THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JULY 16, 2019 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 June 18, 2019 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Potter Park Zoo Board – Interviews

2. Circuit Court – Resolution to Authorize a New Contract with MGT of America Consulting, LLC for the Preparation of a County Wide Cost Allocation Plan

3. Prosecuting Attorney’s Office – Authorization to Start a Managerial Employee Above Step 2

4. Innovation and Technology Department
   a. Resolution to Revise the Ingham County Cell Phone Policy
   b. Resolution to Approve a Change in the Outbound Access Number for County Phone System (Discussion)

5. Road Department
   a. Resolution to Approve Local Road Agreements with Ingham, Locke, Onondaga, and White Oak Townships
   b. Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville
   c. Resolution to Update the Ingham County Road Department Permit Fee Structure
   d. Resolution to Retain As-Needed Engineering Design Services for 2019-2021
   e. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

6. Facilities Department
   a. Resolution to Authorize an Agreement with Safety Systems Inc. for Installation of an Additional Temperature Sensor and for Annual Alarm Monitoring Services at the Human Services Building
   b. Notice of Emergency Purchase Order for UPCM Tracer Summit Controller Replacement
7. **Health Department** – Resolution to Authorize Amendment # 4 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services

8. **Controller’s Office** – Quarterly Settlement of Claims Report

Announcements

Public Comment

Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
June 18, 2019
Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:02 p.m.), Maiville, Naeyaert, Sebolt, and Stivers.

Members Absent: None.

Others Present: Treasurer Eric Schertzing, Linda Vail, Anne Scott, Matt Nordfjord, Bill Conklin, Rick Terrill, Sue Graham, Jared Cypher, Becky Bennett, Jasmine Brown-Moreland, Angela Neaver’a Hill, Beth Foster, and others.

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

Approval of the June 4, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE MINUTES OF THE JUNE 4, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

Substitutes –

5. Road Department
   c. Resolution to Authorize Three Two New Positions and Reclassifying One Six Existing Positions for the Road Department

5. Road Department
   d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department (as amended during the June 18, 2019 Roadways Subcommittee meeting)

7. Controller’s Office
   a. Resolution to Update the 2018 – 2022 Strategic Plan and Action Plan

Limited Public Comment

None.

Commissioner Koenig arrived at 6:02 p.m.
MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Treasurer’s Office – Resolution to Utilize the County’s Option to Acquire Tax Foreclosed Property

3. Drain Commissioner – Resolution Pledging Full Faith and Credit to Grovenburg Farms Branch of the Melkvik Drain Drainage District Bonds

4. Facilities Department
   a. Notice of Emergency Purchase Order for the Youth Center Washing Machine Replacement
   b. Resolution to Authorize a Purchase Order to T.H. Eifert LLC to Furnish and Install Three New Drinking Fountains at the Human Services Building
   c. Resolution to Authorize an Agreement with Moore Trosper Construction Co. for the Renovations at Forest Community Health Center

5. Road Department
   a. Resolution to Approve Local Road Agreements with Alaiedon, Aurelius, Bunker Hill, Leroy, Leslie, Meridian, Vevay, Wheatfield, and Williamstown Townships, and City of Lansing
   b. Resolution to Authorize an Agreement for Architectural Design and Engineering Services for the Road Department’s Western Garage Roof
   c. Resolution to Authorize Three Two New Positions and Reclassifying One Six Existing Positions for the Road Department
   d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department (as amended during the June 18, 2019 Roadways Subcommittee meeting)

7. Controller’s Office
   a. Resolution to Update the 2018 – 2022 Strategic Plan and Action Plan
   b. Authorization to Start a Managerial Employee above Step 2

8. Board of Commissioners – Resolution to Approve One-Time Lump Sum Payments and an Amendment to the Managerial and Confidential Employee Manual Regarding Reclassification

THE MOTION CARRIED UNANIMOUSLY.

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

1. Women’s Commission – Interviews

Jasmine Brown-Moreland interviewed for the Women’s Commission.

Angela Neaver’a Hill interviewed for the Women’s Commission.
MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. KOENIG, TO APPOINT JASMINE BROWN-MORELAND TO THE CURRENTLY VACANT SEAT ON THE WOMEN’S COMMISSION AND TO APPOINT ANGELA NEVER’A HILL TO THE NEXT AVAILABLE VACANT SEAT ON THE WOMEN’S COMMISSION.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

6. Human Resources Department – Closed Session to discuss a written attorney-client privileged legal opinion pursuant to MCL 15.268(h)

MOVED BY COMM. NAeyaERT, SUPPORTED BY COMM. STIVERS, AT 6:22 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR CONSIDERATION OF A WRITTEN LEGAL OPINION WITH THE COUNTY ATTORNEY.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. GREBNER SUPPORTED BY COMM. KOENIG, TO RETURN TO OPEN SESSION AT APPROXIMATELY 6:56 P.M.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. NAeyaERT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE AGREEMENT AS RECOMMENDED BY COUNSEL AND AUTHORIZE THE COUNTY ADMINISTRATOR TO EXECUTE THE DOCUMENT, PENDING APPROVAL BY THE FINANCE COMMITTEE, AND REVIEW AND APPROVAL OF CIVIL COUNSEL.

Commissioner Grebner stated that there are two things to watch out for, one that we always want to improve the fine details of the agreements we are working with and the other is that we want to avoid steering ourselves into a disaster. He further stated that he worried more about a potential disaster than about getting every exact detail right, and that there was a looming disaster out there and let us not find out what it would be.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Chairperson Celentino stated that the next County Services meeting would be July 16, 2019.

Public Comment

None.
Adjournment

The meeting was adjourned at 6:59 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Potter Park Zoo Board** – *Interviews*

   Candidates for appointment to the Potter Park Zoo Board will be present to answer questions from County Services Committee members. The Board meets in the Safari Room at Potter Park Zoo on the second Wednesday of each month at 6:00 p.m. Members are appointed to three-year terms.

   The Potter Park Zoo Board is responsible for reviewing Zoo operations, providing advice and recommendations to interested parties, including preparation of annual operations and capital improvements budgets, and the development of Zoo policies and procedures.

2. **Circuit Court** – *Resolution to Authorize a New Contract with MGT of America Consulting, LLC for the Preparation of a County Wide Cost Allocation Plan*

   The Friend of the Court and Ingham County Health Department receive grant funding, which allows for the indirect recovery of costs incurred by other Ingham County agencies supporting their operations through a Cost Allocation Plan. The current Cost Allocation Plan is in need of revision to ensure that the County continues to receive the maximum allowable reimbursement for indirect costs. The Friend of the Court seeks approval of a resolution to enter into a contract with MGT to prepare a Cost Allocation Plan for the years 2018, 2019, and 2020, to be recovered in 2020, 2021, and 2022, respectively, at an annual cost not to exceed $12,000.

3. **Prosecuting Attorney’s Office** – *Authorization to Start a Managerial Employee Above Step 2*

   Article 18, Section 4 of the collective bargaining agreement with the Ingham County Employees’ Association Assistant Prosecuting Attorney’s Division allows for compensation of certain new employees to begin above Step 3 of the appropriate pay grade at the discretion of the County Services Committee. Based on the knowledge, skills and demonstrated abilities of the selected candidate, the Prosecuting Attorney supports this request.

4a. **Innovation and Technology Department** – *Resolution to Revise the Ingham County Cell Phone Policy*

   Ingham County policies addressing cell phone usage and electronic features on telecommunications devices are quite dated and in need of revision to reflect contemporary usage and technologies. The Innovation and Technology Department prepared a draft policy for review by County attorneys, Department heads, Union representatives, and Elected Officials. Changes encompassed in the new policy include:
   
   • Updated to reflect the status of Court employees and FOIA statutes.
   • Updated to allow departments to manage their own cell phone plans/ordering/invoices – IT still collects phones after upgrades and/or returns for security.
Updated to remove the charge for personal use of County cell phone, new plans have unlimited calls and texting and removes need to administer from our HR and Financial Services staff. Abuse will be handled as an employee performance issue as there are no additional costs incurred from additional usage.

- Note – collecting for damages to phone is at the discretion of the department head.
- Note – misuse of cell phones is still subject to normal employee discipline as always.

