**

There are no alternatives for this project. JWC is the sole manufacturer of the product and parts for this equipment and the sole source for service.

### **FINANCIAL IMPACT**

The cost of the rebuild will be \$20,008.45. The Facilities Department is asking for a \$1,900.00 contingency for any unforeseen circumstances that may arise. Funds are available in approved CIP line item #595-30110-978000-6FC10 which has a balance of \$22,000.00.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, both the Purchasing and Facilities Departments agree that a contract be awarded to JWC Environmental to perform a standard preventative maintenance rebuild on the Muffin Monster at the Ingham County Jail for a total not to exceed cost of \$21,908.45, which includes the requested \$1,900.00 contingency.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AWARD A CONTRACT TO PERFORM A STANDARD PREVENTATIVE MAINTENANCE REBUILD ON THE MUFFIN MONSTER**

WHEREAS, the Muffin Monster sewage grinder at the Ingham County Jail is in need of standard preventive maintenance; and

WHEREAS, the system was purchased, at the City's request, in 1986, put into use in 1987, and has been serviced a number of times; and

WHEREAS, the system runs continuously and is worn to the point of needing repair; and

WHEREAS, the cutting teeth are wearing out therefore no longer efficiently breaking sewage down for disposal; and

WHEREAS, if this system were to clog and shut down, we would have to by-pass the Muffin Monster to allow for continued operation; this is not acceptable by the city's standards; and

WHEREAS, JWC is the sole manufacturer of the product and parts for this equipment and the sole source for service; and

WHEREAS, it is the recommendation of the Purchasing and Facilities Department that a contract be awarded to JWC Environmental who will perform the rebuild for a cost of \$20,004.45; and

WHEREAS, the Facilities Department is asking for a \$1,900.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds are available in the approved CIP line item #595-30110-978000-6FC10 which has a balance of \$22,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with JWC Environmental, 2850 South Red Hill Avenue, Suite 125, Santa Ana, California, 92705, to perform a standard preventative maintenance rebuild on the Muffin Monster for a total not to exceed cost of \$21,908.45 which includes the requested \$1,900.00 contingency.

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

**Agenda Item 4**

TO: Board of Commissioners, County Services, & Finance Committees  
FROM: Deb Fett, CIO  
DATE: 11/06/2017  
SUBJECT: Renew CourtView Support Services

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Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that expires on December 31st, 2017. This support has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$150,575.00, this year's cost proposed by CourtView is \$154,255.00, a 1.7% increase which is the Consumer Price Index (CPI) amount. Although this is over the Board's policy of 1% increases, the contract currently in place with CourtView allows an annual increase equal to the CPI but not to exceed 4%.

**ALTERNATIVES**

There is no reasonable alternative.

**FINANCIAL IMPACT**

The funding for the \$154,255.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the contract renewal for CourtView Justice Solutions' support of the CourtView software in the amount of \$154,255.00.

## Support and Maintenance Renewal Notice

Deb Fett  
Ingham County  
121 E. Marple St. 3rd Floor  
Mason, MI 48854

Date: October 2, 2017  
Client ID: INGHAMMI

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### Software Maintenance Renewal

*Support Period: January 1, 2018 through December 31, 2018*

<u>Software</u>	<u>Licenses:</u>	<u>Annual Amount</u>
CourtView, Dashboard, ECMS Adapter and Docket Add Request Software Support & Maintenance	175	\$154,255.00
	Total Maintenance:	<u>\$154,255.00</u>

*Includes updates & enhancements, unlimited email & phone support for 12 months  
**equivant** will issue an invoice within 60 days*

This maintenance renewal is pursuant to the current **equivant** Support Agreement and renews annually. Notification of termination is required pursuant to that agreement. CourtView software is proprietary property of CourtView Justice Solutions Inc. d/b/a **equivant** and protected by law. Another party cannot alter, modify, change, manipulate or provide maintenance for this product without infringing upon **equivant's** ownership rights. **equivant** is the sole source for software maintenance and services for its products.  
CourtView Justice Solutions Inc. Federal Tax ID # 46-0521050



### Enhance Your CourtView Solution with CV2Go

Do Attorneys keep calling you about schedules and case updates?  
Get them all real-time case information at their fingertips with CV2Go!  
Contact us at [info@equivant.com](mailto:info@equivant.com) for more information.

