THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 20, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the February 6, 2018 Minutes
Additions to the Agenda
Limited Public Comment

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

2. **Historical Commission** – Interviews

3. **Farmland and Open Preservation Board** – Interviews

4. **Drain Commissioner** – Resolution Pledging Full Faith and Credit to Ferley Consolidated Drain Drainage District Bonds

5. **Innovation and Technology Department** – Resolution to Approve the Contract for E9-1-1 Software

6. **Road Department**
   a. Resolution to Authorize Acceptance of the Final Plat of **Whitehills Lakes South No. 2** and Acceptance of Public Roads
   b. Resolution to Authorize an Agreement with **Delhi Township** for Cedar Street Reconstruction/Complete Street Redevelopment Holt to Aurelius Roads, Delhi Township
   c. Resolution to Approve the Special and Routine **Permits** for the Ingham County Road Department
   d. Resolution to Acknowledge Award and Authorize Acceptance of Educational Training **Vouchers**

7. **Parks Department** – Notice of **Emergency Purchase** Order for the Snow Cat Joystick Control Unit at Hawk Island
8. Controller’s Office
   a. Resolution of Support for American Airlines Application with the U.S Department of Transportation and Federal Aviation Administration
   b. Resolution to Approve a Social Media Policy

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  
February 6, 2018  
Draft Minutes

Members Present: Nolan, Sebolt, Grebner, Celentino, Hope, and Maiville  
Members Absent: Naeyaert  
Others Present: Deb Fett, Doug Stover, Brian Fisher, John Dinon, Bill Conklin, Robert Pena, Jill Rhode, Stacy Byers, Allison Glasson, Mary Bowen, Travis Parsons, Becky Bennett, Tim Dolehanty, Liz Noel, and others

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

Approval of the January 16, 2018 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE JANUARY 16, 2018 MINUTES OF THE COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

Additions to the Agenda

None.

Removed from the Agenda

9. Human Resources Department  
b. Resolution to Approve Generic Service Credit Purchase

11. Controller’s Office – Resolution to Approve a Social Media Policy

12. Board of Commissioners’ Office  
a. Resolution to Limit Internet Provider Access to Ingham County Rights of Way

Commissioner Sebolt stated based on advice from legal counsel, he suggested the Committee remove the resolution from consideration. He further stated for the reasons enumerated in the resolution, he would ask staff to prepare a resolution that would ask the County’s federal and state-level legislators to act on net neutrality and regulate it as the public utility it was.
Limited Public Comment

Robert Pena, Lansing resident, updated the Committee regarding animal control in the area. He stated that students and families had volunteered at the animal shelter, and there had been a recent adoption of a dog from the animal shelter in his neighborhood.

Mr. Pena stated there were individuals that had mental health issues in his neighborhood that used mental health services. He urged the Committee to keep the line item for Community Mental Health so they would be able to receive those services.

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

3. Innovation and Technology Department – Resolution to Approve Support Agreement from Oracle

4. Equalization Department – Resolution to Authorize an Agreement for Development and Implementation of an Online Mapping Application

5. Facilities Department
   a. Resolution to Authorize a Contract Renewal Option with Granger Container Inc.
   c. Resolution to Authorize Structural Renovations at the Human Services Building
   d. Notice of Emergency Purchase Order to John E. Green
   e. Notice of Emergency Purchase Order to Schindler Elevator

6. Road Department – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

7. Health Department – Resolution to Authorize Conversion of Nurse Assessor Position

8. Animal Control
   a. Authorization to Adjust Starting Pay Rate

9. Human Resources Department
   a. Resolution to Approve an Agreement for the Employee Assistance Program
   c. Authorization to Adjust Starting Pay Rate

10. 9-1-1 Dispatch Center
    a. Resolution to Approve a Contract Renewal for Pre-Employment Testing

12. Board of Commissioners’ Office
    b. Resolution to Adopt a Policy to Coordinate a Regional Model for Offering Services

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

1. Women’s Commission – Interviews

Allison Glasson interviewed for a position on the Women’s Commission.

Mary Bowen interviewed for a position on the Women’s Commission.

2. Farmland and Open Preservation Board – Resolution to Authorize Contracts for the Farmland and Open Space Preservation Program

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

Commissioner Grebner stated he noted in this instance, the Farmland and Open Space Preservation Board had taken proposals that had been at the lowest price, because bargaining was best for the County. He further stated he hoped the Farmland and Open Space Preservation Board applied that similar strategy in other aspects of their work, because in this case no one had asked what the fair price to pay would be, the County just got the best price for services.

Stacy Byers, Farmland and Open Space Preservation Board Coordinator, stated that she agreed with Commissioner Grebner that it made sense to go through the Purchasing Department when it came to contracts for services because they wanted to get the best bang for the County’s buck. She further stated she thought Commissioner Grebner was referring to the process when the Farmland and Open Space Preservation Board went through the Purchasing Department for purchasing conservation easements and making offers to land owners, where they scored and ranked applications and sent top-ranked applications to the Purchasing Department who sent bid packets, land owners responded, and the board decided which pieces of land to take based on their recommendation.

Chairperson Nolan asked if that was still not the process Commissioner Grebner wanted.

Commissioner Grebner stated he wanted there to be losers in the process, because he thought the County was paying 25-50% more than the County could if they were being ruthless. He further stated the Farmland and Open Space Preservation Millage was 0.1 mills, which was about $700,000 per year and probably amounted to 3-4% of all farm income in the County in the year.

Commissioner Grebner stated most farmers did not sell their land in a given year and only 2-3% probably did, but the money paid out was 3-4% of total farm net income, which was not a trivial amount of money. He further stated that the County was spending it as if the County needed to take care of people’s feelings.

Commissioner Grebner stated at each step, it sounded like the Farmland and Open Space Preservation Board took bids and negotiated, but they were not, they were determining a fair price and then they ranked things and determined a price that was suitable. He further stated the
Purchasing Department had its hands tied because they were not told to be ruthless and get the best price they could and for the amount of money the County put into it, they ought to buy more development rights than they were currently getting.

Discussion.

Commissioner Grebner stated the process was not a real estate transaction in any normal sense. He further stated that the Farmland and Open Space Preservation Board compared land deals to other counties’ similar land deals, not what it would be in private markets.

Commissioner Maiville stated Commissioner Grebner’s comments were not directed toward the resolution in question, but he would still like to respond to his comments. He further stated that what the Board of Commissioners saw were the offers that did not get rejected, as there were a lot of offers that got declined. He further stated that Commissioner Grebner’s comments about the value of farm gross income in the County were vastly far off.

Mr. Byers stated she did appreciate the comments and the beauty of the program was that they could take feedback from all sides. She further stated she understood the County wanted to get best bang for its buck, but values across the County varied dramatically.

Ms. Byers stated the property directly next to Jackson National Life was the most expensive property the County had been involved in, but a property in Leslie or Onondaga would not be that expensive. She further stated the selection criteria the County should be choosing which farms were preserved and which were not, and those along the development boundary would be more valuable to the Farmland and Open Space Preservation Board but could cost more.

Ms. Byers stated the Farmland and Open Space Preservation Board wanted to stay closer to Lansing where they saw growth occurring. She further stated that during the economic downturn in 2008 and 2009, they had seen significant drops in easement value.

Discussion.

Ms. Byers stated land owners knew exactly how much their farms were worth.

Commissioner Grebner stated he thought it was worth discussing the topic, because it was close to $1 million per year. He further stated he was not talking about what farms were worth, but what development rights were worth, and he did not think the same amount should be paid for each property as every property was different.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

5. Facilities Department
   a. Resolution to Authorize a Contract for Janitorial Services at Volunteers of America (VOA)
MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Hope asked why the contract was not put out for bid.