The Innovation and Technology Department recommends approval of a resolution to combine the two existing policies into a single new policy with the proposed changes.

4b. **Innovation and Technology Department** – *Resolution to Approve a Change in the Outbound Access Number for County Phone System (Discussion)*

Users of the Ingham County digital phone system are required to dial “9” in order to reach an outside line. Long-distance calls require users to then dial “1,” followed by an area code and telephone number. This dialing sequence sometimes results in a user inadvertently dialing “9-1-1” which automatically routes the call to the emergency dispatch center. If that call is terminated without the caller stating “9-1-1” was dialed by mistake, first responders are dispatched to make the caller was not experiencing a true emergency.

A technological solution to this dilemma is available through phone system reprogramming to assign a number other than “9” to obtain an outbound line. The number with the least impact is “5,” however this change would require assignment of a new number to approximately 30 phones with an extension that starts with “5.” This is a low-cost solution amounting to approximately $1,600, but would require all users to adjust to dialing a new outside-line access number.

The Interim 9-1-1 Central Dispatch Director researched instances of 9-1-1 calls originating from County facilities over a recent six-month timeframe. Slightly more than half of the 402 calls to 9-1-1 were determined to be legitimate emergency or business-related calls. Of the remaining 199 calls, 149 originated from phones accessible to the public. The Interim Director concluded that 50 calls were actually misdialed within the timeframe, and that number was consistent with other similarly-sized organizations.

The Innovation and Technology Department seeks guidance from the County Services Committee on the next logical step. The Department has concluded that technology and cost are not significant factors, but changing the outside line access number from “9” to “5” will impact all users. A draft resolution is provided for consideration should the Committee and Board of Commissioners decide to proceed with the change.

5a. **Road Department** – *Resolution to Approve Local Road Agreements with Ingham, Locke, Onondaga, and White Oak Townships*

The Road Department recommends approval of a resolution to approve local road agreements with three municipalities. Road Department match amounts totaling $133,200 are included in the adopted 2019 road fund budget. Projects included are as follows:
<table>
<thead>
<tr>
<th>Township</th>
<th>2019 Road Department Match</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onondaga</td>
<td>$33,300</td>
<td>Ferris Road from Onondaga Road to Gale Road – One mile, full cap paving</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kinneville Road from Edgar Road to Byrum Road – One mile, full cap paving</td>
</tr>
<tr>
<td>Ingham</td>
<td>$33,300</td>
<td>Clark Road from Dexter Trail to M-36 – Two miles, full cap paving</td>
</tr>
<tr>
<td>Locke</td>
<td>$33,300</td>
<td>Sherwood Road from M-52 to Morrice Road – 2½ miles, full cap paving</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sherwood Road from Morrice Road to Herrington Road – One mile, skip paving where necessary prior to skip paving</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sears Road from Columbia Road to Howell Road – 1 mile, full asphalt cap</td>
</tr>
<tr>
<td>White Oak</td>
<td>$33,300</td>
<td>Iosco Road from M-52 to Sears Road – Skip paving between prior paving</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cooper Road from M-52 to Brogan Road – 4,300 feet, Complete full cap on two ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Swan Road east of Burden-Brogan Roads – skip paving to remainder of budget</td>
</tr>
</tbody>
</table>

5b. **Road Department** – Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville

The Road Department annually refreshes centerline (yellow) and edgeline (white) paint on primary roads in the County. Similarly, the Department biannually refreshes centerline and edgeline paint on selected local roads in the County. The Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the program provided that they pay all costs for the work performed on the roads within their respective jurisdictions. The Road Department recommends including Leslie, Mason, Williamston and Webberville in the pavement marking project for 2019 at a total cost not to exceed $7,247.09.

5c. **Road Department** – Resolution to Update the Ingham County Road Department Permit Fee Structure

The Road Department permit fee structure has not been updated since 2006, with the exception of 2014, when the culvert installation fees were updated. The Department recommends approval of a new fee structure designed to recover actual staff costs. Most fees would not change under the proposed structure, but fees for residential driveway culvert installation and engineering review/inspection were found to be significantly deficient. A resolution is offered to approve the new fee schedule.
5d. **Road Department** – *Resolution to Retain As-Needed Engineering Design Services for 2019-2021*

The Road Department occasionally requires assistance from private engineering firms for project-related data collection, design or document preparation required to meet funding deadlines. A resolution is offered to authorize the Department to retain the services of five firms to provide the requested as-needed engineering design services for 2019-2021:

- Fishbeck, Thompson, Carr & Huber, Inc.
- DLZ Michigan, Inc.
- RS Engineering, LLC
- Bergmann Associates
- Williams & Works

Each of these firms have obtained “prequalified” status from the Michigan Department of Transportation.

5e. **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 24 projects (see attachment for permit list).

6a. **Facilities Department** – *Resolution to Authorize an Agreement with Safety Systems Inc. for Installation of an Additional Temperature Sensor and for Annual Alarm Monitoring Services at the Human Services Building*

An additional temperature sensor is needed for a refrigerator used to store immunization vaccines in the Health Department Women’s Health clinic. The temperature sensor will trigger an alarm to notify personnel of potential problems maintaining an adequate temperature for vaccine storage. The Facilities Department seeks authorization to continue sensor monitoring services through Safety Systems at an annual cost not to exceed $7,020, with increases not exceed 1% for the subsequence two years.

6b. **Facilities Department** – *Notice of Emergency Purchase Order for UPCM Tracer Summit Controller Replacement*

On July 2 an emergency purchase order was issued to Trane to provide and install a UPCM Tracer Summit Controller at the Grady Porter Building at a total cost of $5,753.97. The UPCM Tracer Summit Controller was failing intermittently. In the event of total controller fails, both the exhaust and Air Handling Unit #2 will not operate resulting in significant safety concerns. 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.
7. **Health Department** – Resolution to Authorize Amendment #4 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services

This resolution authorizes Amendment #4 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services by establishing a 0.5 FTE Community Health Worker in the STD Specialty Services Program effective October 1, 2018 through September 30, 2019. Grant funds will increase by $125,397 to cover this cost.

8. **Controller’s Office** – Quarterly Settlement of Claims Report

On June 13, 2017 the Board of Commissioners approved the Settlement of Claims, Litigation and Separation Agreements Policy (Policy No. 222). Section D.3 of the policy requires that “The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” This report is intended to satisfy that requirement for the second quarter of 2019 (April 1 through June 30).
TO: COUNTY SERVICES AND FINANCE COMMITTEES

FROM: HARRY MOXLEY, DEPUTY COURT ADMINISTRATOR/FOC
      ERIC THELEN, HEALTH DEPARTMENT CFO
      STEVEN BABINCHAK, FINANCIAL SERVICES DIRECTOR

RE: AUTHORIZATION OF A NEW CONTRACT WITH MGT OF AMERICA
    CONSULTING, LLC, FOR THE PREPARATION OF A COUNTY WIDE
    COST ALLOCATION PLAN

DATE: JUNE 12, 2019

Currently the Ingham County Friend of the Court and Ingham County Health Department receive over $500,000 in grant reimbursements for the indirect recovery of costs incurred by other Ingham County agencies supporting their operations. Examples of such costs might be the expense incurred by the Treasurer’s office for receipting agency fees; the expense incurred by the Facilities Department in maintaining the physical space occupied by the Friend of the Court and Health Department; or the expense incurred by the Finance Department in processing payroll or accounts payable for those agencies.

Since 2012, these indirect costs have been recovered through a Cost Allocation Plan which has been prepared by the Financial Services Department. As this plan is in need of revision to ensure that the county continues to receive the maximum allowable reimbursement for the Friend of the Court and Health Department grants, an RFP was submitted earlier this year for proposals for an outside vendor to prepare the Ingham County Cost Allocation Plan moving forward.

The lowest bid was received from MGT of America Consulting and was $12,000/year for three years. This is $3,000/year less than the only other bid received for the preparation of a Cost Allocation Plan (please see attached 3/21/19 “Memorandum of Performance” to Steven Babinchak from Jim Hudgins).

