

CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
RYAN SEBOLT
MARK GREBNER
VICTOR CELENTINO
KARA HOPE
RANDY MAIVILLE
ROBIN NAEYAERT

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, MARCH 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 [March 6, 2018](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Farmland and Open Preservation Board – Resolution to Approve Farmland and Open Space Preservation Board’s Recommended Selection Criteria and [Application Cycle](#) for 2018
2. Facilities Department – Resolution to Authorize a Contract for the Installation of New Software for the [Galaxy System](#) Upgrade at the Veterans Memorial Courthouse and Grady Porter Building
3. Road Department
 - a. Resolution to Authorize an Amended 2018 [Capital Improvement Project Request Form](#)
 - b. Resolution to Authorize the Purchase of 2018 Seasonal Requirement of Emulsified [Asphalt](#)
 - c. Resolution to Authorize the Purchase of 2018 Seasonal Requirement of [Hot Mix Asphalt](#) Mixtures
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
 - e. Notice of [Emergency Purchase Order](#) for Winter Supply of Asphalt and Tac
4. Animal Control – [Fundraising](#) for new ICAC Shelter (*Information Item*)
5. Human Resources
 - a. Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program [Corrections Unit](#)
 - b. Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program [Law Enforcement Unit](#)
6. Controller’s Office – Resolution to Approve a [Social Media Policy](#)

7. Board of Commissioners
 - a. Resolution in Honor of the 2018 State [Arbor Day Celebration](#)
 - b. Resolution Honoring [Pamela Kreiner Moore](#) as the Recipient of the 2018 Lucile E. Belen Award

Announcements
Public Comment
Adjournment

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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
March 6, 2018
Draft Minutes

Members Present: Nolan, Sebolt, Grebner, Celentino, Hope, Naeyaert, and Maiville

Members Absent: None

Others Present: Prosecutor Carol Siemon, Matt Nordfjord, Steve Kwasnik, Chas Koop, Travis Parsons, Sally Auer, Rick Terrill, Becky Bennett, Tim Dolehanty, Liz Noel, Lindsey LaForte 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 February 20, 2018 Minutes

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE FEBRUARY 6, 2018 MINUTES OF THE COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Removed from the Agenda

None.

Limited Public Comment

Sally Auer, spoke as a representative of Brad Prehn from the UAW, stated that their bargaining committee was frustrated because they still did not have a physical copy of the contract and had been waiting to see a draft. She further stated that their members were getting eager and had a conference coming up, where they would like to share the contract.

Ms. Auer stated that the agenda item notable to her was Agenda Item No. 6b, in regard to the Health Coalition. She further stated that when the Health Coalition met last fall, the group decided as a whole to get together early this year and do more work toward an analysis of benchmarks and such.

Ms. Auer stated her concern that this item appeared to be dealing with something the Health Coalition would be interested in, and she suggested it should be convened and moved forward to discuss some of this and more.

Steve Kwasnik, ICEA Assistant Prosecuting Attorney's Division President, stated that he echoed Ms. Auer's concerns and frustration about contracts. He further stated that he has come before the Committee to publically support adding a new position for an additional Assistant Prosecuting Attorney (APA) on the Prosecutor's staff as they were inundated and the workload was only growing.

Mr. Kwasnik stated that he spoke with Prosecutor Carol Siemon and expressed that they would like to see this position fully funded and a union position as well. He further stated that the members of the ICEA APA Division would be introducing themselves to the Commissioners with an eye on the contract reopeners coming up next year.

Mr. Kwasnik stated that the APAs were woefully underpaid and they would like to bring that to the Board of Commissioner's attention, particularly noting the Hay Study, now defunct but supplying the most recent data, showed that the funding was not where it should be. He further stated that the public sector lawyers, which should be Level 19, were underpaid by \$10,000 at the 25th percentile and almost \$30,000 underpaid at the 50th percentile.

Mr. Kwasnik stated that the objective of the Hay Study was to look at positions difficult to fill, and they were all in the manager category, with the same type of contract with reopeners in the second and third years. He further stated that for some positions like Physician's Assistants were able to be reclassified, but the APAs were not classified so they were unable to go through a reclassification system, thus not able to be brought up to a wage would be fair.

Chas Koop, Assistant Prosecutor, stated this was not a job they went into for money, but they did ask that they be fairly compensated. He further stated that in the last two days at the District Court, he had handled over 48 cases, and by the end of the week, he would cover over 60 cases.

Mr. Koop stated that the Circuit Court APAs were often so busy, they were picking a jury for another case when their current case was in jury deliberations. He further stated that they had been expected to do more for less.

Mr. Koop read thank you emails from victims and noted the emails were sent late at night and on the weekends, to highlight reasons why they deserved just compensation.

Commissioner Grebner left the room and returned at 6:12 p.m.

Prosecutor Carol Siemon stated that the County had a commitment to maintain their employees well and also maintain their costs, and she wanted to make it known that she was in front of the Committee to support the unions' efforts for pay equity and workplace equality. She further stated that her 11 years as an APA helped her to understand that it was not just lack of pay, but the job took its toll in other ways such as long hours, intense work and that there was a lot of vicarious trauma in the nature of this work and she wanted wonderfully qualified people to continue to do this work.

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

2. Facilities Department
 - a. Resolution to Provide Professional Paving Design Services for the Asphalt Parking Lot
 - b. Resolution to Authorize Community Mental Health (CMH) to Utilize Unused Space at the Human Services Building

3. Road Department
 - a. Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of 29A Crushed Natural Aggregate
 - c. Resolution to Approve and Certify the Ingham County 2017 Public Road Mileage Report
 - d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

4. Animal Control – Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse

5. Fair Office
 - a. Resolution to Authorize a Part-Time Temporary Position at the Ingham County Fairgrounds
 - b. Notice of Emergency Purchase Order for Plumbing Work at the Ingham County Fairgrounds

6. Controller’s Office
 - c. Resolution to Authorize a Transition Overlap for the Financial Services Director Position

7. Human Resources
 - a. Resolution to Restore the Human Resources Specialist Position

8. Human Services Committee – Resolution to Authorize Release of Attorney/Client Privileged Communication

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Prosecuting Attorney’s Office – Resolution to Authorize the Expenditure of Funds to Hire an Assistant Prosecuting Attorney

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

Commissioner Grebner stated that the County did not have a lot of additional funds but had lots of places additional staff was needed. He further stated that it seemed that the Board of Commissioners only responded to that need when there was a crisis by adding a position, and then it became the base for the norm and the need never went away.

Prosecutor Siemon stated that she agreed with pretty much all of what Commissioner Grebner had said. She further stated that she would love to say this would be a short term position, but it was likely that it would not be.

Prosecutor Siemon stated that there was a backlog in cases and also an increase in numbers of people coming forward in sexual assault cases, so it was critical that the system responded well. She further stated that she was very cognizant of budget issues, and she did not want to be disrespectful of other units, but the Prosecutor's Office did need this.

Commissioner Maiville stated that he had heard Prosecutor Siemon express this need in the Law & Courts Committee meeting and was in support of this resolution. He further stated that it was needed, especially since more cases were being sent to the Prosecutor's Office from law enforcement.

THE MOTION CARRIED UNANIMOUSLY.

Prosecutor Siemon stated that the ultimate goal was to reduce the number of incidents of sexual assault, and then they would love to come back and say this position was no longer needed.

2. Road Department

- b. Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of 29A Slag

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

The resolution was amended as follows:

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid extension for the 2018 seasonal supply, and authorizes the purchase of Blast furnace slag on an as-needed, unit price per ton basis to— Yellow Rose Transport Inc., 3531 Busch Driver SW, Grandville, MI 49418, 29A Blast furnace slag at \$25.00 a ton, with an estimated quantity of 19,000 tons delivered to the Western, Eastern and Metro facilities.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

6. Controller's Office
 - a. Resolution to Authorize Participation and Funding for Booking/Holding Facility Feasibility Study

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

Commissioner Maiville asked what the storage needs were and where the County was with those needs. He stated that he thought this project was a good regional effort but he would like to know more about the section on storage.

Rick Terrill, Facilities Director, stated that his department was looking at central storage and electronic file storage for the County as a whole and for various departments. He further stated that they had done assessments at the Hilliard Building and Veterans Memorial Courthouse (VMC) to examine the rolling files because of their age, and spoke with Tim Dolehanty about combining systems.

