THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 19, 2014 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the March 5, 2014 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office
   a. Resolution to Accept a Michigan Municipal Risk Management Association Grant for the Ingham County Sheriff’s Office Emergency Vehicle Operations Training
   b. Resolution to Accept a Michigan Municipal Risk Management Association Grant for the Ingham County Sheriff’s Office Supervisors Training

2. Probate Court - Resolution Approving the Use of Contingency Funds for a Temporary Hire for Ingham County Probate Court

3. Ingham Health Plan - Resolution Authorizing the Sale of Office Furniture and Computer Equipment to the Ingham Health Plan

4. Health Department
   a. Resolution to Authorize the Establishment of an Electronic Health Records Analyst Position Classification
   b. Resolution to Extend the Lease Agreement with Sparrow Health Systems at 901 East Mount Hope - Well Child Health Center
   c. Resolution to Extend the Physician Services Agreement with Michigan State University’s College of Human Medicine to Provide a Part-Time Family Medicine Physician for the Provision of Primary Medical Services
   d. Resolution to Distribute County Urban Redevelopment Funds Through a Contract with REACH Studio Art Center

5. Parks Department
   a. Resolution Authorizing a Reduction in the Rental Rate at 1621 Lake Lansing Road, Haslett, Michigan
   b. Resolution Authorizing a Contract with Maurer & Parks Well Drilling, Inc. for Materials and Labor to Relocate an Irrigation Well at Lake Lansing Park-South
   c. Resolution Authorizing the Submission of a Grant Application to the Michigan Department of Natural Resources Trust Fund for an Accessible Playground at Potter Park
6. **Facilities Department** - Resolution Authorizing the Purchase of a Replacement Tractor from D&G Equipment for the Human Services Building

7. **Road Department**
   a. Resolution to Amend Resolution #14-067 which Authorized a Bridge Design Professional Engineering Services Contract with Mannik & Smith Group, Inc.
   b. Resolution Authorizing a Change of Contractors for Janitorial Services & Supplies for the Road Department

8. **Human Resources**
   a. Resolution Approving the Collective Bargaining Agreement 2014 Wage Reopener with the Fraternal Order of Police, Capitol City Lodge No. 141 – 911 Non-Supervisory Unit
   b. Resolution Approving the Collective Bargaining Agreement 2014 Wage Reopener with the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit

9. **Equalization/Tax Mapping**
   a. Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appointing Douglas A. Stover as County Grant Administrator for the 2014 Remonumentation Project
   b. Resolution to Contract with Ronnie M. Lester as County Representative for the Ingham County Monumentation and Remonumentation Project in 2014

10. **Fair** - Resolution Authorizing Entering into a Contract with Nielsen Commercial Construction Company, Inc. for General Contractor Services for the Construction of a Tension Fabric Practice Arena at the Ingham County Fairgrounds

11. **Management Information Systems** - Resolution to Authorize Reorganization and Renaming of the Management Information Systems Department

**Announcements**

**Public Comment**

**Adjournment**

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

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

Members Absent: Rebecca Bahar-Cook and Randy Schafer

Others Present: Tim Dolehanty, Travis Parsons, Bill Conklin, Shauna Dunnings, Teri Morton, Barb Mastin, Rick Terrill, Jennifer Shuster and others.

The meeting was called to order by Chairperson Koenig at 6:05 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 19, 2014 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE FEBRUARY 19, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook and Schafer. The minutes of the February 19, 2014 meeting were approved as presented.

Additions to the Agenda

The following item was removed from the agenda:

4. Facilities
   b. Resolution Authorizing the Purchase of a Replacement Tractor for the Human Services Building (HSB).

It was noted that the County Services Committee amended the following resolution as follows:

7. Road Department - Resolution to Approve an Agreement between the Michigan Department of Transportation and the Ingham County Road Department for Reimbursement of Preliminary Engineering Expenses for the Shoeman Road and Barry Road Intersection Project

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to allow reimbursement of 50% of the ROAD DEPARTMENT’s preliminary engineering expenses for the Shoeman Road and Barry Road project, up to a maximum of $20,000.

Limited Public Comment
MOVED BY COMM. VICKERS, SUPPORTED BY COMM. TENNIS, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. **Sheriff’s Office**
   a. Resolution to Enter into a Contract with Mid Michigan Kennels to Purchase and Train a New K-9 Dog
   b. Resolution to Enter into a Contract with the City of Lansing and to Accept the FY 2013 Homeland Security Grant Program Funds for the Regional Planner Grant

2. **Circuit Court** - Resolution to Renew the Circuit Court Service Contract with Tel Systems

3. **Circuit Court/Family Division** - Resolution for Authorization to Enter into a Three Year Contract with Charlevoix County 7th Probate Court

4. **Facilities**
   a. Resolution Authorizing Entering into a Contract with the Architectural and Engineering Firm of Hobbs and Black to Provide Architectural and Engineering Services for the Ingham County Community Health Center (McLaren) Renovation Project

5. **Health Department**
   a. Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for Women’s Health
   b. Resolution to Authorize an Amendment to the Lease of the Facility at 5656 S. Cedar Street
   c. Resolution to Extend the Agreement with Medical Staffing Network for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail
   d. Resolution to Amend Resolution #12-285 to Authorize the Use of Grant Funds for Subcontract Services, Temporary Staff and Marketing and Media Needs

6. **Board of Commissioners** - Resolution Appointing the Ingham County Health Officer

7. **Road Department** - Resolution to Approve an Agreement between the Michigan Department of Transportation and the Ingham County Road Department for Reimbursement of Preliminary Engineering Expenses for the Shoeman Road and Barry Road Intersection Project

8. **Management Information Systems** - Resolution to Approve the Purchase of a New Sun Server from Mythics

9. **Controller/Administrator’s Office** - Resolution Establishing the Budget Calendar for 2015

MOTION CARRIED UNANIMOUSLY.
MOVED BY COMM. VICKERS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 6:07 p.m.
RESOLUTION ACTION ITEMS:

The Controller’s Office is recommending approval of the following resolutions:

1a. **Sheriff’s Office – Resolution to Accept a Michigan Municipal Risk Management Association Grant for the Ingham County Sheriff’s Office Emergency Vehicle Operations Training**

   This resolution authorizes acceptance of the Ingham County Sheriff’s Office MMRMA Risk Avoidance Program (RAP) grant for $1,337.50. This is a long term grant that provides Emergency Vehicle Operations (EVO) training for our deputies and other Mid Michigan Law Enforcement officers. This concept trains the trainers and reimburses half of our costs for this training program. (See attached material for details.)

1b. **Sheriff’s Office – Resolution to Accept a Michigan Municipal Risk Management Association Grant for the Ingham County Sheriff’s Office Supervisors Training**

   This resolution authorizes acceptance of the Ingham County Sheriff’s Office MMRMA Risk Avoidance Program (RAP) grant for $355.00 for Supervisors to attend MACNOLW and Associates supervisory training courses. This grant reimburses half of our costs for this training program. (See attached material for detail.)

2. **Probate Court - Resolution Approving the Use of Contingency Funds for a Temporary Hire for Ingham County Probate Court**

   This resolution authorizes the temporary hire of a judicial assistant at the MCF 06 level for the period of up to twelve weeks to start on or around June 1, 2014. The funding for this temporary hire in the amount of up to $10,460.00 will be from 2014 Ingham County contingency funds. The daily cost for this temp will be $174.34 and the weekly cost will be $871.69. Only the amount necessary to fill this position until the employee returns to work will be used, although it is capped at 12 weeks for a total cost of $10,460. (See attached material for details.)

3. **Ingham Health Plan - Resolution Authorizing the Sale of Office Furniture and Computer Equipment to the Ingham Health Plan**

   This resolution authorizes the sale of county owned office furniture and computer equipment to the Ingham Health Plan (IHP). Resolution #14-057 eliminated the Health Plan Management Services (HPMS) division of the Health Department. Ingham Health Plan (IHP) intends to continue offering basic health benefits for uninsured individuals in Ingham County and has decided to continue to provide services currently provided by HPMS. IHP intends to employ staff directly to perform the tasks required to provide plan management services. This furniture would be used by those staff. IHP would purchase the office furniture for $18,385 and the computer equipment for $4,884.
4a. **Health Department** - Resolution to Authorize the Establishment of an Electronic Health Records Analyst Position Classification

This resolution establishes a new Electronic Health Records Analyst classification to support the operations of the Health Department. With the dissolution of Health Plan Management Services, the level of work and responsibilities of the vacant Health Information Systems Coordinator position (#601061) have been realigned and the ICEA PRO 9 classification is no longer warranted. The Health Department requested Human Resources analyze and create a new classification titled “Electronic Health Records Analyst,” which better identifies and describes the work required to support electronic health records. The salary range for this new classification has been evaluated at an ICEA PRO 8 ($53,827-$64,618).

With this new classification, it is the intention of the Health Department to:

1) Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA PRO 9 to the new Electronic Health Records Analyst classification compensated at an ICEA PRO 8, and

2) Convert position #601019 from a Health Data Systems Developer compensated at an ICEA PRO 8 to a second Electronic Health Records Analyst compensated at an ICEA PRO 8. The incumbent in the position would experience a change in job duties but his pay would remain the same.

4b. **Health Department** - Resolution to Extend the Lease Agreement with Sparrow Health Systems at 901 East Mount Hope - Well Child Health Center

This resolution will extend the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, MI for the operation of the Well Child Health Center from June 13, 2014 through October 31, 2015. The terms of the lease will extend the annual 2% rate increase; therefore, the lease will adjust to $6,004.45 per month from June 13, 2014 through October 31, 2015. The Health Department also requested that the County be obligated to provide no less than 60 days’ notice to terminate the lease agreement. All other terms of the agreement shall remain the same. Sparrow Health Systems has agreed to extend the lease agreement at these terms.

4c. **Health Department** - Resolution to Extend the Physician Services Agreement with Michigan State University’s College of Human Medicine to Provide a Part-Time Family Medicine Physician for the Provision of Primary Medical Services

This resolution authorizes an extension to the Physician Services Agreement with Michigan State University’s College of Human Medicine. In Resolution #13-246, an agreement was authorized with Michigan State University’s (MSU) College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical care services to the Birch Health Center for the period of July 1, 2013 through June 30, 2014. The Health Department and MSU College of Human Medicine would like to extend this agreement from July 1, 2014 through June 30, 2015, with the same terms and conditions. The MSU College of Human Medicine will continue to provide direct patient care at the rate of $110.00 an hour at the Birch Health Center six hours a week in addition to providing two hours a week of clinical leadership. The total contractual amount for the period of July 1, 2014 through June 30, 2015 shall not exceed $45,760. The associated program income from this agreement is expected to continue to offset the contractual expenditure.
4d. **Health Department** - Resolution to Distribute County Urban Redevelopment Funds Through a Contract with REACH Studio Art Center

This resolution authorizes a contract with REACH Studio Art Center in the amount of $32,000 from January 1, 2014 through September 30, 2014. The funds will be utilized to support REACH Studio Art Center’s facade improvements, construction of an outdoor courtyard and a youth art gallery. This recommendation is the result of a competitive RFP process overseen by the Community Assets Alignment Committee of the Power of We Consortium.