Since 2010 MGT has provided accurately and timely services for the Ingham County Friend of the Court and Prosecuting Attorney for their IVD (child support) grant applications and contracts, and for preparing the monthly grant reimbursement requests which are submitted to the State of Michigan. MGT also prepares a Cost Allocation Plan for 52 other counties in the State of Michigan. Accordingly, we recommend that a new three year contract with MGT be authorized, to prepare the Cost Allocation Plan for the years 2018, 2019, and 2020 (and to be recovered in 2020, 2021 and 2022, respectively). As the plan was not budgeted for in FY 2019, $12,000 is being requested from the county contingency fund for this year, and $12,000 will be budgeted for the plan by Financial Services for FY 2020 and FY 2021.

A representative of either the Friend of the Court, Health Department, or Financial Services Department will be in attendance at the July 16 County Services Committee and the July 17 Finance Committee meetings. Thank you for your consideration.
Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a fixed-price contract for the purpose of preparing a county-wide indirect cost allocation plan in compliance with all necessary accounting principles, as well as, local and federal requirements and standards.

The scope of work includes, but is not limited to, collecting, documenting, consulting and reporting overhead costs for all County departments, offices and agencies, aid in the recovery of indirect costs incurred by the County to support and administer Federal and State grant programs, and to provide indirect cost information for a County-wide Comprehensive User Fee Study. The vendor will also defend the County, for a period of three (3) years from the date that the vendor delivers the completed Indirect Cost Allocation Plan, if the cost allocation plan is audited or challenged by Federal or State representatives.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>38</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

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 RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

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

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>FIRST YEAR COST</th>
<th>SECOND YEAR COST</th>
<th>THIRD YEAR COST</th>
</tr>
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<tbody>
<tr>
<td>MGT CONSULTING GROUP</td>
<td>No, Bay City, MI</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>MAXIMUS CONSULTING SERVICES, INC.</td>
<td>No, Reston, VA</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
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</table>
Agenda Item 2

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A NEW CONTRACT WITH MGT OF AMERICA CONSULTING, LLC, FOR THE PREPARATION OF A COUNTY WIDE COST ALLOCATION PLAN

WHEREAS, the Ingham County Friend of the Court and Ingham County Health Department receive grant funding, which allows for the indirect recovery of costs incurred by other Ingham County agencies supporting their operations through a Cost Allocation Plan; and

WHEREAS, the current Cost Allocation Plan, which has been prepared by the Financial Services Department since 2012, is in need of revision to ensure that the county continues to receive the maximum allowable reimbursement for indirect costs incurred by the Ingham County Friend of the Court and Ingham County Health Department; and

WHEREAS, the preparation of a new Cost Allocation Plan is complex and requires specialized knowledge, and

WHEREAS, since 2010 MGT has provided accurate and timely services to the Ingham County Friend of the Court and Ingham County Prosecuting Attorney for preparing grant applications and monthly billings for IV-D (child support) funding; and

WHEREAS, MGT currently prepares a Cost Allocation Plan for 52 other counties in the State of Michigan, and

WHEREAS, pursuant to RFP #46-19, MGT has submitted a cost allocation proposal for three years for $12,000 per year; and

WHEREAS, this bid was $3,000 per year less than the only other bid received for the preparation of a Cost Allocation Plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves contracts with MGT for services from July 1, 2019 through December 31, 2022, to prepare a Cost Allocation Plan for the years 2018, 2019, and 2020, to be recovered in 2020, 2021, and 2022, respectively.

BE IT FURTHER RESOLVED, that for the first year of the contract, $12,000 shall be utilized from the contingency fund, and for the second and third years of the contract $12,000 shall be budgeted annually by the Financial Services Department.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this Resolution and approved as to form by the County Attorney.
TO: County Services Committee
FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney
DATE: July 9, 2019
SUBJECT: Authorization to Start an Assistant Prosecuting Attorney above Step 3
For the work session agenda of July 16, 2019

BACKGROUND
The Ingham County Prosecutor’s Office recently completed interviews to fill an assistant prosecuting attorney position. The chosen candidate, Kristen N. Rolph, asked to be compensated at Step 5 of the ICEA Assistant Prosecuting Attorney’s Division salary schedule listed below:

ICEA-APA SALARY SCHEDULE (Excerpt)

<table>
<thead>
<tr>
<th>Step (01)</th>
<th>Step (02)</th>
<th>Step (03)</th>
<th>Step (04)</th>
<th>Step (05)</th>
<th>Step (06)</th>
<th>Step (07)</th>
<th>Step (08)</th>
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<tbody>
<tr>
<td>$57,492.89</td>
<td>$62,092.32</td>
<td>$67,059.71</td>
<td>$72,424.49</td>
<td>$78,218.45</td>
<td>$84,475.93</td>
<td>$92,234.00</td>
<td>$95,923.36</td>
</tr>
</tbody>
</table>

Article 18, Section 4 of the ICEA-APA Collective Bargaining Agreement indicates that “authorization for initial compensation above Step 3 must be obtained by the County Services Committee.” Further, the section notes that an exception to the initial salary rate can be made “based on the outstanding and unusual character of the individual employee’s experience and ability…”

ALTERNATIVES
Ms. Rolph has indicated a willingness to accept the offer to fill the APA position contingent upon a competitive salary offer. If no agreement regarding salary can be reached then a new search may be initiated.

FINANCIAL IMPACT
Annual salary differences among the eight steps are provided above. The vacant APA position was previously occupied by an employee who was compensated at Step 8. The request for an initial salary at Step 5 would have no adverse impact on the Ingham County Prosecutor’s Office budget.

OTHER CONSIDERATIONS
Five candidates were interviewed by our office. Kristen Rolph was the consensus choice of the four person selection committee.

STRATEGIC PLANNING IMPACT
The request for authorization to hire at Step 5 reflects the county’s goal of attracting and retaining exceptional employees who are committed to the community they serve and prioritize public service.

RECOMMENDATION
Based on the knowledge, skill, and expertise of Ms. Rolph, our office respectfully recommends that the County Services Committee authorize her initial salary to begin at Step 5 of the ICEA-APA Collective Bargaining Agreement salary schedule.
CANDIDATE SUMMARY
During the course of her legal career Ms. Rolph has demonstrated a deep commitment to advocacy, a passion for trial work, and a desire to represent young victims of abuse and sexual assault. Prior to applying to our office, Ms. Rolph spent the majority of her career as a Deputy Public Defender with the Legal Aid and Defender Association in Detroit. There she participated in over 50 jury trials. Of these 5 were murder trials which she conducted on her own. Her talent and skill lead to her being offered and accepting an APA position with the Wayne County Prosecutor’s Office. Immediately, she was placed in the child abuse unit where she independently tried cases involving both physical and sexual abuse. This assignment was a natural fit as she noted in her cover letter “the need for strong representation for children and youth as they are often unable to advocate for themselves.” During her time with WCPO she also obtained certification in the forensic interviewing of children. Most recently she was employed as a staff attorney for Lakeshore Legal Aid. She took a position with that organization in order to impact social and economic issues that could not be dealt with by the criminal justice system. Unfortunately, that position was eliminated by recent funding cuts. She now seeks to return to criminal law because, as she said in her interview, “there is a spark there that never dies…”

Below is a summary of the remarks made by Ms. Rolph’s references when asked to describe her character and work:

Jim O’Donnell, Supervising Attorney for the Legal Aid and Defender Association
- Described Ms. Rolph as a “star” for their office. He indicated that not only was she a great trial lawyer but a good researcher as well. He noted that the combination is often difficult to find. He further noted that Kristen rose quickly through their office progressing to major felony trial without assistance. Mr. O’Donnell indicated he would not hesitate to take her back if possible.

Honorable Catherine Heise, 3rd Judicial Circuit for Wayne County
- Judge Heise indicated that “Kristen has a heart for the criminal justice system…” When asked to elaborate on her comment, Judge Heise noted that Kristen obviously cared about the defendants and victims she represented. This care was not limited to the outcome of the case but to their overall well-being.

Jon Tabor, Project Lead for Lakeshore Legal Aid
- Mr. Tabor described Kristen as a tough advocate for her indigent clients. He further described her as the “best personality in the office”. He noted that she was exceptionally good at helping to maintain office morale during a period of layoffs that eventually ended her own time with his organization.
TO:       Board of Commissioners, County Services Committee
FROM:    Deb Fett, CIO
DATE:    6/27/2019
SUBJECT: Resolution to Revise the Ingham County Cell Phone Policies

BACKGROUND
Ingham County’s current policies 352 and 353 deal with Cell Phone Usage and Electronic Features on Telecommunications respectively. These policies are quite dated (Resolution #08-346 dated 12/9/2008) and need to be updated to reflect the changes in the communications landscape today. In that light, a new draft of a combined policy was created and reviewed by our Legal team, Department heads, Union representatives, and our Elected Officials who serve as heads of their offices or courts to produce this recommended resolution.