Mr. Terrill stated he would put through a Capital Improvement Plan (CIP) for 2019 to get the immediate needs completed until the County was ready for a more thorough solution, possibly by having storage at the new justice complex.

Tim Dolehanty, Controller, stated that the proposal showed that the consultant would work to make this work for the County. He further stated that for storage, the County needed a climate controlled facility and that the Clerk might also favor a climate control facility for some of those records as well.

Discussion

Commissioner Grebner stated that he would like to broach the topic of a holding facility with the City of Lansing for 54A District Court, and he thought the County needed to think this through. He further stated that the City of Lansing would be in a financial crisis for the foreseeable future and it was important to structure agreements and the relationship to protect the County when the City could not contribute to the reimbursement.

THE MOTION CARRIED UNANIMOUSLY.

6. Controller's Office
 - b. Resolution to Authorize Participation and Funding for a Health Insurance Pool Feasibility Study

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

Commissioner Maiville asked Mr. Dolehanty to give the Health Coalition an explanation to put them at ease.

Mr. Dolehanty stated that the Health Coalition would be a part of this, but the County needed to take this step first. He further stated that this Multiple Employer Welfare Agreement (MEWA) would offer better coverage and options for County employees.

Mr. Dolehanty stated about nine counties were interested at this point. He further stated that this study would also help us with budgeting.

Chairperson Nolan asked if all of the entities would contribute to the cost of this study.

Mr. Dolehanty stated that every county had to have their own study per State and federal requirements, and everyone had to have this as a foundation before going through with the MEWA.

Chairperson Nolan asked how long the study would take and if the other studies had to happen before the County could bring this back to the Health Coalition.

Mr. Dolehanty stated that everyone would have to collect the data and that would take some time.

Commissioner Celentino asked about Lansing Community College's experience with joining a MEWA.

Mr. Dolehanty stated that he had met with LCC and they were in their second year and they had spoken extremely highly of the program. He further stated that previously, LCC had been in MESSA only, and now they had more programs with each bargaining unit having a base.

Mr. Dolehanty stated that LCC had employees were chipping in about 20%, which was similar to where the County was. He further stated that the large pool was beneficial and the County might not end up wanting to do it, but they needed the information first to decide.

Commissioner Grebner stated that historically, health care changed about every ten years. Se further stated the County needed to continue to adjust to operate well.

Chairperson Nolan asked Mr. Dolehanty to reach out to the Health Coalition and meet with them to explain what this study would do and what it meant for them.

Mr. Dolehanty stated he would meet with the Health Coalition.

THE MOTION CARRIED UNANIMOUSLY.

7. Human Resources
 - b. Collective Bargaining Update (Closed Session)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE AT 6:41 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING COLLECTIVE BARGAINING.

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

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOPE, TO RETURN TO OPEN SESSION AT APPROXIMATELY 6:59 P.M.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:00 p.m.

MARCH 20, 2018 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Farmland and Open Preservation Board** – *Resolution to Approve the Farmland and Open Space Preservation Board's Recommended Selection Criteria and Application Cycle for 2018*

The Farmland and Open Space Preservation Board (FOSPB) seeks approval of a resolution to approve the 2018 Farmland and Open Space Selection Criteria (scoring system) to rank landowner applications. The FOSPB recommended approval of the Selection Criteria for both the Farmland and Open Space Preservation programs.

2. **Facilities Department** – *Resolution to Authorize a Contract for the Installation of New Software for the Galaxy System Upgrade at the Veterans Memorial Courthouse and Grady Porter Building*

Galaxy System software in use at the Veterans Memorial Courthouse (VMC) and Grady Porter Building (GPB) provides security access control, unlocking doors and preventing unauthorized access. A needed upgrade will also provide access control to the north and south judicial hallway stairwell doors at VMC and access control for three doors within the Friend of the Court hearing room at GPB. The Facilities Department recommends approval of a resolution to upgrade this software platform at a total cost not to exceed \$14,750.

- 3a. **Road Department** – *Resolution to Authorize an Amended 2018 Capital Improvement Project Request Form*

The Road department recommends approval of a resolution to re-prioritize the adopted 2018 Capital Improvement Project Road Equipment List, based on current budget allocations, to provide more road work and to most efficiently utilize additional state road funding. No additional expenditures beyond the current existing \$500,000 budget line item for capital road equipment is proposed. Equipment purchases may be made through the MiDEAL state-wide purchasing program or by way of competitive bids consistent with the Purchasing Policy.

- 3b. **Road Department** – *Resolution to Authorize the Purchase of 2018 Seasonal Requirement of Emulsified Asphalt*

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends that the Board accept a bid and authorize purchase of HFRS 2-M, SS-1H and AE-90 asphalt emulsion on an as-needed, unit price basis from the Bit Mat of Michigan, Michigan Paving and Materials, Reith Riley and Asphalt Materials. Funding for this purchase was included in the 2018 Road Department Budget.

3c. Road Department – *Resolution to Authorize the Purchase of 2018 Seasonal Requirement of Hot Mix Asphalt Mixtures*

The Road Department annually purchases approximately 25,000 to 30,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy trucking furnished by the supplier, with a per hour rental rate, for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends acceptance of proposals from three RFP respondents (Michigan Paving & Materials, Reith Riley, and Superior Asphalt) to and to allow Road Department staff to authorize purchases according to their judgment as to which supplier is most advantageous based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

3d. 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 15 projects (see attachment for permit list).

3e. Road Department – *Notice of Emergency Purchase Order for Winter Supply of Asphalt and Tac*

An emergency purchase order was issued to Superior Asphalt in the amount of \$20,000 to purchase winter grade asphalt and tac for maintenance of potholes that formed as a result of an extreme weather event that occurred during the week of February 19. The combination of frost in the road and the warm but very wet weather resulted in extreme numbers of large potholes on an unstable/saturated road bed. 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.

4. Animal Control Department – *Fundraising for new ICAC Shelter* (Information item)

The Animal Control Director provided a memorandum that outlines purchases proposed through use of privately donated funds.

5a. Human Resources Department – *Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program Corrections Unit*

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

5b. Human Resources Department – *Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program Law Enforcement Unit*

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

6. 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.

7a. Board of Commissioners Office – *Resolution in Honor of the 2018 State Arbor Day Celebration*

A Resolution is offered to endorse Arbor Day and extend congratulations and best wishes to all of those involved in the 2018 State Arbor Day.

7b. Board of Commissioners Office – *Resolution Honoring Pamela Kreiner Moore as the Recipient of the 2018 Lucile E. Belen Award*

A resolution is offered to congratulate Pamela Kreiner Moore as the recipient of the 2018 Lucile E. Belen Award and to applaud Pam for her outstanding community service, commitment to volunteerism, and tireless efforts on behalf of Ingham County.

Agenda Item 1

TO: County Services Committee

FROM: Stacy Byers, Director FOSP Board

DATE: March 6, 2017

RE: RESOLUTION TO APPROVE RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2018 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVE THE FOSP BOARD TO HOST A 2018 APPLICATION CYCLE

Summary of Proposed Action:

This resolution approves the 2018 Farmland and Open Space Selection Criteria's (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the 2018 Selection Criteria's for both the Farmland and Open Space Preservation programs and approve the FOSP Board to host a 2018 Farmland and Open Space Preservation application cycle.

Financial Implications:

There will be future costs associated with a 2018 Farmland and Open Space Application Cycle, including, but not limited to, postage and mailings, newspaper announcement costs and staff time to assist with scoring and ranking applications. Once all Applications, both new and old, are scored and ranked the FOSP Board will recommend approval of the top ranked applicants by the Board of Commissioners. Those costs are included in the 2018 budget.

Introduced by the County Services Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS:

**RESOLUTION TO APPROVE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S
RECOMMENDED SELECTION CRITERIA AND APPLICATION CYCLE FOR 2018**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and natural land in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Preservation Ordinance in July 2004 and amended it in 2010 (10-99); and

WHEREAS, the Ingham County Farmland and Open Space Preservation Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland and Open Space Preservation Program; and

WHEREAS, Ingham County voters passed a millage of .14 mils in 2008 to fund purchases of agricultural conservation easements through the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, in the course of implementing the Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Selection Criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Ordinance requires that the Farmland and Open Space Selection Criteria's be approved by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2018 Farmland and Open Space Selection Criteria's developed by the Ingham County Farmland and Open Space Preservation Board as set forth in the Farmland and Open Space Preservation Ordinance passed July 27, 2004.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves The Ingham County Farmland and Open Space Preservation Board hosting a 2018 farmland and open space preservation application cycle.

