THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 21, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the February 7, 2018 Minutes
Additions to the Agenda
Limited Public Comment

1. **Drain Commissioner** – Resolution Pledging Full Faith and Credit to Ferley Consolidated Drain Drainage District Bonds

2. **Sheriff’s Office**
   a. Resolution to Authorize Purchase of Replacement Batteries and Microphones for Sheriff Portable Radios
   b. Resolution to Authorize a Contract with PJ’s Towing Service for Ingham County Sheriff’s Office Vehicles and Seized Property or Evidence
   c. Resolution to Authorize an Amendment to a Current Contract with the Michigan Department of Human Services for Transport Services of Specific Juveniles by Sheriff’s Deputies

3. **Homeland Security and Emergency Management** – Resolution to Authorize Purchase of Outdoor Warning Siren from West Shore Services

4. **Community Mental Health** – Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Mental Health Screening Services in the Ingham County Jail to Include On Call Personnel for Weekends and Holidays

5. **Parks Department** – Resolution to Authorize the Purchase of Splash Pad Equipment for Hawk Island

6. **Fair Office** – Resolution to Authorize a Contract with Miller’s American Rentals dba American Rentals Inc. to Provide Sanitation Services at the Ingham County Fair and at Various Ingham County Parks
7. **Health Department**
   a. Resolution to Authorize a Great Start Agreement with the [Midland County Educational Services Agency](#).
   b. Resolution to Authorize an Amendment to Resolution #17-432.
   c. Resolution to Amend Resolution #18-024 to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services.
   d. Resolution to Authorize a Pharmacy Agreement with [Meijer, Inc.](#).
   e. Resolution to Authorize a Pharmacy Agreement with [Walmart](#).

8. **Innovation and Technology Department** – Resolution to Approve the Contract for E9-1-1 Software.

9. **Road Department**
   a. Resolution to Authorize Acceptance of the Final Plat of [Whitehills Lakes South No. 2](#) and Acceptance of Public Roads.
   b. Resolution to Authorize an Agreement with [Delhi Township](#) for Cedar Street Reconstruction/Complete Street Redevelopment Holt to Aurelius Roads, Delhi Township.
   c. Resolution to Acknowledge Award and Authorize Acceptance of Educational Training Vouchers.

10. **Board of Commissioners** – Appointments to the Equalization Subcommittee *(No Material)*

11. **Controller/Administrator’s Office**
    a. Resolution Authorizing Continuation Funding for Jail-Based Break Out Programming from [Wellness, InX](#).
    b. Resolution to Approve a Social Media Policy.

**Announcements**

**Public Comment**

**Adjournment**

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
FINANCE COMMITTEE
February 7, 2018
Draft Minutes

Members Present: Grebner, Anthony, Crenshaw, and Tennis

Members Absent: Koenig and Schafer

Others Present: Brian Fisher, Tim Dolehanty, John Dinon, Deb Fett, Melissa Buzzard, Matt Bennett, Lance Langdon, Alan Fox, Dennis Louney, Younes Ishraidi, Travis Parsons, Michael Townsend, Liz Noel, and others

The meeting was called to order by Chairperson Grebner at 6:02 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Chairperson Grebner invited Commissioner-Designate Dennis Louney to join the Committee.

Approval of the January 17, 2018 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE JANUARY 17, 2018 FINANCE COMMITTEE MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Schafer and Koenig

Additions to the Agenda –

14. Controller/Administrator’s Office
   c. Resolution to Authorize Plante & Moran to Prepare an Audit of Ingham County for 2017, 2018 and 2019

Substitute –

4. Facilities Department
   b. Resolution to Authorize Construction Services for the Ingham County Family Center Kitchen Upgrade

Removed from the Agenda –

1. Human Resources Department
   b. Resolution to Approve Generic Service Credit Purchase

10. Human Services Committee – Resolution Authorizing an Agreement with Miller Law Firm, P.C. to Represent Ingham County in Litigation Against Manufacturers and Wholesale Distributors of Opioids

14. Controller/Administrator’s Office
   b. Resolution to Approve a Social Media Policy
Limited Public Comment

Younes Ishraidi, Meridian Township Planning Department, addressed the Committee regarding Agenda Item No. 8b. He distributed materials regarding the Okemos Road pedestrian boardwalk to the Committee.

Mr. Ishraidi stated the project had been discussed at the Human Services Committee meeting and he understood that there had been a decision to allow entities whose projects had not been approved in this round to re-apply by March 15, 2018.

Mr. Ishraidi stated that the Okemos Road boardwalk project would be a regional connection of the MSU Trail to the Lake Lansing Trail, and it mitigated a safety problem on Okemos Road. He further stated that Meridian Township wanted to increase its standing by increasing its local match amount, because when they had first applied, the same amount of points were awarded for a 10% to 49% local match, so they had gone with the lower amount.

Mr. Ishraidi stated after realizing a higher local match amount might have garnered more interest or approvals, Meridian Township decided to increase its local match to $325,000, reducing the amount needed from the County to $975,000. He further stated that the project was shovel-ready, because it was on Meridian Township’s park property, so it would not require any easements and they would just need permits from the local and State entities, so it could be done in late 2018 or early 2019.

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

1. **Human Resources Department**
   a. Resolution to Approve an Agreement for the Employee Assistance Program

2. **Circuit Court – Family Division**
   a. Resolution to Amend Three Year Contracts with Various Residential Placements
   b. Resolution to Amend Acceptance of Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

3. **Animal Control** – Resolution to Restore an Animal Shelter Clerk Position

4. **Facilities Department**
   a. Resolution to Provide and Install a New Dishwasher in the Family Center Kitchen
   b. Resolution to Authorize Construction Services for the Ingham County Family Center Kitchen Upgrade
   c. Resolution to Authorize Structural Renovations at the Human Services Building
   d. Resolution to Authorize a Contract for Janitorial Services at Volunteers of America (VOA)
   e. Resolution to Authorize a Contract Renewal Option with Granger Container Inc.

(2)
5. 9-1-1 Center
   a. Resolution to Authorize Renewal of the 9-1-1 Telephone System Support Agreement
      with Carousel Industries, Inc.
   b. Resolution to Approve a Contract Renewal for Pre-Employment Testing
   c. Resolution to Authorize Purchasing Scheduling Software/Services for the 9-1-1 Center
   d. Resolution to Authorize a Software Support Agreement with Tritech for the Arcserve
      Maintenance and Support

6. Big Brothers Big Sisters – Resolution to Authorize a Contract with Big Brothers Big Sisters
   Michigan Capital Region to Provide Administrative Oversight and Programming Leadership
   to the Capital Area Mentoring Partnership Program for 2018

7. Community Mental Health – Resolution to Authorize a Contract with the Community
   Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Health Services
   Millage Eligible Services

9. Health Department
   a. Resolution to Amend Resolution #17-356
   b. Resolution to Authorize Contract with Institute for Cultural Affairs to Carry Out
      Leadership Development Training
   c. Resolution to Amend Resolution #17-265
   d. Resolution to Authorize Conversion of Nurse Assessor Position

11. Farmland and Open Preservation Board – Resolution to Authorize Contracts for the
    Farmland and Open Space Preservation Program

12. Innovation and Technology Department – Resolution to Approve Support Agreement
    from Oracle

13. Equalization Department – Resolution to Authorize an Agreement for Development and
    Implementation of an Online Mapping Application

14. Controller/Administrator’s Office
   a. Resolution to Authorize Negotiations to Recover Funds
   c. Resolution to Authorize Plante & Moran to Prepare an Audit of Ingham County
      for 2017, 2018 and 2019

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Schafer and Koenig

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED
UNANIMOUSLY. Absent: Commissioners Schafer and Koenig
5. 9-1-1 Center  
   e. 9-1-1 Dispatch Center Update (Information)

Lance Langdon, 9-1-1 Center Director, stated the 9-1-1 Center had been busy with hiring, and they had to slow down on hiring a bit, because he did not want staff to have more trainees than they could deal with. He further stated they had two more people starting training next week, and had two more offers ready to go once training was available, and there were more oral boards scheduled for more candidates.

Chairperson Grebner asked if Mr. Langdon was confident they were over the hump.

Mr. Langdon stated the 9-1-1 Center still had nine dispatcher positions to fill, so he thought they were still on the up slope but had not started coming down yet. He further stated that there were 20 people still in training out of 58 positions in the 9-1-1 Center, and it took almost a year to get an employee fully trained.

Mr. Langdon stated the last six employees that had been hired were doing very well.

Commissioner Tennis asked Mr. Langdon to give the Committee a thumbnail sketch of the different positions the 9-1-1 Center was training for.

Mr. Langdon stated the initial position employees were trained on was the Law Enforcement Information Network, then the person could be trained on the four Police Pod positions, a call taker answering 9-1-1 lines and administrative lines for the 9-1-1 Center, and then fire dispatch for the Metro area or Ingham Fire. Mr. Langdon stated there were a total of seven seats people were trained on.

Commissioner Tennis asked if the employees were cross-trained on positions.

Mr. Langdon stated after the year-long training, employees could work in any of the dispatch positions in the 9-1-1 Center.

Discussion.

Chairperson Grebner stated that the training process was like a ladder system, where once an employee was trained in one position, it then qualified them to be trained in the next level.

Mr. Langdon stated the Board of Commissioners had approved the call taker position as an entry-level position. He further stated that since the approval, the 9-1-1 Center had stopped hiring people at the call center position, because it created bottlenecks in the training process and created other issues with using those employees for overtime.

Mr. Langdon stated since there were so many employees in the call taker position that were moving on, they had not eliminated that position because if for some reason they could not complete the dispatcher job, the 9-1-1 Center could still take them on as a call taker.

(4)
Discussion.

Mr. Langdon stated once an employee was trained in a position, if overtime was available, then they were eligible to pick up those shifts.

Commissioner Anthony stated the Law & Courts Committee had a similar discussion, but they also discussed the Controller recently creating a new group under his control and disbanding the Joint Labor-Management Team (JLT) in order to help address some of the things that were happening in the 9-1-1 Center and implement some of the things from the Brockman report.

Commissioner Anthony asked what Mr. Langdon’s role would be in the implementation process.

Mr. Langdon stated that of all of the tasks that the 9-1-1 Center did, he was responsible for those things to get done. He further stated the Controller’s staff was still getting a good understand of what was going on with the 9-1-1 Center and the JLT after John Nielsen had left.

Mr. Langdon stated he agreed that the plan would change things up and he thought the plan would move the 9-1-1 Center forward in a positive direction, and it was up to him to make sure tasks were completed.

Commissioner Anthony stated when the unions had given input during the Law & Courts Committee meeting, they had a “wait and see” approach, and they were optimistic about how things were going, but they would give the plan until April to see what came of it.

Mr. Langdon stated he was already working on many of the tasks. He further stated there was a new Staff Services position in place, and he was pleased with how that was going. He further stated things were moving in that direction and their goal was to meet all of the dates on the timelines in place.

Commissioner Anthony stated she recalled there were similar initial work plans from a few years ago for the 9-1-1 Center. She further stated she did not know if the Committee had ever received a final report on those plans.

Mr. Langdon stated he did not remember if there had been a final report on the initial work plans.

Commissioner Anthony stated staff morale had been discussed at the Law & Courts Committee and a Commissioner had asked leadership what they thought about how things were going. She asked if staff morale was about the same, getting better, or getting worse.

Mr. Langdon stated he thought morale was about the same, but he hoped it was improving and it was different in the first part of the year as opposed to the second half of the year. He further stated that there were not enough overtime openings for employees to take in this part of the year when they wanted to build their overtime hours before they were forced to take overtime based on who had the lowest overtime average.
Mr. Langdon stated the overtime issue was balancing out a bit now that new employees were being trained and a former employee had come back from the Sheriff’s Department. He further stated that the Committee could ask each person how they felt and they would probably all have different answers, but he hoped things were starting to improve.

Commissioner Anthony stated she commended the Controller for stepping in at the 9-1-1 Center, as it was frustrating as a Commissioner to hear presentations from employees year after year and hear hiring was a challenge, while the Committee had not received the report from initial work challenges. She further stated she would be along with the employees to wait and see how the new plan worked out.

Discussion.

Mr. Langdon stated that if two internal applicants were selected for the supervisor positions, then one would start right away and the other would be delayed so the call center would not immediately lose two employees on the floor.

Discussion.

8. Parks Department
   a. Resolution Clarifying Design Standards for Trails and Parks Millage Projects

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Schafer and Koenig

8. Parks Department
   b. Resolution to Authorize Contracts for Trails and Parks Millage Applications

Chairperson Grebner stated he would temporarily step down as Chairperson for discussion on the resolution.

Vice-Chairperson Anthony took over chairing the meeting.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION.

Melissa Buzzard, Trails and Parks Program Coordinator, and Matt Bennett, Park Commission Chair, introduced themselves to the Committee.

Ms. Buzzard explained the handout regarding the Trails and Parks Millage applications she distributed to the Committee.

Commissioner Grebner stated there was a distinction between how much money was allocated and how much money had been spent. He further stated he had recently asked Tim Dolehanty,
Controller, how much of the Trails and Parks Millage had been spent, and as of today approximately $2.8 million had been spent.

Commissioner Grebner stated at end of February, the amount of money received would be $14 million, which meant that there was $11.2 million sitting in accounts unspent. He further stated that the whole Trails and Parks Millage process had been defective because the County had been looking at the millage money as if it could not allocate money in advance, which was not the case as long as it was not spent, and now the County had fallen way behind and had currently spent less than one year of the Trails and Parks Millage’s receipts.

Commissioner Grebner stated voters would not be pleased if they knew the County was going to collect the Trails and Parks Millage money and not act on it. He further stated that there ought to be a target for how much Trails and Parks Millage money was unspent and generally, the County should have at least $1 million and maybe $4 or 5 million unspent at a time, but he was not comfortable with $11 million unspent, which meant the allocation process needed to be more aggressive.

Commissioner Tennis stated that information about the millage money was news to him, because he knew the County had allocated a lot of money for the Lansing River Trail, but he guessed it had not been spent yet.

