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FINANCE COMMITTEE
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BRIAN McGRAIN
BRYAN CRENSHAW
SARAH ANTHONY
RANDY SCHAFFER
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 16, 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 [March 2, 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
 - c. Resolution to Allow the Ingham County Sheriff's Office to Accept from the Holt VFW Organization [100 Child ID Kits](#) to Use in the Delhi Office Community Policing Program
2. Ingham County Clerk - Resolution to Modify the County Clerk's 2016 Budget to Include an Additional [Deputy County Clerk Position](#) Number 15-212 UAW E
3. Facilities Department - Resolution Authorizing a Contract with Laux Construction for [Security Enhancements](#) in the Register of Deeds Office
4. Financial Services - Resolution to Authorize the Purchase of the [Contracts Module](#) for the Munis Accounting Software System
5. Parks Department
 - a. Resolution to Amend the Ingham County Parks and Recreation 2012-2016 [Master Plan](#)
 - b. Resolution 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
 - c. Resolution to [Rescind Resolution #14-426](#) Accepting a Grant of Easement Over Property Owned by the City of Lansing and Located in the City of Lansing
 - d. Resolution Authorizing a [License Agreement](#) for the Property Owned by the City of Lansing and Located in the City of Lansing
 - e. Resolution Authorizing Ingham County Parks Department to Apply for a Recreation Passport Program Grant for [Accessibility Upgrades](#) at Overlook Picnic Area at Burchfield County Park

- f. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan [Recreation Passport Program Grant](#)
 - g. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Department of Natural Resources [Land and Water Conservation Fund Federal Grant](#)
 - h. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan [Natural Resources Trust Fund Grant](#)
 - i. Resolution Adopting the Ingham County Trails and Parks [Comprehensive Report](#) and Calling for Applications for Funding
6. Road Department
- a. Resolution to Approve Proposed 2016 Ingham County [Bridge Funding Applications](#) for Submission to the Local Bridge Program Manager
 - b. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of [Bituminous Surface Mixture](#) for the Ingham County Road Department
 - c. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of [29A Aggregate](#) for the Ingham County Road Department
7. 55th District Court - Resolution Approving the Appointment of [James B. Pahl](#) Attorney Magistrate of the 55th District Court
8. Health Department
- a. Resolution to Authorize Entering into an Agreement with [Avatar](#) for Patient Satisfaction Surveys
 - b. Resolution to Authorize an [Administrative Services](#) Agreement with Blue Cross Blue Shield for Services at the Ingham County Jail
 - c. Resolution to Update Authorized Signers on [Forms 855A and 855B](#)
9. Board Referrals
- a. Letter from the City of Lansing Regarding a Notice of Public Hearing for the Approval of [Brownfield Plan #64](#)
 - b. Letter from the Department of Health and Human Services Office of Inspector General Regarding Their Review of [Plante Moran's Audit](#) of Ingham County

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
March 2, 2016
Draft Minutes

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

Members Absent: Tennis and Anthony

Others Present: Teri Morton, Ryan Buck, Rick Terrill, Sandra Dargatz, Tim Morgan, Brian Collins, Bill Conklin, Eric Thelen, 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 17, 2016 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE FEBRUARY 17, 2016 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Anthony.

Additions to Agenda

Chairperson Bahar-Cook stated that the following resolutions would be pulled as they were not passed at Law and Courts due to inclement weather:

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

Chairperson Bahar-Cook stated that the following agenda item would be pulled as Commissioner McGrain was absent when the committee passed the resolution, but he had been updated since.

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

Additional material was added for the following agenda item:

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

Limited Public Comment

None.

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

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
 - 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
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
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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Anthony.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED
UNANIMOUSLY. Absent: Commissioners Tennis and Anthony.

4. Health Department

- a. Resolution to Authorize an Extension of the Pharmacy Services Agreement for the Ingham County Jail

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE
THE RESOLUTION TO AUTHORIZE AN EXTENSION OF THE PHARMACY SERVICES
AGREEMENT FOR THE INGHAM COUNTY JAIL.

Eric Thelen, Deputy Health Officer, stated that the County contracted with a third party vendor to provide medication for jail inmates.

Commissioner Crenshaw asked if the agreement included all prescriptions including drugs for mental health.

Mr. Thelen answered yes.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Anthony.

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

Timothy Morgan, Parks Department Director, addressed the committee regarding the maintenance of the Soldan Dog Park.

Brian Collins, Park Manager, addressed the committee regarding the day-to-day operations of the Soldan Dog Park.

There was a discussion regarding the cost of the key fobs.

Commissioner Crenshaw asked how much it cost the County to purchase a fob.

Mr. Collins answered \$5.00.

There was a discussion regarding the maintenance zones of the trail.

Chairperson Bahar-Cook asked if a resolution would follow the discussion.

Mr. Morgan answered that there was a resolution, but it was pulled because some Commissioners wanted to discuss it beforehand.

Chairperson Bahar-Cook asked if it would be eligible to be paid for with millage dollars.

Mr. Morgan stated that he did not know. He further stated that there was already a maintenance building with staff and equipment, so it made sense to maintain it. He stated that he foresaw the agreement as a model for cooperative maintenance.

Mr. Collins stated that the agreement was not unfair to the County considering that the parking brought in some revenue.

There was a discussion regarding revenue brought in by parking passes.

Mr. Morgan stated that the intent of the resolution was to update the language and renew it for a third term.

Commissioner Bahar-Cook asked if a resolution was ready.

Mr. Morgan answered yes.

- b. *Discussion:* Authorizing a License Agreement for the Property Owned by the City of Lansing and Located in the City of Lansing

Teri Morton, Budget Director, stated that Commissioner Nolan wanted to discuss the agreement and vet out some issues before the resolution was presented. She further stated that an issue may have been that the City of Lansing wanted payment for some service.

Mr. Morgan clarified that it was a license instead of an easement and that it would cost \$50.00 to process it.

Commissioner McGrain expressed appreciation over the connection between Potter Park and Hawk Island. He asked why the City of Lansing had not parted with Scott Woods.

Mr. Morgan stated that a permanent easement would still take a vote. He further stated that it would take a vote on the ballot to liquidate Scott Woods, so the City decided to go with a license instead.

Commissioner McGrain stated that he would be happy moving forward with a resolution.

Chairperson Bahar-Cook stated that the Finance Committee was ready to take up the resolution.

Ms. Morton stated that County Services would take it up on March 3, 2016, so the resolution could be presented at the next round of meetings.

Mr. Collins stated that a record of over 1,000 people attending the snow park was set during the previous weekend. He further stated that about \$11,000 in revenue was brought in.

Commissioner Schafer stated since County Services was going to discuss it, there may have been no need for it to come back to Finance Committee.

Commissioner McGrain stated that he would not be offended if County Services passed a resolution.

There was a discussion regarding the passing of a resolution for the agreements with the City of Lansing.

Chairperson Bahar-Cook asked that staff relay that the Finance Committee did not feel the need to vote on a resolution pertaining to the discussion.

Ms. Morton stated that she would relay the committee's opinion to Tim Dolehanty, Controller/Administrator.

Announcements

Commissioner Case-Naeyaert announced that the state legislature passed a bill allowing townships to borrow from counties.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:31 p.m.

MARCH 16, 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 Trittech 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 for this purchase. The costs will include the necessary software, hardware, and training from Trittech Software Systems. Trittech Software Systems is the current vendor that the Sheriff's Office utilizes for its Records Management System. It is necessary to utilize Trittech 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)

1c. Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Accept from the Holt VFW Organization 100 Child ID Kits to Use in the Delhi Office Community Policing Program

This resolution will authorize the acceptance of 100 Child ID Kits from the Holt VFW Organization for the Delhi Township Community Policing program. The value of these kits is \$245.52 with the Holt VFW Organization purchasing them from the National Child Identification Program.

3. Facilities Department – Resolution Authorizing a Contract with Laux Construction for Security Enhancements in the Register of Deeds Office

The Register of Deeds requested security enhancements in his office as a result of recent security concerns. The Facilities Department recommends approval of a resolution that would authorize award of a contract to Laux Construction to complete security enhancements at a cost not to exceed \$22,200. Work on this project would occur between the hours of 5:00 p.m. and 7:00 a.m. Monday through Friday. The recommended proposal was one of five received in response to the County's request for proposals.

4. Financial Services – Resolution to Authorize the Purchase of the Contracts Module for the Munis Accounting Software System

The Financial Services Department proposed a resolution to allow purchase of a contract monitoring module for the Munis Accounting Software System at a cost not to exceed \$36,200. Addition of this module will allow department heads and administrators to monitor contract status and assure proper filing.