5a. **Parks Department** - Resolution Authorizing a Reduction in the Rental Rate at 1621 Lake Lansing Road, Haslett, Michigan

In an effort to retain the current tenants long term and to avoid lengthy delays in finding new tenants in the future, Park staff recommends that the rental fee for 1621 Lake Lansing Road be reduced to $800 per month, effective April 1, 2014. This recommendation follows analysis of comparable rental properties in the Lake Lansing area. The Parks Commission concurs with the staff recommendation.

5b. **Parks Department** - Resolution Authorizing a Contract with Maurer & Parks Well Drilling, Inc. for Materials and Labor to Relocate an Irrigation Well at Lake Lansing Park-South

The Parks Department seeks authorization to enter into an agreement with Maurer & Parks Well Drilling of Lansing, Michigan to relocate the irrigation well at Lake Lansing Park-South, in an amount not to exceed $11,105.50. The irrigation well is a remnant from the amusement park that occupied the site prior to County purchase of the property in the early 1970’s. The well has a large pit that contains various mechanical components that should be relocated above ground because of annual flooding and security concerns.

5c. **Parks Department** - Resolution Authorizing the Submission of a Grant Application to the Michigan Department of Natural Resources Trust Fund for an Accessible Playground at Potter Park

Approval of this proposed resolution would authorize the Parks Department to submit a grant application to the Michigan Department of Natural Resources Trust Fund for construction of an accessible playground at Potter Park. The playground would be constructed adjacent to the existing playground, creating a colorful play area for children of all abilities. CASE CARES, a registered 502(c)(3) non-profit corporation, secured $70,000 toward the project to offset the required match for the $190,000 project. Parks Department personnel will assist with the administration of the grant to limit additional work on the management team at Potter Park. If awarded, the construction of the playground will take place during 2015. The Potter Park Zoo Board supported this recommendation at their March 2014 meeting.

6. **Facilities Department** - Resolution Authorizing the Purchase of a Replacement Tractor from D&G Equipment for the Human Services Building

This resolution submitted by the Facilities Department authorizes the purchase of a tractor for use at the Human Services Building. This unit sees daily use throughout the year. Four quotes were received for a replacement tractor, and D&G Equipment of Mason submitted the lowest with a bid of $27,025.34. Funding for this purchased was approved as a Capital Improvement Project in the 2014 budget.
7a. **Road Department** - Resolution to Amend Resolution #14-067 which Authorized a Bridge Design Professional Engineering Services Contract with Mannik & Smith Group, Inc.

The Road Department seeks amendment to Resolution #14-067 authorizing professional engineering services contract with Mannik & Smith Group, Inc. to include the contract amount of $28,235.

7b. **Road Department** - Resolution Authorizing a Change of Contractors for Janitorial Services & Supplies for the Road Department

Per Resolution 13-121, the Board of Commissioners accepted the low bid and authorized entering into an agreement with GDI Omni, Inc. (GDI) of Lansing for janitorial, cleaning and related services and supplies for the Road Department for three years at a cost of $29,370.00 per year, beginning in May 2013. The agreement with GDI required certain performance criteria, and it was recently determined that GDI’s performance fell short of the agreed-upon criteria resulting in termination of the agreement.

Per the County’s local vendor preference policy, Bolling Janitorial Services, Inc., agreed to match the second low bid and agreed to accept a one-year contract for $48,000.00 ($4,000.00 per month) to assume road department janitorial service duties until another three-year contract can be bid.

8a. **Human Resources** - Resolution Approving the Collective Bargaining Agreement 2014 Wage Reopener with the Fraternal Order of Police, Capitol City Lodge No. 141 – 911 Non-Supervisory Unit

The County proposal in response to the 2014 wage reopener for the FOP – Non-Supervisory Unit was ratified by the bargaining unit. Highlights of the agreement include an additional 1% added to the wage scale beginning the pay period 12/13/2014 – 12/26/2014 to be paid on 1/2/2015, and acceptance of a one-time lump sum supplement to their contractual wages of $150.00 as authorized under Board Resolution #13-438.

8b. **Human Resources** - Resolution Approving the Collective Bargaining Agreement 2014 Wage Reopener with the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit

The County proposal in response to the 2014 wage reopener for the FOP – Corrections Unit was ratified by the bargaining unit. Highlights of the agreement include an additional 1% added to the wage scale beginning the pay period 12/13/2014 – 12/26/2014 to be paid on 1/2/2015, and acceptance of a one-time lump sum supplement to their contractual wages of $150.00 as authorized under Board Resolution #13-438.

9a. **Equalization / Tax Mapping** - Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appointing Douglas A. Stover as County Grant Administrator for the 2014 Remonumentation Project

A grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County’s Monumentation and Remonumentation Plan. The Ingham County Remonumentation Committee consulted with and took into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work. As required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator. The proposed resolution would approve entering into an agreement with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving $107,551 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2014, and to appoint Equalization Director Douglas A. Stover as Grant Administrator.
9b.  **Equalization / Tax Mapping** - Resolution to Contract with Ronnie M. Lester as County Representative for the Ingham County Monumentation and Remonumentation Project in 2014

Per requirements of Act 345, P.A. 1990, the Ingham County Remonumentation Committee recommends approval of a contract with Ronnie M. Lester, P.S., for the related services of County Representative for the Ingham County Monumentation and Remonumentation Project. The contract would take effect upon approval of the 2014 Grant Application by the State.


Per requirements of Act 345, P.A. 1990, the Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

- Bumstead Land Surveys: $15,100
- Enger Surveying and Engineering: $15,100
- Geodetic Design, Inc.: $15,100
- David R. Lohr Surveying, Co.: $7,500
- Reynolds Heritage Land Surveying and Mapping: $15,100
- Wolverine Engineering and Surveyors, Inc.: $15,100

Funding for these survey and remonumentation contracts was authorized in the 2014 budget.

10.  **Fair** - Resolution Authorizing Entering into a Contract with Nielsen Commercial Construction Company, Inc. for General Contractor Services for the Construction of a Tension Fabric Practice Arena at the Ingham County Fairgrounds

The Ingham County Fairgrounds hosts over 30 breed and 4-H horse shows on an annual basis, with over half of the off season revenue derived from said activities. Completion of a tension fabric practice arena to house these programs will increase show participation and assist with attracting regional/national horse shows. Upon review submitted proposals, it was recommended that a contract be awarded to Nielsen Commercial Construction Company for construction of the practice arena. If approved, construction will begin in April and conclude by June 1.

11.  **Management Information Systems** – Resolution to Authorize Reorganization and Renaming of the Management Information Systems Department

MIS proposes reorganization modelled after a new design for current technology trends that encourage movement toward an office automation focus, back-end/infrastructure support, and project/program management. The proposed reorganization of the MIS includes renaming the department “Information and Innovation Technology Department” to better describe the department within with today’s technological trends.

The reorganization proposal would require significant changes in work assignments including an increase of up to two FTEs. For this reason, Board approval of the reorganization concept is proposed. If approved, a subsequent resolution will follow in two to four weeks detailing specific job assignments and budget adjustments.
MEMORANDUM

TO:    Law & Courts Committee
       Finance Committee

FROM:  Major Joel Maatman

DATE:  February 21, 2014

RE:    Accepting MMRMA RAP Grant Funds

This resolution requests permission for the Ingham County Sheriff’s Office to accept an MMRMA RAP grant for $1,337.50. This MMRMA RAP Grant check is 50% of the cost of Michigan State Police Emergency Vehicle Training.
Agenda Item 1a

Introduced by the Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION GRANT FOR THE INGHAM COUNTY SHERIFF’S OFFICE EMERGENCY VEHICLE OPERATIONS TRAINING

WHEREAS, Michigan Municipal Risk Management Association (MMRMA) is the county’s insurance carrier; and

WHEREAS, for over twenty years, the Ingham County Sheriff’s Office has provided Emergency Vehicle Operations (EVO) training for its deputies and Mid Michigan Law Enforcement officers; and

WHEREAS, MMRMA offers Risk Avoidance Program (RAP) grants to assist their members in paying for training; and

WHEREAS, the Ingham County Sheriff’s Office submitted an MMRMA RAP grant to pay for 50% for training from the Michigan State Police (MSP) “Train the Trainer” for Emergency Vehicle Operations; and

WHEREAS, all EVO instructors must attend the Michigan State Police Emergency Vehicle Operations training; and

WHEREAS, MMRMA awarded the Ingham County Sheriff’s Office a Fall 2013 grant in the amount of $1,337.50 to pay for the MSP Emergency Vehicle Operations training.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the Ingham County Sheriff’s Office MMRMA RAP grant for $1,337.50.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriff’s Office 2014 budget.

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

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: February 21, 2014

RE: Accepting MMRMA RAP Grant Funds

This resolution requests permission for the Ingham County Sheriff’s Office to accept an MMRMA RAP grant for $355.00. This MMRMA RAP Grant check is 50% of the cost of MACNLOW training in the fall of 2013 for Ingham County Sheriff’s Office Supervisors’ training.
INTRODUCED BY THE LAW AND COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION GRANT FOR THE INGHAM COUNTY SHERIFF’S OFFICE SUPERVISORS TRAINING

WHEREAS, Michigan Municipal Risk Management Association (MMRMA) is the county’s insurance carrier; and

WHEREAS, in 2010 the Ingham County Sheriff’s Office embarked on a training program for all Sheriff’s Office Supervisors to attend MACNOLW and Associates supervisory training courses; and

WHEREAS, MMRMA offers Risk Avoidance Program (RAP) grants to assist their members in paying for training; and

WHEREAS, the Ingham County Sheriff’s Office submitted an MMRMA RAP grant to pay for 50% of the 2013 Fall MACNOLW supervisory training courses; and

WHEREAS, MMRMA awarded the Ingham County Sheriff’s Office a Fall 2013 grant in the amount of $355.00 to pay for the supervisory MACNLOW training.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the Ingham County Sheriff’s Office MMRMA RAP grant for $355.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff’s Office 2014 budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
Beginning in or around June of this year Judge Economy’s Judicial Assistant (JA) will go onto FMLA leave for up to 12 weeks. It is essential to the operation of Judge Economy’s office that he have a JA to handle his administrative affairs. The cost of a temporary JA at Step 1 for 12 weeks is $10,460.00. Since the Probate Court budget does not have an extra $10,460.00 to pay for a temporary JA, we are seeking funds through the county’s Contingency Fund for that purpose.
RESOLUTION APPROVING THE USE OF CONTINGENCY FUNDS FOR A TEMPORARY HIRE FOR INGHAM COUNTY PROBATE COURT

WHEREAS, each Probate Court judge has a judicial assistant to take telephone calls, schedule hearings, draft documents, and in general take care of necessary administrative issues in the judge’s office; and

WHEREAS, the judicial assistant for Judge Economy is scheduled to go on leave through FMLA for up to 12 weeks beginning around June of this year; and

WHEREAS, the Probate Court General Fund budget does not have the funds to pay for up to 12 months of a temporary replacement judicial assistant; and

WHEREAS, the twelve-week cost of a temporary judicial assistant at step 1 is $10,460.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves of a temporary hire of a judicial assistant at the MCF 06 level for the period of up to twelve weeks to start on or around June 1, 2014.