Commissioner Grebner stated it turned out that some projects cost less than their estimate, some projects had not been finished yet, and some of the projects had not been fully billed or compensated.

Vice-Chairperson Anthony asked if that meant that the $2.8 million spent was not reflective of what was intended to go out for millage funds.

Commissioner Grebner stated there were all sorts of ways the money could be in accounts unspent. He further stated at each point, the County had money piled up and the projects took many years to complete.

Commissioner Grebner stated the County ought to be more aggressively allocating money. He asked how much of the Trails and Parks Millage money had been allocated up to now, exclusive of the projects in the resolution.

Ms. Buzzard stated she did not know had much had been allocated as of now.

Vice-Chairperson Anthony asked if Commissioner Grebner was suggesting that the County should be telling municipalities to hurry projects along or expedite the billing.

Commissioner Grebner stated that was not what he meant, he meant that the County should be allocating money more aggressively, so they could have it in the hopper and have a better idea of when the money would be spent. He further stated that was how financial planning worked, and for whatever reason the County had not been doing it correctly.
Discussion.

Commissioner Grebner stated the County should not allocate past the end of the millage unless the Board of Commissioners was confident they were going to put it back on the ballot, which he assumed would pass because it passed easily previously. He further stated he was not proposing that they throw all the rules out window.

Commissioner Tennis stated he would like to see a spreadsheet of all of the projects the County had allocated money for and if money had been spent on that project. He further stated he was concerned about driving off the edge of the millage amount, if money was allocated more quickly and the millage was not renewed.

Mr. Bennett stated there were a few different things compounding the disparity between what had been allocated and what had been spent. He further stated in the first two years of funding trails and parks projects, the County only funded existing trail and bridge repairs, a lot of money was allocated right off the bat, regardless of when it was going to be spent out or how long it would take to complete the projects.

Mr. Bennett stated in the third year was the first time the municipalities applied to the Park Commission for funding, and it occurred to the Park Commission they needed to think more about the application process and the entire span of the Trails and Parks Millage. He further stated in this round, the Park Commission started allocating money out in future years based on the applications.

Mr. Bennett stated in the first three years, the Park Commission had given all of the money whether or not the project was ready to go, and many were not shovel-ready. He further stated many of the projects were contingent upon receiving grants from the State, so they were using the Trails and Parks Millage money from the County as a match for those grants.

Mr. Bennett stated the Park Commission was not going to allocate Trails and Parks Millage funding past 2020 when the millage expired.

Ms. Buzzard stated Spicer Group was gathering information about where the municipalities were along their grant and the difference between the unallocated funds, the allocated funds, and the spent funds. She further stated that the millage was a reimbursement grant, so much of the money was not spent until the projects were completed.

Commissioner Grebner stated the Controller’s Office dealt with this type of problem all the time and he did not know if they could expect the Parks Department to have this kind of expertise they were talking about. He further stated the Board of Commissioners needed to be blunter about the millage money needing to move faster and he had raised this point last year.

Discussion.

Commissioner Grebner stated it was not up to the Parks Department or the Park Commission to decide policy, it was up to the Board of Commissioners to make the decision, and they ought to
have a general policy of pushing more aggressively on this and asking the Controller to watch to make sure they were not spending off the end of the Trails and Parks Millage. He further stated he did not think there was any practical danger that the millage would not be renewed if the Board of Commissioners wanted the millage to be renewed, because it passed fairly easily the first time around and a renewal would be easier especially if something useful was done with the money.

Vice-Chairperson Anthony asked if it was possible for the Controller to provide a quarterly update of projections of the Trails and Parks Millage money.

Discussion.

Ms. Buzzard stated once the Parks Department had the quarterly reports from Spicer Group and she learned the financial workings, she could put the spreadsheet on the County website for the public to view.

Vice-Chairperson Anthony asked if it was reasonable for the Committee to request a report by April.

Ms. Buzzard stated that was a reasonable request.

Discussion.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. TENNIS, TO AMEND THE RESOLUTION AS FOLLOWS:

BE IT FURTHER RESOLVED, that entities with projects not recommended for funding in this resolution will have until March 15, 2018 to increase their match amount for further consideration by the Board of Commissioners.

BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses, and

BE IT FURTHER RESOLVED, the decision whether to fund a given project is reserved to the Board of Commissioners.

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.
Commissioner Grebner stated the reason for the amendment was that there was a sense that the Board of Commissioners was intruding on the Park Commission’s prerogatives if the Board of Commissioners changed the allocation of the Trails and Parks Millage money. He further stated that the Board of Commissioners had put the Trails and Parks Millage on the ballot, so they were supposed to control its spending.

Commissioner Grebner stated the Park Commission should tell the Board of Commissioners what they thought of the proposals, but it was not up to them to decide how the money was spent, the Board of Commissioners really had to make those decisions.

Vice-Chairperson Anthony stated she agreed with Commissioner Grebner, that ultimately decisions were made at the Board of Commissioners’ table. She further stated she recommended the Commissioners did research by themselves on the projects if they were not going to go with the Park Commission’s recommendations, as the County did have a hardworking Park Commission to make recommendations and rate projects.

Vice-Chairperson Anthony stated she thought Commissioner Grebner’s language about the role of rating the proposals by the Park Commission was very appropriate.

Commissioner Grebner stated he wished the Park Commission had brought narrative descriptions of why or why not projects were recommended by them.

Discussion.

Commissioner Grebner stated the process would be like the Finance Committee approving a budget request from a liaison committee, where there would be fine tuning and ultimately the decision of the allocation lied with the Board of Commissioners.

Discussion.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Schafer and Koenig

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CRENSHAW, TO INCLUDE FUNDING IN THE AMOUNT OF $960,000 FOR THE RAM 2 BURCHFIELD PARK IN DELHI CHARTER TOWNSHIP AND FUNDING IN THE AMOUNT OF $975,000 FOR THE OKEMOS ROAD PEDESTRIAN BOARDWALK IN MERIDIAN CHARTER TOWNSHIP TO THE LIST OF APPROVED PROJECTS.
The table in the resolution would be amended as follows:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Amount Requested</th>
<th>Millage Funds Recommended for Funding</th>
<th>Year Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurelius Township</td>
<td>Aurelius Township 5-Year Parks and Recreation Plan</td>
<td>$3,875.00</td>
<td>$3,875.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing (FLRT)</td>
<td>Volunteer Trail Ambassador Coordinator</td>
<td>$17,500.00</td>
<td>$17,500.00</td>
<td>2018</td>
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<tr>
<td>Lansing</td>
<td>Bank Stabilization - Washington Avenue</td>
<td>$55,000.00</td>
<td>$55,000.00</td>
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</tr>
<tr>
<td>Lansing</td>
<td>Bridge Rehabilitation - Bridge#CL-09-LTW-GR</td>
<td>$78,750.00</td>
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<tr>
<td>Lansing</td>
<td>Bridge Removal and Replacement - Bridge#CL-21-LTE-RC</td>
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<tr>
<td>Lansing</td>
<td>Fenner Pathway extension</td>
<td>$455,250.00</td>
<td>$455,250.00</td>
<td>2019-2020</td>
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<td>Lansing</td>
<td>Universally accessible canoe/kayak launch at City Market</td>
<td>$14,400.00</td>
<td>$14,400.00</td>
<td>2018</td>
</tr>
<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Moores Park</td>
<td>$10,500.00</td>
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<tr>
<td>Lansing</td>
<td>Universally Accessible Canoe/Kayak Launch at Krueger Landing</td>
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<tr>
<td>Leroy Township</td>
<td>Simmons Memorial Park - Trail Attached to Handicap Accessible Parking</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
<td>2019</td>
</tr>
<tr>
<td>Mason</td>
<td>Hayhoe Riverwalk Extension- Kerns Road</td>
<td>$153,281.00</td>
<td>$153,281.00</td>
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</tr>
<tr>
<td>Meridian Township</td>
<td>Old Raby Culvert Replacement</td>
<td>$95,000.00</td>
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<tr>
<td>Stockbridge</td>
<td>Lakelands Trail Resurfacing</td>
<td>$809,980.00</td>
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<td>Meridian Township</td>
<td>Okemos Road Pedestrian Boardwalk</td>
<td>$1,170,000</td>
<td>$975,000.00</td>
<td>2018</td>
</tr>
<tr>
<td>Delhi Charter Township</td>
<td>RAM 2 Burchfield Trail</td>
<td>$2,764,210</td>
<td>$960,000.00</td>
<td>2018</td>
</tr>
</tbody>
</table>

Commissioner Grebner stated Delhi Charter Township had not received any funding from the Trails and Parks Millage so far. He further stated Delhi Charter Township had about 8% of the County-wide millage base and they had great system of trails they had built with their own money that made useful connections to other trails in the County.

Commissioner Grebner stated Delhi Charter Township had been treated like an ugly stepchild and been passed over for funding in each round of applications. He further stated that Delhi
Charter Township had put their own money into the trails which was why they did not have any local match funds, and now they were getting punished for that.

Discussion.

Commissioner Grebner stated the residents of Delhi Charter Township paid money for the Trails and Parks Millage and they should get something back. He further stated that both of these projects that ultimately did not get recommended by the Park Commission had been ranked relatively high, and above three projects that were recommended by the Park Commission.

Discussion.

Ms. Buzzard asked what years the Committee was recommending to approve the Delhi Charter Township and Meridian Charter Township projects for. She further stated at the Human Services Committee meeting on Monday, and in the current resolution, there was a provision to allow entities whose projects had not been approved to reapply by March 15, 2018 for reconsideration, and she wondered how that process would work.

Ms. Buzzard stated she did have the detailed minutes from the Park Commission available and Mr. Bennett was in attendance to answer to the reason for the Park Commission’s decisions. She further stated she could also make available the Spicer Group viability report for the projects.

Commissioner Tennis stated he was torn because he agreed with the points made about Delhi Charter Township and he had been involved in the Meridian Charter Township conversation, but his position at the Human Services Committee meeting was that he did not have adequate information to make a decision on approving those projects. He further stated that he was disappointed that the Committee did not have that information, because it was the Board of Commissioners that ultimately made those decisions, but until the Board of Commissioners received the information, he did not feel comfortable voting for this.

Commissioner Tennis stated he had already heard the language in the resolution that allowed for those municipalities to reapply for funding, but he was worried that Delhi Charter Township might not be able to provide any local matching funds because they had already spent all of their money building their trails, and he knew Meridian Charter Township would reapply with an increase in their local match funding.

Commissioner Grebner stated because he was the Chair of the Finance Committee and he had been around for a long time, he could assure the Committee that the County would not run out of Trails and Parks Millage money.

Discussion.

Commissioner Tennis stated he had no idea if Delhi Charter Township’s project was ready and if they would be able to spend money, if it was allocated to them, this year. He further stated the County might just be allocating more money that would be unspent.
Commissioner Crenshaw asked how many entities were expected to come back to reapply for funding.

Ms. Buzzard stated she was not sure how many entities would reapply, but she knew at least Meridian Charter Township would reapply. She referred to the minutes from the Park Commission meeting where projects had been discussed and stated the Spicer Group had said the project was viable.

Ms. Buzzard stated Delhi Charter Township’s project would go across multiple years.

Discussion.

Commissioner Grebner stated it was ultimately the Board of Commissioners’ decision to determine if something constituted as local match or not.

Vice-Chairperson Anthony stated she did know certain Commissioners that leaned more toward the amount of local match funding when choosing a project.

Commissioner Grebner stated the discussion about what constituted local match and what did not should not be at the Park Commission level, it should be at the Board of Commissioners level. He further stated that relationship was made clearer with the amendment to the resolution.

Discussion.

Vice-Chairperson Anthony stated she agreed with Commissioner Grebner, but the Board of Commissioners had approved the Request for Proposal process for the Trails and Parks Millage, and she thought it was unfair to go back now and say that it should not be that way when they had set the parameters in the first place.

Discussion.

Commissioner Tennis stated he felt that the ability of the local unit to pay should be factored into the decision, but it should not be given a huge amount of weight.

Discussion.

Vice-Chairperson Anthony stated she did not feel prepared because she had not seen the Park Commission minutes or the scoring, so she would vote against the amendment.

Commissioner Tennis stated Commissioner Grebner had assured him that they could get the information and sort it out as it came.

Commissioner Crenshaw asked if there was an urgency to vote on the resolution tonight, or if the Committee could wait on it.
Mr. Bennett stated that some trust fund grants entities were applying to had an April 1, 2018 deadline and they wanted to use the funding from the Trails and Parks Millage as a match for those grants.

Discussion.

THE MOTION TO AMEND THE RESOLUTION CARRIED.  Yeas: Crenshaw, Grebner, Tennis  Nays: Anthony  Absent: Koenig, Schafer

Commissioner Grebner stated the rating system the Park Commission used was a heuristic tool and should not be the deciding factor of which projects were approved and which were not. He further stated the only way the projects should be chosen was to do a cost-benefit analysis of the projects, and the Park Commission’s scoring did not take into any account cost or benefit of the project.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Schafer and Koenig

Chairperson Grebner resumed chairing the meeting.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:19 p.m.
RESOLUTION ACTION ITEMS:

The Controller’s Office recommends approval of the following resolutions:

1. **Drain Commissioner** – **Resolution Pledging Full Faith and Credit to Ferley Consolidated Drain Drainage District Bonds**

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Ferley Consolidated Drainage District Bonds or Notes. 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 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 $2,250,000. 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. Approval of this pledge will not exceed limits established in the Debt Policy.

2a. **Sheriff’s Office** – **Resolution to Authorize Purchase of Replacement Batteries and Microphones for Sheriff Portable Radios**

This resolution will authorize the Ingham County Sheriff’s Office to purchase two hundred (200) replacement batteries and seventy (70) body worn microphones/speakers for their assigned portable radios for a total cost of $23,746.50 with funding to be transferred from the 2018 contingency account.

Areas of poor emergency radio coverage have been identified within the county over the past several months, which continue to jeopardize officer safety and customer service. Ongoing troubleshooting efforts to improve radio communication in all areas serviced by the Ingham County Sheriff’s Office and direct communication with Harris Corporation, the current vendor for our radio system, have identified the replacement of this equipment as a potential solution to the problem.