5a. *Parks Department – Resolution to Amend the Ingham County Parks and Recreation 2012-2016 Master Plan*

The Ingham County Parks Department staff plans to apply for grants to the Michigan Department of Natural Resources (MDNR) for a Michigan Natural Resources Trust Fund, Recreation Passport Grants, and Land and Water Conservation Fund to assist with construction of a canoe/kayak launch at McNamara Landing for the purpose of providing a universally accessible landing site. The Department also wishes to seek a Recreation Passport Grant from MDNR for renovations and improvements to Overlook Shelter and Picnic Area at Burchfield County Park. It is necessary that the Parks Master Plan be amended in order to establish eligibility for these state and federal grant programs. A resolution to amend the Plan is offered for consideration, along with two companion resolutions authorizing grant applications.

5b. *Parks Department – Resolution 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*

Resolution 05-154 authorized an agreement with the City of Lansing for the Ingham County Parks Department to assume responsibility for maintenance and operation of a non-motorized pathway through Scott Woods Park. The pathway is adjacent to the Hawk Island Loop Trail. That agreement expired on February 8, 2016. The Parks Department recommends execution of a new five-year agreement with identical terms and conditions.

5c. *Parks Department – Resolution to Rescind Resolution #14-426 Accepting a Grant of Easement over Property Owned by the City of Lansing and Located in the City of Lansing*

Resolution 14-426 authorized 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. Upon further review, it was determined that the permanent nature of the desired easement would require a vote of the public under terms of the Lansing City Charter. As an alternative, the City proposed a license agreement that will not require a permanent easement. For these reasons, the Parks Department recommends that Resolution 14-426 be rescinded.

5d. *Parks Department – Resolution Authorizing a License Agreement for the Property Owned by the City of Lansing and Located in the City of Lansing*

The Parks Department proposes a resolution that would authorize a license 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. This option is presented in place of an earlier proposal approved as Resolution 14-426 to grant a permanent easement for the same purpose.

5e. *Parks Department – Resolution Authorizing Ingham County Parks Department to Apply for a Recreation Passport Program Grant for Accessibility Upgrades at Overlook Picnic Area at Burchfield County Park*

The Parks Department seeks to develop and improve facilities at Burchfield County Park to meet universal accessibility goals. If funded, this project would comply with the Parks Department Five-year Master Plan for capital improvements. The Parks Department requests use of \$76,725 from the Trails and Parks Millage toward a total project cost of \$141,725 during the 2016-2017 fiscal years. The proposed resolution is contingent upon recommendation from the Trails and Parks Task Force. The Parks and Recreation Commission supports this resolution.

- 5f. Parks Department – Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Recreation Passport Program Grant
- 5g. Parks Department – Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Department of Natural Resources Land and Water Conservation Fund Federal Grant
- 5h. Parks Department – Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Natural Resources Trust Fund Grant

The Parks Department seeks to develop and improve facilities at McNamara Landing with a universally accessible canoe/kayak launch dock on the Grand River, adjacent accessible bathrooms, ADA parking improvements, walkways and drinking fountains. If funded, this project would comply with the Parks Department Five-year Master Plan for capital improvements that improve accessibility and enhance the user experience. It would also help facilitate access for all to the canoe/kayak livery operation at Burchfield County Park by easing the entrance and exit of paddlers to and from their watercraft at McNamara Landing. One or more of these grants would be applied for.

For the application for the Michigan Recreation Passport Program Grant (5f) the Parks Department requests use of \$89,925 from the Trails and Parks Millage (67%) toward a total project cost of \$134,925 during the 2016-2017 fiscal years.

For the application for the Michigan Department of Natural Resources Land and Water Conservation Fund Federal Grant (5g) the Parks Department requests use of \$67,463 from the Trails and Parks Millage (50%) toward a total project cost of \$134,925 during the 2016-2017 fiscal years.

For the application for the Michigan Natural Resources Trust Fund Grant (5h) the Parks Department requests use of \$84,925 from the Trails and Parks Millage (63%) toward a total project cost of \$134,925 during the 2016-2017 fiscal years.

- 5i. Parks Department – Resolution Adopting the Ingham County Trails and Parks Comprehensive Report and Calling for Applications for Funding

The Trails and Parks Task Force met on March 7th, 2016 and the following recommendations are in the resolution:

- The Ingham County Board of Commissioners adopts the Ingham County Trails and Parks comprehensive Report prepared by the Mannik & Smith Group.
- 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.
- Staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.
- All 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000.

- All bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.
- A second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

6a. *Road Department – Resolution to Approve Proposed 2016 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager*

Major county bridge repair, replacement, and preventative maintenance projects are typically funded through the Local Bridge Program using a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Each local road agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs while the Road Department funds the remaining 5%. The Ingham County Road Advisory Board recommended approval of the following projects:

- Okemos Road bridges over Red Cedar River (Meridian Township)
- Dietz Road bridge over Red Cedar River (Locke Township)
- Nobel Road bridge over Deer Creek (Wheatfield Township)
- Waverly Road bridge over the Grand River (Delhi Township)
- Holt Road bridge over Doan Creek (Leroy Township)

Road Department personnel concur with the advisory board findings and recommend Board approval of a resolution to submit these projects for funding.

6b. *Road Department – Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Bituminous Surface Mixture for the Ingham County Road Department*

Bids were sought from qualified and experienced companies to furnish Bituminous Surface Mixture for the 2016 construction season. The Road Department recommends multiple unit price contracts with Rieth Riley Construction Co., Inc., Michigan Paving & Materials Company and Lansing Asphalt / Division of Superior Asphalt, Inc., with orders to be processed on an as-needed, unit price, basis. As the local and lowest bidder, Rieth Riley Construction Co, Inc. is the first choice whenever logistically practical and desired material is available.

6c. *Road Department – Resolution Authorizing the Purchase of 2016 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department*

Proposals were sought from qualified and experienced companies to furnish and deliver crushed natural aggregate for the 2016 construction season. The Road Department recommends multiple unit price contracts with Edw. C. Levy Co. and Gerken Materials, with orders to be processed on an as-needed, unit price, basis.

7. 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)

8a. Health Department – Resolution to Authorize Entering into an Agreement with Avatar for Patient Satisfaction Surveys

This resolution authorizes a three-year agreement with Avatar for Patient Satisfaction Surveys. The cost of the services is \$30,989.80 for three years plus a one-time setup fee of \$2,500. Funding for this agreement comes from the HRSA PCMH (Patient Centered Medical Home) Grant.

8b. Health Department – Resolution to Authorize an Administrative Services Agreement with Blue Cross Blue Shield for Services at the Ingham County Jail

This resolution authorizes an update to the Administrative Services Agreement between Ingham County Health Department (ICHHD) and Blue Cross Blue Shield of Michigan (BCBSM) for services at the Ingham County Jail. The agreement will be amended to include the following from the Schedule A addendum: Employee Retirement Income Security Act of 1974 and the Affordable Care Act.

8c. Health Department – Resolution to Update Authorized Signers on Forms 855A and 855B

This resolution authorizes the following people to be authorized signers for ICHHD of CMS forms 855A and 855B with the following percent of management control:

- Russell Kolski, Deputy Health Officer/ Executive Director (40%)
- Linda Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)

CMS Forms 855A and 855B must be completed and filed each time ICHHD establishes, changes, or terminates a health center location to maintain its ability to obtain enhanced reimbursements through Medicaid and Medicare.

The Controller's Office does not recommend approval of the following resolution:

2. Ingham County Clerk – Resolution to Modify the County Clerk's 2016 Budget to Include an Additional Deputy County Clerk Position Number 15-212 UAW E

Citing workload statistics for various office functions, the County Clerk requests a budget adjustment to allow inclusion of another position for the Clerk's office. The authorized staffing level for the Clerk's office was supplemented at the beginning of fiscal year 2016 through the annual budget process.

All County departments have experienced statistical increases in workload over several years. These increases are the result of legislative changes, budget reductions, technology shifts, etc. Departments are encouraged to evaluate organizational structure options that consider cross-training, reassignment, and functional necessity as alternatives to mid-year staff increases. Because of the permanent nature of increased staffing levels, the Controller does not recommend approval of staffing adjustments like the one proposed outside of the annual budget process.

BOARD REFERRALS:

- 9a. *Letter from the City of Lansing Regarding a Notice of Public Hearing for the Approval of Brownfield Plan #64*

- 9b. *Letter from the Department of Health and Human Services Office of Inspector General Regarding Their Review of Plante Moran's Audit of Ingham County*

Agenda Item 1a

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.

Agenda Item 1b

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.

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.

Agenda Item 1c

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: February 24, 2016

RE: Gift of 100 Child ID Kits

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ACCEPT FROM THE HOLT VFW ORGANIZATION OF 100 CHILD ID KITS TO USE IN OUR DELHI OFFICE COMMUNITY POLICING PROGRAM.