Selection Criteria for Farmland Preservation Program 2018 Application Cycle

Tier I Criteria

I.	Agricultural Characteristics	55 points
II.	Development Pressure	43 points
III.	Additional Ag Protection Efforts	35 points
IV.	<u>Other Criteria</u>	<u>10 points</u>
V.	Total Points	153 points

I. AGRICULTURAL CHARACTERISTICS (55 POINTS)

1) Agricultural Productivity – Prime and Unique Soils

Maximum Points: 20

Prime and Unique Soils

Prime under all circumstances

20 points

Prime if adequately drained

15 points

Not prime or unique

0 points

*Example: 70% of parcel is prime under all circumstances (0.70 x 20 pts) = 14 points
30% of parcel is prime if adequately drained (0.30 x 15 pts) = 4.5 points
Total points = 18.5 points*

2) Size of Parcel (s)

Maximum Points: 15

Points for parcels between 15 and 200 acres are calculated by multiplying 0.1 times the parcel size. Any parcel above 150 acres receives 15 points. Parcels between 15 and 39.99 acres **must** be in specialty crop production. Parcels that are 0-14.99 acres receive 0 points. Parcels less than 40 acres will receive a zero for Size of Parcel, unless there is Additional Agricultural Income, in which case parcels 15 acres or more receive points.

Example: Parcel size is 150 acres: 150 x 0.1 = 15

Example: Parcel is 85 acres: 85 x 0.1 = 8.5

Example: Parcel is 350 acres: 350 x 0.1 = 35; 15 points, the maximum possible

Example: Parcel is 13 acres: (0 points for parcel less than 14.99 acres)

3) Additional Agricultural Income

Maximum Points: 15

Points will be awarded to operations that have “value-added” agriculture either through animal related production or through production of a specialty crop (crops other than corn, wheat, soybeans), or both, with total sales over \$5,000.00 annually.

Example: Parcel is integral to farm operation that produces a specialty crop, which grosses over \$15,000 annually. Total points = 15 points

4) Proximity to Existing Livestock Farms

Maximum Points: 5

A livestock operation for this purpose means a farm with more than 50 animal units (EPA definition: 1000 lbs = 1 unit)

- Parcel is contiguous to an existing livestock operation 5 points
- Parcel is located between 0.5 miles and 1 mile of an existing livestock operation 3 points
- Parcel is located further than 1 mile from an existing livestock operation 0 points

**Contiguous for this section means no other parcel is located between the parcels. Parcels separated only by a road are considered contiguous.*

II. DEVELOPMENT PRESSURE (43 POINTS)

5) Proximity to Existing Public Sanitary Sewer or Water, or Both

Maximum Points: 10

Linear (straight line) distance to existing, usable public sanitary sewer, or water services, or both, will result in the following scoring options:

- Less than one-half (1/2) mile from sewer or water 5 points
- One-half (1/2) mile or more but less than 1 mile 7 points
- One (1) mile or more but less than 2 miles 10 points
- Two (2) miles or more but less than 5 miles 5 points
- More than 5 miles 0 points

Example: Parcel is located 3 miles from existing sewer lines. Total points = 5 points.

6) Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, September 2005. Population Centers for the purposes of this criteria, include areas around Lansing, Mason, Williamston and Leslie

Maximum Points: 25

<i>Distance to Lansing</i>	<i>max points</i>	<i>25</i>	<i>Distance to Mason, Williamston, Leslie</i>	<i>max points</i>	<i>10</i>
<i>Farm is up to 1 mile from Lansing Pop</i>	<i>25</i>		<i>Farm is 1 mile, or within city boundary</i>	<i>10</i>	
<i>Farm is 1-2 miles from Pop Center</i>	<i>20</i>		<i>Farm is 1-2 Miles from Pop Center</i>	<i>8</i>	
<i>Farm is 2-3 miles from Pop Center</i>	<i>15</i>		<i>Farm is 2-3 miles from Pop Center</i>	<i>6</i>	
<i>Farm is 3-4 miles from Pop Center</i>	<i>10</i>		<i>Farm is 3-4 miles from Pop Center</i>	<i>4</i>	
<i>Farm is 4-5 miles from Pop Center</i>	<i>5</i>		<i>Farm is 4-5 miles from Pop Center</i>	<i>2</i>	
<i>More than 5 miles from Pop Center</i>	<i>0</i>		<i>More than 5 miles from Pop Center</i>	<i>0</i>	

Example: Farm is located 2 miles from Lansing Designated Population Center Total points = 20

Example: Farm is located 4 miles from City boundary of Mason Total points = 4

7) Road Frontage (paved or gravel)

Maximum Points: 8

Emphasis is placed on parcels with greater linear distance of road frontage, placing the farmland under a greater threat of fragmented development. Frontage can be gravel, paved, or both and must be adjacent to the subject parcel.

Road frontage of 5280 feet (1 mile) or more	8 points
Road frontage of 2640 feet (1/2 mile) to 5279 (just under 1 mile)	6 points
Road frontage of 1320 feet (1/4 mile) to 2639 (just under 1/2 mile)	4 points
Road frontage less than 1/4 mile	0 point

Example: Parcel has 1 mile of road frontage. Total points = 8 points

III. ADDITIONAL AGRICULTURAL PROTECTION EFFORTS
(35 POINTS)

8) Location to Protected Property

Maximum Points: 20

Parcel is near other private land which has been permanently protected from development through a conservation easement or deed restriction (development rights may have been purchased, transferred or donated). Linear distance is used from nearest farm boundary.

Parcel is adjacent to protected land	20 points
Parcel is not adjacent but within 1/2 mile of protected land	15 points
Parcel is not adjacent but within 1 mile of protected land	10 points
Parcel is not adjacent but within 2 miles of protected land	5 points

Example: Parcel is adjacent to property under a permanent conservation easement = 20 points

Note: Points are awarded regardless of last name of property owner(s). For example if three people with the same last name apply, each receives points for the block. There is no point penalty for block properties that happen to be owned by members of the same family.

9) Block Applications

Maximum Points: 15

Emphasis is placed on applications which consist of two more landowners who create a 150-acre or more block of contiguous farmland. Contiguous blocks of farmland have a greater potential for creating a long-term business environment for agriculture. Parcels included in a block application must be contiguous (touching but may be separated by a road). Each applicant in the block application will receive points for this section.

Two or more landowners apply together to create 1000 or more contiguous acres	15 points
Two or more landowners apply together to create 750 to 999 contiguous acres	10 points
Two or more landowners apply together to create 500 to 749 contiguous acres	8 points
Two or more landowners apply together to create 300 to 499 contiguous acres	6 points
Two or more landowners apply together to create 299 to 150 contiguous acres	5 points
Contiguous acreage of 149 acres or less	0 points

Example: Four landowners, with varying parcel acreage, submit a block-application of about 800 contiguous acres. (Each of the four landowners would receive 10 points for this section).

Note: If a parcel in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided they still wish to participate in the block application.

IV. OTHER CRITERIA (10 POINTS)

10) Additional Agricultural Characteristics

Maximum Points: 5

Additional agricultural characteristics are USDA certified organic farm or Centennial farm.

Parcel has one or more additional agricultural features 5 points

Parcel does not have an additional agricultural feature 0 points

11) Michigan Agricultural Environmental Assurance Program (MAEAP) Maximum Points: 5

Participation in the MAEAP demonstrates a commitment to environmental stewardship above and beyond a conservation plan. The State Agriculture Preservation Board has identified the MAEAP as a priority to providing matching funds. Farms verified under the MAEAP must show *verification* to receive points.