2b. **Sheriff’s Office** – **Resolution to Authorize a Contract with PJ’s Towing Service for Ingham County Sheriff’s Office Vehicles and Seized Property or Evidence**

This resolution will authorize the Ingham County Sheriff’s Office to contract with PJ’s Towing for towing services involving fleet vehicles of the Sheriff’s Office or vehicles seized as property or evidence. The Purchasing Department sought proposals from qualified and experienced wrecker vendors to enter into a three-year contract to provide towing and other related services on an as-needed basis for vehicles owned by and in the custody of the Ingham County Sheriff’s Office. Only one vendor responded within the advertised deadline. The Contractor agrees to provide towing with the use of a regular or flat-bed truck, tire changes, fuel delivery, accident or off road recovery services, and lock outs. These services will be provided inside or outside Ingham County and will be available and provided on a twenty-four hour basis, seven days a week.
2c. Sheriff’s Office – Resolution to Authorize an Amendment to a Current Contract with the Michigan Department of Human Services for Transport Services of Specific Juveniles by Sheriff’s Deputies

Resolution #17-297 authorized a contract with the Michigan Department of Human Services (MDHS). The contract allows the Ingham County Sheriff’s Office to provide transportation of specific in-custody juvenile inmates under the care of MDHS when requested throughout Ingham County and its contiguous counties. MDHS is seeking to amend the current contract from a maximum amount of $10,000 to $30,000 in reimbursement. This resolution will authorize MDHS to reimburse the Sheriff Deputies’ overtime wages and transportation costs at the increased not to exceed amount of $30,000.

See attached memo for details.

3. Ingham County Office of Homeland Security and Emergency Management – Resolution to Authorize Purchase an Outdoor Warning Siren from West Shore Services

This resolution will approve the purchase of one siren for Leroy Township in Ingham County. The project will be paid for from $20,000 in FY2016 Homeland Security Grant Program Funding along with $8,000 from the Homeland Security Special Projects budget line item. This is part of an ongoing project to upgrade, replace, and install outdoor warning sirens in Ingham County. The outdoor warning siren project has been done in phases.

See attached memo for details.

4. Community Mental Health -Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Mental Health Screening Services in the Ingham County Jail to Include On Call Personnel for Weekends and Holidays

This resolution authorizes continuation of current on call weekend and holiday Mental Health Screening services (known as the CATS Program) in the Ingham County Jail (ICJ). The cost for this coverage is $40,619. $30,439 was included in the 2018 budget and an additional $10,180 was allocated through resolution #18-35.

5. Parks Department – Resolution to Authorize the Purchase of Splash Pad Equipment for Hawk Island

This resolution authorizes the purchase of Splash Pad equipment from Vortex, for Hawk Island at a total cost not to exceed $22,515. Funds are included in the 2018 budget for this request.

6. Fair Office – Resolution to Authorize a Contract with Miller’s American Rentals dba American Rentals Inc. to Provide Sanitation Services at the Ingham County Fair and at Various Ingham County Parks

This resolution authorizes a 3-year contract with Miller’s American Rentals for portable restroom services at the fairgrounds and in Ingham County parks. The annual cost for the Parks will not exceed $6,120 and the annual cost for the Fairgrounds will not exceed $4,185. Funds are included in the 2018 budget.

7a. Health Department – Resolution to Authorize a Great Start Agreement with the Midland County Educational Services Agency

This resolution authorizes an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $235,633 for the period of October 1, 2017 through March 31, 2018.
7b. **Health Department – Resolution to Authorize an Amendment to Resolution #17-432**

This resolution authorizes the following people to sign CMS forms 855A and 855B with the following percent of management control:

- Anne C. Scott, Deputy Health Officer/Executive Director (40%)
- Linda S. Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)

7c. **Health Department – Resolution to Amend Resolution # 18-024 to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services**

This amendment will increase the agreement for Comprehensive Local Health Services from $5,299,244 to $5,439,244, an increase of $140,000. The amendment makes the following specific changes in the budget:

- SEAL! Michigan Dental Sealant: $50,000 – new funding
- Tobacco Use Reduction in People with HIV/AIDS: $90,000 – new funding

7d. **Health Department – Resolution to Authorize a Pharmacy Agreement with Meijer, Inc.**

This resolution authorizes a one year agreement with Meijer, Inc. in order to offer lower drug costs to uninsured patients and capture 340B program savings. The terms of the contract pharmacy agreement include a prescription filling fee of $25 per generic qualified dispensed drug and $28 per brand qualified dispensed drug. The total costs of this agreement are offset by the program savings, which are projected at more than $54,000 annually.

7e. **Health Department – Resolution to Authorize a Pharmacy Agreement with Walmart**

This resolution authorizes a one year agreement with Walmart in order to offer lower drug costs to uninsured patients and capture 340B program savings. The terms of the contract pharmacy agreement include a $200/month access fee and a $25 prescription filling fee. The total costs of this agreement are offset by the program savings, which are projected to net $4,500/month or $54,000 annually.

8. **Innovation and Technology Department – Resolution to Approve the Contract for E9-1-1 Software**

On October 24, 2017 the Board of Commissioners approved Resolution #17-401 to upgrade the Cisco phone system and to add E9-1-1 capabilities at a cost not to exceed $59,000. Upon further consideration, Innovation and Technology (IT) staff discovered that another software platform, Sentinel Technologies, provided the desired E9-1-1 reporting ability at an annual cost of just $6,739. This alternative would also negate an additional monthly fee of $2,000 and provide the ability to correct information internally. The IT Department recommends approval of a resolution to authorize a contract for support from Sentinel Technologies.

9a. **Road Department – Resolution to Authorize Acceptance of the Final Plat of Whitehills Lakes South No. 2 and Acceptance of Public Roads**

The Whitehills Lakes South development is a 34-unit single-family subdivision located north of Lake Lansing Road and west Saginaw Street (I-69 Business Loop), in Meridian Township. The proprietor has asked for approval of the final plat for Whitehills Lakes South No. 2, which contains 21 lots and a public road named Chaggal Lane. The Road Department seeks approval of a resolution to accept the Whitehills Lakes South No. 2 plat and to accept the roadways constructed as part of the plat as public roads.
9b. **Road Department** – *Resolution to Authorize an Agreement with Delhi Township for Cedar Street Reconstruction/Complete Street Redevelopment Holt to Aurelius Roads, Delhi Township*

Delhi Township seeks County support for reconstruction of Cedar Street from Holt Road to Aurelius Road. The project will include on-street parallel parking, bicycle lanes, mid-block cross-walks, sidewalk reconstruction with Americans with Disability Act (ADA) required upgrades, new public lighting, street trees, other plantings, and other street furnishings and amenities within the affected public road rights of way. The Road Department recommends approval of a resolution to authorize an agreement with Delhi Township to allow for these road improvements at Township expense.

9c. **Road Department** – *Resolution to Acknowledge Award and Authorize Acceptance of Educational Training Vouchers*

Road Department employee Tom Gamez was awarded educational training vouchers from Michigan Local Technical Assistance Program (LTAP) and Michigan Center for Technology & Training. Mr. Gamez won the award for development of “The Emulsion Tail” tool designed to improve chip-sealing. The awards include several hundred dollars-worth of training vouchers at Michigan Technological University’s local technical assistance program. A resolution is offered to authorize acceptance of the award and vouchers for training opportunities.

11a. **Controller’s Office** – *Resolution to Authorize Continuation Funding for Jail-Based Break Out Programming from Wellness, InX*

This resolution would authorize continuation funding for Break Out Program Groups provided by Wellness, InX at the Ingham County Jail in an amount not to exceed $20,800, to be funded from the 2018 contingency account.

Since 2015, Wellness, InX has provided Break Out Program groups in the jail for male inmates, funded through a cost-reimbursement plan from the Prepaid Inpatient Health Plan (PIHP) (CEI-CMH and Mid-State Health Network). As of October 1, 2017, Wellness, InX along with CEI-CMH Correctional Assessment and Treatment Services (CATS) were switched to a fee for service model that will not allow reimbursement for participation in both CATS and Break Out. Since that time, Wellness, InX has borne the burden of the program’s cost without reimbursement for services. Both programs come at problems-in-living from different angles with the same goal in mind – helping clients stay out of jail in the future by making better life choices. Offering the classes concurrently immerses clients in change talk and provides opportunities for positive reinforcement of the lessons learned in both treatments. Wellness, InX is requesting funding of $200 per session x 2 - 1.5 hour sessions per week x 50 weeks annually for a total not to exceed $20,800 for the time period of January 1, 2018 through December 31, 2018. If funding is not authorized, the program will be terminated.

See attached memo for details.

11b. **Controller’s Office** – *Resolution to Approve a Social Media Policy*

Use of social media to communicate important information is now part of everyday life, and Ingham County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. The proposed social media policy does not intend to restrict the flow of useful and appropriate information, but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The draft policy is also intended to provide guidelines for maintaining a respectable and ethical work environment. This policy would apply to all employees and departments of Ingham County. A resolution to adopt a social media policy is presented for consideration.
OTHER ITEMS:

10. **Board of Commissioners** – *Appointments to the Equalization Subcommittee (No Material)*
Agenda Item 1

Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Ferley Consolidated Drain Maintenance and Improvement Project

February 5, 2018

I am requesting that the Board of Commissioners grant Full Faith and Credit of the County for the bonds that will finance the Ferley Consolidated Drain Maintenance and Improvement Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of a drainage district who are liable to pay for the benefits of a drain project. The Ferley Consolidated Drain and Ferley Consolidated Drain Drainage District are located entirely within the Charter Township of Delhi (please see the attached map of Drain and Drainage District). There are 511 properties and 343 acres within the Ferley Consolidated Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for this Project include the Charter Township of Delhi and the County of Ingham.

The Ferley Consolidated Drain Maintenance and Improvement Project results from a July 27, 2015 petition submitted by landowners within the Drainage District. Petitioners wanted the drainage improved to alleviate the repeated flooding of properties and homes. On September 21, 2015, the petition was found necessary by a statutory Board of Determination. The proposed Project includes the installation of enclosed storm sewer and storm structures to improve drainage in flooded areas primarily adjacent to Dell Road, east and west of Pine Tree Road; the improvement of multiple Drain inlets; and the brushing and clearing of obstructions of the main Drain open channel just upstream of its outlet to Sycamore Creek (please see attached map of Project construction zones). Project construction is expected to commence in Spring, 2018 and be completed in Fall, 2018.

The Project will contain contract requirements for nondiscrimination and prevailing wage pursuant to my adopted policies and consistent with the Board of Commissioners’ resolutions.

Although Project bids will be opened on February 20, 2018, the total Project computation of cost will not be completed by the time of the Committee meetings. As a result, the attached Full Faith and Credit Resolution includes a “not-to-exceed” amount instead of an exact amount.

I will be in attendance at your Committee meetings on February 20th and 21st to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request.

It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
January 30, 2018

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

RE: Ferley Consolidated Drain Drainage District
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Ferley Consolidated Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Delhi Charter Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2017 property tax records found on the Ingham County website. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2017 equalization report available at:


The requested full faith and credit amount is $2,250,000. The total SEV for the Delhi Charter Township is $779,594,475. The estimated SEV for the lands within the special assessment district is $43,278,250. Additionally, the total SEV for all of Ingham County is $8,067,215,710. The Ferley Consolidated Drain Drainage District is comprised of 511 parcels, representing 1.85% of the land and 5.55% of the SEV of Delhi Charter Township. Using these numbers, the following relationships are realized:

<table>
<thead>
<tr>
<th>Full Faith &amp; Credit Amount</th>
<th>$2,250,000</th>
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</thead>
<tbody>
<tr>
<td>Estimated SEV of the lands in the special assessment district</td>
<td>$43,278,250</td>
</tr>
<tr>
<td>Delhi Charter Township SEV</td>
<td>$779,594,475</td>
</tr>
<tr>
<td>Ingham County SEV</td>
<td>$8,067,215,710</td>
</tr>
</tbody>
</table>


WWW.SPICERGROUP.COM
Please contact our office at (989) 224-2355 with any questions or concerns.

Sincerely,

Spicer Group, Inc.

[Signature]

Charles R. Smith, EIT, CFM
Project Engineer

SPICER GROUP, INC.
1400 Zeeb Drive
St. Johns, MI 48879
Phone: (989) 224-2355
Cell: (386) 383-8244
Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
FERLEY CONSOLIDATED 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 __________, 2018, at _____ 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 Ferley Consolidated Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Ferley Consolidated 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 $2,250,000.00 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 $2,250,000.00. 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 Administrator, 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.

YEAS: Commissioners ______________________

________________________________________

NAYS: Commissioners ______________________

________________________________________

ABSTAIN: Commissioners ______________________

________________________________________

COUNTY SERVICES:

Yeas: ______________________

Nays: _______________ Absent: ___________ Approved: ______

FINANCE:

Yeas: ______________________

Nays: _______________ Absent: ___________ Approved: ______
RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham
CERTIFICATION

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 __________, 2018, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

______________________________
Barb Byrum, Clerk

Date: ___________, 2018

County of Ingham
TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: February 5, 2018

RE: Contingency Funds Request

This is a resolution requesting the Ingham County Sheriff’s Office be authorized to purchase two hundred (200) replacement batteries and seventy (70) body worn microphones/speakers for their assigned portable radios with county contingency funds.

The total expense would be: $23,746.50

This unforeseen expense is the result of direct communication with Harris Corporation and our ongoing troubleshooting efforts to improve radio communication in all areas serviced by the Ingham County Sheriff’s Office.

This emergency expenditure, in addition to other improvements made will potentially improve radio communication between the 9-1-1 Center dispatchers and our employees afield. This purchase of mission essential equipment will also increase officer safety and improve customer service.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF REPLACEMENT BATTERIES AND MICROPHONES FOR SHERIFF PORTABLE RADIOS

WHEREAS, areas of poor emergency radio coverage have been identified within the county over the past several months, which continue to jeopardize officer safety and customer service; and

WHEREAS, through ongoing troubleshooting efforts to improve radio communication in all areas serviced by the Ingham County Sheriff’s Office and direct communication with Harris Corporation, the current vendor for our radio system, replacement of radio batteries and body worn microphone/speaker have been identified as potential solutions to the problem; and

WHEREAS, the purchase of two hundred (200) replacement batteries and seventy (70) body worn microphones/speakers for their assigned portable radios in addition to other modifications should improve radio communication between the 9-1-1 Center dispatchers and Sheriff employees afield.