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 ACCEPT
FROM THE HOLT VFW ORGANIZATION 100 CHILD ID KITS TO USE IN THE
DELHI OFFICE COMMUNITY POLICING PROGRAM**

WHEREAS, the Ingham County Sheriff's Office has been contacted by the Holt VFW organization who wishes to purchase and donate 100 Child ID Kits for our Delhi Township Community Policing program; and

WHEREAS, the value of these kits is \$245.52 with the Holt VFW Organization purchasing them from the National Child Identification Program; and

WHEREAS, the Ingham County Sheriff's Office contracts with Delhi Township for their policing including having a Community Policing Deputy position; and

WHEREAS, the Child ID kits will allow parents who wish to participate in this program, to obtain them from our Community Policing Deputy for future reference if needed; and

WHEREAS, all Child ID Kits distributed will be held and maintained by the parents of the children using them; and

WHEREAS, these Child ID Kits in the future could assist all Law Enforcement in identifying a child if that child identity is not known; and

WHEREAS, the Ingham County Sheriff's Office supports programs such as these Child ID Kits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to accept this donation of 100 Child ID Kits from the Holt VFW Organization.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and Sheriff's Office expresses their appreciation to Holt VFW organization for their generous donations and their support of the Ingham County Sheriff's Office, Delhi Division Community Policing Program.

Agenda Item 2

To: County Services and Finance Committees

From: Barb Byrum, Ingham County Clerk

Date: March 1, 2016

Subject: Additional Deputy County Clerk – Position Number 15-212 UAW E

Since I took office in 2013, the duties, services, and customer levels have increased in the County Clerk's Office. This change has affected my office so much so that when even one staff member takes time off, our operations, including prompt customer service is severely hindered.

While these changes may not result in a direct increase in revenue to the County's General Fund, the required workload has increased.

The County Clerk's Office is responsible for all aspects of election administration, campaign finance, contract filings, Concealed Pistol Licensing (CPL), DBAs and Co-Partnerships, Notary Public, Birth Records, Death Records, DD-214s, Marriage Licenses, Marriage Ceremonies, and recording the minutes for all of the Board of Commissioners regular meetings, committee meetings and special task force meetings.

The process to issue a CPL is much more in-depth and time consuming today than it was before the CPL law was changed in December 2015. Note that the CPL law dissolved the County Gun Boards and put CPL processing at the county level squarely on the shoulders of my office. Please know that my office processed 27 in-person CPL applications yesterday, February 29, 2016, alone. Moreover, we have reached the 600th application threshold for 2016 as of that date, as well. We did not reach that threshold in 2015 until March 23rd.

The amount of voter registration and absent voter ballot requests filtering through my office has shot through the roof this year, and I expect that amount to remain high throughout 2016. It is taking two employees well over an hour each day to keep up with processing voter registration and absent voter (AV) ballot requests, which are extremely time sensitive.

My staff is very dedicated to their jobs, and they have repeatedly expressed feelings of guilt for utilizing vacation or sick time off because they know it will leave remaining staff members overloaded. As a recent example, on February 29th, a Deputy County Clerk was pre-approved to leave an hour early (4 pm), but chose not to leave her window at the Lansing Branch Office until almost 4:45 pm due to the length of customer lines. There were two Deputy County Clerks present at the time, which left the remaining main Mason office reduced to handle day-to-day operations, which resulted in a line and wait time averaging 20 minutes.

I and my administrators are continually pulled from our duties to assist at the front counter with customers. We have utilized interns and temporary employees over the past three years for elections, contracts, and other projects, but are at the point where we need another UAW position.

In the last budget cycle, the Board of Commissioners approved the conversion of the part-time Recording Secretary position to full-time status. At first, I utilized that position for office coverage in Lansing when Recording Secretary duties were complete or when the BOC was on its November/December break. This posed a problem as the position is Managerial Confidential and not a UAW organized position. The result of which is leaving us with one employee working in the Lansing Office again, despite the arduous procedure of processing CPL applications. It must be pointed out that processing CPL applications in Lansing was not a service my office offered prior to December 1, 2015. Also important to note is that the Recording Secretary's responsibilities have increased with the frequency and length of the Trails & Parks Task Force meetings and assisting with the issuing of CPLs.

There are important projects that have been consistently put on the back burner due to the heavy customer workload. These projects include updating the County Directory, organizing the records areas in preparation for off-site storage, voter registration drives, proper contract filing, record retention processing (i.e., purging), and many more.

Please be reminded that in the Lansing Office, the assigned Deputy County Clerk also works as a deputy of the Treasurer's Office and handles many of that department's transactions. This includes covering duties of the Deputy Treasurer when that individual is not available.

Total Customer Transactions

2013	2014	2015	2016 (so far)
26,202	27,726	26,947	3,509 (2/26/16)

A customer transaction is any customer event that is scanned into the Eagle Recorder system, which could be election filings, campaign finance, correspondence, scanning original records into the system or processing certified copies of all vital records. A customer transaction is per customer, not per item. For example, if a customer wants to purchase ten certified copies of one death certificate, that would be one transaction, however the clerk nevertheless has to process each certified copy separately (e.g., printing, sealing, handwriting the date and signing). Also keeping in mind that the authenticating and proofing of the death certificates is not counted as a transaction.

Contracts are not included in this transaction count, we currently receive 20 contracts per week on average. A contract, no matter how voluminous, needs to be cataloged and filed. Moreover, we frequently must pull, copy, or scan contracts to the FOIA Coordinator to assist her comply with the County's FOIA requirements. For example, we had to pull 20 contracts last week.

We receive on average, 250 voter registrations per week, and 20 AV ballot requests per week. These transactions are not included in the total above either, however each require unique processing and distribution to the appropriate local municipal clerk, of which in Ingham County, there are 21 township and city clerks. Not to mention, we often receive voter registrations that are not in Ingham County.

Total Funds Coming into County Clerk's Office

<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016 (so far)</u>
\$930,440	\$944,515	\$922,540	\$187,840
<u>Weddings</u>	<u>Weddings</u>	<u>Weddings</u>	<u>Weddings</u>
\$8,250	\$8,750	\$10,290	\$1,770

I anticipate continuing to perform marriage ceremonies as that continues to provide additional revenue.

Approval of the attached resolution is highly recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO MODIFY THE COUNTY CLERK'S 2016 BUDGET TO INCLUDE AN
ADDITIONAL DEPUTY COUNTY CLERK POSITION NUMBER 15-212 UAW E**

WHEREAS, the Ingham County Clerk would like to add an additional Position #15-212 Deputy County Clerk UAW E to better meet the operational needs of the department; and

WHEREAS, the projected personnel cost to fund an additional Deputy County Clerk at the UAW/E step 1 is \$57,837 and step 5 is \$65,577; and

WHEREAS, the UAW Union has been notified and they support the additional position; and

WHEREAS, the Human Resources Department has been notified of this request and expressed no concern; and

WHEREAS, the County Clerk recommends that the Board of Commissioners authorize a modification to the 2016 Budget to include an additional Deputy County Clerk Position Number 15-212 UAW E with a wage compensation range of (\$33,844-\$40,313).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the modification of the County Clerk's 2016 Budget to include an additional Deputy County Clerk Position #15-212 UAW E.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make budget adjustments necessary in regards to this additional position.

Agenda Item 3

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 1, 2016

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT WITH LAUX
CONSTRUCTION FOR SECURITY ENHANCEMENTS IN THE
REGISTER OF DEEDS OFFICE**

The resolution before you authorizes a contract with Laux Construction to perform security enhancements in the Register of Deeds office.

As a result of recent security concerns, Register of Deeds Derrick Quinney has requested security enhancements in the Register of Deeds office. It has become a widespread concern that the public has full access to the office area.

It is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Laux Construction who submitted the lowest bid of \$22,200.00 which includes their alternate to work between the hours of 5:00 pm and 7:00 am, Monday through Friday.

Laux will modify the existing countertop to be ADA compliant, install glass to separate the public from the employees, and install a secured door with an electronic lock set to restrict public access to the back offices.

The Facilities Department would like to ask for an \$800.00 contingency for any unforeseen issues that may arise, bringing the total project cost to a not to exceed amount of \$23,000.00.

The funds for this project are available within the Public Improvement Fund, charged to line #245-90212-931000-6FC19.

I recommend approval of this resolution.

Agenda Item 3

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 1, 2016
SUBJECT: Security Improvements for the Register of Deeds Office

Project Description:

Proposals were sought from experienced and qualified general contractors for the purpose of entering into a contract to make security improvements to the Ingham County Register of Deeds Office.