Farm is MAEAP verified 5 points

Farm is not MAEAP verified 0 points

TIER I: TOTAL POINTS POSSIBLE IS 143

Selection Criteria for **Open Space** Land Preservation Program
2018 Application Cycle

Tier I Criteria Sections

Ecological, scenic, geological criteria	78 points
Property size and location criteria	<u>65 points</u>
<i>Maximum Total Points</i>	<i>143 points</i>

I. ECOLOGICAL, SCENIC AND GEOLOGICAL CRITERIA (Maximum 78 POINTS)

- 1. Potential Conservation Area(s) (from the Greening Mid-Michigan Project) maximum points: 10**
- 1. High Potential 10 points**
 - 2. Medium Potential 8 points**
 - 3. Low Potential 6 points**

Example: parcel fall within a Medium Potential Conservation Area = 8 points

2. Water quality values

- 1. Riparian land maximum points: 10**

Property with a water frontage of 200 linear feet or greater receives 5 points. Points for a property with water frontage of less than 200 linear feet are: $5 \times \text{linear feet of water frontage}/200 = \text{points}$.

Example: parcel has 75 feet of water frontage on the Red Cedar River: $5 \times 75 = 375/200 = 1.875 \text{ points}$

- 2. Wetlands, including buffer area maximum points: 10**

Property that is 100% wetland receives 4 points. Points for a property with less than 100% wetland are: $4 \times \text{percent in wetland} = \text{points}$.

Example: 5 acres of an 40 acre parcel is wetland: $4 \times 12.5/100 (5/40 = 0.125) = 50/100 = 0.5 \text{ points}$

- 3. Aquifer recharge land maximum points: 10**

Property that is qualified by the MSU RS&GIS model as aquifer recharge land will receive points based on the following formula; $\text{Eight} \times \text{percent aquifer recharge land} = \text{points}$.

Example: 10 acres of a 20 acre parcel is aquifer recharge land: $8 \times 50/100 (10/20 = 0.50) = 400/100 = 4 \text{ points}$

3. Habitats

- 1. Forestland maximum points: 10**

Property that is 100% forest land receives 5 points. Points for a property with less than 100% forest land are: $5 \times \text{percent in forest land} = \text{points}$.

Example: 15 acres of a 20 acres parcel is wooded: $5 \times 75/100 (15/20 = 0.75) = 375/100 = 3.75 \text{ points}$

- 2. Others – grassland, shrub land, etc. maximum points: 10**

Property that is 100% in other types of natural habitat receives 3 points. Points for a property with less than 100% in other types of habitat are: $3 \times \text{percent in other types of habitat} = \text{points}$.

Example: 10 acres of a 15 acre parcel is grassland: $3 \times 66/100 (10/15 = 0.66) = 198/100 = 1.98 \text{ points}$

- 4. Rare species maximum points: 15**

- 1. State and federal threatened and endangered species on the property**

Up to 10 points may be given depending on rarity category; the higher the rarity category the more points given.

Example: Parcel has a Copperbelly water snake on the property: =10 points

- 5. Physically (geologically) significant features maximum points: 3**

Up to 3 points may be given. Example: property has a terminal marine.

II. PROPERTY SIZE and LOCATION CRITERIA (Maximum 65 points)

- 6. Parcel size maximum points: 20**

Parcels of 100 acres or greater receives 20 points. Points for a property of less than 100 acres are: $20 \times \text{acreage of parcel}/100 = \text{points}$.

Example: Parcel is 40 acres in size: $20 \times 40 = 1000/100 = 8 \text{ points}$

1.) Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, September 2005. Population Centers for the purposes of this criteria, include areas around Lansing, Mason, Williamston and Leslie
Maximum Points: 20

<i>Distance to Lansing</i> <i>max points</i> 20	<i>Distance to Mason, Williamston, Leslie</i> <i>max points</i> 10
<i>Property is up to 1 mile from Lansing Pop Center</i> 18	<i>Property is 1 mile, or within city boundary</i> 10
<i>Property is 1-2 miles from Pop Center</i> 16	<i>Property is 1-2 Miles from Pop Center</i> 8
<i>Property is 2-3 miles from Pop Center</i> 14	<i>Property is 2-3 miles from Pop Center</i> 6
<i>Property is 3-4 miles from Pop Center</i> 12	<i>Property is 3-4 miles from Pop Center</i> 4
<i>Property is 4-5 miles from Pop Center</i> 10	<i>Property is 4-5 miles from Pop Center</i> 2
<i>More than 5 miles from Pop Center</i> 0	<i>More than 5 miles from Pop Center</i> 0

Example: Property is located 2 miles from Lansing Designated Population Center Total points = 16

Example: Property is located 4 miles from City boundary of Mason Total points = 4

7. Location with respect to other protected property **maximum points: 10**

Permanently protected land is property with a conservation easement or a deed restriction that permanently prohibits development on the property. Linear distance is from nearest land boundaries.

- Property is adjacent to protected land 10 points
- Property is not adjacent but within 1/2 mile of protected land 8 points
- Property is not adjacent but within 1 mile of protected land 6 points
- Property is not adjacent but within 2 miles of protected land 4 points

Example: Parcel is within 1 mile of an already protected property = 6 points

8. Road frontage (paved or gravel) **maximum points: 2**

Road frontage of 1320 feet (1/4 mile) or greater receives 2 points. Points for road frontage of less than 1320 feet are: $2 \times \text{feet of road frontage}/1320 = \text{points}$.

Example: Parcel has 500 feet of road frontage: $2 \times 500 = 1000/1320 = 0.76 \text{ points}$

9. Block applications **maximum points: 3**

Properties applying in a block application must be contiguous (they may be separated by a road). Each applicant in the block application will receive the stated points.

Two or more landowners applying together and submitting 300 or more contiguous acres each receives 3 points. Points for two or more landowners submitting less than 300 acres are: $3 \times \text{number of contiguous acres submitted}/300 = \text{points}$.

Example: Parcel is applying with three other landowners to make a 450 acre block of land: $3 \times 450 = 1350/300 = 4.5$ therefore the points received are 3, the maximum.

Note: If only one property in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided the remaining landowners still wish to participate in the block application.

MAXIMUM TOTAL TIER I POINTS POSSIBLE – 143

Applicants note: Landowners who accept federal, state or local matching funds to protect their open space land may be selected for the program before landowners who do not accept such funds, regardless of their relative ranking based on the above “Selection Criteria for Protection of Open Space Land”.

Agenda Item 2

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

FROM: Rick Terrill, Facilities Director

DATE: March 6, 2018

SUBJECT: Resolution to authorize a contract for the installation of new software for the Galaxy System Upgrade at the Veterans Memorial Courthouse and Grady Porter Building
For the meeting agendas of: March 20 & March 21

BACKGROUND

The current software used for the Galaxy System at the VMC and GPB is in need of upgrading. The Galaxy System is the primary system for security access control, unlocking doors and preventing unauthorized access. This upgrade will provide access control to the North and South judicial hallway stairwell doors, on the second floor of the Veterans Memorial Courthouse, for a cost of \$7,834.80. It will also provide access control for three doors within the Friend of the Court hearing room, in the Grady Porter Building, for a cost of \$6,909.71. This upgrade also includes a new access control panel in the communications room.

ALTERNATIVES

There are no alternatives to this request as the Galaxy System is proprietary.

FINANCIAL IMPACT

Vidcom will perform this upgrade for a total cost of \$14,744.51.

Funds for the judicial hallway portion, in the Veterans Memorial Courthouse, are available in the 2018 approved CIP line item #595-30110-931000. Funds for the three Friend of the Court hearing room doors, in the Grady Porter Building, are available in the 2018 approved CIP line item #215-14200-979000.

OTHER CONSIDERATIONS

There are no other considerations for this contract.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of a contract with Vidcom Solutions for installation of new software for the Galaxy System upgrade at the Veterans Memorial Courthouse and Grady Porter Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZEA CONTRACT FOR THE INSTALLATION OF NEW SOFTWARE FOR THE GALAXY SYSTEM UPGRADE AT THE VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING

WHEREAS, the current software used for the Galaxy System at the VMC and GPB is in need of upgrading; and

WHEREAS, the Galaxy System is proprietary and the primary system for security access control, unlocking doors and preventing unauthorized access; and

WHEREAS, this upgrade will provide access control to the North and South judicial hallway stairwell doors, on the second floor of the VMC for a cost of \$7,834.80; and

WHEREAS, this upgrade will also provide access control for three doors within the Friend of the Court hearing room, in the Grady Porter Building, for a cost of \$6,909.71; and

WHEREAS, also included in this upgrade is a new access control panel in the communications room; and

WHEREAS, Vidcom Solutions will perform this upgrade for a total cost of \$14,744.51; and

WHEREAS, funds for the judicial hallway portion, in the Veterans Memorial Courthouse, are available in the 2018 approved CIP line item #595-30110-931000; and

WHEREAS, funds for the three Friend of the Court hearing room doors, in the Grady Porter Building, are available in the 2018 approved CIP line item #215-14200-979000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Vidcom Solutions, 15559 Old US-27, Lansing, Michigan 48906, for the installation of new software for the Galaxy System upgrade at the Veterans Memorial Courthouse and Grady Porter Building for a not to exceed total cost of \$14,744.51.