Brian Fisher, Mason Facilities Manager, introduced himself to the Committee.

Discussion.

Mr. Fisher stated he believed the reasoning behind the contract not going out for bid was that the County currently had a contract with RNA Facilities Management which expired in 2019, but the County was willing to keep Clean Investments, Inc. to clean that facility until the contract for the entire County was up for bid and then a new contract could be sought.

Commissioner Hope stated the contract with RNA Facilities Management expired over a year away, and she was not sure how cleaning companies usually set up contracts, but she thought it would have been good to compare bids.

Commissioner Celentino asked if the services were currently provided, without a contract.

Discussion.

Tim Dolehanty, Controller, stated he had spoken with Rick Terrill, Facilities Director, and this came about because the County had recently acquired the building and the cleaning service essentially came with the building. He further stated Mr. Terrill had understood there was no contract, but they were performing the services and that was why the resolution was before the committee.

Commissioner Celentino asked when the County assumed the building, if there was an agreement that they could inherit the cleaning company.

Mr. Dolehanty stated the cleaning services were not included in the agreement, but they had realized the building needed to be cleaned and someone was already coming to do it.

Commissioner Maiville asked if there had been a contract with Sparrow when they had owned the building.

Mr. Dolehanty stated he did not believe there had been a contract previously, which had been an issue for him.

Discussion.

Chairperson Nolan asked for more information about the contract to be emailed to the Board of Commissioners tomorrow morning so it could be considered at the Finance Committee meeting.
Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

8. Animal Control
   b. Resolution to Restore an Animal Shelter Clerk Position

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

Chairperson Nolan stated she had read Mr. Dinon’s comments and how he had asked the Law & Courts if this position was not approved, the Animal Control Shelter would need to close one of the seven days of the week. She further stated she assumed her position would not be popular with Mr. Dinon or some of her fellow Commissioners.

Chairperson Nolan stated she was very much in favor of building a new animal shelter, from the day she walked into the job in 2005. She further stated having passed the millage that would take care of that, then she was satisfied to let that millage go and she was not that interested in continuing to expand staff with that millage.

Chairperson Nolan stated she wanted to begin the discussion because they were coming up on millage season and this factored in for her. She further stated she appreciated the fact that Mr. Dinon was willing to reduce back to six days as an option.

Chairperson Nolan stated she would be voting against this position, because she felt they needed to go that path as opposed to expanding, plus the circumstances of other departments also wanting new staff and they could not have them.

Commissioner Sebolt stated he was glad the resolution to scale the Animal Control Shelter back to operating six days a week had died and the Law & Courts Committee had not picked it up. He further stated he supported renewing this millage long after the Animal Control Shelter was built.

Commissioner Sebolt stated that he thought Animal Control was undoubtedly an aspect of law enforcement. He further stated that the Animal Control Officers found cases of animal abuse and often human abuse that went along with it, and the homes they went into that were hoarding animals were human health concerns that caused a lot of illness and disease that the County had to then take care of.

Commissioner Sebolt stated Animal Control was very much on the front lines and the County should consider funding for them at the same level as the Sheriff’s Office or the Prosecutor’s Office because it was a vital service that the County provided. He further stated he appreciated the work Animal Control did as there were several instances in his district that Animal Control had responded to.

Commissioner Sebolt stated his constituents wanted more from Animal Control, including 24/7 Animal Control on-call, and he would continue to fight for that funding and that expansion.
Discussion.

Chairperson Nolan stated she did appreciate the work Animal Control did and she knew they did great work, but the millage season was upon them and she was expressing that.

THE MOTION CARRIED.  
Yeas: Sebolt, Hope, Celentino, Grebner, Maiville  
Nays: Nolan  
Absent: Commissioner Naeyaert

10. 9-1-1 Dispatch Center  
b. 9-1-1 Dispatch Center Update (Information)

Chairperson Nolan stated she had found the report convoluted, to follow the reasons staffing at the 9-1-1 Center did not work. She further stated that the County had been fighting this issue for a long time and it was frustrating to still be in that position.

Commissioner Maiville stated the Law & Courts Committee had an update from the 9-1-1 Center and they had also had a lengthy discussion about the disbanding of the Joint Labor-Management Team (JLT) and creating the Controller’s Organizational Assessment Team (COAT). He further stated that COAT had a plan laid out and dates in place that had been missing, and he hoped the 9-1-1 Center had turned a corner in this regard.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:43 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

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

Candidates for appointment to the Women’s Commission will be present to answer questions posed by Committee members.

2. **Historical Commission** – **Interviews**

Candidates for appointment to the Historical Commission will be present to answer questions posed by Committee members.

3. **Farmland and Open Space Preservation Board** – **Interviews**

Candidates for appointment to the Farmland and Open Space Preservation Board will be present to answer questions posed by Committee members.

4. **Drain Commissioner** – **Resolution Pledging Full Faith and Credit to Ferley Consolidated Drainage District Bonds**

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Ferley Consolidated Drainage District Bonds or Notes. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District’s bonds in an amount not to exceed $2,250,000. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District. Approval of this pledge will not exceed limits established in the Debt Policy.

5. **Innovation and Technology Department** – **Resolution to Approve the Contract for E9-1-1 Software**

On October 24, 2017 the Board of Commissioners approved Resolution #17-401 to upgrade the Cisco phone system and to add E9-1-1 capabilities at a cost not to exceed $59,000. Upon further consideration, Innovation and Technology (IT) staff discovered that another software platform, Sentinel Technologies, provided the desired E9-1-1 reporting ability at an annual cost of just $6,739. This alternative would also negate an additional monthly fee of $2,000 and provide the ability to correct information internally. The IT Department recommends approval of a resolution to authorize a contract for support from Sentinel Technologies.
6a. **Road Department** – Resolution to Authorize Acceptance of the Final Plat of Whitehills Lakes South No. 2 and Acceptance of Public Roads

The Whitehills Lakes South development is a 34-unit single-family subdivision located north of Lake Lansing Road and west Saginaw Street (I-69 Business Loop), in Meridian Township. The proprietor has asked for approval of the final plat for Whitehills Lakes South No. 2, which contains 21 lots and a public road named Chaggal Lane. The Road Department seeks approval of a resolution to accept the Whitehills Lakes South No. 2 plat and to accept the roadways constructed as part of the plat as public roads.

6b. **Road Department** – Resolution to Authorize an Agreement with Delhi Township for Cedar Street Reconstruction/Complete Street Redevelopment Holt to Aurelius Roads, Delhi Township

Delhi Township seeks County support for reconstruction of Cedar Street from Holt Road to Aurelius Road. The project will include on-street parallel parking, bicycle lanes, mid-block cross-walks, sidewalk reconstruction with Americans with Disability Act (ADA) required upgrades, new public lighting, street trees, other plantings, and other street furnishings and amenities within the affected public road rights of way. The Road Department recommends approval of a resolution to authorize an agreement with Delhi Township to allow for these road improvements at Township expense.

6c. **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 27 projects (see attachment for permit list).

6d. **Road Department** – Resolution to Acknowledge Award and Authorize Acceptance of Educational Training Vouchers

Road Department employee Tom Gamez was awarded educational training vouchers from Michigan Local Technical Assistance Program (LTAP) and Michigan Center for Technology & Training. Mr. Gamez won the award for development of “The Emulsion Tail” tool designed to improve chip-sealing. The awards include several hundred dollars-worth of training vouchers at Michigan Technological University’s local technical assistance program. A resolution is offered to authorize acceptance of the award and vouchers for training opportunities.