The changes encompassed in this new policy include:

• Updated to reflect the status of Court employees and FOIA statutes.
• Updated to allow departments to manage their own cell phone plans/ordering/invoices – IT still collects phones after upgrades and/or returns for security.
• Updated to remove the charge for personal use of County cell phone, new plans have unlimited calls and texting and removes need to administer from our HR and Financial Services staff. Abuse will be handled as an employee performance issue as there are no additional costs incurred from additional usage.
• Note – collecting for damages to phone is at the discretion of the department head.
• Note – misuse of cell phones is still subject to normal employee discipline as always.

ALTERNATIVES
The alternative is to stay with our current policy.

FINANCIAL IMPACT
There is minimal financial impact associated with this resolution. Estimated collection of less than $10,000.00 over an entire year.

OTHER CONSIDERATIONS
None

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REVISE THE INGHAM COUNTY CELL PHONE POLICY

WHEREAS, Ingham County has outdated Policies #352 and #353 dealing with Cell Phone Usage and Electronic Features on Telecommunications respectively; and

WHEREAS, the Policies were established by Resolution #08-346; and

WHEREAS, it is advisable to regularly evaluate established policies and guidelines to ensure that it meets legal requirements and reflects the appropriate state of technological advancement; and

WHEREAS, the Ingham County Innovation and Technology Department has worked with our Legal counsel to revise the policies and have recommended that they be revised as attached.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby approves the revisions to the Cell Phone Policy.

BE IT FURTHER RESOLVED, that the IT Department shall provide a copy of this resolution and the revised Cell Phone Policy to all department heads and all elected officials that serve as head of their offices or courts.
The purpose of this policy is to establish guidelines for the use of County-provided cell phones by staff who are authorized to use said cell phones for County business purposes. This policy may also capture employees who, from time to time, use their personal cell phones for County business. Note: While Elected Officials, the Chief Judge, and/or their respective designees are not bound by the terms of this policy, they are encouraged to follow the policy.

All requests for cell phones to be provided as a County expense (in whole or in part) will be presented in writing to the employee’s Department Head or his/her designee for review and approval. Written requests must describe the business justification for how the intended use will meet the criteria in Section D., below. If the request is denied by the Department Head or his/her designee, the request may be taken to the County Controller. If the request is denied by the County Controller, the request may be taken to the County Services Committee for review.

If approved, the employee must sign and submit a copy of this policy to their respective Department Head, acknowledging their understanding of the terms and conditions related to the use of a County-provided cell phone. The Department Head must then keep a copy of the signed policy as well as documentation of its approval of the employee’s request for a County-provided cell phone for review and/or audit purposes.

The County may provide an employee with a cell phone if the following criteria is met:

a. The employee’s job requires a significant amount of time away from the employee’s assigned work station, and use of a County-provided cell phone will ensure the employee remains accessible during those times; and

b. The employee’s job requires the employee to be accessible outside of regular or scheduled work hours.

Convenience is not acceptable as the primary criteria for giving a County-provided cell phone to an employee.

Employees approved to use County-provided cell phones will be given access to a cell phone for County business purposes only, and will not receive an allowance toward a personal cell phone. Personal calls on County-provided cell phones are highly discouraged during business hours. The County recognizes that brief personal calls for family or emergency matters may occur from time to time; however, the employee will be expected to keep personal use to a minimum. Misuse of County issued cell phones,
including use in ways inconsistent with County policies or applicable laws, will result in the termination of cell phone privileges.

F. Cell phones can be used to both send and receive text messages, pictures, recordings, videos, and e-mail communications. The County reserves the right to monitor all text messages, pictures, recordings, videos, e-mail communications or other communications of any type whether composed or received by the employee on a County-provided cell phone. The County also reserves the right to monitor the employee’s internet use history on County-provided cell phones.

G. Due to the nature of electronic communications and the public employer status of the County, County-provided cell phone use is less private than users may anticipate. As a result, employees should note that text messages, pictures, recordings, videos, e-mail communications, internet search histories or other communications of any type either composed or received by the employee on a County-provided cell phone could be considered public records and subject to disclosure under the Michigan Freedom of Information Act. The County reserves the right to review, audit, intercept, access, and/or disclose all matters contained in/as part of the County telecommunications system at any time, with or without notice to the employee. The employee acknowledges, by using a County-provided cell phone, that the employee has no expectation of privacy in regard to any communications regarding County business or which may be contained on the County’s telecommunications system. Electronic communications regarding County business composed or received by an employee on their personal cell phone may also be subject to the Michigan Freedom of Information Act.

H. Pursuant to MCL 15.232(d)(v), the judiciary is not a “public body” for purposes of the Michigan Freedom of Information Act and its judicial documents, including electronic communications generated while using a Court-provided cell phone, are exempt from disclosure under the same. While the Judges and all Court employees should comply with the County’s policy regarding the use of the County’s information technology systems, only the Court will have the authority to monitor and review all data, information, or records generated by the Judges and employees of the Court. The Chief Judge or his/her designee has the sole authority to authorize appropriate action should any Court employee abuse the use of any County information technology system, or violate any standard of operation.

I. To comply with applicable laws, employees are responsible for following County approved Data Retention Policies and Equipment Disposal Policies, if applicable, to identify how long electronic communications found on the employee’s cell phone must be kept and/or maintained. Note that all electronic communications do not necessarily have the same retention period.

J. It is generally recognized that cell phone transmissions are not secure. Employees will use discretion in relaying confidential or sensitive information regarding the County over County-provided cell phones. Further, cell phones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cell phones in any illegal, illicit, or offensive manner.
K. Employees are responsible for complying with all applicable laws regarding the use of cell phones while driving, and avoiding cell phone use that may jeopardize the safety of the employee or others. Such use may include text messaging, emailing, or verbal communication.

L. Any employee who loses or damages a County issued cell phone permits the County to garnish the employee’s wages, in compliance with the Michigan Payment of Wages and Fringe Benefits Act, to cover the expense of replacing the County-provided cell phone. If an employee loses or damages a phone for the first time, the employee will be charged a fee equal to 50% of the cost of replacing the cell phone. If the employee loses or damages a second phone within the same year, the fee will total 100% of the County’s cost for the replacement cell phone. If a County-provided phone is lost, damaged, or destroyed, alternative arrangements may be made with the written approval of the employee’s Department Head.

M. If the employee is terminated, resigns, or is no longer eligible for a County-provided cell phone, the employee is required to immediately turn in the cell phone and related equipment to their supervisor or Department Head. The employee’s supervisor or Department Head shall then submit the cell phone and related equipment to the Innovation and Technology Department.

N. All County-provided cell phones will be purchased by the requesting-employee’s Department Head. All equipment purchased remains the property of the County. Calling plans must be on County approved governmental contract.

I, ________________________ (Employee), understand that by signing this policy, I am agreeing that I will abide by the terms and conditions as they are expressed herein, including allowing the County to garnish my wages if I lose or damage my County-provided cell phone.

_____________________________   _____________________________
Employee’s Name     Department Head’s Name

_____________________________    _____________________________
Employee’s Signature     Department Head’s Signature

______________________________   _____________________________
Employee’s Department    Date

______________________________
Employee’s Title

______________________________
Date
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 06/27/2019
SUBJECT: Resolution to Approve a Change in the Outbound Access Number for County Phone System

BACKGROUND
Ingham County has a digital phone system that requires users to dial a 9 in order to reach an outside line. This system has been in place for more than 5 years now. With the requirements for e911, a solution was put into place that not only sends the location information to the 911 dispatcher, it also notifies department heads or their designee at the time of the 911 call from their department. A side effect of this is that it has become more apparent when 911 is called by mistake. If that call is terminated without informing 911 that it was a mistake, first responders can be sent to make sure it is not a true emergency. This has happened a few times already this year so IT was asked to find a technology solution.