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

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director
Road Department

DATE: March 6, 2018

RE: Proposed Amendment to 2018 Capital Improvement Projects (CIP) Request Form
Road Equipment List for the Road Department

BACKGROUND:

The as-adopted 2018 Capital Improvement Projects (CIP) Budget Request Form for Road Equipment for the Road Department showed the purchase of 3 replacement tandem axle dump/plow trucks for a total estimated cost of \$500,000, which is equal to the 2018 Road Department as-adopted Budget line item for Capital Road Equipment.

The state has recently passed legislation to provide an additional \$175 million of state general fund revenue for road work to be distributed this spring to all road agencies per the general agency allocation formula of Michigan Public Act 51 of 1951. This will result in an estimated \$1.357 million additional state road funding for Ingham County Road Department in 2018. Although this additional state funding can only be used on additional road preservation and improvement, the Road department wishes to re-prioritize its as-adopted 2018 CIP Request Form for Road Equipment, based on current, as-adopted, 2018 budget, to provide more road work and to most efficiently utilize this additional state road funding on road preservation and improvement.

CURRENT REQUEST:

Given additional state road funding described above, and the Road department's updated road equipment needs assessment, the Road department requests and recommends updating the 2018 CIP Budget Request Form for Road Equipment per the attached, Amended CIP Request Form.

FINANCIAL IMPACT:

This request is only to re-prioritize the 2018 CIP Request Form for road equipment within the existing, as-adopted, 2018 budget line item for capital road equipment. Therefore at this time, no further expenditure than the 2018 existing \$500,000 budget line item for capital road equipment is proposed. Should additional carry-over or other revenue become available which the Road department recommends be used for additional road equipment, then this will be included in a future 2018 budget adjustment request and would be used to purchase additional road equipment per the attached, amended 2018 CIP road equipment list.

RECOMMENDATION:

Approval of the attached, proposed resolution to approve the attached Amended 2018 CIP Request Form as described above is recommended. Purchase of equipment per the attached CIP list will be made through the MiDEAL state-wide purchasing program for units available through this program, or per County Purchasing Policy for any units not available in MiDEAL. Bids received per competitive bidding for any equipment purchased under the County Purchasing process will be submitted for Board of Commissioners approval when received.

Introduced by the County Services & Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZAN AMENDED
2018 CAPITAL IMPROVEMENT PROJECT REQUEST FORM
FOR THE ROAD DEPARTMENT**

WHEREAS, The as-adopted 2018 Capital Improvement Projects (CIP) Budget Request Form for Road Equipment for the Road Department showed the purchase of 3 replacement tandem axle dump/plow trucks for a total estimated cost of \$500,000, which is equal to the 2018 Road Department as-adopted Budget line item for Capital Road Equipment; and

WHEREAS, The state has recently passed legislation to provide an additional \$175 million of state general fund revenue for road work to be distributed this spring to all road agencies per the general agency allocation formula of Michigan Public Act 51 of 1951, which will result in an estimated \$1.357 million additional state road funding for Ingham County Road Department in 2018; and

WHEREAS, Although this additional state funding can only be used on additional road preservation and improvement, the Road department recommends and requests to re-prioritize its as-adopted 2018 CIP Road Equipment List, based on current, as-adopted, 2018 budget, to provide more road work and to most efficiently utilize this additional state road funding on road preservation and improvement; and

WHEREAS, This request is only to re-prioritize the 2018 CIP Request Form for road equipment within the existing, as-adopted, 2018 budget line item for capital road equipment such that no further expenditure than the 2018 existing \$500,000 budget line item for capital road equipment is proposed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached, Amended 2018 CIP Request Form for Road Equipment for the Road Department.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the purchase of equipment per the attached, amended 2018 CIP Request Form through the MiDEAL state-wide purchasing program for units available through this program, with expenditure limited to the existing, as-adopted, 2018 Road department \$500,000 budget line item for capital road equipment, and consistent with this resolution.

2018 CAPITAL BUDGET REQUEST FORM—Amended

DEPARTMENT: Road

RANK	PROJECT NAME	QUANTITY	ESTIMATED COST	PROJECT TYPE	NEW/RENEW
1	Asphalt Emulsion Distributor Truck	1	\$230,000	F/E	New
2	Asphalt Roller	1	\$80,000	F/E	New
3	Street Sweeper Truck	1	\$160,000	F/E	Renew
4	Building & Grounds Utility Boxes Truck	1	\$30,000	F/E	Renew
5	Tandem Axle Dump/Plow Trucks	3	\$420,000 total	F/E	Renew
6	Asphalt Roller Trailer	1	\$14,000	F/E	New
7	Pick-up Truck	1	\$25,000	F/E	Renew
8	Crew Truck with Tool Boxes	1	\$40,000	F/E	Renew
9	4 Ton Hot Asphalt Patch Trailer	1	\$24,000	F/E	Renew
10	Topsoil Screen	1	\$14,000	F/E	New

	<u>2018</u>
ESTIMATED CAPITAL COST OF PROJECTS	\$1,037,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$1,037,000
SOURCES OF FUNDING (DESCRIBE)	
Road Fund—201 (MVH revenue). Per current, as-adopted, 2018 Budget line item for Road Equipment.	\$500,000
Current, as-adopted, 2018 budget covers items 1 through 4 listed above totaling \$500,000. Remaining items are listed for prioritization should a 2018 budget adjustment for additional road equipment be possible later in the year.	
TOTAL SOURCES	\$500,000

BRIEF DESCRIPTION OF PROJECTS:

Renew items are replacement of existing older vehicles of same type.
 New items are to expand capabilities for increased work and related services output

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: February 29, 2018

SUBJECT: ITB No.32-18: Emulsified Asphalts for the Road Department

The purpose of this correspondence is to support the attached resolution to purchase Emulsified Asphalts; HFRS-2M, SS-1H, Low Tracking Tac, AE-90 and CM-300 emulsions for the scheduled 2018 road maintenance program and various other road maintenance requirements. The 5 different types of Emulsions are designed to meet the various needs for building and repairing county roads.

The Ingham County Road Department annually purchases various types of emulsified asphalts for placement by Road Department crews in various road maintenance operations. The following are estimated quantities: SS-1H and Low Tracking Tac for asphalt pavement tac +/- 10,000 gallons each, HFRS-2M for chip-sealing +/- 600,000 gallons, AE-90 for spray-patching cracks and potholes +/- 10,000 gallons, CM-300 for on-site manufacturing of cold patch +/- 15,000 gallons.

All Emulsions shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Construction, tables 904-4 and 904-6 Emulsified Asphalts, and the ITB packet #32-18, Section 8.

The Road Department's adopted 2018 budget includes in controllable expenditures, funds for this and other maintenance material purchases.

Bids for HFRS-2M, Low Tracking Tac, SS-1H, AE-90 and CM-300 Emulsions were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #32-18, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HFRS-2M, SS-1H, AE-90, Low Tracking Tac and CM-300 emulsions on an as-needed, unit price per basis from:

1. Bit Mat of Michigan
 - HFRS-2M @ \$1.73 per a gallon
 - SS-1H @ \$1.50 per a gallon
 - Low Tracking Bond Coat @\$1.85 per a Gallon, plant pick-up
 - AE-90 @ \$1.50 per a gallon
2. Asphalt Materials,
 - CM-300 @ \$3.19 per a gallon
3. Reith Riley,
 - Low Tracking Bond Coat pickup price, within 30 miles of ICRD @ \$2.65 per a gallon

These emulsions are a blend of liquid asphalt, emulsifiers and water. These mixtures have been known to fail to meet specifications if not managed correctly and the Road Department has to perform several quality control inspections daily to confirm the quality of the product. In the event the awarded providers emulsions fail to meet the required specifications or are unable to provide material when and where requested. We have requested secondary providers be approved as needed.