The scope of work includes, but is not limited to, providing; One (1) steel stud and gypsum drywall partial high wall with door, oak plywood finish and trim on public side, painted finish and vinyl base on staff side. One (1) steel stud and gypsum drywall partial high wall with accessible transaction counter, oak plywood finish and trim on public side, painted finish and vinyl base on staff side. One (1) new solid wood custom door, frame, ¼” tempered glass and hardware. Owner to furnish lockset, Contractor to install. Contractor to provide electric strike, wiring, button, hinges, door stop. Secure barrier on top of existing casework/counters, ¼” tempered glass with transaction openings, and dark bronze anodized aluminum storefront framing. Any other work as necessary to provide a complete and functional area for the Owner’s use.

Proposal Summary:

Vendors contacted: 52 Local: 17
Preproposal attendance: 05 Local: 04
Vendors responding: 05 Local: 04

Vendor Name	Local Pref	Total Bid
Laux Construction LLC	Yes, Holt	\$22,200.00
LJ Trumble Builders LLC	Yes, Lansing	\$22,800.00
Nielsen Commercial Construction Co.	Yes, Holt	\$28,700.00
Silverline Contracting LLC	No, Howell	\$30,400.00
Moore Trosper Construction Co.	Yes, Holt	\$38,450.00

Recommendation:

Laux Construction, a local vendor, submitted the lowest responsive proposal. They are a registered vendor that is licensed and insured.

The company has years of experience working on projects of similar size and scope with the County.

The Evaluation Committee recommends awarding the contract to Laux Construction in an amount not to exceed cost of \$23,000. The cost is inclusive of an \$800 contingency for any unseen circumstances and work being performed between the hours of 5:00 PM and 7:00 AM, Monday through Friday. This is a prevailing wage project.

Advertisement:

The RFP was advertised in the Lansing State Journal, the New Citizens Press, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH LAUX CONSTRUCTION
FOR SECURITY ENHANCEMENTS IN THE REGISTER OF DEEDS OFFICE**

WHEREAS, the resolution before you authorizes a contract with Laux Construction to perform security enhancements in the Register of Deeds office; and

WHEREAS, as a result of recent security concerns Register of Deeds Derrick Quinney has requested security enhancements in the Register of Deeds office; and

WHEREAS, it has become a widespread concern that the public has full access to the office area; and

WHEREAS, after careful review of the bids it is the recommendation of both the Facilities and Purchasing Departments that a contract be awarded to Laux Construction who submitted the lowest bid of \$22,200.00 which includes their alternate to work between the hours of 5:00 pm and 7:00 am Monday through Friday; and

WHEREAS, Laux will modify the existing countertop to be ADA compliant, install glass to separate the public from the employees, and install a secured door with an electronic lock set to restrict public access to the back offices; and

WHEREAS, the Facilities Department would like to ask for an \$800.00 contingency for any unforeseen issues that may arise, bringing the total project cost to a not to exceed amount of \$23,000.00; and

WHEREAS, funds for this project are available within the Public Improvement Fund, charged to line #245-90212-931000-6FC19.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a contract with Laux Construction, LLC, 1535 Jessop Road, Dansville, Michigan 48819 to perform security enhancements in the Register of Deeds Office for a cost of \$22,200.00 which includes their alternate to work between the hours of 5:00 pm and 7:00 am, Monday through Friday.

BE IT FURTHER RESOLVED, the requested \$800.00 contingency will bring the total project cost to a not to exceed amount of \$23,000.00.

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF THE CONTRACTS MODULE FOR THE
MUNIS ACCOUNTING SOFTWARE SYSTEM**

WHEREAS, the County is currently using MUNIS Software from Tyler Technologies for its accounting needs;
and

WHEREAS, the County Administration believes there is a need to purchase the MUNIS Contracts Module to
enhance our reporting and monitoring of contracts; and

WHEREAS, this module can be purchased and installed at a cost of \$36,200 and an ongoing cost of \$4,158 per
year; and

WHEREAS, the funding for this purchase is available within the Information Technology Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of
the MUNIS Contract Module from Tyler Technologies for a cost of \$36,200.

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

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

Date: March 1, 2016
To: County Services & Finance Committees
From: Tim Morgan, Parks Director
Re: Resolution to Amend the Ingham County Parks and Recreation 2012-2016 Master Plan

Resolution #12-060 to Adopt The Ingham County Parks 2012-2016 Facility Master Plan was passed at the March 12, 2012 Board of Commissioners meeting.

In order to remain eligible for state and federal grant programs, it is necessary that the Parks Master Plan be amended during the life of the plan as necessary. The Ingham County Parks Department staff plans to apply for grants to the Michigan Department of Natural Resources (MDNR) for a Michigan Natural Resources Trust Fund (MNRTF), Recreation Passport Grants (RPG), and Land and Water Conservation Fund (LWCF) to assist with construction of a canoe/kayak launch at McNamara Landing for the purpose of providing a universally accessible landing site and apply to the MDNR for a Recreation Passport Grant (RPG) for the renovations and improvements to Overlook Shelter and Picnic Area at Burchfield County Park.

The following are the project descriptions:

Burchfield County Park Overlook Shelter Area Accessibility

The Overlook shelter area at Burchfield County Park currently consists of a picnic shelter (in need of replacement), 2 port-a-jon units, gravel parking area, and a non-accessible concrete walkway leading from the parking area to the shelters. The project includes the replacement of the current shelter, installation of a double accessible restroom facility, along with accessible parking spots and an accessible 6 foot wide path leading from the parking area to the restrooms, drinking fountains and the shelter.

McNamara Canoe/Kayak Landing Accessibility Upgrades

The McNamara Canoe/Kayak Landing currently consists of one port-a-jon, gravel parking area, and a stepped canoe landing. The project includes the installation of a double accessible restroom facility, along with accessible parking spots, and a handicap accessible canoe/kayak launching dock.

These projects are not included in the current Master Plan. Therefore, it is necessary to update the current Master Plan. This memo and resolution is running concurrent with the requested support for the grant applications.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE INGHAM COUNTY PARKS AND RECREATION
2012-2016 MASTER PLAN**

WHEREAS, in 2012 the Ingham County Board of Commissioners adopted the Ingham County Parks and Recreation 2012-2016 Master Plan as presented by the Ingham County Parks & Recreation Commission by resolution #12-060; and

WHEREAS, the Ingham County Parks and Recreation 2012-2016 Master Plan is intended to provide general guidelines for the orderly development of the County Park system; and

WHEREAS, in order to remain eligible for state and federal grant programs, it is necessary that the Parks Facility Master Plan be updated every five years and amended during the life of the plan as necessary; and

WHEREAS, the Ingham County Parks Department is applying for two grant projects through the Michigan Department of Natural Resources; and

WHEREAS, the first project is for an accessible canoe/kayak access at McNamara Canoe/Kayak Landing; and

WHEREAS, the second project is for accessibility upgrades at the Overlook Shelter at Burchfield County Park.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Parks and Recreation 2012-2016 Master Plan to include applying for the following projects an accessible canoe/kayak access at McNamara Canoe/Kayak Landing and accessibility upgrades at the Overlook Shelter at Burchfield County Park and approve the Ingham County Parks and Recreation 2012-2016 Master Plan be amended to reflect this change.

BE IT FURTHER RESOLVED, that the goals and objectives for 2012 through 2016 in the amended Ingham County Parks and Recreation 2012-2016 Master Plan, shall be construed as desirable goals only with no implied commitment on the part of the Board of Commissioners to fund any particular recommendation contained therein.

Agenda Item 5b

Date: February 12, 2016

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution 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.

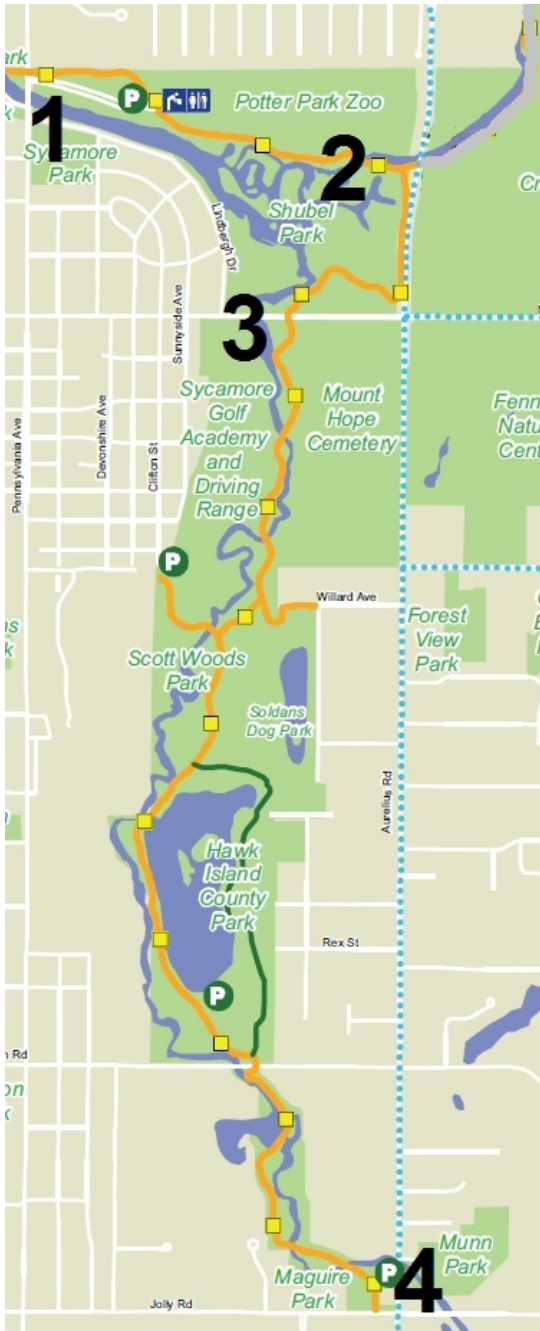
The Parks Department operates Soldan Dog Park and collects revenue for the electronic Key FOBs for entrance to the facility. Vehicle entrance fees to Hawk Island County Park are not able to be differentiated between revenues collected at the gate for parking fees for other park visitors. Administrative 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		Scott Woods Trail	
Revenue	11,238	Revenue	0
Personnel Expenses		Personnel Expenses	
Seasonal Labor	2,550	Seasonal Labor	1,275
FT Labor	10,485	FT Labor	6,291
Expenses	6,521	Expenses	4,851
Total Expenses	\$19,556	Total Expenses	\$12,417