The technological solution is to reprogram our current phone system to use a different number for obtaining an outbound line. As all prefixes are currently in use, the one with the least impact will be to use the number 5 instead. This reprogramming will be done by a vendor, the latest quote obtained under the WSCA contract is for $225.00/hour for normal business hours changes. The estimate is for one business day or $1,600.00 to make the change. Once the change is made, all users of the Ingham County phone system will need to dial a 5 to reach an outside line. Also, any phone that used to have an extension that started with 5 will need to be assigned a new number. This affects 30 numbers, including our Parks department for their Park Managers, the permit fax line at the Road department, and the fax line at Landbank.

ALTERNATIVES
The alternative is non-technological but would require our phone users to dial the number and review it before picking up the phone or pressing the speaker option. This is more challenging as dialing numbers is an ingrained habit and is difficult to change.

FINANCIAL IMPACT
The funding for the $1,600.00 for the configuration change will come from the County’s Innovation and Technology Department Communications Fund #636-26600-932010.

OTHER CONSIDERATIONS
During the transition there will be a short disruption to obtaining an outside number, most users will not notice it. After the transition is complete we will see an increase in 911 calls temporarily while the users get used to the change. This is anticipated to go down as our employees adapt to the new configuration.

RECOMMENDATION
Based on the information presented, I respectfully request guidance on the attached resolution for a configuration change for the Ingham County phone system provided by Sentinel in the amount not to exceed $1,600.00.
June 3, 2019

To: Controller Dolehaty

Ref: Mistaken 9-1-1 calls

Mr. Dolehaty,

As you requested, I evaluated all of the 9-1-1 calls made from Ingham County buildings since October 1, 2018 to present. 402 9-1-1 calls were made from County facilities with 199 of them being errant. Please see the attached spreadsheet for further explanation on where the calls originated from and the quantity from each building. After compiling the results, it appears that the buildings that have some of the highest numbers of errant calls are also buildings that are open to the public. This is not an unusual situation and something that we experience with other businesses. My opinion is that changing the button used to dial out will not mitigate the occurrence of these calls from the public but perhaps the location of the phone could be reassessed to make it less excess able.

For the ones that are our employee's error, the email that was sent out should mitigate the amount of time spent on these calls by us and public safety. Staying on the line and being able to tell the dispatcher that there is no problem will take care of it and not necessitate the dispatcher calling back and then if unable to reach anyone, deploy the police to check the safety of the people at that location.

In my opinion, if there is a change made to the Ingham County VOIP system, the change that needs to be made is the reevaluation of the ALI (Automatic Location Information) that displays when a call is received by the 9-1-1 Center. I have attached a few examples. First, all Ingham County facilities display Ingham County as the business name instead of the building name. Changing this will help with questioning of the callers and assessment of where the problem is. As listed in the spreadsheet, each area identified is a zone. The phone that called is located within that zone. Some of the descriptors are sufficient but some are vague. The idea behind this
information is for public safety responders to have a good idea where you are as to not delay service. Changing some of this information will help expedite help in an emergency.

Please let me know if you have any further questions regarding this matter.

Respectfully,

[Signature]

Barb Davidson
Staff Services Manager
Ingham County 9-1-1 Center
(616) 211-5889 15:55 02/28
Ingham County
600
CURTIS
FL1-OFFIC ES
MASON
ESN 0394
CO=REDSK PSAP 56 POS# 86 VOIP
VOIP CALL
VERIFY LOCATION
VERIFY CALLBACK NUMBER

P#(517) 679-2540
+042.589606 -084.453363
(616) 211-5890  08:29  05/06
Ingham County
313
W KALAMAZOO ST

FL1-CC CL ERKS
LANSING  ESN 0394
CO=REDSK PSAP 56 POS# 58  VOIP
VOIP CALL
VERIFY LOCATION
VERIFY CALLBACK NUMBER

P#(517)679-2571
+042.729907 -084.555910
Introduces by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CHANGE IN THE OUTBOUND ACCESS NUMBER FOR COUNTY PHONE SYSTEM

WHEREAS, Ingham County currently uses the number 9 to obtain an outside line for our telephone system; and

WHEREAS, there is a desire to reduce the number of accidental calls to 911; and

WHEREAS, it has been determined that a different number could be used to obtain an outside line with minimal disruption but this would require reprogramming our phone system and training for our phone users; and

WHEREAS, the requested solution amount is in the approved 2019 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of service hours from Sentinel in the amount not to exceed $1,600.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology’s Communications Fund (636-26600-932010).

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

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

From: William Conklin, Managing Director
Ingham County Road Department

Date: June 27, 2019

RE: Resolution for 2019 Local Road Program Agreements with Ingham, Locke, Onondaga and White Oak Townships.

Attached is a proposed resolution for authorizing 2019 Local Road Program Agreements with the referenced Townships to perform, and share costs for local road improvements in the respective Townships. The Road Department has worked with each Township to determine what local road projects are most needed and desired. The resolution includes a table of the proposed road improvements and funding.

The total of the road department match indicated in the resolution is included in the adopted 2019 road fund budget. The work listed in the table is proposed to be done by Road Department crews. The estimated costs for work to be done by Road Department crews are for materials only as the Road Department does not charge the townships for road department labor.

Approval of the attached resolution is therefore recommended.
Agenda Item 5a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH
INGHAM, LOCKE, ONONDAGA, AND WHITE OAK TOWNSHIPS

WHEREAS, 2019 Local Road Program Agreements are proposed for the following Townships with details of the proposed road improvement and funding provided in the table below: Ingham, Locke, Onondaga and White Oak Townships; and

WHEREAS, The Road department has worked with each Township to determine what local road projects are most needed and desired; and

WHEREAS, The Road Department is willing to cause said improvements to be undertaken by road department crews, to contribute Road department labor without charge on the projects performed by Road department crews, and to pay for portions of the cost of said improvements from the County Road Fund as indicated for each Township in the table below; and

WHEREAS, total Road Department funding match amount indicated in the table below is included in the adopted 2019 Road Department budget; and

WHEREAS, In the event the final cost of any of the projects is more than the estimates provided in the table below, for any final costs less than twice the maximum available Road Department match amount set forth in the table below, the additional cost will be split evenly between the respective Township and the Road department, and for any final costs greater than the twice the maximum Road Department match amount set forth in the table below, the additional cost will be paid entirely by the respective Township; and

WHEREAS, In the event the final cost of any of the projects is less than the estimates provided in the table below, for any final cost amount greater than twice the maximum Road Department match amount set forth in the table below, the savings will first accrue to the Township, and then for any final costs below twice the maximum Road Department match amount set forth in the table below, the savings will be split evenly between the respective Township and the Road Department; and

WHEREAS, The respective Townships are willing to pay the respective Township’s portion of the cost of said improvements as shown in the table below and as further detailed above, provided, however, that the respective Township excess payments will not exceed 10 percent (10%) of the Township contribution amounts established in the respective Agreements, unless the respective Township agrees otherwise, or may reduce the scope of described road improvement projects per the respective Township’s available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2019 Local Road Program Agreements with the following Townships with details of the proposed road improvement and funding provided in the table below: Ingham, Locke, Onondaga and White Oak Townships.

BE IT FURTHER RESOLVED, the Road Department is authorized to contribute match funds to the respective Township projects up to the maximum available match amounts shown in the table below and/or as may be necessary for any final project costs differing form estimates as provided above.
BE IT FURTHER RESOLVED, the Road Department shall invoice each Township as provided above and in the table below for their respective contributions.

BE IT FURTHER RESOLVED, that the Road Department shall cause the improvements identified in the table below to be performed by Road Department crews without charge to the respective projects for Road department staff labor during the construction season of the 2019 calendar year subject to final approval by, or as modified by, each Township.

