THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JANUARY 22, 2020 AT 6:30 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the December 4, 2019 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office – Resolution to Accept the SF Mobile Vision Quote to Purchase 28 Digital In-Car Camera Systems for Updating the Sheriff’s Office In-Car Cameras in all Patrol Vehicles

2. Prosecuting Attorney’s Office – Resolution to Authorize a Memorandum of Understanding between The Tri-County Metro Narcotics Squad and the Ingham County Prosecutor’s Office under the 2020 Byrne JAG Grant

3. Circuit Court/Juvenile Division
   a. Resolution Authorize a Contract for Delinquency Attorney Services
   b. Resolution to Authorize a Contract with House Arrest Services Inc. for Electronic Monitoring
   c. Resolution to Authorize a Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy
   d. Resolution to Authorize a Contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem and Truancy Court Legal Representation
   e. Resolution to Authorize a Contract for Lawyer Guardian Ad Litem Representation
   f. Resolution to Authorize a Contract with Peckham Inc. for the Peckham Footprints Group Home

4. 9-1-1 Dispatch Center
   a. Resolution to Authorize Acceptance of a Federal Grant (via the State of Michigan) to Provide Funding to Purchase a Nextgen 9-1-1 Phone System
   b. Resolution for the Renewal of the 9-1-1 Telephone Support Agreement with Carousel Industries Inc.
   c. Resolution to Amend Resolution #19-563 to Adjust Cost for Leslie Tower Modifications
   d. Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the Tightrope Media Systems Carousel 7 Digital Signage System
5. Public Defenders Office – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Resolution #17-445

6. Fair Office
   a. Resolution Authorizing Off-Season Fees for the Ingham County Fair
   b. Resolution Amending Resolution 19-210 to Adjust Rental Fees for the Ingham County Fairgrounds

7. Facilities Department – Resolution to Authorize an Agreement with Straub, Pettit & Yaste Architects for Architectural and Engineering Services for Community Mental Health Renovations at the Human Services Building

8. Parks Department
   a. Resolution to Authorize the Acceptance of the Project Agreement for a Land and Water Conservation Fund Grant
   b. Resolution to Authorize Contracts for Trails and Parks Millage Applications
   c. Resolution to Authorize a Visitor Incentive Program for the Hawk Island Snow Tubing Hill

9. Health Department
   a. Resolution to Authorize the Acceptance of Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local Community Stabilization Authority
   b. Resolution to Authorize a Collaborative Services and Referral Agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties
   c. Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for FY 2019-2020
   d. Resolution to Address and Reduce Implicit Bias in All County Decision-Making by Developing and Integrating an Equity Review Process and Health in All Policies Approach
   e. Resolution to Amend Resolution #19-410 with Intelligent Medical Objects, Inc.
   f. Resolution to Authorize an Agreement with Hospital Network Healthcare Services
   g. Resolution an Authorize an Agreement with Possibilities for Change
   h. Resolution to Authorize an Agreement with Rapid Shred
   i. Resolution to Amend Resolution #18-312 Agreement with Reglantern™
   j. Resolution to Convert Position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC (Community Health Center)
   k. Resolution to Authorize an Agreement with Uptodate, Inc.

10. Potter Park Zoo – Resolution to Amend Resolution #19-141 Visitor Incentive Programs at Potter Park Zoo

11. Equalization Department – Resolution to Revise Resolution #19-526 Authorizing Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement
12. **Road Department**
   a. Resolution to Authorize the Extension of Resolution #19-142: The 2020 Seasonal Requirement of *Emulsified Asphalts* for the Road Department
   b. Resolution to Commit Local Match and Support Federal Tap and HSIP Program Funding to Construct a Non-Motorized, Shared-Use Pathway on Waverly Road Between St. Joseph Hwy. and Old Lansing Rd.

13. **Human Resources**
   a. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, *Potter Park Zoo Supervisory Unit*
   b. Resolution Authorizing Enrollment in *Davenport University’s* Certificate of Management Program

**Announcements**

**Public Comment**

**Adjournment**

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
Members Present: Grebner, Crenshaw, Maiville, Polsdofer, Schafer, and Tennis (arrived at 6:03 p.m.).

Members Absent: Morgan.

Others Present: Treasurer Eric Schertzing, Alan Fox, Charles A. Lawler, Cynthia Wagner, Teri Morton, Jodi LeBombard, Michael Townsend, Liz Noel, and others.

The meeting was called to order by Chairperson Grebner at 6:01 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of November 20, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THAT THE MINUTES OF THE NOVEMBER 20, 2019 FINANCE COMMITTEE MEETING WERE APPROVED AS PRESENTED. Absent: Commissioners Tennis and Morgan

Additions to the Agenda

2. Circuit Court/Juvenile Division
d. Resolution for Acceptance of the Child and Parent Legal Representation Grant from the Michigan Department of Health and Human Services

11. Human Resources
g. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the CCLP 911 Non-Supervisory Unit
h. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the ICEA Park Rangers Unit
i. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the ICEA County Professional Employees Unit
j. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the CCLP Animal Control Officers, Veterinarian Technicians and Animal Care Specialists Unit

14. Fair Board – Resolution Authorizing Off-Season Fees for the Ingham County Fair

Substitutes–

2. Circuit Court/Juvenile Division
c. Resolution Authorizing Training-of-Trainers for Effective Practices in Community Supervision
4. **9-1-1 Dispatch Center** – Resolution to Authorize Purchase Orders for Necessary Modifications to Communication Towers Owned by SBA II LLC (Leslie and Mason Towers) for the MPSCS/Ingham County Radio Communications System Project

Commissioner Tennis arrived at 6:03 p.m.

**Limited Public Comment**

None.

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

1. **Treasurer’s Office**
   a. Resolution Receiving Advice from the County Treasurer as to a Surplus which can be Transferred from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund
   b. Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
   c. Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center

2. **Circuit Court/Juvenile Division**
   a. Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center
   b. Resolution for Acceptance of the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court (Formerly Family Dependency Treatment Court)
   c. Resolution Authorizing Training-of-Trainers for Effective Practices in Community Supervision
   d. Resolution for Acceptance of the Child and Parent Legal Representation Grant from the Michigan Department of Health and Human Services

3. **Animal Control**
   a. Resolution to Adjust Staffing at Ingham County Animal Control and Shelter

4. **9-1-1 Dispatch Center** – Resolution to Authorize Purchase Orders for Necessary Modifications to Communication Towers Owned by SBA II LLC (Leslie and Mason Towers) for the MPSCS/Ingham County Radio Communications System Project

5. **Health Services Millage**
   a. Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)

6. **Health Department**
   a. Resolution to Authorize the Acceptance of Grant Funds from Blue Cross Blue Shield of Michigan and Authorize an Agreement with Sparrow Hospital
   b. Resolution to Authorize Month to Month Lease Extension for 306 W. Willow Street
c. Resolution to Increase Position #601053 Community Health Rep II from .75 FTE to 1.0 FTE
d. Resolution to Authorize Agreements with Wayne Children’s Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding
e. Resolution to Authorize an Agreement with CaptureRX
f. Resolution Amending Resolution #16-309 with NEC Networks, LLC DBA CaptureRX, for 340B Prescription Third Party Administrator and Resolution #19-247 to Rite Aid Corporation for 340B Prescription Drug Services to Include McKesson Corporation as 340B Drug Wholesaler

8. **Equalization Department** – Resolution to Authorize Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement

9. **Innovation and Technology Department** – Resolution to Approve the Lease of SAN and Compute Hardware from Avalon Technologies, Inc.

10. **Road Department**
    a. Resolution for HVAC Controller System Replacement at the Road Department Administration Building
    b. Resolution to Approve a Contract with Severance Electric Co., Inc. for Bid Packet #212-19, Traffic Signal Construction Services

11. **Human Resources**
    a. Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual for 2020
    b. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit
    c. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit
    d. Resolution to Authorize a Contract for Self-Funded Workers’ Compensation Third Party Administration
    e. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan 911 Supervisory Unit
    f. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the ICEA Professional Court Employees Unit
    g. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the CCLP 911 Non-Supervisory Unit
    h. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the ICEA Park Rangers Unit
    i. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the ICEA County Professional Employees Unit
    j. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the CCLP Animal Control Officers, Veterinarian Technicians and Animal Care Specialists Unit
12. **Controller/Administrator’s Office**
   a. Resolution Approving Various Contracts for the 2020 Budget Year
   b. Resolution Authorizing Adjustments to the 2019 Ingham County Budget
   c. Resolution Authorizing an Agreement with the Ingham County Conservation District
   d. Resolution to Amend the Business Travel and Reimbursement Policy

14. **Fair Board** – Resolution Authorizing Off-Season Fees for the Ingham County Fair

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Morgan

1. **Treasurer’s Office**
   a. Presentation – Update Regarding PA 123 of 1999 Lawsuits Against the County Treasurer and County

Charles A. Lawler, Clark Hill Attorney, presented an update and provided a memo to the Committee on surplus proceeds litigation.

Chairperson Grebner asked if similar lawsuits were happening in other states.