1. Asphalt Materials Inc. as a secondary supplier for,
HFRS-2M @ \$1.74 per a gallon
2. Michigan Paving & Materials as a secondary supplier for,
SS-1H @ \$1.75 per a gallon
HFRS-2M @ \$1.75 per a gallon
AE-90 (AMS Seal SP) @ \$1.90per a gallon.

The decision to where the Emulsions will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for the County, with preference based on lowest qualifying bid unit price and a quantity not to exceed \$1,200,000; and

Therefore approval of the attached resolution is recommended to authorize purchase of the Road Department's 2018 seasonal supply of emulsions.

TO: Tom Gamez, Director of Operations ICRD
FROM: James Hudgins, Director of Purchasing
DATE: February 26, 2018
RE: Memorandum of performance for ITB No. 32-18 Emulsified Asphalts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2018 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	12
Vendors responding	4	1

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

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

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

SUMMARY OF VENDOR COSTS

Vendor	Emulsified Asphalt Designation:	Plant Pickup or Delivery to Job Site:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:	PUG MILL MOBILIZATION COST	COLD PATCH PRODUCTION COST/TON	Freight Cost
THE KLINK GROUP BIT-MAT Location: Indiana Timestamp: 02/20/18 AM 11:39 PUR	SS-1H	F.O.B. Plant Pickup	N/A	\$1.50	5,000 (±) Gallons	\$7,500.00	Bay City, MI	NO BID	NO BID	NO BID
	Low-Tracking Bond Coat	F.O.B. Plant Pickup	N/A	\$1.85	10,000 (±) Gallons	\$18,500.00	Bay City, MI			
	Low-Tracking Bond Coat	F.O.B. Site Pickup, within 30 Miles of Icrd	N/A	NO BID	10,000 (±) Gallons	N/A				
	HFRS-2M	F.O.B. Delivery to Job Site	\$92.00/hr after 3 free hours	\$1.73	600,000 (±) Gallons	\$1,038,000.00	Bay City, MI			
	AE-90	F.O.B. Plant Pickup	N/A	\$1.50	10,000 (±) Gallons	\$15,000.00	Bay City, MI			
	CM-300 (or Qualified Equivalent)	F.O.B. delivery to Metro Garage	N/A	NO BID	15,000 (±) Gallons	N/A				
Vendor APHALT MATERIALS Location: OHIO Timestamp: 02/21/18 AM 9:54 PUR	Emulsified Asphalt Designation:	Plant Pickup or Delivery to Job Site:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:	PUG MILL MOBILIZATION COST	COLD PATCH PRODUCTION COST/TON	Freight Cost
	SS-1H	F.O.B. Plant Pickup	N/A	NO BID	5,000 (±) Gallons	N/A		\$900.00	\$3.00	1-1/2 times rate
	Low-Tracking Bond Coat	F.O.B. Plant Pickup	N/A	NO BID	10,000 (±) Gallons	N/A				
	Low-Tracking Bond Coat	F.O.B. Site Pickup, within 30 Miles of Icrd	N/A	NO BID	10,000 (±) Gallons	N/A				
	HFRS-2M	F.O.B. Delivery to Job Site	\$110.00/hr	\$1.74	600,000 (±) Gallons	\$1,044,000.00	Oregon, OH			
	AE-90	F.O.B. Plant Pickup	N/A	NO BID	10,000 (±) Gallons	N/A				
CM-300 (or Qualified Equivalent)	F.O.B. delivery to Metro Garage	N/A	\$3.19	15,000 (±) Gallons	\$47,850.00	Oregon, OH				

SUMMARY OF VENDOR COSTS

Vendor	Emulsified Asphalt Designation:	Plant Pickup or Delivery to Job Site:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:	PUG MILL MOBILIZATION COST	COLD PATCH PRODUCTION COST/TON	Freight Cost
Michigan Paving & Mtls Location: Lansing, Clinton County Timestamp: 02/22/18 AM 9:39 PUR	SS-1H	F.O.B. Plant Pickup	N/A	\$1.75	5,000 (±) Gallons	\$8,750.00	Monroe/Alma	NO BID	NO BID	NO BID
	Low-Tracking Bond Coat	F.O.B. Plant Pickup	N/A	NO BID	10,000 (±) Gallons	N/A				
	Low-Tracking Bond Coat	F.O.B. Site Pickup, within 30 Miles of Icrd	N/A	NO BID	10,000 (±) Gallons	N/A				
	HFRS-2M	F.O.B. Delivery to Job Site	\$90.00/hr	\$1.75	600,000 (±) Gallons	\$1,050,000.00	Monroe/Alma			
	AE-90 (Am Seal SP)	F.O.B. Plant Pickup	N/A	\$1.90	10,000 (±) Gallons	\$19,000.00	Monroe/Alma			
	CM-300 (or Qualified Equivalent)	F.O.B. delivery to Metro Garage	N/A	NO BID	15,000 (±) Gallons	N/A				
Vendor	Emulsified Asphalt Designation:	Plant Pickup or Delivery to Job Site:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:	PUG MILL MOBILIZATION COST	COLD PATCH PRODUCTION COST/TON	Freight Cost
Rieth-Riley Location: Mason, Ingham County Timestamp: 02/22/18 AM 10:45 PUR	SS-1H	F.O.B. Plant Pickup	N/A	NO BID	5,000 (±) Gallons	N/A		NO BID	NO BID	NO BID
	Low-Tracking Bond Coat	F.O.B. Plant Pickup	N/A	NO BID	10,000 (±) Gallons	N/A				
	Low-Tracking Bond Coat	F.O.B. Site Pickup, within 30 Miles of Icrd	N/A	\$2.65	10,000 (±) Gallons	\$26,500.00	4150 Creyts Rd Lansing, MI			
	HFRS-2M	F.O.B. Delivery to Job Site	N/A	NO BID	600,000 (±) Gallons	N/A				
	AE-90	F.O.B. Plant Pickup	N/A	NO BID	10,000 (±) Gallons	N/A				
	CM-300 (or Qualified Equivalent)	F.O.B. delivery to Metro Garage	N/A	NO BID	15,000 (±) Gallons	N/A				

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF 2018 SEASONAL REQUIREMENT OF EMULSIFIED ASPHALT

WHEREAS, the Ingham County Road Department annually purchases various types of emulsified asphalts for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The following are estimated quantities: 5,000 gallons of SS-1H for asphalt pavement tac, 600,000 gallons of HFRS-2M for chip-sealing, 10,000 gallons of AE-90 for spray-patching, 10,000 gallons of Low Tracking Tac and 15,000 gallons of CM-300 for on-site manufacturing of cold patch; and

WHEREAS, the Road Department adopted 2018 budget included in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with various emulsion purchases from 4 vendors, based on availability of required material and location, with preference based on lowest qualifying bid unit price and a quantity not to exceed \$1,200,000; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #32-18, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase the HFRS-2M, SS-1H, Low Track Tac and AE-90 emulsions on an as-needed, unit price basis from Bit Mat of Michigan, based on their lowest qualified bids; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #32-18, and it is their recommendation, with the concurrence of Road Department staff, to award the Low Tracking Tac within 30 miles of ICRD, to Reith Riley of Lansing, Michigan; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #32-18, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase CM-300 asphalt emulsions delivered, on an as-needed, unit price basis from Asphalt Materials Inc.; and

WHEREAS, to award as secondary providers Asphalt Materials Inc. and Michigan Paving & Materials for HFRS-2M, SS-1H and AE-90, in the event the awarded lowest bid providers emulsions fail to meet the required specifications or are unable to provide materials when requested.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of these various types of emulsified asphalts on an as-needed, unit price basis from the Bit Mat of Michigan, Michigan Paving and Materials, Reith Riley and Asphalt Materials based on their qualified bids and/or availability of specified emulsions.

BE IT FURTHER RESOLVED, the Purchasing Department and the Road Department are hereby authorized to execute purchase orders accordingly with Bit Mat of Michigan, Michigan Paving and Materials, Reith Riley and Asphalt Materials Inc., for purchasing of emulsified asphalts as needed and budgeted, on behalf of the County.

Agenda Item 3c

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: February 29, 2018

SUBJECT: ITB No.31-18: Hot Mix Asphalt (HMA) Mixtures with trucking services.