THEREFORE BE IT RESOLVED, that the Ingham County Sheriff’s Office is authorized to purchase two hundred (200) replacement batteries and seventy (70) body worn microphones/speakers for their assigned portable radios at a cost of up to $23,746.50, with funding to be transferred from the 2018 contingency account.

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 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.
Agenda Item 2b

TO: Law & Courts Committee
Finance Committee

FROM: Chief Deputy Jason Ferguson, Ingham County Sheriff’s Office

DATE: January 26th 2018

RE: A CONTRACT WITH PJ’S TOWING SERVICE FOR INGHAM COUNTY SHERIFF’S OFFICE VEHICLES AND SEIZED PROPERTY

The Ingham Sheriff’s Office requires the use of a tow service to transport or service fleet vehicles when they become disabled or damaged in the course of our response to and in service of the public. The use of a tow service is also required when vehicles are seized as property or to be held as evidence.

Since 2002, this contract has existed with Holt Mason Towing. RFP #6-18 was disseminated by the Purchasing Office and closed with a single respondent in PJ’s Towing.

The Ingham County Sheriff’s Office seeks to contract with PJ’s Towing to provide this required service for fleet vehicles maintained and operated by the Ingham County Sheriff’s Office or for vehicles seized in the performance of our duties.
TO: Undersheriff Bouck, Sheriff’s Office  
Chief Deputy Ferguson, Sheriff’s Office

FROM: James Hudgins, Director of Purchasing

DATE: January 24, 2018

RE: Memorandum of performance for RFP No. 6-18: Towing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced wrecker vendors to enter into a three-year contract to provide towing and other related services on an as-needed basis for vehicles owned by and in the custody of the Ingham County Sheriff’s Office (ICSO). As you are aware, this is the second time an RFP for towing services was issued.

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>12</td>
<td>12</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding after the deadline</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

A summary of the vendor’s costs is located on the next page.

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towing anywhere inside Ingham County</td>
<td>$50.00</td>
</tr>
<tr>
<td>Towing outside of Ingham County</td>
<td>$50.00 + $2.50/Mile</td>
</tr>
<tr>
<td>Use of flatbed, tire changes, fuel delivery, and accidents anywhere inside Ingham County</td>
<td>50.00 Tow</td>
</tr>
<tr>
<td></td>
<td>$50.00 Tire Change</td>
</tr>
<tr>
<td></td>
<td>$50.00 + Fuel</td>
</tr>
<tr>
<td></td>
<td>$50.00 Tow + Labor (Winch) Depends on Call</td>
</tr>
<tr>
<td>Use of flatbed, tire changes, fuel delivery, and accidents outside Ingham County</td>
<td>$50.00 + $2.50 mile loaded/depends on job</td>
</tr>
<tr>
<td>Extrication/off road recover anywhere inside Ingham County</td>
<td>Above Rates</td>
</tr>
<tr>
<td>Extrication/off road recover outside Ingham County</td>
<td>Same + Milage $2.50 Mile</td>
</tr>
<tr>
<td>Lock-outs anywhere inside Ingham County</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lock-outs outside Ingham County</td>
<td>$50.00 + $2.50/Mile</td>
</tr>
<tr>
<td>Heavy Rescue towing anywhere inside Ingham County</td>
<td>N/A</td>
</tr>
<tr>
<td>Heavy Rescue towing outside of Ingham County</td>
<td>N/A</td>
</tr>
<tr>
<td>Heavy Rescue extrication/off road recover anywhere inside Ingham County</td>
<td>N/A</td>
</tr>
<tr>
<td>Heavy Rescue extrication/off road recover outside of Ingham County</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### INGHAM COUNTY PURCHASING DEPARTMENT

**RECORD OF BID/PROPOSAL OPENING**

**PACKET #6-18 Towing Services**

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>P.J.’s Towing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Preference:</td>
<td>Yes, Lansing</td>
</tr>
<tr>
<td>Addendum:</td>
<td>Yes</td>
</tr>
<tr>
<td>Timestamp:</td>
<td>1/24/18 AM 10:55 PUR</td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towing anywhere inside Ingham County</td>
<td>$50.00</td>
</tr>
<tr>
<td>Towing outside of Ingham County</td>
<td>$50.00 + $2.50/Mile</td>
</tr>
<tr>
<td>Use of flatbed, tire changes, fuel delivery, and accidents anywhere inside Ingham County</td>
<td>$50.00 Tire Change</td>
</tr>
<tr>
<td></td>
<td>$50.00 + Fuel</td>
</tr>
<tr>
<td></td>
<td>$50.00 Tow + Labor (Winch) Depends on Call</td>
</tr>
<tr>
<td>Use of flatbed, tire changes, fuel delivery, and accidents outside Ingham County</td>
<td>$50.00 + $2.50 mile loaded/depends on job</td>
</tr>
<tr>
<td>Extrication/off road recover anywhere inside Ingham County</td>
<td>Above Rates</td>
</tr>
<tr>
<td>Extrication/off road recover outside Ingham County</td>
<td>Same + Mileage $2.50 Mile</td>
</tr>
<tr>
<td>Lock-outs anywhere inside Ingham County</td>
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</tr>
<tr>
<td>Lock-outs outside Ingham County</td>
<td>$50.00 + $2.50/Mile</td>
</tr>
<tr>
<td>Heavy Rescue towing anywhere inside Ingham County</td>
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</tr>
<tr>
<td>Heavy Rescue towing outside of Ingham County</td>
<td>N/A</td>
</tr>
<tr>
<td>Heavy Rescue extrication/off road recover anywhere inside Ingham County</td>
<td>N/A</td>
</tr>
<tr>
<td>Heavy Rescue extrication/off road recover outside of Ingham County</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Recorder:** Julie Buckmaster  
**Witness:** James Hudgens
Agenda Item 2b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH PJ’S TOWING SERVICE FOR INGHAM COUNTY SHERIFF’S OFFICE VEHICLES AND SEIZED PROPERTY OR EVIDENCE

WHEREAS, the Ingham County Sheriff’s Office requires towing and related service for fleet vehicles and for vehicles seized as property or evidence; and

WHEREAS, the Contractor has responded to RFP #6-18 with a proposal to provide the Sheriff’s Office with towing and related services that are required for operations; and

WHEREAS, the Contractor agrees to provide towing with the use of a regular or flat-bed truck, tire changes, fuel delivery, accident or off road recovery services, and lock outs; and

WHEREAS, these services will be provided inside or outside Ingham County; and

WHEREAS, the Contractor agrees that these services shall be available and provided on a twenty-four (24) hour basis, seven (7) days a week; and

WHEREAS, the Contractor agrees to provide the services at rates pursuant to the record of bid/proposal cited in RFP #6-18 (01-24-18).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to contract with PJ’s Towing for the above cited services involving fleet vehicles of the Sheriff’s Office or vehicles seized as property or evidence.

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

FROM: Chief Deputy Jason Ferguson, Ingham County Sheriff’s Office

DATE: January 24th 2018

RE: A CONTRACT AMMENDMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES

Resolution #17-297 authorized a contract with the Michigan Department of Human Services (MDHS). The contract allows the Ingham County Sheriff’s Office to provide transportation of specific in-custody juvenile inmates under the care of MDHS when requested throughout Ingham County and its contiguous counties.

The MDHS requested this service in an effort to find a safer method for their staff and in-custody juveniles to be transported to secure locations. The Sheriff’s Office uses off duty officers to provide these services on an infrequent basis and is reimbursed the associated overtime expenses and vehicle mileage.

MDHS is seeking to amend the current contract from a maximum amount of $10,000 to $30,000 in reimbursement.

Therefore, the Michigan Department of Human Services will reimburse Ingham County for the Sheriff Deputy’s overtime wages and transportation costs at an amount not to exceed $30,000.
Agenda Item 2c

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO A CURRENT CONTRACT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR TRANSPORT SERVICES OF SPECIFIC JUVENILES BY SHERIFF’S DEPUTIES

WHEREAS, the Michigan Department of Human Services seeks to amend a current contract (Resolution 17-297) for transportation of specific juveniles; and

WHEREAS, the purpose of the amendment is to increase the payable amount from $10,000 to $30,000 until the current contract expires on September 30th, 2018; and

WHEREAS, the Ingham County Sheriff’s Office wishes to continue the service provided to the Michigan Department of Human Services for transportation of specific, in-custody juveniles; and

WHEREAS, the Michigan Department of Human Services shall reimburse Ingham County for the Sheriff Deputies’ overtime wages and transportation costs in an amount not to exceed $30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to continue their participation with the Michigan Department of Human Services for the transportation of specific in-custody juvenile inmates for an amount up to $30,000 for the duration of the current contract expiring September 30th, 2018.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the Sheriff are authorized to sign any necessary contract amendment documents consistent with this resolution and approved as to form by the County Attorney.
TO: LE Committee
Finance Committee

FROM: Sergeant Mary Hull, Ingham County Office of Homeland Security and Emergency Management

DATE: January 26, 2018

RE: RESOLUTION TO PURCHASE AN OUTDOOR WARNING SIREN FROM WEST SHORE SERVICES FOR THE INGHAM COUNTY OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT.

This Resolution is for the approval to utilize FY2016 Homeland Security Grant Program Funding along with Homeland Security Special Projects budget funds [10142604 - 967000] as part of an ongoing project to upgrade, replace, and install outdoor warning sirens in Ingham County. The Outdoor warning siren project has been done in phases.

Specifically, Grant funding will be used to purchase one siren for Leroy Township in Ingham County. This project serves to upgrade the emergency alert and warning siren system in Ingham County. Most of Ingham County is already using the newer two-way digital sirens, and this warning siren will be added to the network. This phase will include one siren for Onondaga Township. The last phase will include sirens for Dansville and Stockbridge.

The siren system is controlled jointly with the City of Lansing, with the Ingham County 9-1-1 Center serving as the primary activation point- with backups at the Lansing Emergency Operations Center and Ingham County Emergency Operations Center. All radio equipment is in compliance with FCC requirements. The Ingham County Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority.

The Michigan State Police Emergency Management and Homeland Security Division have approved the funding proposal. The FY2016 HSGP funding was approved in Resolution 16-451. West Shore Services is the sole source vendor for the siren system in place.
Resolutions

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF OUTDOOR WARNING SIREN FROM WEST SHORE SERVICES

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2016 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority; and

WHEREAS, the grant funding along with special projects budget funds will be used to purchase one siren for Leroy Township in Ingham County; and

WHEREAS, this project serves to upgrade the emergency alert and warning siren system in Ingham County that has been completed in phases; and

WHEREAS, the siren system in controlled jointly with the City of Lansing, with the Ingham County 9-1-1 Center serving as the primary activation point- with backups at the Ingham County Emergency Operations Center and City of Lansing Emergency Operations Center; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is $28,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Westshore Services Inc. and utilizes $20,000 from the FY2016 Homeland Security Grant Funding along with $8,000 from the Homeland Security Special Projects budget to upgrade and purchase one outdoor warning siren.

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: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: February 7, 2018

SUBJECT: Mental Health Screening Services in the Jail
   For the meeting agendas of February 21 and February 26

BACKGROUND
This resolution authorizes continuation of current on call weekend and holiday Mental Health Screening services (known as the CATS Program) in the Ingham County Jail (ICJ).

Until 2016, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) provided 1.5 FTE employees Monday-Friday; 8:00 a.m. – 4:30 p.m. to provide mental health screening and referral for individuals who were flagged by ICJ staff at booking or during incarceration as having possible suicide risk or mental health symptoms. There were no CMH staff available at ICJ from 5:00 p.m. Friday through Monday morning or on holidays. This lead to some inmates being held in observation up to 3 days before being seen by a Mental Health professional. Without CMH staff available, the deputies at the Ingham County Jail were left with the burden to determine severity.

In 2016, The Ingham County Sherriff’s Office and CMH Administration worked to develop a proposal for on call Mental Health services that would be available Friday evening through Monday morning; and holidays. For the first time in 2016 funding was included in the budget for weekend on-call services, and that funding is continued for 2018. In 2017, CMH Administration and the Ingham County Sherriff’s Office reviewed current on call services upon the retirement of a long-term CATS MH employee, which resulted in shifting that position’s hours to include Sunday (Sunday through Thursday). A decision was made to utilize the on call funding for a .854 FTE position that would work Saturday for 8 hours and additional hours during the week including holiday coverage. This shifting of employee hours allowed for permanent 8 hours shifts on the weekends. Resolution #18-35 authorized an additional appropriation to CMH of $10,180 from the 2018 contingency fund, for the purpose of increasing a mental health therapist position in the CATS program from the current .854 FTE to 1.0 FTE.

ALTERNATIVES
If this contract was not approved, coverage would revert back to pre-2016 levels as described above.

FINANCIAL IMPACT
The cost for this coverage is $40,619. $30,439 was included in the 2018 budget and an additional $10,180 was allocated through resolution #18-35.