Mr. Lawler stated that Vermont had had a similar lawsuit recently, but states handled foreclosures and excess proceeds differently, so there was no consistency or continuity across the country. He further stated that the issue should go before the United States Supreme Court, but first needed to see what happened in the Michigan Supreme Court.

Commissioner Tennis stated that the facts in the Rafaeli case were particularly dreadful. He asked how Commissioners should respond if they received calls from constituents asking if the County did this.

Mr. Lawler stated he represented many County Treasurers, and none of their ambitions were not to foreclose, but to collect the owed taxes and usually go above and beyond the payment plans and withholding alternatives so the property is not lost. He further stated that the Rafaeli case was bad, because the foreclosure was due to $8.41, and the owner had paid their taxes in the two years after that.

Treasurer Schertzing stated in the County, cases like Rafaeli were found but they did not move forward with those. He further stated there was a difference in magnitude between the County and Oakland or Wayne Counties.

Commissioner Tennis stated he had thought that when the County foreclosed on a property for tax purposes and the property was then sold, the excess revenues from the sale after the owed taxes would be returned to the former owner, but that was not the case.
Mr. Lawler stated that was not the case any place in Michigan. He further stated if the excess funds were returned, the question remained of what happened with those where back taxes were not fully collected, and if the former owners would be responsible.

Discussion.

Commissioner Tennis stated it was a difficult political question for the Commissioners to go before their voters and say the County collected more than it had been owed on a property.

Mr. Lawler stated there was a three-year process, in which the property owner could have sold the house or refinanced in that time rather than have the government decide what to do with the property.

Discussion.

Chairperson Grebner asked how much of all of the millage assessed in the County was collected.

Treasurer Schertzing stated the County collected all of the millage funds, because any taxes not collected were charged back to the municipalities.

Discussion.

Treasurer Schertzing stated that one day, the question of who had the liability would be posed. He further stated that it would not be the Treasurer, it would be the County.

Treasurer Schertzing stated that there was also some question of whether the State would be liable.

Discussion.

3. Animal Control
   b. Resolution to Authorize an Additional Animal Control Officer Position to be Assigned to Cruelty Investigations

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

Commissioner Crenshaw stated that he had concerns about creating a new position, when the Committee had just passed a resolution to eliminate an Animal Control Officer position. He further stated he had nothing against the employee, it was about the process of creating a new position when an employee wanted to leave another position.

Commissioner Crenshaw stated this had not been done before and he thought it would set a bad precedent.
Commissioner Schafer stated he would support the resolution. He further stated that he thought anytime a great employee wanted to transfer out of a position and into another, the County should try to accommodate them.

Commissioner Schafer stated if the employee was happier in the new position, they would do a better job. He further stated that he thought in this case, the employee had decided they did not want to be in management, and as long as the employee was doing a good job, he had no problem with that.

Commissioner Maiville stated he agreed with Commissioner Schafer. He further stated that this was a relatively temporary situation of having an extra position in Animal Control.

Chairperson Grebner stated for clarification, the position in the resolution would be a permanent position within the department, but once there was a vacant Animal Control Officer position, that vacant position would be eliminated.

Commissioner Crenshaw stated he disagreed with his fellow Committee members. He further stated that after the employee had resigned from their current position, Commissioner Koenig had come up with the idea.

Commissioner Crenshaw stated he thought this resolution would set a bad precedent, to create a new position for even a small period of time. He further stated that going forward, he did not think that was the right thing to do.

Commissioner Tennis asked for background on the situation at hand.

Teri Morton, Deputy Controller, explained how the resolution came to be. She further stated that it had not been the employee that had come up with the idea for the new position.

Commissioner Tennis asked what precedent this resolution would be setting for the County.

Commissioner Crenshaw stated the County would then have to do something similar for other employee groups going forward. He further stated that he believed new positions would need to be found if employees came to them wanting to leave their current position.

Discussion.

Chairperson Grebner stated a similar situation had happened before, where instead of resigning or retiring, the employee had taken a lower position.

Commissioner Crenshaw stated that in the instance Chairperson Grebner had referenced, the department had had an open position available. He further stated that department had not created a new position.
Chairperson Grebner stated he believed other instances like this had occurred, as he believed lateral transfers had happened in the Health Department when a Medical Director had gone back to work in a clinic.

Discussion.

Chairperson Grebner stated that most precedents told the Board of Commissioners how to act, and he did not believe an employee who was in some other situation would be able to point to this resolution as justification for creation of a new position for them. He further stated that this was discretionary for the Board of Commissioners, but it could encourage other employees to think about this option.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MAIVILLE, TO AMEND THE RESOLUTION BY ADDING THE FOLLOWING CLAUSE:

BE IT FURTHER RESOLVED, the Board of Commissioners will not regard this as setting a precedent for future employment actions.

THE MOTION TO AMEND THE RESOLUTION CARRIED. Yeas: Grebner, Maiville, Polsdofer, Schafer, Tennis Nays: Crenshaw Absent: Morgan

Commissioner Maiville stated the Board of Commissioners had spoken before about retaining exceptional talent in the County, and he thought it was prudent in this case.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED.

Yeas: Grebner, Maiville, Polsdofer, Schafer, Tennis Nays: Crenshaw Absent: Morgan

5. Health Services Millage

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

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

Commissioner Schafer stated that Community Mental Health (CMH) received dollars from the County. He asked how it was audited, or how it was known, that the number of dollars from the County increased the number of County residents served by CMH.

Commissioner Tennis stated that CMH had to bring the patient numbers to the County, and was only allowed to claim compensation for those residents who met the requirements to be served by the Health Services Millage. He further stated that he assumed many more County residents were served by CMH, but the cap on the contract amount had been met.
Commissioner Tennis stated the only way CMH could receive Health Services Millage was by showing they had provided services to millage-eligible County residents.

Commissioner Schafer stated that there was a baseline that CMH was servicing the County, and this contract allowed for more than $1 million in additional support, so he expected to see that much more in services provided to County residents.

Chairperson Grebner stated for clarification that Commissioner Schafer was wondering if any of the people served by CMH would have been served anyway, without the millage funding.

Commissioner Tennis stated the County residents might have still been seen without the Health Services Millage funds, but it could mean there would be fewer programs or bed space available.

Commissioner Schafer stated he did not want the Health Services Millage funds flowing over to benefit the residents of other counties instead of County residents.

Commissioner Tennis stated he believed CMH did audit that information county by county.

**Commissioner Schafer stated he would like to see the audit from CMH.**

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan

7. **Potter Park Zoo** – Resolution to Submit to the Electorate a Special Millage Question for the Reauthorization of Funding for the Operation of the Ingham County Potter Park Zoo and Potter Park, Including Funding for Operations, Maintenance and Improvements

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

Commissioner Schafer stated he would not support an increase in the Potter Park Zoo Millage. He further stated he would have supported a renewal of the current millage rate.

Commissioner Maiville stated he would support a Potter Park Zoo Millage renewal, but he would not support an increase in the millage rate.

Discussion.

Chairperson Grebner stated there was currently $9.8 million in the Trails and Parks Millage fund balance.

THE MOTION CARRIED. **Yeas:** Grebner, Crenshaw, Polsdofer, Tennis **Nays:** Maiville, Schafer **Absent:** Morgan
13. **Board Referrals**
   a. Notice of Public Hearing from the City of Lansing Regarding the Approval of Brownfield Plan #75 - Capital City Market Brownfield Redevelopment Project for the Property Commonly Referred to as 636 E. Michigan Avenue in Lansing
   b. Notice of Public Hearing from the City of Lansing Regarding the Approval of Brownfield Plan #78 - Temple Redevelopment Project for the Property Commonly Referred to as 502 E. Cesar E. Chavez Avenue in Lansing

Chairperson Grebner placed the referrals on file.

**Announcements**

Commissioner Schafer asked what the rationale was for moving the Finance Committee meetings to 6:30 p.m. next year.

Commissioner Grebner stated it was the incoming Chairperson’s decision of what time the meeting started.

Discussion.

Commissioner Crenshaw stated setting the meeting time was at the Chairperson’s discretion, and he believed it had been done to accommodate members who worked, to allow them to get to the Committee meetings on time.

Discussion.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 6:39 p.m.
RESOLUTION ACTION ITEMS:

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

1. **Sheriff’s Office** – Resolution to Accept the SF Mobile Vision Quote to Purchase 28 Digital In-Car Camera Systems for Updating the Sheriff’s Office In-Car Cameras in all Patrol Vehicles

This resolution will authorize the Ingham County Sheriff’s Office to purchase 28 new HD Digital In-car Camera Systems from SF Mobile Vision for a cost not to exceed $138,194.00. Funds for this project are included in the 2020 capital budget within the Equipment Revolving Fund.

The current in-car camera systems are over five years old and are in need of replacement. These in-car camera systems are out of warranty and several of them have reached end of life with SF Mobile Vision for fixing/repairing them. These new digital in-car camera systems being requested are High Definition (HD) Digital quality and will work efficiently with the new server purchased in 2017.

See memo for details.