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION 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**

WHEREAS, the Board of Commissioners in Resolution #05-154 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; and

WHEREAS, in Resolution #11-037 the Ingham County Board of Commissioners amended Resolution #05-154 and authorized a new agreement with the City of Lansing that delegated to the Ingham County Parks Department the responsibility for the maintenance and operation of the City of Lansing's Soldan Dog Park, the non-motorized pathway through Scott Woods Park, and the portion of the Lansing River Trail from Potter Park to Maguire Park; and

WHEREAS, the agreement entered into with the City of Lansing pursuant to Resolution #11-037 expires on February 8, 2016; and

WHEREAS, the City of Lansing and Ingham County Parks Department would like to have a new agreement entered into containing/continuing the same terms as the expiring agreement for a period covering February 9, 2016 through February 28, 2021.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a new agreement with the City of Lansing that authorizes the Ingham County Parks Department's continued maintenance and operation of the City of Lansing's Soldan Dog Park, the non-motorized pathway through Scott Woods Park, and the Lansing River Trail from Potter Park to Maguire Park for the period of February 9, 2016 through February 28, 2021.

BE IT FURTHER RESOLVED, the new agreement shall contain/continue the terms and conditions of the expiring agreement authorized by Resolution #11-037.

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

Agenda Item 5c and 5d

Date: February 12, 2016

To: County Services & Finance Committees

From: Tim Morgan

Re: -Resolution to Rescind Resolution #14-426 Accepting a Grant of Easement over Property Owned by the City of Lansing and Located in the City Of Lansing
- Resolution Authorizing a License Agreement for the Property Owned by the City of Lansing and Located In the City Of Lansing

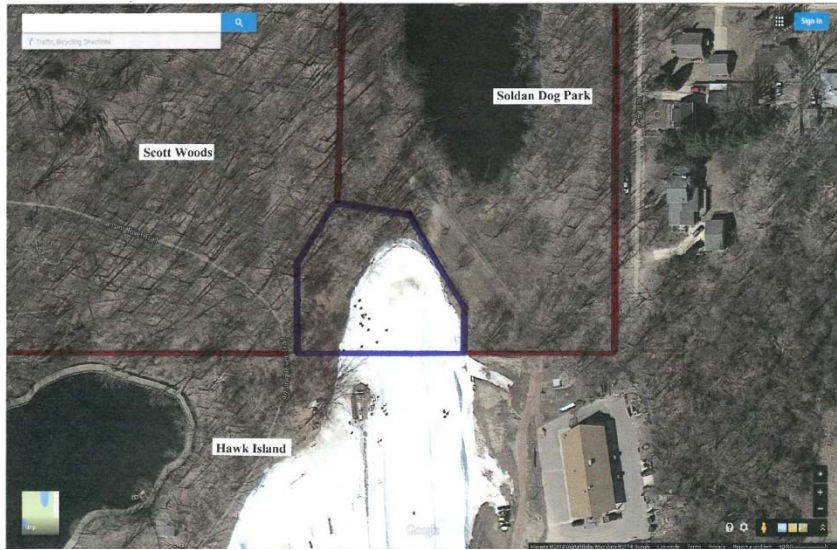
The Ingham County Parks Department operates the snow tubing hill at Hawk Island County Park. The park offers snow tubing runs and rope tows pull riders to the top of the hill to travel down "chutes" made of sculpted snow. The snow tubing hill has varying levels of runs, including smaller kids' runs and 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.

A new resolution authorizing the acceptance of a License Agreement has been prepared.

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



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RESCIND RESOLUTION #14-426 ACCEPTING A GRANT OF EASEMENT
OVER PROPERTY OWNED BY THE CITY OF LANSING AND
LOCATED IN THE CITY OF LANSING**

WHEREAS, Board of Commissioners 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; and

WHEREAS, the City of Lansing Park's Board had recommended granting an easement; and

WHEREAS, the City Planning Board recommended a license only; and

WHEREAS, the City Council Committee on Development and Planning concurred with that recommendation; and

WHEREAS, after review by the County attorney a new resolution will be required to enter into a License Agreement with the City of Lansing.

THEREFORE BE IT RESOLVED, that Resolution #14-426 is rescinded.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A LICENSE AGREEMENT FOR THE PROPERTY OWNED BY
THE CITY OF LANSING AND LOCATED IN THE CITY OF LANSING**

WHEREAS, the Ingham County Parks Department operates a snow tubing hill at Hawk Island County Park;
and

WHEREAS, for user safety and enjoyment, additional area is needed at the end of the tubing runs outside of
County property; and

WHEREAS, the City of Lansing is willing to provide a License Agreement for a small section of Scott Woods
Park for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a
License Agreement with the City of Lansing, for a small section of Scott Woods Park for the purpose of
extending the area for the Hawk Island County Park snow tubing hill runs, for the nominal consideration of
\$1.00.

BE IT FURTHER RESOLVED, that the term of this License Agreement shall be from the date of execution
until the anniversary date in 2026.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the payment of
\$50.00 to the City of Lansing for the fees associated with the City's Act 33 Review Application.

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

Agenda Item 5e

Date: March 1, 2016

To: County Services and Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution to Apply to the Michigan Department of Natural Resources Recreation Passport Grant Program for Accessibility Improvements in the Overlook Picnic Shelter Area at Burchfield County Park.

The Parks Department has identified a need for developing and improving facilities at Burchfield County Park with universal accessibility in mind. Currently, the site has a wooden shelter which, due to age and condition, is in need of replacement. The site currently has two rented port-a-jon units, which would be replaced with an accessible restroom building. A narrow concrete walkway and gravel parking area would be replaced with a wider, accessible walkway, drinking fountain and paved parking spots for handicap access.

If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience.

The Parks & Recreation Commission supported this resolution with the passage of a motion.

The Parks Department is seeking input and approval to move forward with grant applications to secure additional funding for this project.

The Parks Department is requesting the Ingham County Board of Commissioners authorize the use of capital improvement funds for a local match that is required for the grant application in the amount of \$76,725 from the *Trails and Parks Millage* for a total project cost of \$141,725 during the 2016-2017 fiscal years. This resolution is contingent upon a recommendation from the March 7, 2016 Trails and Parks Task Force Resolution recommending assigning funds from the millage to the Parks Department. This resolution is running concurrent with the Trails and Parks Task Force and BOC committee meetings.

Should a recommendation not come from the March 7, 2016 Trails and Parks Task Force, we would pull the resolution.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A RECREATION PASSPORT PROGRAM GRANT FOR ACCESSIBILITY UPGRADES AT OVERLOOK PICNIC AREA AT BURCHFIELD COUNTY PARK

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled Overlook Shelter Accessibility Improvements to the Recreation Passport Program for facility development and improvements that include: removal of old and installation of new shelter, installation of ADA parking improvements and accessible pathway, and a new accessible restroom facility and drinking fountain at Burchfield County Park, located in Aurelius Township; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2016; and

WHEREAS, a public meeting was held on February 29, 2016 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Parks Department currently has \$20,000 budgeted in Capital Improvement fund for this project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of \$96,725 which include the \$20,000 in capital improvement funds and the \$76,725 from the Trails and Parks Millage for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Recreation Passport Grant Application for \$45,000 for facility improvements and development that include: removal of old and installation of new accessible shelter, installation of accessible ADA parking improvements and accessible pathway, and a new accessible restroom facility at Burchfield County Park, located in Aurelius Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match in the amount of \$76,725 from the Trails and Parks Millage, \$20,000 from approved Capital Improvement fund for a total \$141,725 project cost during the 2016-2017 fiscal years.