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Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW A SUPPORT SERVICES AGREEMENT**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$154,255.00 for annual support is due for the support from January 1<sup>st</sup>, 2018-December 31<sup>st</sup>, 2018; and

WHEREAS, the annual contract amount proposed by Courtview includes an increase from the prior year equal to the Consumer Price Index of 1.7% as spelled out in our contract; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract renewal for support from CourtView in the amount not to exceed \$154,255.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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

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

To: County Services Committee  
Finance Committee

From: Jim Hudgins, Director of Purchasing

Date: November 6, 2017

Subject: Authorization to Contract for Mailing Services

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**BACKGROUND**

Many departments have a need to have a firm specializing in mailing services pick up, meter, and deliver their daily 1<sup>st</sup> class mail to the U.S. Postal Service (USPS). Extend Your Reach (formerly known as Presort Services) has been providing these services for the past number of years. (The Board authorized a five-year agreement in 2013 with Extend Your Reach.) This resolution seeks authorization to continue using Extend Your Reach for mailing services.

**ALTERNATIVES**

There are other mailing service providers, but they do not offer pick up services. For example, the State of Michigan has a mailing program on the MiDEAL Extended Purchasing Program; however, pick up services from County facilities and individual departments is not a service offered.

**FINANCIAL IMPACT**

Departments using Extend Your Reach will use their respective supply line item xxx-xxxxx-726010 to pay for the mailing services under this agreement.

The mailing fees include the following:

Daily Pick Up	\$10.00/facility or special request \$10.00/department
USPS Equipment Delivery	No charge
Postage for Letters	\$0.453/piece (presort rate)
Metering for Letters	\$0.05/piece
Postage for Flats	\$0.03/piece discount
Metering for Flats	\$0.30/piece
Reject Processing for Letters	No charge
Reject Processing for Flats	No charge
Monthly Accounting	\$10.00/department or special request \$10/department sub-items

Fees are subject to change if the USPS changes its commercial postal rates or changes the current classes of mail or the pricing of current classes of mail.

**OTHER CONSIDERATIONS**

Extend Your Reach is a local registered vendor and has previously worked with the County. Some departments may opt to using postage meters or purchasing stamps in lieu of using Extend Your Reach for their mailing needs. Extend Your Reach will assign an Account Executive and Customer Service Representative to the County's account to ensure that service standards are maintained.

**RECOMMENDATION**

Based on the information presented, I respectfully request authorizing a service contract with Extend Your Reach, Inc.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR MAILING SERVICES**

WHEREAS, many departments require a firm specializing in mailing services to do the metering, presorting, and delivering of their 1<sup>st</sup> class envelopes, flats, and certified mail to the United States Postal Service (USPS); and

WHEREAS, often times departments and offices must mail large quantities of materials and it is cost effective and efficient to use a service to presort and mail these materials; and

WHEREAS, a proposal was received and evaluated from Extend Your Reach of Lansing, a local vendor, and it was determined to offer the best value to the County; and

WHEREAS, the Director of Purchasing has recommended that the Board of Commissioners authorize a contract with Extend Your Reach, Inc. for full-service mailing services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a five-year agreement with Extend Your Reach, Inc., 5646 Commerce Drive, Lansing, Michigan, based on its proposal dated November 3, 2017, for mail related services which include pick up, sorting, bar coding, delivery to the U.S. Post Office, and other ancillary services.

BE IT FURTHER RESOLVED, expenditures associated with this contract shall be paid from departments' respective supply lines, xxx-xxxxx-726010.

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



**Agenda Item 6a**

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: November 6, 2017

SUBJECT: 2018 – 2019 As-Needed Material Testing and Fabrication Inspection Services

For the County Services Committee meeting agenda of November 21, 2017

For the Finance Committee meeting agenda of November 22, 2017

For the BOC meeting agenda of November 28, 2017

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Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have staff, the equipment, or expertise to perform all project related material testing and fabrication inspection that is required. Therefore, we must rely on testing and fabrication consultants to perform the work when needed.

Generally, the services include as-needed material testing and fabrication inspection services, both on-site and in-plant, associated with ICRD road and/or bridge construction projects.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide the services on an as-needed basis and received six (6) proposals. The six proposals included proposals from two firms that only provide fabrication inspection services and four proposals from firms that provide both material testing and fabrication services. ICRD staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, expertise, and overall value to the county.

