THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 18, 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 May 4, 2016 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office
   a. Resolution to Enter Into the Tri-Tech Records Management Systems Maintenance Contract
   b. Resolution to Approve an Extended Police Services Agreement with the Village of Webberville Covering the Period of July 1, 2016 through December 31, 2016

2. Drain Office - Resolution Pledging Full Faith and Credit to Stimson Drain Drainage District Bonds

3. Ingham County Clerk - Resolution to Authorize Entering into a Three-Year Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk’s Office

4. Health Department
   a. Resolution to Authorize an Extension to the Agreement with Cross Country Staffing, Inc.
   b. Resolution to Enter into an Agreement with Mary Kushion Consulting, LLC

5. Potter Park Zoo - Resolution Authorizing a Contract to Black Box Network Services for Installation of Fiber

6. Facilities Department - Resolution Authorizing an Agreement with Geotech, Inc. to Provide Electrical Engineering Services for Lighting Upgrades in the Mason Courthouse

7. Financial Services Department - Resolution to Authorize the Purchase of Retiree Medicare Supplemental Insurance from Humana Effective August 1, 2016
8. **Parks Department**
   a. Resolution Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees
   b. Resolution Authorizing the Establishment of Ingham County Employee Free Event Days at Ingham County Parks
   c. Resolution Authorizing an Agreement with Comsource, Inc. for Radios at Hawk Island County Park
   d. Resolution to Enter into a Contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for Improvements to the Trails and Parking Lots Located within Hawk Island County Park

9. **Road Department**
   b. Resolution Authorizing the Purchase of One Used, Self-Propelled Asphalt Paver for the Road Department

10. **Community Mental Health - Resolution to Proceed with Plans to Renovate and Expand Community Mental Health Authority Building**

11. **Controller/Administrator’s Office**
   a. Resolution Approving Criteria for Evaluating 2017 Applications for Community Agency Funding
   b. Discussion: Ingham County Strategic Plan

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](http://www.ingham.org).
FINANCE COMMITTEE
May 4, 2016
Draft Minutes

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

Members Absent: Tennis and Anthony

Others Present: Linda Vail, Tim Morgan, Teri Morton, Rick Terrill, Bill Conklin, Cynthia Wagner, Andrew Wingeier, Ryan Buck, 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 April 20, 2016 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE MINUTES OF THE APRIL 20, 2016 FINANCE COMMITTEE MEETING.

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

Additions to Agenda

The numbering of the following Agenda Items was changed:

Agenda Item No. 4 was renumbered as 4(a).

Agenda Item No. 7 was renumbered as 7(a).

Late Additions –

3. Health Department
d. Resolution to Authorize a Grant Agreement with Reinvestment Fund, Inc.

4. Potter Park Zoo
b. Resolution Authorizing the Appointment of Fraser Trebilcock Davis & Dunlap, P.C. for Purposes of Representing the County in a Matter Pending in Probate Court

c. Resolution to Authorize the Temporary Assignment to the Interim Director – Potter Park Zoo, and the Execution of the Letter of Understanding

7. Controller/Administrator’s Office
b. Resolution Authorizing the Ingham County Parks Department 2015/2016 Trails and Park Millage Expenditures
Limited Public Comment

None.

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

2. Facilities Department
   a. Resolution Authorizing an Agreement with Roger Donaldson, AIA, P.L.C. Architect to Perform Professional Design Services for a Storage Building to be Located at the Ingham County Family Center
   c. Resolution Amending the Agreement with Safety Systems, Inc. to Install Additional Alarm Equipment to Monitor two New Boilers and an Emergency Back-Up Generator at Forest Community Health Center
   d. Resolution Authorizing an Agreement with Victory Heating & Cooling to Replace Three Heat Exchangers at 55th District Court

3. Health Department
   a. Resolution to Authorize Entering into an Agreement with Continental Canteen for Vending Services at Forest Community Health Center
   b. Resolution to Accept Funding from Michigan Association of United Ways, Funding from the Jewish Fund, and to Act as the Fiduciary/Payee for the Wayne Children’s Healthcare Access Program
   c. Resolution to Amend Resolution #14-413 to Re-Authorize Subcontracts with Southside Community Coalition, Authorize Subcontracts with Tabernacle of David and Willow Tree Family Center, and Adjust the Amount Authorized for Peer Advisor Stipends
   d. Resolution to Authorize a Grant Agreement with Reinvestment Fund, Inc.

5. Human Resources - Resolution to Approve Generic Service Credit Purchase for County Employee: Eric A. Common

6. Road Department
   a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Resurfacing Project for Byrum Road from Bellevue Road Northerly to Kinneville Road, Kinneville Road from Byrum Road Westerly to Aurelius Road, and Aurelius Road from Kinneville Road Northerly to Barnes Road
   b. Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Recycled Tire Rubber Modified Asphalt Paving Mixture on the 2016 Hagadorn-Mt. Hope Intersection Project for the Ingham County Road Department
   c. Resolution Authorizing the Purchase of Three New Tandem Axle Truck Chassis for the Ingham County Road Department
   d. Resolution Authorizing the Purchase of Equipment Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department
e. Resolution Authorizing a Settlement with MIOSHA for Work Zone Signing/Traffic Regulating Citations for the Ingham County Road Department

7. Controller/Administrator’s Office
   a. Resolution Updating Various Fees for County Services
   b. Resolution Authorizing the Ingham County Parks Department 2015/2016 Trails and Park Millage Expenditures

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.

1. Sheriff’s Office - Resolution to Authorize a Contract with FD Hayes to Install 20 Amp Outlets at the Ingham County Jail

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTRACT WITH FD HAYES TO INSTALL 20 AMP OUTLETS AT THE INGHAM COUNTY JAIL.

Commissioner McGrain asked where this resolution came from.

Rick Terrill, Facilities Director, stated that he could only speak from installation standpoint.

Commissioner McGrain asked Teri Morton, Finance Director, to request background on this resolution from the Sheriff’s Office.

Mr. Terrill stated that this resolution provided an opportunity for inmates to access services. He further stated that it could also possibly create a revenue generating opportunity.

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

2. Facilities Department
   b. Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and Engineering Services for File Storage Room Expansion in the Probate Court Office

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION AUTHORIZING AN AGREEMENT WITH STRAUB PETTITT YASTE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR FILE STORAGE ROOM EXPANSION IN THE PROBATE COURT OFFICE.

Commissioner McGrain asked for background on this resolution.

Mr. Terrill provided an update of the status of the storage situation in the Probate Court.
Chairperson Bahar-Cook asked Mr. Terrill to provide a synopsis of his statements that he made at the last County Services Committee meeting regarding strategic planning for record storage.

Mr. Terrill provided a synopsis of the record storage situation and how it related back to the Space Utilization Study.

Commissioner McGrain asked for a timeline for a recommendation to be presented to the Board of Commissioners.

Mr. Terrill stated that the Board had provided him a few months to get a recommendation set up.

There was a discussion about the cost of this project.

Commissioner Crenshaw asked when the bid went out.

Mr. Terrill stated that the RFP went out four to five weeks ago. He outlined the background on the RFP and bid process.

Discussion.

Commissioner Schafer asked whether an architect was really needed. He stated that there used to be an engineering firm that handled all the County’s business for these types of matters.

Discussion.

Commissioner Schafer stated that the County should revisit how it handles this process in the future.

Mr. Terrill stated that he would recommend that an architect was needed. He provided background on why this was his recommendation.

Discussion.

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

4. Potter Park Zoo
   b. Resolution Authorizing the Appointment of Fraser Trebilcock Davis & Dunlap, P.C. for Purposes of Representing the County in a Matter Pending in Probate Court

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE RESOLUTION AUTHORIZING THE APPOINTMENT OF FRASER TREBILCOCK DAVIS & DUNLAP, P.C. FOR PURPOSES OF REPRESENTING THE COUNTY IN A MATTER PENDING IN PROBATE COURT.
Commissioner McGrain asked for background on this resolution.

Teri Morton, Budget Director, provided a synopsis of the need for this resolution.

Cynthia Wagner, General Zoo Curator at Potter Park Zoo, introduced herself to the Committee.

Andrew Wingeier, Potter Park Zoo Director of Finance/Interim Potter Park Zoo Society Director, introduced himself to the Committee.

There was a discussion about who would be paying for these legal services.

Chairperson Bahar-Cook directed Ms. Morton to confirm with the County Attorney that the County would not be liable for the costs incurred in this resolution.

There was a discussion about the history and strategy of the legal matter pending in the Probate Court.

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

4. Potter Park Zoo
   a. Resolution Authorizing Adjustments to the 2016 Zoo Budget

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 ZOO BUDGET.

Mr. Wingeier provided background on the Zoo’s fund balance.

Ms. Morton addressed the Committee about why this resolution came to Committee. She stated that there was a prior plan to spend down fund balance, however there were also unplanned operating balance issues that arose.

Discussion.

Commissioner McGrain asked for information pertaining to the projects that were budgeted for, but were not going to go forward this budget year.

There was a discussion about how the books were maintained between the County and the Zoological Society.

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

4. Potter Park Zoo
   c. Resolution to Authorize the Temporary Assignment to the Interim Director – Potter Park Zoo, and the Execution of the Letter of Understanding
MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TEMPORARY ASSIGNMENT TO THE INTERIM DIRECTOR – POTTER PARK ZOO, AND THE EXECUTION OF THE LETTER OF UNDERSTANDING.

Ms. Wagner provided background on her role as the General Curator. She further stated that she would dive into her new temporary assignment as the Interim Director when she was appointed.

There was a discussion about the usage of exit surveys when an employee leaves employment with the County.

Chairperson Bahar-Cook thanked Ms. Wagner for stepping up to serve in this new role.

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

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:55 p.m.
RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office – Resolution to Enter into the Tri-Tech Records Management Systems Maintenance Contract**

This resolution authorizes the Ingham County Sheriff’s Office to enter into a 2016 maintenance contract with Tri-Tech Software Systems for the Sheriff’s Office RMS (Records Management System) contract. The total amount is not to exceed $38,919.10. 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 Approve an Extended Police Services Agreement with the Village of Webberville Covering the Period of July 1, 2016 through December 31, 2018**

This resolution authorizes the Ingham County Sheriff’s Office to renew their police Services contract with the Village of Webberville from July 1, 2016 through December 31, 2019. The budgeted amounts continue to provide 80 hours of guaranteed service per week for the duration of the contract period. The total budget for the forty two month contract is $947,553. (See attached memo for details)

2. **Drain Commissioner – Resolution Pledging Full Faith and Credit to Stimson Drain Drainage District Bonds**

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Stimson Drain Drainage District bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District’s bonds in an amount not to exceed $3 million. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

3. **County Clerk – Resolution to Authorize Entering into a Three-Year Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk’s Office**

The County Clerk seeks authorization to enter into a three-year agreement with File Safe, Inc. for the transport, storage and retrieval of vital records retained by the Clerk’s Office. Funds were not allocated for off-site storage of vital records in the 2016 budget. However, the Clerk has proposed utilization of $4,150 from the electronic imaging project with OnBase to cover the estimated overall cost for transport, packing, barcode tracking and storage for the remainder of 2016.
4a. Health Department – Resolution to Authorize an Extension to the Agreement with Cross Country Staffing, Inc.