2. **Prosecuting Attorney’s Office** – Resolution to Authorize a Memorandum of Understanding between The Tri-County Metro Narcotics Squad and the Ingham County Prosecutor’s Office under the 2020 Byrne JAG Grant

Tri-County Metro Narcotics Squad (TCM) has been awarded funds under the 2020FY Byrne Jag Grant Program “Building Investigative Capacity to Combat Heroin and Opioids.” The primary goal of this grant is to focus on prescription provider diversion investigations. The aim is to reduce overdoses, deaths, and criminal activity related to the sale of heroin and opiates. TCM has offered $28,000 in grant funds to the Ingham County Prosecutor’s Office as a partner and participant in this grant program in exchange for increased assistance to TCM in the investigation and prosecution of these cases in Ingham County. The Prosecutor’s Office intends to use this additional funding to purchase software upgrades to allow the discovery unit to more quickly redact and copy video evidence, transfer video formats, and redact medical records. The grant period is October 1, 2019 through September 30, 2020.

See memo for details.

3a. **Circuit Court/Juvenile Division** – Resolution Authorize a Contract for Delinquency Attorney Services

This resolution will authorize a contract with Attorney Robert Ochodnicky, for Judge Richard J. Garcia’s delinquency cases, at $1,296.56 per month, not to exceed $15,558.72. The contract would be effective January 1 through December 31, 2020. This is a contract for legal representation of juveniles in delinquency cases assigned to Judge Garcia. Attorney Robert Ochodnicky has been providing this service, and it is recommended that he receive a 2% increase in the contract amount for the 2020 calendar year.

See memo for details.
3b. **Circuit Court/Juvenile Division** – Resolution to Authorize a Contract with House Arrest Services Inc. for Electronic Monitoring

This resolution will authorize a contract not to exceed $40,000.00 with House Arrest Services Inc. for electronic monitoring for the time period of October 1, 2019 through September 31, 2020.

The In-Home Detention program is used as an alternative means to keep youth out of secure detention while awaiting trial, or as an alternate sanction in lieu of secure detention. Part of the cost of In-Home Detention includes the use of electronic monitoring equipment. The Juvenile Division currently uses GPS enabled tethers provided by House Arrest Services and pays only for the use of equipment through a per diem contract. The Juvenile Division has placed more of an emphasis on utilizing electronic monitoring as a best practice to treat juvenile offenders in the community. Even though the per diem costs of electronic monitoring have decreased, the number of youth utilizing this service has increased, resulting in the need to increase the total contract amount.

See memo for details.

3c. **Circuit Court/Juvenile Division** – Resolution to Authorize a Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy

This resolution will authorize a contract in an amount not to exceed $486,920 with Ingham Intermediate School District for educational instruction at the Ingham Academy for the time period of October 1, 2019 through September 31, 2020.

The Intermediate School District provides the Ingham Academy with highly qualified teachers and paraprofessionals for each of the six classrooms. The Intermediate School District bills the Circuit Court Juvenile Division for the actual cost associated with the Ingham Academy based on the cost of the program less the revenue received from the State School Aid Act. The contract assumes there will be 80 court ordered students on count day.

For the 2020 budget year, the Intermediate School District requested additional funding due to an increase in personnel cost. The request from the Intermediate School District was initially an increase of $45,211.00; however, after meeting with the IISD, the decision was made collectively to eliminate a paraprofessional position in order to control the cost of the program. Furthermore, it was decided that the Ingham Academy would reduce the summer school schedule in order to reduce staff cost during months where programming numbers have been historically low. By eliminating this position and reducing the summer school schedule, the Juvenile Division was able to keep the contract increase to $10,211.00 or 2.1%

See memo for details.

3d. **Circuit Court/Juvenile Division** – Resolution to Authorize a Contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem and Truancy Court Legal Representation

This resolution will authorize a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate of $3,750.00 per month and legal representation of cases assigned to Truancy Court at a rate of $850.00 per month, not to exceed $55,200.00 for calendar year 2020. This contract will provide legal representation of children in neglect and abuse cases, and cases assigned to the Truancy Court program. Attorney Kaitlin Fish has been providing these services, and a 2% increase in the contract amount for the legal representation of cases assigned to the Truancy Court program is recommended.
This resolution will also authorize the provision of web based legal research and court rules at a rate not to exceed $2,000.00 and additional payments to Attorney Kaitlin Fish not to exceed $132,928.00 for calendar year 2020, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant, previously approved by Resolution #19-564.

See memo for details.

3e. Circuit Court/Juvenile Division – Resolution to Authorize a Contract for Lawyer Guardian Ad Litem Representation

This resolution will authorize the following contracts:
- a contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Janelle A. Lawless at a rate of $4,166.66 a month, not to exceed $50,000.00 for calendar year 2020.
- a contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Laura Baird at a rate of $4,166.66 a month, not to exceed $50,000.00 for calendar year 2020.
- a contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunnings at a rate of $3,750.00 a month, not to exceed $45,000.00 for calendar year 2020.

This resolution will also authorize the provision of web based legal research and court rules at a rate not to exceed $2,000.00 per attorney per calendar year and additional payments to Attorney Annette Skinner, Attorney Michael Staake and Attorney Michael Van Huysse, not to exceed $132,928.00 for calendar year 2020, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant, previously approved by Resolution 19-564.

See memo for details.

3f. Circuit Court/Juvenile Division – Resolution to Authorize a Contract with Peckham Inc. for the Peckham Footprints Group Home

This resolution will authorize a contract in an amount not to exceed $558,705.00 with Peckham Inc. to operate the Peckham Footprints Group Home for the time period of October 1, 2019 through September 31, 2020.

The Peckham Footprints Group Home is a six bed residential facility that operates programming for moderate to high risk female juvenile offenders, which has provided this program for the Circuit Court Juvenile Division since 2005. For the past several years, Peckham Inc. reported an average loss for this program of $71,000.00 per year. Peckham Inc. was able to offset the program deficit with additional revenue from the Peckham Foundation. However, as the cost of the program continues to increase, Peckham Inc. reports they can no longer continue taking such a substantial loss and requested an increase of $136,458.00 to the contract amount. Through negotiations, the Juvenile Division and Peckham Inc. agreed to recommend an increase of $88,752.00, or 16%, in order to make up for the anticipated losses during the 2020 fiscal year. This increase places the Peckham Footprints Group Home per-diem within the range for both in-state and out-of-state residential placement. Funds to support this contract are included in the 2020 budget, and are funded 50% by the Juvenile Justice Millage and 50% by the State Child Care Fund.

See memo for details.
4a. **9-1-1 Dispatch Center** – Resolution to Authorize Acceptance of a Federal Grant (via the State of Michigan) to Provide Funding to Purchase a Nextgen 9-1-1 Phone System

The Ingham County Board of Commissioners approved Resolution #19-223 that authorized the purchase of the Solacom Guardian, Equipment, System Support, Training and Optional Equipment not to exceed $1,041,504.69. The State 9-1-1 Board received a grant from the Federal Government to disperse funding across the state to area Public System PSAP’s that are in desperate need to upgrade their current system. The 9-1-1 Center applied for, and was awarded a Subgrant from the State of Michigan in the amount of $501,724.80, to offset this cost. This resolution will accept the grant.

See memo for details.

4b. **9-1-1 Dispatch Center** – Resolution for the Renewal of the 9-1-1 Telephone Support Agreement with Carousel Industries Inc.

This resolution will authorize extending the contract with Carousel Industries, Inc. for system maintenance and support for the period of January 1, 2020 through June 30, 2020 for a total cost of $52,557.05.

The purchase of the new Solacom 9-1-1 telephone system, planned to be installed by the end of 2019, was delayed so that Ingham County could apply for and remain eligible for monies in the Michigan CPE Sub-grant process, which has recently been awarded in an amount exceeding $500,000. The county is now in the process of completing the purchase and installation of the Solacom System, but it will not be installed until early 2020.

See memo for details.

4c. **9-1-1 Dispatch Center** – Resolution to Amend Resolution #19-563 to Adjust Cost for Leslie Tower Modification

Resolution #19-563 authorized the expenditure of funds encumbered from the Motorola Lease Contract for structural modifications to the Leslie Tower ($70,000) and Mason Tower ($75,672.55). Since that time, the quote for the Leslie Tower modifications has been updated to $74,955.12. This resolution will approve amending this amount.

4d. **9-1-1 Dispatch Center** – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the Tightrope Media Systems Carousel 7 Digital Signage System

This resolution will authorize the purchase of the Tightrope Media Systems Carousel 7 digital signage system, display TV monitors and wall mounts for an amount not to exceed $6,000.00. Implementing this digital signage in the operations area of the 9-1-1 Center will improve communications, situational awareness, and enhance collaboration and efficiency in the 24 hour work environment. The management team can display announcements, information, updates and reminders for staff on two large monitor displays positioned on the walls. Funds are available with thin 9-1-1 fund.

See memo for details.
5. **Public Defenders Office** – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Resolution #17-445

This resolution will approve a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. The grant period is October 1, 2019 through September 30, 2020, and continues the operation of the Ingham County Public Defenders Office as implemented in 2019.