Based on the full breadth of services, our testing and inspection needs, and the wide range of expertise the consultants have, ICRD recommends that the following respondents be retained to provide the requested as-needed material testing and/or fabrication inspection services:

KTA-Tator, 115 Technology Drive, Pittsburgh, Pennsylvania  
NTH Consultants, Ltd, 608 S. Washington Avenue, Lansing, Michigan  
Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan  
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

When retaining the services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts or staffing shortages, another consultant will be retained to provide the required services.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price testing service proposals from the listed consultants.

TO: Robert Peterson, Engineering ICRD  
FROM: James Hudgins, Director of Purchasing  
DATE: October 23, 2017  
RE: Memorandum of Performance for RFP No. 184-17: As-needed Material Testing & Fabrication Inspection

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Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2018 and 2019 as-needed material testing and fabrication inspection services. Generally, the material testing and fabrication inspection services are to include as-needed full-time or part-time staffing to perform on-site field or in-plant material testing and fabrication inspection services required for Ingham County Road Department federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	21	5
Vendors responding	6	3

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 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 purchasing process.*

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

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local	Density Tech & Concrete Technician	HMA Plant & Aggregate Sampling Technician	Certified Welding Inspector, Level II NDT Tech.	NACE CIP-1 or 2 Coatings Specialist	Field/Project Assistant	Non-Pressed Precast Fabrication Inspector/Visual Inspection	Pressed Precast Fabrication Shop Inspector/In-plant Inspection	Project Consultant
SME	Yes, Lansing	67.00/hr	87.00/hr	95.00/hr	95.00/hr	75.00/hr	75.00/hr	80.00/hr	134.00/hr
PSI	Yes, Lansing	N/A	56.00/hr	N/A	N/A	N/A	72.00/hr	72.00/hr	105.00/hr
MTC	Yes, Lansing	69.00/hr	N/A	N/A	N/A	48.00/hr	69.00/hr	90.00/hr	120.00/hr
KTA	No, Pittsburgh PA	N/A	N/A	N/A	N/A	N/A	94.50/hr	94.50/hr	N/A
NTH	No, Grand Rapids	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TUV Rhenland	No, Caledonia MI	N/A	N/A	N/A	N/A	N/A	75.00/hr	72.00/hr	98.00/hr
Vendor Name	Local	Project Management/Reports	Overtime Rates	Concrete Compressive Strength		Washed Gradations	HMA Extraction/Gradation	Crushed Content	Sieve Analysis
SME	Yes, Lansing	15% of each invoice	Standard Rate 1.5%	16.00/each		160.00/each	285.00/each	80.00/each	N/A
PSI	Yes, Lansing	N/A	Standard Rate 1.5%	21.00/each		N/A	185.00/each	N/A	80.00/each
MTC	Yes, Lansing	N/A	standard Rate 1.3%	17.00/each		N/A	320.00/each	N/A	145.00/each
KTA	No, Pittsburgh PA	N/A	114.50/hr	N/A	N/A	N/A	N/A	N/A	N/A
NTH	No, Grand Rapids	N/A	N/A	16.00/each		75.00/each	150.00/each	N/A	95.00/each
TUV Rhenland	No, Caledonia MI	N/A	105.00/hr & 108.00/hr	N/A	N/A	N/A	N/A	N/A	N/A

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RETAIN  
AS-NEEDED MATERIAL TESTING AND FABRICATION INSPECTION SERVICES**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have staff, the equipment, or expertise to perform all project related material testing and fabrication inspection that is required; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis and received six (6) proposals; and

WHEREAS, the Road Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, expertise, and overall value to the county; and

WHEREAS, when retaining as-needed testing services, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain the following respondents to provide the requested as-needed material testing and fabrication inspection services:

KTA-Tator, 115 Technology Drive, Pittsburgh, Pennsylvania  
NTH Consultants, Ltd, 608 S. Washington Avenue, Lansing, Michigan  
Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan  
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining KTA-Tator, 115 Technology Drive, Pittsburgh, Pennsylvania; NTH Consultants, Ltd, 608 S. Washington Avenue, Lansing, Michigan; Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan; and TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan to provide the needed material testing and fabrication inspection services.

