THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 2, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the February 17, 2016 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office
   a. Resolution to Allow the Ingham County Sheriff’s Office to Enter into a 2016 Contract with Advanced Public Safety Company for the Sheriff’s Office and 55th District Court Electronic Ticket Writing Annual Maintenance Fees
   b. Resolution to Enter into a Contract with Tritech Software Systems to Purchase an Evidence Room Barcoding System

2. 55th District Court - Resolution Approving the Appointment of James B. Pahl Attorney Magistrate of the 55th District Court

3. Facilities Department
   a. Resolution Amending the Contract Amount with Dietz Janitorial Service to Include Cleaning Services at Forest Community Health Center
   b. Resolution Authorizing a Purchase Order to Mudman Drywall to Replace Damaged Drywall at Forest Community Health Center
   c. Resolution Authorizing an Agreement with Boynton Fire Safety Service, LLC for the Replacement of the Fire Panel at the Human Services Building (HSB)

4. Health Department
   a. Resolution to Authorize an Extension of the Pharmacy Services Agreement for the Ingham County Jail
   b. Resolution to Authorize an Agreement with the Michigan Children’s Trust Fund to Serve Families and Children through the Family Outreach Services Program/Parent Education Program
   c. Resolution to Authorize the Extension of the Agreement with Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for Women’s Health
   d. Resolution to Authorize an Agreement with Eaton Regional Education Service Agency (RESA) to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County
5. **Parks Department & Ingham County Fair** - Resolution Authorizing an Amendment to Exercise the Contract Renewal Option with **Supreme Sanitation Services, LLC** to Provide Sanitation Services at the Ingham County Fair and at Various Ingham County Parks

6. **Innovation & Technology Department** - Resolution to Authorize Ingham County Web Application Modernization and Security Services

7. **Road Department**  
a. Resolution Authorizing a Contract Amendment with **Rieth-Riley Construction Co., Inc.** for Item I of the 2015 Local Road Program Bid Packet 75-15 Hot In Place Recycling, Asphalt Resurfacing & Miscellaneous Repairs of Various Meridian Township Local Roads
b. Resolution to Amend a 2015 Local Road Agreement with **Stockbridge Township** for the Ingham County Road Department

8. **Parks Department**  
a. *Discussion:* Continuing an Agreement with the City of Lansing for the Maintenance and Operation of **Soldan Dog Park** and the Non-Motorized Pathway through Scott Woods Park
b. *Discussion:* Authorizing a License Agreement for the Property Owned by the **City of Lansing** and Located in the City of Lansing

9. **Controller/Administrator’s Office**  
a. Resolution Establishing the **Budget Calendar** for 2017
b. Resolution to Approve **Amendment No. 2 to the February 19, 1997 Design, Construction, Lease Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties and the Amendment of September 15, 2008**

**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).
FINANCE COMMITTEE
February 17, 2016
Draft Minutes

Members Present: Anthony, Bahar-Cook, Case-Naeyaert, Crenshaw, Schafer, and Tennis

Members Absent: McGrain

Others Present: Tim Dolehanty, John Neilsen, Desiree Kirkland, Sandy Gower, John B. Elsinger, Teri Morton, Becky Bennett, Rick Terrill, John Neilsen, Bill Conklin, Henry Rojas, and others

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

Approval of the February 3, 2016 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE FEBRUARY 3, 2016 FINANCE COMMITTEE MEETING.

The minutes were amended as follows:

After discussion, Chairperson Bahar-Cook appointed herself and Commissioner Case-Naeyaert to the Equalization Subcommittee.

Chairperson Bahar-Cook asked Ms. Morton to ask Becky Bennett, Board Coordinator, to send a note of condolence to the families, on behalf of the Board of Commissioners, regarding the passing of Matt Davis, former Jury Board member, and the passing of the City of Lansing Fire Department Captain.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

Additions to Agenda

Teri Morton, Budget Director, stated that the following resolution was tabled at the February 16, 2016 County Services Meeting.

5. Innovation & Technology Department - Resolution to Authorize Ingham County Web Application Modernization and Security Services

Ms. Morton stated that Sandy Bower, Economic Development Corporation (EDC) Board Coordinator, would present a memo from a Economic Development meeting for the following resolution:
7. **Controller/Administrator’s Office**
   a. Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority

Chairperson Bahar-Cook stated that she wanted Agenda Item No. 5 to become a discussion item and that if any Commissioners wanted to move it they could.

There was a discussion regarding the procedure for voting on tabled resolutions from other committees.

**Limited Public Comment**

None.

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

1. **Treasurer**
   b. Resolution to Provide Funding for Low Income Tax Preparation

3. **Health Department** - Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Cluster Program Funds

4. **Facilities Department** - Resolution Authorizing a Contract with Lansing Tile & Mosaic, Inc. to Install New Carpet in the Mason Courthouse

6. **Road Department** - Resolution to Approve Entering into a Construction Contract with Grand River Construction, Hudsonville, Michigan in Relation to the Southbound Okemos Road Bridge Emergency Repair Project

THE MOTION CARRIED UNANIMOUSLY.

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

1. **Treasurer**
   a. Resolution Accepting 2015 Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of $354,000

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION ACCEPTING 2015 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY IN THE AMOUNT OF $354,000.
Commissioner Schafer asked if funds were available to help individuals, like someone in Williamstown Township, whose septic system had failed.

Desiree Kirkland, Chief Deputy Treasurer, answered that they received an email from that individual. She further stated that they had a list of homeowners that were waiting and they were picked first to continue the program. She stated that she did not know if he would qualify and could follow up with the third party in charge of it and that failed septic tanks may be covered in the grant.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

2. Community Mental Health - Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Health Services Millage Eligible Services

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH) FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES.

Commissioner Schafer stated that he would be voting no.

Chairperson Bahar-Cook stated that she wanted the resolution to be amended to include language that would specify that the services were for Ingham County residents only.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CASE-NAEYAERT, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed $1,218,286 with CMH for services provided for the period of October 1, 2015 through September 30, 2016 for Ingham County Residents.

The motion was amended as follows:

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed $1,218,286 with CMH for services provided to Ingham County residents for the period of October 1, 2015 through September 30, 2016.

This was considered a friendly amendment.

THE MOTION CARRIED. Yeas: Anthony, Bahar-Cook, Case-Naeyaert, Crenshaw, and Tennis Nays: Schafer Absent: McGrain

Sarah Luery, Community Mental Health Authority CEO, introduced herself to the Committee.
5. **Innovation & Technology Department** - Resolution to Authorize Ingham County Web Application Modernization and Security Services

Tim Dolehanty, Controller/Administrator, addressed the committee regarding the discussion at County Services concerning the tabling of the resolution.

Commissioner Crenshaw asked if the new IT Director would be starting immediately.

Mr. Dolehanty answered that it had not been made clear, but that she would review and give input before March 1st. He stated that it had not been made clear if she would be asked to leave her employer immediately or if she would start after two weeks.

Commissioner Crenshaw stated that he was worried something would happen in the interim, such as the unplugging of the PC that housed the applications.

Mr. Dolehanty stated that he was assured by Vince Foess, Interim IT Director, that based on the way the system was operating, it showed no signs of failure. He stated that it was important and needed to be addressed, but was not urgent.

Commissioner Anthony expressed frustration concerning the late submission of recent resolutions.

Chairperson Bahar-Cook asked how the cost of the contract would be affected if the new IT director wanted to go with a new vendor.

Mr. Dolehanty stated that if the new CIO wanted to go with a new vendor, it would be considered and that the situation would be played by ear.

Chairperson Bahar-Cook asked for clarification on if the contract was a continuation of work.

Mr. Dolehanty stated that it would continue the effort that was already underway.

Commissioner Bahar-Cook asked if there was funding in the budget.

Mr. Dolehanty answered that there was.

Commissioner Schafer stated that he did not see a reason to not go forward, and that it would take time for the new CIO to get acclimated.

Commissioner Crenshaw stated that the County needed to protect itself and its data and that he would be in favor of approving the resolution.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AND SEND IT TO THE BOARD FLOOR.
Commissioner Tennis expressed concern regarding the movement. He stated that he was not against moving forward, but that he would rather give it a couple of weeks so that everyone felt comfortable.

Commissioner Anthony asked for clarification on what County Services’ concerns were.

Mr. Dolehanty stated that there was a sensitivity to the process, but their goal was to get input from another set of professional eyes.

THE MOTION CARRIED. **Yea**: Anthony, Bahar-Cook, Case-Naeyaert, Crenshaw, and Schafer  **Nay**: Tennis  **Absent**: McGrain

Commissioner Anthony asked when clarification on Mason’s rules and parliamentary procedure would be presented.

Becky Bennett, Board Coordinator, stated that if it was voted on, it would go to the board floor.

Commissioner Schafer stated that any committee could move any item to the board floor.

7. **Controller/Administrator’s Office**
   a. Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority

MOVED BY CRENSHAW, SUPPORTED BY TENNIS, TO APPROVE THE RESOLUTION TO NEGOTIATE A TAX SHARING AGREEMENT WITH DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY.

Mr. Dolehanty reviewed the Delhi Charter Township Downtown Development Authority’s request to negotiate a tax sharing agreement.

John Elsinger, Township Manager of Delhi, reviewed the request to negotiate a tax sharing agreement.

Sandy Gower, Economic Development Corporation (EDC) Board Coordinator, stated that the EDC unanimously recommended the approval of the tax sharing agreement.

Commissioner Case-Naeyaert asked if Willoughby Road to Holt Road would be included in the plan.

Mr. Elsinger answered that they would be, but that they were going to start where the people were.

Commissioner Case-Naeyaert clarified that she meant Harper Road instead of East Willoughby and asked if it extended to Harper.
Mr. Elsinger answered yes. He stated that water and sewer was being worked on for that neighborhood.

Commissioner Schafer stated that due to Williamston’s downtown resurrection, he would be willing to vote for the DDA.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

b. Discussion Item on Law & Courts Related Special Millages for 2016

John Neilsen, Chief Deputy Controller, reviewed the upcoming millages and the schedule for how they would be voted on.

Chairperson Bahar-Cook asked why the zoo millage was not on the primary ballot.

Mr. Neilsen stated that as per an email by Clerk Byrum sent at the beginning of February, the November general election had no ballot proposals.

Chairperson Bahar-Cook suggested that Law and Courts consider it if there was nothing else to compete with.

Mr. Neilsen stated that previously, guidance was sought from former Commissioner Grebner.

Chairperson Bahar-Cook asked for someone in the Controller’s Office to contact former Commissioner Grebner.

Mr. Neilsen stated he would contact him. He reviewed the initial vote count of the upcoming millage renewals.

Commissioner Schafer asked if whether the .85 was adequate for the 9-1-1 millage because of declining property values.

Mr. Neilsen answered that the 9-1-1 Advisory Committee recommended raising the millage to have a fund for technology and capital improvements and recommended raising the millage to provide a larger fund balance for a new radio system.

Chairperson Bahar-Cook asked if the Law and Courts Committee talked about it.

Mr. Neilsen stated that the discussion had just begun and that Law and Courts decided that if there were any millages that needed to be increased, then it should be discussed with the whole board.

Chairperson Bahar-Cook asked to relay to former Commissioner Grebner the concern of whether to do a renewal with a new millage, or to package them as a new millage.
Mr. Neilsen stated that he would ask. He further stated that through the strategic planning process, he hoped to have a report about the jail and courts by March.

Commissioner Schafer stated that there needed to be a serious discussion about what was necessary for the 9-1-1 millage and that there should be a set aside for capital funding.

Mr. Neilsen stated that, as per the Law and Courts discussion, it was suggested to be discussed during board leadership.

Commissioner Crenshaw asked where the County was at in terms of maxing out on the millage and how much more could be levied.

Teri Morton, Budget Director, answered that specially voted millages do not count towards the cap.

Mr. Neilsen stated that, as per Ms. Morton’s memo, the general fund millage had .0364 until it capped and that it would levy $254,000.

Commissioner Crenshaw asked if a 9-1-1 equipment millage would be added to the cap.

Mr. Neilsen answered that it would be a special millage.

Chairperson Bahar-Cook relayed a first-hand account of her attendance of a briefing for the governor’s budget.