This resolution authorizes an extension to the agreement with Cross Country Staffing for medication passing services at the Ingham County Jail through July 28, 2018. Medications are generally passed to inmates by ICHD staff twice per day, 365 days per year. However, due to the critical nature of this role there can be no vacancies in the staffing schedule. On the infrequent occasion that ICHD staff is not available for medication passing, CCS provides staff to fill the vacancy.

4b. Health Department – Resolution to Enter into an Agreement with Mary Kushion Consulting, LLC

This resolution authorizes an agreement with Mary Kushion Consulting, LLC (MKC) to guide and facilitate the Health Department in completing a comprehensive strategic plan and through the Public Health Accreditation Board accreditation process. The agreement will run from May 1, 2016 through December 31, 2016 at a cost not to exceed $5,500.

5. Potter Park Zoo – Resolution Authorizing a Contract to Black Box Network Services for Installation of Fiber

Zoo staff is unable to connect to the Ingham County information technology network from the Feline Building, Bird and Reptile Building, Zookeeper’s Building, or Ecology Center. Installation of fiber will allow Zookeepers to electronically input and access data in order to make improvements and advancements to animal welfare through husbandry, breeding, conservation, and medical health. For these reasons, Potter Park Zoo recommends approval of a resolution to authorize installation of fiber by Black Box Network Services at a cost not to exceed $16,210.80.

6. Facilities Department – Resolution Authorizing an Agreement with Geotech, Inc. to Provide Electrical Engineering Services for Lighting Upgrades in the Mason Courthouse

The Facilities Department seeks authorization to improve low light levels throughout the Mason Courthouse by replacing all of the outdated metal halide light fixtures with energy efficient fixtures. Historical characteristics of the Courthouse were considered in the selection of replacement fixtures. A resolution is offered to authorize an agreement with Geotech, Inc., to provide Electrical Engineering Services for lighting upgrades at a not to exceed total cost of $9,475.

7. Financial Services Department – Resolution to Authorize the Purchase of Retiree Medicare Supplemental Insurance from Humana Effective August 1, 2016

In October, 2015 the Board of Commissioners approved a resolution to change insurance carriers for Medicare Eligible Retirees from Humana to Hartford Life Insurance effective January 1, 2016 (Resolution 15-394). Calculations suggested this change would save approximately $100,000, but actual results have not worked well for the County or for our older retirees. The new plan does not cover as many services as the Humana plan and is very difficult for retirees to understand. The change has also resulted in new and substantial workload demands on the County’s Benefit Coordinator. The number of claims requiring reimbursement to retirees
exceeds any possible savings in premiums. For these reasons, the Financial Services Department recommends approval of a resolution to authorize a return to the Humana Medicare Supplemental Plan as of August 1, 2016.

8a. Parks Department – Resolution Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees

The Parks Department recommends the Board rescind Resolution 11-251 that authorized a reduced rate for County employees on rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding rentals. Discounted rates were offered in effort to promote county employee physical activity. Park personnel believe elimination of the $1.00 discount will not impact the overall good health practices for Ingham County Employees since a new wellness program was implemented. In its place, the Parks Department concurrently recommends approval of a resolution to authorize institution of Ingham County Employee Free Event Days at Ingham County Parks (see agenda item 7b).

8b. Parks Department – Resolution Authorizing the Establishment of Ingham County Employee Free Event Days at Ingham County Parks

The Parks Department proposes a program to make the following activities available to Ingham County Employees at no charge on dates to be selected annually by Park Department Staff:

- One Free Evening Snow Tubing Hill Pass and Free Vehicle Entrance at Hawk Island County Park on a date to be selected by park staff in winter, weather dependent
- One Free Moonlight Ski Pass and Free Vehicle Entrance at Burchfield County Park on a date to be selected by park staff in winter, weather dependent
- One Free Admission to the first Sounds of Summer Concert on Friday and Free Vehicle Entrance for that entire day in June at Lake Lansing Park South

An employee would simply show their paystub or County identification card to receive the discount. This employee discount will only apply to the employee, their spouse and their children. The vehicle entrance fee covers everyone in the employee’s vehicle. A resolution to authorize this program is offered for consideration.

8c. Parks Department – Resolution Authorizing an Agreement with Comsource, Inc. for Radios at Hawk Island County Park

The Parks Department seeks approval of a resolution to authorize renewal for an existing service contract with Comsource, Inc. for the use of eight radios over a two year period. Comsource is the same vendor utilized by the Facilities Department and Potter Park Zoo. Without radios Rangers and Park Managers would have to make multiple cell phone calls and/or walk or drive for group communication with one another within the park. These radios also provide group talking that is not possible with cell phones for security, safety, and maintenance. The Parks Department recommends approval of this renewal at a cost not to exceed $3,360.
8d. **Parks Department** – Resolution to Enter into a Contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for Improvements to the Trails and Parking Lots Located Within Hawk Island County Park

Through Resolution #14-116, the Board of Commissioners authorized an application to the Michigan Department of Natural Resources for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park. Resolution #15-240 authorized acceptance of the $45,000 Grant, and other funding was subsequently approved to cover the cost of improvements to trails and parking lots located within the park. Following the required solicitation and review of proposals, the Parks Department offers the attached resolution to authorize a contract with Lansing Asphalt at a cost not to exceed $180,000 trails and parking lot improvements.


Each year the Purchasing Department solicits unit prices for a vast array of contractor-applied pavement markings. Bid unit prices and an estimated quantity of pavement markings are used to determine and recommend contractor(s). Once under contract, the contractor(s) apply waterborne pavement marking paint to refresh the yellow and white longitudinal lines that define traffic lanes on roads. White rolled plastic material, such as arrows, stop bars and school symbols to further direct motorists, are also purchased under this program. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid. The Road Department recommends acceptance of the unit price bid results received from M&M Pavement Marking, Inc., for the annual Countywide Waterborne Pavement Marking and Cold Plastic Common Text and Symbol Pavement Marking Program at a total cost not to exceed $426,687.

9b. **Road Department** – Resolution Authorizing the Purchase of One Used, Self-Propelled Asphalt Paver for the Road Department

The asphalt paver used by the Road Department for road maintenance paving has aged past the point of efficient productivity. Bids for a used replacement paver were solicited and evaluated by the Purchasing Department. Purchasing and Road Department staffs recommend purchase of a used, model year 2003, Caterpillar model AP-1000, self-propelled asphalt paver having 5781 hours of usage, from Roland Machinery of Springfield Illinois, at a cost of $55,500.

10. **Community Mental Health** – Resolution to Proceed With Plans to Renovate and Expand Community Mental Health Authority Building

The Clinton, Eaton, Ingham Community Mental Health Authority (CEI-CMHA) desires to renovate the existing building and to construct a 40,000 square-foot expansion of the main building in order to effectively and efficiently meet the needs of CEI-CMHA consumers. Projected cost of renovation, to be borne exclusively by CEI-CMHA, is estimated to be $10 million. CEI-CMHA seeks approval of a resolution to allow the Ingham County Building Authority to proceed with the financing and renovation of the premises at 812 East Jolly Road, based on the preliminary plans and cost estimates.
11a.  **Controller’s Office – Resolution Approving Criteria for Evaluating 2017 Applications for Community Agency Funding**

This resolution establishes the criteria by which each agency’s application will be evaluated for the 2017 Community Agency funding process. If the resolution is approved as presented, the Controller/Administrator’s Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator’s Office with priority given to proposals that directly contribute to addressing the County’s long-term priority of “Meeting Basic Needs”, such as food, clothing, and shelter. The recommendations made by the Controller/Administrator’s Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

**DISCUSSION ITEM:**

11b.  **Controller’s Office – Discussion Regarding Ingham County Draft Strategic Plan**

A draft Strategic Plan submitted for consideration by Management Partners, Inc. reflects input received from Commissioners at their workshop held on March 24. The draft incorporates the vision and mission along with goals and strategies for the future. Prior to completing the strategic plan, Commissioners are asked to review the document to make sure it accurately reflects the correct language and intent.
TO:                          Law & Courts Committee
                            Finance Committee
FROM:                       Major Maatman, Field & Staff Services Administrator
DATE:                       April 29, 2016
RE:                          Resolution To Enter Into The Tri-Tech Records Management Systems
                            Maintenance Contract

This resolution is for the approval to renew the annual maintenance contract with Tri-Tech
Software Systems for the Sheriff’s Office RMS (Records Management System) for a amount not
to exceed $38,919.10.

Tri-Tech Software systems is the vendor that provides the Sheriff’s Office RMS (records
management system) for both Field Services Division, Records Unit and Corrections Division.
Funds are available within the LOFT budget.
WHEREAS, the Ingham County Sheriff’s Office has had for several years an RMS (Records Management System) from Tri-Tech Software Systems that operates both police and corrections records; and

WHEREAS, each year the County pays out of LOFT funds yearly customer support updates from Tri-Tech Software Systems for the Sheriff’s Office; and

WHEREAS, the 2016 Tri-Tech Software Systems annual maintenance contract for the Sheriff’s Office RMS is $38,919.10.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into the 2016 annual maintenance contract with Tri-Tech Software Systems for the Sheriff’s Office RMS (Records Management System) contract for an amount not to exceed $38,919.10.

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 or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Law & Courts & Finance Committees
FROM: Allan C. Spyke, Undersheriff
DATE: May 3, 2016
RE: Webberville Contract

Attached is a proposed resolution for an extension of the Law Enforcement Services Contract with the Village of Webberville. This contract will cover the time period beginning July 1, 2016 through December 31, 2019.

The Sheriff’s Office has been providing police service to the Village of Webberville since 1994. Previous to that, the Village employed their own police department. The proposed contract calls for a continuation of the service presently provided by the Sheriff, which is 80 hours of police service per week. That service currently provides 7 days week coverage, with 10 hour shifts on 6 days and 2, 10 hour shifts on one day. An office is maintained in the Village of Webberville, identified as the Sheriff’s Webberville Office and a Sheriff’s fully marked patrol vehicle is permanently assigned to the Village.

There has been informal communication with governmental entities neighboring the Village of Webberville regarding sharing the cost of police services. As of this date, there have been no formal discussions between the Village and any of the surrounding Communities. However, the Village has always expressed a willingness to meet with those who may want to partner for service. The Village Council expressed an interest in a three and a half year contract, with the cost for each individual year. The Council acknowledges that they or the County have the ability to cancel the contract with 180 days notice.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN EXTENDED POLICE SERVICES AGREEMENT WITH THE VILLAGE OF WEBBERVILLE COVERING THE PERIOD OF JULY 1, 2016 THROUGH DECEMBER 31, 2019

WHEREAS, the Ingham County Sheriff’s Office and the Village of Webberville wish to extend the current agreement for law enforcement services; and

WHEREAS, the Village of Webberville, Sheriff’s Office and the Controller’s Office have negotiated a draft agreement which covers a three year period, beginning July 1, 2016 and ending December 31, 2019; and

WHEREAS, the Village of Webberville has contracted with Ingham County for Police Services through the Sheriff’s Office since 1994; and

WHEREAS, the Village of Webberville wishes to continue their 80 hours of guaranteed service per week for the upcoming fiscal years.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves a three year extension of the contract with the Village of Webberville for a period covering July 1, 2016 through December 31, 2019 for the sum of:

- 7/1/2016 – 12/31/2016 130,000
- 1/1/2017 – 12/31/2017 266,133
- 1/1/2018 – 12/31/2018 272,474
- 1/1/2019 – 12/31/2019 278,946

Three year, 6 month total $947,553

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments in the Ingham County Sheriff’s Office 2016 – 2019 Budgets.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.
May 03, 2016

Mr. Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Ave.
Mason, MI  48854

RE:  ICDC – Stimson Drain Drainage District (Project No. 14025.00)
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Stimson Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Delhi Charter Township, City of Lansing and Ingham County.