Agenda Item 5f , 5g and 5h

Date: March 1, 2016

To: County Services and Finance Committees

From: Tim Morgan, Parks Director

Re: Resolutions to Apply for an Accessible Canoe/Kayak Launch and Facilities at McNamara Landing Grant for one or more of the Following: Michigan Natural Resources Trust Fund, Recreation Passport Program Grant, and Land and Water Conservation Fund

With the growing popularity in paddle sports, the Parks Department has identified a need for developing and improving facilities at McNamara Landing with a universally accessible canoe/kayak launch dock on the Grand River, adjacent accessible bathrooms, ADA parking improvements, walkways and drinking fountains. Currently, the site has wooden steps and an alternate 6ft. wide concrete walkway leading to the water. However, the set of steps at the water's edge, used for landing and launching water craft, does not meet universally accessible guidelines. The rented portable privy and parking area are also in need of updates to meet accessibility standards.

If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. It would also help facilitate access for all to the canoe/kayak livery operation at Burchfield County Park by easing the entrance and exit of paddlers to and from their watercraft at McNamara Landing.

This accessible dock/canoe/kayak launch can be utilized for accessible fishing on the Grand River as well.

The growing state-wide trend is to designate navigable rivers into water trails and connect communities on a regional basis. This development project would help with future collaboration with other local units of government in connecting "destination points" on the Grand River and could foreseeably benefit the area economically from increased public use, due to improved accessibility.

The Parks & Recreation Commission supported these resolutions with the passage of a motion.

The Parks Department is seeking input and approval to move forward with grant applications to secure additional funding for this project.

The Parks Department is requesting the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match that is required for the following grant applications from the ***Trails and Parks Millage***: Michigan Natural Resources Trust Fund, Recreation Passport Program Grant, and Land and Water Conservation Fund.

These resolutions are contingent upon a recommendation from the March 7, 2016 Trails and Parks Task Force Resolution recommending assigning funds from the millage to the Parks Department. These resolutions are running concurrent with the Trails and Parks Task Force and BOC committee meetings.

Should a recommendation not come from the March 7, 2016 Trails and Parks Task Force, we would pull these resolutions.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A MICHIGAN RECREATION PASSPORT PROGRAM GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled Accessible Launch on the Grand River to the Michigan Recreation Passport Program for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park, located in Aurelius Township; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2016; and

WHEREAS, a public meeting was held on February 29, 2016 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of \$89,925 in capital improvement funds for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Recreation Passport Grant Application for \$45,000 for facility improvements and development.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match (67%) in the amount of \$89,925 from the Trails and Parks Millage of a total \$134,925 project cost during the 2016-2017 fiscal years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A MICHIGAN DEPARTMENT OF NATURAL RESOURCES LAND AND WATER CONSERVATION FUND FEDERAL GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled Accessible Launch on the Grand River to the Land and Water Conservation Fund Federal Grant for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility and drinking fountains at McNamara Landing at Burchfield County Park, located in Aurelius Township; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2016; and

WHEREAS, a public meeting was held on February 29, 2016 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of \$67,463 in capital improvement funds for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Federal Grant for \$67,463 for facility improvements and development.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match in the amount of \$67,463 from the Trails and Parks Millage (50%) of a total \$134,925 project cost during the 2016-2017 fiscal years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled Accessible Launch on the Grand River to the Michigan Natural Resources Trust Fund for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park, located in Aurelius Township; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2016; and

WHEREAS, a public meeting was held on February 29, 2016 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of \$84,925 in capital improvement funds for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Trust Fund Application for \$50,000 for facility improvements and development.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the use of capital improvement funds for a local match (63%) in the amount of \$84,925 from the Trails and Parks Millage of a total \$134,925 project cost during the 2016-2017 fiscal years.

MEMO

Date: March 8, 2016

To: County Services and Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Adopting the Ingham County Trails and Parks Comprehensive Report and Adopting the Recommendations from the Trails & Parks Task Force in Addition to Calling for Applications for Funding for First Round Applications

Ingham County hired Mannik & Smith Group to complete a comprehensive report of Trails & Parks in the County and Mannik & Smith Group has completed their report. The Ingham County Trail and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners.

The Ingham County Trails and Parks Task Force also recommends allocating 8% of the Trails & Parks Millage collected for FY 2015 and 2016 to the Ingham County Parks Department to fund Capital Improvement Projects (CIP) subject to the recommendations of the Ingham County Parks Commission. The Parks Department will utilize \$120,000 of these monies as matching monies for Hawk Island Trail 1.5 mile resurfacing grant. The Parks Department will also utilize \$90,000 toward an application for McNamara Landing accessible launch and facilities (blue ways project on the Grand River).

The Trails and Parks Task force has directed staff to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.

In addition, the Trails and Parks Task Force is recommending the Ingham County Park Department bring their request for the remaining years of the millage for addressing the needs of the Parks Department annually, as part of the normal county budget process and procedures as a separate item as recommended by the Ingham County Park Commission. This would not supplant present Ingham County Parks Department funding in Capital Improvement Funds (CIP) or operating funds.

The Trails & Parks Task Force recommend that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000.

The Trails & Parks Task Force also recommend all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

The Trails & Parks Task Force is also recommending that a second round of applications that would be available starting October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

WHEREAS, the Ingham County Board of Commissioners desires to implement the recommendations included in the plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trails and Parks Comprehensive Report prepared by the Mannik & Smith Group.

BE IT FURTHER RESOLVED, that 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.

BE IT FURTHER RESOLVED, that staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, that a second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

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

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: February 24, 2016

SUBJECT: Proposed 2016 Local Bridge Program Funding Applications

Major county bridge repair, replacement, and preventative maintenance projects are typically funded by the Local Bridge Program (LBP), which is funded by a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Local Bridge Program applications for this year are due May 2nd for fiscal year 2019 funding. Each agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs and the Road Department would need to fund the remaining 5%.

The Road Department contracts to have all county bridges inspected, biennially or more frequently, by a state certified bridge inspection consultant as required by federal requirements. Our inspection consultant is required to recommend bridge project candidates for replacement, rehabilitation, or preventative maintenance as part of their contract deliverable.

Ingham County Road Department staff thoroughly evaluated our inspection consultant's recommendations and presented the recommended list of bridge projects, for which funding applications are to be submitted, at the January 13, 2016, Ingham County Road Advisory Board (CRAB) meeting. During the meeting, the CRAB members passed a motion recommending approval of the provided list of bridge applications. Subsequent to the meeting, staff requested a revision to the list (via an email vote) and received CRAB approval for submitting the following 2016 funding applications:

<u>Bridge</u>	<u>Comments</u>	<u>Priority</u>
Okemos Road bridges over Red Cedar River, Meridian Twp.	Primary road bridge <u>replacement</u> , 28,540 ADT, lane closure erected November 2015. Temporary repairs are expected this spring to allow the bridge to be fully open to traffic until replacement funds are secured.	Repl-1
Dietz Road bridge over Red Cedar River, Locke Twp.	Primary road bridge <u>replacement</u> , 700 ADT, posted for 34 tons, 41 tons, and 54 tons.	Repl-2

Nobel Road bridge over Deer Creek, Wheatfield Twp.	Local road bridge <u>replacement</u> , 772 ADT, posted for 30 tons, 49 tons, and 64 tons.	Repl-3
Waverly Road bridge over the Grand River, Delhi Twp.	Primary road bridge <u>rehabilitation</u> , consisting of a superstructure replacement, 2,695 ADT, posted for 22 tons, 24 tons, and 32 tons.	Rehab-1
Holt Road bridge over Doan Creek, Leroy Twp.	Local road bridge <u>rehabilitation</u> , consisting of a superstructure replacement, 900 ADT, posted for 42 tons, 51 tons, and 62 tons.	Rehab-2

Based on the Ingham County Road Advisory Board's motion, we are soliciting similar support from the Board of Commissioners because the Local Bridge Program requires the road agency's governing body to pass a resolution in support of the bridge funding applications.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROPOSED 2016 INGHAM COUNTY BRIDGE FUNDING APPLICATIONS FOR SUBMISSION TO THE LOCAL BRIDGE PROGRAM MANAGER

WHEREAS, federal and state funding is made available for major bridge reconstruction, rehabilitation, and preventative maintenance projects through the Local Bridge Program; and

WHEREAS, the Local Bridge Program requires an application process where "... a current resolution, signed and dated, from the governing board supporting the project" must be submitted for bridge projects to be considered for funding under this program; and

WHEREAS, the Ingham County Road Department has all Ingham County road bridges inspected by a state certified bridge inspection consultant biennially, or more often, as required by federal requirements; and

WHEREAS, the state certified bridge inspection consultant recommends bridge projects for replacement, rehabilitation, and preventative maintenance, which is provided to and evaluated by Road Department staff; and

WHEREAS, Road Department staff concurs with the bridge inspection consultant's bridge project recommendations and priorities; and

WHEREAS, the Ingham County Road Advisory Board was convened for a meeting on January 13, 2016, among other issues, to consider and advise the Board of Commissioners on projects to be submitted for federal and state Local Bridge Program funding; and

WHEREAS, upon reviewing the county bridge needs and input from Road Department staff, the County Road Advisory Board passed a motion recommending approval for submitting 2016 funding applications to address replacement, rehabilitation, and preventative maintenance needs for the following bridges:

1. Replacement of the Okemos Road Bridges over the Red Cedar River, Meridian Township
2. Replacement of the Dietz Road Bridge over the Red Cedar River, Locke Township
3. Replacement of the Nobel Road Bridge over Deer Creek, Wheatfield Township
4. Rehabilitation of the Waverly Road Bridge over the Grand River, Delhi Township
5. Rehabilitation of the Holt Road Bridge over Doan Creek, Leroy Township

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Road Department staff to submit five applications for the bridges listed above to solicit fiscal year 2019 Local Bridge Program funding.