7. **Parks Department** – Notice of Emergency Purchase Order for the Snow Cat Joystick Control Unit at Hawk Island

An emergency purchase order was issued to Kassbohrer All-Terrain Vehicles in the amount of $2,986.92 for emergency repairs to the Snow Cat joystick control unit. Failure of the joystick control unit rendered the Snow Cat inoperable. Immediate repairs were necessary in order to continue snow hill operations at Hawk Island Park. 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.
8a. **Controller’s Office** – Resolution of Support for American Airlines Application with the U.S Department of Transportation and Federal Aviation Administration

A resolution is offered in support of American Airlines’ petition to the U.S Department of Transportation and Federal Aviation Administration for an extension of authorization for American Airlines to operate one daily roundtrip flight between Capital Region International Airport, and Ronald Reagan Washington National Airport, until October 29, 2019.

8b. **Controller’s Office** – Resolution to Approve a Social Media Policy

Use of social media to communicate important information is now part of everyday life, and Ingham County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. The proposed social media policy does not intend to restrict the flow of useful and appropriate information, but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The draft policy is also intended to provide guidelines for maintaining a respectable and ethical work environment. This policy would apply to all employees and departments of Ingham County. A resolution to adopt a social media policy is presented for consideration.
Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Ferley Consolidated Drain Maintenance and Improvement Project

February 5, 2018

I am requesting that the Board of Commissioners grant Full Faith and Credit of the County for the bonds that will finance the Ferley Consolidated Drain Maintenance and Improvement Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of a drainage district who are liable to pay for the benefits of a drain project. The Ferley Consolidated Drain and Ferley Consolidated Drain Drainage District are located entirely within the Charter Township of Delhi (please see the attached map of Drain and Drainage District). There are 511 properties and 343 acres within the Ferley Consolidated Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for this Project include the Charter Township of Delhi and the County of Ingham.

The Ferley Consolidated Drain Maintenance and Improvement Project results from a July 27, 2015 petition submitted by landowners within the Drainage District. Petitioners wanted the drainage improved to alleviate the repeated flooding of properties and homes. On September 21, 2015, the petition was found necessary by a statutory Board of Determination. The proposed Project includes the installation of enclosed storm sewer and storm structures to improve drainage in flooded areas primarily adjacent to Dell Road, east and west of Pine Tree Road; the improvement of multiple Drain inlets; and the brushing and clearing of obstructions of the main Drain open channel just upstream of its outlet to Sycamore Creek (please see attached map of Project construction zones). Project construction is expected to commence in Spring, 2018 and be completed in Fall, 2018.

The Project will contain contract requirements for nondiscrimination and prevailing wage pursuant to my adopted policies and consistent with the Board of Commissioners’ resolutions.

Although Project bids will be opened on February 20, 2018, the total Project computation of cost will not be completed by the time of the Committee meetings. As a result, the attached Full Faith and Credit Resolution includes a “not-to-exceed” amount instead of an exact amount.

I will be in attendance at your Committee meetings on February 20th and 21st to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request.

It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
January 30, 2018

Mr. Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Ave.
Mason, MI 48854

RE:  Ferley Consolidated Drain Drainage District
     State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Ferley Consolidated Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Delhi Charter Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2017 property tax records found on the Ingham County web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2017 equalization report available at:


The requested full faith and credit amount is $2,250,000. The total SEV for the Delhi Charter Township is $779,594,475. The estimated SEV for the lands within the special assessment district is $43,278,250. Additionally, the total SEV for all of Ingham County is $8,067,215,710. The Ferley Consolidated Drain Drainage District is comprised of 511 parcels, representing 1.85% of the land and 5.55% of the SEV of Delhi Charter Township. Using these numbers, the following relationships are realized:

<table>
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<tr>
<th>Full Faith &amp; Credit Amount</th>
<th>SEV</th>
<th>Percent</th>
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</thead>
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<tr>
<td>Estimated SEV of the lands in the special assessment district</td>
<td>$43,278,250</td>
<td>5.20%</td>
</tr>
<tr>
<td>Delhi Charter Township SEV</td>
<td>$779,594,475</td>
<td>0.29%</td>
</tr>
<tr>
<td>Ingham County SEV</td>
<td>$8,067,215,710</td>
<td>0.03%</td>
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</tbody>
</table>
Please contact our office at (989) 224-2355 with any questions or concerns.

Sincerely,

Spicer Group, Inc.

Charles R. Smith, EIT, CFM
Project Engineer

SPICER GROUP, INC.
1400 Zeerb Drive
St. Johns, MI 48879
Phone: (989) 224-2355
Cell: (586) 383-8244
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
FERLEY CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on __________, 2018, at _____ p.m., local time.

PRESENT: Commissioners __________________________________________

________________________________________

ABSENT: Commissioners __________________________________________

The following resolution was offered by Commissioner _____________ and supported by Commissioner: _____________

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Ferley Consolidated Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Ferley Consolidated Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $2,250,000.00 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $2,250,000.00. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such
amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:

Yeas: ____________________________

Nays: ________________ Absent: ______________ Approved: ______

FINANCE:

Yeas: ____________________________

Nays: ________________ Absent: ______________ Approved: ______
RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham
CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on __________, 2018, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

______________________________________
Barb Byrum, Clerk

Date: __________, 2018
County of Ingham
As a refresher, the FCC requires that providers of interconnected VoIP telephone services using the Public Switched Telephone Network (PSTN) like Ingham County uses meet Enhanced 9-1-1 (E9-1-1) obligations. E9-1-1 systems automatically provide to emergency service personnel a 9-1-1 caller's call back number and, in most cases, location information.

Resolution #17-401 is to upgrade our Cisco phone system and add E9-1-1 capabilities through our connectivity provider. In the planning for this project and reviewing our communication costs, IT staff discovered that we could provide the E9-1-1 reporting ability with on premise software. This would prevent the soon to be added monthly charge of up to $2,000.00 per month from our service provider as well as giving us the ability to correct information on our own thus ensuring that the information is as accurate as possible.

**ALTERNATIVES**
Since we are using Sentinel for the phone system upgrade project and they are able to quote under the WSCA-NASPO contract we did not seek other quotes.

**FINANCIAL IMPACT**
The funding for the $3,589.00 for software will come from the County’s Innovation and Technology Department’s Network Software Fund #636-25810-932033. The funding for the annual maintenance of $3,150.00 will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030. Total of $6,739.00.

**OTHER CONSIDERATIONS**
WSCA-NASPO Master Agreement number AR233, Contract Number 071B4300133.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the contract for Sentinel Technologies for the E9-1-1 software and first year’s annual maintenance in the amount of $6,739.00.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR E9-1-1 SOFTWARE

WHEREAS, Ingham County currently utilizes Cisco for our phone system; and

WHEREAS, the phone system is being updated in order to ensure our system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E9-1-1 location requirements; and

WHEREAS, IT is requesting the purchase of software to provide the E9-1-1 location information instead of using our telecom provider; and

WHEREAS, the contract amount proposed by Sentinel Technologies is $6,739.00 including the first year of support.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed $6,900.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Contracted Services Fund (636-25810-818000) and Network Maintenance Fund (636-25810-932030).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services, and Finance Committees
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: January 30, 2018
SUBJECT: Whitehills Lakes South No. 2 Final Acceptance

For the County Services Committee meeting agenda on February 20, 2018
For the BOC meeting agenda on February 27, 2018

BACKGROUND:
Much of the process by which a platted subdivision is developed follows state statute. The platting process essentially starts with development of a Preliminary Plat of the subdivision that shows the overall road and lot configuration, how it fits into the lands that surround it and the proposed public utilities serving those lots. Pursuant to state statute, said Preliminary Plat is concurrently reviewed and acted on by the necessary stakeholders (Township, Road Department, Drain Commissioner, etc). Once a Preliminary Plat is approved by the various stakeholders, the proprietor can then develop detailed construction plans that also go through an approval process. Once the construction plans are approved by the various stakeholders, construction can begin. After construction is completed, an acceptance process can be initiated to make the roads, drains, and township utilities part of the public domain.