Mr. Neilsen stated that the Potter Parks Zoo millage would go through County Services first and that the two transportation millages would go through Human Services.

c. Update on Trails and Parks Task Force and Millage

Ms. Morton provided an updated of the Trails and Parks task Force Millage.

Commissioners Tennis and Case-Naeyaert provided an update on the process of application for projects.

Chairperson Bahar-Cook stated that it would be hard to fund projects individually without knowing the big picture of the trail.

Commissioner Case-Naeyaert stated that some communities may need different grants depending on what they wanted to do.

Commissioner Anthony stated that the Commissioners should set a vision for addressing high need areas, make the funds available, but that it would be up to local municipalities to take advantage of the funds.

Commissioner Case-Naeyaert stated that she was in agreement with Commissioner Anthony.
Chairperson Bahar-Cook stated that she was excited to see the upcoming projects timeline.

Commissioner Anthony stated that she was encouraged and optimistic about the timeline as well.

Ms. Morton stated that money could be spent faster through individual project applications as people who were ready sooner could apply sooner.

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 7:05 p.m.
MARCH 2, 2016 FINANCE AGENDA
STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office – Resolution to Allow the Ingham County Sheriff’s Office to Enter into a 2016 Contract with Advanced Public Safety Company for the Sheriff’s Office and 55th District Court Electronic Ticket Writing Annual Maintenance Fees**

This resolution authorizes the Ingham County Sheriff’s Office to enter into a 2016 maintenance contract with Advanced Public Safety for the Sheriff’s Office and 55th District Court’s electronic ticket writing equipment and software. The total amount is not to exceed $6,188.89. Funds are budgeted in the 2016 Law and Order Fund for Technology (LOFT) budget. (See attached memo for details)

1b. **Sheriff’s Office – Resolution to Enter into a Contract with Tritech Software Systems to Purchase an Evidence Room Barcoding System Utilizing 2016 Capital Improvement Budget Funding**

This resolution will authorize the purchase of an Evidence Room Barcoding System for the Ingham County Sheriff’s Office Evidence System at a cost not to exceed $11,664.24. Funds are available within the 2016 Capital Improvement budget fund for this purchase. The costs will include the necessary software, hardware, and training from Tritech Software Systems. Tritech Software System is the current vendor that the Sheriff’s Office utilizes for its Records Management System. It is necessary to utilize Tritech Software Systems for the Evidence Room Barcoding System in order to interface with the Sheriff’s Office Records Management System. (See attached memo for details)

2. **District Court – Resolution Approving the Appointment of James B. Pahl Attorney Magistrate of the 55th District Court**

This resolution will approve the appointment of James B. Pahl as a per diem Magistrate for the 55th District Court. Michigan Compiled Law 600.8501 authorizes the judges of District Court to appoint a Magistrate to carry out duties as set forth by statute and requires that the appointment of a Magistrate to the District Court be approved by the County Board of Commissioners prior to the Magistrate taking office. James B. Pahl will serve as a per diem Magistrate to fill in when the full time Magistrate is on leave or not available. He will be paid a per diem rate of $30/hour from existing funds within the Court budget. (See attached memo for details)

3a. **Facilities Department – Resolution Amending the Contract Amount with Dietz Janitorial Service to Include Cleaning Services at Forest Community Health Center**

This resolution amends the contract with Dietz Janitorial Service to add Forest Community Health Center to the list of county buildings that require cleaning services. Adding this building will incur an additional total monthly cost of $19,681.00 for the period of January 1, 2016 through July 31, 2016, at which point the contract comes to an end. Funds are available in the Community Health Center Fund for this purpose.
3b. **Facilities Department** – Resolution Authorizing a Purchase Order to Mudman Drywall to Replace Damaged Drywall at Forest Community Health Center

This resolution authorizes a purchase order to Mudman Drywall to replace drywall that was damaged during a storm due to a leaky roof at the Forest Community Health Center. The damaged drywall is located in the section of the building leased by Community Mental Health. The Facilities Department solicited three bids and would like to move forward with the lowest bid of $7,800 from Mudman Drywall. Funds for these services are available within the Community Health Center Fund. Upon completion, Financial Services will be submitting a claim to recover the costs.

3c. **Facilities Department** – Resolution Authorizing an Agreement with Boynton Fire Safety Service, LLC for the Replacement of the Fire Panel at the Human Services Building (HSB)

The Purchasing and Facilities Departments recommend approval of a resolution to authorize an agreement with Boynton Fire Safety Service, LLC to replace the fire panel at the Human Service Building at a total cost not to exceed $34,920. Proposals for fire panel replacement were received from four vendors, and Boynton was determined to have submitted the most responsive proposal.

4a. **Health Department** – Resolution to Authorize an Extension of the Pharmacy Services Agreement for the Ingham County Jail

This resolution authorizes the extension of the agreement between Ingham County Health Department (ICHD) and Contract Pharmacy Services, Inc., for pharmaceutical services to be provided to Ingham County jail inmates. ICHD has been contracting with Contract Pharmacy Services, Inc. since 2010 to provide pharmaceuticals to inmates at the Ingham County Jail. The current agreement expires on March 31, 2016. ICHD and Contract Pharmacy Services would like to extend the agreement from April 1, 2016 through March 31, 2019. All other terms of the agreement shall remain the same, including the current dispensing fee of $2.65 per prescription.

4b. **Health Department** – Resolution to Authorize an Agreement with the Michigan Children’s Trust Fund to Serve Families And Children through the Family Outreach Services Program/Parent Education Program

This resolution authorizes an agreement with the Michigan Children’s Trust Fund (CTF) for the Ingham County Health Department (ICHD) to provide home visiting services to pregnant women and families with young children as a part of the Family Outreach Services Program. CTF is providing ICHD with up to $135,331.00 to support these services, which will be provided by an existing staff at ICHD. As a part of the grant requirements, Ingham County is required to provide a 50% match each year, with at least 20% required to be a cash match. The term of the proposed agreement is April 1, 2016 through September 30, 2019.

4c. **Health Department** – Resolution to Authorize the Extension of the Agreement with Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for Women’s Health

This resolution authorizes the extension of the agreement between Edward W. Sparrow Hospital Association (Sparrow) and Ingham County Health Department (ICHD) for physician services and medical direction. ICHD has contracted with Sparrow since April 2013 for physician services and medical direction for the Women’s
Health Center. The current agreement expires March 31, 2016. ICHD and Sparrow would like to extend the agreement for physician services and medical direction through September 30, 2016. ICHD currently compensates Sparrow at a rate of $50,000 for a 12 month period this rate will be pro-rated for a 6 month period at $25,000. All other terms of the agreement shall remain the same. 4d. Health Department – Resolution to Authorize an Agreement with Eaton Regional Education Service Agency (RESA) to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County

This resolution authorizes an agreement with Eaton RESA to prevent and reduce tobacco use and alcohol abuse in Ingham County. Utilizing a grant from CEI/CMH-CA, the Eaton RESA contracts each year with community partners, including ICHD, to carry out activities contained in the ISAPC Implementation Plan. ICHD has contracted with Eaton RESA since 2008. The activities to be performed by ICHD include:

- Coordinate trauma and grief training and support to networks in Ingham County.
- Serve as a coalition liaison to Ingham County Sobriety Court, Mental Health Court, Mason Prescription Drug Taskforce, and law enforcement.
- Organize Drug Endangered Children training for frontline workers in Ingham County, including action plan for next steps.
- Promote Screening, Brief Intervention, Referral to Treatment (SBIRT) practices within the Ingham County provider network.
- Serve as the Designated Youth Tobacco Use Representative (DYTUR) for Ingham County. Specific contractual tasks include: Providing vendor education to tobacco vendors, maintain the county tobacco retailer list, complete Synar inspections, completion of the Youth Tobacco Act report.
- Coordinate the creation of a 5 year strategic plan for tobacco prevention.
- Support current and increase prescription drug disposal locations, providing specific outreach to the elderly and disabled populations.

These activities are highly consistent with other prevention work undertaken by ICHD. Eaton RESA will reimburse the County up to $40,000 for these activities. The agreement would be in effect from October 1, 2015 through September 30, 2016. Revenue from this agreement was anticipated in the projections for ICHD’s 2016 budget.

5. Parks Department and Ingham County Fair – Resolution to Approve Agreement for Work in County Road Right of Way by Webberville Consolidated Drain Drainage District

On June 27, 2011 the Board of Commissioners approved Resolution #11-062 which authorized a contract with Supreme Sanitation Services, LLC to provide portable restrooms at various locations throughout the County. The term of this agreement was five years with a two year renewal/extension option. The initial contract expires on March 31, 2016.

The owner of Supreme Sanitation Services, LLC has agreed to maintain the current pricing structure during a proposed two-year contract renewal period (April 1, 2016 – March 31, 2018). The Ingham County Fair Board and Ingham County Parks Commission recommended approval of the proposed renewal and amendment. A resolution is offered to accomplish that goal.
6. **Innovation and Technology Department** – Resolution to Authorize Ingham County Web Application Modernization and Security Services

The Innovation and Technology (IT) Department seeks approval of a resolution to continue engagement with vendor Dewpoint to provide the current critical web application service and support at a total cost of $30,000. Dewpoint, a local vendor and participant under the State of Michigan MiDeal program, completed their previous term of service as specified without issue. **Note that this service would be provided through a cooperative purchase agreement with the State of Michigan.**

7a. **Road Department** – Resolution Authorizing a Contract Amendment with Rieth-Riley Construction Co., Inc. for Item I of the 2015 Local Road Program Bid Packet 75-15 Hot In Place Recycling, Asphalt Resurfacing & Miscellaneous Repairs of Various Meridian Township Local Roads

Unanticipated costs associated with road base repairs and Americans with Disability Act (ADA) requirements require allocation of an additional $54,968.52 for various local road projects in Meridian Township. Meridian Township has agreed to fund the additional cost as provided in the Local Road Agreement (see Resolution 15-216). The Road Department recommends approval of a resolution amending the contract with Rieth-Riley Construction to accomplish these added tasks.

7b. **Road Department** – Resolution to Amend a 2015 Local Road Agreement with Stockbridge Township for the Ingham County Road Department

Stockbridge Township recently petitioned the Road Department to amend a list of improvement projects on local roads throughout the Township as part of the 2015 local road program. The Road Department recommends approval of a resolution to apply $258,930.48 from remaining Enbridge permit funds toward these new projects, and to carry over $44,400 in 2015 Road Department local road matching funds for use on future Stockbridge Township local road projects.

9a. **Controller’s Office** - Resolution Establishing the Budget Calendar for 2017

As provided by Public Act 621 of 1978, this resolution will establish the schedule for preparation of the 2017 budget. The only change of note is the adoption of the Strategic Planning Resolution will be later in the budget process to accommodate the update of the county’s strategic plan.

9b. **Controller’s Office** - Resolution to Approve Amendment No. 2 to the February 19, 1997 Design, Construction, Lease Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties and the Amendment of September 15, 2008

The Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA) seeks to amend the lease agreement for 812 East Jolly Road to allow for early pay-off of a construction bond and to allow CMHA to purchase the building from Ingham County.
DISCUSSION ITEMS:

8a. **Parks Department - Continuing an Agreement with the City of Lansing for the Maintenance and Operation of Soldan Dog Park and the Non-Motorized Pathway through Scott Woods Park**

In 2005 and 2011, the Board of Commissioners approved Resolutions #05-154 and #11-037, respectively, which authorized the Ingham County Parks Department to assume responsibility for the maintenance and operation of a non-motorized pathway on behalf of the City of Lansing. The pathway runs through Scott Woods Park and is directly adjacent to and a continuation of the Hawk Island Loop Trail. Parks Department representatives will be in attendance to discuss continuation of this practice.

8b. **Parks Department - Authorizing a License Agreement for the Property Owned by the City of Lansing and Located in the City of Lansing**

The Parks Department operates a snow tubing hill at Hawk Island County Park. The park offers snow tubing runs and rope tows pull riders to the top of the hill to travel down "chutes" made of sculpted snow. The snow tubing hill has varying levels of runs, including smaller kids' runs and some for guests seeking a bit more of a thrill. It was determined that for user safety and enjoyment, additional area outside of County property is needed at the end of the tubing runs. The City of Lansing is willing to provide a License Agreement for a small section of Scott Woods Park for extending the area for tubing hill runs. Parks Department representatives will be in attendance to discuss this licensing proposal.
TO: Law & Courts Committee
    Finance Committee

FROM: Major Joel Maatman

DATE: February 16, 2016

RE: 2016 Maintenance Contract Renewal with Advanced Public Safety

This resolution authorizes the Ingham County Sheriff’s Office to enter into a 2016 maintenance contract with Advanced Public Safety for the Sheriff’s Office and 55th District Court’s electronic ticket writing equipment and software.