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

**Agenda Item 6b**

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: November 6, 2017

SUBJECT: Widening and resurfacing of Jolly Road from Dobie Road to Meridian Road

For the County Services Committee meeting agenda of November 21, 2017

For the Finance Committee meeting agenda of November 22, 2017

For the BOC meeting agenda of November 28, 2017

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The Ingham County Road Department has received federal Urban Surface Transportation Program (STP-U) funding and Transportation Alternatives Program (TAP) funding to construct paved shoulders and resurface Jolly Road from Dobie Road to Meridian Road.

The project generally involves building grade for the wider shoulders, crushing, shaping, and stabilizing the existing roadway material, and repaving from Dobie Road to Meridian Road. The proposed project funding is as follows:

Urban Surface Transportation Program:	\$ 991,200
Transportation Alternatives Program:	\$ 717,000
Local Match:	<u>\$ 463,800</u>
	\$2,172,000

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A ROAD RECONSTRUCTION PROJECT AGREEMENT**

WHEREAS, the Ingham County Road Department received federal Urban Surface Transportation Program (STP-U) funding and Transportation Alternatives Program (TAP) funding to construct paved shoulders and resurface Jolly Road from Dobie Road to Meridian Road; and

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

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

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

Urban Surface Transportation Program:	\$ 991,200
Transportation Alternatives Program:	\$ 717,000
Local Match:	<u>\$ 463,800</u>
	\$2,172,000

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract No. 17-5447 with the State of Michigan/MDOT to effect reconstruction of Jolly Road from Dobie Road to Meridian Road for a total estimated cost of \$2,172,000 consisting of \$991,200 of Urban Surface Transportation Program funding, \$717,000 of Transportation Alternatives Program funding, and \$463,800 of Ingham County Road Department matching funds.

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

## Agenda Item 7a

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 25, 2017  
**SUBJECT:** BCCCNP and WISEWOMAN Staffing  
For the meeting agendas of November 20 and November 21, 2017

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### **BACKGROUND**

Resolution #17-293 authorized a comprehensive agreement with the Michigan Department of Health and Human Services (MDHHS) for funding to provide a variety of services for Medicaid beneficiaries. As part of this agreement, the Breast and Cervical Cancer Control Navigation Program (BCCCNP) was awarded \$201,025 and the Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN) program was awarded \$50,000. This funding has been provided to the Health Promotion and Prevention Division of the Ingham County Health Department (ICHD) to implement programs focused on chronic disease risk factor screening, preventative health education, and support for healthy lifestyle changes. In order to fulfill these program functions and requirements, ICHD proposes the following for the duration of the grant:

- Increase the current .75 FTE Prevention Programs Coordinator position (#601496) to a 1.0 FTE. This position will provide increased supervision and coordination necessary for both the BCCCNP and WISEWOMAN programs.
- Decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position to support community outreach, health coaching, and patient navigation for both Breast and Cervical Cancer Control Navigation Program (BCCCNP) and WISEWOMAN programs.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

Funding for the proposed staffing changes will be covered entirely by MDHHS grant funds. There are no other financial impacts.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support increasing the .75 FTE Prevention Programs Coordinator position (#601496) to 1.0 FTE and to decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position for the duration of the grant.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADJUST STAFFING LEVELS**

WHEREAS, Resolution #17-293 authorized a comprehensive agreement with the Michigan Department of Health and Human Services (MDHHS) for funding to provide a variety of services for Medicaid beneficiaries; and

WHEREAS, under this agreement, the Breast and Cervical Cancer Control Navigation Program (BCCCNP) was awarded \$201,025 and the Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN) program was awarded \$50,000; and

WHEREAS, this funding has been provided to the Health Promotion and Prevention Division of the Ingham County Health Department (ICHD) to implement programs focused on chronic disease risk factor screening, preventative health education, and support for healthy lifestyle changes; and

WHEREAS, in order to fulfill these program functions and requirements, ICHD proposes the following for the duration of the grant:

- Increase the current .75 FTE Prevention Programs Coordinator position (#601496) to a 1.0 FTE. This position will provide increased supervision and coordination necessary for both the BCCCNP and WISEWOMAN programs.
- Decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position to support community outreach, health coaching, and patient navigation for both Breast and Cervical Cancer Control Navigation Program (BCCCNP) and WISEWOMAN programs; and

WHEREAS, the Health Officer recommends approval to increase the .75 FTE Prevention Programs Coordinator position (#601496) to 1.0 FTE and to decrease the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position for the duration of the grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves increasing the .75 FTE Prevention Programs Coordinator position (#601496) to 1.0 FTE and decreasing the current vacant 1.0 FTE Community Health Worker (CHW) position (#601043) to a 0.5 FTE position for the duration of the grant.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary adjustments to the budget and position allocation list, consistent with this resolution.