Agenda Item 6b

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 1, 2016
SUBJECT: Bituminous Surface Mixture

Project Description:

Bids were sought from qualified and experienced companies for the purpose of furnishing the 2016 season’s requirements of Bituminous Surface Mixture No. 13A and 36A to the Ingham County Road Department.

Proposal Summary:

Vendors contacted: 12 Local: 01
Vendors responding: 03 Local: 01

VENDOR NAME	Bituminous Mix 13A \$/Unit	Total Amount	Bituminous Mix 36A \$/Unit	Total Amount	Total Bid Price
Superior Asphalt / Lansing Asphalt, 3888 S. Canal Rd., Lansing MI 48917	\$37.00	\$444,000.00	\$40.00	\$240,000.00	\$684,000.00
MI Paving & Materials Company, 16777 Wood Street, Lansing MI 48906	\$39.00	\$468,000.00	\$42.00	\$252,000.00	\$720,000.00
Rieth-Riley Construction Co., 2325 Kipp Rd., Mason MI 48854	\$36.50	\$438,000.00	\$39.50	\$237,000.00	\$675,000.00

Recommendation:

Due to the distance between the worksites and garages, and product availability, the Evaluation Committee is recommending multiple unit price contracts with Rieth Riley Construction Co., Inc., Michigan Paving & Materials Company and Lansing Asphalt / Division of Superior Asphalt, Inc. Orders will be processed on an as-needed, unit price, basis with preference to the local and lowest bidder, Rieth Riley Construction Co, Inc., as the first choice whenever logistically practical and desired material is available. Having this flexibility ensures that Ingham County is purchasing quality materials, in required quantity and at the lowest prices while minimizing transportation costs.

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) website and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF BITUMINOUS SURFACE MIXTURE FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department annually purchases approximately 10,000 to 18,000 tons of bituminous surface mixture (asphalt) for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Road Department's adopted 2016 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for maintenance asphalt were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #42-16, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase asphalt on an as-needed, unit price basis from all 3 responding bidders based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of bituminous surface mixture (asphalt) on an as-needed, unit price basis from all three respondents to RFP #42-16 based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

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

Agenda Item 6c

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 1, 2016
SUBJECT: Proposal Summary for Slag 29A and 29A Crushed Natural Aggregate

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing and delivering Slag 29A and 29A Crushed Natural Aggregate for the Ingham County Road Department.

Proposal Summary:

Vendors contacted: 27 Local: 0
Vendors responding: 3 Local: 0

Bid tabulation can be found on the next page.

Recommendations:

The Evaluation Committee recommends awarding a contract to Edw. C. Levy Co., for the purchase of 29A slag on an as-needed basis at the unit prices quoted in its proposal; additionally, the Committee recommends awarding a contract to Gerken Materials for the purchase of 29A crushed natural aggregate on an as-needed basis at the unit prices quoted in their proposal.

Awarding multiple contracts provides the Road Department the flexibility to ensure adequate product availability and quality, and also minimizes transportation costs with respect to proximity to the worksite and garages.

Advertisement:

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Purchasing Department Web Page.

Vendor	Local	Slag 29A delivered to Western Garage price per ton	Slag 29A delivered to Eastern Garage price per ton	Slag 29A delivered Metro Garage price per ton	29A Crushed Natural Aggregate delivered to Western Garage price per ton	29A Crushed Natural Aggregate delivered to Eastern Garage price per ton	29A Crushed Natural Aggregate delivered to Metro Garage price per ton
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Gerken Materials	No - Ohio	No Bid	No Bid	No Bid	\$20.15	\$20.15	\$20.15
EDW Levy	No - Detroit	\$25.89	\$24.45	\$25.49	No Bid	No Bid	No Bid
Verplank Trucking	No - Ferrysburg	\$48.30	\$48.30	\$46.60	No Bid	No Bid	No Bid

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF
29A AGGREGATE FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2016 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #36-16, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase on an as-needed, unit price basis, 29A crushed natural aggregate from Gerken Materials Inc. and to award bid and purchase on an as-needed, unit price basis, 29-A Slag from Edward C. Levy Co. based on availability of required material, with preference based on lowest bid unit price.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase on an as-needed, unit price basis of 29A crushed natural aggregate from Gerken Materials Inc. and 29-A Slag from Edward C. Levy Co. based on availability of required material, with preference based on lowest bid unit price and quality of material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with Gerken Materials Inc. for 29A crushed natural aggregate and to Edward C. Levy Co. for 29-A Slag as needed and budgeted.

Agenda Item 7

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

Introduced by 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.

Agenda Item 8a

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 22, 2016

SUBJECT: Resolution to Authorize Entering into an Agreement with Avatar for Patient Satisfaction Surveys

This Resolution authorizes an agreement between Ingham County Health Department (ICHD) and Avatar for Patient Satisfaction Surveys.

The Centers for Medicare and Medicaid Services (CMS) have indicated that a payment modifier may be available through Consumer Assessment of Healthcare Providers and Systems (CAHPS) as they move from a fee- for -service model to a value based payment structure.

CMS will require ICHD Community Health Centers to provide Patient Satisfaction Surveys to continue to receive pay incentives as they move from a fee for service model to a value based payment structure. Patient Satisfaction Surveys allow the Health Department to obtain robust information to enhance the Quality Improvement program within the Community Health Centers.

ICHD sought bids from three vendors for the purpose of entering into an agreement with a qualified, experienced and CMS and CAHPS certified vendor capable of providing Patient Satisfaction Surveys. Avatar provided the most responsive proposal in terms of being a CAHPS and CMS certified vendor.

ICHD would like to enter into a three year agreement with Avatar for Patient Satisfaction Surveys. The cost of the services is \$30,989.80 for three years plus a one-time setup fee of \$2,500.

The Ingham Community Health Center Board has reviewed and supports entering into an agreement with Avatar and supports any budget adjustments necessary as part of this agreement,

I recommend that the Ingham County Board of Commissioners authorize ICHD to enter into an agreement with Avatar for a three year period to provide Patient Satisfaction Surveys for the amount of \$30,989.80 plus a one-time setup fee of \$2,500.

cc: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH AVATAR
FOR PATIENT SATISFACTION SURVEYS**

WHEREAS, Centers for Medicare and Medicaid Services (CMS) have indicated that a payment modifier may be available through Consumer Assessment of Healthcare Providers and Systems (CAHPS) as they move from a fee-for-service model to a value based payment structure; and

WHEREAS, CMS will require ICHD Community Health Centers to provide Patient Satisfaction Surveys to continue to receive pay incentives as they move from a fee for service model to a value based payment structure; and

WHEREAS, Patient Satisfaction Surveys allow the Health Department to obtain robust information to enhance the Quality Improvement program within the Community Health Centers; and

WHEREAS, ICHD sought bids from three vendors for the purpose of entering into an agreement with a qualified, experienced and CMS and CAHPS certified vendor capable of providing Patient Satisfaction Surveys; and

WHEREAS, Avatar provided the most responsive proposal in terms of being a CAHPS and CMS certified vendor; and

WHEREAS, ICHD would like to enter into a three year agreement with Avatar for Patient Satisfaction Surveys. The cost of the services is \$30,989.80 for three years plus a one-time setup fee of \$2,500; and

WHEREAS, funding for this agreement is available through a Patient Centered Medical Home grant through HRSA; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports entering into agreement with Avatar and supports any budget adjustments necessary as part of this agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into a three-year agreement with Avatar for Patient Satisfaction Surveys.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Avatar for Patient Satisfaction Surveys for a period of three years effective upon Board approval of this resolution, in the amount of \$30,989.80 plus a one-time set up cost of \$2,500.