The Road Department annually purchases approximately 45,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy and Quad axle trucking furnished by the supplier with a per hour rental rate.

The Hot Mix Asphalt (HMA) shall meet or exceeds the specifications from the HMA Production Manual, Marshall HMA mixture according to the “Special Provision for Marshall Hot Mix Asphalt Mixtures”, The 2012 MDOT Standard Specifications for Construction, Section 501, and the ITB packet #31-18, Section 8.

The purpose of this correspondence is to support the attached resolution to purchase 13A, 13A Top and 36A HMA for the scheduled 2018 HMA maintenance program and various other road maintenance agreements. The 3 different types of HMA are designed to meet the various needs for building and repairing county roads, by Road Department staff in various road maintenance operations.

The Road Department’s adopted 2018 budget included in controllable expenditures, funds for this and other maintenance material purchases.

Bids for 13A, 13A top and 36A HMA were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #31-18, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 13A, 13A top, 36A HMA on an as-needed, unit price per ton basis from all 3 vendors.

1. Reith Riley

13A @ \$35.84 per ton,

13A Top @ \$39.99 per ton,

36A @ \$38.49 per a ton

The provided Flowboy trucking rental rate is \$150.00 per an hour

The provided Quad axle trucking rental rate is \$115.00 per an hour

2. Michigan Paving & Materials

13A @ \$38.00 per a ton

13A Top @ \$39.00 per ton

36A @ \$ 39.00 per ton

The provided Flowboy trucking rental rate is \$150.00 per an hour

3. Superior Asphalt

13A @ \$43.00 per ton

13A Top @ \$45.00 per ton

36A @ \$45.00 per a ton

The provided Flowboy trucking rental rate is \$150.00 per an hour

The provided Quad axle trucking rental rate is \$105.00 per an hour

The decision to where the HMA will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$2,000,000; and

Therefore approval of the attached resolution is recommended to authorize purchase of the Road Department's 2018 seasonal supply of HMA, with the option to hire Flowboy and Quad axle trucking services.

TO: Tom Gamez, Director of Operations ICRD

FROM: James Hudgins, Director of Purchasing

DATE: February 26, 2018

RE: Memorandum of performance for RFP No. 31-18: Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2018 seasonal requirement of Hot Mix Asphalt (HMA) Mixtures No. 13A, 13A Top and No. 36A to the Ingham County Road Department. The County also sought bids for the purpose of furnishing flow boys or quad axle trucks including driver and trucking services to the Road Department crews on jobsites.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as it was determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	12
Vendors responding	3	1

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

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

SUMMARY OF VENDOR'S COSTS

Vendor Name: SUPERIOR ASPAHLT					
Location: LANSING, EATON COUNTY					
Description of Item	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	18,000 (+ or -)	\$43.00	\$774,000.00	3888 South Canal Rd. Lansing, MI 48917
HMA 13A Top	Ton	10,000 (+ or -)	\$45.00	\$450,000.00	3888 South Canal Rd. Lansing, MI 48917
HMA 36A	Ton	18,000 (+ or -)	\$45.00	\$810,000.00	3888 South Canal Rd. Lansing, MI 48917
Batch Plant 36A (winter mix)	Ton	150 (+ or -)	\$125.00	\$18,750.00	3888 South Canal Rd. Lansing, MI 48917
Flow Boy & Driver Trucking Rental Rate/Hour	Rate/Hr		\$150.00		
Quad Axle & Driver Trucking Rental Rate/Hour	Rate/Hr		\$105.00		
How far in advance does the flow boy/quad axle need to be requested (hours)	Number of Hours		72		
TOTAL PRICE				\$2,052,750.00	

Vendor Name: Michigan Paving & Materials					
Location: Lansing, Clinton County					
Description of Item	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	18,000 (+ or -)	\$38.00	\$684,000.00	16777 Wood St. Lansing, MI
HMA 13A Top	Ton	10,000 (+ or -)	\$39.00	\$390,000.00	16777 Wood St. Lansing, MI
HMA 36A	Ton	18,000 (+ or -)	\$39.00	\$702,000.00	16777 Wood St. Lansing, MI
Batch Plant 36A (winter mix)	Ton	150 (+ or -)	N/A	N/A	
Flow Boy & Driver Trucking Rental Rate/Hour	Rate/Hr		\$150.00		
Quad Axle & Driver Trucking Rental Rate/Hour	Rate/Hr		N/A		
How far in advance does the flow boy/quad axle need to be requested (hours)	Number of Hours		48		
TOTAL PRICE				\$1,776,000.00	

Vendor Name: Rieth-Riley Construction					
Location: Mason, Ingham County					
Description of Item	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	18,000 (+ or -)	\$35.84	\$645,120.00	Mason/Lansing
HMA 13A Top	Ton	10,000 (+ or -)	\$39.99	\$399,900.00	Mason/Lansing
HMA 36A	Ton	18,000 (+ or -)	\$38.49	\$692,820.00	Mason/Lansing
Batch Plant 36A (winter mix)	Ton	150 (+ or -)	NA		
Flow Boy & Driver Trucking Rental Rate/Hour	Rate/Hr		\$150.00		
Quad Axle & Driver Trucking Rental Rate/Hour	Rate/Hr		\$115.00		
How far in advance does the flow boy/quad axle need to be requested (hours)	Number of Hours		18		
TOTAL PRICE				\$1,737,840.00	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
2018 SEASONAL REQUIREMENT OF HOT MIX ASPHALT MIXTURES**

WHEREAS, the Road Department annually purchases approximately 45,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures 13A, 13A Top, 36A, with assistants by the supplier with furnished Flowboy and Quad axle trucking, for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Road Department's adopted 2018 budget included in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with HMA purchases from the 3 vendors, based on availability of required material and location, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$2,000,000; and

WHEREAS, bids for maintenance HMA and related trucking by the asphalt suppliers were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #31-18, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HMA on an as-needed, unit price per ton basis from all 3 responding bidders; Michigan Paving & Materials, Reith Riley, and Superior Asphalt (pricing is included on the bid tab portion of the attached summary) with trucking provided at a cost when requested by ICRD staff and to award bid and purchase on an as-needed, unit price per ton basis; and

WHEREAS, This decision will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of HMA, with furnished trucking on an as-needed, unit price per ton and on an hour trucking rental rate basis from all three respondents to RFP #31-18. Purchases will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase HMA as needed and budgeted.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the 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 March 6, 2018 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: March 6, 2018

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2018-102	COMCAST	CABLE / UG	HOLLOWBROOK DR & MOCKINGBIRD LN	DELHI	20
2018-103	AT & T	CABLE / UG	PINE TREE RD & LEGACY PKWY	DELHI	1
2018-104	MERIDIAN TOWNSHIP	WATERMAIN	EASTWAY DR & FAIRLANE DR	MERIDIAN	29
2018-105	NOFZIGER TRUCKING LLC	AGRICULTURAL MULTIPLE MOVE	VARIOUS	VARIOUS	
2018-106	RJS TRANSPORT LLC	AGRICULTURAL MULTIPLE MOVE	VARIOUS	VARIOUS	
2018-107	CALEDONIA FARMERS ELEVATOR	AGRICULTURAL MULTIPLE MOVE	VARIOUS	VARIOUS	
2018-108	CONSUMERS ENERGY	GAS	RUTHERFORD AVE & SMITHFIELD AVE	MERIDIAN	6
2018-109	GREENLEE MILK HAULING	HAUL ROUTE/MILK	VARIOUS	VARIOUS	
2018-110	AT & T	CABLE / UG	EDEN RD & KIPP RD	VEVAY	16
2018-111	ACD.NET	CABLE / UG	OKEMOS RD & KENT ST	MERIDIAN	21
2018-112	MEADOWVIEW FARMS	AGRICULTURAL MULTIPLE MOVE	VARIOUS	VARIOUS	
2018-113	KEISER TRUCKING LLC	AGRICULTURAL MULTIPLE MOVE	VARIOUS	VARIOUS	
2018-114	GANTZ TRUCKING LLC	HAUL ROUTE/MILK	VARIOUS	VARIOUS	
2018-119	CONSUMERS ENERGY	ELECTRIC / UG	POWELL RD & TIHART RD	MERIDIAN	22
2018-121	MERIDIAN TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	OKEMOS RD & KINAWA DR (VARIOUS)	MERIDIAN	

MANAGING DIRECTOR: _____

TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations, Road Department

DATE: February 28, 2018

SUBJECT: Emergency PO request, winter supply of Asphalt and Tac for the Road Department

The purpose of this correspondence is to request approval for an emergency PO, for purchasing winter grade asphalt and tac for maintenance of potholes from the extreme weather event, the week of 2-19-2018.