The total amount is not to exceed $6,188.89. Funds are budgeted in the 2016 Law and Order Fund for Technology (LOFT) budget.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF’S OFFICE TO ENTER INTO A 2016 CONTRACT WITH ADVANCED PUBLIC SAFETY COMPANY FOR THE SHERIFF’S OFFICE AND 55TH DISTRICT COURT ELECTRONIC TICKET WRITING ANNUAL MAINTENANCE FEES

WHEREAS, the Ingham County Sheriff’s Office has contracted with Advanced Public Safety company for over ten years for their electronic ticket writing programming with the 55th District Court; and

WHEREAS, Law and Order Fund for Technology (LOFT) funds are available to cover the yearly maintenance fees costs for this program; and

WHEREAS, the Ingham County Sheriff’s Office and the 55th District Court wishes to continue in 2016 with Advanced Public Safety Company’s maintenance program; and

WHEREAS, the 2016 maintenance contract costs are $6,188.89 which covers the electronic ticket writing equipment and software.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff’s Office to enter into a 2016 maintenance contract with Advanced Public Safety Company for electronic ticket writing equipment and software in an amount not to exceed $6,188.89.

BE IT FURTHER RESOLVED, funds are budgeted for 2016 within account #636-25820-932050.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary adjustments to the appropriate 2016 budgets consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Law & Courts Committee  
Finance Committee

FROM: Major Maatman, Field & Staff Services Administrator

DATE: February 16, 2016

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH TRITECH SOFTWARE SYSTEMS TO PURCHASE AN EVIDENCE ROOM BARCODING SYSTEM UTILIZING 2016 CAPITAL IMPROVEMENT BUDGET FUNDING

This resolution is for the approval to utilize 2016 Capital Improvement Budget funds to purchase an Evidence Room Barcoding System for the Ingham County Sheriff’s Office Evidence System. The 2016 Capital Improvement Funding was previously approved for this purchase.

Specifically, Capital Improvement funding will be used to purchase software, hardware, and training from TriTech Software Systems. TriTech Software System is the current vendor that the Sheriff’s Office utilizes for its Records Management System. It is necessary to utilize TriTech Software Systems for the Evidence Room barcoding system in order to interface with the Sheriff’s Office Records Management System.

Managing evidence is one of the Sheriff’s Office’s most critical tasks. Automated Evidence Management enables Property Room personnel to better track evidence and property that flow through the evidence system. This system will greatly enhance the effectiveness of inventory and purging of evidence/property.
Agenda Item 1b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH TRITECH SOFTWARE SYSTEMS TO PURCHASE AN EVIDENCE ROOM BARCODING SYSTEM

WHEREAS, the Ingham County Sheriff’s Office has been approved to receive 2016 Capital Improvement Funding for an Evidence Room Barcoding System; and

WHEREAS, the purpose of requesting 2016 Capital Improvement funds is to purchase a Barcoding Evidence System for the Sheriff’s Office; and

WHEREAS, the Sheriff’s Office has determined the need to update the Evidence Room software system to better account for property being held by the Ingham County Sheriff’s Office; and

WHEREAS, the Capital Improvement funding will be used to purchase an Evidence Room Barcoding System from TriTech who is currently the Ingham County Sheriff’s Office records management system for both corrections and field services; and

WHEREAS, the total expenditure for this proposal is not to exceed $11,664.24.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with TriTech Software systems and utilize $11,664.24 from the 2016 Capital Improvement funding to upgrade and purchase the Evidence Room barcoding system.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
TO:                 Law & Courts Committee
                   Finance Committee

RE:                  Appointment of Per Diem Magistrate – James B. Pahl

DATE:            2/17/2016

Michigan law authorizes the appointment of a Magistrate in the District Court. A Magistrate serves as quasi-judicial officer and the Magistrate’s authority is specifically set forth by statute. A Magistrate assists the court by performing day-to-day judicial functions, such as conducting arraignments, setting bail, issuing arrest warrants, and presiding over civil infraction matters. The delegation of these duties from a judge, allows the judge to spend more time presiding over cases of a more serious nature.

When the Court’s full-time Magistrate is utilizing leave or attending a training program, the day-to-day duties of the Magistrate must still be performed. The absence of the Magistrate creates a hardship for the court and the people we serve.

The 55th District Court respectfully requests that the Ingham County Board of Commissioners adopt the resolution appointing James B. Pahl as a per diem Magistrate for the District Court. Mr. Pahl will be paid a per diem rate of $30/hour. The court is not requesting any additional funding to pay the per diem rate.

Respectfully,

Michael J. Dillon
55th District Court Administrator
Introducing the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE APPOINTMENT OF JAMES B. PAHL
ATTORNEY MAGISTRATE OF THE 55TH DISTRICT COURT

WHEREAS, Michigan Compiled Law 600.8501 authorizes the judges of District Court to appoint a Magistrate to carry out duties as set forth by statute; and

WHEREAS, Michigan Compiled Law 600.8501 also requires that the appointment of a Magistrate to the District Court be approved by the County Board of Commissioners prior to the Magistrate taking office; and

WHEREAS, the 55th District Court has funds within its existing budget to pay for a per diem Magistrate when the full time Magistrate is absent because of leave or training; and

WHEREAS, the 55th District Court wants to insure that there is no interruption of service to the community when the full-time Magistrate is absent; and

WHEREAS, James B. Pahl previously served as an attorney Magistrate for the 55th District Court for 21.6 years; and

WHEREAS, the 55th District Court intends to appoint James B. Pahl as a per diem Magistrate and the appointment is contingent upon the approval the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the appointment of James B. Pahl as a per diem Magistrate for the 55th District Court to be paid at a rate of $ 30.00 per hour.
TO: Human Services, County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: February 16, 2016

SUBJECT: RESOLUTION AMENDING THE CONTRACT WITH DIETZ JANITORIAL SERVICE TO INCLUDE CLEANING SERVICES AT FOREST COMMUNITY HEALTH CENTER

Resolution #12-176 authorized Dietz Janitorial Service to provide cleaning services in various county buildings.

The Facilities Department added Forest Community Health Center to the list of county buildings that require cleaning services. Adding this building will incur an additional total monthly cost of $19,681.00 for the period of January 2016 through July 2016, at which point the contract comes to an end.

Funds for said services are located within line item #511-61580-931100-02013.

I recommend approval of this resolution.
Introduction by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE CONTRACT AMOUNT WITH DIETZ JANITORIAL SERVICE TO INCLUDE CLEANING SERVICES AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, Resolution #12-176 authorized Dietz Janitorial Service to provide cleaning services in various county buildings; and

WHEREAS, the Facilities Department added Forest Community Health Center to the list of county buildings that require cleaning services; and

WHEREAS, adding this building will incur an additional total monthly cost of $19,681.00 for the period of January 2016 through July 2016 at which point the contract comes to an end; and

WHEREAS, adding Forest Community Health Center to the contract will incur an additional total monthly cost of $19,681.00; and

WHEREAS, funds for said services are located within line item #511-61580-931100-02013.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the contract with Dietz Janitorial Service, 6910 Cedar Street, Suite 3, Lansing, Michigan 48911, to provide Forest Community Health Center with cleaning services for the period of January 1, 2016 through July 31, 2016 for a total monthly cost of $19,681.00.

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

FROM: Richard Terrill, Facilities Director

DATE: February 11, 2016

SUBJECT: RESOLUTION AUTHORIZING A PURCHASE ORDER TO MUDMAN DRYWALL TO REPLACE DAMAGED DRYWALL AT FOREST COMMUNITY HEALTH CENTER

In August 2015 there was a substantial rain event that flooded parts of the Forest Community Health Center.

After extracting all the water, drying out the affected areas and mold remediation, the damaged drywall needs to be removed, replaced and the walls finished and ready for paint. The Facilities Department solicited three bids and would like to move forward with the lowest bid of $7,800.00 from Mudman Drywall.

Funds for said services are available within Line Item#511-61580-818000-02013.

Upon completion, Financial Services will be submitting a claim to recover the costs.

I recommend approval of this resolution.
RESOLUTION AUTHORIZING A PURCHASE ORDER TO MUDMAN DRYWALL TO REPLACE DAMAGED DRYWALL AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, in August there was a substantial rain event that flooded parts of the Forest Community Health Center; and

WHEREAS, after extracting all the water, drying out the affected areas and mold remediation, the damaged drywall needs to be removed, replaced and the walls finished and ready for paint; and

WHEREAS, the Facilities Department solicited three bids and would like to move forward with the lowest bid of $7,800.00 from Mudman Drywall; and

WHEREAS, funds for said services are located within Line Item #511-61580-818000-02013.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Purchase Order to Mudman Drywall, 1217 Lamb Road, Mason, Michigan 48854, to remove and replace the damaged drywall and finish the walls so they are ready for paint, at Forest Community Health Center for a not to exceed cost of $7,800.00.

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

FROM: Rick Terrill, Facilities Director

DATE: February 16, 2016

SUBJECT: RESOLUTION AUTHORIZING AN AGREEMENT WITH BOYNTON FIRE SAFETY SERVICE, LLC. FOR THE REPLACEMENT OF THE FIRE PANEL AT THE HUMAN SERVICES BUILDING (HSB)

The resolution before you authorizes an agreement with Boynton Fire Safety Service, LLC. for the replacement of the fire panel at the Human Services Building.

It is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with Boynton Fire Safety Service, LLC a registered local vendor who submitted the lowest responsive and responsible bid of $24,920.00, to replace the fire panel.

The Facilities Department would like to ask for a $10,000.00 contingency for any unforeseen circumstances that may arise with this type of project as well as to be sure that we are up to code, bringing the total project cost to a not to exceed amount of $34,920.00.

Funds for this project are available within the approved CIP Line Item 631-23304-976000-5FC04 which has an available balance of $40,272.50 for a new HSB fire panel.

I recommend approval of this resolution.
Agenda Item 3c

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: February 18, 2016

SUBJECT: Replacement of the Fire Panel at the Human Services Building

Project Description:
Ingham County sought proposals from experienced and qualified fire alarm contractors for furnishing and installing a new addressable fire alarm control panel with digital voice evacuation to replace the existing Pyrotronics zoned and voice evacuation panels at the Human Services Building in Lansing, Michigan.

Proposal Summary:
Vendors contacted: 39   Local: 8
Pre-Bid attendance 10   Local: 1
Vendors responding: 04   Local: 1

<table>
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<tr>
<th>Vendor Name</th>
<th>Location</th>
<th>Total Bid</th>
<th>Pull Station</th>
<th>Strobe Station</th>
<th>Speaker Strobe</th>
<th>Smoke Detector</th>
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<td>Yes, Lansing</td>
<td>$24,920.00</td>
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<td>No, Cinton County</td>
<td>$34,000.00</td>
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<tr>
<td>Shouldice Industrial Mfg &amp; Contractors Inc</td>
<td>No, Battle Creek</td>
<td>$96,580.00</td>
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</table>

Recommendation:
Boynton Fire, a local vendor, submitted the lowest responsive proposal.

The Facilities Department recommendation is to award the contract to Boynton Fire in an amount not to exceed $34,920, which is inclusive of the $10,000.00 contingency for any unseen circumstances.

Advertisement:
The RFP was advertised in the Lansing State Journal, the City Pulse, and posted on the Purchasing Department Web Page.
Agenda Item 3c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH BOYNTON FIRE SAFETY SERVICE, LLC FOR THE REPLACEMENT OF THE FIRE PANEL AT THE HUMAN SERVICES BUILDING (HSB)

WHEREAS, the fire panel at the Human Services Building is in need of replacement; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with Boynton Fire Safety Service, LLC., a registered local vendor who submitted the lowest responsive and responsible bid of $24,920.00, to replace the fire panel; and

WHEREAS, the Facilities Department would like to ask for a $10,000.00 contingency for any unforeseen circumstances that may arise with this type of project as well as to be sure that we are up to code; and

WHEREAS, funds for this project are available within the approved CIP Line Item 631-23304-976000-5FC04 which has an available balance of $40,272.50 for a new HSB fire panel.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Boynton Fire Safety Service, LLC, 1031 Northcrest Road, Lansing, Michigan 48096, for the replacement of the fire panel at the Human Services Building for an amount not to exceed $34,920.00 which includes a $10,000.00 contingency.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Human Services Committee
    Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 16, 2016
SUBJECT: Resolution to Authorize the Extension of the Agreement between Ingham County Health Department and Contract Pharmacy Services Inc.