BE IT FURTHER RESOLVED, that funding for this temporary hire in the amount of up to $10,460.00 be made available through the use of the Ingham County contingency funds.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution, including the transfer of up to $10,640.00 from the 2014 Contingency Fund to the Probate Court temporary budget.
Introduction by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE SALE OF OFFICE FURNITURE AND COMPUTER EQUIPMENT TO THE INGHAM HEALTH PLAN

WHEREAS, the Ingham County Board of Commissioners approved Resolution #14-057 eliminating the Health Plan Management Services (HPMS) division of the Health Department effective April 30, 2014; and

WHEREAS, Ingham Health Plan (IHP) intends to continue offering basic health benefits for uninsured individuals in Ingham County and has decided to continue to provide services currently provided by HPMS; and

WHEREAS, by providing these services IHP can offer run-out services to the health plans in Michigan that are current customers of HPMS and ongoing services to the few health plans that plan to remain open to specific uninsured populations; and

WHEREAS, IHP intends to employ staff directly to perform the tasks required to provide plan management services; and

WHEREAS, IHP is interested in obtaining office furniture and computer equipment currently used by HPMS.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the sale of used office furniture to the IHP in the amount of $18,385 as indicated on the attached list.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the sale of used computer equipment to the IHP in the amount of $4,884 as indicated on the attached list.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.
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$18,385
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<td>1 COMPUTER (KEYBOARD &amp; MOUSE)</td>
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<td>Krul Paulson</td>
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<td>8 LAPTOP COMPUTER</td>
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<td>11 FOLDING MACHINE</td>
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*PC price based on a 5 year cycle of $795 (new)
MEMORANDUM

TO: Human Services Committee
   County Services Committee
   Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: March 14, 2014

RE: Resolution to Authorize the Establishment of an Electronic Health Records Analyst Classification

This resolution will authorize the establishment of a new Electronic Health Records Analyst classification to support the operations of the Health Department.

With the dissolution of Health Plan Management Services, the level of work and responsibilities of the vacant Health Information Systems Coordinator position (#601061) have been realigned and the ICEA PRO 9 classification is no longer warranted. The Health Department requested Human Resources analyze and create a new classification titled “Electronic Health Records Analyst,” which better identifies and describes the work required to support electronic health records. The salary range for this new classification has been evaluated at an ICEA PRO 8 ($53,827-$64,618).

With this new classification, it is the intention of the Health Department to:

1) Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA PRO 9 to the new Electronic Health Records Analyst classification compensated at an ICEA PRO 8, and

2) Convert position #601019 from a Health Data Systems Developer compensated at an ICEA PRO 8 to a second Electronic Health Records Analyst compensated at an ICEA PRO 8. The incumbent in the position would experience a change in job duties but his pay would remain the same.

The ICEA Professional Unit has been notified of these changes. Also, the MIS Director and the incumbent mentioned above were directly involved in creating the new classification. The Controller’s Office and Human Resources have also participated. All relevant parties are aware and in agreement regarding the Health Department’s intentions.

I recommend that the Ingham County Board of Commissioners authorize the establishment of an Electronic Health Record Analyst classification and the conversion of the Health Information Systems Coordinator and Health Data System Developer positions to this new classification.

Attachment: EHR Analyst Job Description/Support Documentation from HR

c: John Jacobs, w/attachment, Barbara Watts Mastin, w/attachment
Per your request, Human Resources has created a classification titled “Electronic Health Records Analyst”. The salary range for this new classification has been evaluated at an ICEA PRO 8 ($53,827-$64,618). With this new classification, it is your intention to process the following changes:

1. Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA 9 to the new Electronic Health Records Analyst classification compensated at an ICEA 8.

2. Convert position #601019 from a Health Data Systems Developer compensated at an ICEA 8 to a second Electronic Health Records Analyst compensated at an ICEA 8. The incumbent in the position would experience a change in job duties but his pay would remain the same.

The ICEA Professional Unit has been notified of these changes. Also, the MIS Director and the incumbent mentioned above were directly involved in creating the new classification. The Controller’s Office also participated. All relevant parties are aware and in agreement regarding your intentions.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposed classification. You are now ready to complete the final steps in the process: contacting the Budget Office, writing a memo of explanation and preparing a resolution for Board approval.

I can be of further assistance, please email or call me (887-4374).
GENERAL SUMMARY: Under the direction of the Compliance Manager, responsible for assisting the vendor with the design and general maintenance of the Department’s Electronic Health Record (EHR) and Electronic Patient Management systems. Assists in the development and use of templates, forms, and reports. Assists in data needs, development of reports, and general maintenance of interfaces, patient portal, and the Ingham Community Health Centers’ website. Serves as a lead worker to the Electronic Health Records Specialists.

ESSENTIAL FUNCTIONS:
1. Assists the vendor with the design and general maintenance of the Department’s Electronic Health Record (EHR) and Electronic Patient Management systems.
2. Assists with updating databases, creating templates and forms for reporting, administering departmental web-based systems, and importing, exporting, and conversion of data used by Department staff.
3. Responsible for supporting EHR modules such as Fax Manager, HQM, Document Processors, SQL Databases, Interfaces, and Health Information Exchange.
4. Assists in developing and generating status and other types of reports using various reporting tools, including TSQL, Crystal Reports, Microsoft Access, HTML, etc.
5. Adopts standard processes and documentation responsibilities relative to issue management, change management, testing, deployment, optimization, and documentation.
6. Helps submit data for reports and compliance, including Uniform Data System, Meaningful Use, and Patient Centered Medical Home.
7. Assists with general maintenance and updates of interfaces, patient portal, and the Ingham Community Health Centers’ website.
8. Provides EHR support within the Department and facilitates tracking, documenting, and problem resolution for EHR help desk requests within the Department’s ticketing system.
9. Identifies opportunities for system enhancements that would improve practice workflows, methods, and procedures, and communicate recommendations.
10. Documents and reports software bugs and enhancement requests. Ensure reported bugs are addressed and requests for enhancements are implemented.
11. Participate in software upgrades and ensure that they are tested and successfully implemented.
12. Works with individuals to establish and continually improve workflow related to the EHR and collection of billing and reporting data. Provides general assistance and guidance to Health Department staff and contractors.
13. Educates and trains staff on EHR templates, reports, policies and established performance measures including Uniform Data Systems, Meaningful Use and Patient Centered Medical Home. Works with staff to collect data for successful submission and payment of performance measures. Assists with compliance to budgetary and program requirements through the effective use of the EHR.
14. Engages staff to participate in quality improvement activities related to EHR. Assists in developing a culture of quality regarding EHR.
15. Helps assign, plan and review the work of the Electronic Health Records Specialists.

OTHER FUNCTIONS:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

**Employment Qualifications:**

**Education:** Advanced training as acquired through two or three years of college, technical or business school is required. An Associate’s Degree in Computer Science, Health Information Systems or a related field is preferred.

**Experience:** A minimum of three years in a computer or health related field is required. Prefer experience with electronic health records, health care data, database creation, SQL, HTML, Visual Studios, Microsoft Access and Excel.

**Other Requirements:** None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

2. This position is required to travel for meetings and appointments.

**Physical Requirements:**

1. This position requires the ability to sit, stand, traverse, climb, carry, push, pull, type, and endure repetitive movements of the wrists, hands or fingers.

2. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.

3. This position’s physical requirements entail continuous stamina for sitting, typing and repetitive movements of the fingers, hands or wrists.

4. This position’s physical requirements entail little to no stamina for other physical requirements.

5. This position primarily requires close visual acuity to perform tasks within arm’s reach such as viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

6. This position requires the ability to communicate and respond to inquiries both in person and over the phone.

7. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

8. This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)
RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF AN ELECTRONIC HEALTH
RECORDS ANALYST POSITION CLASSIFICATION

WHEREAS, the vacant Health Information Systems Coordinator position (#601061) had responsibilities in Health Plan Management Services as well as the Health Department’s Ingham Community Health Centers; and

WHEREAS, with the dissolution of Health Plan Management Services, the responsibilities of the Health Information Systems Coordinator (#601061) position have been realigned and the ICEA PRO 9 level of compensation is no longer warranted; and

WHEREAS, at the request of the Health Department, Human Resources has created a new classification titled “Electronic Health Records Analyst” which better identifies and describes the work required to support electronic health records; and

WHEREAS, the salary range for this new classification has been evaluated at an ICEA PRO 8 ($53,827-$64,618); and

WHEREAS, with this new classification, it is the intention of the Health Department to process the following changes:

1. Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA PRO 9 to the new Electronic Health Records Analyst classification compensated at an ICEA PRO 8.

2. Convert position #601019 from a Health Data Systems Developer compensated at an ICEA 8 to the new Electronic Health Records Analyst compensated at an ICEA PRO 8. The incumbent in the position would experience a change in job responsibilities, however, will remain at the same grade and salary.

WHEREAS, the ICEA Professional Unit has been notified of these changes; and

WHEREAS, the MIS Director and the incumbent were directly involved in creating the new classification with the participation of Human Resources’ and the Controller’s Office; and

WHEREAS, all relevant parties are aware and in agreement regarding these changes; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed changes and the establishment of an Electronic Health Record Analyst classification; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners establish a new classification of “Electronic Health Records Analyst” at the ICEA/PRO8 grade level.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of a new classification of “Electronic Health Records Analyst” at the ICEA/PRO8 grade level.
BE IT FURTHER RESOLVED, that the vacant Health Informations Systems Coordinator position (#601061) and the Health Data Systems Developer position (#601019) be converted to the Electronic Health Records Analyst classification.

BE IT FURTHER RESOLVED, that the incumbent in the Health Data Systems Developer position (#601019), shall experience a change in job duties, however will remain at the ICEA/PRO 8 grade level and salary.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes any necessary changes to the Ingham County approved position list consistent with this resolution.
MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: March 14, 2014

RE: Resolution to Extend the Lease Agreement with Sparrow Health Systems for Space at 901 East Mount Hope - Well Child Health Center

The attached resolution will extend the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, MI for the operation of the Well Child Health Center from June 13, 2014 through October 31, 2015.