The Whitehills Lakes South development is a 34 unit single-family subdivision located on 29.43 acres, north of Lake Lansing Road and west of I-69 BR (Saginaw Street). The subdivision is part of the Southwest ¼ of Section 4 and Southeast ¼ of Section 5, Meridian Township, Ingham County, Michigan. Phase 1 of the subdivision (lots 1 through 13) was constructed and accepted following the process described above. The proprietor constructed Phase 2 of the subdivision (lots 14 through 34) during the summer of 2017. It is now time to accept the roadways constructed as part of Whitehills Lakes South No. 2 as public roads.

The Whitehills Lakes South No. 2 road construction meets Ingham County Road Department standards. All road construction is in accordance with the approved road and drainage plans, except for the final course of asphalt. The road department has historically allowed placement of the final course of asphalt after the lots within the plat are built-out. This method of pavement construction avoids damage to the final driving surface due to construction traffic, allows time to reveal weaknesses to be repaired in the roadway, and provides a better end product. We require an agreement and collect a bond (Standby Letter of Credit with an evergreen clause) as assurance that the proprietor will place the final course of asphalt.

The proprietor, Eastbrook Homes, has submitted all the required fees, insurance, testing results, certifications, and a $64,000 Standby Letter of Credit as assurance for the final course of asphalt. Eastbrook Homes is requesting acceptance of the Whitehills Lakes South No. 2 plat and acceptance of the plat’s roadways: Southridge Road, from north of lot 7 to the cul-de-sac and Winterfield Court as public roads.

Per state statute, final plat approval can be accomplished in a two-step process. The first step allows for the proprietor to request acceptance and signature of a “True Copy” of the actual plat document from all of the half dozen or so agencies that must approve the document. Once signed true copies are collected from each agency, the proprietor can request the plat review at the state level, which if acceptable eventually will lead to the second step of the process – signature of the final mylar plat document.
RECOMMENDATION:
I am asking for acceptance of the final plat of Whitehills Lakes South No. 2, acceptance of Southridge Road, from north of lot 7 to the cul-de-sac and Winterfield Court into the county road system, and approval of a Bituminous Paving Agreement for the final course of asphalt road pavement.

Approval of the attached resolution is recommended.
Agenda Item 6a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE
FINAL PLAT OF WHITEHILLS LAKES SOUTH NO. 2 AND ACCEPTANCE OF
PUBLIC ROADS

WHEREAS, on April 4, 2006, the former Road Commission, now Board of Ingham County Commissioners approved the Preliminary Plat for the residential subdivision called Whitehills Lakes South. The subdivision is part of the Southwest ¼ of Section 4 and Southeast ¼ of Section 5, Meridian Township, Ingham County, Michigan; and

WHEREAS, Whitehills Lakes South No. 1 (lots 1 through 13) was subsequently built and the roads accepted into the county road system in 2007; and

WHEREAS, the preliminary plat of Whitehills Lakes South No. 2 (lots 14 through 34) was approved August 25, 2015 and its roads constructed in 2017, except for the final course of asphalt, per road department standards; and

WHEREAS, the Whitehills Lakes South No. 2 road construction meets Ingham County Road Department procedures and guidelines and all construction is in accordance with the approved road and drainage plans; and

WHEREAS, the proprietor, Eastbrook Homes has submitted all the required fees, insurance, testing results, certifications, and a $64,000 Standby Letter of Credit as assurance for the final course of asphalt; and

WHEREAS, the proprietor, Eastbrook Homes is requesting Whitehills Lakes South No. 2 plat acceptance and acceptance of the Whitehills Lakes South No. 2 roadways, Southridge Road, from north of lot 7 to the cul-de-sac and Winterfield Court as public roads.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Whitehills Lakes South No. 2 plat and authorizes the Board Chairperson to sign the “True Copy” and subsequent final mylar plat document of Whitehills Lakes South No. 2 in accordance with state statute.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to accept the Whitehills Lakes South No. 2 roadways, Southridge Road, from north of lot 7 to the cul-de-sac and Winterfield Court as public roads.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners accepts a $64,000 Standby Letter of Credit as assurance for the final course of asphalt and authorizes the Board Chairperson to sign the necessary Bituminous Paving Agreement that is consistent with this resolution and approved as to form by the County Attorney.
To: County Services and Finance Committees

From: William Conklin, Managing Director
Road Department

Date: February 1, 2018

RE: Proposed Agreement with Delhi Township for
Cedar Street Reconstruction / Complete Street Redevelopment
Holt to Aurelius Roads, Delhi Township

BACKGROUND:
For many years Delhi Township has sought to revitalize and redevelop its Holt central business district along Cedar Street, between Holt and Aurelius Roads, and to make the area more inviting for pedestrians and other non-motorized modes of travel. This in turn will help support the store-front retail development desired and expected along Cedar Street.

Delhi Township now desires to support this redevelopment with reconstruction of Cedar Street, Holt to Aurelius Roads, to include on-street parallel parking, bicycle lanes, mid-block cross-walks, sidewalk reconstruction with Americans with Disability Act (ADA) required upgrades, new public lighting, street trees, other plantings, and other street furnishings and amenities within the affected public road rights of way (ROW). This project is known as the “Realize Cedar Street Project”, and is hereinafter referred to as the “PROJECT”.

Delhi Township staff and consultants have performed extensive planning, had a traffic impact study of the proposed PROJECT performed, conducted extensive public involvement on the planning and study results, and has had the PROJECT designed by a qualified licensed professional engineer, all at Township expense.

REQUEST:
Delhi Township and the Road Department now desire to enter into an agreement to effect construction and maintenance of the PROJECT.

Construction of the PROJECT will be undertaken entirely at Delhi Township cost under the supervision of a qualified, licensed professional Project Engineer retained by Delhi Township and approved by the Road Department. Delhi Township will conduct a construction bid letting, and then a construction contract will be executed between the Township and a MDOT pre-qualified contractor. All requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration (FHWA), and the Road Department will be satisfied. Construction is currently expected to occur in summer 2018.

Delhi Township, using Township personnel, has agreed to provide all routine and capital maintenance of the on-street parking bays and all other aspects of the PROJECT outside the travelled way on Cedar Street, Holt to Aurelius Roads, plus provide electricity for the mid-block pedestrian crossing active warning devices and all of the public lighting entirely at Township cost.

FINANCIAL IMPACT:
There is no financial participation planned or impact to the County or Road Department anticipated for the proposed local agreement as Delhi Township has covered all project development costs to date, has agreed to fully fund construction, and to provide the maintenance discussed above at Township expense.