This resolution authorizes the extension of the agreement between Ingham County Health Department (ICHD) and Contract Pharmacy Services, Inc., for pharmaceutical services to be provided to Ingham County jail inmates.

ICHD continues to operate the correctional health services at the Ingham County Jail and is committed to providing high quality and efficient health care services and pharmaceuticals to jail inmates. ICHD has been contracting with Contract Pharmacy Services, Inc. since 2010 to provide pharmaceuticals to inmates at the Ingham County Jail. The current agreement expires on March 31, 2016. ICHD and Contract Pharmacy Services would like to extend the agreement from April 1, 2016 through March 31, 2019. All other terms of the agreement shall remain the same, including the current dispensing fee of $2.65 per prescription.

The Ingham Community Health Center Board has reviewed and supports the extension of the agreement between ICHD and Contract Pharmacy Services Inc. I recommend that the Ingham County Board of Commissioners authorize an agreement extension between ICHD and Contract Pharmacy Services, Inc. for the period of April 1, 2016 through March 31, 2019.

c: Eric Thelen w/ attachment
   Barbara Watts Mastin w/attachment
Introducing the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION OF THE PHARMACY SERVICES AGREEMENT FOR THE INGHAM COUNTY JAIL

WHEREAS, the Ingham County Health Department (ICHD) has been contracting with Contract Pharmacy Services, Inc., since 2010 to provide pharmaceuticals to inmates at the Ingham County Jail; and

WHEREAS, Resolution #13-059 authorized a contract agreement with Contract Pharmacy Services, Inc. for pharmaceutical services to be provided to Ingham County jail inmates for the period of April 1, 2013 through March 31, 2016; and

WHEREAS, ICHD continues to operate the correctional health services at the Ingham County Jail; and

WHEREAS, ICHD is committed to providing high quality and efficient health care services to jail inmates; and

WHEREAS, ICHD and Contract Pharmacy Services would like to extend the agreement from April 1, 2016 through March 31, 2019; and

WHEREAS, all other terms of the agreement shall remain the same, including the current dispensing fee of $2.65 per prescription; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the extension agreement between ICHD and Contract Pharmacy Services Inc.; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes an extension to the agreement with Contract Pharmacy Services for contract pharmaceutical services at the Ingham County Jail.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an extension of the agreement with Contract Pharmacy Services, Inc., for pharmacy services at the Ingham County Jail for the period of April 1, 2016 through March 31, 2019.

BE IT FURTHER RESOLVED, all other terms of the agreement shall remain the same, including the current dispensing fee of $2.65 per prescription.

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

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 24, 2016

SUBJECT: Resolution to Authorize Michigan Children’s Trust Fund Grant

This is a resolution to authorize an agreement with the Michigan Children’s Trust Fund (CTF) for the Ingham County Health Department (ICHD) to provide home visiting services to pregnant women and families with young children as a part of the Family Outreach Services Program. Known as the Parent Education Program, CTF grant funds will be utilized to provide parent education and support to families who are identified to have risk factors for child abuse and neglect.

CTF is a statewide agency that focuses solely on the prevention of child abuse and neglect. The agency funds local child abuse and neglect prevention councils in every Michigan county, in addition to providing support to 21 community-based direct service programs across the state.

CTF is providing ICHD with up to $135,331.00 to support these services, which will be provided by an existing staff at ICHD. As a part of the grant requirements, Ingham County is required to provide a 50% match each year, with at least 20% required to be a cash match. The term of the proposed agreement is April 1, 2016 through September 30, 2019.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with the Children’s Trust Fund.

Attachment

c: Debbie Edokpolo w/attachment
    Regina Traylor w/attachment
    Eric Thelen w/attachment
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN CHILDREN’S TRUST FUND TO SERVE FAMILIES AND CHILDREN THROUGH THE FAMILY OUTREACH SERVICES PROGRAM/PARENT EDUCATION PROGRAM

WHEREAS, The Children's Trust Fund (CTF) was established by the Michigan Legislature in 1982 through Public Acts 249 and 250 of 1982; and

WHEREAS, CTF serves as a voice for Michigan's children and families, promoting their health, safety, and welfare by funding effective local programs and services that prevent child abuse and neglect; and

WHEREAS, as a program of the Ingham County Health Department (ICHD), Family Outreach Services provides home visiting services to Medicaid eligible pregnant women and families with young children; and

WHEREAS, Family Outreach Services focuses on ensuring that families are connected to a Medicaid health plan, have identified a primary care provider, are regularly attending medical appointments, and are up to date on well child checks and immunizations while also referring and connecting those families to other community-based resources; and

WHEREAS, Family Outreach Services submitted and was awarded a direct services grant from CTF known as the Parent Education Program (PEP) to provide parent education and support utilizing Parents as Teachers, an evidence-based model; and

WHEREAS, the grant includes funding up to $135,331.00 to support services for PEP for the period of April 1, 2016 to September 30, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with CTF for ICHD to provide home visiting services through the Parent Education Program as a part of the Family Outreach Services program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with CTF for up to $135,331.00 for ICHD to provide home visiting services through the Parent Education Program as a part of the Family Outreach Services program.

BE IT FURTHER RESOLVED, that the period of the agreement will be April 1, 2016 to September 30, 2019.

BE IT FURTHER RESOLVED, that ICHD is required by the grant agreement to provide a 50% match each year, with at least 20% required to be a cash match.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.
TO: Human Services Committee
    Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 8, 2016
SUBJECT: Resolution to Authorize the Extension of the Agreement between Edward W. Sparrow Hospital Association and Ingham County Health Department

This resolution authorizes the extension of the agreement between Edward W. Sparrow Hospital Association (Sparrow) and Ingham County Health Department (ICHD) for physician services and medical direction.

ICHD has contracted with Sparrow since April 2013 for physician services and medical direction for the Women’s Health Center. The current agreement expires March 31, 2016. ICHD and Sparrow would like to extend the agreement for physician services and medical direction through September 30, 2016. ICHD currently compensates Sparrow at a rate of $50,000 for a 12 month period this rate will be pro-rated for a 6 month period at $25,000. All other terms of the agreement shall remain the same.

The Ingham Community Health Center Board has reviewed and supports the extension of the agreement between ICHD and Sparrow for physician services and medical direction.

I recommend that the Ingham County Board of Commissioners authorize the extension of the agreement between Sparrow and ICHD for physician services and medical direction.

c: Eric Thelen, w/ attachment
   Barbara Watts Mastin, w/attachment
RESOLUTION TO AUTHORIZE THE EXTENSION OF THE AGREEMENT WITH EDWARD W. SPARROW HOSPITAL ASSOCIATION FOR PHYSICIAN AND MEDICAL DIRECTION SERVICES FOR WOMEN’S HEALTH

WHEREAS, in Resolution #13-139 an agreement was authorized between Ingham County Health Department (ICHD) and Edward W. Sparrow Association (Sparrow) for physician services and part-time medical direction for the Women’s Health Center for the period of April 1, 2013 through March 31, 2014; and

WHEREAS, in Resolution #14-089 the agreement was extended from April 1, 2014 through March 31, 2016; and

WHEREAS, ICHD and Sparrow would like to extend the agreement from April 1, 2016 through September 30, 2016; and

WHEREAS, ICHD currently compensates Sparrow at a rate of $50,000 for a 12 month period this rate will be pro-rated for a 6 month period at $25,000; and

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

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the extension between ICHD and Sparrow for physician services and medical direction; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an extension with Sparrow for physician services and medical direction.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension of the agreement with Sparrow for physician services and medical direction for the period of April 1, 2016 through September 30, 2016.

BE IT FURTHER RESOLVED, Ingham County currently compensates Sparrow at a rate of $50,000 for a 12 month period, this rate will be pro-rated for a 6 month period at $25,000.

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

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

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

FROM: Linda S. Vail, Health Officer  

DATE: February 12, 2016  

RE: Resolution to Authorize an Agreement with Eaton Education Service Agency (RESA) to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County  

The Ingham County Health Department (ICHD) is strongly committed to preventing and reducing tobacco use, alcohol abuse, and medication misuse in our community. ICHD is an active member of the Ingham Substance Abuse Prevention Coalition (ISAPC), which is dedicated to effective prevention services through comprehensive collaboration. Eaton Education Service Agency (RESA) provides administrative and staff support to ISAPC.

Utilizing a grant from CEI/CMH-CA, the Eaton RESA contracts each year with community partners, including ICHD, to carry out activities contained in the ISAPC Implementation Plan. ICHD has contracted with Eaton RESA since 2008.

The activities to be performed by ICHD include:

- Coordinate trauma and grief training and support to networks in Ingham County.
- Serve as a coalition liaison to Ingham County Sobriety Court, Mental Health Court, Mason Prescription Drug Taskforce, and law enforcement.
- Organize Drug Endangered Children training for frontline workers in Ingham County, including action plan for next steps.
- Promote Screening, Brief Intervention, Referral to Treatment (SBIRT) practices within the Ingham County provider network.
- Serve as the Designated Youth Tobacco Use Representative (DYTUR) for Ingham County. Specific contractual tasks include: Providing vendor education to tobacco vendors, maintain the county tobacco retailer list, complete Synar inspections, completion of the Youth Tobacco Act report.
- Coordinate the creation of a 5 year strategic plan for tobacco prevention.
- Support current and increase prescription drug disposal locations, providing specific outreach to the elderly and disabled populations.

These activities are highly consistent with other prevention work undertaken by ICHD. Eaton RESA will reimburse the County up to $40,000 for these activities. The agreement would be in effect from October 1, 2015 through September 30, 2016. Revenue from this agreement was anticipated in the projections for ICHD’s 2016 budget.

The attached resolution authorizes the agreement with Eaton RESA. I recommend adoption of this resolution.

c: Eric Thelen w/attachment  
Debbie Edokpolo w/attachment
RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EATON REGIONAL EDUCATION SERVICE AGENCY (RESA) TO PREVENT AND REDUCE TOBACCO USE AND ALCOHOL ABUSE IN INGHAM COUNTY

WHEREAS, Eaton Regional Education Service Agency (RESA) provides administrative support for the Ingham Substance Abuse Prevention Coalition to collaborate and advocate for stronger prevention measures for the access and availability of tobacco and alcohol; and

WHEREAS, Ingham Substance Abuse Prevention Coalition’s Implementation Plan for FY2016 includes several outcomes targeted to prevent and reduce tobacco use and alcohol abuse in Ingham County; and

WHEREAS, the Ingham County Health Department (ICHD) is committed to preventing and reducing the use of tobacco and alcohol abuse; and

WHEREAS, ICHD has been requested to perform activities related to tobacco and alcohol prevention and reduction in the Ingham Substance Abuse Prevention Coalition’s Implementation Plan; and

WHEREAS, Eaton Regional Education Service Agency has agreed to reimburse the County up to $40,000 for performance of such activities; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Eaton RESA for tobacco and alcohol prevention and reduction activities in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Eaton RESA for up to $40,000 for tobacco and alcohol prevention and reduction activities in Ingham County.

BE IT FURTHER RESOLVED, the contract period shall be from October 1, 2015 through September 30, 2016.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.
To:      Ingham County Purchasing Office  
        Ingham County Controller’s Office  
        Ingham County Board of Commissioners - County Service Committee, Chair  
        Ingham County Board of Commissioners - County Finance Committee, Chair  
        Ingham County Board of Commissioners, Chair  

From:   Sandra Dargatz, Executive Director, Ingham County Fair  

Date:   February 12, 2016  

RE:      Ingham County Fair Exposition and Ingham County Parks Department Contract  
         Extension with Supreme Sanitation, LLC for Sanitary Services  

Pursuant to an executed contract dated June 27, 2011, the Ingham County Board of  
Commissioners, upon the recommendation of the Fair Board and Parks Department, authorized  
per Resolution #11-062, entering into a contract with Supreme Sanitation Services, LLC for a  
five year term with a two year renewal/extension option; the initial contract expires on March 31,  
2016.  