The 2019-2020 grant budget is $5,542,054 including a local share of $921,654.46. The local share will be split among Ingham County ($883,431.47), the City of Lansing ($21,986), and the City of East Lansing ($16,448). The State will be contributing $2,619,561.51, and the remainder of the budget will be funded by unspent FY2019 funds totaling $2,000,627.03, which remain in the Indigent Defense Fund (260) fund balance.

New in the 2019-2020 budget is the addition of a social worker position, an increase of the part-time clerk position to full-time and a contract for a conflict manager to assign counsel when there is a conflict of interest.

See memo for details.

6a. **Fair Office** - Resolution Authorizing Off-Season Fees for the Ingham County Fair

This resolution authorizes new off-season fees for the Ingham County Fair as follows:

<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Target Percent</th>
<th>2020 Fee Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair</td>
<td>Main Arena weekday</td>
<td>100%</td>
<td>$250.00-$750.00</td>
</tr>
<tr>
<td>Fair</td>
<td>Main Arena week night</td>
<td>100%</td>
<td>$350.00-$1,500.00</td>
</tr>
<tr>
<td>Fair</td>
<td>Hoop House week day</td>
<td>100%</td>
<td>$50.00-$250.00</td>
</tr>
<tr>
<td>Fair</td>
<td>Hoop House week night</td>
<td>100%</td>
<td>$251.00-$499.00</td>
</tr>
</tbody>
</table>

These fees are necessary as the Fair continues to provide additional events for Ingham County residents.

6b. **Fair Office** - Resolution Amending Resolution 19-210 to Adjust Rental Fees for the Ingham County Fairgrounds

This resolution corrects fees that were included Resolution #19-210. The Fairgrounds Events Director discovered these errors and is recommending a reduction in the fees to reflect actual costs.

7. **Facilities Department** – Resolution to Authorize an Agreement with Straub, Pettitt & Yaste Architects for Architectural and Engineering Services for Community Mental Health Renovations at the Human Services Building

Community Mental Health would like to renovate the area they currently occupy and expand into the space currently occupied by Human Resources at the Human Services Building. Expanding the space will allow CMH to expand the Families Forward program. This resolution authorizes a contract with Straub, Pettitt & Yaste in an amount not to exceed $29,200 for the architectural and engineering services for Community Mental Health renovations at the Human Services Building. Funds are available in the CMH building maintenance fund.
8a. **Parks Department** - Resolution to Authorize the Acceptance of the Project Agreement for a Land and Water Conservation Fund Grant

This resolution accepts a Land and Water Conservation Grant for improvements at Burchfield Park in the amount of $256,500 and authorizes the necessary budget transfers for the County’s match.

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

This resolution allocates over $5.7 million of funding for 18 trails and parks millage funded projects throughout Ingham County, and authorizes the associated contracts. According to Parks staff estimates, the Trails and Parks Millage is currently over allocated by approximately $2.1 million.

8c. **Parks Department** - Resolution to Authorize a Visitor Incentive Program for the Hawk Island Snow Tubing Hill

This resolution authorizes a visitor incentive program for a snow tubing event at Hawk Island held between Monday-Thursday evenings to allow youth school groups within Ingham County and non-profit organizations to fund raise while also providing increased revenue for the Parks Department. Schools and non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools’ designated evening.

9a. **Health Department** - Resolution to Authorize the Acceptance of Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local Community Stabilization Authority

This resolution accepts funds in the amount of $356,809 for the purpose of providing allowable health services as described in MCL 333.2475. In FY 20, Ingham County Health Department (ICHD) will submit resolution(s) to use these funds to request authorization of new positions, programs, and contracts.

9b. **Health Department** - Resolution to Authorize a Collaborative Services and Referral Agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties

This resolution authorizes a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling $859,096 effective February 1, 2020 through January 31, 2021. Funds for this agreement are available in the budget.

9c. **Health Department** - Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for FY 2019-2020

This resolution authorizes an agreement with EGLE to accept $34,793 to conduct environmental monitoring and inspections of EGLE Non-Community programs for the period of October 1, 2019 through September 30, 2020.
9d. **Health Department** - Resolution to Address and Reduce Implicit Bias in All County Decision-Making by Developing and Integrating an Equity Review Process and Health in All Policies Approach

This resolution tasks the Ingham County Controller’s Office and the Health Department to work together and with other departments, agencies and elected officials to develop a plan by May 18th, 2020 and then support the work to operationalize that plan for the application of an equity lens to guide future policies and decision-making across all County departments, thereby reducing unconscious bias in an effort to more fully align with the County’s Vision Statement of being a “welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.”

9e. **Health Department** - Resolution to Amend Resolution #19-410 with Intelligent Medical Objects, Inc.

This resolution amends Resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement to provide problem IT terminology services, totaling $10,000 and effective February 1, 2020 through January 31, 2021. Funds for this agreement are included in the budget.

9f. **Health Department** - Resolution to Authorize an Agreement with Hospital Network Healthcare Services

This resolution authorizes an agreement with HNHS to provide medical waste disposal at a cost of $6,700 annually, effective February 1, 2020 through January 31, 2022.

9g. **Health Department** - Resolution an Authorize an Agreement with Possibilities for Change

This resolution authorizes an agreement with Possibilities for Change (P4C) in the amount of $8,500 to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers. Funding is available in the Health Department’s budget for this agreement.

9h. **Health Department** - Resolution to Authorize an Agreement with Rapid Shred

This resolution authorizes an agreement with Rapid Shred for document shredding services in an amount not to exceed $9,000 annually effective February 1, 2020 through January 31, 2022 and to automatically renew annually. Funding is included in the Health Department’s budget for this agreement.

9i. **Health Department** - Resolution to Amend Resolution #18-312 Agreement with Reglantern™

This resolution authorizes an amendment to the agreement with Reglantern in the amount of $8,000 for a Mock Compliance Review to take place within the designated timeframe. The cost will be covered by the CHC Operational Funding Reserve.

9j. **Health Department** - Resolution to Convert Position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC (Community Health Center)

This resolution authorizes the conversion of Position # 601307 from a Health Analyst/System Analyst to an Accountant – CHC for a cost savings of up to $5,790 and will be effective upon approval.
9k. **Health Department** – *Resolution to Authorize an Agreement with UpToDate, Inc.*

This resolution authorizes entering into an agreement with UpToDate, Inc. for access to their online database, in an amount not to exceed $9,350 effective February 1, 2020 through January 31, 2021. Funding is available through the Community Health Center operating fund reserve.

10. **Potter Park Zoo** – *Resolution to Amend Resolution #19-141 Visitor Incentive Programs at Potter Park Zoo*

Potter Park Zoo seeks to partner with the Eaton Conservation District, City of Lansing, Michigan Department of Natural Resources, Arboriculture Society of Michigan, Consumers Energy, and the Michigan State University Federal Credit Union for incentive programs that also have potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo. Incentive programs typically involve reduced or free admission to the Zoo, and these relationships are consistent with the spirit of the Ingham County Regional Service Coordination policy adopted in 2018. The Potter Park Zoo Director recommends approval of a resolution to amend Resolution #19-141 to include the Ingham County Circuit Court Family Division Hippity Hop 5K Child Benefit Fund and the 25th annual Arbor Day celebration. The resolution also seeks to increase the Zoo Days incentive fee from $1.00 to $2.00.

11. **Equalization Department** – *Resolution to Revise Resolution #19-526 Authorizing Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement*

On December 10, 2019 the Board of Commissioners approved Resolution 19-526 to authorize participation in the Tri-County Region Aerial Imagery Partner Agreement. The Equalization Director has offered a resolution to clarify the manner in which funding will be allocated and received to finance Ingham County’s formal participation in the Agreement.

12a. **Road Department** – *Resolution to Authorize the Extension of Resolution #19-142: The 2020 Seasonal Requirement of Emulsified Asphalts*

On April 9, 2019 the Board of Commissioners approved Resolution 19-142 to authorize the purchase of 2019 seasonal requirement of emulsified asphalt. The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. With approval of Resolution 19-142 the Board accepted a bid and authorized purchase of HFRS 2-M, SS-1H and AE-90 asphalt emulsion on an as-needed, unit price basis from the Bit Mat of Michigan, Asphalt Materials and Michigan Paving and Materials. The Road Department recommends approval of a resolution to extend Resolution #19-142 for 2020 construction season, to purchase the HFRS-2M, Low Track Tac and AE-90 emulsions on an as-needed, unit price basis from Bit Mat of Michigan. In the event the awarded providers’ emulsions fail to meet the required specifications or are unable to provide material when and where requested, the Road Department simultaneously requests authorization to engage two secondary providers Michigan Paving & Materials and Asphalt Materials. If approved, a blanket purchase order would be processed for various emulsion purchases with preference based on lowest qualifying bid unit price and a total quantity not to exceed $1,500,000.
12b. **Road Department** – *Resolution to Commit Local Match and Support Federal TAP and HSIP Program Funding to Construct a Non-Motorized, Shared-Use Pathway on Waverly Road between St. Joseph Hwy. and Old Lansing Rd.*

The Road Department seeks authorization to apply for funding through the federal Transportation Alternatives Program (TAP) and Highway Safety Improvement Program (HSIP) to construct a non-motorized, shared use pathway on Waverly Road between St. Joseph Highway and Old Lansing Road. This project would be coordinated with a plan to reconstruct Waverly Road between St. Joseph Highway and Lansing Road in 2020. The total Ingham County match of $344,750 was committed to this project from the Ingham County Trails and Parks millage fund as approved on February 12, 2019 (Resolution 19-047).