The SEV for the lands in the Drainage District is based on the most current 2015 property tax records on the www.ingham.org website, using entire SEV from each parcel that is a part of the District, whether the entire parcel or just a portion is in the District.

The SEVs used for municipalities are from the published 2015 equalization report available at http://eq.ingham.org/Portals/DP/2015%20Equalization%20Report%20for%20Web.pdf

The requested full faith and credit amount is $3,000,000. The total SEV for all of Delhi Charter Township is $760,094,300. The total SEV for all of the City of Lansing is $2,019,578,891. The estimated SEV for the lands within the Drainage District is $45,696,950. With an estimated $6,953,600 belonging to the City of Lansing, and $38,743,350 belonging to Delhi Township. Additionally, the total SEV for all of Ingham County is $7,962,695,894. Using these numbers, the following relationships are realized:

<table>
<thead>
<tr>
<th>Full Faith &amp; Credit Amount</th>
<th>$3,000,000</th>
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</thead>
<tbody>
<tr>
<td>Estimated SEV of the lands in the Drainage District</td>
<td>*45,696,950</td>
</tr>
<tr>
<td>Delhi Charter Twp 2015 SEV</td>
<td>$760,094,300</td>
</tr>
<tr>
<td>City of Lansing 2015 SEV</td>
<td>$2,019,578,891</td>
</tr>
<tr>
<td>Ingham County 2015 SEV</td>
<td>$7,962,695,894</td>
</tr>
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* 13.15 acres, or 4.23% of the Drainage District, have no designated SEV (i.e. SEV = $0).
Please note that lands within the City of Lansing corporate limits comprise approximately 22.44% of the total lands in the Drainage District (including City of Lansing roads), and lands within Delhi Township, excluding Ingham County roads as well as MDOT Right-of-Way, comprise approximately 73.67% of the total lands in the Drainage District. Ingham County roads within Delhi Township comprise approximately 1.89% of the total lands in the Drainage District, and MDOT roads comprise approximately 2.00% of the total lands in the Drainage District. These Right-of-Way percentages are approximate, and will be confirmed by the Day of Review.

Please contact us with any questions.

Sincerely,

Eng., Inc.

Brian J. Cenci, PE
Vice President

cc: Paul Pratt, Deputy, Ingham County Drain Commissioner
Introducèd by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO STIMSON DRAIN DRAINAGE DISTRICT BONDS

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on May 24, 2016, at 6:30 p.m., local time.

PRESENT: Commissioners

ABSENT: Commissioners

The following resolution was offered by Commissioner _______________ and supported by Commissioner: _______________

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Stimson Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Stimson Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $3,000,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $3,000,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.
2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

Commissioners ________________________________

Commissioners ________________________________

ABSTAIN: Commissioners ________________________________

COUNTY SERVICES:

Yeas: ________________________________

Nays: ________________________________ Absent: ________________________________ Approved: ________________________________

FINANCE:

Yeas: ________________________________

Nays: ________________________________ Absent: ________________________________ Approved: ________________________________

RESOLUTION DECLARED ADOPTED.

____________________________
Barb Byrum, Clerk
County of Ingham
I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on May 24, 2016, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24th day of May, 2016.

_______________________
Barb Byrum, Clerk
County of Ingham
Stimson Drain
Scope Meeting

October 22, 2015
Patrick E. Lindemann
Ingham County Drain Commissioner
Stimson Drain
Scope Meeting

PURPOSE OF SCOPE MEETING:

- Review work completed since January 13, 2015 Board of Determination
- Discuss design alternatives and considerations, and scope of project
- Present preliminary design and scope of project
- Review residents’ drainage issues and how they have been addressed
- Review relative size of construction costs for preliminary designs
- Review proposed construction schedule
- Receive feedback
Stimson Drain
Scope Meeting

WORK PERFORMED TO DATE:

- Inventoried and surveyed storm sewer system within Drainage District (public and private)
- Obtained record drawings and utility locations
- Televised sections of storm sewer on Aurelius Rd. and other areas to determine defects or failures of the existing pipe and necessary solutions
- Surveyed entire section of the Stimson Drain and various branches to prepare preliminary design plans
- Prepared various alternative analyses and costs before proceeding (cost vs. benefit)
- Met with Delhi Twp. to review alternatives and recommend scope of project
- Met with Ingham Co. Road Dept. to discuss project and requirements for road restoration
- Vacant property purchased off of Aurelius Road to expand the detention pond north of Kate St.
- Prepared preliminary design plans for recommended scope of project
Stimson Drain
Scope Meeting

DRAINAGE DISTRICT BOUNDARY:

- 310.9 acres in Drainage District
  - 58.7 acres in City of Lansing
  - 252.2 acres in Delhi Township

- 635 properties in Drainage District

- Municipalities / Agencies:
  - Delhi Twp.
  - City of Lansing
  - Ingham Co. Road Dept.
  - MDOT
  - Railroad

= Stimson Drain Drainage District Boundary
= City of Lansing Corporate Limits
Stimson Drain
Scope Meeting

EXISTING DRAIN SYSTEM – Cedar St. to Willoughby Rd.:

- The Stimson Drain was put into service in 1949; no improvements south of Willoughby Road have been made since.
- Area serviced primarily by 12-inch and 15-inch storm sewer. The only 18-inch pipe starts at Willoughby Rd.
Stimson Drain
Scope Meeting

EXISTING DRAIN SYSTEM – Cedar St. to Willoughby Rd.:

• Recent flooding pictures (August 2015)
Stimson Drain
Scope Meeting

EXISTING DRAIN SYSTEM – Drainage issues south of Willoughby Rd.:

- Area south of Willoughby Road is currently serviced by 12- and 15-inch pipes.

- A 12-inch pipe flowing full can carry approximately 3 cubic feet per second (CFS) and a 15-inch can carry approximately 5 CFS.

- Based upon that area and the current land use, the estimated peak discharge from a 10-year, 24-hour storm event is 80-100 (CFS).

= Drainage District boundary
••••• = Existing storm sewer
Stimson Drain
Scope Meeting

EXISTING DRAIN SYSTEM – Willoughby Rd. to Dell Rd.:

• Improvements by Drain Petition were made north of Willoughby Road to Fairmont Street in 1990

• Main Branch of Stimson Drain leaves Aurelius Road near Fairmont Street and drains east and northeast to the Green Drain

• Detention basin located at the north end of Kate Street added as part of 1990 Drain Petition

= Existing detention basins
Stimson Drain
Scope Meeting

EXISTING DRAIN SYSTEM – North of Dell Rd. to outlet in Green Drain:

= Green Drain
= Detention Basin
Stimson Drain
Scope Meeting

ALTERNATIVE ANALYSIS – Alternative No. 1: Complete rebuild

- If Stimson Drain is rebuilt to convey 10-year storm event and have 100-year detention requirement (typical of County current standard)
  - Rebuild all pipe within storm system (outlet would go from 36-inch to a 96-inch)
  - Rebuild all roadways – required
  - Rebuild detention systems – required
- Approximate project cost relative to Alternative No. 2 – 4 to 5 times more expensive

Alternative No. 1 = 96” storm sewer @ outlet
Alternative No. 2 = 36” storm sewer @ outlet
Stimson Drain
Scope Meeting

ALTERNATIVE ANALYSIS – Alternative No. 2: Relief drain for flood prone properties south of Willoughby Rd.

- Provide relief to specific areas south of Willoughby Rd. that experience significant and frequent flooding
  - Existing 15-inch pipe south of Willoughby Rd. remains intact
  - New 24-inch relief drain south of Willoughby Rd. to service Autumnwood Condominium, Norwood Ave. area and Monroe St.
  - Rebuild detention system near Kate St. west to Aurelius Rd. to nearly triple storage capacity (existing: 4.8 acre-ft., new: 13.9 acre-ft.)
  - Rebuild detention system at Autumnwood Condominium (expand to add approx. 0.8 acre-ft. of storage)
  - Removing those areas from the existing storm sewer pipe helps free up capacity for other properties south of Willoughby Rd.

- Approximate project cost relative to Alternative No. 1 – 4 to 5 times less expensive
Stimson Drain
Scope Meeting

PROPOSED DESIGN:

• No significant excavation / work northeast of detention pond at north end of Kate St.
  o Mostly open ditch
  o Crossings, detention ponds and storm sewer system relatively new
• Some tree / brush removal along open ditch
• Minor grading / dipout of open channel
Stimson Drain
Scope Meeting

PROPOSED DESIGN – Regrading & expanding detention basin at end of Kate Street:

- Existing basin capacity = 4.8 acre-ft.
  (1 football field in size @ 3.6 feet deep)

- New basin capacity = 13.9 acre-ft.
  (1 football field in size @ 10.5 feet deep)
Stimson Drain
Scope Meeting

PROPOSED DESIGN – New storm sewer south of Willoughby Rd.:
Stimson Drain
Scope Meeting

PROPOSED DESIGN – New storm sewer south of Willoughby Rd.
Stimson Drain
Scope Meeting

PROPOSED DESIGN – New storm sewer south of Willoughby Rd.:
Stimson Drain
Scope Meeting

PROPOSED DESIGN – E. Norwood Ave.:
Stimson Drain

Scope Meeting

PROPOSED DESIGN – N. Vernon Ave.:
Stimson Drain
Scope Meeting

PROPOSED DESIGN – Monroe St.
Stimson Drain
Scope Meeting

PROPOSED DESIGN – Autumnwood Condominium changes:
Stimson Drain
Scope Meeting

QUESTIONS?
May 3, 2016

TO: County Services and Finance Committees

FROM: Barb Byrum, Ingham County Clerk

RE: Off-site Storage of Vital Records

Attached, please find a resolution to authorize entering into a three-year contract with File Safe, Inc. for the transport, storage and retrieval of vital records within the Ingham County Clerk’s Office.

As I have made you aware, storage space in my office has been a long-time concern of mine since I took office in 2013. With the nature of services that my office provides, the amount of birth, death and marriage records will continue to grow.

After searching for storage options within available county facilities, it was determined that off-site storage of vital records would be the best solution to this inevitable storage dilemma. Please know that I will only send records to off-site storage that have already been electronically imaged.

I have worked closely with the Purchasing Director to develop, implement, and oversee the RFP process for this service. Two companies submitted proposals during the process: File Safe, Inc. of Saginaw and Kent Records of Grand Rapids.

I, along with Jennifer Shuster, Chief Deputy County Clerk, toured both storage facilities to determine whether the vital records would be kept in a secure and climate-controlled environment.

I feel that File Safe, Inc. came out ahead in the RFP process through an overall evaluation based on cost, project approach, experience, qualifications and references. In fact, File Safe comes highly recommended by other county clerks in the lower peninsula of Michigan who utilize their services.

I am aware that specific funds have not been approved in 2016 budget for off-site storage of the vital records, however, I think it is imperative that this project get underway as soon as possible as the inventory, packing and barcode tracking process will take time to complete.

My recommendation is to utilize $4,150.00 of the 2016 funds that have been approved for the electronic imaging project with OnBase for the estimated overall cost for transport, packing, barcode tracking and storage for the remainder of 2016 (June-December). The electronic imaging project has been put on hold due to the busy election year, the new IT administration, and the low priority I believe ImageSoft, the OnBase provider, placed on my office. I feel this amount of funds would be best spent on secure and climate-controlled off-site vital record storage. Please know that my office plans to cover funds in the future years through the normal budget request process that will specifically designate funds for this proposed contract.