The terms of the lease will extend the annual 2% rate increase; therefore, the lease will adjust to $6,004.45 per month from June 13, 2014 through October 31, 2015. The Health Department also requested that the County be obligated to provide no less than 60 days notice to terminate the lease agreement. All other terms of the agreement shall remain the same. Sparrow Health Systems has agreed to extend the lease agreement at these terms.

Therefore, I recommend that the Ingham County Board of Commissioners authorize this resolution to extend the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, MI for the operation of the Well Child Health Center from June 13, 2014 through October 31, 2015.

c: John Jacobs, w/attachment
Barbara Watts Mastin, w/attachment
Eric Thelen, w/attachment
WHEREAS, in Resolution #11-232 the Ingham County Board of Commissioners authorized an amendment to extend the lease agreement with Sparrow Health Systems for 4,115 square feet of space at 901 East Mount Hope, Lansing, MI for the operation for the Well Child Health Center; and

WHEREAS, rate of this agreement was $16.50 per square foot for the first year and an increase of 2% per year over the three year term from June 13, 2011 through June 12, 2014; and

WHEREAS, the Health Department will only need occupancy at 901 East Mount Hope, Lansing, Michigan for the operations of the Well Child Health Center through October 31, 2015; and

WHEREAS, the Health Department and Sparrow Health Systems would like to extend the lease agreement from June 13, 2014 through October 31, 2015; and

WHEREAS, the rate of the lease agreement will be $6,004.45 per month from June 13, 2014 through October 31, 2015; and

WHEREAS, the Health Department and Sparrow Health System have agreed that either party may terminate the lease upon no less than 60 days prior notice; and

WHEREAS, all other terms of the agreement shall remain the same; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to extend the lease agreement; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize the extension of the lease agreement with Sparrow Health Systems for 4,115 square feet of space at 901 East Mount Hope, Lansing, Michigan for the operation for the Well Child Health Center.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorize the extension of the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, Michigan for the operation of the Well Child Health Center from June 13th, 2014 through October 31st, 2015.

BE IT FURTHER RESOLVED, that the rate of the lease agreement shall be $6,004.45 per month from June 13, 2014 through October 31, 2015.

BE IT FURTHER RESOLVED, that during this term the Health Department or Sparrow Health Systems may terminate the lease upon not less than 60 days prior notice.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

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

TO: Human Services Committee
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: March 14, 2014

RE: Resolution to Extend the Physician Services Agreement with Michigan State University’s College of Human Medicine to Provide a Part-Time Family Medicine Physician for the Provision of Primary Medical Services

The attached resolution will authorize an extension to the Physician Services Agreement with Michigan State University’s College of Human Medicine. In Resolution #13-246, an agreement was authorized with Michigan State University’s (MSU) College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical care services to the Birch Health Center for the period of July 1, 2013 through June 30, 2014. The Health Department and MSU College of Human Medicine would like to extend this agreement from July 1, 2014 through June 30, 2015, with the same terms and conditions.

Dr. Julie Phillips, faculty member of the MSU College of Human Medicine, will continue to provide direct patient care at the rate of $110.00 an hour at the Birch Health Center six hours a week in addition to providing two hours a week of clinical leadership. The total contractual amount for the period of July 1, 2014 through June 30, 2015 shall not exceed $45,760. The associated program income from this agreement is expected to continue to offset the contractual expenditure.

I recommend that the Ingham County Board of Commissioners authorize this resolution to extend the physician services agreement with Michigan State University’s College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical services for the term of July 1, 2014 through June 30, 2015 for a total not to exceed $45,760.

c: John Jacobs, w/attachment
Barbara Watts Mastin, w/attachment
Eric Thelen, w/attachment
ResoluLion to extend the physiciAn servIces aGrEEmente with mIcHigan state unIverSIty’s colLege of humAn medIcIne to provIde a part-tIme family medIcIne physiciAn for the provIsion of primary medIcAl servIces

WHEREAS, in Resolution #13-246 the Ingham County Board of Commissioners authorized an agreement with Michigan State University’s (MSU) College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical care services to the Birch Health Center for a total not to exceed $45,760 for the period of July 1, 2013 through June 30, 2014; and

WHEREAS, this agreement has an option to renew year to year; and

WHEREAS, the Health Department and MSU College of Human Medicine would like to extend the agreement for one (1) additional year at the same terms and conditions; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to extend the physician services agreement with MSU College of Human Medicine; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize a one year extension to the physician services agreement with Michigan State University’s College of Human Medicine.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension to the physician services agreement with MSU College of Human Medicine to provide a part time family medicine physician for the provision of primary medical care services to the Birch Health Center for the period of July 1, 2014 through June 30, 2015.

BE IT FURTHER RESOLVED, that Dr. Julie Phillips will continue to provide through the MSU College of Human Medicine direct patient care at the rate of $110.00 an hour at the Birch Health Center six hours a week plus two hours a week of clinical leadership for a total amount not to exceed $45,760.

BE IT FURTHER RESOLVED, that the associated program income will financially offset the contractual expenditure.

BE IT FURTHER RESOLVED, that all other terms and conditions of the agreement remain unchanged.

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

TO: Human Service Committee
    Finance Committee

FROM: Nancy Hayward, Acting Health Officer

DATE: March 6, 2014

RE: Authorization to Distribute County Urban Redevelopment Funds

Ingham County has a strong and successful history of implementing community summits and cultivating citizen ownership of efforts that expand and enhance opportunities for urban redevelopment. The Ingham County Health Department (ICHD), in partnership with the Power of We Consortium (PWC), has been responsible for carrying out efforts in support of the County’s priority to “Promote Environmental Protection and Smart Growth.” Specifically, ICHD and PWC have established a mechanism to allocate the Urban Redevelopment Funds in the amount of $35,000 which was established as part of the Health Department budget.

This important investment of $35,000 has been used to leverage millions of dollars in federal grants (Compassion Capital Fund) and thousands of volunteer service hours (AmeriCorps) towards making our neighborhoods more attractive, vital, and responsive to our residents. Utilization of these funds has included activities such as completion of the walking trail on the south side of Lansing; match for the PWC’s Capacity Building Program for community and faith-based organizations and for the AmeriCorps program; support for the Ingham Change Initiative’s Summer Youth Program for young men of color; and support for neighborhood community organizing.

For fiscal year 2014, the ICHD, in partnership with the PWC Urban Redevelopment Grant Review Committee, has chosen to support the following grant recipient in an effort to provide greater impact for these critical initiatives:

- REACH Studio Art Center’s facade improvements, construction of an outdoor courtyard and a youth art gallery--the first phase of the overall facility expansion project. The Outdoor Courtyard will welcome visitors from the parking area as they enter the main space and a Youth Art Gallery will connect the old wing to the new main studio center. The courtyard will provide a protected outdoor space for summer day camp students to do outdoor activities, be a place to teach about plants and gardening, and provide a space for outdoor community exhibitions and gathering. It will also act as a connection to the entrance lobby from the new expanded parking lot. The window lined Youth Art Gallery will showcase youth art. It will be the only gallery of its kind in the Lansing area.

I recommend adoption of this resolution to establish contracts between the Ingham County Health Department and REACH Studio Art Center, and that the Board Chair is authorized to sign the contracts after review by the County Attorney.

c: Debbie Edokpolo w/attachment
    John Jacobs w/attachment
    Isaias Solis w/attachment
    Eric Thelen w/attachment
Resolutions #06-120, #07-105, #08-116, #09-122, #10-116, #11-052, #12-18); and

WHEREAS, after a competitive RFP process in 2014 overseen by the Community Assets Alignment Committee of the Power of We Consortium it is recommended that the Urban Redevelopment Funds be allocated to REACH Studio Art Center in the amount of $32,000; and

WHEREAS, the 2014 Urban Redevelopment funds will be utilized to support REACH Studio Art Center’s facade improvements, construction of an outdoor courtyard and a youth art gallery--the first phase of the overall facility expansion project; and

WHEREAS, the Outdoor Courtyard will welcome visitors from the parking area as they enter the main space and a Youth Art Gallery will connect the old wing to the new main studio center and it will be the only gallery of its kind in the Lansing area; and

WHEREAS, the Health Department, in partnership with the Power of We Consortium, has determined that greater impact can be made with the 2014 grant funds by allocating the aforementioned amount to this organization to extend its initiatives; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize a contract with REACH Studio Art Center using urban Redevelopment Funds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract between the Ingham County Health Department and REACH Studio Art Center in the amount of $32,000 for the period of January 1, 2014 through September 30, 2014.

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

Date: March 3, 2014
To: County Services & Finance Committees
From: Willis Bennett, Director of Parks
Re: Resolution Authorizing a Reduction in the Rental Rate at 1621 Lake Lansing Road, Haslett, MI

The Parks Department has a rental house located within Lake Lansing Park-South. The house was the caretaker’s home when the park was an amusement park and since Ingham County purchased the property in the early to mid 1970’s, the property has been used as a rental. The rental fee has risen over the years to $930 per month with the tenant being responsible for all utilities.

Over the last ten years, it has become more difficult to rent the property with the fee set at $930 per month. It has taken as long as six months to secure new tenants due to the rental fee. Park staff has researched similar rental properties in the Lake Lansing area and found that the fees range from $685 to $775 per month.

In an effort to retain the current tenants long term and to avoid lengthy delays in finding new tenants in the future, Park staff recommends that the rental fee for 1621 Lake Lansing Road, Haslett, Michigan be reduced to $800 per month, effective April 1, 2014.

The Parks Commission approved this resolution at their February 2014 meeting.

Please do not hesitate to contact me if you have questions regarding this issue.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A REDUCTION IN THE RENTAL RATE AT 1621 LAKE LANSING ROAD, HASLETT, MICHIGAN

WHEREAS, the Ingham County Parks Department owns and maintains a rental house located within Lake Lansing Park-South; and

WHEREAS, the current tenants have asked staff to evaluate rental house rates in the area to be more competitive in the rental house market; and

WHEREAS, park staff has identified similar rental house properties in the immediate area ranging from $685.00 to $775.00 per month; and

WHEREAS, the current rental house rate was set in 2006 at $930.00 per month; and

WHEREAS, due to the lack of capital improvements, the house remained empty for six months and without this recommended change in fees staff feels the house will not be a viable and competitive rental property; and

WHEREAS, staff has recommended that a new rental house rate of $800.00 per month ($9,600.00/year) be set for the property located at 1621 Lake Lansing Road in Haslett, Michigan; and

WHEREAS, this new rate will continue to include mowing and snow plowing services; and

WHEREAS, this new rate will become effective April 1, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a reduction in the rental rate of the house located within Lake Lansing Park-South (1621 Lake Lansing Road in Haslett, Michigan) to the rate of $800.00 per month, effective April 1, 2014.
MEMO

Date: March 3, 2014
To: County Services & Finance Committees
From: Willis Bennett
Re: Resolution authorizing entering into a contract with Maurer & Parks Well Drilling, Inc.