13a. **Human Resources Department** – *Resolution Approving the Collective Bargaining Agreement Wage Reopener with the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, Potter Park Zoo Supervisory Unit*

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243 for the period January 1, 2020 through December 31, 2020.

13b. **Human Resources Department** – *Resolution Authorizing Enrollment in Davenport University’s Certificate of Management Program*

The Institute for Professional Excellence at Davenport University offers a Certificate of Management (COM) program, designed to develop core management skills necessary to increase workforce productivity and performance. This 12-week, 6-session course focuses on the core competencies necessary to building collaboration, promoting trust and empowering employees to achieve results. Recognizing the number of new managers hired over the past two years, the Human Resources Department advocates for the skill enhancements offered through this program completion to improve efficiency and quality of delivery of services, enhance employee satisfaction and retention and encourage professional development of future leadership. A resolution is offered to secure up to 20 seats in this Davenport University program at a total cost of $47,200.
TO: Law & Courts Committee  
Finance Committee  

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff’s Office  

DATE: December 4, 2019  

RE: RESOLUTION TO ACCEPT AN SF MOBILE VISION QUOTE TO PURCHASE 28 DIGITAL IN-CAR CAMERA SYSTEMS FOR UPDATING THE SHERIFF’S OFFICE IN-CAR CAMERAS IN ALL PATROL VEHICLES  

This resolution is for approval to purchase 28 digital in-car camera systems to upgrade the current in-car camera systems for Sheriff’s Office patrol vehicles. The Sheriff’s Office has utilized the digital in-car camera system from SF Mobile Vision (formerly known as L3 Mobile Vision) since 2009. In 2017 the Sheriff’s Office purchased a server, software, and related equipment to upgrade the server which houses the video storage for all videos captured by the in-car camera systems.

The in-car camera systems in our current patrol vehicles are over five years old and are in need of replacement. These in-car camera systems are out of warranty and several of them have reached end of life with SF Mobile Vision for fixing/repairing them.

These new digital in-car camera systems being requested are High Definition (HD) Digital quality and will work efficiently with the new server purchased in 2017.

The cost to be paid is not to exceed $138,194.00 with the funds for this purpose coming from the Equipment Revolving Fund (664-30199-978000).
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE SF MOBILE VISION QUOTE TO PURCHASE
28 DIGITAL IN-CAR CAMERA SYSTEMS FOR UPDATING THE SHERIFF’S OFFICE
IN-CAR CARERAS IN ALL PATROL VEHICLES

WHEREAS, the Ingham County Sheriff’s Office wishes to purchase 28 new digital in-car camera systems from
SF Mobile Vision, Inc. for in-car video systems in all patrol vehicles; and

WHEREAS, the current in-car camera systems are over 5 years old and are in need of replacement due to age
and technology updates; and

WHEREAS, the in-car camera systems are High Definition (HD) Digital quality and will work more efficiently
with the new server, software and associated equipment purchased in 2017; and

WHEREAS, the Ingham County Sheriff’s Office has budgeted under Capital Improvements funding to purchase
28 new HD Digital Quality In-car Camera Systems from SF Mobile Vision to replace the outdated in-car
camera systems.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham
County Sheriff’s Office to purchase 28 new HD Digital In-car Camera Systems from SF Mobile Vision for a
cost not to exceed $138,194.00. The funds for this purpose will come from the Equipment Revolving Fund
(664-30199-978000).

BE IT FURTHER RESOLVED, that the Controller/Administrator’s Office is authorized to make the necessary
budget adjustments and the Purchasing Department is authorized to issue the necessary purchase order or
purchase documents needed.

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 Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: January 7, 2020

SUBJECT: Resolution to Enter into a Memorandum of Understanding between the Tri-County Metro Narcotic Squad and the Ingham County Prosecutor’s Office under the 2020 Byrne Jag Grant Program

BACKGROUND
Under the Urban Cooperation Act, MCL 124.501 et seq., the Michigan Department of State Police (MSP), the City of Lansing, County of Ingham, County of Eaton, and the County of Clinton are all participating entities in the Tri-County Metro Narcotics Squad (TCM). This is a cooperative task force which combines the law enforcement personnel and resources of the participating entities to investigate violations of the controlled substance laws of Michigan. TCM has been awarded funds under the 2020FY Byrne Jag Grant Program “Building Investigative Capacity to Combat Heroin and Opioids.” The primary goal of this grant is to focus on prescription provider diversion investigations. The aim is to reduce overdoses, deaths, and criminal activity related to the sale of heroin and opiates. TCM has offered $28,000 in grant funds to the Ingham County Prosecutor’s Office as a partner and participant in this grant program in exchange for increased assistance to TCM in the investigation and prosecution of these cases in Ingham County.

ALTERNATIVES
None

FINANCIAL IMPACT
The proposed agreement would have no financial impact. Currently, ICPO works with TCM and the other participating entities without any financial remuneration. Under the proposed agreement, ICPO would receive a total disbursement of $28,000 during the current grant cycle. The anticipated funding would be divided into four quarterly disbursements of $7,000 each. This grant cycle began on October 1, 2019 and runs through September 30, 2020.

OTHER CONSIDERATIONS
ICPO intends to use this additional funding to purchase software upgrades which would allow our discovery unit to more quickly redact and copy video evidence, transfer video formats, and redact medical records. Our office is under a continuing constitutional and statutory obligation to provide timely discovery to the defense in criminal matters.

RECOMMENDATION
Based on the information provided, I respectfully request approval of the attached resolution.
RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN THE TRI-COUNTY METRO NARCOTICS SQUAD AND THE INGHAM COUNTY PROSECUTOR’S OFFICE UNDER THE 2020 BYRNE JAG GRANT

WHEREAS, the Tri-County Metro Narcotics Squad (TCM) has been approved under the 2020 Byrne Jag Grant Program “Building Investigative Capacity to Combat Heroin and Opioids” to disburse $28,000 in funds to the Ingham County Prosecutor’s Office (ICPO) for the fiscal year of October 1, 2019 through September 30, 2020; and

WHEREAS, the primary goal of the grant program is to focus on prescription provider diversion investigations to reduce overdoses, deaths, and other criminal activity related to the sale and distribution of heroin and opioids in Ingham County and the surrounding area; and

WHEREAS, ICPO currently assists TMC with the investigation and prosecution of controlled substance cases without financial remuneration and ICPO has agreed to assign a dedicated assistant prosecuting attorney to the investigation, warrant review, and prosecution of cases under the grant program; and

WHEREAS, the grant funding would assist ICPO to more efficiently meet its constitutional and statutory obligations to provide timely discovery in criminal matters; and

WHEREAS, the funds will be divided into four quarterly disbursements of $7,000 during the fiscal year and those quarters end December 31, 2019, March 31, 2020, June 30, 2020 and September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the proposed agreement for the Tri-County Metro Narcotics Squad to disburse $28,000 to the Ingham County Prosecutor’s Office under the 2020 Byrne Jag Grant Program “Building Investigative Capacity to Combat Heroin and Opioids.”

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2020 budget lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: December 26, 2019
SUBJECT: Resolution Authorizing Entering Into a Contract for Delinquency Attorney Services For the Meeting Agendas of January 16 and January 22, 2020

BACKGROUND
During the 2020 budget process the Board of Commissioners authorized an increase to the line-item used to pay court appointed attorneys.

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue a contract for legal representation of juveniles in delinquency cases assigned to Judge Richard J. Garcia. Attorney Robert Ochodicky has been providing this service. It is recommended that Attorney Robert Ochodicky receive a 2% increase in the contract amount for the 2020 calendar year. Provided the amount of the increase exceeds the Consumer Price Index’s Annual Inflation rate of 1.9%, additional authorization is required (Per resolution #16-443).

The Court has entered into delinquency contracts since 2010 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children and indigent youth. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contracts will be in effect from January 1, 2020 through December 31, 2020.

ALTERNATIVES
The Court assigns court appointed attorneys from the court appointed list to represent indigent juveniles assigned to Judge Richard J. Garcia.

FINANCIAL IMPACT
Funds to support this contract have been allocated in the 2020 budget. It is estimated that entering into a contract with an attorney saves the Court between $5,000.00 and $7,000.00 a year per Judge. No additional funding for this contract is required.

STRATEGIC PLANNING IMPACT
Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission’s report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.
OTHER CONSIDERATIONS
Contracts with delinquency attorneys will add additional cost savings as Raise the Age legislation is implemented. Raise the Age legislation will have an increase on the overall number of delinquency petitions received by Juvenile Division Judges.