The owner of Supreme Sanitation Services, LLC agrees to maintain the current pricing structure  
as per contract during the proposed two year contract renewal period (April 1, 2016 – March 31,  
2018). The Ingham County Fair Board and Ingham County Parks Commission (with changes to  
the Parks frequency and location as outlined in the attachment) are recommending that the  
proposed renewal and amendment to the contract be approved.  

Fees as outlined in the original contract documents shall remain unchanged during the two year  
contract renewal period and shall end on March 31, 2018. All other terms and conditions of the  
lease agreement shall remain unchanged.  

Sincerely,  

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

Attachment:   Pricing Form with Parks Department proposed changes
Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO EXERCISE THE CONTRACT RENEWAL OPTION WITH SUPREME SANITATION SERVICES, LLC TO PROVIDE SANITATION SERVICES AT THE INGHAM COUNTY FAIR AND AT VARIOUS INGHAM COUNTY PARKS

WHEREAS, pursuant to an executed contract dated June 27, 2011, the Ingham County Board of Commissioners, upon the recommendation of the Fair Board and Parks Department, authorized per resolution number 11-062, entering into a contract with Supreme Sanitation Services, LLC for a five year term with a two year renewal/extension option; and

WHEREAS, the initial contract expires on March 31, 2016; and

WHEREAS, the owner of Supreme Sanitation Services, LLC agrees to maintain the current pricing structure as per contract during the proposed two year contract renewal period (April 1, 2016 – March 31, 2018); and

WHEREAS, the Ingham County Fair Board and Ingham County Parks Commission are recommending that the proposed renewal and amendment to the contract be approved.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the renewal and amendment to the contract with Supreme Sanitation, LLC to extend the term of the contract through March 31, 2018.

BE IT FURTHER RESOLVED, that unit fees as outlined in Exhibit A – Pricing Form (attached) of the original contract documents are approved for the two year contract renewal period and shall end on March 31, 2018.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the amendment to the contract renewal as approved as to form by the County Attorney.
**Pricing Form**

(Please type or print clearly in ink only)
Packet No. 3-11 Portable Restrooms

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<th>Type of Unit</th>
<th>Dates</th>
<th>Annual Cost</th>
<th>Cost for 3 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bunker Road</td>
<td>1</td>
<td>Regular Unit</td>
<td>April 1 to October 30</td>
<td>$525.00</td>
<td>$1575.00</td>
</tr>
<tr>
<td>Burchfield Park</td>
<td>1</td>
<td>Handicapped Unit</td>
<td>May 1 to October 30</td>
<td>$600.00</td>
<td>$1800.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Flushing Unit with Sink/Soap/Urinal</td>
<td>May 1 to October 30</td>
<td>$720.00</td>
<td>$2160.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Extra Services</td>
<td>June 1 to September 30</td>
<td>$640.00</td>
<td>$1920.00</td>
</tr>
<tr>
<td>Lake Lansing - North</td>
<td>1</td>
<td>Handicapped Unit</td>
<td>October 30 to April 30</td>
<td>$600.00</td>
<td>$1800.00</td>
</tr>
<tr>
<td>McNamara Landing</td>
<td>1</td>
<td>Regular Unit</td>
<td>Year Around</td>
<td>$900.00</td>
<td>$2700.00</td>
</tr>
<tr>
<td>Golden Dog Park</td>
<td>1</td>
<td>Regular Unit</td>
<td>Year Around</td>
<td>$900.00</td>
<td>$2700.00</td>
</tr>
<tr>
<td>Riverbend</td>
<td>1</td>
<td>Regular Unit</td>
<td>Year Around</td>
<td>$900.00</td>
<td>$2700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$5,785.00</strong></td>
<td><strong>$17,355.00</strong></td>
</tr>
</tbody>
</table>

* Contractor has agreed to lower this annual cost to $5,385.00

How many years are you willing to hold these costs beyond the initial 3-year term? (4)

<table>
<thead>
<tr>
<th>Location</th>
<th>Quantity</th>
<th>Type of Unit</th>
<th>Dates</th>
<th>Annual Cost</th>
<th>Cost for 3 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabbit Barns</td>
<td>2</td>
<td>Regular Unit</td>
<td>August 2 to August 7</td>
<td>$160.00</td>
<td>$480.00</td>
</tr>
<tr>
<td>In Field</td>
<td>4</td>
<td>Regular Unit</td>
<td>August 2 to August 7</td>
<td>$320.00</td>
<td>$960.00</td>
</tr>
<tr>
<td>Campground</td>
<td>2</td>
<td>Regular Unit</td>
<td>August 2 to August 7</td>
<td>$160.00</td>
<td>$480.00</td>
</tr>
<tr>
<td>Near Gate by Office</td>
<td>6</td>
<td>Portable Sink Station (self)</td>
<td>August 2 to August 7</td>
<td>$180.00</td>
<td>$540.00</td>
</tr>
<tr>
<td>Location</td>
<td>Quantity</td>
<td>Description</td>
<td>Duration</td>
<td>Cost 1</td>
<td>Cost 2</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------</td>
<td>------------------------------------------------</td>
<td>-------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Near Petting Zoo</td>
<td>12</td>
<td>Portable Sink Station (self contained with water/soap/towels)</td>
<td>August 2 to August 7</td>
<td>$360.00</td>
<td>$1080.00</td>
</tr>
<tr>
<td>Near Camel Ride</td>
<td>6</td>
<td>Portable Sink Station (self contained with water/soap/towels)</td>
<td>August 2 to August 7</td>
<td>$180.00</td>
<td>$540.00</td>
</tr>
<tr>
<td>Near Arena</td>
<td>6</td>
<td>Portable Sink Station (self contained with water/soap/towels)</td>
<td>August 2 to August 7</td>
<td>$180.00</td>
<td>$540.00</td>
</tr>
<tr>
<td>Near Rabbit Barn</td>
<td>12</td>
<td>Portable Sink Station (self contained with water/soap/towels)</td>
<td>August 2 to August 7</td>
<td>$360.00</td>
<td>$1080.00</td>
</tr>
<tr>
<td>Weekday Rate (2 sinks)</td>
<td>8</td>
<td>Additional Cleaning</td>
<td>August 2</td>
<td>$160.00</td>
<td>$480.00</td>
</tr>
<tr>
<td>Weekday Rate (2 sinks)</td>
<td>2</td>
<td>Additional Cleaning</td>
<td>August 2</td>
<td>$40.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Weekday Rate (2 sinks)</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 3</td>
<td>$300.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Weekday Rate (2 sinks)</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 4</td>
<td>$300.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Weekday Rate (2 sinks)</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 5</td>
<td>$300.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Weekday Rate (2 sinks)</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 6</td>
<td>$300.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Weekday Rate (2 sinks)</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 7</td>
<td>$300.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$3600.00</td>
<td>$10800.00</td>
</tr>
</tbody>
</table>

How many years are you willing to hold these costs beyond the initial 3-year term? (4)
CHANGE TO QUANTITIES REQUESTED BY THE PARKS DEPARTMENT:

**Pricing Form**
(Please type or print clearly in ink only)
Packet No. 3-11 Portable Restrooms

<table>
<thead>
<tr>
<th>Location</th>
<th>Quantity</th>
<th>Type of Unit</th>
<th>Dates</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bunker Road</td>
<td>1</td>
<td>Regular Unit</td>
<td>April 1 to October 30</td>
<td>$525.00</td>
</tr>
<tr>
<td>Burchfield Park</td>
<td>1</td>
<td>Handicapped Unit</td>
<td>May 1 to October 30</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Handicapped Unit</td>
<td>May 1 to October 30</td>
<td>$1,200.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td><strong>Hosing Unit</strong></td>
<td>May 1 to October 30</td>
<td><strong>$720.00</strong></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Extra Service on M/Th or Tue/Fri</td>
<td>June 1 to September 30</td>
<td>$640.00</td>
</tr>
<tr>
<td>Lake Lansing South/North</td>
<td>1</td>
<td>Handicapped Unit</td>
<td>October 30 to April 30</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Handicapped Unit</td>
<td>October 30 to April 30</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>McNamara Landing</td>
<td>1</td>
<td>Regular Unit</td>
<td>Year Round</td>
<td>$900.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td><strong>Extra Service on M/Th or Tue/Fri</strong></td>
<td>June 1 to September 30</td>
<td><strong>$320.00</strong></td>
</tr>
<tr>
<td>Soldan Dog Park</td>
<td>1</td>
<td>Regular Unit</td>
<td>Year Round</td>
<td>$900.00</td>
</tr>
<tr>
<td>Riverbend</td>
<td>1</td>
<td>Regular Unit</td>
<td>Year Round</td>
<td>$900.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td><strong>$5,785.00</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$6,585.00</strong></td>
</tr>
</tbody>
</table>

Changes in Bold Text apply for the 2 year contract extension
* Contractor has agreed to lower this annual cost to $5,385.00

How many years are you willing to hold these costs beyond the initial 3-year term? ___(4)___

---

**Fairgrounds**

<table>
<thead>
<tr>
<th>Location</th>
<th>Quantity</th>
<th>Type of Unit</th>
<th>Dates</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabbit Barns</td>
<td>2</td>
<td>Regular Unit</td>
<td>August 2 to August 7</td>
<td>$160.00</td>
</tr>
<tr>
<td>In Field</td>
<td>4</td>
<td>Regular Unit</td>
<td>August 2 to August 7</td>
<td>$320.00</td>
</tr>
<tr>
<td>Campground</td>
<td>2</td>
<td>Regular Unit</td>
<td>August 2 to August 7</td>
<td>$160.00</td>
</tr>
<tr>
<td>Near Gate by Office</td>
<td>6</td>
<td><strong>Portable Sink Station (self contained with water/soap/towels)</strong></td>
<td>August 2 to August 7</td>
<td>$180.00</td>
</tr>
<tr>
<td>Location</td>
<td>Quantity</td>
<td>Description</td>
<td>Period</td>
<td>Cost</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Near Petting Zoo</td>
<td>12</td>
<td>Portable Sink Station (self contained with water/soap/towels)</td>
<td>August 2 to August 7</td>
<td>$360.00</td>
</tr>
<tr>
<td>Near Camel Ride</td>
<td>6</td>
<td>Portable Sink Station (self contained with water/soap/towels)</td>
<td>August 2 to August 7</td>
<td>$180.00</td>
</tr>
<tr>
<td>Near Arena</td>
<td>6</td>
<td>Portable Sink Station (self contained with water/soap/towels)</td>
<td>August 2 to August 7</td>
<td>$180.00</td>
</tr>
<tr>
<td>Near Rabbit Barn</td>
<td>12</td>
<td>Portable Sink Station (self contained with water/soap/towels)</td>
<td>August 2 to August 7</td>
<td>$360.00</td>
</tr>
<tr>
<td>Weekday Rate (just toilets)</td>
<td>8</td>
<td>Additional Cleaning</td>
<td>August 2</td>
<td>$160.00</td>
</tr>
<tr>
<td>Weekday Rate (2 sinks by Rabbit Barn)</td>
<td>2</td>
<td>Additional Cleaning</td>
<td>August 2</td>
<td>$40.00</td>
</tr>
<tr>
<td>Weekday Rate</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 3</td>
<td>$300.00</td>
</tr>
<tr>
<td>Weekday Rate</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 4</td>
<td>$300.00</td>
</tr>
<tr>
<td>Weekday Rate</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 5</td>
<td>$300.00</td>
</tr>
<tr>
<td>Weekday Rate</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 6</td>
<td>$300.00</td>
</tr>
<tr>
<td>Weekday Rate</td>
<td>15</td>
<td>Additional Cleaning</td>
<td>August 7</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$3,600.00</strong></td>
</tr>
</tbody>
</table>

How many years are you willing to hold these costs beyond the initial 3-year term? **(4)**
To: County Services and Finance Committees  
From: Vince Foess, CIO (interim)  
Date: January 24, 2016  
Re: Ingham County Web Application Modernization and Security Services

Dear Commissioners,

In November 2014 Resolution #14-464 was approved by the Ingham County Board of Commissioners (BOC) to utilize Dewpoint to re-write in house developed web applications that were identified to have critical development, functionality and security risks. Additional web applications beyond the applications previously identified in Resolution #14-464 have been identified to also have critical development, functionality and security risks.