OTHER CONSIDERATIONS
NA

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with CMH for mental health screening and referral for individuals at the Ingham County Jail.
Agenda Item 4

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH) FOR MENTAL HEALTH SCREENING SERVICES IN THE INGHAM COUNTY JAIL TO INCLUDE ON CALL PERSONNEL FOR WEEKENDS AND HOLIDAYS

WHEREAS, prior to 2016 CMH provided 1.5 FTE employees Monday-Friday: 8:00 a.m. – 4:30 p.m. to provide mental health screening and referral for individuals who were flagged by Ingham County Jail (ICJ) staff at booking or during incarceration as having possible suicide risk or mental health symptoms; and

WHEREAS, there were no CMH staff available at ICJ from 5:00 p.m. Friday through Monday morning or on holidays, leading to some inmates being held in observation up to 3 days before being seen by a Mental Health professional; and

WHEREAS, without CMH staff available, the deputies at the Ingham County Jail were left with the burden to determine severity; and

WHEREAS, the Ingham County Sherriff’s Office and CMH Administration worked to develop a proposal for on call Mental Health services that would be available Friday evening through Monday morning; and holidays; and

WHEREAS, for the first time in 2016 funding was included in the budget for weekend on-call services, and that funding is continued for 2018; and

WHEREAS, in 2017, CMH Administration and the Ingham County Sherriff’s Office reviewed current on call services upon the retirement of a long-term CATS employee, which resulted in shifting that position’s hours to include Sunday (Sunday through Thursday); and

WHEREAS, a decision was made to utilize the on call funding for a .854 FTE position that would work Saturday for 8 hours and additional hours during the week including holiday coverage and this shifting of employee hours allowed for permanent 8 hours shifts on the weekends; and

WHEREAS, resolution #18-35 authorized an additional appropriation to CMH of $10,180 from the 2018 contingency fund, for the purpose of increasing a mental health therapist position in the CATS program from the current .854 FTE to 1.0 FTE.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed $40,619 with CMH for mental health screening and referral for individuals at the Ingham County Jail from 5:00 p.m. Friday through Monday morning or on holidays for a time period of January 1, 2018 to December 31, 2018.

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: Board of Commissioners Finance & Human Services Committees
FROM: Tim Morgan, Parks Director
DATE: February 2, 2018
SUBJECT: Splash Pad Equipment at Hawk Island

For the meeting agenda of 2/21/18 Finance and 2/26/18 Human Services

BACKGROUND
The Hawk Island Splash Pad was originally designed and built with all Vortex brand splash pad features and specifications. Due to the age of the facility, it has become necessary to replace five of these original features on the splash pad.

ALTERNATIVES
After investigating other companies that offer splash pad products, park staff is recommending that we remain with Vortex brand splash pad features. The Vortex features are designed to fit with our existing system, therefore, no retrofitting will be needed, simplifying installation. Vortex is the sole source seller of their equipment. They directly manufacture and sell their own equipment; therefore, there was not a possibility to obtain three quotes.

FINANCIAL IMPACT
CIP monies were allocated in 2018 for these replacements.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this CIP project with the 2018 budget request and will review this resolution at their February 20, 2018 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing a purchase order with Vortex.
Introducing by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF SPLASH PAD EQUIPMENT FOR HAWK ISLAND

WHEREAS, the Hawk Island Splash Pad was originally designed and built with all Vortex brand splash pad features and specifications; and

WHEREAS, due to the age of the facility, it has become necessary to replace five of these original features on the splash pad; and

WHEREAS, park staff recommends the splash pad equipment be purchased for Hawk Island from Vortex in the amount of $22,515.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Vortex to purchase Splash Pad equipment for Hawk Island for a total cost not to exceed $22,515.
TO:       Board of Commissioners Human Services and Finance Committees
FROM:     Sandra Dargatz, Executive Director, Ingham County Fair
          Tim Morgan, Parks Director, Ingham County Parks Department
DATE:     February 7, 2018
SUBJECT:  Resolution Authorizing Entering into a Contract with Miller’s American Rentals dba. American
          Rentals, Inc. to Provide Sanitation Services for the Ingham County Parks Department and Ingham County
          Fairgrounds

BACKGROUND
The current contract with Supreme Rental to provide portable restroom services at various Ingham County
Parks and the Ingham County Fair will expire on March 31, 2018. A decision was made to put out an RFP for
the Parks and Fairgrounds together in order to obtain the most cost effective pricing. Miller’s American Rentals
dba. American Rentals, Inc. presented the lowest qualified bid.

ALTERNATIVES
None.

FINANCIAL IMPACT
Under American Rentals, Inc., the annual cost for the Parks will not exceed $6,120.00 and the annual cost for
the Fairgrounds will not exceed $4,185.00.

OTHER CONSIDERATIONS
The Ingham County Park Commission and the Ingham County Fair Board request the authorization to enter into
a three year contract with Miller’s American Rentals, dba. American Rentals, Inc. at 4901 W Grand River,
Lansing, MI 48906. We would also request an option to renew the contract for an additional two year period
provided there are no cost increases during the term of the Agreement.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Agenda Item 6

TO: Sandy Dargatz, Fair Director  
    Tim Morgan, Parks Director  

FROM: James Hudgins, Director of Purchasing  

DATE: January 23, 2018  

RE: Memorandum of performance for RFP No. 9-18: Portable Restrooms Rental Services

Per your request, the Purchasing Department sought proposals for portable restroom rental service including delivery, set-up, servicing and maintenance at various County parks and the Ingham County Fairgrounds for a three-year period with an option to renew for an additional two-year period.

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>18</td>
<td>7</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Preference</th>
<th>Parks 3-Year Total</th>
<th>Fairgrounds 3-Year Total</th>
<th>Parks Annual Total</th>
<th>Fairgrounds Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supreme Sanitation</td>
<td>Yes, Mason</td>
<td>$20,685.00</td>
<td>$15,015.00</td>
<td>$6,895.00</td>
<td>$5,005.00</td>
</tr>
<tr>
<td>Miller’s American Rentals dba: American Rentals Inc.</td>
<td>No, Lansing (Clinton)</td>
<td>$18,360.00</td>
<td>$12,555.00</td>
<td>$6,120.00</td>
<td>$4,185.00</td>
</tr>
</tbody>
</table>

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Introduction by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH MILLER’S AMERICAN RENTALS DBA AMERICAN RENTALS INC. TO PROVIDE SANITATION SERVICES AT THE INGHAM COUNTY FAIR AND AT VARIOUS INGHAM COUNTY PARKS

WHEREAS, the current contract with Supreme Rental portable restroom services at various Ingham County Parks and the Ingham County Fair will expire on March 31, 2018; and

WHEREAS, a decision was made to put out an RFP for the Parks and Fairgrounds together in order to obtain the most cost effective pricing; and

WHEREAS, the Purchasing Department secured sealed bids; and

WHEREAS, Miller’s American Rentals dba. American Rental Inc. had the low bid and in accordance with the the Ingham County Purchasing Policies, the Purchasing Director, the Ingham County Parks Commission, and the Ingham County Fair Board recommends the bid be accepted; and

WHEREAS, the annual cost for the Parks will not exceed $6,120.00 annually; and

WHEREAS, the annual cost for the Fairgrounds will not exceed $4,185.00 annually.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a three year contract effective April 1, 2018 with Ingham County and Miller’s American Rentals, dba. American Rentals, Inc. at 4901 W Grand River, Lansing, MI 48906 in an amount not to exceed $6,120.00/annually for the Ingham County Parks Commission and $4,185.00/annually the Ingham County Fair Board to provide portable restroom services at various County parks and the Ingham County Fairgrounds.

BE IT FURTHER RESOLVED, the Board of Commissioners approves an option to renew the contract for an additional two year period provided there are no cost increases during the term of the Agreement.

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 Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 5, 2018
SUBJECT: Great Start Agreement with the Midland County Educational Services Agency
For the meeting agendas of February 21, 2018 and February 26, 2018

BACKGROUND
Since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has received funding from the Midland County Educational Services Agency (MCESA) to serve as the Central Resource Center for the Great Start to Quality Program. An agreement has been proposed by MCESA for OYC to continue to provide these services for FY 2018.

Under this agreement, OYC will coordinate regional communication and outreach, oversee Central Resource Center management, and provide assistance and professional development to childcare programs and families within a ten county region. This agreement will be in effect from October 1, 2017 through March 31, 2018.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
MCESA will subcontract with ICHD for up to $235,633 to serve as the Central Resource Center for the Great Start to Quality Program. This funding was anticipated in the ICHD FY 2018 budget.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend the Board of Commissioners approve the attached resolution authorizing an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $235,633 for the period of October 1, 2017 through March 31, 2018.
WHEREAS, since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has received funding from the Midland County Educational Services Agency (MCESA) to serve as the Central Resource Center for the Great Start to Quality Program; and

WHEREAS, an agreement has been proposed by MCESA for OYC to continue to provide these services for FY 2018; and

WHEREAS, this agreement includes up to $235,633 in funding for these services which was anticipated in the ICHD FY 2018 budget; and

WHEREAS, the Health Officer recommends that that the Board of Commissioners authorize an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $235,633 for the period of October 1, 2017 through March 31, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $235,633 for the period of October 1, 2017 through March 31, 2018.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: January 31, 2018  
SUBJECT: Authorization to Amend Resolution #17-432  
For the meeting agendas of February 21 and February 26, 2018

BACKGROUND
Centers for Medicare and Medicaid Services (CMS) forms 855A and 855B must be completed and filed each time Ingham County Health Department (ICHD) establishes, changes, or terminates a health center location or it will lose its ability to obtain enhanced reimbursements through Medicaid and Medicare. The Public Health Services Act enables ICHD Community Health Centers as Federally Qualified Health Centers under section 330e and Federally Qualified Health Center Look-Alikes, to obtain enhanced reimbursement through Medicaid and Medicare. CMS requires that those authorized to sign CMS forms 855A and 855B be named. CMS form 855A indicates that an exact percentage of management control be stated for each health center position. Within resolution #17-432, the following positions/names were authorized to sign CMS forms 855A and 855B with a corresponding percent of management control:

- Anne C. Scott, Interim Deputy Health Officer/Executive Director (40%)
- Linda S. Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)

With the appointment of Anne Scott as the permanent Deputy Health Officer /Executive Director, resolution #17-432 must be amended as follows:

- Anne C. Scott, Deputy Health Officer/Executive Director (40%)
- Linda S. Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)

ALTERNATIVES
There are no alternatives

FINANCIAL IMPACT
There are no financial Impacts.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution in support of amending Resolution #17-432 to authorize the following people to sign CMS forms 855A and 855B with a corresponding percent of management control for each person listed:

- Anne C. Scott, Deputy Health Officer/Executive Director (40%)
- Linda S. Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)
WHEREAS, Centers for Medicare and Medicaid Services (CMS) forms 855A and 855B must be completed and filed each time the ICHD establishes, changes, or terminates a health center location or it will lose its ability to obtain enhanced reimbursements through Medicaid and Medicare; and

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

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

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

WHEREAS, Resolution #17-432, the following positions were authorized to sign CMS forms 855A and 855B with the following percent of management control:

- Anne C. Scott, Interim Deputy Health Officer/Executive Director (40%)
- Linda S. Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)

WHEREAS, with the appointment of Anne C. Scott as the permanent Deputy Health Officer/Executive Director, resolution #17-432 must be amended to reflect this change.

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

- Anne C. Scott, Deputy Health Officer/Executive Director (40%)
- Linda S. Vail, Health Officer (35%)
- Eric Thelen, Health Department Chief Financial Officer (25%)

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: January 31, 2018
SUBJECT: Amendment to Resolution 18-024 for FY 18 State of Michigan Comprehensive Agreement Amendment #1
For the meeting agendas of February 21, 2018 and February 26, 2018

BACKGROUND
Ingham County Health Department (ICHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2017-2018 Comprehensive Agreement through Resolution #17-293 and Amendment # 1 through Resolution # 18-024 which increased the agreement amount to $5,299,244. MDHHS has subsequently added $140,000 to MDHHS Master Agreement Amendment # 1.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,299,244 to $5,439,244, an increase of $140,000. The amendment makes the following specific changes in the budget:

- SEAL! Michigan Dental Sealant $50,000 – new funding
- Tobacco Use Reduction in People with HIV/AIDS $90,000 – new funding

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 1 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2017 through September 30, 2018.
Resolutions

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

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

WHEREAS, MDHHS and ICHD have entered into a 2017-2018 Comprehensive Agreement authorized in Resolution #17-293; and Amendment # 1 in Resolution 18-024; and

WHEREAS, MDHHS wishes to amend Amendment # 1 passed by Resolution # 18-024 to adjust grant funding levels, in the amount of $140,000 and clarify agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners amend Resolution 18-024 which authorized Amendment #1.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes to amend Resolution 18-024 Amendment #1 to the 2017-2018 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the total amount of Amendment #1 funding increase is $140,000 (increasing from $5,299,244 to $5,439,244).

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

- SEAL! Michigan Dental Sealant: $50,000 – new funding
- Tobacco Use Reduction in People with HIV/AIDS: $90,000 – new funding

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment #1 of the 2017-2018 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments consistent with this resolution.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 31, 2018
SUBJECT: Contract Pharmacy Agreement with Meijer, Inc.
For the meeting agendas of February 21, 2018 and February 26, 2018

BACKGROUND
Ingham County Health Department (ICHD) wishes to enter into a one year agreement with Meijer, Inc. in order to offer lower drug costs to uninsured patients and capture 340B program savings. Through Resolution #17-354, ICHD entered into an agreement with 340Basics, a company that acts as ICHD’s third party administrator to ensure compliance for contract pharmacy services through the 340B drug purchasing program. As part of the agreement, 340Basics works to broker contract pharmacy agreements with the pharmacies that fill the greatest number of prescriptions for Ingham Community Health Center (ICHC) patients. Because Meijer, Inc. fulfills this criteria of the greatest number of prescriptions for ICHC patients, ICHD wishes to enter into an agreement with Meijer, Inc., effective immediately upon approval and shall renew annually on an automatic basis.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The terms of the contract pharmacy agreement include a prescription filling fee of $25.00 per generic qualified dispensed drug and $28.00 per brand qualified dispensed drug. The total costs of this agreement are offset by the program savings, which are projected at more than $54,000.00 annually.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend authorizing IHCD to enter into an agreement with Meijer, Inc. for Contract Pharmacy services as part of the 340B Program to be effective upon approval and to renew annually on an automatic basis.
RESOLUTION TO AUTHORIZE A PHARMACY AGREEMENT WITH MEIJER, INC.