The perfect storm hit our road system the week of 2-19-18. The combination of frost in the road and the warm but very wet weather has resulted in an extreme numbers of large potholes on an unstable/saturated road bed. Traditional cold patch would not stay in the larger potholes as traffic would push the material out of the patched pot holes. The ICRD made the transition to a Winter Asphalt Mix for safety concerns and to prevent any further damage to our roads and vehicles traveling Ingham County.

Ordering and applying Asphalt out of season can be very expensive, the cost of materials and the labor involved to apply asphalt can triple the normal cost in the summer months. The ICRD tries to avoid ordering asphalt out of season because of these high cost involved. The ICRD believe purchasing asphalt for the current extreme pothole conditions, is the safest solution for our roads and the public.

The ICRD contacted the local asphalt plants, requesting asphalt. Superior Asphalt was the only local provider making limited quantities of asphalt. The winter grade asphalt from Superior Asphalt will cost the ICRD \$135 per a ton and the Tac is \$35 per a 5 gallon bucket. I believe the ICRD will need to purchase \$20,000 in Superior Asphalts products before we have the roads back to a stable and safe condition.

The Road Department's adopted 2018 Maintenance budget includes funds for this and other maintenance materials.

This emergency PO request has also been approved by the Purchasing Department Director and County Controller subject to approval of County Services and Finance Committee approval per the emergency purchase procedure.

Therefore approval to purchase winter grade Asphalt and Tac from Superior Asphalt 3888 S. Canal Road, Lansing Michigan 48917 for the 2018 spring pothole season is requested, with a cost up to \$20,000.

Agenda Item 4

To: County Services Committee

From: John Dinon – ICACS Director

Date: 6 March 2018 (for the meeting of 20 March 18)

Re: Fundraising for new ICAC Shelter – information only, no action needed

Although the new Ingham County Animal Shelter will be primarily funded through the Animal Control millage that passed in 2016, the Ingham County Animal Shelter Fund – the 501c3 charity that supports ICACS – has committed to raising \$300,000 towards the project. ASF has begun the quiet phase of a capital campaign, primarily working with previous donors. ASF and ICACS plan to kick off the public phase of the capital campaign with an open house and press conference at the shelter, 1:00 to 3:00 on Saturday, March 24. The capital campaign will educate citizens about details of the new project including building specifics, location and construction timeline in addition to generating funds for the new shelter.

Money raised by ASF will be used to purchase equipment currently not on the project budget including:

- x-ray equipment
- 2 Surgery lights
- 1 exam room light
- 1 Surgery table (v-top electric lift)
- 1 Anesthesia machine
- Medical gas/scavenger system
- Tables and chairs for community room
- Laundry/food delivery carts
- Display monitor for lobby
- 4 under counter refrigerators (1 for volunteer room and 3 for veterinary use)

ICACS is also pursuing grant funding towards this equipment.

Ingham County voters, the Board of Commissioners and other County leadership and donors contributing over \$500 to the project will be acknowledged on a plaque in the new shelter's adoption lobby. Donor acknowledgement will be paid for with raised money, not millage generated funds.

Agenda Item 5a

Economic highlights of the tentative agreement include the following:

- Contract Duration: Date of BOC approval thru December 31, 2020
- Salaries (Article 35):
 - Effective upon approval by the BOC – 1% wage increase applied to the current 2017 Salary Table
 - 2019 0% wage increase, Reopener - Wage re-opener to take effect on or after January 1, 2019
 - 2020 0% wage increase, Reopener – Wage re-opener to take effect on or after January 1, 2020
- Overtime and Premium Pay (Article 25):
Section C, 1 – increase compensatory time max to 80 hours
- Uniforms and Clothing (Article 29):
Add Section 6. Equipment Allowance - Each year Corrections Deputies will receive a two hundred fifty dollar (\$250.00) equipment allowance.
- Hospitalization – Medical Coverage (Article 39):
Incorporate changes as provided by the Health Cost Containment Committee and approved by the Board of Commissioner
- Vision (Article 40):
Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioner
- Dental Insurance (Article 41):
Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioner

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE CAPITAL CITY LABOR PROGRAM, INC – CORRECTION UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the CCLP - Corrections Unit 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 Capital City Labor Program, Inc. 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.

Agenda Item 5b

Economic highlights of the tentative agreement include the following:

- Contract Duration: Date of BOC approval thru December 31, 2020
- Salary Schedules (Article 23):
 - Effective January 1, 2018 – 1% wage increase applied to the current 2017 Salary Table
 - 2019 1% wage increase, Reopener - Wage re-opener to take effect on or after January 1, 2019
 - 2020 1% wage increase, Reopener – Wage re-opener to take effect on or after January 1, 2020
- Overtime and Premium Pay (Article 19):
Section 3 – increase compensatory time max to 80 hours
- Uniforms and Clothing (Article 27):
Add Section 7. Equipment Allowance - Each year Deputies will receive a two hundred fifty dollar (\$250.00) equipment allowance.
- Hospitalization – Medical Coverage (Article 34):
Incorporate changes as provided by the Health Cost Containment Committee and approved by the Board of Commissioner
- Dental Insurance (Article 35):
Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioner
- Vision (Article 36):
Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioner

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE CAPITAL CITY LABOR PROGRAM, INC – LAW ENFORCEMENT UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the CCLP – Law Enforcement Unit 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 Capital City Labor Program, Inc. 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.

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.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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.

Policy No. ###

Use of Social Media

Approved:
Resolution No. 18-###

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 on 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. Employees shall direct such activity to work accounts.
 - 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.
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. While using County resources, employees shall not engage in any activity t 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.

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 under Ingham County control 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 and applicable collective bargaining agreements, and, if applicable, may be subject to prosecution under federal or state laws.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN HONOR OF THE 2018 STATE ARBOR DAY CELEBRATION

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wish to recognize the outstanding efforts of all involved with the success of Arbor Day including the Michigan Arbor Day Alliance, Michigan Forestry and Park Association, the Michigan Department of Natural Resources Forest, Mineral and Fire Management Division, City of Lansing's Parks & Recreation and Forestry Division; and

WHEREAS, the 2018 State Arbor Day Celebration will take place Friday, April 27, 2018 at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2018 State Arbor Day.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING PAMELA KREINER MOORE
AS THE RECIPIENT OF THE 2018 LUCILE E. BELEN AWARD**

WHEREAS, the Ingham County Women's Commission presents the Lucile E. Belen Award to Pamela Kreiner Moore; and

WHEREAS, Pam was nominated for her strong sense of responsibility while serving her community; and

WHEREAS, as a member, and chair, of the Ingham County Women's Commission she worked enthusiastically to revitalize the Women's Commission by gathering information on current topics and regularly advising the County Commissioners on matters of importance to the women and families of Ingham County; and

WHEREAS, her efforts on the Commission, as well as her participation in a statewide task force, impacted the local and statewide response to human trafficking; and

WHEREAS, through her leadership on the Commission, Pam also helped to address the needs of children with autism, Native American students, and much more; and

WHEREAS, Pam is also a regular member of "Lunch with a Purpose" whose mission is "changing the world one hour at a time" by volunteering with organizations that assist those in need; and

WHEREAS, she also works full time for the Board of Water and Light, was recently married, manages a very active blended family, and juggles work, family, and community service with finesse and humor; and

WHEREAS, the Ingham County Women's Commission created the Lucile E. Belen Award to help recognize women from Ingham County who do extraordinary things; and

WHEREAS, women strengthen our community every day in various ways and go unnoticed; and

WHEREAS, this award creates an opportunity to shine a spotlight on those who have had a positive impact in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Pamela Kreiner Moore as the recipient of the 2018 Lucile E. Belen Award and joins the Ingham County Women's Commission in applauding Pam for her outstanding community service, commitment to volunteerism, and tireless efforts on behalf of Ingham County.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Pam and best wishes for continued success in all of her future endeavors.