The Innovation and Technology Department (ITD) does not have an internal staff resource on board with the knowledge and or expertise to provide support of the County’s web applications since 2013 and have been utilizing contractual support services from GravityWorks and Dewpoint. The service/support GravityWorks previously provided was below expectations and their contract was not renewed. Dewpoint is a local vendor and participant under the State of Michigan’s (SOM) MiDeal program and completed their previous term of service as specified without issue.

ITD requested the attached Statement of Work (SOW)/Quote from Dewpoint to provide the current critical web application service and support being requested.

Please note the following points when considering approval of this request:

- The urgency of addressing and resolving the critical development, functionality and security risks of the County web applications
- The excellent service Dewpoint previously provided
- Dewpoint is a local vendor and participant under the SOM MiDeal program, Contract #071B3200057
- The knowledge Dewpoint obtained from previously re-writing and securing the County’s in house web applications will provide avoiding any learning curve of the environment if a new or alternate vendor was to be selected for this request
- Normal pricing for this service is not to exceed $185.00 per hour, Dewpoint is offering the service at a rate of $100.00 per hour

ITD is respectfully requesting the Ingham County’s BOC approval to circumvent obtaining three quotes for this requested service due to the bulleted points/items listed above. ITD is recommending and requesting the Ingham County BOC approval to implement this SOW with Dewpoint to address/resolve the critical development, functionality and security risks of the County web applications at total cost of $30,000.00 ($100.00 per hour for 300 hours of support/service).

The funding will come from the County’s Innovation and Technology Departments Network Maintenance – Consultants Fund #636-25810-802000.

Thank you.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UTILIZING DEWPOINT TO RE-WRITE
IN HOUSE WRITTEN WEB APPLICATIONS

RESOLUTION # 14 - 464

WHEREAS, while continuing to review past applications it was discovered that several applications written for the county in house are in great need of revision due to issues that include security concerns, old programming, and their ability to be used in current technology web browsers and operating systems; and

WHEREAS, DewPoint has a Dot Net programmer available to re-write the in house applications; and

WHEREAS, DewPoint reviewed the problems and put together a solution/scope; and

WHEREAS, DewPoint is available via the State of Michigan contract at a rate of $90 per hour for programming; and

WHEREAS, the project is expected to be a 6 week project for DewPoint and the cost to Ingham County would be $34,800; and

WHEREAS, due to the nature of work involved the Innovation and Technology Department is requesting a $5,200 contingency authorization for this project for a total cost not to exceed $40,000; and

WHEREAS, it is the recommendation of the Chief Information Officer that the County utilize DewPoint to re-write several in house written applications; and

WHEREAS, funds for this service will be paid out of the Innovation and Technology Network Consulting fund.

THEREFORE IT BE RESOLVED, that the Board of Commissioners authorizes the Innovation and Technology Department to utilize DewPoint via the State of Michigan Contract at a rate of $90 per hour to re-write several in house web applications.

BE IT FURTHER RESOLVED, the not to exceed $40,000 cost will be paid out of the Innovation and Technology Department’s 2015 Network Consulting fund 63625810-802000.

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

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

COUNTY SERVICES:  Yeas: Holman, Tsernoglou, Nolan, Koenig, Maiville
Nays: None       Absent: Crenshaw, Celentino       Approved 11/04/14

FINANCE:  Yeas: Koenig, Anthony, Tennis, McGrain, Bahar-Cook, Schafer, Vickers
Nays: None       Absent: None       Approved 11/05/14
WHEREAS, Resolution #14-464 contracted Dewpoint to re-write numerous in house developed County web applications concerning their functionality and security; and

WHEREAS, additional in house developed County web applications have been identified to have critical development, functionality and security issues; and

WHEREAS, the Innovation and Technology Department (ITD) does not currently have an internal staff resource on board with the knowledge and or expertise to provide support of the County’s web applications; and

WHEREAS, this request for support of the County’s web applications is critical, since 2013 support of the County’s web applications has been provided via vendor support; and

WHEREAS, Dewpoint is a local vendor, a participant under the State of Michigan (SOM) MiDeal (Contract #071B3200057) program and Dewpoint has previously performed the exact work being requested on other web applications and met all contractual agreements to the County’s satisfaction and without issue. Lastly, Dewpoint is offering the requested service at a rate of $100.00 per hour for 300 hours of service/support, not to exceed a total cost of $30,000.00; and

WHEREAS, due to the urgency of acquiring support for the County’s web applications as soon as possible, ITD is respectfully requesting Ingham County Board of Commissioner approval to circumvent obtaining three quotes for this requested service; and

WHEREAS, ITD is recommending and requesting the Ingham County Board of Commissioner approval to implement the attached Statement of Work (SOW) with Dewpoint to address/resolve the critical development, functionality and security risks of the County’s web applications at total cost of $30,000.00 ($100.00 per hour for 300 hours of support/service); and

WHEREAS, the funding for this request will come from the County’s ITD’s Network Maintenance Consultants Fund #636-25810-802000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners does hereby authorize contracting with Dewpoint using the MiDeal (Contract #071B3200057) for a total cost of $30,000.00 to assist with support for the County’s web applications according to the attached statement of work.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County’s Innovation and Technology Departments Network Maintenance Consultants Fund #636-25810-802000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.
Ingham County-Web Application Modernization and Security Services

PRESENTED TO: Vince Foess
PRESENTED BY: Mike Coyne
Mike.Coyne@dewpoint.com
517.331.0715

January 13, 2016
# Table of Contents

- Statement of Work .................................................................................................................. 3
- Objectives ............................................................................................................................... 3
- Scope of Work/Skill Set ........................................................................................................... 3
- Dewpoint Responsibilities ....................................................................................................... 4
- County Responsibilities .......................................................................................................... 4
- Deliverables ............................................................................................................................ 4
- SOW Completion Criteria ....................................................................................................... 4
- Estimated Schedule ............................................................................................................... 5
- Contracting/Pricing .................................................................................................................. 5
- Signature Page ......................................................................................................................... 5
Statement of Work

The purpose of this Statement of Work (SOW) is to define the work effort associated with Dewpoint’s proposed IT staff augmentation services to assist Ingham County in modernizing, repairing, and securing their web based applications.

Objectives

The SOW objective is as follows:

- Provide one (1) Senior Application Architect on a staff augmentation (time and materials) basis to the Ingham County Department of Innovation and Technology
- Under the direction of the County, Dewpoint’s Senior Application Architect will provide architectural leadership and support of the County’s web based applications such as Paradmin, Fochist, Fochistl, Attorney Voucher, and others as needed.

Scope of Work/Skill Set

To assist Ingham County, Dewpoint will provide One (1) Senior Application Architect with the following skill set:

- ASP.NET
- VB.NET
- Microsoft SQL Server
- TFS
- SQL
- SQL Server Reports
- Web Concepts
- Database Concepts
- Configuration management

Tasks may include:

1) Code of applications, interfaces, modules, components and reports

2) Resolve open tickets associated with Web based applications and interfaces (edits, removal of links, etc.)

3) Assist with transferring data/information located on the former Ingham County Web Applications lead (Kathy) PC/laptop to a more organized and accessible development environment

4) Assist with the design, creation, and implementation of development and testing environments

5) Create and follow configuration management processes implemented

6) Create technical system documentation
7) Complete transition and maintenance plans to enable state staff to maintain applications, code, interfaces, modules, components and reports.

8) Perform knowledge transfer to County staff

**Dewpoint Responsibilities**

a. Provide personnel as identified in this document.

b. Present weekly time sheets to the Ingham County CIO for approval. The timesheets will be presented to the Ingham County CIO for approval every Friday or subsequent working day if Friday is a holiday.

c. The Dewpoint resource will perform the requested services using a combination of onsite activity with remote work for this project as required.

**County Responsibilities**

a. Ingham County IT staff will manage and direct the Dewpoint resource.

b. The Ingham County project lead will:

   i. Manage and direct the work load of the assigned to the Dewpoint resources.

   ii. Provide workstations, suitable office space, supplies and a telephone for the vendor resources at no expense to the vendor.

   iii. Provide Dewpoint resource with appropriate access to Ingham County’s development, testing and production infrastructure (software and systems) as required by the project.

   iv. Provide the Dewpoint resource with remote access as needed

   v. Remove Dewpoint’s remote access ability when the project is complete

   vi. Approve all weekly status reports and monthly invoices.

c. The consultants assigned by Dewpoint to perform the services for Ingham County are not to be solicited for permanent employment by the County.

**Deliverables**

Weekly status reports /time sheets - Each Friday, a status report/time sheet will be completed and submitted to the Ingham County project lead. The time sheet will list the week’s services performed and actual hours worked.

**SOW Completion Criteria**

Dewpoint will have completed its obligations under this SOW when one of the following occurs:

1. The vendor provides the total number of hours of Services specified in the Charges section of this SOW; or

2. The Estimated Project End Date has been reached; or
3. This SOW is terminated in accordance with the provisions of the Contract.

**Estimated Schedule**

The estimated start date is January 13, 2016 and the estimated project end date is June 30, 2016.

**Contracting/Pricing**

The State of Michigan MiDeal contract program is a contracting vehicle set up by the State available to leverage for all other State of Michigan Government entities. Additional information regarding the MiDeal program is located at the following URL: [http://www.michigan.gov/localgov](http://www.michigan.gov/localgov)

Dewpoint is a participant under the State of Michigan’s MiDeal program. The Dewpoint State of Michigan Project Control Office contract (State of Michigan Contract #071B32000057) is included in the State’s MiDeal program. Within this contract is a rate card associated with 20 different IT resource categories. One of these categories is Senior Architectural services. The Dewpoint (competitively awarded) rate to exceed hourly rate for these services within this contract is $185 per hour. Dewpoint is offering these services through the MiDeal program to Ingham County at $100 per hour.

The following pricing for this project is based on Dewpoint’s understanding of the scope contained in this proposal. Any extensions or change of service that affect the project in terms of resources, scope, or time will be handled through a change request form. These changes may impact the cost of the project. Overtime (over 40 hours per week) is allowed under this contract, but must be approved by Ingham County. Any overtime will be billed at the standard rate.

Changes will not be effective without written agreement and approval by Dewpoint and Ingham County.

<table>
<thead>
<tr>
<th>Dewpoint Resource</th>
<th>Hourly Rate</th>
<th>Total Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Application Architect</td>
<td>$100.00</td>
<td>300</td>
<td>$30,000.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td><strong>$30,000.00</strong></td>
</tr>
</tbody>
</table>

**Signature Page**

**Accepted by:**

For Dewpoint, Inc.: 

[Signature]

For Ingham County:

[Signature]

Printed Name: ____________________________  Printed Name: ____________________________

Date: ____________________________  Date: ____________________________
To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: February 16, 2016

RE: Requested Contract Amendment for Contract 75-15, Item I with Rieth-Riley Construction Co., Inc., for asphalt recycling, resurfacing, repairs, and related work on various local roads in Meridian Township

Per Resolution No. 15-261, approved on July 28, 2015, the Ingham County Board of Commissioners, authorized entering into a contract with Rieth-Riley Construction Co., Inc., of Lansing, MI, for the asphalt recycling, resurfacing, repairs, and related work on various local roads in Meridian Township as specified in the Ingham County Road Department’s Bid Packet No. 75-15, Item I, for the low bid cost of $740,937.71 with an additional 10% contingency of $74,093.77 for a combined not to exceed total of $815,031.48, or as modified per direction to be received from Meridian Township.

Per Resolution No. 15-216, approved on June 9, 2015, the Ingham County Board of Commissioners, authorized entering into an agreement with Meridian Township to fund these repairs under the 2015 Local Road Program. Additional quantities of contacted items of work were found necessary to fully repair poor road base conditions found during construction and to completely upgrade affected and/or sidewalk ramps intersecting the subject local roads to current Americans with Disability Act (ADA) requirements as desired by Meridian Township which has jurisdiction of the public sidewalks.

The total final cost of the subject contract with the above described additional work is now estimated to not exceed $870,000.00, which exceeds the contingency authorized in Resolution No. 15-261 as indicated above. Meridian Township has agreed to fund the additional cost as provided in the Local Road Agreement per Resolution No. 15-216 as indicated above.