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

Agenda Item 8b

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 16, 2016

SUBJECT: Resolution to Authorize an update to the Administrative Services Agreement with Blue Cross Blue Shield

This resolution authorizes an update to the Administrative Services Agreement between Ingham County Health Department (ICHHD) and Blue Cross Blue Shield of Michigan (BCBSM) for services at the Ingham County Jail.

ICHHD and BCBSM entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of the Ingham County Jail. This agreement is updated annually by executing a Schedule A addendum to the Administrative Services Contract.

BCBSM would like to update the Administrative Services Agreement to include information from the Schedule A addendum. The Administrative Services Agreement should include the following from the Schedule A addendum: Employee Retirement Income Security Act of 1974 and the Affordable Care Act.

I recommend that the Ingham County Board of Commissioners authorize an updated Administrative Services Agreement between ICHHD and BCBSM for services at the Ingham County Jail.

cc: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADMINISTRATIVE SERVICES AGREEMENT WITH
BLUE CROSS BLUE SHIELD FOR SERVICES AT THE INGHAM COUNTY JAIL**

WHEREAS, Ingham County Health Department (ICHHD) and Blue Cross Blue Shield of Michigan (BCBSM) entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of the Ingham County Jail; and

WHEREAS, in Resolution #15-488, the Board of Commissioners authorized a Schedule A Addendum to the Administrative Services Agreement; and

WHEREAS, BCBSM would like to update the Administrative Services Agreement to include information from the Schedule A addendum; and

WHEREAS, the Administrative Services Agreement should include the following from the Schedule Addendum A: Employee Retirement Income Security Act of 1974 and the Affordable Care Act; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an updated Administrative Services Agreement between ICHHD and BCBSM for services at the Ingham County Jail.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an updated Administrative Services Agreement between ICHHD and BCBSM for services at the Ingham County Jail.

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

Agenda Item 8c

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 29, 2016

SUBJECT: Resolution to update authorized signers on Centers for Medicare and Medicaid Services Forms 855A and 855B

This Resolution authorizes Ingham County Health Department (ICHD) to update the authorized signers on the Centers for Medicare and Medicaid Services (CMS) Forms 855A and 855B.

CMS Forms 855A and 855B must be completed and filed each time ICHD establishes, changes, or terminates a health center location to maintain its ability to obtain enhanced reimbursements through Medicaid and Medicare. The Public Health Services Act enables ICHD Community Health Centers, as Federally Qualified Health Centers under section 330e and Federally Qualified Health Center Look-Alikes, to obtain enhanced reimbursement through Medicare and Medicaid.

CMS require that those authorized to sign CMS forms 855A and 855B be named. CMS form 855A indicates that an exact percentage of management control be stated for each health center position.

Resolution #14-227 authorized to sign CMS forms 855A and 855B with the following percent of management control:

- Deputy Health Officer/Executive Director (40%)
- Health Officer (35%)
- Health Department Chief Financial Officer (25%)

I recommend that the Ingham County Board of Commissioners authorize the following to be authorized signers for ICHD of CMS forms 855A and 855B with the following percent of management control:

- Russell Kolski, Deputy Health Officer/ Executive Director (40%)
- Linda Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)

cc: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPDATE AUTHORIZED SIGNERS ON FORMS 855A AND 855B

WHEREAS, Centers for Medicare and Medicaid Services (CMS) forms 855A and 855B must be completed and filed each time the ICHD establishes, changes, or terminates a health center location or it will lose its ability to obtain enhanced reimbursements through Medicaid and Medicare; and

WHEREAS, the Public Health Services Act enables ICHD Community Health Centers as Federally Qualified Health Centers under section 330e and Federally Qualified Health Center Look-Alikes, to obtain enhanced reimbursement through Medicaid and Medicare; and

WHEREAS, the CMS require that those authorized to sign CMS forms 855A and 855B be named; and

WHEREAS, CMS form 855A indicates that an exact percentage of management control be stated for each health center position; and

WHEREAS, Resolution #14-227, the following positions were authorized to sign CMS forms 855A and 855B with the following percent of management control:

- Deputy Health Officer/Executive Director (40%)
- Health Officer (35%)
- Health Department Chief Financial Officer (25%)

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the following people to sign CMS forms 855A and 855B with the following percent of management control:

- Russell Kolski, Deputy Health Officer/Executive Director (40%)
- Linda Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)

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

RECEIVED
MAR 03 2016



Virg Bernero, Mayor

City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on March 14, 2016 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #64 – South Edge Lofts Redevelopment Plan – pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as 616 South Washington Avenue.—South Edge Lofts located in the City of Lansing, but more particularly described as:

- 33-01-01-16-384-051 LOTS 3 & 4 ALSO E 2 R LOTS 5 & 6 BLOCK 158 ORIG PLAT
- 33-01-01-16-384-041 COM SW COR LOT 5, TH E 132 FT, N 83.9 FT, W 63 FT, S 33 FT, W 69 FT, S 50.9 FT TO BEG; BLOCK 158 ORIG PLAT
- 33-01-01-16-384-031 S 8 FT OF W 69 FT LOT 6 & N 25 FT OF W 69 FT LOT 5 BLOCK 158 ORIG PLAT
- 33-01-01-16-384-021 S 55 FT OF N 58 FT OF W 132 FT LOT 6 BLOCK 158 ORIG PLAT

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Karl Dorshimer – Director of Economic Development, Lansing Economic Area Partnership, 1000 South Washington, Suite 201, Lansing, MI 48910, (517) 702-3387.



DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF INSPECTOR GENERAL



OFFICE OF AUDIT SERVICES
NATIONAL EXTERNAL AUDIT REVIEW CENTER
1100 WALNUT STREET, SUITE 850
KANSAS CITY, MO 64106

MAR 04 2016

RECEIVED
MAR 08 2016

Report Number: A-05-16-29576

BOARD OF COMMISSIONERS
INGHAM COUNTY, MICHIGAN
121 EAST MAPLE STREET
P.O. BOX 319
MASON, MICHIGAN 48854

Dear Board Members:

We have completed our initial review of the audit report on the County for the period January 1, 2014, through December 31, 2014. The report was received by the Federal Audit Clearinghouse on January 11, 2016, (identification number 148721). Based on our initial review, we believe the audit, performed by PLANTE AND MORAN, PLLC, Certified Public Accountants, met Federal audit requirements.

Please refer to Attachment A, where we have summarized the findings and recommendations and identified the Federal department responsible for resolution. Final determinations with respect to actions to be taken on Department of Health and Human Services (HHS) recommendations will be made by the HHS resolution agency identified on Attachment A. You may receive separate communications from the resolution agencies requesting additional information to resolve the findings.

Any questions or correspondence related to the findings identified on Attachment A should be directed to the following HHS resolution official address. The above report number should be referenced in any correspondence relating to this report.

HHS RESOLUTION OFFICIAL

Division of Financial Integrity
Attn: Audit Resolution
Office of Federal Assistance Management
Health Resources and Services Administration
Parklawn Building, Room 13C-05
5600 Fishers Lane
Rockville, MD 20857

In accordance with the principles of the Freedom of Information Act (Public Law No. 90-23), reports issued on the Department's grantees and contractors are made available, if requested, to members of the press and general public to the extent that information contained therein is not subject to exemptions in the Act which the Department chooses to exercise. (See 45 CFR Part 5 Section 5.21 of the Department's Public Information Regulations.)

If you have any questions, please contact our office at (800) 732-0679.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick J. Cogley". The signature is stylized and written in a cursive-like font.

Patrick J. Cogley
Regional Inspector General for Audit Services

Enclosure

<i>Recommendation Codes</i>	<i>Page</i>	<i>Amount</i>	<i>Resolution Agency</i>	<i>Recommendations</i>
Federal Awards – Supplement Information				
205919100	2, 12	N/A	HHS/HRSA	2014-001. Bank Reconciliations. This is a material weakness. We recommend procedures be implemented to ensure bank reconciliations are performed.
	12-15	N/A	DOT	2014-002, 2014-003.
201916100	16	N/A	HHS/HRSA	2014-004. Accounts Payable. We recommend procedures be strengthened to ensure accounts payables are recorded in the proper period.
	17	N/A	Entity	2014-005. Authority – Inventory.
	18	N/A	Entity	2014-006. Authority – Transactions.
	18-19	N/A	Entity	2014-007. Authority – Accounts Payables.
	20-21, 23	N/A	Pass-Through Agency	2014-008, 2013-007. Schedule of Expenditures of Federal Awards.
300922100	21-22, 23	N/A	HHS/HRSA	2014-009, 2013-008. Schedule of Fees. This is a repeat finding. We recommend procedures be strengthened to ensure patient information is correctly entered into the computer system.