Please feel free to contact me with any questions or concerns you may have.
May 3, 2016

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: Funding for Clerk’s Off-Site Storage of Vital Records

This memo is to confirm the availability of funds for the Ingham County’s Clerk Office off-site storage project. The Clerk has recommended that $4,150 be transferred from the funds set aside for the electronic imaging project in order to cover the 2016 costs associated with the off-site storage project. The 2016 adopted budget includes $175,000 in general fund monies for the imaging project, none of which have been spent.

The Budget Office will work with the Clerk’s Office to incorporate future off-site storage costs as part of the 2017 budget process.
Agenda Item 3

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: May 2, 2016
SUBJECT: 14-16 Records Storage Services for the Ingham County Clerk

Project Description:
Ingham County sought proposals from firms qualified and experienced in records storage management for the purpose of entering into a contract for off-site, climate- and security-controlled storing and storage management of historical vital records for the Ingham County Clerk’s Office.

Proposal Summary:
Vendors contacted: 09 Local: 02
Pre-Bid attendance 03 Local: 01
Vendors responding: 02 Local: 01

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>INSURANCE</th>
<th>DRY FIRE SUPPRESSION</th>
<th>CLIMATE CONTROLLED</th>
<th>RECORD WITHDRAWAL</th>
<th>RE-FILE FEE</th>
<th>EMERGENCY WITHDRAWAL</th>
<th>ELECTRONIC STORAGE ADD-ON</th>
<th>OVERALL TOTAL</th>
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<tr>
<td>Kent Records Management Inc.</td>
<td>Yes, Lansing MI</td>
<td>No certificate submitted</td>
<td>Yes</td>
<td>Yes</td>
<td>$1.94 / box</td>
<td>$96.30</td>
<td>$0.25/page min $15.00 charge</td>
<td>$31,932.71 for 3 years</td>
<td></td>
</tr>
<tr>
<td>Kent Records Management Inc.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$3.31 / banker box</td>
<td>$15.00</td>
<td>$0.45/page</td>
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<tr>
<td>File Safe Inc.</td>
<td>No, Saginaw MI</td>
<td>Certificate submitted</td>
<td>Yes</td>
<td>Yes</td>
<td>1 book or 1 box is $2.00</td>
<td>1 book or 1 box $2.00</td>
<td>$15.00</td>
<td>$0.50/page</td>
<td>$13,350.00 for 36 Months</td>
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</tbody>
</table>

Vendors Not Bidding:
Hasselbring-Clark, 5858 N Aurelius Rd., Lansing MI 48911, works with records management, but not the off-site records storage business.

Access Information Protected, corporate headquarters is in California, will not be participating at this time.

Recommendation:
File Safe submitted the overall lowest responsive proposal. The company has experience working on projects of similar size and scope.

The Clerk recommends awarding the contract to File Safe at the prices proposed in their submission.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING INTO A THREE-YEAR CONTRACT WITH FILE SAFE, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF CERTAIN VITAL RECORDS OF THE INGHAM COUNTY CLERK’S OFFICE

WHEREAS, approximately 600 books of birth certificates, death certificates and marriage licenses are currently stored in the vault within the County Clerk’s Office located in the Historical Mason Courthouse; and

WHEREAS, the capacity for any future storage has been reached to the extent that the Facilities Director has recommended storing the vital records in another location; and

WHEREAS, the Facilities Director was not able to locate space in existing county facilities to accommodate the vital records stored in the Historical Mason Courthouse; and

WHEREAS, the Ingham County Clerk has determined that contracting with File Safe, Inc. to store the vital records is the best solution to store the already-imaged files in a secure and climate-controlled environment; and

WHEREAS, the County Clerk has followed the county's purchasing policy by working with the Purchasing Director to develop, implement and oversee an RFP process; and

WHEREAS, the County Clerk and Chief Deputy County Clerk conducted site visits to both storage facilities that presented proposals during the RFP process; and

WHEREAS, the Ingham County Clerk recommended File Safe, Inc. be awarded a three-year contract based on the RFP evaluation due to its superior results in project approach, experience, qualifications, references, and cost; and

WHEREAS, File Safe, Inc. has estimated the packing and barcode tracking of the vital records to cost approximately $1,800.00; and

WHEREAS, File Safe, Inc. has estimated the cost to store files would be $300.00 per month, and the cost to retrieve the stored files would be $2.00 per file; and

WHEREAS, File Safe, Inc. has estimated pickup and delivery costs of future transfers of records to be $250 per year; and

WHEREAS, it has been determined that it is prudent to implement this storage project immediately; and

WHEREAS, funds have not been approved in the Ingham County Clerk’s 2016 budget specifically for off-site vital records storage, however, the estimated over-all cost to implement this resolution for the remainder of 2016 (June-December) would be no more than $4,150; and
WHEREAS, the Ingham County Clerk has been recommended that funds totaling $4,150.00 be utilized through a line item transfer from the approved 2016 capital budget for electronic imaging (transition to Onbase) as the imaging project specific to the County Clerk’s Office has been placed on hold; and

WHEREAS, funding for the remainder of the contract (2017 and 2018) would be handled through the normal budget request process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a three-year contract with File Safe, Inc. in an amount not to exceed $2,050.00 per year for packing, barcode tracking and pickup, and delivery of the vital records.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves entering into a three-year contract with File Safe, Inc. not to exceed $5,400.00 per year to store and retrieve vital records.

BE IT FURTHER RESOLVED, that $4,150.00 of the 2016 budgeted amount of $30,000.00 for electronic imaging (transition to OnBase) be transferred for use to pay the estimated over-all cost for the remainder of 2016 (June-December).

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2016, 2017 and 2018 budgets necessary to properly budget and account for these expenditures.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Finance and Human Services Committees
FROM: Linda S. Vail, Health Officer
DATE: April 28, 2016
SUBJECT: Extension to the Agreement with Cross Country Staffing, Inc.
For the meeting agenda of May 24, 2016

BACKGROUND
The Ingham County Health Department (ICHD) currently provides medical services and medications to inmates within the Ingham County Sheriff’s Office (ICSO) correctional facility. In order to assist in the delivery of these services ICHD contracts with Cross Country Staffing, Inc. (CCS) on a per diem basis. Resolution #15-224 authorized an extension to the current agreement with CCS, through July 28, 2016. ICHD would like to extend the agreement again through July 28, 2018.

ALTERNATIVES
Medications are generally passed to inmates by ICHD staff twice per day, 365 days per year. However, due to the critical nature of this role there can be no vacancies in the staffing schedule. On the infrequent occasion that ICHD staff are not available for medication passing, CCS provides staff to fill the vacancy. Without this coverage, inmates would not receive their prescribed medications. Failure to administer these medications could result in a critical event that would impact that patient's health and ICHD's liability.

FINANCIAL IMPACT
The financial terms of this agreement will remain unchanged; we do not anticipate that CCS will be utilized more frequently than in previous years.

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support an extension to the current agreement with Cross Country Staffing, Inc. through July 28, 2018.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION TO THE AGREEMENT WITH CROSS COUNTRY STAFFING, INC.

WHEREAS, the Ingham County Health Department (ICHD) currently provides medical services and medications to inmates within the Ingham County Sheriff’s Office (ICSO) correctional facility; and

WHEREAS, in Resolution #15-224, the Ingham County Board of Commissioners authorized an extension to the agreement between Ingham County Health Department (ICHD) and Cross Country Staffing, Inc. (CCS) to provide per diem professional staffing for medication passing services at the ICSO correctional facility through July 28, 2016; and

WHEREAS, medication passing is a necessity in the delivery of high quality and efficient health care services to inmates; and

WHEREAS, the current agreement with CCS expires on July 28, 2016; and

WHEREAS, the Ingham Community Health Center Board of Directors supports extending the agreement with CCS for per diem professional staffing for medication passing services at the Ingham County Jail through July 28, 2018 with all other terms of the agreement remaining the same; and

WHEREAS, the Health Officer recommends extending the agreement with CCS through July 28, 2018 with all other terms of the agreement remaining the same.

THEREFORE BE IT RESOLVED, that an extension of the agreement between ICHD and CCS for per diem professional staffing for medication passing services at the ICSO correctional facility is authorized through July 28th, 2018.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Human Service and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: April 29, 2016
SUBJECT: Resolution to Enter into an Agreement with Mary Kushion Consulting, LLC

For the meeting agenda of May

BACKGROUND

The Ingham County Health Department (ICHD) will be applying for accreditation through the Public Health Accreditation Board (PHAB). PHAB accreditation will allow ICHD to be more competitive, improve service and value, and advance quality and performance. As part of PHAB accreditation ICHD is required to provide a comprehensive strategic planning process; we are currently seeking consultative and facilitation services to guide in the development of the plan.

ALTERNATIVES

PHAB accreditation provides a framework for local health departments to identify performance improvement opportunities, to improve management, to develop leadership, and to improve relationships with the community. PHAB accreditation will also allow ICHD and the Ingham Community Health Centers be more competitive, to be of greater benefit to the community, and to improve the performance outcomes of ICHD. Mary Kushion Consulting, LLC (MKC) will guide and facilitate ICHD in completing a comprehensive strategic plan and through the PHAB accreditation process. Without the assistance of an outside consulting firm familiar with the PHAB accreditation process, it is possible a crucial aspect of strategic planning could be overlooked.

FINANCIAL IMPACT

ICHD has budgeted $15,000 in the current fiscal year for PHAB related expenses and will use a portion of these funds to pay for the consulting services provided by MKC. The cost for these services will be $5,000.00 plus travel costs at the 2016 IRS rate, not to exceed $500.00, for a total of up to $5,500.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with Mary Kushion Consulting, LLC in an amount not to exceed $5,500 for the period of May 1, 2016 through December 31, 2016.
Agenda Item 4b

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH
MARY KUSHION CONSULTING, LLC

WHEREAS, Ingham County Health Department (ICHD) desires to apply for accreditation through the Public Health Accreditation Board (PHAB); and

WHEREAS, PHAB accreditation will allow ICHD to be more competitive, improve service and value, and advance quality and performance; and

WHEREAS, as part of PHAB accreditation ICHD is required to provide a comprehensive strategic planning process; and

WHEREAS, ICHD is seeking consultative and facilitation services to guide in the development of this strategic plan; and

WHEREAS, Mary Kushion Consulting, LLC (MKC) will guide ICHD through the PHAB accreditation process and facilitate completion of a comprehensive strategic plan and;

WHEREAS, ICHD has budgeted $15,000 in the current fiscal year for PHAB related expenses and will use a portion of these funds to pay for the consulting services provided by MKC.; and

WHEREAS, the cost for these services will be $5,000.00 plus travel costs at the 2016 IRS rate, not to exceed $500.00, for a total of up to $5,500; and

WHEREAS, this agreement will be in effect from May 1, 2016 through December 31, 2016; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with MKC.