Therefore approval of the attached, proposed resolution is recommended by the Road Department to authorize amending contract 75-15, Item I, with Rieth-Riley Construction Co., Inc., of Lansing, MI, for the asphalt recycling, resurfacing, repairs, and related work on various local roads in Meridian Township as specified in the Ingham County Road Department’s Bid Packet No. 75-15, Item I, for a final cost now estimated to not exceed $870,000.00, as determined by the final work item quantity measurements with payment as provided in contract 75-15, Item I.
Agenda Item 7a

 Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH RIETH-RILEY CONSTRUCTION CO., INC. FOR ITEM I OF THE 2015 LOCAL ROAD PROGRAM BID PACKET 75-15 HOT IN PLACE RECYCLING, ASPHALT RESURFACING & MISCELLANEOUS REPAIRS OF VARIOUS MERIDIAN TOWNSHIP LOCAL ROADS

WHEREAS, per Resolution No. 15-261, approved on July 28, 2015, the Ingham County Board of Commissioners, authorized entering into a contract with Rieth-Riley Construction Co., Inc., of Lansing, MI, for the asphalt recycling, resurfacing, repairs, and related work on various local roads in Meridian Township as specified in the Ingham County Road Department’s Bid Packet No. 75-15, Item I, for the low bid cost of $740,937.71 with an additional 10% contingency of $74,093.77 for a combined not to exceed total of $815,031.48, or as modified per direction to be received from Meridian Township; and

WHEREAS, per Resolution No. 15-216, approved on June 9, 2015, the Ingham County Board of Commissioners, authorized entering into an agreement with Meridian Township to fund these repairs under the 2015 Local Road Program; and

WHEREAS, additional quantities of contacted items of work were found necessary to fully repair poor road base conditions found during construction and to completely upgrade affected and/or sidewalk ramps intersecting the subject local roads to current Americans with Disability Act (ADA) requirements as desired by Meridian Township which has jurisdiction of the public sidewalks; and

WHEREAS, the total final cost of the subject contract with the above described additional work is now estimated to not exceed $870,000.00, which exceeds the contingency authorized in Resolution No. 15-261 as indicated above; and

WHEREAS, Meridian Township has agreed to fund the additional cost as provided in the Local Road Agreement per Resolution No. 15-216 as indicated above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves amending contract 75-15, Item I, with Rieth-Riley Construction Co., Inc., of Lansing, Michigan for the asphalt recycling, resurfacing, repairs, and related work on various local roads in Meridian Township as specified in the Ingham County Road Department’s Bid Packet No. 75-15, Item I, for a final cost now estimated to not exceed $870,000.00, as determined by the final work item quantity measurements with payment as provided in contract 75-15, Item I.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
TO: County Services and Finance Committees

FROM: William Conklin, Managing Director, Road Department

DATE: February 17, 2016

SUBJECT: Proposed Amendment to a 2015 Local Road Agreement with Stockbridge Township authorized per Resolution 15-237

Per Resolution 15-237 adopted on June 23, 2015, the Ingham County Board of Commissioners authorized a 2015 Local Road Agreement with Stockbridge Township to include skip-paving and asphalt repair of failed areas, leveling asphalt where needed, and single course chip-seal at an estimated cost of $402,000.00 for materials to be applied by Road Department crews without labor charge to the project on the following local roads in Stockbridge Township:

- Milner Road, Dexter Trail to Brogan Road, 3.3 miles;
- Obrien Road, Parman to Chapman Roads, 1.7 miles;
- Chapman Road, Heeney to Obrien Roads, 1 mile;
- Main Street, Village Limit to Dexter Trail, 0.9 mile;

totaling 6.9 miles.

In 2013 the Road Department negotiated a non-refundable permit fee of $900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading, with approximately one third, or $300,000, of this fee related to, and thus held for use on, local roads in Stockbridge Township, to be used as agreed upon between Stockbridge Township and the Road Department.

The above mentioned 2015 Local Road Agreement authorized per Resolution 15-237 was based on an estimate that $200,000 of the above-mentioned Enbridge permit fee would be left available from other uses planned for this Enbridge permit fee and thus would be applied to the cost of materials to be used on the above-listed local road projects in Stockbridge Township. In fact at this time, an estimated $288,000 of this Enbridge permit fee remains available for use on Stockbridge Township local roads to be used as agreed upon between Stockbridge Township and the Road Department.
Stockbridge Township’s Board of Trustees passed a motion at their February 15, 2016 regular meeting that they would prefer therefore that the above mentioned available remaining Enbridge permit funds designated for local roads in Stockbridge Township be applied to the cost of materials on the above listed projects completed to date, which is $258,930.48, not including planned chip-sealing and a minor remaining amount of asphalt work which has not yet been completed.

For project accounting simplicity, the Road Department recommends that the remaining work planned on the above listed projects, and/or any other, further local road work desired, be treated as a new, 2016 Local Road Project, as may be agreed upon with Stockbridge Township, which would thus be the subject a future, 2016 local road agreement.

The above mentioned 2015 Local Road Agreement authorized per Resolution 15-237 also envisioned applying $44,400 in available 2015 Road Department local road matching funds allocated to Stockbridge Township’s local roads to the cost of materials on the above listed projects, which amount the Road Department recommends be carried over for use on future Stockbridge Township local road projects if the above mentioned available remaining Enbridge permit funds designated for local roads in Stockbridge Township are used on the above listed projects.

Therefore the Road Department recommends adopting the attached, proposed resolution to amend the above mentioned 2015 Local Road Agreement to have this project consist only of the work completed to date and for the cost of materials applied to these projects to date, $258,930.48, be paid for from the above mentioned available remaining Enbridge permit funds designated for local roads in Stockbridge Township, and to have the $44,400 in available 2015 Road Department local road matching funds allocated to Stockbridge Township’s local roads be carried over for use on future Stockbridge Township local road projects.
Agenda Item 7b

Introduced by the County Services and Finance Committees of the:  

INGHAM COUNTY BOARD OF COMMISSIONERS  

RESOLUTION TO AMEND A 2015 LOCAL ROAD AGREEMENT WITH STOCKBRIDGE TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, per Resolution 15-237 adopted on June 23, 2015, the Ingham County Board of Commissioners authorized a 2015 Local Road Agreement with Stockbridge Township to include skip-paving and asphalt repair of failed areas, leveling asphalt where needed, and single course chip-seal at an estimated cost of $402,000.00 for materials to be applied by Road Department crews without labor charge to the project on the following local roads in Stockbridge Township:

- Milner Road, Dexter Trail to Brogan Road, 3.3 miles;
- Obrien Road, Parman to Chapman Roads, 1.7 miles;
- Chapman Road, Heeney to Obrien Roads, 1 mile;
- Main Street, Village Limit to Dexter Trail, 0.9 mile;

totaling 6.9 miles; and

WHEREAS, in 2013 the Road Department negotiated a non-refundable permit fee of $900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading, with approximately one third, or $300,000, of this fee related to, and thus held for use on, local roads in Stockbridge Township, to be used as agreed upon between Stockbridge Township and the Road Department; and

WHEREAS, the above mentioned 2015 Local Road Agreement authorized per Resolution 15-237 was based on an estimate that $200,000 of the above-mentioned Enbridge permit fee would be left available from other uses planned for this Enbridge permit fee and thus would be applied to the cost of materials to be used on the above-listed local road projects in Stockbridge Township; and

WHEREAS, in fact at this time, an estimated $288,000 of this Enbridge permit fee remains available for use on Stockbridge Township local roads to be used as agreed upon between Stockbridge Township and the Road Department; and

WHEREAS, Stockbridge Township’s Board of Trustees passed a motion at their February 15, 2016 regular meeting that they would prefer that the above mentioned available remaining Enbridge permit funds designated for local roads in Stockbridge Township be applied to the cost of materials on the above listed projects completed to date; and

WHEREAS, the above mentioned asphalt work has largely been completed on the above listed local roads at a cost to date for materials of $258,930.48, not including planned chip-sealing and a minor remaining amount of asphalt work which has not yet been completed; and
WHEREAS, it is the Road Department’s recommendation that, for project accounting simplicity, the remaining work planned on the above listed projects, and/or any other, further local road work desired, be treated as a new, 2016 Local Road Project, as may be agreed upon with Stockbridge Township, which would thus be the subject a future, 2016 local road agreement; and

WHEREAS, the above mentioned 2015 Local Road Agreement authorized per Resolution 15-237 also envisioned applying $44,400 in available 2015 Road Department local road matching funds allocated to Stockbridge Township’s local roads to the cost of materials on the above listed projects, which amount the Road Department recommends be carried over for use on future Stockbridge Township local road projects if the above mentioned available remaining Enbridge permit funds designated for local roads in Stockbridge Township are used on the above listed projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the above mentioned 2015 Local Road Agreement with Stockbridge Township authorized per Resolution 15-237 for the local road work listed above to have this project consist only of the work completed to date and for the cost of materials applied to these projects to date, $258,930.48, be paid for from the above mentioned available remaining Enbridge permit funds designated for local roads in Stockbridge Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes that the $44,400 in available 2015 Road Department local road matching funds allocated to Stockbridge Township’s local roads be carried over for use on future Stockbridge Township local road projects.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
Date: February 12, 2016
To: County Services & Finance Committees
From: Tim Morgan, Parks Director
Re: Continuing an Agreement with the City of Lansing for the Maintenance and Operation of Soldan Dog Park and the Non-Motorized Pathway through Scott Woods Park

In 2005 and 2011, the Board of Commissioners passed Resolution #05-154 and #11-037 which authorized an agreement with the City of Lansing for the Ingham County Parks Department to assume responsibility for the maintenance and operation of a non-motorized pathway through Scott Woods Park that is directly adjacent to and continuation of the Hawk Island Loop Trail.

This resolution would authorize a new agreement between the City of Lansing and Ingham County.

The Parks Department maintains three miles of the River Trail from Jolly Road, Maguire Park, through Hawk Island County Park through Scott Woods north to Mount Hope Road. Each time we perform maintenance, it takes two passes on the trail, totaling six miles. Daily general maintenance tasks include snow removal, leaf blowing, etc. Expenses include fuel, use of equipment (tractor blower, brush, leaf blower, and snow thrower), as well as full time and seasonal personnel expenses.

Potter Park Zoo staff maintains the trail from Mount Hope Road through the Zoo to Pennsylvania Avenue. Additional documents will be forthcoming and submitted no later than February 29 by Potter Park Zoo staff.

In regards to the Scott Woods Trail, there is no revenue specifically associated with this activity, with the exception of the vehicle entrance fee to Hawk Island County Park. These entrance fees are not able to be differentiated between revenues collected at the gate for parking fees. In addition, walk in and ride in users of the trail are not charged a vehicle entrance fee.

The Parks Department operates Soldan Dog Park and collects revenue for the electronic Key FOBs for entrance to the facility. Vehicle entrance fees to Hawk Island County Park are not able to be differentiated between revenues collected at the gate for parking fees for other park visitors. Administrative tasks include selling and documenting dog licenses and Key FOB sales. Within the Soldan Dog Park we perform daily general maintenance tasks including mowing, fence repairs, etc. Expenses include portable restrooms, trash bags, dog waste bags, and signage as well as full time and seasonal personnel expenses.
### Soldan Dog Park

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>11,238</td>
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<tr>
<td><strong>Personnel Expenses</strong></td>
<td></td>
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<tr>
<td>Seasonal Labor</td>
<td>2,550</td>
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<tr>
<td>FT Labor</td>
<td>10,485</td>
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<tr>
<td><strong>Expenses</strong></td>
<td>6,521</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$19,556</td>
</tr>
</tbody>
</table>

### Scott Woods Trail

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Personnel Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Seasonal Labor</td>
<td>1,275</td>
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<tr>
<td>FT Labor</td>
<td>6,291</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>4,851</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$12,417</td>
</tr>
</tbody>
</table>

Connecting communities via the Lansing River Trail to the north and the Sycamore Trail to the south has a positive impact on park visitation and interest and provided citizens alternative accessible routes to enjoy Hawk Island County Park’s nature and splendor. Providing an avenue for dog owners to exercise their dogs in a safe park setting had a positive influence and ownership of Hawk Island Park by the users.