## Agenda Item 7b

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 25, 2017  
**SUBJECT:** Acceptance of Mid-State Health Network Funds  
For the meeting agendas of November 20 and November 21, 2017

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### **BACKGROUND**

Mid-State Health Network (MSHN) works to ensure access to high-quality, locally-delivered, effective and accountable public behavioral health and substance use disorder services. The Ingham County Health Department (ICHHD) has received an \$82,993 award from MSHN in order to carry out the functions of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to provide assistance with coordinating substance abuse services. In order to fulfill program functions and requirement, ICHHD proposes establishing a 1.0 FTE Program Specialist position for the duration of the agreement with MSHN.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The cost of establishing this position for the duration of that agreement will be covered by the funds awarded by MSHN.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of an IOAPI funding agreement with MSHN in an amount up to \$82,993 for the period of October 1, 2017 through September 30, 2018, as well as establishing a 1.0 FTE Program Specialist position for the duration of the agreement.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT MID-STATE HEALTH NETWORK FUNDS**

WHEREAS, Mid-State Health Network (MSHN) works to ensure access to high-quality, locally-delivered, effective and accountable public behavioral health and substance use disorder services; and

WHEREAS, the Ingham County Health Department (ICHD) has received an \$82,993 award from MSHN in order to carry out the functions of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to provide assistance with coordinating substance abuse services; and

WHEREAS, in order to fulfill program functions and requirements, ICHD proposes establishing a 1.0 FTE Program Specialist position for the duration of the agreement with MSHN, the cost of which will be covered by the funds awarded by MSHN; and

WHEREAS, the Health Officer recommends approval of an IOAPI funding agreement with MSHN in an amount up to \$82,993 for the period of October 1, 2017 through September 30, 2018, as well as establishing a 1.0 FTE Program Specialist position for the duration of the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve an IOAPI funding agreement with MSHN in an amount up to \$82,993 for the period of October 1, 2017 through September 30, 2018, as well as establishment of a 1.0 FTE Program Specialist position (ICEA PRO, Grade 5, \$43,525.30-52,250.85) for the duration of the agreement.

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

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

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** November 6, 2017  
**SUBJECT:** Resolution to Authorize Participation in the Mother and Infant Oral Health Pilot Project  
For the meeting agendas of November 20 and November 21, 2017

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**BACKGROUND**

The University of Detroit Mercy (U of D), recipient of a prime grant from the Michigan Department of Health and Human Services, has awarded \$83,080.00 to the Ingham County Health Department (ICHHD) as a sub-recipient of this grant to plan and implement the Michigan Initiative for Mother and Infant Oral Health Pilot Project. Through the scope of work within the project, ICHD will hire a 1.0 FTE Dental Hygienist to operate under PA 161 and provide billable oral health services to pregnant women through the Cedar Community Health Centers – Women’s Health. The Health Department will collect data and report findings to U of D throughout the project duration. The term of the pilot project is November 1, 2017 through September 30, 2018.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The one-time award is \$83,080.00 for the period of November 1, 2017 through September 30, 2018. The funds support the hire of a 1.0 FTE Dental Hygienist (UAW TOPS, Grade 15 \$50,464.96 - \$59,318.08) to provide billable oral health services to pregnant women through Cedar Community Health Centers – Women’s Health. The Dental Hygienist position will be contingent upon the continuation of grant funding and/or revenue generated through billable oral health services in subsequent years. Through this award, the ICHD will also receive the equipment needed to support oral health services at Women’s Health in support of the project at no additional cost. The oral health - women’s health model of care has been demonstrated to be a revenue generating model in Health Center operations.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter the Michigan Initiative for Mother and Infant Oral Health Pilot Project sub-recipient agreement with University of Detroit Mercy (U of D), and the Michigan Department of Health and Human Services in the amount of \$83,080.00 for the term of November 1, 2017 through September 30, 2018. Additionally, I recommend approval to add one (1.0) FTE Dental Hygienist position, contingent upon grant funding and/or revenue for subsequent years.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PARTICIPATION IN THE MOTHER AND INFANT ORAL HEALTH PILOT PROJECT**