RECOMMENDATION
Enter into a contract
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR DELINQUENCY ATTORNEY SERVICES

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for juveniles, has contracted with attorneys; and

WHEREAS, the 2020 budget approved by the Board of Commissioners, authorizes funds to contract with specific attorneys to provide legal representation; and

WHEREAS, the attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients; and

WHEREAS, Attorney Robert Ochodnicky has been providing legal counsel for juvenile delinquency cases assigned to Judge Richard J. Garcia; and

WHEREAS, in calendar year 2019, Attorney Robert Ochodnicky was paid $1,271.14 monthly; and

WHEREAS, in order to provide competitive compensation for attorney services, the Juvenile Division intends to increase compensation for Attorney Robert Ochodnicky by 2%; and

WHEREAS, if authorized the Circuit Court Juvenile Division would compensate Attorney Robert Ochodnicky to provide legal representation for delinquency cases assigned to Judge Richard J. Garcia, effective January 1, 2020 through December 31, 2020 in the amount of $1,296.56 per month, not to exceed $15,558.75.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Robert Ochodnicky, for Judge Richard J. Garcia’s delinquency cases, at $1,296.56 per month, not to exceed $15,558.72. The contract would be effective 01/01/2020 through 12/31/2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: January 2, 2020
SUBJECT: Resolution Authorizing Entering Into a Contract with House Arrest Services Inc. for the Meeting Agendas of January 16 and January 22, 2020

BACKGROUND
The In-Home Detention program is used as an alternative means to keep youth out of secure detention while awaiting trial, or as an alternate sanction in lieu of secure detention. In recent years, both the Community Placement Program and Phoenix Court program were added to the In-Home Detention program in order to reduce the reliance on residential placement. Both of these programs consist of multiple face-to-face contacts each week and the use of cognitive behavioral interventions as a means to address high-risk behaviors and thinking. As these programs have grown in popularity with Judges and staff, so has the overall cost of the In-Home Detention program.

Part of the cost of In-Home Detention includes the use of electronic monitoring equipment. The Juvenile Division currently uses GPS enabled tethers provided by House Arrest Services and pays only for the use of equipment through a per diem contract. The Juvenile Division has placed more of an emphasis on utilizing electronic monitoring as a best practice to treat juvenile offenders in the community. Even though the per diem costs of electronic monitoring have decreased, the number of youth utilizing this service has increased, resulting in the need to increase the total contract amount. During FY19, the Circuit Court Juvenile Division was expected to exceed the contract amount with House Arrest Services resulting in a forced reduction in the use of tethers for the last few months of the fiscal year.

ALTERNATIVES
There are several other vendors that provide electronic monitoring services. However, the Circuit Court Juvenile Division has been pleased with House Arrest Services and would like to continue this contract.

FINANCIAL IMPACT
The Juvenile Division anticipated this cost in the 2020 budget and has planned accordingly. No additional funding is required. Additionally, the costs for electronic monitoring is funded 50% by the State Child Care Fund.

STRATEGIC PLANNING IMPACT
Expand evidence based juvenile programming to adequately address the increased Family Division caseload should the 17 year olds become part of their responsibility.

As Raise the Age legislation is implemented, electronic monitoring will become increasingly more important in reducing the detention population.

OTHER CONSIDERATIONS
None

RECOMMENDATION
Enter into a contract with House Arrest Services
Rescued by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH HOUSE ARREST SERVICES INC.
FOR ELECTRONIC MONITORING

WHEREAS, the Circuit Court Juvenile Division has utilized House Arrest Services Inc. for electronic monitoring of juvenile offenders; and

WHEREAS, the Circuit Court Juvenile Division has had a per diem contract with House Arrest Services to pay for GPS Tethers and Electronic Alcohol Monitoring; and

WHEREAS, more emphasis is being placed on utilizing electronic monitoring as a best practice to treat juvenile offenders in the community in order to reduce the population at Ingham County Youth Center; and

WHEREAS, although the per diem amounts for electronic monitoring have decreased, there has been a significant increase in the number of youth placed on electronic monitoring; and

WHEREAS, the Circuit Court Juvenile’s Division’s 2020 budget includes $40,000 for the use of electronic monitoring equipment; and

WHEREAS, the cost for using electronic monitoring equipment is State Child Care Fund reimbursable.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract not to exceed $40,000.00 with House Arrest Services Inc. for electronic monitoring for the time period of October 1, 2019 through September 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: January 2, 2020
SUBJECT: Resolution Authorizing Entering Into a Contract with the Ingham Intermediate School District for the Meeting Agendas of January 16 and January 22, 2020

BACKGROUND
The Ingham Academy is a partnership between the Circuit Court Juvenile Division, Highfields Inc., Peckham Inc., and the Ingham Intermediate School District. The Intermediate School District provides the Ingham Academy with highly qualified teachers and paraprofessionals for each of the six classrooms. The Intermediate School District bills the Circuit Court Juvenile Division for the actual cost associated with the Ingham Academy based on the cost of the program less the revenue received from the State School Aid Act. The contract assumes there will be 80 court ordered students on count day.

For the 2020 budget year, the Intermediate School District requested additional funding due to an increase in personnel cost. The request from the Intermediate School District was initially an increase of $45,211.00; however, after meeting with the IISD, the decision was made collectively to eliminate a paraprofessional position in order to control the cost of the program. Furthermore, it was decided that the Ingham Academy would reduce the summer school schedule in order to reduce staff cost during months where programming numbers have been historically low. By eliminating this position and reducing the summer school schedule, the Juvenile Division was able to keep the contract increase to $10,211.00 or 2.1%

ALTERNATIVES
The Intermediate School District could eliminate other positions. Additionally, the Circuit Court Juvenile Division could increase the size of the classrooms. Both of these options would compromise the integrity of the program and lead to further cost in out of home placement and detention.

FINANCIAL IMPACT
Funds to support this contract have been allocated in the 2020 budget. The cost of this contract is funded 50% by the Juvenile Justice Millage and 50% by the State Child Care Fund. Furthermore, the Intermediate School District only bills the actual cost after they have received funding through the State School Aid Act.

STRATEGIC PLANNING IMPACT
Expand evidence based juvenile programming to adequately address the increased Family Division caseload should the 17 year olds become part of their responsibility.

The Ingham Academy utilizing evidence based program and is designed to treat 17 and 18 year old adjudicated youth.

OTHER CONSIDERATIONS
None

RECOMMENDATION
Enter into a contract
WHEREAS, the Ingham Academy is a partnership between the Circuit Court Juvenile Division, Highfields Inc., Peckham Inc. and Ingham Intermediate School District; and

WHEREAS, the Circuit Court Juvenile Division has utilized Ingham Intermediate School District to provide educational instruction at the Ingham Academy since September of 2007; and

WHEREAS, Ingham Intermediate School District provides the Ingham Academy with highly qualified teachers and paraprofessionals for each of the six classrooms; and

WHEREAS, the 2020 budget approved by the Board of Commissioners, authorizes funds to contract with the Ingham Intermediate School District; and

WHEREAS, the contract amount is based on 80 students being enrolled in the Ingham Academy and the Ingham Intermediate School District receiving per pupil funding through the State School Aid Act; and

WHEREAS, per the contract language, the Ingham Intermediate School District bills the Circuit Court Juvenile Division the actual cost associated with the Ingham Academy based on the cost of the program less the revenue received from the State School Aid Act; and

WHEREAS, the cost of this contract is funded 50% by the Juvenile Justice Millage and 50% by the State Child Care Fund; and

WHEREAS, the students who attend the Ingham Academy are ordered by the Circuit Court Juvenile Division; and

WHEREAS, the Circuit Court Juvenile Division is requesting a 2.1% increase to the contract with the Ingham Intermediate School District for the 2020 budget year due to an increase in cost for personnel; and

WHEREAS, the Circuit Court Juvenile Division and the Ingham Intermediate School District have worked together to implement cost saving measures throughout the 2019/2020 school year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners autorizes entering into a contract in an amount not to exceed $486,920 with Ingham Intermediate School District for educational instruction at the Ingham Academy for the time period of October 1, 2019 through September 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Law and Courts and Finance Committees  
FROM: Scott LeRoy, Deputy Court Administrator  
DATE: January 2, 2020  
SUBJECT: Resolution AuthorizingEntering Into a Contract for Lawyer Guardian Ad Litem Attorney Services and Legal Representation for Truancy Court for the Meeting Agendas of January 16 and January 22, 2020  

BACKGROUND  
During the 2020 budget process the Board of Commissioners authorized an increase to the line-item used to pay court appointed attorneys.  

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem legal representation of children in neglect and abuse cases, and cases assigned to the Truancy Court program. Attorney Kaitlin Fish has been providing these services. A separate resolution recommends authorizing Lawyer Guardian Ad Litem Services for the other Judges holding Family Division hearings. It is recommended that Attorney Kaitlin Fish receive a 2% increase in the contract amount for the legal representation of cases assigned to the Truancy Court program.  

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contacts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contract will be in effect from January 1, 2020 through December 31, 2020.  

Furthermore, the court received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation. 

ALTERNATIVES  
The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse and Truancy Court cases.  

FINANCIAL IMPACT  
Funds to support this contract have been allocated in the 2020 budget. No additional funding is requested.  

STRATEGIC PLANNING IMPACT  
Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).  