THEREFORE BE IT RESOLVED, ICHD will enter into an agreement with MKC for comprehensive strategic planning and consultative services in an amount not to exceed $5,500 for the period of May 1, 2016 through December 31, 2016.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: PPZ Advisory Board, County Services, Finance Committee, and Board of Commissioners
FROM: Cynthia Wagner, Interim Director, Potter Park Zoo
DATE: May 2, 2016
SUBJECT: Fiber Installation

BACKGROUND
The Association of Zoos and Aquariums (AZA) requires permanent and easily retrievable documentation for all of its accredited Zoos. At this time staff is unable to connect to the Ingham County network from the Feline Building, Bird and Reptile Building, Zookeeper’s Building, or Ecology Center. The installation of fiber will allow Zookeepers to electronically input and access data in order to make improvements and advancements to animal welfare through husbandry, breeding, conservation, and medical health.

ALTERNATIVES
Currently, Zookeepers and Zookeeper Aides are using their personal cell phone to communicate and receive emails. Although there are radios, many times the sensitive nature of the conversation requires a phone call. It is also very important radio traffic is kept to a minimum in case of emergencies. Without access to computers the Zookeepers are forced to hand write daily animal husbandry records. It would be much more efficient for Zookeepers to enter the animal husbandry records directly into ZIMS, the Zoo’s animal record management software.

FINANCIAL IMPACT
Three quotes were gathered for the installation of fiber from the following vendors: Black Box Network Services, FD Hayes Electric Co., and Challenger Technologies, LLC. Black Box Network Services came in substantially less than the others.

The funding for this project is budgeted in line item #63625810-932032 in the Network Maintenance Fund and is available to cover the $16,210.80 required for the project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the installation of fiber by Black Box Network Services.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT TO BLACK BOX NETWORK SERVICES FOR INSTALLATION OF FIBER

WHEREAS, the Association of Zoos and Aquariums (AZA) requires permanent and easily retrievable documentation for all of its accredited Zoos; and

WHEREAS, there is no way to connect to the Ingham County network from the Feline Building, Bird and Reptile Building, Zookeeper’s Building, or Ecology Center; and

WHEREAS, the installation of fiber will allow Zookeepers to electronically input and access data in order to make improvements and advancements to animal welfare through husbandry, breeding, conservation, and medical health; and

WHEREAS, after careful review of bids, the Zoo and IT Departments both agree that a contract be awarded to Black Box Network Services for the installation of fiber at a cost not to exceed $16,210.80; and

WHEREAS, the approved line item #63625810-932032 in the Network Maintenance Fund is available to cover the $16,210.80 required for the project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Black Box Network Services, 8180 Broadmoor Ave., Caledonia, Michigan 49316 for the installation of fiber for a cost not to exceed $16,210.80.

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

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: April 28, 2016
SUBJECT: Electrical Engineering Services for lighting upgrades in the Mason Courthouse
For the meeting agendas of May 17 and May 18

BACKGROUND
The Facilities Department would like to improve the low light levels throughout the Mason Courthouse by replacing all of the outdated metal halide light fixtures with energy efficient fixtures, taking historical characteristics into account when selecting replacement fixtures.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Funds for this project are available within the approved CIP Line Item #245-90212-976000-6FC14 for Mason Courthouse lighting upgrades which has an available balance of $100,000.00.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Geotech, Inc., to provide Electrical Engineering Services for lighting upgrades in the Mason Courthouse for a not to exceed total cost of $9,475.00.
TO:       County Services and Finance Committees
FROM:  Jim Hudgins, Director of Purchasing
DATE:   April 29, 2016
SUBJECT:  Electrical Engineering Services for Lighting Improvements at the Ingham County Courthouse

Project Description:
Proposals were sought from experienced and qualified electrical engineers and/or light designers for the purpose of entering into a professional services contract for making lighting improvements at the Ingham County Courthouse.

Proposal Summary:
Vendors contacted:  95  Local:  27
Pre-Bid attendance  07  Local:  04
Vendors responding:  03  Local:  02

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Phase I Total Not-to Exceed Cost</th>
<th>Phase II Not-to-Exceed Cost</th>
<th>Grand Total</th>
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</thead>
<tbody>
<tr>
<td>Geotech Inc.</td>
<td>No, Grand Rapids</td>
<td>$4,225.00</td>
<td>$5,250.00</td>
<td>$9,475.00</td>
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<tr>
<td>Bergmann Associates</td>
<td>Yes, Lansing</td>
<td>$7,400.00</td>
<td>$9,600.00</td>
<td>$17,000.00</td>
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<tr>
<td>William A Kibbe &amp; Associates</td>
<td>Yes, Lansing</td>
<td>$6,600.00</td>
<td>$11,450.00</td>
<td>$18,050.00</td>
</tr>
</tbody>
</table>

Vendors Not Bidding:
Hobbs & Black Architects: Scope outside of services.
Ziemnick Foster Engineering: Only civil engineers on staff would have to sub-consult.
Hubbell, Roth & Clark: Thank you for opportunity not available at this time.
WTA Architects: Do not offer electrical engineering on an in-house basis.
Matrix Consulting Engineers Inc: Due to current electrical engineering work load.

Recommendation:
Geotech Inc. submitted the lowest responsive proposal. The Facilities Department recommends awarding the contract to Geotech Inc. in an amount not to exceed $9,475.00.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Purchasing Department Web Page.
Agenda Item 6

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH GEOTECH, INC. TO PROVIDE ELECTRICAL ENGINEERING SERVICES FOR LIGHTING UPGRADES IN THE MASON COURTHOUSE

WHEREAS, the Facilities Department would like to improve the low light levels throughout the Mason Courthouse by replacing all of the outdated metal halide light fixtures with energy efficient fixtures, taking historical characteristics into account when selecting replacement fixtures; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with Geotech, Inc., an experienced electrical engineering firm who submitted the lowest responsive and responsible bid of $9,475.00; and

WHEREAS, funds for this project are available within the approved CIP Line Item #245-90212-976000-6FC14 which has a balance of $100,000.00, for Mason Courthouse lighting upgrades.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Geotech, Inc., 4900 Cascade Road S.E., Grand Rapids, Michigan 49546 to provide electrical engineering services for lighting upgrades in the Mason Courthouse for a not to exceed total cost of $9,475.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Service and Finance Committees  
FROM: Jill Rhode, Director of Financial Services  
DATE: May 5, 2016  
SUBJECT: Health Insurance Coverage for Medicare Eligible Employees  
For the meeting agenda of May 17th and 18th 2016

BACKGROUND

In October, we brought you a proposal to change our insurance carrier for Medicare Eligible Retirees from Humana to Hartford Life Insurance effective January 1, 2016. At the time, our health care consultant estimated this change would save an estimated $100,000.

This change has not worked well for the County and much more importantly, our older retirees. The new plan does not cover as much as we were led to believe and is very difficult for the retirees to understand. This is the first time they are receiving medical bills directly and they do not understand what needs to be paid. Prior to this change, the County’s Benefit Coordinator spent the majority of her time working with employees. Since this change, she has is spending the majority of her time with retirees.

In addition, the $100,000 in savings has not been occurring. The amount of claims needed to be reimbursed to the retirees is well in excess of any possible savings in premiums.

ALTERNATIVES

We have asked our health care consultant to contact Humana about moving our coverage back to them as of 8/1/16. Humana has been very helpful and has put together a proposal which is cost efficient and can be implemented with limited contact with the retirees. Much more important, the Humana plan is easy to understand by the retirees and the retiree’s health care providers. This change to Hartford has been very difficult on the retirees and they will be pleased that we are making the change back as soon as possible.

FINANCIAL IMPACT

While the cost of the insurance premium is greater with Humana, the overall total cost for the retiree health care should be less since we will no long need to reimburse the retirees for entire cost of their claims.

RECOMMENDATION

This was clearly a case of a plan looking better on paper than it actually was. I strongly recommend that you approve the attached resolution authorizing that we return to the Humana Medicare Supplemental Plan as of August 1, 2016.
 Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF RETIREE MEDICARE SUPPLEMENTAL INSURANCE FROM HUMANA EFFECTIVE AUGUST 1, 2016

WHEREAS, Ingham County changed the carrier for Medicare Supplemental insurance coverage from Humana to the Hartford Insurance Company on January 1, 2016; and

WHEREAS, this change is not working as intended and has not been beneficial to the County or to the County’s retirees; and

WHEREAS, the County administration has reviewed a proposal to return to Humana and believes it is in the best interest of the County and retirees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with the Humana to provide health insurance coverage to our Medicare eligible retiree beginning on August 1, 2016; and

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 3, 2016
SUBJECT: Ingham County Employee Free Event Days at Ingham County Parks
For the meeting agenda of 5/17/16 County Services and 5/18/16 Finance

BACKGROUND
Since 1998, in an effort to contain health insurance costs, the Ingham County Wellness Committee’s goal has been to promote overall good health practices for Ingham County Employees. Resolution #11-251 authorizing rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding rentals at Ingham County Parks be made available to Ingham County Employees at a discounted rate of $1.00 off the standard rate for each activity was passed at the August 23, 2011 Board of Commissioners meeting. In an effort to streamline the Parks Department fee structure, park staff and the Park Commission recommend rescinding the $1.00 discount for Ingham County Park activities, and instead promote a new program. The first resolution attached rescinds Resolution #11-25. The second resolution attached will authorize the following activities be made available to Ingham County Employees at no charge on dates to be selected by Park Staff annually:

- One Free Evening Snow Tubing Hill Pass and Free Vehicle Entrance at Hawk Island County Park on a date to be selected by park staff in winter, weather dependent
- One Free Moonlight Ski Pass and Free Vehicle Entrance at Burchfield County Park on a date to be selected by park staff in winter, weather dependent
- One Free Admission to the first Sounds of Summer Concert on Friday and Free Vehicle Entrance for that entire day in June at Lake Lansing Park South

An employee would simply show their paystub or County ID to receive the discount. This employee discount will only apply to the employee, their spouse and their children. The vehicle entrance fee covers everyone in the employee’s vehicle.

ALTERNATIVES
The elimination of the $1.00 discount will not impact the overall good health practices for Ingham County Employees since these three new events will offer additional opportunities for employees to get up and get outside.

FINANCIAL IMPACT
This resolution is waiving the cost for Ingham County employees, their spouse, and their children for the following activities/fees:

- Hawk Island County Park Snow Tubing Hill Pass: $10 per person for two hour rental
- Burchfield County Park Moonlight Ski Pass: $10 adult
- Vehicle Entrance Fee: daily per vehicle entrance fee of $3 for Ingham County residents and $5 for non-residents
OTHER CONSIDERATIONS
In an effort to coordinate the rollout of the event for the First Sounds of Summer Concert on June 3, 2016 this resolution will run concurrent with the May Parks & Recreation Commission. The Parks Commission Committee has discussed this concept at a previous meeting and was in favor of the proposal.

RECOMMENDATION
Based on the information presented, I respectfully recommend resolution #11-251 be rescinded and resolution authorizing the establishment of Ingham County employee free event days at Ingham County Parks be approved.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RESCINDING RESOLUTION #11-251 AUTHORIZING THE ESTABLISHMENT OF
INGHAM COUNTY EMPLOYEE DISCOUNT ACTIVITY USER FEES

WHEREAS, Board of Commissioner Resolution #11-251 authorized rowboat, pedal boat, canoe, kayak, disc
golf, cross country ski, snow tube, and snowboarding rentals at Ingham County Parks be made available to
Ingham County Employees at a discounted rate of $1.00 off the standard rate for each activity; and

WHEREAS, a new Ingham County employee free event days hosted by Ingham County Parks will be
considered in a separate resolution; and

WHEREAS, in an effort to streamline the Parks Department fee structure, park staff and the Park Commission
recommend rescinding the $1.00 discount for Ingham County Park activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the elimination
of the Ingham County Employees discounted rate of $1.00 off the standard rate for each Ingham County Park
activity including rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding
rentals.