RECOMMENDATION:
Approval of the attached, proposed resolution to approve a local agreement with Delhi Township to effect the above described road improvements at Township cost as provided above is recommended.
RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DELHI TOWNSHIP FOR
CEDAR STREET RECONSTRUCTION / COMPLETE STREET REDEVELOPMENT
HOLT TO AURELIUS ROADS, DELHI TOWNSHIP

WHEREAS, Delhi Township having conducted an extensive public input process desires to revitalize and
redevelop its Holt central business district along Cedar Street, Holt to Aurelius Roads; and

WHEREAS, Delhi Township desires to support this redevelopment with reconstruction of Cedar Street, Holt to
Aurelius Roads, to include on-street parallel parking, bicycle lanes, mid-block cross-walks, sidewalk
reconstruction with Americans with Disability Act (ADA) required upgrades, new public lighting, street trees,
other plantings, and other street furnishings and amenities within the affected public road rights of way (ROW),
known as the “Realize Cedar Street Project”, hereinafter referred to as the “PROJECT”; and

WHEREAS, Delhi Township, using their personnel and that of their planning and engineering consultants has
performed extensive planning, had a traffic impact study of the proposed PROJECT performed, conducted
extensive public involvement on the planning and study results, and has had the PROJECT designed by a
qualified licensed professional engineer, all at Township expense; and

WHEREAS, Delhi Township now desires to have the PROJECT construct entirely at Township cost, and to
satisfy all of the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway
Administration (FHWA), and the Road Department; and

WHEREAS, the PROJECT construction will be undertaken under the supervision of a qualified, licensed
professional Project Engineer retained by Delhi Township and approved by the Road Department, and pursuant
to a contract that will be executed between Delhi Township and a MDOT pre-qualified Contractor per a bid
letting to be conducted by Delhi Township; and

WHEREAS, Delhi Township, using Township personnel, has agreed to provide all routine and capital
maintenance of the on-street parking bays and all other aspects of the PROJECT outside the travelled way on
Cedar Street, Holt to Aurelius Roads, plus provide electricity for the mid-block pedestrian crossing active
warning devices and all of the public lighting entirely at Township cost; and

WHEREAS, the Road Department and Delhi Township desire to enter into an agreement to construct and
maintain the PROJECT as outlined above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into
an agreement with Delhi Township for the Township to effect the above described road improvements at
Township cost 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.
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 February 6, 2018 as submitted.
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MANAGING DIRECTOR: ______________________________
TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations, ICRD

DATE: January 22, 2018

SUBJECT: Award and Vouchers Received, from the Great Ideas Challenge.

This is a resolution authorizing Tom Gamez Jr., from the Ingham County Road Department (ICRD) to receive an award and two educational training vouchers, one from Michigan Local Technical Assistance Program (LTAP) and a second from Michigan Center for Technology & Training (Part of Michigan Tech University).

These Vouchers were awarded for winning the “Great Ideas Challenge”, which is jointly sponsored by LTAP and Michigan Center for Technology & Training. The Great Ideas Challenge was awarded by utilizing a newly designed tool and process called “The Emulsion Tail”. The attached documentation describes the tool and how the process works for seal coating roads.

The first voucher is sponsored by LTAP, and can only be applied to LTAP or Michigan Center for Technology & Training events, with a value of $200.

The second voucher is sponsored by Michigan Center for Technology & Training. This is a reimbursement travel voucher, with a value of $600. This voucher is to be used to attend any public works, transportation, construction related workshop, conference, or training event in the United States.

By winning the Michigan Great Ideas Challenge, the Emulsion Tail has been entered into a national competition “Build a better mouse trap”, sponsored by LTAP/TTAP in 2018.

The Emulsion tail has also received an award from the County Road Association of Michigan. No vouchers or funds were awarded by County Road Association of Michigan.

All the documents that pertain to the award are attached for the review.

I would like to respectfully request approval of the resolution authorizing to receive the vouchers for future ICRD work related training opportunities.
Ingham County Road Department's Great Idea

The winner of this year's Great Ideas Challenge is Tom Gamez, director of operations at the Ingham County Road Department. Aiming to improve and replace the scrub seal process, Gamez developed an emulsion tail. The tail not only eliminates some of the problems related with scrub sealing but also cuts down on the number of workers needed to complete the emulsion application procedure.

An Innovative Idea

Gamez first noticed the problem with spreading emulsion when Ingham County Road Department hired a contractor to perform a scrub seal. Currently, scrub sealing is one of the standards for applying asphalt emulsion to roads. It uses a series of brooms that are attached to a trailer pulled behind the distributor to push the emulsion into cracks in the road. As Gamez watched this process, he observed that the trailer created tire tracks in the fresh material and the brushes attached to the trailer just “scrapped the emulsion off instead of pushing it downward into the cracks”.

By testing different materials like push brooms and various rubber mats, he determined the right tool for scrub sealing would need to have sufficient grooving and weight enough to catch and press down the emulsion, and would need to be at least thirty inches long. Gamez explained, “The longer [the emulsion tail] the better, because it carries more [emulsion] material”. After choosing a tail material, Gamez had a department mechanic assemble the product so it could be tested on the roads. They used Telespar, ridged rubber matting, steel chain, cables, a 12-volt tarp motor, and miscellaneous nuts and bolts to create the emulsion tail and in the end it took about six to eight hours to assemble. The emulsion tail proved itself very effective in improving the previous scrub seal process. With minor adjustments, the emulsion tail can also be used in many situations; for example, having several widths of tails available enables customization of the emulsion tail for spreading emulsion over an entire lane width.

worth A Try?
The design for the emulsion tail is easy for any road department mechanic to assemble and the materials are simple to obtain. In the long run, the emulsion tail can prove a cheaper and easier alternative to the previous scrub seal process because it reduces the time and effort that crews typically spend on the process. This can save agencies money and time that could be better spent on other projects. If other agencies have questions about the specifications of the emulsion tail, Tom noted: “They’re welcome to come look at the tools that we’ve developed”.

Ingham County Road Department's emulsion tail

continued on next page
Michigan LTAP
Great Ideas Challenge
Identifying, sharing, and rewarding innovative ideas from local road agencies
www.MichiganLTAP.org/GreatIdeas
Attention!

Note: This document describes equipment and practices developed by employees of local road agencies for use within their agencies. The equipment and practices described herein have not necessarily been tested and/or approved to meet engineering design or safety standards. Agencies considering adopting the practices described in this document should first verify the practice is appropriate and safe for their agency's use. The Center for Technology & Training (CTT) is not responsible for damage to equipment or facilities, or for bodily injury as a result of reproducing and/or using the equipment or practices described herein.

What is the Great Ideas Challenge?

Working through Michigan's Local Technical Assistance Program (LTAP), members of the Center for Technology & Training staff visit dozens of local road agency facilities every year. Every time we stop at a county road commission or a city department of public works, we are impressed with what goes on behind the scenes. The men and women who manage and maintain local agency roads, facilities, and equipment are intelligent, ambitious, passionate, innovative, and productive. No matter the obstacle, they figure out how to get stuff done — and do it well.

The Great Ideas Challenge is meant to help identify, share, and reward the great work that gets done at local road agencies in Michigan. The Challenge is open to all employees of road agencies who serve counties, townships, cities, and villages in Michigan. All entries are considered for the statewide competition, and the entry that wins first place in Michigan is automatically entered in the Federal Highway Administration's LTAP Build a Better Mousetrap national competition.

Next year, the 2018 Great Ideas Challenge submissions will open in October 2017 and will have a May deadline for submitting a great idea.

Special Thanks to the Judges

Judges for the Great Ideas Challenge took time out of their busy schedules to evaluate, discuss, and score each entry based on five criteria: Cost, Ingenuity, Effectiveness, Ease of Adoption, and Return on Investment. Judges include:

Christopher Gilbertson — Associate Director, Center for Technology & Training
Andrew Manty — Research Engineer, Center for Technology & Training
Lance Malburg — Engineer, Dickinson County Road Commission
Emulsion Tail

Ingham County Road Department

Contact Information

Tom Gamez Jr., Director of Operations
tgamez@ingham.org

Problem Statement

Spray patching the larger cracks in the asphalt roads before applying a seal coat is an important preventive maintenance procedure. This is required to get a total seal over the existing asphalt pavement. Spray patching requires a crew of up to six employees working for up to four days in order to complete a one-mile section of road. Many road agencies do not have the manpower to dedicate a crew to complete necessary spray patching.