WHEREAS, through Resolution #17-354, Ingham County Health Department (ICHD) entered an agreement with 340Basics, a company that acts as ICHD’s third party administrator to ensure compliance for contract pharmacy services through the 340B drug purchasing program; and

WHEREAS, as part of that agreement, 340Basics works to broker contract agreements with the pharmacies that fill the greatest number of prescriptions for Ingham Community Health Center (ICHC) patients; and

WHEREAS, ICHD wishes to enter into a one year agreement with Meijer, Inc. in order to offer lower drug costs to uninsured patients and capture 340B program savings; and

WHEREAS, the terms of the contract pharmacy agreement include a prescription filling fee of $25.00 per generic qualified dispensed drug and $28.00 per brand qualified dispensed drug; and

WHEREAS, the total costs of this agreement are offset by the program savings, which are projected at more than $54,000 annually and the terms of the agreement shall be effective immediately and shall renew annually on an automatic basis; and

WHEREAS, ICHC Board of Directors supports entering an agreement with Meijer, Inc. for contract pharmacy services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into an agreement with Meijer, Inc. for contract pharmacy services as part of the 340B Program for the term of one year which shall begin immediately upon approval and shall renew annually on an automatic basis.

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 Ingham County Board of Commissioners is authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.
BACKGROUND
ICHD wishes to enter into a one year agreement with Walmart in order to offer lower drug costs to uninsured patients and capture 340B program savings. Through Resolution17-354, ICHD entered into an agreement with 340Basics, a company that acts as ICHD’s third party administrator to ensure compliance for contract pharmacy services through the 340B drug purchasing program. As part of this agreement, 340Basics works to broker contract agreements with the pharmacies that fill the greatest number of prescriptions for Ingham Community Health Center (ICHC) patients. Because Walmart fulfills this criteria of the greatest number of prescriptions for ICHC patients, ICHD wishes to enter into an agreement with Walmart, effective immediately upon approval and shall renew annually on an automatic basis.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The terms of the contract pharmacy agreement include a $200.00 a month access fee and a $25.00 prescription filling fee. The total costs of this agreement are offset by the program savings, which are projected to net $4,500.00/month or $54,000.00 annually.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend authorizing ICHD to enter into an agreement with Walmart for Contract Pharmacy services as part of the 340B Program to be effective upon approval and to renew annually on an automatic basis.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PHARMACY AGREEMENT WITH WALMART

WHEREAS, through Resolution 17-354, Ingham County Health Department (ICHD) entered an agreement with 340Basics, a company that acts as ICHD’s third party administrator to ensure compliance for contract pharmacy services through the 340B drug purchasing program; and

WHEREAS, as part of that agreement, 340Basics works to broker contract pharmacy agreements with pharmacies that fill the greatest number of prescriptions for Ingham Community Health Center (ICHC) patients; and

WHEREAS, ICHD wishes to enter a one year agreement with Walmart in order to offer lower drug costs to uninsured patients and capture 340B program savings; and

WHEREAS, the terms of the contract pharmacy agreement include a $200.00 a month access fee, and a $25.00 prescription filling fee. The total costs of this agreement are offset by the program savings, which are projected to net $4,500.00/month or $54,000.00 annually; and

WHEREAS, the terms of the agreement shall automatically renew annually; and

WHEREAS, ICHC Board of Directors supports entering an agreement with Walmart for contract pharmacy services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD be to enter into an agreement with Walmart for Contract Pharmacy services as part of the 340B Program for the term of one year to be effective immediately upon approval and to renew automatically on an annual basis.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
As a refresher, the FCC requires that providers of interconnected VoIP telephone services using the Public Switched Telephone Network (PSTN) like Ingham County uses meet Enhanced 9-1-1 (E9-1-1) obligations. E9-1-1 systems automatically provide to emergency service personnel a 9-1-1 caller's call back number and, in most cases, location information.

Resolution #17-401 is to upgrade our Cisco phone system and add E9-1-1 capabilities through our connectivity provider. In the planning for this project and reviewing our communication costs, IT staff discovered that we could provide the E9-1-1 reporting ability with on premise software. This would prevent the soon to be added monthly charge of up to $2,000.00 per month from our service provider as well as giving us the ability to correct information on our own thus ensuring that the information is as accurate as possible.

ALTERNATIVES
Since we are using Sentinel for the phone system upgrade project and they are able to quote under the WSCA-NASPO contract we did not seek other quotes.

FINANCIAL IMPACT
The funding for the $3,589.00 for software will come from the County’s Innovation and Technology Department’s Network Software Fund #636-25810-932033. The funding for the annual maintenance of $3,150.00 will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030. Total of $6,739.00.

OTHER CONSIDERATIONS
WSCA-NASPO Master Agreement number AR233, Contract Number 071B4300133.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the contract for Sentinel Technologies for the E9-1-1 software and first year’s annual maintenance in the amount of $6,739.00.
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR E9-1-1 SOFTWARE

WHEREAS, Ingham County currently utilizes Cisco for our phone system; and

WHEREAS, the phone system is being updated in order to ensure our system operates at peak efficiency, provides us with the most secure and feature rich experience possible, and complies with the E9-1-1 location requirements; and

WHEREAS, IT is requesting the purchase of software to provide the E9-1-1 location information instead of using our telecom provider; and

WHEREAS, the contract amount proposed by Sentinel Technologies is $6,739.00 including the first year of support.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed $6,900.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Contracted Services Fund (636-25810-818000) and Network Maintenance Fun (636-25810-932030).

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, and Finance Committees
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: January 30, 2018
SUBJECT: Whitehills Lakes South No. 2 Final Acceptance

For the County Services Committee meeting agenda on February 20, 2018
For the BOC meeting agenda on February 27, 2018

BACKGROUND:
Much of the process by which a platted subdivision is developed follows state statute. The platting process essentially starts with development of a Preliminary Plat of the subdivision that shows the overall road and lot configuration, how it fits into the lands that surround it and the proposed public utilities serving those lots. Pursuant to state statute, said Preliminary Plat is concurrently reviewed and acted on by the necessary stakeholders (Township, Road Department, Drain Commissioner, etc). Once a Preliminary Plat is approved by the various stakeholders, the proprietor can then develop detailed construction plans that also go through an approval process. Once the construction plans are approved by the various stakeholders, construction can begin. After construction is completed, an acceptance process can be initiated to make the roads, drains, and township utilities part of the public domain.

The Whitehills Lakes South development is a 34 unit single-family subdivision located on 29.43 acres, north of Lake Lansing Road and west of I-69 BR (Saginaw Street). The subdivision is part of the Southwest ¼ of Section 4 and Southeast ¼ of Section 5, Meridian Township, Ingham County, Michigan. Phase 1 of the subdivision (lots 1 through 13) was constructed and accepted following the process described above. The proprietor constructed Phase 2 of the subdivision (lots 14 through 34) during the summer of 2017. It is now time to accept the roadways constructed as part of Whitehills Lakes South No. 2 as public roads.

The Whitehills Lakes South No. 2 road construction meets Ingham County Road Department standards. All road construction is in accordance with the approved road and drainage plans, except for the final course of asphalt. The road department has historically allowed placement of the final course of asphalt after the lots within the plat are built-out. This method of pavement construction avoids damage to the final driving surface due to construction traffic, allows time to reveal weaknesses to be repaired in the roadway, and provides a better end product. We require an agreement and collect a bond (Standby Letter of Credit with an evergreen clause) as assurance that the proprietor will place the final course of asphalt.

The proprietor, Eastbrook Homes, has submitted all the required fees, insurance, testing results, certifications, and a $64,000 Standby Letter of Credit as assurance for the final course of asphalt. Eastbrook Homes is requesting acceptance of the Whitehills Lakes South No. 2 plat and acceptance of the plat’s roadways: Southridge Road, from north of lot 7 to the cul-de-sac and Winterfield Court as public roads.

Per state statute, final plat approval can be accomplished in a two-step process. The first step allows for the proprietor to request acceptance and signature of a “True Copy” of the actual plat document from all of the half dozen or so agencies that must approve the document. Once signed true copies are collected from each agency, the proprietor can request the plat review at the state level, which if acceptable eventually will lead to the second step of the process – signature of the final mylar plat document.
RECOMMENDATION:
I am asking for acceptance of the final plat of Whitehills Lakes South No. 2, acceptance of Southridge Road, from north of lot 7 to the cul-de-sac and Winterfield Court into the county road system, and approval of a Bituminous Paving Agreement for the final course of asphalt road pavement.

Approval of the attached resolution is recommended.
Agenda Item 9a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE FINAL PLAT OF WHITEHILLS LAKES SOUTH NO. 2 AND ACCEPTANCE OF PUBLIC ROADS

WHEREAS, on April 4, 2006, the former Road Commission, now Board of Ingham County Commissioners approved the Preliminary Plat for the residential subdivision called Whitehills Lakes South. The subdivision is part of the Southwest ¼ of Section 4 and Southeast ¼ of Section 5, Meridian Township, Ingham County, Michigan; and

WHEREAS, Whitehills Lakes South No. 1 (lots 1 through 13) was subsequently built and the roads accepted into the county road system in 2007; and

WHEREAS, the preliminary plat of Whitehills Lakes South No. 2 (lots 14 through 34) was approved August 25, 2015 and its roads constructed in 2017, except for the final course of asphalt, per road department standards; and

WHEREAS, the Whitehills Lakes South No. 2 road construction meets Ingham County Road Department procedures and guidelines and all construction is in accordance with the approved road and drainage plans; and

WHEREAS, the proprietor, Eastbrook Homes has submitted all the required fees, insurance, testing results, certifications, and a $64,000 Standby Letter of Credit as assurance for the final course of asphalt; and

WHEREAS, the proprietor, Eastbrook Homes is requesting Whitehills Lakes South No. 2 plat acceptance and acceptance of the Whitehills Lakes South No. 2 roadways, Southridge Road, from north of lot 7 to the cul-de-sac and Winterfield Court as public roads.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Whitehills Lakes South No. 2 plat and authorizes the Board Chairperson to sign the “True Copy” and subsequent final mylar plat document of Whitehills Lakes South No. 2 in accordance with state statute.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to accept the Whitehills Lakes South No. 2 roadways, Southridge Road, from north of lot 7 to the cul-de-sac and Winterfield Court as public roads.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners accepts a $64,000 Standby Letter of Credit as assurance for the final course of asphalt and authorizes the Board Chairperson to sign the necessary Bituminous Paving Agreement that is consistent with this resolution and approved as to form by the County Attorney.
To: County Services and Finance Committees  
From: William Conklin, Managing Director  
   Road Department  
Date: February 1, 2018  
RE: Proposed Agreement with Delhi Township for  
   Cedar Street Reconstruction / Complete Street Redevelopment  
   Holt to Aurelius Roads, Delhi Township  

BACKGROUND:  
For many years Delhi Township has sought to revitalize and redevelop its Holt central business district along Cedar Street, between Holt and Aurelius Roads, and to make the area more inviting for pedestrians and other non-motorized modes of travel. This in turn will help support the store-front retail development desired and expected along Cedar Street.  

Delhi Township now desires to support this redevelopment with reconstruction of Cedar Street, Holt to Aurelius Roads, to include on-street parallel parking, bicycle lanes, mid-block cross-walks, sidewalk reconstruction with Americans with Disability Act (ADA) required upgrades, new public lighting, street trees, other plantings, and other street furnishings and amenities within the affected public road rights of way (ROW). This project is known as the “Realize Cedar Street Project”, and is hereinafter referred to as the “PROJECT”.  

Delhi Township staff and consultants have performed extensive planning, had a traffic impact study of the proposed PROJECT performed, conducted extensive public involvement on the planning and study results, and has had the PROJECT designed by a qualified licensed professional engineer, all at Township expense.  

REQUEST:  
Delhi Township and the Road Department now desire to enter into an agreement to effect construction and maintenance of the PROJECT.  

Construction of the PROJECT will be undertaken entirely at Delhi Township cost under the supervision of a qualified, licensed professional Project Engineer retained by Delhi Township and approved by the Road Department. Delhi Township will conduct a construction bid letting, and then a construction contract will be executed between the Township and a MDOT pre-qualified contractor. All requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration (FHWA), and the Road Department will be satisfied. Construction is currently expected to occur in summer 2018.  

Delhi Township, using Township personnel, has agreed to provide all routine and capital maintenance of the on-street parking bays and all other aspects of the PROJECT outside the travelled way on Cedar Street, Holt to Aurelius Roads, plus provide electricity for the mid-block pedestrian crossing active warning devices and all of the public lighting entirely at Township cost.  

FINANCIAL IMPACT:  
There is no financial participation planned or impact to the County or Road Department anticipated for the proposed local agreement as Delhi Township has covered all project development costs to date, has agreed to fully fund construction, and to provide the maintenance discussed above at Township expense.  

RECOMMENDATION:  
Approval of the attached, proposed resolution to approve a local agreement with Delhi Township to effect the above described road improvements at Township cost as provided above is recommended.
WHEREAS, Delhi Township having conducted an extensive public input process desires to revitalize and redevelop its Holt central business district along Cedar Street, Holt to Aurelius Roads; and

WHEREAS, Delhi Township desires to support this redevelopment with reconstruction of Cedar Street, Holt to Aurelius Roads, to include on-street parallel parking, bicycle lanes, mid-block cross-walks, sidewalk reconstruction with Americans with Disability Act (ADA) required upgrades, new public lighting, street trees, other plantings, and other street furnishings and amenities within the affected public road rights of way (ROW), known as the “Realize Cedar Street Project”, hereinafter referred to as the “PROJECT”; and

WHEREAS, Delhi Township, using their personnel and that of their planning and engineering consultants has performed extensive planning, had a traffic impact study of the proposed PROJECT performed, conducted extensive public involvement on the planning and study results, and has had the PROJECT designed by a qualified licensed professional engineer, all at Township expense; and

WHEREAS, Delhi Township now desires to have the PROJECT construct entirely at Township cost, and to satisfy all of the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration (FHWA), and the Road Department; and

WHEREAS, the PROJECT construction will be undertaken under the supervision of a qualified, licensed professional Project Engineer retained by Delhi Township and approved by the Road Department, and pursuant to a contract that will be executed between Delhi Township and a MDOT pre-qualified Contractor per a bid letting to be conducted by Delhi Township; and

WHEREAS, Delhi Township, using Township personnel, has agreed to provide all routine and capital maintenance of the on-street parking bays and all other aspects of the PROJECT outside the travelled way on Cedar Street, Holt to Aurelius Roads, plus provide electricity for the mid-block pedestrian crossing active warning devices and all of the public lighting entirely at Township cost; and

WHEREAS, the Road Department and Delhi Township desire to enter into an agreement to construct and maintain the PROJECT as outlined above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township for the Township to effect the above described road improvements at Township cost as provided above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 9c

TO: County Services and Finance Committees
FROM: Tom Gamez Jr., Director of Operations, ICRD
DATE: January 22, 2018
SUBJECT: Award and Vouchers Received, from the Great Ideas Challenge.