WHEREAS, the University of Detroit Mercy (U of D) is recipient of a prime grant from the Michigan Department of Health and Human Services; and

WHEREAS, U of D has awarded \$83,080.00 to the Ingham County Health Department (ICHD) as a sub-recipient of this grant to plan and implement the Michigan Initiative for Mother and Infant Oral Health Pilot Project for the period of November 1, 2017 through September 30, 2018; and

WHEREAS, through the scope of work within the project, ICHD will hire a 1.0 FTE Dental Hygienist to operate under PA 161 and provide billable oral health services to pregnant women through the Cedar Community Health Centers – Women’s Health; and

WHEREAS, the sub-recipient grant award funds support the hire of a 1.0 FTE Dental Hygienist (UAW TOPS, Grade 15 \$50,464.96 - \$59,318.08); and

WHEREAS, through this sub-recipient grant award, the ICHD will also receive the equipment needed to support oral health services at Women’s Health in support of the project at no additional cost; and

WHEREAS, ICHD will collect data and report findings to U of D throughout the project duration of November 1, 2017 through September 30, 2018; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the participation of ICHD in the Mother and Infant Oral Health Pilot Project as a grant sub-recipient from the Michigan Department of Health and Human Services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with U of D for acceptance of the sub-recipient grant award in the amount of \$83,080.00 for the term of November 1, 2017 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the agreement with U of D for the acceptance of \$83,080.00 to plan and implement the Michigan Initiative for Mother and Infant Oral Health Pilot Project for the period of November 1, 2017 through September 30, 2018.

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

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

## Agenda Item 8

November 8, 2017

To: County Services and Finance Committees

From: Travis Parsons

Subject: United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Technical, Office, Para-Professional and Service Employees

On Friday, November 17, 2017, the UAW - TOPS Employees ratified the tentative agreement reached on November 1, 2017. Highlights of the tentative agreement include the following:

- Contract Duration: January 1, 2018 through December 31, 2020
- Job Openings and Temporary Assignments (Article 12):  
The trial period when being transferred or promoted to another position within the bargaining unit is increased to ninety (90) work days.
- Leaves of Absence (Article 25):
  - Section 12. Annual Cash-Out Option. Each year the employee may request to be paid for one-half (1/2) of the sick leave credit earned during the prior 12 month period. Effective in 2018, the payment period is changed from January 15<sup>th</sup> to June 15<sup>th</sup>.
  - Section 16. Increase the maximum sick time an employee may donate to forty (40) hours to no more than three (3) persons in one (1) calendar year.
- Hospitalization – Medical Coverage (Article 21):  
Incorporate changes as recommended by the Health Cost Containment Committee and as approved by the County Board.
- Life Insurance (Article 22): Increase in the amount of life insurance to \$40,000.
- Salaries (Article 32):
  - Effective January 1, 2018 – 1% wage increase applied to the current 2017 wage scale
  - 2019 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2019
  - 2020 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2020

- Reclassification (Article 33):

Position Changes:

Position # 421012 Office Lead- Animal Control move to grade G

Position # 601402 change to Finance Assistant move to grade E

Position # 421013 change title (to be determined) and move to grade D

Position # 233036 change to Building Maintenance Supervisor and move to grade H

- Letter of Understanding – On-Call Facilities Employees:

An employee that is not on-call and gets called in to assist or fix a problem identified by the on-call person and/or a supervisor, will receive three (3) hours minimum pay at the rate of time and one half.

Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE UAW  
LOCAL 2256 - TECHNICAL, OFFICE, PARA-PROFESSIONAL  
AND SERVICE EMPLOYEES**

WHEREAS, an agreement has been reached between representatives of Ingham County and the UAW Local 2256 for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and UAW Local 2256 for the period January 1, 2018 through December 31, 2020.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR  
ECONOMIC DEVELOPMENT DIRECTOR SANDRA GOWER**

WHEREAS, Sandra Gower started her Ingham County career on November 15, 2010 as Economic Development Coordinator; and

WHEREAS, during her tenure Sandra Gower has provided expert assistance to the Ingham County Economic Development Commission and Brownfield Redevelopment Authority; and

WHEREAS, Sandra Gower managed several Community Development Block Grants earning the respect and admiration of many local municipal officials in Ingham County; and

WHEREAS, Sandra Gower has assisted in efforts to promote regional economic development initiatives working with local partners such as Lansing Economic Area Partnership and Tri County Regional Planning; and

WHEREAS, in addition to Ingham County, Sandra Gower has skillfully served many municipalities throughout her career including Hazelwood, Missouri as its Assistant to the City Manager; Sioux City, Iowa as its Administrative Analyst; Bangor and Parchment, Michigan as their City Manager; Dowagiac, Michigan as its Economic Development Director; and Cass County, Michigan as its Grants Coordinator; and

WHEREAS, Sandra Gower also served many non-profit corporations including Foster Grandparents Program of Alpena, Michigan as its Program Director, Shelter, Inc. of Alpena, Michigan as its Executive Director; Downriver Community Alliance of Southgate, Michigan as its President/Programs Director; and Bay County Multi-Purpose Collaborative Body as its Collaboration Coordinator; and

WHEREAS, Sandra Gower maintains professional memberships with the International Economic Development Council and the Michigan Economic Developers Association; and

WHEREAS, Sandra Gower provided a career of exemplary service to the citizens of Ingham County, the Ingham County Economic Development Commission, and the Ingham County Brownfield Redevelopment Authority; and

WHEREAS, after seven years and one month of dedicated service to the citizens of Ingham County, Sandra Gower will retire from an outstanding career of public service on December 21, 2017.

THEREFORE IT BE RESOLVED that the Ingham County Board of Commissioners hereby honors Sandra Gower for her dedicated service to the citizens of the great States of Michigan, Iowa and Missouri, and wishes her continued success in all of his future endeavors.



**MEMORANDUM**

**TO:** County Services Committee  
**FROM:** Timothy J. Dolehanty, Controller Administrator  
**DATE:** November 14, 2017  
**SUBJECT:** Quarterly Settlement Report

On June 13, 2017 the Board of Commissioners approved the Settlement of Claims, Litigation and Separation Agreements Policy (Policy No. 222). Section D.3 of the policy requires that “the Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” This report is intended to satisfy that requirement for the third quarter of 2017 (June 1 through September 30).

**2017 Third Quarter  
Settlements of Claims, Litigation and Separation Agreements**

<u>Date</u>	<u>Amount</u>	<u>Department</u>	<u>Type</u>
06/19/17	\$ 20,594.00	Sheriff’s Office	Separation Agreement
06/28/17	\$ 378.79	Road Department	Property damage
07/17/17	\$ 1,043.95	Sheriff’s Office	Property damage
08/16/17	\$ 168.23	Road Department	Property damage
08/21/17	\$ 65,471.00	Prosecuting Attorney	Separation Agreement

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

C: Board of Commissioners

**Agenda Item 10**

To: ICBOC Law and Courts, Finance, and County Services Committees

From: Lance Langdon, Director 9-1-1

Date: November 7, 2017

Topic: Center update

I was asked to send an update to you so that you are kept up to date with the center information. Our main focus remains on hiring, as we had an all-time high when we last met, with 15 openings. We have continued to run pre-employment testing sessions and, as the result, I have made conditional offers of employment this week to four candidates. Two more backgrounds are due this week, which may increase the conditional offers to six. From the most recent testing session/oral boards, we have an additional four candidates who have been moved to the background investigation phase of our process.

Because of the story in the Lansing State Journal a few weeks ago, we did see some additional interest in the call taker position. We used Skyline Advertising to get the message out during MSU’s homecoming weekend, as well as the following weekend, for a total of three days.

We have released an RFP to find recruiting services that can work with us to help identify good candidates who would be successful in our positions.

Members of our recruiting team recently attended a career fair at Ferris State University and on 11/8/17 we will be at a college/career fair for Holt High School students with other area high school students in attendance. We have posted our jobs on the Zip Recruiter site in addition to NENA, APCO, and MCOLES as well as the sites used by Ingham County Human Resources.

A resolution was submitted for the last round of meetings to use Adams Outdoor Advertising to advertise that we are hiring. In addition to billboards, their proposal includes advertising online.

We posted the 9-1-1 Staff Services Manager position and interviews will take place in early December.