A more efficient system would allow agencies to fill cracks and imperfections on a project without needing to dedicate a crew to crack filling before the seal coat team arrived.

Summary of Solution

The Emulsion Tail tool is a device pulled behind the distributor to spread extra emulsion into cracks and imperfections that would otherwise have to be crack sealed before the emulsion application. The emulsion is discharged onto the surface of the road, and then the mat of the Tail spreads the extra emulsion liquid into the cracks on the road.

The standard emulsion application is 0.40–0.45 gallons per square yard. By applying 0.50 gallons per square yard, there is extra emulsion on the road, which keeps the drag system full of emulsion. This procedure fills cracks with emulsion and causes them to “disappear”. The Emulsion Tail is designed for local and primary roads that have aged four years or more. It is not intended for newer pavement with no cracks that would be better served by a chip seal.
Emulsion Tail (cont.)

Material & Expenses, Labor, Equipment

The Emulsion Tail is constructed from five sections of Telespar, ridged rubber matting, ¼" steel chain, ½" cable, a 12-volt tarp motor, and miscellaneous nuts and bolts. Materials cost approximately $650.

The Emulsion Tail requires six to eight hours to assemble, amounting to approximately $200 in labor. Fabrication of the Emulsion Tail requires a shop mechanic with welding skills.

Benefits

This process eliminates the need to have a crew spray patching in advance of the seal-coat process. Using this tool can save 150 hours of labor for each mile of road, amounting to tens of thousands of dollars in labor over a single season.
Sealing the cracks and minor imperfections on aging asphalt roads is a time-consuming, costly practice. The process usually involves a crew of four to six employees to crack fill with emulsion or rubber-based products, requiring approximately three to four days’ preparation for each mile of asphalt.

The Ingham County Road Department (ICRD) sought a more efficient way to perform these repairs, creating the chip-sealing emulsion tail drag system.

Two days and $1,000 later, 150 hours of labor is saved for each mile of road in when the Chip-Sealing Emulsion Tail Drag System is utilized. It eliminates the need to crack fill before seal coating a road, without the speed bumps. Results show a superior finished product compared to the traditional process, making ICRD’s Chip-Sealing Emulsion Tail Drag System a true win-win.
LTAP Bucks

$200

Michigan’s LTAP
Bridging the Gap Between Research and Practice

This certificate is good for $200 toward any training event sponsored by Michigan LTAP or the Center for Technology & Training. To redeem, simply fill in the information below and fax it to the CTT office at 906-487-3409 or email to ctt@mtu.edu.

Thank you!

Expires 10/31/2018

Workshop Name __________________________ Date __________

Participant Name _______________________

Company ____________________________

Address ______________________________

City\State\Zip ___________________________

Telephone __________ Email ____________

Michigan's Local Technical Assistance Program
Center for Technology & Training
Michigan Technological University
1400 Townsend Drive, 309 Dillman Hall
Houghton, MI 49931

906-487-2102
Fax 906-487-3409
www.michiganltap.org
LTAP@mtu.edu
Michigan LTAP
Great Ideas
CHALLENGE

Travel Expense Voucher
Expires 10/31/2018

Pay to the Order of:  Tom Gamez, Jr.  $600.00

First Place Winner - 2017

Tim Colling, Ph.D., P.E.
Center for Technology & Training

IMPORTANT
The holder of this voucher may redeem it to be reimbursed for registration and/or travel expenses to attend any public works-, transportation-, or construction-related workshop, conference, or training event in the United States.

To redeem:
1. Call or email the Center for Technology & Training to inform them of your travel plans.
2. Register for the event and make all of your travel arrangements.
3. Save receipts for event registration, airfare, lodging, rental car, and other non-meal expenses. Meals will be paid for based on the U.S. General Services Administration's published per diem rates for the city in which the event is held.
4. When you return from the event, submit the receipts with this voucher to the Center for Technology & Training at the address below. You (or the agency) will be reimbursed for up to the value indicated above.

Michigan's Local Technical Assistance Program
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1400 Townsend Drive, 309 Dillman Hall
Houghton, MI 49931

906-487-2102
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INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACKNOWLEDGE AWARD AND AUTHORIZE ACCEPTANCE OF EDUCATIONAL TRAINING VOUCHERS

WHEREAS, Tom Gamez an Ingham County Road Department employee has been awarded educational training vouchers from Michigan Local Technical Assistance Program (LTAP) and Michigan Center for Technology & Training; and

WHEREAS, these vouchers were awarded for winning the “Great Ideas Challenge” that is jointly sponsored by LTAP and Michigan Center for Technology & Training. The Emulsion Tail, a new tool and process designed by Tom Gamez Jr. was awarded 1st place by the Great Ideas Challenge committee; and

WHEREAS, the award and two educational training vouchers from Michigan Local Technical Assistance Program (LTAP) and Michigan Center for Technology & Training has been reviewed by the ICRD, it is recommended to approve Tom Gamez Jr., to receive the award and training vouchers.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes Tom Gamez Jr. Director of Operations, ICRD to receive the award and vouchers pertaining to the Great Idea Challenge, for future ICRD work related training opportunities.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contractual documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: February 1, 2018
SUBJECT: Emergency Purchase Order for the Snow Cat Joystick Control Unit at Hawk Island

For the meeting agenda of 2/20/18 County Services

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

Upon grooming the sledding hill at Hawk Island County Park, staff discovered that the joystick control unit failed and rendered the snow cat inoperable it needed repairs prior to put it back in service immediately to continue the snow hill operations at Hawk.

This was an emergency situation with a piece of equipment that there is only one of in the Department and must be operational to have the tubing hill operational. This is a sole proprietor part on a specialized piece of equipment.

An emergency Purchase Order to have the part repaired under the Emergency Repair Purchasing Policy was necessary to complete the repairs.

An emergency Purchase Order has been issued to Kassbohrer All-Terrain Vehicles for a total cost of $2,986.92.

Funds for this purchase are available through an existing operating Account # 208-75200-932000.

The Controller, Purchasing Director and Park Director approved this purchase.
TO: Board of Commissioners, County Services and Finance Committees  
FROM: Timothy J. Dolehanty, Controller/Administrator  
DATE: February 13, 2018  
SUBJECT: Resolution of Support for American Airlines Application with the U.S Department of Transportation and Federal Aviation Administration

BACKGROUND  
American Airlines has petitioned the U.S Department of Transportation (DOT) and Federal Aviation Administration (FAA) for an extension of authorization for American Airlines to operate one daily roundtrip flight between Capital Region International Airport (LAN), and Ronald Reagan Washington National Airport (DCA), until October 29, 2019. American Airlines offers the only nonstop service that links Lansing to the Washington, D.C. region. Extension of American’s authorization is unambiguously in the public interest. Denial of the extension would necessitate termination of American’s LAN-DCA service, causing significant public harm to mid-Michigan travelers with no corresponding benefit to any other constituency during the period of extension.

Mid-Michigan travelers choose to fly on American’s LAN-DCA service because it is preferable to any available alternative service to the nation’s capital. No other carrier flies nonstop between mid-Michigan and any of the three airports serving Washington, D.C., making American’s LAN-DCA service essential for mid-Michigan. Without American’s exemption, those traveling between mid-Michigan and Washington, D.C. will be deprived of nonstop service beginning June 2018, and will be forced to fly less preferable alternatives.

ALTERNATIVES  
Commissioners may choose to participate in a letter writing campaign from our area businesses, elected leaders and residents to encourage DOT/FAA approval of the American Airlines petition.