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

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Onondaga</td>
<td>$106,123.78</td>
<td>$33,300.00</td>
<td>$139,423.78</td>
<td>Ferris Rd., Onondaga to Gale Roads, 1 mile, full cap paving; Kinneville Rd., Edgar to Byrum Roads, 1 mile, full cap paving.</td>
<td>$60,000.00</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Ingham</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Clark Rd., Dexter Trail to M-36, 2 miles, full cap paving.</td>
<td>$66,600.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
</tr>
<tr>
<td>Locke</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Sherwood Rd., M-52 to Morrice Rd, 2.5 miles, full cap paving; Sherwood Rd., Morrice to Herrington Roads, 1 mile skip-paving where necessary between prior skip-paving.</td>
<td>$113,300.00</td>
<td>$80,000.00</td>
<td>$33,300.00</td>
</tr>
<tr>
<td>White Oak</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Sears, Columbia to Howell Roads: full asphalt cap—1 mile; Iosco,M-52 to Sears Roads:skip-paving between prior paving; Cooper, M-52 to Brogan: complete full cap on 2 ends—total of 4300 feet; Swan, East of Burden-Brogan Roads, skip-paving to remainder of budget.</td>
<td>$100,000.00</td>
<td>$66,700.00</td>
<td>$33,300.00</td>
</tr>
</tbody>
</table>
TO: County Services and Finance Committees

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: July 1, 2019

RE: Proposed Resolution to Execute Waterborne Centerline Pavement Marking
Agreements with the City of Leslie, City of Mason, City of Williamston and the
Village of Webberville

This memo contains a recommendation for the Board of Commissioners to execute agreements
with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for
the 2019 Waterborne Pavement Marking Program.

The Ingham County Purchasing Department solicits unit prices annually for a vast array of
contractor applied pavement markings. We use the bid unit prices and an estimated quantity of
pavement markings to determine and recommend a contractor. Bids for this year’s program
were received on April 30, 2019 and the award of the contract occurred at the May 28, 2019
BOC meeting. Once under contract, the contractor applies waterborne pavement marking paint
to refresh the yellow and white longitudinal lines that define road laneage and white rolled
plastic material, such as arrows, stop bars and school symbols to further direct motorists. When
finished, the contractor is paid for the quantity of work actually performed using the unit prices
contained in their bid.

We refresh the centerline and edgeline paint on all our primary roads and a small portion of our
local roads every year. We also invite the City of Leslie, City of Mason, City of Williamston,
and the Village of Webberville to participate in the annual program, for which they pay for the
work performed on the roads within their jurisdiction. The estimated pavement marking costs
for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as
follows:

<table>
<thead>
<tr>
<th>City</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Leslie</td>
<td>$1,512.76</td>
</tr>
<tr>
<td>City of Mason</td>
<td>$3,117.92</td>
</tr>
<tr>
<td>City of Williamston</td>
<td>$1,272.47</td>
</tr>
<tr>
<td>Village of Webberville</td>
<td>$1,343.94</td>
</tr>
</tbody>
</table>

The reason for this memo is to execute cost agreements with the City of Leslie, City of Mason,
City of Williamston, and the Village of Webberville to provide centerline pavement marking
their roads if they choose to participate in our 2019 pavement marking program.

Approval of the attached resolution is recommended.
WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and estimated quantities to determine and recommend a contractor to perform the work; and

WHEREAS, the Road Department refreshes the centerline and edgeline paint on our primary roads and a small portion of our local roads as part of an annual program; and

WHEREAS, the Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the program, which they pay all costs for the work performed on the roads within their jurisdiction; and

WHEREAS, the estimated costs to the three cities and the Village of Webberville are as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Leslie</td>
<td>$1,512.76</td>
</tr>
<tr>
<td>City of Mason</td>
<td>$3,117.92</td>
</tr>
<tr>
<td>City of Williamston</td>
<td>$1,272.47</td>
</tr>
<tr>
<td>Village of Webberville</td>
<td>$1,343.94</td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the 2019 centerline pavement marking agreements with the City of Leslie for the estimated cost of $1,512.76, the City of Mason for the estimated cost of $3,117.92, the City of Williamston for the estimated cost of $1,272.47, and the Village of Webberville for the estimated cost of $1,343.94 if they choose to participate in the Road Department’s 2019 pavement marking program.

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: July 2, 2019

RE: Proposed Resolution to Update the Ingham County Road Department Permit Fee Structure

This memo contains a recommendation for the Board of Commissioners to support the proposed updated permit fee structure for the Ingham County Road Department.

The Ingham County Road Department (ICRD) permit fee structure has not been updated since 2006, with the exception of 2014, when the culvert installation fees were updated.

The County Road Association (CRA) recently performed a survey of all Michigan county road agencies to determine a statewide average for various types of permit fees. In addition, the ICRD collected data from surrounding county road agencies to evaluate regionally accepted permit fees and practices.

The draft results of the CRA survey were used as a baseline reference for the updated permit fees in Ingham County. The permit fees of the surrounding county road agencies were directly correlated with Ingham County’s permit fees in an effort to provide regional consistency. As a result, it was determined most fees were to remain the same, but two significant areas were found to be significantly deficient, which were related to the cost of the ICRD to perform residential driveway culvert installation and the costs associated with engineering review & inspection fees.

As a condition of the existing ICRD permit standards dated January 2006 and May 2009, the ICRD has the right to charge permit applicants the actual costs of plan review, permit approval and construction inspection. The intent is to recover actual staff costs associated with commercial development and to allow MTF funds to be used for the improvement and/or maintenance of Ingham County roads.

Approval of the attached resolution is recommended.
<table>
<thead>
<tr>
<th>Permit Type</th>
<th>2006 Permit Fee</th>
<th>2019 Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UTILITY PERMITS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead Installations</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Underground Installations (No Road Crossings)</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Underground Installations with Open Cut Road Crossings (Bond Required)</td>
<td>$150 plus $120 / cut</td>
<td>$150 plus $250 / cut</td>
</tr>
<tr>
<td>Underground Installations with Bored Road Crossings (Bond Required)</td>
<td>$150 plus $60 / bore</td>
<td>$150 plus $150 / bore</td>
</tr>
<tr>
<td>Annual Sprinkler Permit</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Annual Maintenance - Municipal</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td>Annual Maintenance - Utility</td>
<td>$150</td>
<td>$220</td>
</tr>
<tr>
<td><strong>ROADS AND RIGHT-OF-WAY:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modifications or Installations within the Road Right-of-Way</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Tree Removal or Trimming within the Road Right-of-Way</td>
<td>$40</td>
<td>N/C</td>
</tr>
<tr>
<td>Landscaping in the Road Right-of-Way</td>
<td>$150</td>
<td>$50</td>
</tr>
<tr>
<td>Land Divisions</td>
<td>$150 plus $25 / split</td>
<td>$150 plus $25 / split</td>
</tr>
<tr>
<td><strong>TRANSPORTATION PERMITS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Cab Card for Oversize or Overweight Vehicles</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Single Moves</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>Haul Routes - Farm &amp; Milk Haulers (During spring weight restrictions)</td>
<td>$42 single $120 multi</td>
<td>$50 single $150 multi</td>
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<tr>
<td>Public Utilities - (During spring weight restrictions)</td>
<td>$100</td>
<td>$100 single</td>
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<tr>
<td>Haul Routes - All Others</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>House and Small Structure Moves</td>
<td>$150</td>
<td>$50 single</td>
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<tr>
<td>Road Closures for Parades, Block Parties, Marathons, etc.</td>
<td>N/C</td>
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<td>Road Closures for Construction</td>
<td>$150</td>
<td>$150</td>
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<td>Overhead Banners</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td>Permit Type</td>
<td>2014 Permit Fee</td>
<td>2019 Permit Fee</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>DRIVEWAY PERMITS:</strong> (Residential or Field Drive includes culvert installation and $50 permit fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential or Field Drive Installation (12&quot;x 24' culvert w/ 8 yds of gravel)</td>
<td>$500</td>
<td>$650</td>
</tr>
<tr>
<td>Residential or Field Drive Installation (12&quot;x 36' culvert w/ 16 yds of gravel)</td>
<td>$556</td>
<td>$950</td>
</tr>
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<td>Residential or Field Drive Installation (12&quot;x 36' culvert without gravel)</td>
<td>$361</td>
<td>No Longer Provided</td>
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<td>Residential or Field Drive Installation (12&quot;x 48' culvert w/ 16 yds of gravel)</td>
<td>$598</td>
<td>$1250</td>
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<tr>
<td>Residential or Field Drive Installation (12&quot;x 48' culvert without gravel)</td>
<td>$438</td>
<td>No Longer Provided</td>
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<tr>
<td>Residential or Field Drive Installation Greater than 12&quot; Diameter (Size and Length to be Determined by Road Department)</td>
<td>Varies</td>
<td>Determined During Review</td>
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<tr>
<td>Modifications to Existing Residential or Field Driveways (Resurfacing, replacing, etc.) (No culvert replacement required)</td>
<td>$30</td>
<td>$50</td>
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<tr>
<td>Commercial Driveways (New or replacement)</td>
<td>$150 plus $50 / add'l</td>
<td>$150 each</td>
</tr>
<tr>
<td>Modifications to Existing Commercial Driveways</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>All Other Activities Requiring Permits that are not Listed Above</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS:</strong></td>
<td></td>
<td></td>
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<tr>
<td>Appeal Fee for Waivers or Variances</td>
<td></td>
<td>$300</td>
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<tr>
<td>After the Fact Permit Fees</td>
<td></td>
<td>2x original permit fee</td>
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<tr>
<td>Engineering Plan Review Fee, Per Submittal</td>
<td></td>
<td>Actual Costs, $500 deposit</td>
</tr>
<tr>
<td>Construction Inspection &amp; Administrative Fee</td>
<td></td>
<td>Actual Costs, Plus 3% of estimate as deposit</td>
</tr>
</tbody>
</table>
RESOLUTION TO UPDATE THE INGHAM COUNTY ROAD DEPARTMENT PERMIT FEE STRUCTURE