Within Lake Lansing Park-South there is an irrigation well that is a remnant of the amusement park that occupied the site prior to the County purchasing the property in the early 1970’s. The well has a large pit that contains the various mechanical components and due to flooding, needs to be relocated above ground and in a secure location.

This project will allow us to remove all of the mechanical systems and relocate them into the nearby restroom building providing for a much safer and efficient system. The well pit will be properly abandoned once the project has been completed.

The Purchasing Department solicited bids for this project and along with Park staff have reviewed the bids and recommend that Maurer & Parks Well Drilling, Inc. be awarded the contract.

The Parks Commission approved this resolution at their March 2014 meeting.

Please do not hesitate to contact me if you have questions regarding this issue.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: March 6, 2014
SUBJECT: Proposal Summary for Ingham County Parks Well Relocation Project

Project Description:
Proposals were sought from experienced and qualified water well contractors for the Ingham County Parks Well Relocation Project at Lake Lansing Park South.

The scope of work will include relocating all associated mechanical from well pit to the restroom building; installing two (2) new V-350 (or equivalent) pressure tanks, including fittings; installing a new 7 ½ HP control panel; installing new feed and return lines from well to restroom building, back to irrigation system; and, re-establishing electrical to the restroom building and new irrigation system.

Proposal Summary:
Vendors contacted: 7 Local: 7
Vendors responding: 2 Local: 0

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bid</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maurer &amp; Parks Well Drilling</td>
<td>$11,106</td>
<td>No, Clinton County</td>
</tr>
<tr>
<td>Brown Well Drilling</td>
<td>$15,298</td>
<td>No, Livingston County</td>
</tr>
</tbody>
</table>

Local and Other Vendors Not Responding
Chris Zeeb, Layne Christensen Company, not bidding.

Recommendation:
The Evaluation Committee recommends awarding a contract to Maurer & Parks Well Drilling in an amount not to exceed $11,106. In addition to providing the lowest cost proposal, Mauer is licensed, insured and has been in business for 54 years.

Advertisement:
The RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department Web Page.
WHEREAS, the Ingham County Parks Department owns and maintains the grounds and facilities at Lake Lansing Park-South; and

WHEREAS, the irrigation well within the picnic area at Lake Lansing Park-South needs to be relocated to an above ground location; and

WHEREAS, $15,000 of funding for this project was appropriated in line 245-75299-974000 of the 2013 Parks Capital Improvement Budget and was carried forward to the 2014 Budget; and

WHEREAS, quotes were solicited and evaluated by Parks and Purchasing Department staff, and it is their recommendation to award the contract to Maurer & Parks Well Drilling, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Maurer & Parks Well Drilling of Lansing, Michigan for the materials and labor to relocate the irrigation well at Lake Lansing Park-South, in an amount not to exceed $11,105.50.

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 upon approval as to form by the County Attorney.
MEMO

Date: March 6, 2014

To: County Services & Finance Committees

From: Willis Bennett, Parks Director

Re: Resolution Authorizing the Submission of a Grant Application to the Michigan Department of Natural Resources Trust Fund for an Accessible Playground at Potter Park

This resolution authorizes the submission of a grant application to the Michigan Department of Natural Resources Trust Fund for the construction of an accessible playground at Potter Park. In 2008, CASE CARES, a 501c3 of the Case Credit Union, approached the County to request the opportunity to construct an accessible playground at Potter Park. The playground would be constructed adjacent to the existing playground, creating a colorful play area for children of all abilities. The surfacing will be a rubber based product similar to the existing playground, which will provide for the necessary safety features for fall protection yet provide the best and easiest surface for accessibility.

Over the last 5+ years CASE CARES have held several fundraising events and have secured $70,000 toward the project which has a total cost of approximately $190,000. CASE CARES has agreed to donate $70,000 as the necessary 25% match for the grant. The Parks Department will assist with the administration of the grant to limit additional work on the management team at Potter Park. Overall, there will be little to no cost to the County and with the rubber surfacing and newly designed play equipment; long term maintenance will be at a minimum. The playground will be built utilizing volunteers, again limiting the staff time of Zoo employees. If awarded, the construction of the playground will take place during 2015.

The Potter Park Zoo Board supported this recommendation at their March 2014 meeting.

Please do not hesitate to contact me if you have questions regarding this issue.
Case Cares Playground at Potter Park
Lansing, MI
CASE CARES PLAYGROUND AT POTTER PARK
LANSING, MI

Play Area Capacity: 230-240

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the play system and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS.

CD198608-CD198609

GROUND SPACE: 66' X 89'
PROTECTIVE AREA: 79' X 102'

- COMPLIES TO CPSC
- COMPLIES TO ASTM
- COMPLIES TO ADA

DESIGNED FOR AGES 5-12

ADDITIONAL GROUND LEVEL ACCEPTABLE BASE NEEDED FOR ADA COMPLIANCE:

TYPE: 0
QUANTITY: 0

DATE: 11/29/2012
SCALE: 1" = 15'-0"
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO
THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND
FOR AN ACCESSIBLE PLAYGROUND AT POTTER PARK

WHEREAS, the Ingham County Parks Facility Master Plan was developed under the direction of the Ingham County Board of Commissioners to establish a systematic plan to meet the goal of providing adequate recreational facilities for the residents of Ingham County; and

WHEREAS, constructing an accessible playground at Potter Park was included in the 2012-2016 Parks Facility Master Plan; and

WHEREAS, CASE CARES, a community based foundation of the Case Credit Union, offered to construct an accessible playground at Potter Park at no cost to the County; and

WHEREAS, CASE CARES has held several fundraising events and secured donations and grants towards the construction of the playground and supports the Ingham County Parks Department’s application of a Michigan Department of Natural Resources (MDNR) Trust Fund Grant for Potter Park; and

WHEREAS, CASE CARES has agreed to donate $70,000 as the necessary 25% match for the grant; and

WHEREAS, the Ingham County Parks Department will be the recipient of the grant funds and will assist in the administration of the grant, thus limiting staff time of the Potter Park Zoo management team; and

WHEREAS, the playground construction oversight will be provided by Miracle Recreation Equipment Company staff and volunteers; and

WHEREAS, if the grant application is approved, construction of the playground will take place during 2015; and

WHEREAS, the Potter Park Zoo Board supported this resolution at their March 2014 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant application be submitted to the Michigan Department of Natural Resources Trust Fund for the construction of an accessible playground at Potter Park.
MEMORANDUM

TO:        County Services and Finance Committees
FROM:     Rick Terrill, Facilities Director
DATE:    March 4, 2014
SUBJECT:  RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT TRACTOR FROM D&G EQUIPMENT FOR THE HUMAN SERVICES BUILDING

The resolution before you authorizes the purchase of a replacement tractor for the Human Services Building.

The Facilities Department depends on the use of this tractor every day, all year around. The tractor is 20 years old, has deteriorated over time and is in need of replacement.

The Facilities Department received four quotes for a replacement tractor and D&G Equipment, a local vendor, was willing to match the lowest bid from a non-local vendor for a cost of $27,025.34.

The funds for this project are available in the approved CIP Line Item 631-23304-978000-4FC03 which has a balance of $30,000.00.

I recommend approval of this resolution.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Purchasing Director
DATE: March 6, 2014
SUBJECT: Bid Summary for Tractor/Lawn Mower

Project Description:
Bids were taken for the purchase of one tractor/lawn mower for the Facilities Department to be used at the Human Services Building. $30,000 was approved in the 2014 CIP budget for this purchase.

Bid Summary:
Vendors contacted: 4 Local: 1
Vendors responding: 4 Local: 1

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Cost</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Equipment &amp; Supply</td>
<td>$27,030.00</td>
<td>No, Clinton County</td>
</tr>
<tr>
<td>D &amp; G Equipment*</td>
<td>$29,668.20</td>
<td>Yes, Mason</td>
</tr>
<tr>
<td>Bader &amp; Sons</td>
<td>$31,446.09</td>
<td>No, Eaton County</td>
</tr>
<tr>
<td>Spartan Distributers</td>
<td>$34,112.71</td>
<td>No, Oakland County</td>
</tr>
</tbody>
</table>

Recommendation:
Issue a purchase order to D & G Equipment in an amount not to exceed $27,025.34.

*In accordance with the Local Purchasing Preference Policy, D&G Equipment agreed to adjust its cost within 10% of the low bid to $27,025.34.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT TRACTOR FROM D&G EQUIPMENT FOR THE HUMAN SERVICES BUILDING

WHEREAS, the Facilities Department depends on the use of this tractor every day, all year around; and

WHEREAS, the current tractor is 20 years old, has deteriorated over time and is in need of replacement; and

WHEREAS, the Facilities Department received four quotes for a replacement tractor and D&G Equipment, a local vendor, was willing to match the lowest bid from a non-local vendor for a cost of $27,025.34; and

WHEREAS, funds for this tractor are available in the approved CIP Line Item 631-23304-978000-4FC03 which has a balance of $30,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the purchase of a replacement tractor for the Human Services Building, from D&G Equipment, 710 North Cedar Street, Mason, Michigan 48854, who is a local vendor willing to match the lowest bid from a non-local vendor, for a not to exceed cost of $27,025.34.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #14-067 WHICH AUTHORIZED A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH MANNIK & SMITH GROUP, INC.

WHEREAS, the Ingham Board of Commissioners authorized entering into a contract with Mannik & Smith Group, Inc., for Hull Road Bridge Replacement Project Professional Engineering Services; and

WHEREAS, the contract was based on a proposal from Mannik & Smith Group, Inc. dated December 19, 2013 in the amount of $28,235; and

WHEREAS, the dollar amount of the agreement was inadvertently left out of the resolution; and

WHEREAS, it is necessary to amend Resolution #14-067 to include this information.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #14-067 to authorize a bridge design professional engineering services contract with Mannik & Smith Group, Inc. to include the contract amount of $28,235.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #14-067 shall remain the same.
ADOPTED - February 25, 2014
Agenda Item No. 6

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A
BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT
WITH MANNIK & SMITH GROUP, INC.