BE IT FURTHER RESOLVED, that Resolution #11-251 is rescinded.
WHEREAS, since 1998, in an effort to contain health insurance costs, the Ingham County Wellness Committee’s goal has been to promote overall good health practices for Ingham County Employees; and

WHEREAS, the Ingham County Parks Department is offering to host three free Ingham County employee events at no charge on dates to be selected by park staff, weather dependent.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following activities be made available to Ingham County Employees, their spouse, and their children at no charge annually for:

- One Free Evening Snow Tubing Hill Pass and Free Vehicle Entrance at Hawk Island County Park on a date to be selected by park staff in winter, weather dependent
- One Free Moonlight Ski Pass and Free Vehicle Entrance at Burchfield County Park on a date to be selected by park staff in winter, weather dependent
- One Free Admission to the first Sounds of Summer Concert on Friday and Free Vehicle Entrance for that entire day in June at Lake Lansing Park South

BE IT FURTHER RESOLVED, an employee would simply show their paystub or County ID to receive the discount.

BE IT FURTHER RESOLVED, this employee discount applies to the employee, their spouse and their children.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 3, 2016
SUBJECT: Agreement with Comsource, Inc. for Radios at Hawk Island
For the meeting agenda of 5/17/16 County Services and 5/18/16 Finance

BACKGROUND
Park staff utilizes radios to communicate with each other at Hawk Island County Park. This resolution is for a contract renewal for an existing service with Comsource, Inc. for the use of eight radios for two years. Comsource, Inc. out of Plymouth, Michigan is the same vendor that Facilities and Potter Park Zoo currently use. The Purchasing Department is not aware of any other radio other than the EDACS (Enhanced Digital Access Communication System) from Harris Corp. which is for the 911 radio system which is not applicable for our use.

ALTERNATIVES
Without radios Rangers and Park Managers would have to make multiple cell phone calls and/or walk or drive for group communication with each other within the park. The radios provide an immediate solution for park staff to communicate. These radios provide group talking that is not possible with cell phones for security, safety, and maintenance.

FINANCIAL IMPACT
The cost for eight radios is $280 a month. The total cost per year is $3,360 and funds are available in 208-75600-818000. There is no additional financial impact as it is in the 2016 budget.

OTHER CONSIDERATIONS
This resolution is running concurrently with the Ingham County Park Commission May 23, 2016 meeting. The current agreement expires on June 4, 2016.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with Comsource, Inc. for radios at Hawk Island County Park.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH COMSOURCE, INC.
FOR RADIOS AT HAWK ISLAND COUNTY PARK

WHEREAS, Ingham County Park staff utilizes radios at Hawk Island County Park; and

WHEREAS, Comsource, Inc.’s costs for radios at Hawk Island County Park will be fixed for a two-year period at a cost of $3,360 per year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a two-year agreement from June 10, 2016 through June 10, 2018 with Comsource, Inc. for radios at Hawk Island County Park for a cost of $3,360 per year.

BE IT FURTHER RESOLVED, that funds are available in 208-75600-818000.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
TO:               Board of Commissioners County Services & Finance Committees
FROM:             Tim Morgan, Parks Director
DATE:             May 3, 2016
SUBJECT:          Contract with Lansing Asphalt, a Division of Superior Asphalt Inc.
                  For the meeting agenda of 5/17/16 County Services and 5/18/16 Finance

BACKGROUND
Resolution #15-240 to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport
Grant for Trail Repair and Improvements at Hawk Island County Park was passed at the June 23, 2015 Board of
Commissioners meeting.

The Ingham County Purchasing Department solicited proposals from experienced and qualified contractors for
the purpose of entering into a construction contract for improvements to trails and parking lots located within
Hawk Island County Park.

Two vendors submitted bids: Rieth Riley and Lansing Asphalt, a Division of Superior Asphalt Inc. After
careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract
be awarded to Lansing Asphalt, a Division of Superior Asphalt Inc. in an amount not to exceed $180,000 which
includes a 10% contingency.

ALTERNATIVES
Runners, walkers, and bikers all utilize the trail system year-round. The trail at Hawk Island County Park was
originally constructed in 2001, and is in need of repairs. It is estimated there is approximately 120 +/- asphalt
joint cracks. The asphalt joint cracks left unrepaired could be potential trip hazards and liability for the County.

FINANCIAL IMPACT
The Michigan Department of Natural Resources approved a grant request in the amount of $45,000, and the
required matching funds of $15,000 are from previously appropriated County funds reserved for this purpose in
Resolution #14-116. An additional $20,000 was approved for additional repairs to the trail and parking lots
located within Hawk Island County Park in the 2015 CIP budget. An additional $120,000 from the Trails and
Parks Millage will be running concurrently for approval in the first round of the May Board of Commissioners
meeting. The total project cost is $200,000 which includes an overall 10% project contingency ($20,000). This
contingency includes the Road Department who is acting as the prime professional engineer and supplies for
park staff (soil, straw, grass seed, equipment rental, and paint for striping the line). There will be no additional
funds sought.

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their April 25, 2016 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing
Ingham County enter into a contract with Lansing Asphalt, A Division Of Superior Asphalt Inc. for
improvements to the trails and parking lots located within Hawk Island County Park.
Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a construction contract for improvements to 1.5 miles of the Lansing River Trail and parking lots located within Hawk Island County Park. The general scope of work includes hot mix asphalt (HMA) pathway crack sealing, HMA base crushing and shaping, HMA paving, and surface sealing. A bid alternate for striping was also requested.

Funding in part for this project is derived from the 2014 Passport Grant through the Michigan Department of Natural Resources (DNR Project Number: RP14-0086). All relevant State or federal requirements will apply.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>35</td>
<td>5</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>1</td>
</tr>
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The following grid is summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Bid Bond</th>
<th>Pavt for Butt Joints, Rem Unit Price</th>
<th>Pavt for Butt Joints, Bid Amt</th>
<th>HMA, 13 A Unit Price</th>
<th>HMA, 13 A Bid Amount</th>
<th>HMA Crack Sealing Unit Price</th>
<th>HMA Crack Sealing Bid Amount</th>
<th>Fiber Reinf Bituminous Membrane, Type B Special, Unit Price</th>
<th>Fiber Reinf Bituminous Membrane, Type B Special, Bid Amount</th>
<th>Pavt Mrkg, Sprayable Thermopl, 4&quot; Whit, Unit Price</th>
<th>Pavt Mrkg, Sprayable Thermopl, 4&quot; Whit, Bid Amount</th>
<th>TOTAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rieth Riley Construction Co.</td>
<td>Yes, Mason</td>
<td>Yes</td>
<td>$17.00</td>
<td>$5,100.00</td>
<td>$108,981.50</td>
<td>$11,700.00</td>
<td>$7.65</td>
<td>$80,707.50</td>
<td>$0.65</td>
<td>$5,200.00</td>
<td>$7.65</td>
<td>$80,707.50</td>
<td>$11,700.00</td>
</tr>
<tr>
<td>Lansing Asphalt, A division of Superior Asphalt</td>
<td>No, Eaton County</td>
<td>Yes</td>
<td>$4.95</td>
<td>$1,485.00</td>
<td>$79.95</td>
<td>$84,347.25</td>
<td>$0.84</td>
<td>$5,460.00</td>
<td>$9.18</td>
<td>$96,849.00</td>
<td>$0.92</td>
<td>$7,360.00</td>
<td>$195,501.25</td>
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</tbody>
</table>

Electronic copies of the vendors’ responses were provided to the department.

The Parks Department and Road Department 1) Evaluated the proposals based on the criteria established in the RFP; 2) confirmed proposals were over budget; 3) the Road Department worked with the low bidder to reduce costs by changing the scope of work; 4) submitted their recommendation below to the Purchasing Department.
Since this is a construction project over $10,000.00, a preconstruction meeting is required. Please make sure the Purchasing Department is invited and is able to attend such meetings to ensure all contractors are in compliance with prevailing wages and bonding requirements.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal process.

If I can be of further assistance, please email jhudgins@ingham.org
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH LANSING ASPHALT, A DIVISION OF SUPERIOR ASPHALT INC. FOR IMPROVEMENTS TO THE TRAILS AND PARKING LOTS LOCATED WITHIN HAWK ISLAND COUNTY PARK

WHEREAS, the Board of Commissioners’ Resolution #14-116 authorized an application to the Michigan Department of Natural Resources for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park; and

WHEREAS, the Board of Commissioners’ Resolution #15-240 authorized the acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park; and

WHEREAS, the Michigan Department of Natural Resources approved the grant request in the amount of $45,000; and

WHEREAS, the required matching funds of $15,000 are from previously appropriated County funds reserved for this purpose in Resolution #14-116; and

WHEREAS, an additional $20,000 was approved for additional repairs to the trail and parking lots located within Hawk Island County Park in the 2015 budget; and

WHEREAS, an additional $120,000 from the Trails and Parks Millage will be running concurrently for approval at the May 10, 2016 Board of Commissioners meetings; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced firms for the purpose of entering into a construction contract for improvements to trails and parking lots located within Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Lansing Asphalt, a Division of Superior Asphalt Inc. who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Lansing Asphalt, a Division of Superior Asphalt Inc., for a cost not to exceed $180,000 which includes a 10% contingency for improvements to the trails and parking lots located within Hawk Island County Park according to Lansing Asphalt, a Division of Superior Asphalt Inc.’s bid response.

BE IT FURTHER RESOLVED, that funds are available in the Capital Improvement Fund 245-75299-974000.

BE IT FURTHER RESOLVED, the prime professional fees due to the Road Department will be transferred within the general ledger.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

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.
Agenda Item 9a

To: County Services Committee
    Finance Committee

From: Robert Peterson, Director of Engineering
      Road Department

Date: April 21, 2016

Subject: 2016 Pavement Marking Contracts

This memo contains a recommendation for the Board of Commissioners to accept the unit price bid results for the Road Department’s annual Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program.

The Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend contractor(s). Once under contract, the contractor(s) apply waterborne pavement marking paint to refresh the yellow and white longitudinal lines that define road laneage and white rolled plastic material, such as arrows, stop bars and school symbols to further direct motorists. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

The Purchasing Department advertised and received two bids for each of the pavement marking items – Waterborne Pavement Markings and Cold Plastic Common Text & Symbols. This year’s recommended contractor for Waterborne Pavement Markings is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled $401,375.00. Their unit prices and total costs are 4.3% less than those received in 2015.

This year’s recommended contractor for Cold Plastic Common Text & Symbols is also M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled $25,312.00. Their unit prices and total costs are in-line with those received in 2015.

Approval of the attached resolution is recommended.
TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 22, 2016
SUBJECT: 2016 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Project Description:
Bids were sought from experienced contractors for the purpose of entering into a contract to provide pavement markings for the 2016 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program.

Proposal Summary:
Vendors contacted: 6 Local: 1
Vendors responding: 2 Local: 0

Bid summary on last page

Recommendation:
M & M Pavement Marking Inc. submitted the lowest responsive proposal. The company has previously worked on projects of similar size and scope.

The Road Department recommends awarding the contract to M & M Pavement Marking Inc. at unit prices quoted in its response (Estimate $426,687.00).