This is a resolution authorizing Tom Gamez Jr., from the Ingham County Road Department (ICRD) to receive an award and two educational training vouchers, one from Michigan Local Technical Assistance Program (LTAP) and a second from Michigan Center for Technology & Training (Part of Michigan Tech University).

These Vouchers were awarded for winning the “Great Ideas Challenge”, which is jointly sponsored by LTAP and Michigan Center for Technology & Training. The Great Ideas Challenge was awarded by utilizing a newly designed tool and process called “The Emulsion Tail”. The attached documentation describes the tool and how the process works for seal coating roads.

The first voucher is sponsored by LTAP, and can only be applied to LTAP or Michigan Center for Technology & Training events, with a value of $200.

The second voucher is sponsored by Michigan Center for Technology & Training. This is a reimbursement travel voucher, with a value of $600. This voucher is to be used to attend any public works, transportation, construction related workshop, conference, or training event in the United States.

By winning the Michigan Great Ideas Challenge, the Emulsion Tail has been entered into a national competition “Build a better mouse trap”, sponsored by LTAP/TTAP in 2018.

The Emulsion tail has also received an award from the County Road Association of Michigan. No vouchers or funds were awarded by County Road Association of Michigan.

All the documents that pertain to the award are attached for the review.

I would like to respectfully request approval of the resolution authorizing to receive the vouchers for future ICRD work related training opportunities.
Ingham County Road Department's Great Idea

The winner of this year's Great Ideas Challenge is Tom Gamez, director of operations at the Ingham County Road Department. Aiming to improve and replace the scrub seal process, Gamez developed an emulsion tail. The tail not only eliminates some of the problems related with scrub sealing but also cuts down on the number of workers needed to complete the emulsion application procedure.

An Innovative Idea

Gamez first noticed the problem with spreading emulsion when Ingham County Road Department hired a contractor to perform a scrub seal. Currently, scrub sealing is one of the standards for applying asphalt emulsion to roads. It uses a series of brooms that are attached to a trailer pulled behind the distributor to push the emulsion into cracks in the road. As Gamez watched this process, he observed that the trailer created tire tracks in the fresh material and the brushes attached to the trailer just “scraped the emulsion off instead of pushing it downward into the cracks”.

By testing different materials like push brooms and various rubber mats, he determined the right tool for scrub sealing would need to have sufficient grooving and weight enough to catch and press down the emulsion, and would need to be at least thirty inches long. Gamez explained, “The longer [the emulsion tail] the better, because it carries more [emulsion] material”. After choosing a tail material, Gamez had a department mechanic assemble the product so it could be tested on the roads. They used Telespar, ridged rubber matting, steel chain, cables, a 12-volt tarp motor, and miscellaneous nuts and bolts to create the emulsion tail and in the end it took about six to eight hours to assemble. The emulsion tail proved itself very effective in improving the previous scrub seal process. With minor adjustments, the emulsion tail can also be used in many situations; for example, having several widths of tails available enables customization of the emulsion tail for spreading emulsion over an entire lane width.

worth A Try?
The design for the emulsion tail is easy for any road department mechanic to assemble and the materials are simple to obtain. In the long run, the emulsion tail can prove a cheaper and easier alternative to the previous scrub seal process because it reduces the time and effort that crews typically spend on the process. This can save agencies money and time that could be better spent on other projects. If other agencies have questions about the specifications of the emulsion tail, Tom noted: “They’re welcome to come look at the tools that we’ve developed”.

continued on next page
Attention!

Note: This document describes equipment and practices developed by employees of local road agencies for use within their agencies. The equipment and practices described herein have not necessarily been tested and/or approved to meet engineering design or safety standards. Agencies considering adopting the practices described in this document should first verify the practice is appropriate and safe for their agency’s use. The Center for Technology & Training (CTT) is not responsible for damage to equipment or facilities, or for bodily injury as a result of reproducing and/or using the equipment or practices described herein.

What is the Great Ideas Challenge?

Working through Michigan’s Local Technical Assistance Program (LTAP), members of the Center for Technology & Training staff visit dozens of local road agency facilities every year. Every time we stop at a county road commission or a city department of public works, we are impressed with what goes on behind the scenes. The men and women who manage and maintain local agency roads, facilities, and equipment are intelligent, ambitious, passionate, innovative, and productive. No matter the obstacle, they figure out how to get stuff done — and do it well.

The Great Ideas Challenge is meant to help identify, share, and reward the great work that gets done at local road agencies in Michigan. The Challenge is open to all employees of road agencies who serve counties, townships, cities, and villages in Michigan. All entries are considered for the statewide competition, and the entry that wins first place in Michigan is automatically entered in the Federal Highway Administration’s LTAP Build a Better Mousetrap national competition.

Next year, the 2018 Great Ideas Challenge submissions will open in October 2017 and will have a May deadline for submitting a great idea.

Special Thanks to the Judges

Judges for the Great Ideas Challenge took time out of their busy schedules to evaluate, discuss, and score each entry based on five criteria: Cost, Ingenuity, Effectiveness, Ease of Adoption, and Return on Investment. Judges include:

Christopher Gilbertson — Associate Director, Center for Technology & Training
Andrew Manty — Research Engineer, Center for Technology & Training
Lance Malburg — Engineer, Dickinson County Road Commission
Emulsion Tail

Ingham County Road Department

Contact Information
Tom Gamez Jr., Director of Operations
tgamez@ingham.org

Problem Statement
Spray patching the larger cracks in the asphalt roads before applying a seal coat is an important preventive maintenance procedure. This is required to get a total seal over the existing asphalt pavement. Spray patching requires a crew of up to six employees working for up to four days in order to complete a one-mile section of road. Many road agencies do not have the manpower to dedicate a crew to complete necessary spray patching.

A more efficient system would allow agencies to fill cracks and imperfections on a project without needing to dedicate a crew to crack filling before the seal coat team arrived.

Summary of Solution
The Emulsion Tail tool is a device pulled behind the distributor to spread extra emulsion into cracks and imperfections that would otherwise have to be crack sealed before the emulsion application. The emulsion is discharged onto the surface of the road, and then the mat of the Tail spreads the extra emulsion liquid into the cracks on the road.

The standard emulsion application is 0.40–0.45 gallons per square yard. By applying 0.50 gallons per square yard, there is extra emulsion on the road, which keeps the drag system full of emulsion. This procedure fills cracks with emulsion and causes them to "disappear". The Emulsion Tail is designed for local and primary roads that have aged four years or more. It is not intended for newer pavement with no cracks that would be better served by a chip seal.
Emulsion Tail (cont.)

Material & Expenses, Labor, Equipment

The Emulsion Tail is constructed from five sections of Telespar, ridged rubber matting, ¼" steel chain, ½" cable, a 12-volt tarp motor, and miscellaneous nuts and bolts. Materials cost approximately $650.

The Emulsion Tail requires six to eight hours to assemble, amounting to approximately $200 in labor. Fabrication of the Emulsion Tail requires a shop mechanic with welding skills.

Benefits

This process eliminates the need to have a crew spray patching in advance of the seal-coat process. Using this tool can save 150 hours of labor for each mile of road, amounting to tens of thousands of dollars in labor over a single season.
Sealing the cracks and minor imperfections on aging asphalt roads is a time-consuming, costly practice. The process usually involves a crew of four to six employees to crack fill with emulsion or rubber-based products, requiring approximately three to four days’ preparation for each mile of asphalt.

The Ingham County Road Department (ICRD) sought a more efficient way to perform these repairs, creating the chip-sealing emulsion tail drag system.

Two days and $1,000 later, 150 hours of labor is saved for each mile of road in when the Chip-Sealing Emulsion Tail Drag System is utilized. It eliminates the need to crack fill before seal coating a road, without the speed bumps. Results show a superior finished product compared to the traditional process, making ICRD’s Chip-Sealing Emulsion Tail Drag System a true win-win.
LTAP Bucks $200

This certificate is good for $200 toward any training event sponsored by Michigan LTAP or the Center for Technology & Training. To redeem, simply fill in the information below and fax it to the CTT office at 906-487-3409 or email to ctt@mtu.edu.

Thank you!

Tim Callies, Ph.D., P.E. — Director

Expires 10/31/2018

Workshop Name __________________________________________ Date ___________

Participant Name _______________________________________

Company _____________________________________________

Address _______________________________________________

City\State\Zip __________________________________________

Telephone __________________________ Email ________________

Michigan's Local Technical Assistance Program
Center for Technology & Training
Michigan Technological University
1400 Townsend Drive, 309 Dillman Hall
Houghton, MI 49931

906-487-2102
Fax 906-487-3409
www.michiganltap.org
LTAP@mtu.edu
Pay to the Order of:  Tom Gamez, Jr.  $600.00

First Place Winner - 2017

Tim Colling, Ph.D., P.E.
Center for Technology & Training

IMPORTANT

The holder of this voucher may redeem it to be reimbursed for registration and/or travel expenses to attend any public works-, transportation-, or construction-related workshop, conference, or training event in the United States.

To redeem:
1. Call or email the Center for Technology & Training to inform them of your travel plans.
2. Register for the event and make all of your travel arrangements.
3. Save receipts for event registration, airfare, lodging, rental car, and other non-meal expenses. Meals will be paid for based on the U.S. General Services Administration's published per diem rates for the city in which the event is held.
4. When you return from the event, submit the receipts with this voucher to the Center for Technology & Training at the address below. You (or the agency) will be reimbursed for up to the value indicated above.


INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACKNOWLEDGE AWARD AND AUTHORIZE ACCEPTANCE OF EDUCATIONAL TRAINING VOUCHERS

WHEREAS, Tom Gamez an Ingham County Road Department employee has been awarded educational training vouchers from Michigan Local Technical Assistance Program (LTAP) and Michigan Center for Technology & Training; and

WHEREAS, these vouchers were awarded for winning the “Great Ideas Challenge” that is jointly sponsored by LTAP and Michigan Center for Technology & Training. The Emulsion Tail, a new tool and process designed by Tom Gamez Jr. was awarded 1st place by the Great Ideas Challenge committee; and

WHEREAS, the award and two educational training vouchers from Michigan Local Technical Assistance Program (LTAP) and Michigan Center for Technology & Training has been review by the ICRD, it is recommended to approve Tom Gamez Jr., to receive the award and training vouchers.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes Tom Gamez Jr. Director of Operations, ICRD to receive the award and vouchers pertaining to the Great Idea Challenge, for future ICRD work related training opportunities.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contractual documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Law and Courts and Finance Committees  
FROM: Teri Morton, Deputy Controller  
DATE: February 6, 2018  
SUBJECT: Jail–based Break Out (MRT Based Program)  
For the meeting agenda of February 15, 2018

BACKGROUND
Since 2015, Wellness, InX has provided Break Out Program MRT based groups in the jail for male inmates. Between 2015 and September 30, 2017, Wellness received funding for this program through a cost-reimbursement plan from the PIHP (CEI-CMH and Mid-State Health Network). In CY 2017, Wellness provided 200 sessions and served 216 participants.

As of October 1, 2017, Wellness, InX, along with CEI-CMH CATS, was switched to a fee-for-service model that will not allow reimbursement for participation in CATS and Break Out. However, both programs come at problems-in-living from different angles with the same goal in mind – helping clients stay out of jail in the future by making better life choices. Offering the classes concurrently immerses clients in opportunities for positive reinforcement of the lessons learned in both treatments. Since October 1, 2017, Wellness, InX has borne the burden of the programs cost without reimbursement for services.

ALTERNATIVES
Without these funds, the Break Out program will no longer be available in the jail. Inmate access to this beneficial program will be terminated.

FINANCIAL IMPACT
Wellness, InX is requesting funding of $200 per session x 2 - 1.5 hour sessions per week x 50 weeks annually for a total not to exceed $20,800 annually. Under this plan, Wellness requests a maximum of ten participants per class with completion at 12 MRT steps considered a successful completion.

OTHER CONSIDERATIONS
The class will include provision of all class materials, classroom instruction, participant presentations on assigned topics, homework, follow up reporting to jail regarding attendance, and a Certificate of Completion for completion of twelve MRT steps while in jail and a continuation option offered post incarceration for participants to complete the full MRT program at Wellness, InX.

Under this plan Wellness requests a maximum of ten participants per class with an option to discuss an increase in class size (Cap at 12 for ratio 12/1) and/or additional classes should the need arise. Wellness, InX continues to be open to discussions regarding women’s MRT programming as well.

Continuation of this program is supported by Community Corrections and the Sheriff’s Office.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution funding this program for the current budget year from the 2018 contingency account. Future funding should be discussed as part of the 2019 budget process.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTINUATION FUNDING FOR JAIL-BASED BREAK OUT PROGRAMMING FROM WELLNESS, INX

WHEREAS, since 2015, Wellness, InX has provided Break Out Program groups in the jail for male inmates, funded through a cost-reimbursement plan from the Prepaid Inpatient Health Plan (PIHP) (CEI-CMH and Mid-State Health Network); and

WHEREAS, in 2017, Wellness, InX provided 200 sessions and served 216 participants; and

WHEREAS, as of October 1, 2017, Wellness, InX along with CEI-CMH Correctional Assessment and Treatment Services (CATS) were switched to a fee for service model that will not allow reimbursement for participation in both CATS and Break Out; and

WHEREAS, both programs come at problems-in-living from different angles with the same goal in mind – helping clients stay out of jail in the future by making better life choices; and

WHEREAS, offering the classes concurrently immerses clients in change talk and provides opportunities for positive reinforcement of the lessons learned in both treatments; and

WHEREAS, since October 1, 2017, Wellness, InX has borne the burden of the program’s cost without reimbursement for services; and

WHEREAS, Wellness, InX is requesting funding of $200 per session x 2 - 1.5 hour sessions per week x 50 weeks annually for a total not to exceed $20,800 for the time period of January 1, 2018 through December 31, 2018; and

WHEREAS, without these funds, the Break Out program will no longer be available in the jail and inmate access to this beneficial program will be terminated.