RESOLUTION # 14 – 067

WHEREAS, the Ingham County Road Department (ROAD DEPARTMENT) received 2015 Local Bridge Program to remove and replace the Hull Road Bridge over Sycamore Creek; and

WHEREAS, the ROAD DEPARTMENT solicited proposals from Michigan Department of Transportation pre-qualified design consultants to provide professional engineering services for the replacement of the Hull Road Bridge; and

WHEREAS, the Ingham County Purchasing Department advertised for Hull Road Bridge Professional Engineering Services and received six (6) proposals; and

WHEREAS, the ROAD DEPARTMENT and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Mannik & Smith Group, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Mannik & Smith Group, Inc., 721 N. Capital Avenue, Suite 2, Lansing, Michigan, based on its proposal dated December 19, 2013 for Hull Road Bridge Replacement Project Professional Engineering Services.

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

COUNTY SERVICES:  Yeas:  Holman, Tsernoglou, Crenshaw, Nolan, Koenig, Celentino, Maiville
                   Nays:  None Absent:  None  Approved 2/18/14

FINANCE:  Yeas:  Koenig, Anthony, Tennis, McGrain, Bahar-Cook, Vickers
           Nays:  None  Absent:  Schafer  Approved 2/19/14
MEMORANDUM

To: County Services & Finance Committees
From: William Conklin, Managing Director
Road Department
Date: March 6, 2014
RE: Change of Janitorial Service Contractors for Road Department

Upon recommendation of the Purchasing and Road Departments, per Resolution 13-121, the Board of Commissioners accepted the low bid, and authorized entering into a contract with GDI Omni, Inc., Lansing, Michigan, for janitorial, cleaning and related services and supplies for the Road Department per bid packet 18-13 for a total 3 year cost of $88,110.00, $29,370.00 per year, for the three year period beginning from date of service contract execution in May 2013.

A contract was executed and dated May 3, 2013, with GDI Omni, Inc., which required certain performance as specified therein, as well as providing in section XIV therein provisions for contract termination if, in the opinion of the Road Department’s Director of Operations, GDI Omni provided unsatisfactory performance on 3 occasions within any 12 month period.

The Road Department’s Director of Operations has now found GDI Omni’s performance has not been acceptable and not in compliance with the above cited contract on at least 3 occasions within the last 12 month period as documented by letters to GDI Omni, Inc., despite numerous communications with GDI, Omni, Inc., in an effort to get them to improve their performance over and above the three formal letters.

Thus the Road and Purchasing Departments now recommend the contract with GDI Omni, Inc., be terminated.

The second low bidder per bid packet 18-13, was Simply Superior, of Grand Ledge, MI, at the annual cost bid by Simply Superior of $144,000 for the 3 year contract period, $48,000.00 per year, $4,000.00 per month.

The third low bidder of bid packet 18-13, Boling Janitorial Services, Inc., of Lansing, MI, is a local vendor, and bid $145,429.64 for the 3 year janitorial contract, which is within 10% of the second low bid. Per the County’s local vendor preference policy, since the third low bid from Boling Janitorial Services, Inc., a local vendor, was within 10% of the second low bid, a successor one-year contract was offered to Boling Janitorial Services, Inc., if they would match the one-year cost of the second low bid.
Boling Janitorial Services, Inc., did choose to match the second low bid and agrees to a one-year contract for $48,000.00, $4,000.00 per month, to take over the road department’s janitorial services until another 3 year contract can be bid.

Therefore Board approval of the attached resolution to effect this change in Road Department cleaning contractors is recommended by the Road and Purchasing Departments.
TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 10, 2014
SUBJECT: Proposal Summary for Janitorial Services for the Ingham County Department of Transportation and Roads

Project Description:
In 2013, proposals were sought from interested and qualified vendors experienced with cleaning commercial office buildings for the purpose of entering into a 3-year agreement to provide janitorial services at three Ingham County Department of Transportation and Roads facilities. The County requested cost information for providing cleaning services three times per week including supplies.

Proposal Summary:
Vendors contacted: 24 Local: 12
Vendors responding: 8 Local: 7

<table>
<thead>
<tr>
<th>Company Name</th>
<th>1-Year &amp; 3-Year Totals</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDI OMNI Inc.</td>
<td>$29,370/$88,110</td>
<td>Yes - Lansing</td>
</tr>
<tr>
<td>Simply Superior</td>
<td>$48,000/$144,000</td>
<td>No - Grand Ledge</td>
</tr>
<tr>
<td>Boling Janitorial Services Inc</td>
<td>$48,477*/$145,430</td>
<td>Yes - Lansing</td>
</tr>
<tr>
<td>Romanow Building Services</td>
<td>$49,701/$149,102</td>
<td>Yes - Lansing</td>
</tr>
<tr>
<td>Diamond Shine Cleaning Service</td>
<td>$50,074/$150,223</td>
<td>Yes - Mason</td>
</tr>
<tr>
<td>Dan's Services</td>
<td>$52,080/$156,240</td>
<td>Yes - Williamston</td>
</tr>
<tr>
<td>D Squared Facilities Management Inc</td>
<td>$57,600/$172,800</td>
<td>Yes - Lansing</td>
</tr>
<tr>
<td>Dietz Janitorial Service</td>
<td>$69,249/$207,746</td>
<td>Yes - Holt</td>
</tr>
</tbody>
</table>

Recommendation:
The Board of Commissioners authorized a contract with GDI OMNI, INC., per Resolution #13-121. However, due to GDI’s continuous poor performance at all Road Department facilities, we are recommending the termination of the contract with GDI. GDI was recommended by the Evaluation Team after following a competitive bidding process that included a mandatory walk-through of the facilities, reviewing and evaluating the proposals submitted, verifying references, and conducting an interview with the Sr. Corporate Sales Executive of GDI. GDI has failed on numerous times to adequately clean the three Road facilities and, more importantly, provide the necessary supervisory oversight as required by the contract. Communication has been held with GDI supervisors regarding noncompliance and payments deducted for nonconformance; unfortunately, efforts have not produced concrete efforts to rectify the situation. Legal counsel has been consulted and is in agreement with terminating this contract.
The Evaluation Committee now recommends awarding a 1-year contract with an option to renew for two additional years to Boling Janitorial in an amount not to exceed $48,000. *Boiling has agreed to match the bid of Simply Superior in accordance with the Local Purchasing Preference Policy. The contractor will provide cleaning services three times a week as well as cleaning supplies. Boling has been in business for 59 years, and is highly referenced.

**Advertisement:**
The RFP was advertised in the City Pulse and posted on the Purchasing Department Web Page.
Agenda Item 7b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CHANGE OF CONTRACTORS FOR JANITORIAL SERVICES & SUPPLIES FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department needs janitorial, cleaning and related services and supplies for all Road Department facilities; and

WHEREAS, the Purchasing Department in early 2013 released bid packet #18-13 and received sealed, competitive bid proposals for these services for the next 3 year period beginning from date of service contract execution in May 2013; and

WHEREAS, GDI Omni, Inc., Lansing, Michigan, submitted the lowest qualified and responsive bid for a total 3 year cost of $88,110.00, $29,370.00 per year, for all of the services required per bid packet 18-13, as shown on the attached Proposal Summary; and

WHEREAS, upon recommendation of the Purchasing and Road Departments, per Resolution 13-121, the Ingham County Board of Commissioners accepted the bid, and authorized entering into a contract with GDI Omni, Inc., Lansing, Michigan, for janitorial, cleaning and related services and supplies for the Road Department per bid packet 18-13 for a total 3 year cost of $88,110.00, $29,370.00 per year, for the three year period beginning from date of service contract execution in May 2013; and

WHEREAS, a contract was executed and dated May 3, 2013, with GDI Omni, Inc., which required certain performance as specified therein, as well as providing in section XIV therein provisions for contract termination if, in the opinion of the Road Department’s Director of Operations, GDI Omni provided unsatisfactory performance on 3 occasions within any 12 month period; and

WHEREAS, the Road Department’s Director of Operations has found GDI Omni’s performance has not been acceptable and not in compliance with the above cited contract on at least 3 occasions within the last 12 month period as documented by letters to GDI Omni, Inc., despite numerous communications with GDI, Omni, Inc., in an effort to get them to improve their performance over and above the three formal letters; and

WHEREAS, the Road and Purchasing Departments now recommend the janitorial contract with GDI Omni, Inc., be terminated; and

WHEREAS, the second low bidder per bid packet 18-13, was Simply Superior, of Grand Ledge, Michigan, at the annual cost bid by Simply Superior of $144,000 for the 3 year contract period, $48,000.00 per year, $4,000.00 per month; and

WHEREAS, the third low bidder of bid packet 18-13, Boling Janitorial Services, Inc., of Lansing, Michigan, is a local vendor, and bid $145,429.64 for the 3 year janitorial contract, which is within 10% of the second low bid; and
WHEREAS, per the County’s local vendor preference policy, since the third low bid from Boling Janitorial Services, Inc., a local vendor, was within 10% of the second low bid, a successor one-year contract was offered to Boling Janitorial Services, Inc., if they would match the one-year cost of the second low bid; and

WHEREAS, Boling Janitorial Services, Inc., did choose to match the second low bid and agrees to a one-year contract for $48,000.00, $4,000.00 per month, to take over the Road Department’s janitorial services until another 3 year contract can be bid.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes terminating the existing Road Department cleaning services contract dated May 3, 2013, with GDI Omni, Inc., Lansing, Michigan, and authorizes entering into a one year contract with Boling Janitorial Services, Inc., Lansing, Michigan, for janitorial, cleaning and related services and supplies for the Road Department per same bid packet 18-13 for a total 1 year cost of $48,000.00 for the one year period beginning from the date of the successor service contract execution.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary related documents consistent with this resolution on behalf of the County after approval as to form by the County Attorney.
On Friday, February 21, 2014, we were advised by the FOP that the County proposal for the 2014 wage reopener was put before the FOP – Non-Supervisory Unit members and it was approved. Highlights of the agreement include the following:

- **Contract Duration:** through December 31, 2015

- **Wages:** 2014 Reopener - 1% would be added to the wage scale beginning the pay period 12/13/2014 – 12/26/2014 to be paid on 1/2/2015.

- **Letter of Agreement per Board Resolution #13-438** for the $150 wage supplement as follows:

  *All bargaining unit regular full-time and regular part-time employees, as defined in Article 13 of the Collective Bargaining Agreement, that were employed in such positions on October 31, 2013, shall receive a one-time wage lump sum supplement to their contractual wages of one hundred fifteen dollars ($150.00). This one-time lump sum supplement payment will not be added to the contractual wage scales and shall be paid the first full payroll after the approval and execution of this Letter of Agreement by both parties.*
Introduce by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
2014 WAGE REOPENER WITH THE FRATERNAL ORDER OF POLICE, CAPITOL CITY LODGE
NO. 141 – 911 NON-SUPERVISORY UNIT

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141 for the period March 26, 2013 through December 31, 2015; and

WHEREAS, the agreement included a wage reopener for 2014; and

WHEREAS, an agreement regarding the 2014 wage reopener has been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141; and

WHEREAS, the wage reopener agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the wage reopener agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2014 wage reopener agreement between Ingham County and the FOP Capitol City Lodge No. 141 for the contract period March 26, 2012 through December 31, 2015.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2014 wage reopener, subject to the approval as to form by the County Attorney.
March 6, 2014

To: County Services and Finance Committees

From: Travis Parsons

Subject: FRATERNAL ORDER OF POLICE (FOP) Capitol City Lodge No. 141 Corrections Unit – Collective Bargaining Agreement 2014 Wage Reopener

On Wednesday, February 19, 2014, the FOP put before their members for vote a mediator’s proposal. The FOP – Corrections Unit members approved the wage reopener proposal. Highlights of the agreement include the following:

- Contract Duration: through December 31, 2014

- Wages: 2014 Reopener - 1% would be added to the wage scale beginning the pay period 12/13/2014 – 12/26/2014 to be paid on 1/2/2015.