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission’s report states:
Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Enter into a contract
RESOLUTION TO AUTHORIZE A CONTRACT WITH ATTORNEY KAITLIN FISH FOR LAWYER GUARDIAN AD LITEM AND TRUANCY COURT LEGAL REPRESENTATION

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal representation for children, has contracted with specialized attorneys; and

WHEREAS, the 2020 budget approved by the Board of Commissioners, authorizes funds to contract with attorneys to provide legal representation; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, it is recommended that Attorney Kaitlin Fish continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Richard J. Garcia at a rate not to exceed $45,000.00 for calendar year 2020; and

WHEREAS, in order to provide competitive compensation for attorney services, the Juvenile Division intends to increase compensation for representation of cases assigned to the Truancy Court program by 2%; and

WHEREAS, it is recommended that Attorney Kaitlin Fish continue providing legal representation of truancy cases assigned to the Truancy Court program at a rate not to exceed $10,200.00 for calendar year 2020; and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate of $3,750.00 per month and legal representation of cases assigned to Truancy Court at a rate of $850.00 per month, not to exceed $55,200.00 for calendar year 2020.
BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide Attorney Kaitlin Fish web based legal research and court rules at a rate not to exceed $2,000.00 for calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Kaitlin Fish, not to exceed $132,928.00 for calendar year 2020, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Law and Courts and Finance Committees  
FROM: Scott LeRoy, Deputy Court Administrator  
DATE: January 2, 2019  
SUBJECT: Resolution Authorizing Entering Into a Contract for Lawyer Guardian Ad Litem Attorney Services for the Meeting Agendas of January 16 and January 22, 2020

BACKGROUND
During the 2020 budget process the Board of Commissioners authorized an increase to the line-item used to pay court appointed attorneys.

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue contracts for legal representation of children in neglect and abuse cases. The three attorneys recommended in this resolution have already been providing Lawyer Guardian Ad Litem services (L-GAL) for the Circuit Court Juvenile Division. The fourth Lawyer Guardian Ad Litem, who is assigned to Judge Garcia, has a second contract to represent juveniles in Truancy Court cases and will be authorized by separate resolution. Additionally, the case distribution for neglect and abuse cases has been recalculated for calendar year 2020 thus resulting in a recalculation of the recommended contract amounts. The case distribution for neglect and abuse cases is as follows: Judge Lawless .3, Judge Baird .3, Judge Garcia .2 and Judge Dunnings .2 of the Family Division docket.

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contracts will be in effect from January 1, 2020 through December 31, 2020.

Furthermore, the court received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

ALTERNATIVES
The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse cases.

FINANCIAL IMPACT
Funds to support this contract have been allocated in the 2020 budget. No additional funding is requested.

STRATEGIC PLANNING IMPACT
Develop an indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission’s report states:
Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Enter into a contract
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR LAWYER GUARDIAN AD LITEM REPRESENTATION

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with specialized Lawyers Guardian Ad Litem; and

WHEREAS, the 2020 budget approved by the Board of Commissioners, authorizes funds to contract with specialized attorneys to provide legal representation; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients; and

WHEREAS, the Circuit Court Family Division caseloads are weighted differently by Judge; and

WHEREAS, it is recommended that Attorney Annette Skinner continue providing Lawyer Guardian Ad Litem council for neglect and abuse cases assigned to Judge Janelle A. Lawless at a rate not to exceed $50,000.00 a year for calendar year 2020; and

WHEREAS, it is recommended that Attorney Michael Staake continue providing Lawyer Guardian Ad Litem council for neglect and abuse cases assigned to Judge Laura Baird at a rate not to exceed $50,000.00 a year for calendar year 2020; and

WHEREAS, it is recommended that Attorney Michael Van Huysse continue providing Lawyer Guardian Ad Litem council for neglect and abuse cases assigned to Judge Shauna Dunnings at rate not to exceed $45,000.00 for calendar year 2020; and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Janelle A. Lawless at a rate of $4,166.66 a month, not to exceed $50,000.00 for calendar year 2020.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Laura Baird at a rate of $4,166.66 a month, not to exceed $50,000.00 for calendar year 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunnings at a rate of $3,750.00 a month, not to exceed $45,000.00 for calendar year 2020.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide web based legal research and court rules at a rate not to exceed $2,000.00 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Annette Skinner, Attorney Michael Staake and Attorney Michael Van Huysse, not to exceed $132,928.00 for calendar year 2020, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Law and Courts and Finance Committees  
FROM: Scott LeRoy, Deputy Court Administrator  
DATE: January 2, 2020  
SUBJECT: Resolution Authorizing Entering Into a Contract with Peckham Inc. for the Meeting Agendas of January 16 and January 22, 2020

BACKGROUND
The Peckham Footprints Group Home is a six bed residential facility that operates programming for moderate to high risk female juvenile offenders. Peckham Inc. has provided this program for the Circuit Court Juvenile Division since 2005. For the past several years, Peckham Inc. reported an average loss for this program of $71,000.00 a year. Peckham Inc. was able to offset the program deficit with additional revenue from the Peckham Foundation. However, as the cost of the program continues to increase, Peckham Inc. reports they can no longer continue taking such a substantial loss and requested an increase of $136,458.00 to the contract amount. Through negotiations, the Juvenile Division and Peckham Inc. agreed to recommend an increase of $88,752.00 or 16% in order to make up for the anticipated losses during the 2020 fiscal year. This increase places the Peckham Footprints Group Home per-diem squarely within the range for both in-state and out-of-state residential placement.

ALTERNATIVES
The Circuit Court Juvenile Division could eliminate the Peckham Footprints Group Home. However, this would result in a substantial increase to long-term out of home placement and cost much more for less adequate programming. Peckham Inc. and the Court have collaboratively designed the program to meet best practice standards. Furthermore, Peckham Inc. has built a house and has committed their own resources to ensure the success of the program. Should the program be eliminated, it is unlikely that another agency would be able to commit the same level of resources.

FINANCIAL IMPACT
Funds to support this contract have been allocated in the 2020 budget. The cost of this contract is funded 50% by the Juvenile Justice Millage and 50% by the State Child Care Fund.

STRATEGIC PLANNING IMPACT
Expand evidence based juvenile programming to adequately address the increased Family Division caseload should the 17 year olds become part of their responsibility.

The Peckham Footprints Group Home utilizes evidence based programming and is designed to treat 17 and 18 year old adjudicated females.

OTHER CONSIDERATIONS
None

RECOMMENDATION
Enter into a contract
RESOLUTION TO AUTHORIZE A CONTRACT WITH PECKHAM INC. FOR THE PECKHAM FOOTPRINTS GROUP HOME

WHEREAS, the Peckham Footprints Group Home is a six bed residential facility that operates programming for moderate to high risk female juvenile offenders; and

WHEREAS, the Peckham Footprints Group Home has been a collaboration between the Circuit Court Juvenile Division and Peckham Inc. since 2005; and

WHEREAS, the Peckham Footprints Group Home is able to treat juveniles in the community and follows best practice standards including cognitive behavioral groups; and

WHEREAS, despite girls who attend the Peckham Footprints Group Home being higher risk on the Youth Level of Service risk assessment, they recidivate at lower rates than juveniles in both the delinquency and truancy divisions; and

WHEREAS, due to rising costs of programming, the Circuit Court Juvenile Division is recommending increasing the contract amount to $558,705.00 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, the cost of this contract is funded 50% by the Juvenile Justice Millage and 50% by the State Child Care Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract at an amount not to exceed $558,705.00 with Peckham Inc. to operate the Peckham Footprints Group Home for the time period of October 1, 2019 through September 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Agenda Item 4a

TO:    Board of Commissioners Law & Courts and Finances Committees
FROM: Terri Thornberry, Director Ingham County 9-1-1 Dispatch Center
DATE: January 3, 2020
SUBJECT: Resolution Authorizing acceptance of a Federal Grant (via the State of Michigan) in the amount of $501,724.80 to a Digital NG911 Phone System
For the meeting agendas of January 16 and 22, 2020

BACKGROUND
Our existing Motorola 9-1-1 phone system is obsolete, and past end of life. Currently we have weekly service calls from a third party vendor trying to support the system until we are able to implement a new NextGen9-1-1 phone system.

Most 9-1-1 centers across the nation are migrating to NG9-1-1 as the 9-1-1 service is changing from the existing analog legacy 9-1-1 network to the digital NG911 System.

The Ingham County Board of Commissioners approved Resolution #19-223 dated May 14, 2019 which provided authorization to purchase the Solacom Guardian, Equipment, System Support, Training and Optional Equipment not to exceed $1,041,504.69.

Knowing the current system is end of life the 9-1-1 Communications Management Team wrote an RFP, went to bid, and selected the Solacom NG911 System last year

ALTERNATIVES
There are no other alternatives as the current system is obsolete and end of life and our current system is not up to NENA standards. Nothing more could be done other than replacing the outdated system.

FINANCIAL IMPACT
The State 9-1-1 Board received a grant from the Federal Government to disperse funding across the state to area PSAP’s that are in desperate need to upgrade their current system.

The 9-1-1 Communications Management Team applied to the State of Michigan for a Subgrant in the amount of $501,724.80. We were awarded the grant on December 12, 2019 in the asking amount of $501,724.80. The financial impact to Ingham County 9-1-1 Dispatch Center will be $275,816.83, which the remaining cost of the system, 10% match for the grant and some peripherals such as monitors.