Attached is a map showing the trail maintenance zones. The City of Lansing and Ingham County have identified a joint interest in maintaining a non-motorized pathway connecting the River Trail to Hawk Island Park. The Scott Woods portion of the pathway is directly adjacent to and a continuation of the Hawk Island Loop Trail. Due to the proximity of the trail section to Hawk Island Park, this would allow the Parks Department to maintain that section of the trail in the most cost efficient manner by partnering. Also, the close proximity of Potter Park Zoo to portions of the River Trail passing through the Zoo and Potter Park property to Potter Park Zoo maintenance personnel and equipment resources would allow the Zoo’s maintenance personnel to maintain the portion of the River Trail passing through Potter Park Zoo and Potter Park in the most cost efficient manner.

Please do not hesitate to contact me if you have questions regarding this issue.
TRAIL MAINTENANCE ZONES THAT ARE INCLUDED IN THE CITY OF LANSING/INGHAM COUNTY MAINTENANCE AGREEMENT

1 = ZOO Responsibility: Western border (Pennsylvania Avenue) of Zoo Trail Section to Aurelius Road.

2 = ZOO Responsibility: Eastern border of Zoo Trail Section. Red Cedar and Aurelius Road south to Mount Hope Road.

3 = INGHAM COUNTY PARK Responsibility: Mount Hope Road south Trail Section to Northern border of Hawk Island Trail Section.

4 = INGHAM COUNTY PARK Responsibility: Southern border of Hawk Island Trail Section to Jolly Road.
Date: February 12, 2016

To: County Services & Finance Committees

From: Tim Morgan

Re: Authorizing a License Agreement for the Property Owned by the City of Lansing and Located In the City Of Lansing

The Ingham County Parks Department operates the snow tubing hill at Hawk Island County Park. The park offers snow tubing runs and rope tows pull riders to the top of the hill to travel down "chutes" made of sculpted snow. The snow tubing hill has varying levels of runs, including smaller kids’ runs and some for guests seeking a bit more of a thrill.

It was determined that for user safety and enjoyment, additional area is needed at the end of the tubing runs. This area is outside of County property. The City of Lansing is willing to provide a License Agreement for a small section of Scott Woods Park for extending the area for tubing hill runs.

In 2014, Resolution #14-426 authorized entering into an Easement Agreement with the City of Lansing to utilize a portion of Scott Woods Park for the purpose of extending the Hawk Island County Park tubing hill run. Resolution #14-426 should be rescinded, as it erroneously states that the City of Lansing was willing to grant an easement. Rather, at that time, the City’s Parks Board had recommended granting an easement, but the City Planning Board recommended a license only. The City Council Committee on Development and Planning concurred with that recommendation. Scott Woods Park is dedicated as park land. Upon discussion with Brett Kaschinske, City of Lansing Park’s Director, he explained that an easement would be a permanent transfer of interest in park land, which would require a vote of the public. A license does not require this. The fee associated with the license is one dollar in addition to $50 for Act 33 review for a total of $51.

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

February 16, 2016

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Resolution Establishing the 2017 Budget Calendar

Attached is a resolution establishing the Budget Calendar for 2017. Dates for consideration and passage of a resolution establishing strategic goals for the upcoming year have been delayed substantially to accommodate the update to the County’s strategic plan that is currently underway. The planning resolution will go before the liaison committees beginning April 14, scheduled for adoption by the Board of Commissioners on April 26. This will move the collection from departments of background information, performance measures and activity indicators to coincide with the operating and capital budget request submissions. This information will be distributed to Board members in advance of the Controller’s budget meetings to begin around mid-June.

A date range is given for the Controller’s budget meetings, and exact dates will be released as they become available. Liaison Budget hearings will be held on August 25 through 31, and the Finance Budget hearing will be held on September 14. Commissioners are invited to attend all of these meetings.

Please contact me if you have any questions.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2017

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2017 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.
# 2017 BUDGET CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2</td>
<td>Finance Committee recommends 2017 budget calendar.</td>
</tr>
<tr>
<td>March 8</td>
<td>Board of Commissioners approves 2017 budget calendar.</td>
</tr>
<tr>
<td>April 14 - 19</td>
<td>Liaison Committees forward recommendations for strategic goals for 2017 to the Finance Committee.</td>
</tr>
<tr>
<td>Apr. 14 - 20</td>
<td>Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2017.</td>
</tr>
<tr>
<td>April 20</td>
<td>Finance Committee recommends strategic goals for 2017.</td>
</tr>
<tr>
<td>April 26</td>
<td>Board of Commissioners adopts strategic goals for 2017.</td>
</tr>
<tr>
<td>Apr. 28 - May 4</td>
<td>Committees make recommendations for increases to fees for various county services to be effective January 1, 2017.</td>
</tr>
<tr>
<td>May 10</td>
<td>Board of Commissioners adopts increases to fees for various county services to be effective January 1, 2017.</td>
</tr>
<tr>
<td>May 27</td>
<td>Department heads, elected officials and agencies, submit operating and capital budgets.</td>
</tr>
<tr>
<td>June 14 - 30</td>
<td>Controller holds budget meetings with departments.</td>
</tr>
<tr>
<td>July 31 (tentative)</td>
<td>Community agencies submit applications for 2017 funding.</td>
</tr>
<tr>
<td>August 15</td>
<td>Controller’s Recommended Budget distributed to full Board of Commissioners.</td>
</tr>
<tr>
<td>Aug. 25 – 31</td>
<td>Liaison Committees hold hearings on operating and capital budget recommendations.</td>
</tr>
<tr>
<td>September 14</td>
<td>Finance Committee holds hearing and makes operating and capital improvement budget recommendations.</td>
</tr>
<tr>
<td>October 25</td>
<td>Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and millages.</td>
</tr>
</tbody>
</table>
TO: County Services Committee and Finance Committee  
FROM: Timothy J. Dolehanty, Controller/Administrator  
DATE: February 23, 2016  
SUBJECT: Design, Construction and Lease Agreement between Ingham County and CMHA for Committee Agendas of March 1 and March 2, 2016

BACKGROUND

The Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA) seeks to amend the lease agreement for 812 East Jolly Road to reflect the following concepts:

1. Allow CMHA to accelerate the remaining lease payments and pay the remaining principal due of $1,362,016.95 on January 1, 2016 and the current interest due at that time of $34,179.75. This interest payment reflects the total interest due for the remainder of the current lease period of $110,362.45 less the reduction in the bond interest, reduced due to the early payoff. If the bond interest is not reduced due to the early payoff, then CMHA will be required to pay the difference of $76,182.70 in interest payments.

2. Allow CMHA to purchase the building at 812 East Jolly Road when the final lease payment is made, including the accelerated lease payment noted above, changing the current language contained in the 2008 amendment, which does not allow such a purchase until the “…date at which the bonds used to finance the authority are fully repaid, i.e. on or about July 1, 2018.”

3. The Building Authority shall return the balance of the Building Maintenance Fund that is held by the County upon the sale of the building to CMHA.

4. CMHA will be responsible for costs of bond counsel related to the early pay off of the bond.

5. CMHA will be responsible for costs incurred related to the purchase of the 812 E. Jolly Road building for $1.00 per the lease agreement amendment, including, but not limited to, survey cost, title services, and legal fees.

6. CMHA will work with the Building Authority to grant easements that may be necessary for both parties.

ALTERNATIVES

Absent a mutually-agreeable strategy to accelerate the remaining lease payments, the current lease arrangement will continue through July, 2018.
FINANCIAL IMPACT

See items Background points, above.

OTHER CONSIDERATIONS

Following consultation with bond counsel, the Building Authority approved the CMHA request at a meeting held on January 21, 2016.

The bond amounts noted above are part of a larger bond package that included improvements to the Human Services Building, Courthouse and the Jail. The Commission might wish to consider paying off the remainder of the bond (approximately $1.1 million) at the same time.

RECOMMENDATION

The Controller/Administrator recommends that the County Services Committee and Finance Committee approve the proposed resolution to amend the Design, Construction and Lease Agreement between Ingham County and CMHA.
Whereas, on February 19, 1997, the Parties entered into the Lease Agreement for the Lease of the premises at 812 East Jolly Road, Lansing, Michigan 48910 (“Lease Agreement”) by Community Mental Health Authority of Clinton, Eaton and Ingham Counties (“CMH Authority”). Pursuant to paragraph 29 of the Lease Agreement, the Lease Agreement may only be modified by a written agreement duly signed by authorized representatives of all the Parties; and

Whereas, on September 15, 2008, the Parties entered into an Amendment to the Lease Agreement, by which the CMH Authority purchased the land at 812 East Jolly Road, Lansing, Michigan 48910, but not the office building thereon (“the Building”), for the sum of $240,000.00, and which granted the CMH Authority an option to purchase the Building upon the repayment of the bonds issued to finance the construction of the Building (which repayment was anticipated to occur on or about July 1, 2018); and

Whereas, the Ingham County Building Authority (“Building Authority”) presently owns the office building located at 812 East Jolly Road, Lansing, Michigan comprising the CMH Authority’s primary headquarters (“the Building”). The Building Authority, pursuant to the February 19, 1997 Agreement, is required to convey the Building located at 812 East Jolly Road, Lansing, Michigan to the County upon the repayment of the bonds issued to finance the construction of the Building; and

Whereas, the CMH Authority has proposed to purchase the Building in advance of the anticipated July 1, 2018 payoff date, by accelerating the remaining lease payments, and pay the remaining principal balance due on the bonds on January 1, 2016, plus all interest due on the bonds at that time whether or not the interest is reduced by early payoff of the bonds, with the CMH Authority being responsible for all costs related to the purchase of the Building, including all costs for bond counsel; and

Whereas, Ingham County and the Building Authority are agreeable to the CMH Authority’s proposal, and the Parties desire to enter into this Amendment No. 2 in order to effectuate their intentions.

Therefore be it Resolved, that the Ingham County Board of Commissioners authorizes entering into Amendment No. 2 to the February 19, 1997 Design, Construction, Lease Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties, as noted below:

1. That bond counsel may be retained by the County and/or the Building Authority to assist in implementing the early payoff of the bonds, the costs of which shall be paid for by the CMH Authority.
2. That the CMH Authority may accelerate the remaining lease payments under the Lease Agreement sufficient to pay off the remaining principal and interest on the bonds on January 1, 2016, or subsequent date in advance of the anticipated July 1, 2018 bond payoff date. The interest payable shall be the total interest due for the remainder of the current lease period, less any reduction due to the early payoff. If the bond interest is not reduced due to the early payoff, the CMH Authority shall pay the entire amount of bond interest due.

3. Upon the CMH Authority’s tender of the final lease payment, including accelerated payment of remaining principal and interest on the bonds, the CMH Authority shall exercise its option to purchase the Building for the sum of One Dollar ($1.00). The CMH Authority shall be responsible for all costs incurred related to the purchase of the Building, including but not limited to, survey cost, title services, and legal fees.

4. That the Lease Agreement shall be modified to permit the CMH Authority to purchase the Building for the sum of $1.00, at any point subsequent to the date on which the bonds used to finance the Authority are fully repaid, with interest. To accomplish these purposes, and in consideration of the mutual and reciprocal promises set forth herein, the parties agree to amend and modify Sec. 31.A. of the Lease Agreement, to read as follows:

**SECTION 31 - OPTION TO PURCHASE:**

A. **Option.** The Landlord grants the Tenant an exclusive option to purchase the office building located at 812 East Jolly Road, Lansing Michigan (the “Building”). The option shall remain in effect for the duration of this Lease/Option to Purchase Agreement but may not be exercised by the Lessee until on or after the date on which the bonds financing the purchase of the Building are fully repaid. The purchase price for the premises under this option is ONE DOLLAR ($1.00). The purchase price and all costs shall be paid in full at the closing with certified funds.

5. All other terms and conditions of the Lease Agreement, as amended, including Secs. 31.B through H, shall remain in full force and effect.

6. Upon the CMH Authority’s purchase of the Building, the County shall transfer to the CMH Authority the balance remaining in the Building Maintenance Fund as of the date of closing.

BE IT FURTHER RESOLVED, that any easement issues must be resolved, and shall be discussed with the CMH Authority and the County before the execution of the Amendment.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign Amendment No. 2 to the February 19, 1997 Design, Construction, Lease Agreement consistent with this resolution and approved as to form by the County Attorney.