- Letter of Agreement per Board Resolution #13-438 for the $150 wage supplement as follows:

  All bargaining unit regular full-time and regular part-time employees, as defined in Article 13 of the Collective Bargaining Agreement, that were employed in such positions on October 31, 2013, shall receive a one-time wage lump sum supplement to their contractual wages of one hundred fifty dollars ($150.00). This one-time lump sum supplement payment will not be added to the contractual wage scales and shall be paid the first full payroll after the approval and execution of this Letter of Agreement by both parties.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
2014 WAGE REOPENER WITH THE FRATERNAL ORDER OF POLICE CAPITOL CITY
LODGE NO. 141 - CORRECTIONS UNIT

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141 for the period January 1, 2012 through December 31, 2014; and

WHEREAS, the agreement included a wage reopener for 2014; and

WHEREAS, an agreement regarding the 2014 wage reopener has been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141; and

WHEREAS, the wage reopener agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the wage reopener agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2014 wage reopener agreement between Ingham County and the FOP Capitol City Lodge No. 141 for the contract period January 1, 2012 through December 31, 2014.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2014 wage reopener, subject to the approval as to form by the County Attorney.
Agenda Item 9a, 9b and 9c

To: County Services and Finance Committees

From: Douglas A. Stover, Director
Equalization/Tax Mapping

Date: March 5, 2014

Subject: 2014 Remonumentation Grant

Attached are three resolutions.

The first resolution authorizes entering into the 2014 Survey and Remonumentation Grant with the Michigan Department of Licensing and Regulatory Affairs and appoints the County Grant Administrator. The appropriation amount for the 2014 grant is $107,551.

The second resolution appoints the County Representative.

The third resolution authorizes entering into contracts with County Surveyors.
Resolutions

Agenda Item 9a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS AND APPOINTING DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2014 REMONUMENTATION PROJECT

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County’s Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work; and

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs has reviewed Ingham County’s 2014 Survey and Remonumentation Grant Application in the amount of $107,551, and has forwarded the 2014 Grant Agreement/Contract for execution; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving $107,551 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2014.

BE IT FURTHER RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Agenda Item 9b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT IN 2014

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2014 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2014 through December 31, 2014, at a cost not to exceed $14,560.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: County Service and Finance Committees  
FROM: Jim Hudgins, Director, Purchasing Department  
DATE: March 6, 2014  
SUBJECT: Proposal Summary for Remonumentation Surveyor Services  

Project Description:  
The Ingham County Remonumentation Committee sought proposals for the services of multiple Monumentation Surveyors for 2014. All work shall be performed under the guidelines and conditions set forth in P.A. 345 of 1990.  

It is expected that approximately 75 corners will be researched and or be monumented and recorded, (specific corners will be determined before award). The Contractors shall perform the following services in areas of Ingham County designated by Ronnie M. Lester, County Representative.  

Proposal Summary:  
Vendors contacted: 19  Local: 10  
Vendors responding: 7  Local: 5  

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Licensed Surveyor Rate/ Hour</th>
<th>2 Man Field Crew w/ Equipment &amp; Vehicle - Hourly Rate</th>
<th>Additional Crew Member Rate/ Hour</th>
<th>Senior Office Technician Rate/ Hour</th>
<th>Draftsperson Rate/ Hour</th>
<th>Typist/ General Office Tasks Rate/ Hour</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>David R. Lohr Land Surveying</td>
<td>$93</td>
<td>$120</td>
<td>$27</td>
<td>$58</td>
<td>$58</td>
<td>$33</td>
<td>Yes, Ingham</td>
</tr>
<tr>
<td>Bumstead Land Surveyors</td>
<td>$93</td>
<td>$120</td>
<td>$27</td>
<td>$58</td>
<td>$58</td>
<td>$33</td>
<td>No, Eaton</td>
</tr>
<tr>
<td>Reynolds Heritage Land Surveying</td>
<td>$98</td>
<td>$125</td>
<td>$33</td>
<td>$60</td>
<td>$60</td>
<td>$38</td>
<td>No, Barry</td>
</tr>
<tr>
<td>Enger Surveying &amp; Engineering</td>
<td>$97</td>
<td>$125</td>
<td>$30</td>
<td>$60</td>
<td>$60</td>
<td>$35</td>
<td>Yes, Ingham</td>
</tr>
<tr>
<td>Geodetic Designs, Inc.</td>
<td>$115</td>
<td>$162</td>
<td>$140</td>
<td>$52</td>
<td>$77</td>
<td>$42</td>
<td>Yes, Ingham</td>
</tr>
<tr>
<td>Wolverine Engineers &amp; Surveyors, Inc.</td>
<td>$97</td>
<td>$125</td>
<td>$30</td>
<td>$60</td>
<td>$60</td>
<td>$35</td>
<td>Yes, Ingham</td>
</tr>
<tr>
<td>DLZ</td>
<td>$98,500</td>
<td>Lump sum = No bid</td>
<td>na</td>
<td>na</td>
<td>na</td>
<td></td>
<td>Yes, Ingham</td>
</tr>
</tbody>
</table>

Local vendors not responding:  
LSG Engineers & Surveyor, Lansing – No bid submitted they are more interested in engineering focused projects.  

C2AE, DC Engineering, P.C., ENG Inc., and Spicer Group did not respond.
Other vendors not responding:
Rowe Professional Services Company, Flint – No bid submitted. They do not currently offer these services in this part of the state.

Boss Engineering, Howell – No bid submitted. No reason provided.

Recommendation:
The Evaluation Committee recommends awarding contracts to the following multiple vendors:

<table>
<thead>
<tr>
<th>Company</th>
<th>Not to Exceed Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bumstead Land Surveys</td>
<td>$15,100</td>
</tr>
<tr>
<td>Enger Surveying and Engineering</td>
<td>$15,100</td>
</tr>
<tr>
<td>Geodetic Design, Inc.</td>
<td>$15,100</td>
</tr>
<tr>
<td>David R. Lohr Surveying Co.</td>
<td>$7,500</td>
</tr>
<tr>
<td>Reynolds Heritage Land Surveying and Mapping</td>
<td>$15,100</td>
</tr>
<tr>
<td>Wolverine Engineering and Surveyors, Inc.</td>
<td>$15,100</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$83,000</strong></td>
</tr>
</tbody>
</table>

All the vendors have agreed to contract at the following lowest quoted cost:

<table>
<thead>
<tr>
<th>Service</th>
<th>Lowest Quoted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Surveyor</td>
<td>$93</td>
</tr>
<tr>
<td>2-Man Field Crew</td>
<td>$120</td>
</tr>
<tr>
<td>Additional crew</td>
<td>$27</td>
</tr>
<tr>
<td>Senior Office Technician</td>
<td>$52</td>
</tr>
<tr>
<td>Draftsperson</td>
<td>$58</td>
</tr>
<tr>
<td>Typist/General Office</td>
<td>$33</td>
</tr>
</tbody>
</table>

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.
Agenda Item 9c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH BUMSTEAD LAND SURVEYS, ENGER SURVEYING AND ENGINEERING, GEODETIC DESIGN, INC., DAVID R. LOHR SURVEYING, CO., REYNOLDS HERITAGE LAND SURVEYING AND MAPPING AND WOLVERINE ENGINEERS & SURVEYORS, P.C., AS PROJECT SURVEYORS FOR THE 2014 INGHAM COUNTY REMONUMENTATION PROJECT

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, six qualified surveying firms were selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2014; and

WHEREAS, it is the recommendation of the Purchasing Director, with the concurrence of the Remonumentation Committee, that it is in the County’s best interest to authorize contracts with Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., David R. Lohr Surveying, Co., Reynolds Heritage Land Surveying and Mapping and Wolverine Engineering and Surveyors, Inc. for services as monumentation surveyors for 2014.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2014:

- Bumstead Land Surveys: $15,100
- Enger Surveying and Engineering: $15,100
- Geodetic Design, Inc.: $15,100
- David R. Lohr Surveying, Co.: $7,500
- Reynolds Heritage Land Surveying and Mapping: $15,100
- Wolverine Engineering and Surveyors, Inc.: $15,100

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

To: County Services & Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: March 6, 2014

RE: Authorization to Enter into a Contract with Nielsen Commercial Construction Company, Inc. for Construction of a Tension Fabric Practice Arena at the Ingham County Fairgrounds

The Ingham County Fairgrounds hosts over 30 breed and 4-H horse shows on an annual basis, with over half of the off season revenue derived from said activities. Consistent with the Board of Commissioners 2014 budget priorities to support recreational opportunities and foster economic wellbeing, the completion of the tension fabric practice arena will increase show participation and assist with attracting regional/national horse shows.

Funding for this project was budgeted and approved in the 2013 CIP account number 56176900-974000 for $120,000.00. There is $467,143.00 in Hotel/Motel reserve funds available to the Fair for capital improvements on the Fairgrounds, of which the Fairgrounds would like a total of $363,000.00 transferred to account number 65176900-974000 to assist with the completion of this capital project.

After careful review of the bids submitted, the Fair Board, Purchasing Department and project architectural firm - Straub, Pettitt, and Yaste concur that a contract be awarded to Nielsen Commercial Construction Company, Inc. who submitted the lowest responsive and responsible bid in the amount not to exceed $363,000.00, which is inclusive of a 10% contingency for any unforeseen circumstances that may arise during the construction phase of this project.

In order to accommodate the multiple horse shows hosted on the Fairgrounds, the construction phase of this capital project is slated to begin in April 2014, with full completion no later than June 1, 2014.

Sincerely,

Sandra Dargatz
Executive Director, Ingham County Fair
(517) 676-2857
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 6, 2014
SUBJECT: Construction of Hoop Building at the Ingham County Fairgrounds

Project Description:
Ingham County has accepted proposals from experienced and qualified general contractors for the construction of a hoop building at the Ingham County Fairgrounds. The scope of work includes, but is not limited to, constructing a 144 ft. by 75 ft. tension fabric structure along with associated site work, foundation work, and electrical work.