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONSTRUCTION CONTRACTS FOR
WATERBORNE PAVEMENT MARKINGS AND COLD PLASTIC COMMON TEXT & SYMBOLS
TO M&M PAVEMENT MARKINGS, INC., GRAND BLANC, MICHIGAN

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings, on behalf of the Road Department; and

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

WHEREAS, a request for proposals was issued and two responsive bids were received to provide the contractor applied pavement markings; and

WHEREAS, M&M Pavement Marking, Inc., Grand Blanc, Michigan, submitted the lowest qualified bid to provide Countywide Waterborne Pavement Markings for a total estimated cost of $401,375.00; and

WHEREAS, M&M Pavement Marking, Inc., Grand Blanc, Michigan, also submitted the lowest qualified bid to provide Countywide Cold Plastic Common Text & Symbols for a total estimated cost of $25,312.00; and

WHEREAS, the Director of Purchasing and the Road Department Director of Engineering recommend that the Board of Commissioners accept the unit price bid results for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols and authorize contracts with the responsive low bidders; and

WHEREAS, the total estimated cost for the pavement markings is accounted for in the Road Department’s 2016 road maintenance budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Marking, Inc., Grand Blanc, Michigan to provide Countywide Waterborne Pavement Markings for a total estimated cost of $401,375.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Marking, Inc., Grand Blanc, Michigan to provide Countywide Cold Plastic Common Text & Symbols for a total estimated cost of $25,312.00.

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

FROM: Jim Hudgins, Director of Purchasing

DATE: April 28, 2016

SUBJECT: Used Self-Propelled Asphalt Paver

Project Description:
Bids were sought for the purchase of one (1) Used Self-Propelled Asphalt Paver for the Road Department.

Proposal Summary:
Vendors contacted: 22 Local: 2
Vendors responding: 1 Local: 0

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Brand of Unit</th>
<th>Year of Unit</th>
<th>Hrs. on Unit</th>
<th>Total Cost of Used Unit Delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roland Machinery Co.</td>
<td>No, Springfield IL</td>
<td>CAT AP-1000B</td>
<td>2003</td>
<td>5,781</td>
<td>$55,500.00</td>
</tr>
</tbody>
</table>

Recommendation:
Roland Machinery Co. is the only responsive bid. The Road Department recommends awarding the purchase order to Roland Machinery Co in the amount of $55,500.00.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF ONE USED, SELF-PROPELLED ASPHALT PAVER FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace its existing asphalt paver used for road maintenance paving, which has aged past the point of efficient productivity, but which will be kept as a back-up unit; and

WHEREAS, the Road Department’s amended 2016 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2016 road equipment replacement plan; and

WHEREAS, bids for replacement, used self-propelled asphalt pavers were solicited per Bid Packet 74-16 and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a used, model year 2003, Caterpillar model AP-1000, self-propelled asphalt paver having 5781 hours of usage, from Roland Machinery of Springfield Illinois, at a cost of $55,500.00; and

WHEREAS, Road Department staff has inspected the recommended unit and finds that it should provide most of the service life and functionality of new unit, which would cost approximately 7 times as much as the recommended unit.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of one used, model year 2003, Caterpillar model AP-1000, self-propelled asphalt paver having 5781 hours of usage, from Roland Machinery Co. of Springfield Illinois, at a cost of $55,500.00.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to sign any necessary purchase documents on behalf of the County.
BACKGROUND
Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) has outgrown the current main building at 812 East Jolly Road and therefore has a desire to expand.

PURPOSE OF EXPANSION: This expansion effort, slated to result in about 42,600 additional square feet (adding about 55% more floor space to our current 812 East Jolly Road space), is intended to address several space-related needs:

- Accommodate the **staff growth at a rate of 2%** that we have seen in the past ten years and are projecting to see in the future.

- Allow other CMH operations and staff to **move back to 812 East Jolly Road whose functions would be better carried out at Jolly Road**. Some of those operations and staff were formerly housed at Jolly Road and were moved out, over the past few years, due to space constraints. Other operations and staff work in programs that, if we had additional space, would be better suited at Jolly Road.

- Allow us to address **adjacency needs** – where the work of one unit would be more efficient, effective, or improve consumer service if this work could be located adjacent to another unit in which related functions are carried out.

- Long desired and recently identified needs for **consumer-centered and staff-oriented improvements to our current space**. These improvements include: improved waiting areas and common spaces, increased storage space, increased numbers of meeting rooms, the addition of wellness and gathering places for consumers and staff, additional security-related design features, and additional building design features that increase the access to natural lighting for as many staff work areas as possible.

ALTERNATIVES

CMH could proceed with following Alternatives:

1) **Lease additional space:**

   **Impacts of Leasing:**
   Leasing additional space negatively impacts CMH in two ways:
   
   a) **De centralizes services by relocating programs from 812 Jolly Road to other sites in order to accommodate growth and expansion.**
b) Consumers and the individuals we serve will likely have to visit multiple locations in order to meet all of their Mental Health needs.

2) Purchase another building or other buildings:
CMH has worked with a Commercial Real-estate Consultant to explore purchasing another building. The market currently doesn’t support CEI CMHA’s needs for an existing 40,000 square foot building. Additionally, purchasing like leasing will force CMH to decentralize services.

Therefore, CMH is looking to enter into another Bond Agreement with Ingham County similar to that which was carried out in 1997 for the original construction at 812 East Jolly Road. We are asking for a $10 Million Dollar Bond in order to Finance $8.6 Million to Construct the 42,600 Sq/Ft Addition and $1.4 Million to renovate the existing building at 812 East Jolly Road.

(Additional details and information will be provided at the meeting.)

**FINANCIAL IMPACT**
Inaction will result in greater costs to CMH by continuing the model of leasing additional space, forcing the relocation of programs out of 812 Jolly Road in order to accommodate the growth and expansion of remaining programs.

For example: Leasing up to 42,600 square feet at $13.50 per square feet over 20 years without inflation can be estimated at well over 11.5 million dollars. At the end of the 20 year period CMH will not own the building or buildings leased under that option.

**CMH Funding Sources for payments on a new 20 Year Bond at 3.5% Interest:**
Existing revenue sources (Medicaid, Healthy Michigan, General Fund, Grants/Contracts and Local) will be used to fund the payments.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.
### Architectural Bids - Evaluation Methodology

The proposals will be evaluated using the following criteria:

i) (20%) Compliance with and demonstrated understanding of the RFP.

ii) (20%) Reference checks, each bidder being responsible in providing three new and three old references in accordance with this RFP.

iii) (30%) The ability of the bidder to meet or exceed specifications and standards of the RFP. The Committee will utilize information about the bidder pertaining to previous work history, years in service, as well as skills and abilities to complete the work set forth in the RFP based on previous similar work completed by the bidder.

iv) (20%) Price. All bidders are expected to provide quotes for each phase as described within the RFP as well as an overall estimated total cost for Services and a standard hourly service rate that may be used on other future work or projects.

v) (10%) Post Bid Interview. The top bidder or top two bidders may be required to attend a post bid interview to complete the following:
   - Verification of accuracy and understanding of all items within the RFP.
   - Verification of their understanding of the scope of work.
   - Verification of their competency to perform.

**RFP Process Notes:** Gathered from Post Bid Interviews, checking references, and examining each firm’s ability to meet expectations.

**Bergman:**

1) Only firm to express that they have in house Quality Control team member that will review the project.

2) Zoning – only firm to have researched the original zoning on the property. Special use zoning. Was residential. Need to get the zoning permanently changed to Commercial Business. Need to get zoning changed on new property.
3) Only Firm to point out project challenges:
   Schedule: all dates reasonable. Meeting September Date for project estimate will need time with CMH management and project team to complete preliminary programming in order to provide a solid estimate.
   Structural: stand alone, tied to existing, soil bearing capacity, solve existing water problems.
4) Mechanical: new ASHRAE standards. Bergman is certified on all of the latest standards.
6) References were very good.
7) Good solid presentation. Provided visual presentation with proposed solutions.

**Hobbs and Black:**
1) More than one reference suggested “make sure that you have a solid M&E team.
2) Kasco reference made a point to bring up some concerns: Dillenbacks team was good to work with the other team led by Pollack we had issues on that particular project and issues with the team. So much that John Barker brought in Dillenbacks team to fix. John can rub you the wrong way. Arrogant and you get what you’re going to get.
3) Eager to fix Water Problems. Hired a different M&E team.
4) Proud of original project: John Barker.
5) Good solid presentation. Provided visual presentation with proposed solutions.

**Mayotte Group:**
1) References were very good.
2) For M&E choose Greg Minshall from Fitzgerald Henne, original engineer on the building that designed it with water issues. Good and Bad. Eager to correct issues. Not sure we want to afford him the opportunity.
3) Presentation was dry.

**Not included in this packet are the following documents used during this process:**
1) Bid or RFP proposal review form – used to check compliance with RFP.
   The three top bidders were all in compliance meeting expectations with the RFP.
2) Post Bid Interview Form. Used for consistency with each bidder during the post bid interview.
   Two out of three bidders delivered solid presentations. Mayotte Groups presentation lacked detail and substance compared to Bergman Associates and Hobbs and Black.
3) Copies of completed Reference Questionnaire form. Used for consistency while completing reference checks.
   All References came in strong unless otherwise noted above. Two references from Hobbs and Black made some suggestions based on prior experience. They did however agree to use Hobbs and Black again as long as they could work with Dillenbacks team.
Proposed Addition

Basement
Information Systems

First Floor
QCSRR
Access
Recipient Rights
Customer Service
Prevention

TRC

Second Floor
AMHS
CNS
Mental Health Court
ART

CSDD
Medical Clinic

Third Floor
Finance
Pharmacy - temp location

Estimated Addition Cost $8,406,800
Estimated Mechanical Upgrades $226,644
Estimated Total Addition Cost $8,633,444

Interior Renovations

<table>
<thead>
<tr>
<th>PHASE</th>
<th>Seq R of Renovations</th>
<th>Estimated Cost per Sq Ft</th>
<th>Estimated Suite Renovation Cost</th>
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<tr>
<td>I</td>
<td>Second Floor</td>
<td>6,366</td>
<td>$31 - $40 $197,300 - $254,600</td>
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<tr>
<td></td>
<td>Pharmacy</td>
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<tr>
<td></td>
<td>CSDD Residential Admin Admin</td>
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<td>II</td>
<td>Second Floor</td>
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<td>$31 - $40 $84,500 - $109,000</td>
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<td></td>
<td>AMHS CMS</td>
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<td></td>
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<td></td>
<td>Human Resources</td>
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<td></td>
</tr>
<tr>
<td>III</td>
<td>Second Floor</td>
<td>2,125</td>
<td>$31 - $40 $65,900 - $85,000</td>
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<td>CSDD Life Consultation</td>
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<td></td>
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<td>V</td>
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<td></td>
<td>QCSRR Records</td>
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<td>VI</td>
<td>Basement</td>
<td>3,877</td>
<td>$31 - $40 $120,200 - $155,000</td>
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<tr>
<td></td>
<td>Conference Rooms</td>
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<td>VII</td>
<td>Basement</td>
<td>5,188</td>
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<td></td>
<td>IS Training Room</td>
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<td></td>
<td>Server Room</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Exercise Room</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimated Interior Renovation Cost $1,005,800 - $1,297,600
THIRD FLOOR PLAN

Pharmacy - Temp
Phase II - Move HR
Resolutions

Resolutions for the Ingham County Board of Commissioners

Resolutions: Agenda Item 10

Agenda Item 10

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROCEED WITH PLANS TO RENOVATE AND EXPAND COMMUNITY MENTAL HEALTH AUTHORITY BUILDING

WHEREAS, on February 19, 1997, the Ingham County entered into the Lease Agreement for the Lease of the premises at 812 East Jolly Road, Lansing, Michigan by Clinton-Eaton-Ingham Community Mental Health Authority (CEI-CMH); and

WHEREAS, CEI-CMHA has grown from serving 5,000 consumers in 2004 to over 11,000 in 2016; and

WHEREAS, the CEI-CMHA workforce has grown from 629 employees in 2004 to as many as 1,100 in 2016; and

WHEREAS, CEI-CMHA desires to renovate the existing building and to construct a 42,600 square-foot expansion of the main building in order to effectively and efficiently meet the needs of CEI-CMHA consumers.