FINANCIAL IMPACT  
Support of the American Airlines petitions will not have a financial impact on Ingham County.

OTHER CONSIDERATIONS  
LAN officials report that average fares for the LAN-DCA route have been reduced by 29%, with recent load factors averaging 85%, since American Airlines began service on July 5, 2016. During that same period, total LAN airport traffic increased by nearly 21%.

RECOMMENDATION  
I respectfully recommend support of the attached Resolution of Support for American Airlines Application with the U.S Department of Transportation and Federal Aviation Administration.
WHEREAS, American Airlines has filed a petition with the U.S. Department of Transportation and Federal Aviation Administration that would ensure nonstop air service continues between Lansing’s Capital Region International Airport (LAN) and Ronald Reagan Washington National Airport (DCA); and

WHEREAS, the application for an extension, if successful, would allow American – the nation’s largest airline – to continue the Lansing-Washington, D.C. route through October 29, 2019; and

WHEREAS, in the time since American Airlines started service between LAN and DCA, average fares have been reduced by 29% and LAN’s total airport traffic has increased by nearly 21%; and

WHEREAS, the Ingham County Board of Commissioners wishes to join the campaign to help American Airlines gain federal approval to continue the Lansing-Washington, D.C. flight slots.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby supports the American Airlines application to continue nonstop air service between Capital Region International Airport and Ronald Reagan Washington National Airport through October 29, 2019.

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to compose and sign appropriate documents of support for consideration by the U.S. Department of Transportation and Federal Aviation Administration on behalf of Ingham County.
TO: Board of Commissioners County Services Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: January 23, 2018
SUBJECT: Resolution to Approve a Social Media Policy

BACKGROUND
Use of social media to communicate important information is now part of everyday life, and Ingham County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. The County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage our reputation and business interests. Specific concerns include activity that could violate an individual’s privacy, or otherwise adversely affect an individual or vendor we interact with, our reputation, the reputation of others, the trust others place in us, and/or our working relationship with other organizations.

The proposed social media policy does not intend to restrict the flow of useful and appropriate information, but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The draft policy is also intended to provide guidelines for maintaining a respectable and ethical work environment. Likewise, the draft policy is not intended or designed to prohibit the lawful exercise of employees’ rights under applicable federal or state law, including constitutionally protected free speech, whistleblowers reports, or the ability of employees to engage in certain “protected concerted activity” under the Michigan Public Employment Relations Act.

ALTERNATIVES
The Board of Commissioners may elect to approve the proposed policy as presented, portions of the proposed policy, or none of the proposed text.

FINANCIAL IMPACT
There is no direct financial impact associated with the proposed policy.

OTHER CONSIDERATIONS
As proposed, this policy would apply to all employees and departments of Ingham County. Portions of this policy are specifically applicable to employees entrusted with representing Ingham County on Social Media. These provisions shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office or the Courts. This draft policy was vetted by department heads.

RECOMMENDATION
I respectfully recommend support of the attached Resolution to Approve a Social Media Policy.
RESOLUTION TO APPROVE A SOCIAL MEDIA POLICY

WHEREAS, Ingham County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage the County’s reputation and business interests; and

WHEREAS, the County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs; and

WHEREAS, a formal social media policy will provide guidelines for maintaining a respectable and ethical work environment and to ensure that County departments are acting in a manner consistent with the County mission; and

WHEREAS, a social media policy will help avoid claims against Ingham County or its personnel for issues like HIPAA violations, invasion of privacy, breach of confidentiality, and defamation or slander.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the attached Use of Social Media Policy, effective upon ratification of this resolution.

BE IT FURTHER RESOLVED that this policy shall be applicable to all employees and departments of Ingham County, but shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office and/or the Courts.
A. Purpose.

Ingham County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage our reputation and business interests. The County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. Specific concerns include activity that could violate an individual’s privacy, or otherwise adversely affect an individual or vendor we interact with, our reputation, the reputation of others, the trust others place in us, or our working relationship with other organizations.

Ingham County is required under the Health Information Portability and Accountability Act of 1996 (HIPAA) to ensure that any protected health information (PHI) that we create, receive, use, or store is not improperly used or disclosed through any means, including electronic. Ingham County also has a fundamental interest in protecting confidential and proprietary information about the organization as well as our reputation.

The intent of this policy is not to restrict the flow of useful and appropriate information but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The intent of this policy is to help avoid claims against Ingham County or its personnel for issues like HIPAA violations, invasion of privacy, breach of confidentiality, and defamation or slander. This policy is also intended to provide guidelines for maintaining a respectable and ethical work environment and to ensure that County departments are acting in a manner consistent with our mission.

This policy is not intended or designed to prohibit the lawful exercise of employees’ rights under applicable federal or state law, including constitutionally protected free speech, whistleblowers reports, or the ability of employees to engage in certain “protected concerted activity” under the Michigan Public Employment Relations Act. This policy will not be applied in any way that might limit such applicable legal rights of Ingham County personnel.

B. Applicability.

This policy is generally applicable to all employees and departments of Ingham County. Portions of this policy are specifically applicable to those employees entrusted with representing Ingham County on Social Media. These provisions shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office or the Courts.
C. Definitions.

1. **Account Manager:** Employee who has been authorized to post Social Media content on behalf of an Ingham County department, including but not limited to Public Information Officers, communications managers, and program leads. This individual needs to file a signed copy of this policy with the Social Media Specialist.

2. **Alternate Account Manager:** Employee who has been authorized to post Social Media content on behalf of an Ingham County department when the Account Manager is unable, no longer an Ingham County employee, or on leave from the County. This individual needs to file a signed copy of this policy with the Social Media Specialist.

3. **Brand Standards:** Refers to the graphic standards and guidelines that govern the use of the Ingham County logo, nameplate, color scheme, and visual identity.

4. **Departments:** Offices and agencies that utilize County-owned computer equipment.

5. **Innovation and Technology (IT) Department:** The department responsible for information management and governance, system maintenance, and security policies.

6. **Mobile Apps:** Technologies that can be downloaded to smartphones and tablets and accessed on the go; provides publishing abilities to account manager who work at a County worksite or offsite.

7. **Social Media:** Websites and applications that enable users to create and share content or to participate in social networking. These include, but are not limited to: Facebook, Instagram, YouTube, Snapchat, Twitter, Reddit, and LinkedIn.

8. **Social Media Action Plan (SMAP):** Official document departments are required to complete before creating new Social Media pages; answers key questions related to the use of Social Media, including target audience, goals, and resources.

9. **Social Media Specialist:** Designated employee(s) from Ingham County responsible for Social Media governance and policy compliance.

10. **Vendor:** Refers to a person or business that provides services under terms specified in a contract.
D. Roles and Responsibilities.

1. The IT department will:
   a. Maintain a list of approved Social Media applications that departments may utilize.
   b. Keep repository of and share Board approved standards that are representative of Ingham County’s goals and initiatives.
   c. Evaluate and approve SMAPs.
   d. Be able to edit or remove inappropriate content from a department’s Social Media page as directed by this policy, the Controller/Administrator, the Board, and/or other authority.
   e. Conduct periodic tests and review of all department Social Media pages to ensure all account logins and passwords are up to date.
   f. Setup Social Media accounts and settings for departments prior to use by a department.
   g. Review new types of Social Media for effectiveness, efficiencies, and security.
   h. Manage the program for documenting account managers, account logins, and passwords for the purpose of emergency management.
   i. Consider record retention and public record requirements whenever implementing Social Media.