Proposal Summary:
Vendors contacted: 49 Local: 16
Pre-Bid Meeting Attendance: 11 Local: 4
Vendors responding: 4 Local: 3

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Total Bid</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nielsen Commercial Construction</td>
<td>$363,000</td>
<td>Yes, Holt</td>
</tr>
<tr>
<td>Derrick Tyler Construction</td>
<td>$390,000</td>
<td>No, Lyons, Barry County</td>
</tr>
<tr>
<td>LAUX Construction</td>
<td>$421,700</td>
<td>Yes, Dansville</td>
</tr>
<tr>
<td>Moore Trosper Construction Co.</td>
<td>$431,000</td>
<td>Yes, Holt</td>
</tr>
</tbody>
</table>

Local and Other Vendors Not Responding
There were no local or other vendors providing a written or verbal reason for not bidding.

Recommendation:
The Evaluation Committee recommends awarding the contract to Nielsen Commercial Construction in an amount not to exceed $363,000.

In addition to submitting the lowest responsive proposal, Nielsen Commercial Construction is a local vendor, licensed, bonded and insured. This company comes highly recommended.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH NIELSEN COMMERCIAL CONSTRUCTION COMPANY, INC. FOR GENERAL CONTRACTOR SERVICES FOR THE CONSTRUCTION OF A TENSION FABRIC PRACTICE ARENA AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fairgrounds hosts over 30 breed and 4-H horse shows on an annual basis, with over half of the off season revenue derived from said activities; and

WHEREAS, the horse shows have requested a covered practice arena to increase show participation and to assist with attracting regional/national shows; and

WHEREAS, the funds for this project have been budgeted and approved in the 2013 CIP account number 56176900-974000 for $120,000.00; and

WHEREAS, there is $467,143.00 in Hotel/Motel reserve funds available to the Ingham County Fair for capital improvements; and

WHEREAS, after careful review of bids, the Fair Board, Purchasing Department and project architectural firm - Strauss, Pettitt, and Yaste concur that a contract be awarded to Nielsen Commercial Construction Company, Inc. who submitted the lowest responsive and responsible bid in the amount not to exceed $363,000.00; and

WHEREAS, a contingency of 10% is being requested by the Fair Board and Purchasing Department for any unforeseen circumstances that may arise with this type of construction.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Nielsen Commercial Construction Company, Inc., 4604 West Holt Rd. Holt, Michigan 48842, for general contractor services for the construction of a tension fabric practice arena at the Ingham County Fairgrounds, in the amount of $363,000.00, which is inclusive of a 10% contingency for a total not to exceed cost of $363,000.00.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer a total amount of $363,000.00 in Hotel/Motel reserve funds to the 2014 Ingham County Fair CIP account number 56176900-974000.

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

TO: County Services Committee
Finance Committee

FROM: Michael Ashton, Chief Information Officer

DATE: March 10, 2014

RE: Resolution to Restructure and Rename Management Information Systems Department

The Ingham County Management Information System (MIS) department employs 18 fulltime positions and one part time position. Prior to 2009, the Department employed 24 staff. Information systems and other technologies associated with operation of the 911 Emergency Dispatch Center and Road Department were assumed by the department through recent consolidation actions.

Current Organizational Structure

The current organization consists of the following roles/positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Information Officer / Information Technology Director</td>
<td>MCF-B</td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>UAW-F</td>
</tr>
<tr>
<td>Technician I (four positions)</td>
<td>UW-I</td>
</tr>
<tr>
<td>Technician II</td>
<td>UAW-J</td>
</tr>
<tr>
<td>Technician (PT)</td>
<td>UAW-I</td>
</tr>
<tr>
<td>Helpdesk Specialist</td>
<td>UAW-I</td>
</tr>
<tr>
<td>Network Administrator III (two positions)</td>
<td>ICEA-11</td>
</tr>
<tr>
<td>Network Administrator II</td>
<td>ICEA-10</td>
</tr>
<tr>
<td>Network Administrator I (three positions)</td>
<td>ICEA-7</td>
</tr>
<tr>
<td>Program Specialist (three positions)</td>
<td>ICEA-Prog. Spec. Step 7</td>
</tr>
<tr>
<td>Program Specialist</td>
<td>ICEA-Prog. Spec. Step 8</td>
</tr>
</tbody>
</table>

The current structure was a design from the 1970’s – 1990’s era of IT. The primary focus was desktop support, infrastructure/network support, and programmers.
Proposed Organizational Structure

The proposed reorganization of the MIS includes renaming the department “Information and Innovation Technology Department.” The proposed name offers a better description of the department within with today’s technological trends. The new design for current technology trends encourage movement toward an office automation focus, back-end/infrastructure support, and project/program management.

The Office Automation Group is responsible for the workstations at the end users’ desks. This reflects an evolution toward a virtual desktop which moves desktop configurations into the datacenter with the user accessing their application on the server via a virtual desktop. This eliminates the need to install software and configure desktops at each station.

The Infrastructure/Network Group is responsible for servers, storage, e-mail, phone and connectivity to sites and workstations. This has not changed a lot over the years, but new advanced technology allows more to be run from the datacenter than in the past.

Most IT departments today use custom off-the-shelf (COTS) applications instead of writing their own software. County systems that utilize COTS include, but are not limited to, On Base (document management system), MUNIS (financial system), TriTech CAD (911 system), Tritech Mobile, RMS, FBR, and Jail for the Sheriff’s Office, CourtView for courts, and many other applications. Program implementation and configuration should be managed by Project Managers (PM) and Client Relationship Managers (CRM) to ensure applications meet the County’s business needs. Staff in these positions must know the business needs of departments they support and work within the MIS department structure to ensure overall compatibility. Such a project management approach results in an overall efficiency improvement by ensuring projects are completed within scope, on-time, and within budget.
The proposed reorganization necessarily includes revision of most department job descriptions because of significant modification to the scope of work. There is no longer a need for programmers, for instance, and movement toward virtual desktop implementation will reduce the number of staff needed to support end-user equipment. The proposed organizational change will reduce the number of full time Technicians from 5 to 2.5.

Restructuring as proposed eliminates the Network Administrator III position because technologies have changed and the required certifications to properly secure and complete advanced network jobs are not sustainable in an organization of the County’s size. This is a position better filled by a vendor at a lower cost to the county to perform the job duties when required. The proposed structure also eliminated four Programmer Specialist positions.

**Administration Group**

**Chief Information Officer** - The Ingham County Information and Innovation Technology Department would be headed by the county Chief Information Officer (CIO).

**Executive Secretary** - The CIO would have a direct report Executive Secretary eliminating the Helpdesk/Administrative Clerk UAW-F position. The position would serve as the assistant to the CIO and Deputy Director.

**Deputy Director** - This is reestablishing the deputy director position. Currently the CIO is the only management staff. This position would oversee the Technical Services team of the department.

**Project Management / CRM Team**

With the elimination of the program specialist roles, we would create the Project Management / Client Relationship Management (CRM) team. It is the CIO’s recommendation that these be created as MCF classification as they serve as Project Managers. This unit would be managed by a Senior Project Manager. This position would oversee county wide IT projects and oversee the rest of the Project/Program Management Team. The recommendation is also to create 4 Project Manager/CRM positions. The positions would oversee department needs and serve as the Client Relationship Manager for the department they support and oversee all IT projects for that department. The 4 areas that would be covered are Courts Division, Law Enforcement / 911, Health Department, and County Services/Other Departments. The positions would require project management experience or certification to serve in these roles.

**Electronic Imaging Administrator** - This position is responsible for the design, development, testing, and implementation of the county wide Electronic Imaging system used throughout the county.

**Electronic Imaging Analyst** - This position serves as a second resource and backup to the Electronic Imaging Administrator.

**Technical Services** - Most of this team is re-utilizing existing positions with new job descriptions. The following positions would serve on this team.

**Database Engineer** - This position is responsible for the design, development, testing and management of the county SQL and ORACLE databases.

**Database Analyst** - This position serves as a second resource and backup to the Database Engineer.

**Server and Storage Engineer** - This position serves as the senior staff member responsible for Servers and Storage. The position is responsible for maintaining, implementing, troubleshooting, testing and configuring the server environment for the county. This position would also be the primary Email (Exchange) Administrator.
Server and Storage Analyst - This position serves as the secondary staff person for Server and Storage Engineer and also oversees the video surveillance system for the county.

Office Automation Engineer - This position serves as the senior staff member for Virtual Center. This position is responsible for the design, development, testing and implementation of Virtual Center for the county. This includes Desktops and Server Virtual configurations. This position is also the Primary Disaster Recover administrator.

Office Automation Analyst - There are three positions in this role - two at a ICEA 7 and one to be created at a lower likely an ICEA 6 position. This position is responsible for administration of the desktop virtualization environment, application deployment and testing. This position would also handle day to day network Local Area Network and Phone administration.

Technical Support - These positions would handle any installations required at the user’s desk and would run the IT helpdesk. The unit would consist of 2 full time and 1 part time UAW-1 position.

Vendor Support
The vendor Support would be recommended as outsource services for MIS. This would include internet programming as needed and web design and implementation. The other position would provide highly technical support for Wide Area Network and Security. While these positions could be housed internally the skill sets required would require higher paid funding for full time work than to outsource to a vendor on an as-needed basis.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE REORGANIZATION AND RENAMING OF THE MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

WHEREAS, Management Information Services (MIS) proposed a reorganization/restructuring of the department because of substantial changes in organizational service needs; and

WHEREAS, proposed reorganization/restructuring of the department supports execution of strategies designed to actuate an office automation focus, assure back-end/infrastructure support, and improve project/program management; and

WHEREAS, proposed reorganization/restructuring of the department will cause changes in classification and responsibilities of department employees because of significant modifications to the scope of work; and

WHEREAS, proposed reorganization/restructuring of the department will ensure overall information systems compatibility through emphasis on the business needs of supported agencies within the department structure; and

WHEREAS, renaming the department “Information and Innovation Technology Department” offers a better description of the department within with current and anticipated technological trends.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes initiation of steps to reorganize MIS as proposed by the Chief Information Officer.

BE IT FURTHER RESOLVED, that job descriptions for the above positions be amended by the Chief Information Officer and Human Resources Director to reflect revised levels of duty and responsibility commensurate with the proposed structure.

BE IT FURTHER RESOLVED, that the Chief Information Officer and Human Resources director shall confer with the respective labor unions in regard to proposed employee reclassifications within the proposed structure.

BE IT FURTHER RESOLVED, that the Chief Information Officer shall bring forward revised job descriptions and proposed budget adjustments for final approval by the Board of Commissioners prior to their implementation.

BE IT FURTHER RESOLVED, that the “Management Information Systems Department” shall be renamed “Information and Innovation Technology Department.”