WHEREAS, the Ingham County Road Department permit fee structure has not been updated since 2006, with the exception of 2014, when the culvert installation fees were updated; and

WHEREAS, the County Road Association (CRA) recently performed a survey of all Michigan county road agencies to determine a statewide average for various types of permit fees; and

WHEREAS, the Road Department collected data from surrounding county road agencies to evaluate regionally accepted permit fees and practices; and

WHEREAS, the Road Department proposed an updated permit fee structure based on the CRA study and regional county road agency permit fee schedules.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Road Department to update the permit fee structure as proposed.
Ingham County Road Department (ICRD) staffing is such that many times during the engineering design phase of projects, we don’t have the staff, equipment, or expertise to perform all project related data collection, design or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide the services on an as-needed basis and received nine (9) proposals. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county.

Based on the review of the proposals and the anticipated engineering design needs over the next three years, the ICRD recommends that five of the nine respondents be retained to provide the requested services. When retaining design services for a specific project, the ICRD will strive to retain the most cost effective consultant who is able to provide the experience and expertise necessary for the specific project under contract. The ICRD recommends that the following respondents be retained to provide the requested as-needed engineering design services for 2019-2021:

Fishbeck, Thompson, Carr & Huber, Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917
Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the service proposals from the listed consultants.
TO: Kelly Jones, Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: June 26, 2019
RE: Memorandum of Performance for RFP No. 126-19, 2019-2021 As-Needed Engineering Design Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2019, 2020 and 2021 as-needed engineering design services for the Ingham County Road Department.

The scope of work includes, but is not limited to, staffing of full-time/part-time engineer(s), surveyor(s), and/or technician(s) as needed to perform duties regularly associated with all aspects of road & bridge design, miscellaneous traffic engineering and survey. The consultant(s) shall use the current edition of the following design standards: AASHTO, MDOT, MMUTCD, along with the Ingham County Drain Commission’s and Road Department’s standards and rules.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>23</td>
<td>9</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>9</td>
<td>3</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is provided in a handout.

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

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

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

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Handout Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS Engineering LLC</td>
<td>No, Eaton County MI</td>
<td>1</td>
</tr>
<tr>
<td>Mannik Smith Group</td>
<td>Yes, Okemos MI</td>
<td>2</td>
</tr>
<tr>
<td>c2ae</td>
<td>Yes, Lansing MI</td>
<td>3</td>
</tr>
<tr>
<td>Spalding DeDecker</td>
<td>No, Rochester Hills MI</td>
<td>4-5</td>
</tr>
<tr>
<td>Fleis &amp; VanderBrink</td>
<td>No, Grand Rapids MI</td>
<td>6</td>
</tr>
<tr>
<td>DLZ</td>
<td>Yes, Lansing MI</td>
<td>7</td>
</tr>
<tr>
<td>Bergman</td>
<td>No, Eaton County MI</td>
<td>8-9</td>
</tr>
<tr>
<td>Williams &amp; Works</td>
<td>No, Grand Rapids MI</td>
<td>10</td>
</tr>
<tr>
<td>FTCH</td>
<td>Yes, Lansing MI</td>
<td>11</td>
</tr>
</tbody>
</table>
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN
AS-NEEDED ENGINEERING DESIGN SERVICES FOR 2019-2021

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the engineering design phase of projects, we don’t have the staff, equipment, or expertise to perform all project related data collection, design or document preparation required to meet funding deadlines; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis and received nine (9) proposals; and

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

WHEREAS, when retaining design services for a specific project, the ICRD will strive to retain the most cost effective consultant who is able to provide the experience and expertise necessary for the specific project under contract; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain the following respondents to provide the requested as-needed engineering design services for 2019-2021:

    Fishbeck, Thompson, Carr & Huber, Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911
    DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI  48911
    RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
    Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917
    Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining Fishbeck, Thompson, Carr & Huber, Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911; DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911; RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917; Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917; and Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503 to provide the as-needed engineering design services for 2019, 2020 and 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 5e

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated July 2, 2019 as submitted.
<table>
<thead>
<tr>
<th>ROW PERMIT#</th>
<th>APPLICANT/ CONTRACTOR</th>
<th>WORK</th>
<th>LOCATION</th>
<th>CITY/ TWP</th>
<th>SECTION</th>
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<tbody>
<tr>
<td>2019-255</td>
<td>CHUM THERAPEUTIC RIDING</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>INGHAM TOWNSHIP</td>
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<td>2019-256</td>
<td>PLAYMAKERS</td>
<td>SPECIAL EVENT</td>
<td>CENTRAL PARK DR</td>
<td>MERIDIAN</td>
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<tr>
<td>2019-253</td>
<td>AT&amp;T</td>
<td>CABLE – UG</td>
<td>HOLT RD</td>
<td>DELHI</td>
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<tr>
<td>2019-249</td>
<td>BARNHART &amp; SON</td>
<td>MANHOLE REPLACEMENT</td>
<td>NEW SALEM AVE</td>
<td>MERIDIAN</td>
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<tr>
<td>2019-246</td>
<td>MILLER BROS EXCAV</td>
<td>SANITARY</td>
<td>CHAGGAL LN</td>
<td>MERIDIAN</td>
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<td>2019-262</td>
<td>ZAYO GROUP</td>
<td>CABLE</td>
<td>DAWN AVE</td>
<td>MERIDIAN</td>
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<td>2019-257</td>
<td>CSX RAILROAD</td>
<td>DETOURS</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
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<tr>
<td>2019-276</td>
<td>CONSUMERS</td>
<td>GAS, ELEC-OH</td>
<td>HARDY AVE</td>
<td>MERIDIAN</td>
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<td>2019-273</td>
<td>COMCAST</td>
<td>BORE, CABLE - UG</td>
<td>CHARLAR DR</td>
<td>DELHI</td>
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<td>2019-279</td>
<td>COMCAST</td>
<td>CABLE – UG</td>
<td>MARSH RD</td>
<td>MERIDIAN</td>
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<tr>
<td>2019-280</td>
<td>CONSUMERS</td>
<td>ELECTRIC – OH</td>
<td>WILLIAMSTON</td>
<td>INGHAM</td>
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<td>2019-278</td>
<td>CONSUMERS</td>
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<td>2019-293</td>
<td>AT&amp;T</td>
<td>CABLE – UG</td>
<td>SPANISH OAK</td>
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<td>2019-295</td>
<td>BARNHART &amp; SON</td>
<td>SANITARY</td>
<td>TOWNER RD</td>
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<td>2019-285</td>
<td>GA HUNT EXCAV</td>
<td>SANITARY/ ROAD CUT</td>
<td>WARDCLIFF</td>
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<td>2019-300</td>
<td>BARNHART &amp; SON</td>
<td>SANITARY</td>
<td>LAKE LANSING RD</td>
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<td>2019-299</td>
<td>MERIDIAN TWP</td>
<td>WATER MAIN</td>
<td>LAKE LANSING RD</td>
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<td>2019-298</td>
<td>WOLVERINE BUILDING</td>
<td>MISC</td>
<td>HAMILTON RD</td>
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<td>2019-297</td>
<td>HM ENVIRONMENTAL</td>
<td>WATER MAIN</td>
<td>HAMILTON RD</td>
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<td>2019-310</td>
<td>ISKCON MICHIGAN</td>
<td>SPECIAL EVENT</td>
<td>CENTRAL PARK DR</td>
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<tr>
<td>Date</td>
<td>Agency</td>
<td>Description</td>
<td>Location Details</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------</td>
<td>-----------------</td>
<td>------------------</td>
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<tr>
<td>2019-314</td>
<td>Meridian Twp Parks/Rec</td>
<td>Special Event</td>
<td>Central Park Dr</td>
<td>Meridian</td>
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<td>2019-313</td>
<td>MDOT</td>
<td>Traffic Control</td>
<td>Kalama Zoo St</td>
<td>Lansing</td>
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<td>2019-319</td>
<td>Comcast</td>
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<td>Aurelius Rd</td>
<td>Delhi</td>
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<td>2019-318</td>
<td>Scarlett Excavating</td>
<td>Water Main</td>
<td>Towner Rd</td>
<td>Meridian</td>
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</tr>
</tbody>
</table>