THEREFORE BE IT RESOLVED, that the Ingham County Commission hereby authorizes the Ingham County Building Authority to proceed with the financing and renovation of the premises at 812 East Jolly Road, based on the preliminary plans and cost estimates provided to the County Services Committee on May 17, 2016 and to the Finance Committee on May 18, 2016.

BE IT FURTHER RESOLVED, that the projected cost of renovation, plus fees, is not to exceed $10 million.

BE IT FURTHER RESOLVED, that any and all costs incurred by the County and the Ingham County Building Authority with respect to this project shall be reimbursed by CEI-CMH.
TO: Board of Commissioners, Human Services and Finance Committees  
FROM: Jared Cypher, Deputy Controller  
DATE: May 3, 2016  
SUBJECT: Resolution Approving Criteria for Evaluating 2017 Community Agency Funding Applications  
For the meeting agendas of May 16 and May 18

BACKGROUND
This resolution establishes the criteria by which each agency’s application will be evaluated for the 2017 Community Agency funding process.

If the resolution is approved as presented, the Controller/Administrator’s Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator’s Office with priority given to proposals that directly contribute to addressing the County’s long-term priority of “Meeting Basic Needs”, such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator’s Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

ALTERNATIVES
One alternative would be to have no criteria, and accept applications for a variety of different types of initiatives. Another alternative is for the Board of Commissioners to go back to the old way of awarding funding, which was to have agencies come to the Human Services Committee and make presentations on Community Agency night.

FINANCIAL IMPACT
This resolution has no direct financial impact.

OTHER CONSIDERATIONS
The community agency process has grown to 29 applicants requesting funding, with total requests of approximately $315,000 annually.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution approving criteria for evaluating 2017 community agency funding applications.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING CRITERIA FOR EVALUATING 2017 APPLICATIONS FOR COMMUNITY AGENCY FUNDING

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County’s adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to 29 applicants requesting funding, with total requests of approximately $315,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the 2017 community agency funding process, with priority given to those proposals that directly contribute to addressing the County’s long-term priority of “Meeting Basic Needs”, such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2017.

BE IT FURTHER RESOLVED, the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2017.
To: Mr. Tim Dolehanty, Controller/Administrator  
From: Management Partners Representatives:  
Jacquelyn McCray, Senior Manager  
Amy Paul, Corporate Vice President  
Susan Hoyt, Special Advisor  
Subject: Ingham County Draft Strategic Plan  
Date: April 19, 2016

The attached draft Strategic Plan reflects the input received from members of the Commission at their workshop on March 24. The draft incorporates the vision and mission along with goals and strategies for the future. Prior to completing the strategic plan you and the Commissioners should review the document to make sure it accurately reflects the correct language and intent.

Additionally, there are three areas requiring decisions by the Commissioners, as listed below:

1. **Vision statement** – While there was extensive discussion about the wording of the vision, we discouraged wordsmithing so we have two versions for consideration. The Commissioners will need to determine which of the two statements (or another to their liking) best reflects their desired future for the County.
2. **Goals** – Please review the wording of the goals and indicate any desired revisions or changes. Any edits or changes to the wording should reflect a consensus or majority of the Commission members.
3. **Strategies** – Please review the wording of the strategies and indicate any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members.
4. **Performance Indicators** – Please review the performance indicators and provide any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members.

You will notice that pages 6 and 14 of the document are missing photographs. I have requested a few pictures from Becky. We will add those to the final plan.

Once confirmation on a vision statement and any other changes are received, we will finalize the document and prepare the draft Implementation Action Plan. If you have questions please let us know.
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Background

Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction

Ingham County’s Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the next five years. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

Strategic Planning Process and Workshops

The process for creating Ingham County’s Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County’s vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan.
Vision and Mission

OUR VISION
(The Commissioners discussed many concepts about vision, but did not reach consensus. Please choose one.)

Ingham County is a welcoming, inclusive area working to empower people to live well in a safe, healthy, engaged community that respects diversity.

or

Ingham County is a safe, welcoming, engaged, inclusive and just community that empowers people to live their best lives.

OUR MISSION

Ingham County is committed to assuring the identification and provision of services most important to its citizens in the achievement of its vision. County services will be of high quality, cost effective, and easily accessible and delivered in cooperation and collaboration with its citizens and other community and governmental organizations. These services will be delivered by a highly motivated, well-trained, service-oriented workforce, utilizing effective technology and guided by the highest ethical standards.

A vision statement is aspirational. It reflects a desired future for the County.

A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.
Values

OUR VALUES

While providing county services and doing our work we value:

- Honesty, integrity and ethics;
- Accountability and fiscal responsibility;
- Creativity and innovation; and
- Quality constituent services
A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs.

The Commissioners developed goals and strategies that address six strategic issue areas:

- Service to Residents
- Communication
- Facilities and Infrastructure
- Information Technology
- Management and Finance
- Human Resources and Staffing
Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategies

1. Implement a public marketing campaign to promote key services through the local media, the County website and various publications.

2. Provide a forum for residents and service recipients to share their positive stories and experiences about County services.

3. Create an electronic, public directory of all County services with contact information.

4. Create a physical reception area and information desk in major and frequently used County facilities.

5. Create a virtual front desk that directs callers and electronic inquiries to the appropriate department contact.

6. Connect with local government networks to learn about innovations and new cost effective service delivery models (e.g., Alliance for Innovation. International City and County Management Association—ICMA, etc.).

7. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
8. Conduct training that will help employees better understand and respond to customer questions and inquiries.

9. Contract with an impartial third party to survey residents and customers to evaluate the quality and accessibility of County services.

10. Hold public forums to gather feedback on County services.
Communication

Goal: Improve external and internal communication.

Strategies

1. Implement routine department head agenda review meetings to share information about upcoming County Board committee and business meetings.

2. Communicate policy and procedure changes and other updates to the Employee Handbook to department heads and employees within one week of adoption.

3. Assign an employee in each department with responsibility for keeping the intranet up to date.

4. Schedule department head meetings with the County Board once or twice a year and outside of the budget process.

5. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.

6. Develop and adopt a County communication plan that includes ways to brand and unify messaging.

7. Identify financing for a dedicated position to coordinate and manage communication for the County.
8. Provide public relations and media training for Commissioners, department heads, and staff.

9. Improve the layout and ease of access to information on the County website.

10. Create and maintain a social media presence for County programs and services.

11. Publish a quarterly newsletter for distribution to County residents with access via mail, the web and an e-news distribution system.
Management and Finance

Goal: Be an open, well-managed and collaborative government that ensures our public services are efficiently delivered to all geographic areas while preserving the County’s fiscal health.

Strategies

1. Maintain and grow the County’s financial reserves.

2. Monitor adherence to the County’s reserve policy.

3. Develop options for expanding, maintaining or reducing service levels depending on the County’s fiscal health.

4. Create a schedule for reviewing and revising internal policies and contracting procedures to reflect current best practices.

5. Train department heads how to monitor their budgets and on contracting policies and procedures.

6. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.

7. Train staff on budgeting, grant writing and finding revenue enhancement opportunities.

8. Expand tax base growth through partnerships with economic development influencers and organizations.

9. Develop a long-term millage strategy that includes a calendar of...
upcoming millage deadlines.

10. Schedule regular County Board information sessions on the use of debt service, updates on Tax Increment Financing and other financing tools.

11. Develop a policy to ensure adherence with the approved CIP when reviewing capital funding requests.

12. Develop a process for identifying funding priorities and financing options for future capital projects.

13. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.

14. Schedule reports to the County Board on management and financial issues outside of the budget process.
Information Technology

Goal: Anticipate and meet the information technology needs of each department and effectively engage our residents through reliable platforms.

Success Indicators

- Average number of annual training hours completed by IT managers and staff
- Percent of IT priorities funded
- Percent of quarterly meetings held as scheduled

Strategies

1. Hire well-trained IT managers and staff.
2. Invest in training to keep IT managers and staff current with emerging trends and best practices.
3. Prioritize and annually budget for countywide IT projects including updates to existing software applications.
4. Establish consistent standards for department website design, information and posting and monitor.
5. Schedule quarterly face-to-face meetings with the IT director and department heads and elected officials.
6. Schedule quarterly meetings with the County Board and the IT director.
7. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.
8. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and
• Percent of department IT evaluations completed

• Percent of survey respondents (employees and Commissioners) rating the quality of IT services as good or excellent

9. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.

10. Develop a repository of prior IT vendors’ performance for reference and use during vendor selection.

11. Develop a five-year IT growth plan with associated costs.

12. Create an up-to-date IT emergency management plan including the security of private data.

13. Develop a data retention policy.

14. Evaluate future storage capacity needs for electronic data.
Facilities and Infrastructure

Goal: Provide environmentally friendly, accessible facilities and quality infrastructure, which supports a safe and efficient pedestrian and multi-modal transportation network.

Strategies

1. Use the County space study to prioritize and budget for facility space.

2. Develop a plan for a new jail.

3. Plan for and anticipate additional housing needs to adequately accommodate 17-year old offenders.

4. Plan physical space needed for future data storage needs.

5. Evaluate alternatives for countywide “complete streets” policy.

6. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.

7. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.

Success Indicators

- Percent change in annual expenditures for planned facilities upgrades
- Percent of 17-year old offenders with adequate housing
- Percent change in annual expenditures devoted to proactive maintenance
Human Resources and Staffing

Goal: Make Ingham County the employer of choice where employees, diversity, inclusion, and public service are valued, and our workforce reflects the community it serves.

Strategies

1. Attract and retain employees who value public service.
2. Implement policies to encourage work-life balance, including flexible work hours and mobile access to work.
3. Use job satisfaction surveys and interviews to identify employee retention risks and suggestions for improving the work environment.
4. Develop an employee succession plan with a timeline for anticipated retirements.
5. Regularly solicit employee feedback and suggestions for workflow improvements.
6. Develop formal and informal employee recognition programs to encourage and reward creativity and innovation.
7. Support employee and professional development including travel to national conferences and educational opportunities.
Human Resources and Staffing

- Percent of employees who have participated in professional development

8. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.

9. Develop a countywide training program that promotes respect for diversity.

10. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).
Conclusion

This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to implement each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

Kara Hope  
Chairperson

Sarah Anthony  
Vice Chairperson

Randy Maiville  
Vice Chairperson Pro Tem

Victor Celentino, District 1

Rebecca Bahar-Cook, District 2

Bryan Crenshaw, District 4

Todd Tennis, District 5

Penelope Tsernoglu, District 8

Carol Koenig, District 9

Brian McGrain, District 10

Teri Banas, District 11

Deb Nolan, District 12

Randy Schafer, District 13

Robin Case Naeyaert, District 14

Ingham County Strategic Plan  
April 2016