THEREFORE BE IT RESOLVED, that funding to continue Break Out Program Groups provided by Wellness, InX at the Ingham County Jail in an amount not to exceed $20,800 be provided from the 2018 contingency account for the time period of January 1, 2018 through December 31, 2018.

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 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 Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: January 23, 2018
SUBJECT: Resolution to Approve a Social Media Policy

BACKGROUND
Use of social media to communicate important information is now part of everyday life, and Ingham County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. The County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage our reputation and business interests. Specific concerns include activity that could violate an individual’s privacy, or otherwise adversely affect an individual or vendor we interact with, our reputation, the reputation of others, the trust others place in us, and/or our working relationship with other organizations.

The proposed social media policy does not intend to restrict the flow of useful and appropriate information, but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The draft policy is also intended to provide guidelines for maintaining a respectable and ethical work environment. Likewise, the draft policy is not intended or designed to prohibit the lawful exercise of employees’ rights under applicable federal or state law, including constitutionally protected free speech, whistleblowers reports, or the ability of employees to engage in certain “protected concerted activity” under the Michigan Public Employment Relations Act.

ALTERNATIVES
The Board of Commissioners may elect to approve the proposed policy as presented, portions of the proposed policy, or none of the proposed text.

FINANCIAL IMPACT
There is no direct financial impact associated with the proposed policy.

OTHER CONSIDERATIONS
As proposed, this policy would apply to all employees and departments of Ingham County. Portions of this policy are specifically applicable to employees entrusted with representing Ingham County on Social Media. These provisions shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office or the Courts. This draft policy was vetted by department heads.

RECOMMENDATION
I respectfully recommend support of the attached Resolution to Approve a Social Media Policy.
RESOLUTION TO APPROVE A SOCIAL MEDIA POLICY

WHEREAS, Ingham County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage the County’s reputation and business interests; and

WHEREAS, the County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs; and

WHEREAS, a formal social media policy will provide guidelines for maintaining a respectable and ethical work environment and to ensure that County departments are acting in a manner consistent with the County mission; and

WHEREAS, a social media policy will help avoid claims against Ingham County or its personnel for issues like HIPAA violations, invasion of privacy, breach of confidentiality, and defamation or slander.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the attached Use of Social Media Policy, effective upon ratification of this resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all employees and departments of Ingham County, but shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office and/or the Courts.
A. Purpose.

Ingham County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage our reputation and business interests. The County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. Specific concerns include activity that could violate an individual’s privacy, or otherwise adversely affect an individual or vendor we interact with, our reputation, the reputation of others, the trust others place in us, or our working relationship with other organizations.

Ingham County is required under the Health Information Portability and Accountability Act of 1996 (HIPAA) to ensure that any protected health information (PHI) that we create, receive, use, or store is not improperly used or disclosed through any means, including electronic. Ingham County also has a fundamental interest in protecting confidential and proprietary information about the organization as well as our reputation.

The intent of this policy is not to restrict the flow of useful and appropriate information but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The intent of this policy is to help avoid claims against Ingham County or its personnel for issues like HIPAA violations, invasion of privacy, breach of confidentiality, and defamation or slander. This policy is also intended to provide guidelines for maintaining a respectable and ethical work environment and to ensure that County departments are acting in a manner consistent with our mission.

This policy is not intended or designed to prohibit the lawful exercise of employees’ rights under applicable federal or state law, including constitutionally protected free speech, whistleblowers reports, or the ability of employees to engage in certain “protected concerted activity” under the Michigan Public Employment Relations Act. This policy will not be applied in any way that might limit such applicable legal rights of Ingham County personnel.

B. Applicability.

This policy is generally applicable to all employees and departments of Ingham County. Portions of this policy are specifically applicable to those employees entrusted with representing Ingham County on Social Media. These provisions shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office or the Courts.
C. Definitions.

1. **Account Manager**: Employee who has been authorized to post Social Media content on behalf of an Ingham County department, including but not limited to Public Information Officers, communications managers, and program leads. This individual needs to file a signed copy of this policy with the Social Media Specialist.

2. **Alternate Account Manager**: Employee who has been authorized to post Social Media content on behalf on an Ingham County department when the Account Manager is unable, no longer an Ingham County employee, or on leave from the County. This individual needs to file a signed copy of this policy with the Social Media Specialist.

3. **Brand Standards**: Refers to the graphic standards and guidelines that govern the use of the Ingham County logo, nameplate, color scheme, and visual identity.

4. **Departments**: Offices and agencies that utilize County-owned computer equipment.

5. **Innovation and Technology (IT) Department**: The department responsible for information management and governance, system maintenance, and security policies.

6. **Mobile Apps**: Technologies that can be downloaded to smartphones and tablets and accessed on the go; provides publishing abilities to account manager who work at a County worksite or offsite.

7. **Social Media**: Websites and applications that enable users to create and share content or to participate in social networking. These include, but are not limited to: Facebook, Instagram, YouTube, Snapchat, Twitter, Reddit, and LinkedIn.

8. **Social Media Action Plan (SMAP)**: Official document departments are required to complete before creating new Social Media pages; answers key questions related to the use of Social Media, including target audience, goals, and resources.

9. **Social Media Specialist**: Designated employee(s) from Ingham County responsible for Social Media governance and policy compliance.

10. **Vendor**: Refers to a person or business that provides services under terms specified in a contract.
D. Roles and Responsibilities.

1. The IT department will:
   a. Maintain a list of approved Social Media applications that departments may utilize.
   b. Keep repository of and share Board approved standards that are representative of Ingham County’s goals and initiatives.
   c. Evaluate and approve SMAPs.
   d. Be able to edit or remove inappropriate content from a department’s Social Media page as directed by this policy, the Controller/Administrator, the Board, and/or other authority.
   e. Conduct periodic tests and review of all department Social Media pages to ensure all account logins and passwords are up to date.
   f. Setup Social Media accounts and settings for departments prior to use by a department.
   g. Review new types of Social Media for effectiveness, efficiencies, and security.
   h. Manage the program for documenting account managers, account logins, and passwords for the purpose of emergency management.
   i. Consider record retention and public record requirements whenever implementing Social Media.

2. Departments will:
   a. Oversee and manage Social Media pages for their department.
   b. Designate and train account managers in proper use of Social media as defined in this policy.
   c. Monitor the access levels of vendors working with the department on Social Media.
   d. Provide the IT department with up-to-date lists of Social Media pages, account logins, and passwords for the purpose of emergency management.
   e. Change Social Media passwords every ninety (90) days or immediately if account manager(s) are removed as administrators or leave Ingham County employment.
   f. Manage record retention of Social Media in conformity with Ingham County and State of Michigan recordkeeping requirements.
   g. Provide IT with a SMAP for each Social Media application it wishes to utilize.
   h. Designate an Account Manager and an Alternate Account Manager to be the primary and the back-up manager of all department Social Media pages.
   i. Perform annual assessments and reviews of the department SMAP and, if necessary, make the appropriate changes.
   j. Use only County email addresses for official County Social Media pages.
3. Account Managers and Alternate Account Managers will:
   a. Uphold brand standards and values when representing a department on Social Media.
   b. Manage Social Media in accordance with the Ingham County Policies and Procedures.
   c. Work with the IT department to employ best practices for Social Media use.
   d. Monitor and measure Social Media, analyzing effectiveness and making recommendations to the department for continuous improvement.
   e. Respond to questions and inquiries within 24 business hours and flag concerns when appropriate.
   f. If an Account Manager cannot answer a question or inquiry, the Account Manager will direct the constituent to the correct department.
   g. Read and agree with the terms set forth in this policy. A signed copy needs to be filed by the IT department.

E. Implementation.

1. Ingham County departments that use Social Media shall have a communications strategy that aligns with Ingham County Policies and Procedures. The IT department will provide guidance for departments.

2. Departments must complete a SMAP that identifies all of the following criteria:
   a. Overall vision (aspiration of a future state) for Social Media strategy
   b. Why a specific Social Media application is the right fit
   c. Goals (with specified outcomes)
   d. Objectives (specific steps that will be taken to meet goals)
   e. Target audiences
   f. Customer Service plan – Detail customer service expectations and develop plan to ensure consistency.
   g. Resources and staff time needed
   h. Marketing and public outreach
   i. Last annual review
   j. Department Head approval
   k. Identity of an Account Manager
   l. Identity of an Alternate Account Manager
   m. What corrective action(s) will be taken upon discovery of an accidental, incorrect, or inappropriate post

3. Departments that already have Social Media accounts and pages must submit a SMAP within ninety (90) days of the approval of this policy by the Board of Commissioners.

4. Once the SMAP is completed, the IT department will evaluate requests for Social Media, and verify account managers.
5. If a department wishes to work with a vendor, agency, partner, stakeholder, and/or other government entity to promote services and engage in public outreach, the department must submit a Resolution for approval to the Board of Commissioners. Authorization forms are not to be used. Only County employees or registered vendors may manage Social Media pages on behalf of Ingham County departments due to security and compliance concerns.

F. Social Media Use.

1. Professional Use
   a. Only Account Managers may post content to Social Media pages on behalf of a department.
   b. Account Managers shall not disclose confidential or proprietary information acquired by way of your official position with the County. This restriction applies whether the information is disclosed on professional or personal Social Media accounts, or by any other method.
   c. Employees shall not use personal Social Media accounts for work purposes. This prohibition is necessary to facilitate compliance with public records laws and protect information on personal accounts from public disclosure.
   d. Employees should not work on Social Media after hours without prior approval. This is considered overtime and failure to obtain prior authorization may be cause for corrective action.
   e. Inappropriate use of Social Media in violation of this policy may be grounds for corrective action, including disciplinary action.

2. Personal Use
   a. Employees may access personal Social Media accounts at work for limited personal communications as long as it does not interfere with work tasks. Please refer to Ingham County’s Use of County Resources policy.
   b. Employees shall not use a County email address when using Social Media accounts in a personal capacity.
   c. Employees shall not release confidential information including but not limited to employee information, policies, labor relations, court rulings, investigations, or financial information on any personal media account.
   d. Employees shall not engage in any activity that may be suspicious or harmful to others or not in compliance with federal, state or local laws or Ingham Policies and Procedures.

G. Engaging with the Public.

1. Social media posts made on behalf of Ingham County shall not include any form of profanity, obscenity, or threatening language. Social Media posts shall not violate copyright or trademark restrictions. Inappropriate use of Social Media may be grounds for corrective action, including disciplinary action.
It is not appropriate to engage in arguments with members of the public who may be critical of your department. Comments or posts on Social Media sites can typically be seen by anyone and usually cannot be deleted.

Departments shall have an approved procedure to address offensive remarks on Social Media accounts to be included in their SMAP. Questions regarding the content of a comment or post, shall be directed to a manager, department head, or IT.

2. Social Media pages managed by Ingham County departments shall include a terms of use statement, such as, “Ingham County reserves the right to remove posts that include threatening language and those which violate a copyright, trademark, or the Terms of Service of this Social Media site.”

3. Ingham County welcomes dialogue with the public, however comments are subject to public disclosure laws and comments that violate the following will be taken down:

   a. Potentially libelous comments
   b. Obscene or explicit language
   c. Hateful or mean-spirited comments
   d. Personal attacks, insults, or threatening language
   e. Plagiarized material or material that violates intellectual property rights
   f. Private or personal information published without consent
   g. Commercial promotions or spam
   h. Comments that are off topic or that link to material that is off topic
   i. Comments that embed images from external sources

H. Public Records.

1. Content published on Social Media pages that relates to the conduct of government actions shall be retained and managed by departments in compliance with Ingham County records retention and State of Michigan recordkeeping requirements. Departments should set all privacy setting on Social Media pages to public.

   Social Media pages shall include a statement illustrating that all content may be subject to public disclosure.

2. Each comment, post, photo, and list of individuals connected to a Social Media networking site shall be considered as an open record. Social Media accounts used for County business, including personal accounts may be subject to the Freedom of Information Act (MCL 15.231 et seq.), even if the work was done on personal time and equipment.
I. Security.

1. Departments must practice appropriate password management. Passwords should always be kept private but Account Managers should also practice the following when considering Social Media passwords:

   a. Passwords must change every ninety (90) days and immediately after the password or Social Media site accessed has been, or is suspected of being, compromised. Passwords must also change immediately if Account Managers are removed as administrators or leave county employment.

   b. Once a password has changed, it is the duty of the Account Manager to immediately report it to IT.

   c. Do not use automated login options on Social Media pages such as the “Keep me logged in” feature. This is to prevent unauthorized access to County Social Media pages should a computer or digital device be compromised or stolen.

   d. Do not use a third-party program such as Last Pass to remember Ingham County Social Media passwords. Passwords shall always be available to the Account Manager, Alternative Account Manager, and IT.

   e. IT shall be contacted if additional security guidance is needed.

J. Social Media Tools.

1. Applications such as HootSuite, which is a desktop application that allows users to manage Social Media accounts such as Facebook, Twitter, and LinkedIn all in one place, called a dashboard, shall not combine professional and personal Social Media pages. This helps prevent accidental posting of personal information from official County Social Media pages.

   Employees who use desktop applications such as HootSuite to manage County Social Media pages, shall use an Ingham County email address and a password unique to the application.

2. Account Managers should use different mobile apps for professional and personal use of Social Media.

K. Disciplinary Action.

Employees found to have violated this policy may be subject to disciplinary action up to and including dismissal from employment pursuant to the County’s Policies and Procedures as well as, if applicable, may be subject to prosecution under federal or state laws.
Acknowledgement of Receipt

I, __________________, hereby acknowledge receipt of the Use of Social Media Policy from Ingham County on this ____ day of _______ and promise to abide by the Policies and Procedures set forth there as the Account Manager or Alternate Account Manager for Social Media for the ______________________ Department.

_________________________
Name

_________________________
Date