2. Departments will:
   a. Oversee and manage Social Media pages for their department.
   b. Designate and train account managers in proper use of Social media as defined in this policy.
   c. Monitor the access levels of vendors working with the department on Social Media.
   d. Provide the IT department with up-to-date lists of Social Media pages, account logins, and passwords for the purpose of emergency management.
   e. Change Social Media passwords every ninety (90) days or immediately if account manager(s) are removed as administrators or leave Ingham County employment.
   f. Manage record retention of Social Media in conformity with Ingham County and State of Michigan recordkeeping requirements.
   g. Provide IT with a SMAP for each Social Media application it wishes to utilize.
   h. Designate an Account Manager and an Alternate Account Manager to be the primary and the back-up manager of all department Social Media pages.
   i. Perform annual assessments and reviews of the department SMAP and, if necessary, make the appropriate changes.
   j. Use only County email addresses for official County Social Media pages.
3. Account Managers and Alternate Account Managers will:

   a. Uphold brand standards and values when representing a department on Social Media.
   b. Manage Social Media in accordance with the Ingham County Policies and Procedures.
   c. Work with the IT department to employ best practices for Social Media use.
   d. Monitor and measure Social Media, analyzing effectiveness and making recommendations to the department for continuous improvement.
   e. Respond to questions and inquiries within 24 business hours and flag concerns when appropriate.
   f. If an Account Manager cannot answer a question or inquiry, the Account Manager will direct the constituent to the correct department.
   g. Read and agree with the terms set forth in this policy. A signed copy needs to be filed by the IT department.

E. Implementation.

1. Ingham County departments that use Social Media shall have a communications strategy that aligns with Ingham County Policies and Procedures. The IT department will provide guidance for departments.

2. Departments must complete a SMAP that identifies all of the following criteria:

   a. Overall vision (*aspiration of a future state*) for Social Media strategy
   b. Why a specific Social Media application is the right fit
   c. Goals (*with specified outcomes*)
   d. Objectives (*specific steps that will be taken to meet goals*)
   e. Target audiences
   f. Customer Service plan – Detail customer service expectations and develop plan to ensure consistency.
   g. Resources and staff time needed
   h. Marketing and public outreach
   i. Last annual review
   j. Department Head approval
   k. Identity of an Account Manager
   l. Identity of an Alternate Account Manager
   m. What corrective action(s) will be taken upon discovery of an accidental, incorrect, or inappropriate post

3. Departments that already have Social Media accounts and pages must submit a SMAP within ninety (90) days of the approval of this policy by the Board of Commissioners.

4. Once the SMAP is completed, the IT department will evaluate requests for Social Media, and verify account managers.
5. If a department wishes to work with a vendor, agency, partner, stakeholder, and/or other government entity to promote services and engage in public outreach, the department must submit a Resolution for approval to the Board of Commissioners. Authorization forms are not to be used. Only County employees or registered vendors may manage Social Media pages on behalf of Ingham County departments due to security and compliance concerns.

F. Social Media Use.

1. Professional Use
   a. Only Account Managers may post content to Social Media pages on behalf of a department.
   b. Account Managers shall not disclose confidential or proprietary information acquired by way of your official position with the County. This restriction applies whether the information is disclosed on professional or personal Social Media accounts, or by any other method.
   c. Employees shall not use personal Social Media accounts for work purposes. This prohibition is necessary to facilitate compliance with public records laws and protect information on personal accounts from public disclosure.
   d. Employees should not work on Social Media after hours without prior approval. This is considered overtime and failure to obtain prior authorization may be cause for corrective action.
   e. Inappropriate use of Social Media in violation of this policy may be grounds for corrective action, including disciplinary action.

2. Personal Use
   a. Employees may access personal Social Media accounts at work for limited personal communications as long as it does not interfere with work tasks. Please refer to Ingham County’s Use of County Resources policy.
   b. Employees shall not use a County email address when using Social Media accounts in a personal capacity.
   c. Employees shall not release confidential information including but not limited to employee information, policies, labor relations, court rulings, investigations, or financial information on any personal media account.
   d. Employees shall not engage in any activity that may be suspicious or harmful to others or not in compliance with federal, state or local laws or Ingham Policies and Procedures.

G. Engaging with the Public.

1. Social media posts made on behalf of Ingham County shall not include any form of profanity, obscenity, or threatening language. Social Media posts shall not violate copyright or trademark restrictions. Inappropriate use of Social Media may be grounds for corrective action, including disciplinary action.
It is not appropriate to engage in arguments with members of the public who may be critical of your department. Comments or posts on Social Media sites can typically be seen by anyone and usually cannot be deleted.

Departments shall have an approved procedure to address offensive remarks on Social Media accounts to be included in their SMAP. Questions regarding the content of a comment or post, shall be directed to a manager, department head, or IT.

2. Social Media pages managed by Ingham County departments shall include a terms of use statement, such as, “Ingham County reserves the right to remove posts that include threatening language and those which violate a copyright, trademark, or the Terms of Service of this Social Media site.”

3. Ingham County welcomes dialogue with the public, however comments are subject to public disclosure laws and comments that violate the following will be taken down:
   a. Potentially libelous comments
   b. Obscene or explicit language
   c. Hateful or mean-spirited comments
   d. Personal attacks, insults, or threatening language
   e. Plagiarized material or material that violates intellectual property rights
   f. Private or personal information published without consent
   g. Commercial promotions or spam
   h. Comments that are off topic or that link to material that is off topic
   i. Comments that embed images from external sources

H. Public Records.

1. Content published on Social Media pages that relates to the conduct of government actions shall be retained and managed by departments in compliance with Ingham County records retention and State of Michigan recordkeeping requirements. Departments should set all privacy setting on Social Media pages to public.

   Social Media pages shall include a statement illustrating that all content may be subject to public disclosure.

2. Each comment, post, photo, and list of individuals connected to a Social Media networking site shall be considered as an open record. Social Media accounts used for County business, including personal accounts may be subject to the Freedom of Information Act (MCL 15.231 et seq.), even if the work was done on personal time and equipment.
I. Security.

1. Departments must practice appropriate password management. Passwords should always be kept private but Account Managers should also practice the following when considering Social Media passwords:

   a. Passwords must change every ninety (90) days and immediately after the password or Social Media site accessed has been, or is suspected of being, compromised. Passwords must also change immediately if Account Managers are removed as administrators or leave county employment.

   b. Once a password has changed, it is the duty of the Account Manager to immediately report it to IT.

   c. Do not use automated login options on Social Media pages such as the “Keep me logged in” feature. This is to prevent unauthorized access to County Social Media pages should a computer or digital device be compromised or stolen.

   d. Do not use a third-party program such as Last Pass to remember Ingham County Social Media passwords. Passwords shall always be available to the Account Manager, Alternative Account Manager, and IT.

   e. IT shall be contacted if additional security guidance is needed.

J. Social Media Tools.

1. Applications such as HootSuite, which is a desktop application that allows users to manage Social Media accounts such as Facebook, Twitter, and LinkedIn all in one place, called a dashboard, shall not combine professional and personal Social Media pages. This helps prevent accidental posting of personal information from official County Social Media pages.

   Employees who use desktop applications such as HootSuite to manage County Social Media pages, shall use an Ingham County email address and a password unique to the application.

2. Account Managers should use different mobile apps for professional and personal use of Social Media.

K. Disciplinary Action.

Employees found to have violated this policy may be subject to disciplinary action up to and including dismissal from employment pursuant to the County’s Policies and Procedures as well as, if applicable, may be subject to prosecution under federal or state laws.
Acknowledgement of Receipt

I, __________________, hereby acknowledge receipt of the Use of Social Media Policy from Ingham County on this ____ day of ________ and promise to abide by the Policies and Procedures set forth there as the Account Manager or Alternate Account Manager for Social Media for the __________________________ Department.

_________________________
Name

_________________________
Date