Managing Director: ______________________
TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: July 2, 2019
RE: Resolution Authorizing an Agreement with Safety Systems, Inc. for Installation of an Additional Temperature Sensor and Annual Alarm Monitoring Services at the Human Services Building

For the meeting agendas of: July 16 & 17

BACKGROUND
Safety Systems is our current building alarm monitoring company at the Human Services Building. An additional temperature sensor is needed for a refrigerator added to immunizations in Women’s Health for the cost of $555.30. The facilities department would like to continue the monitoring services with Safety Systems for an annual amount of $7,020.00 for the first year which includes the additional $24.00 per year for monitoring the new temperature sensor. This annual amount will not exceed 1% for the subsequence 2 years.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Funds are available in the appropriate 931100 maintenance contractual line items.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Safety Systems Inc. for the installation of an additional temperature sensor in Women’s Health and a three year alarm monitoring service agreement at the Human Services Building.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFETY SYSTEMS INC. FOR INSTALLATION OF AN ADDITIONAL TEMPERATURE SENSOR AND FOR ANNUAL ALARM MONITORING SERVICES AT THE HUMAN SERVICES BUILDING

WHEREAS, an additional temperature sensor is needed for the immunizations refrigerator in Women’s Health;

and

WHEREAS, Safety Systems will continue providing alarm monitoring services at the Human Services Building for the next three years; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Safety Systems Inc. for the installation of an additional temperature sensor for an amount of $555.30 and for annual alarm monitoring services for the amount of $7,020.00 not to exceed 1% for each subsequence year for the next two years; and

WHEREAS, funds for this project are available within the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Safety Systems, Inc., 2075 Glenn Street Lansing, Michigan 48906 for the installation of an additional temperature sensor in the amount of $555.30 and for the annual alarm monitoring services at the Human Services Building in the amount of $7,020.00 that shall not exceed 1% increase for each subsequence year for the next two years.

BE IT FURTHER RESOLVED, that 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.
This memo is to inform you of an emergency purchase that was made prior to receiving approval from the County Services and Finance Committees.

The UPCM Tracer Summit Controller at the Grady Porter Building is failing intermittently. The UPCM control model impacts AHU #2 (Air Handling Unit) and the emergency generator located in the lower garage.

In the event the controller fails, both the exhaust and AHU #2 will not operate. Due to the safety issue this imposes, an emergency purchase order was issued to Trane for a total cost of $5,753.97 which includes part, labor and installation.

Funds for this purchase are available in Line Item 245-26710-931000-7FC12.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Richard Terrill

Rick Terrill
Ingham County Facilities Director
Agenda Item 7

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: June 25th, 2019
SUBJECT: FY 19 State of Michigan Comprehensive Agreement Amendment # 4

For the meeting agendas of July 15th, 2019 and July 17th, 2019

BACKGROUND
Ingham County Health Department (ICHD) wishes to amend (Amendment #4) the 2018-2019 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS) by increasing funding by $125,397 and by establishing a .50 FTE Community Health Worker to work in the STD Specialty Services program effective October 1, 2018 through September 30, 2019. ICHD currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2018-2019 Comprehensive Agreement through Resolution #18-351 and Amendment # 1 through Resolution # 18-470 and Amendment # 2 through Resolution # 19-050 and Amendment # 3 through Resolution # 19-149.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,686,220 to $5,811,617, an increase of $125,397. The amendment makes the following specific changes in the budget;

- Family Planning Services: increase of $15,000 from $289,223 to $304,223
- Epidemiology & Laboratory Capacity: increase of $20,000 from $0 to $20,000
- Regional Perinatal Care System: increase of $3,000 from $0 to $3,000
- STD Specialty Services: increase of $50,000 from $0 to $50,000
- Public Health Emergency Preparedness (7/01/19 – 9/30/19): increase of $37,397 from $0 to $37,397

STRATEGIC PLANNING IMPACT
This resolution supports the long-term objection of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 4 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2018 through September 30, 2019.
Whereas, Ingham County Health Department (ICHD) wishes to amend (Amendment #4) the 2018-2019 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS) by increasing funding by $125,397 and by establishing a .50 FTE Community Health Worker to work in the STD Specialty Services program effective October 1, 2018 through September 30, 2019; and

Whereas, ICHD currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement; and

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

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

Whereas, MDHHS and ICHD have entered into a 2018-2019 Comprehensive Agreement authorized in Resolution #18-351 and Amendment # 1 in Resolution #18-470 and Amendment # 2 in Resolution # 19-050 and Amendment # 3 in Resolution # 19-149; and

WHEREAS, MDHHS has proposed Amendment # 4 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, as a result of the funding increase in Amendment #4, ICHD would like to establish a .50 FTE Community Health Worker to work in the STD Specialty Services program; and

WHEREAS, the 2019 salary range of a .50 FTE Community Health Worker (UAW-TOPS, Grade D) position is $16,525 - $19,672; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize Amendment #4 to the 2018-2019 Comprehensive Agreement.

Therefore be it resolved, that the Ingham County Board of Commissioners authorizes Amendment #4 to the 2018-2019 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2018 through September 30, 2019.

Be it further resolved, that the total amount of the Comprehensive Agreement funding shall increase from $5,686,220 to $5,811,617, an increase of $125,397.
BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

- Family Planning Services: increase of $15,000 from $289,223 to $304,223
- Epidemiology & Laboratory Capacity: increase of $20,000 from $0 to $20,000
- Regional Perinatal Care System: increase of $3,000 from $0 to $3,000
- STD Specialty Services: increase of $50,000 from $0 to $50,000
- Public Health Emergency Preparedness (7/01/19 – 9/30/19): increase of $37,397 from $0 to $37,397

BE IT FURTHER RESOLVED, a .50 FTE Community Health Worker (UAW-TOPS, Grade D) position is established in the STD Specialty Services program.

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

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment # 4 of the 2018-2019 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.
MEMORANDUM

TO: County Services Committee
FROM: Timothy J. Dolehanty, Controller Administrator
DATE: July 5, 2019
SUBJECT: Quarterly Settlement of Claims Report

On June 13, 2017 the Board of Commissioners approved the Settlement of Claims, Litigation and Separation Agreements Policy (Policy No. 222). Section D.3 of the policy requires that “The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” This report is intended to satisfy that requirement for the second quarter of 2019 (April 1 through June 30).

2019 Second Quarter Settlements of Claims, Litigation and Separation Agreements

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Department</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/28/19</td>
<td>$1,028.06</td>
<td>Potter Park Zoo</td>
<td>Property Damage</td>
</tr>
<tr>
<td>06/03/19</td>
<td>$5,357.12</td>
<td>Road Department</td>
<td>Property Damage</td>
</tr>
<tr>
<td>06/18/19</td>
<td>$45,848.01*</td>
<td>Health Department</td>
<td>Resignation Agreement</td>
</tr>
</tbody>
</table>

*Amount includes benefits

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

C: Board of Commissioners