The total cost of the system is $777,541.63 less the grant of $501,724.80 leaving a balance of $275,816.83.

STRATEGIC PLANNING IMPACT
The Subgrant funding of the 9-1-1 phone system has been made available to maintain continuity in services and seamless interoperability with neighboring 9-1-1 Centers that have already upgraded to the NG911 system. This new system will ensure all components can connect to the network.

RECOMMENDATION
Based on the information presented, I respectfully recommend approving acceptance the Subgrant in the amount of $501,724.80 in order to purchase the NextGen911 Phone System for Ingham County 9-1-1 Dispatch Center.
RESOLUTION TO AUTHORIZE ACCEPTANCE OF A FEDERAL GRANT (VIA THE STATE OF MICHIGAN) TO PROVIDE FUNDING TO PURCHASE A NEXTGEN 9-1-1 PHONE SYSTEM

WHEREAS, the Ingham County Board of Commissioners has operated the Ingham County 9-1-1 Central Dispatch; and

WHEREAS, all emergency and non-emergency calls come into the center via the current phone system that has passed end of life; and

WHEREAS, to improve our level of service and to address the strain being placed on the current, end of life system, moving to an NG9-1-1 (NextGeneration 9-1-1) communication system is recommended; and

WHEREAS, it has been determined an NG9-1-1 communications system is more reliable, redundant, resilient, and has the capacity and capability to send more data with the voice call to the appropriate 9-1-1 Center, as well as enhanced location capabilities; and

WHEREAS, our current communication/phone system is not capable of supporting these enhancements to service, therefore, an RFP was written and a technical and operational team also evaluated all proposals and unanimously recommended Solacom; and

WHEREAS, the Ingham County Central Dispatch Management Team applied for a Federal Grant via the State of Michigan and has been awarded $501,724.80.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes acceptance of the Michigan Subgrant in the amount of $501,724.80 to provide funding to purchase a NextGen 9-1-1 phone system.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.
TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Terri Thornberry, 9-1-1 Director
DATE: December 18, 2019
SUBJECT: Approval of Renewal Software Support and Maintenance for 9-1-1 Telephone system with Carousel Industries for 2020.
For the meeting agenda of January 16, 2020 and January 22, 2020

BACKGROUND
The Board last approved the purchase of maintenance and support with Carousel Industries, Inc. for our current Sentinel Patriot 9-1-1 phone system under resolution 19- 102. The Board approved the purchase of a new Solacom 9-1-1 phone system under resolution 19-250. The Solacom 9-1-1 phone system was originally going to be installed before the end of 2019 so there would be no need to renew additional maintenance/support from Carousel. The purchase of the new Solacom 9-1-1 telephone system was delayed so that Ingham County could apply for and remain eligible for monies in the Michigan CPE Sub-grant process. We were recently awarded more than $500,000.00 from that grant towards the purchase of the Solacom system. We are now in the process of completing the purchase and installation of the Solacom System, but it will not be installed until early 2020. This resolution is to continue the maintenance and support of our current system from January 1, 2020 through June 20, 2020.

ALTERNATIVES
There are no viable alternatives, as we must maintain support of our 9-1-1 telephone system.

FINANCIAL IMPACT
There are upfront costs to this maintenance and support for the entire six (6) month extension:

Motorola (manufacturer) support $29,569.11
Fortinet (firewall) software license 441.26
Total upfront costs: $30,010.37

There are monthly costs for the support from Carousel and their subcontracted services in the amount of $3,757.78.

Total costs for the entire six (6) month period from January 1 – June 30, 2020 will not exceed $52,557.05

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to continue maintenance/support from Carousel Industries from January 1, 2020 – June 30, 2020.
WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners last approved, under Resolution #19-102, the system support and maintenance for the 9-1-1 Center’s 9-1-1 phone system; and

WHEREAS, the system maintenance and support contract is needed with an extension of the current contract from January 1, 2020 through June 30, 2020, at a cost not to exceed $52,557.05, to properly maintain our current 9-1-1 telephone system; and

WHEREAS, the purchase of a replacement 9-1-1 telephone system from Solacom was approved under Resolution #19-250 and was expected to be installed before December 31, 2019, however, the purchase was delayed to allow Ingham County to participate in the Michigan CPE Sub-grant process; and

WHEREAS, the State 9-1-1 Office has awarded Ingham County grant money toward the purchase of the Solacom system, and Ingham County is now proceeding with that purchase and expects to have the Solacom system installed and operational before June 30, 2020; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners approve the continuation of the Contract and Services Agreement with Carousel for the current 9-1-1 telephone system through June 30, 2020; and

WHEREAS, the 9-1-1 Center budget does contain funding for the continuation of this system maintenance and support with Carousel Industries.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the contract with Carousel Industries, Inc. for system maintenance and support for the period of January 1, 2020 through June 30, 2020 for a total cost of $52,557.05.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are 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/purchase order documents consistent with this resolution and approved as to form by the County Attorney.
TO: Law & Courts and Finance Committees
FROM: Terri Thornberry, Director Ingham County 9-1-1
DATE: January 8, 2020
SUBJECT: Resolution to Amend Resolution #19-563 to Adjust Cost for Leslie Tower Modifications
For the meeting agendas of January 16 and 22

BACKGROUND
Resolution 19-563 authorized the expenditure of funds encumbered from the Motorola Lease Contract for structural modifications to the Leslie Tower ($70,000) and Mason Tower ($75,672.55). Since that time, the quote for the Leslie Tower modifications has been updated to $74,955.12.

ALTERNATIVES
In order to proceed with the replacement of the public safety radio system, these modifications must be done to provide structural stability to this tower owned by SBA

FINANCIAL IMPACT
The amended amount of $74,955.12 will be encumbered from the Motorola lease agreement, funded from the 9-1-1 telephone surcharge.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #19-563 TO ADJUST COST FOR
LESLEY TOWER MODIFICATIONS

WHEREAS, the Ingham County Board of Commissioners approved Resolution 19-563, which authorized the expenditure of funds encumbered from the Motorola Lease Contract for structural modifications to the Leslie and Mason towers; and

WHEREAS, the quoted cost for the Leslie Tower was not to exceed $70,000.00; and

WHEREAS, the cost for the Leslie Tower has been updated and needs to be increased to an amount not to exceed $74,955.12; and

WHEREAS, this amount is without additional cost to Ingham County above the funds already approved for the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of funds encumbered from the Motorola Lease Contract (approved in Resolution #18-550), and without additional cost to Ingham County above the funds already approved for the project, for the quoted cost not to exceed $74,955.12 for structural modifications to the Leslie Tower.

BE IT FURTHER RESOLVED, that the 9-1-1 Director is authorized to sign change orders with Motorola, provided that the change orders do not increase the total cost of the project as previously approved by Resolution #18-550.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchase order documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Terri Thornberry, Director 9-1-1
DATE: January 7, 2020
SUBJECT: Purchase of Carousel 7 digital signage from Tightrope Media Systems

For meeting agendas of Law & Courts January 16, 2020 and Finance January 22, 2020

BACKGROUND
Sharing information and being informed are paramount to our staff’s responsibilities and work. Deploying the Tightrope Carousel 7 digital signage in the operations area of the 9-1-1 Center will improve communications, situational awareness, and enhance collaboration and efficiency in our hectic 24 hour work environment. The management team can display announcements, information, updates and reminders for our staff on two large monitor displays positioned on the walls. I feel it is imperative that this be implemented as quickly as possible to both support our staff and help the management team improve our staff’s performance and the overall morale in the 9-1-1 Center.

ALTERNATIVES
There are other digital signage options available and the Health Department and Sheriff’s Office (Jail) use digital signage today, but the product they use is an open source (free) solution that doesn’t offer some of the features we feel are needed and is cumbersome to use.

FINANCIAL IMPACT
Tightrope - players, software, installation, training $3,884.00
CDW – Two 55” tv monitors, wall mounts $1,791.36
Total quoted costs: $5,675.36

Ingham County IT will install the system on a virtual server, so there are no additional hardware costs for the server. Deploying on a virtual server also makes the Tightrope Carousel 7 system an affordable option for other departments to use in the future.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of the Tightrope Carousel 7 digital signage system.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER TO PURCHASE THE TIGHTROPE MEDIA SYSTEMS CAROUSEL 7 DIGITAL SIGNAGE SYSTEM

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 Central Dispatch is a 24-hour operation with at least 11 employees on duty at all times; and

WHEREAS, communications and information sharing are paramount to the successful and efficient performance of our staff and their responsibilities; and

WHEREAS, it is our desire to implement the Tightrope Media Systems Carousel 7 digital signage system on two (2) large TV monitors in the operational area to display information and announcements; and

WHEREAS, the installation of the digital signage system in the 9-1-1 Center will improve communications and situational awareness for our on duty staff; and

WHEREAS, the Ingham County Central Dispatch 9-1-1 Director is recommending that the Ingham County Board of Commissioners authorize the purchase of the Tightrope Media Systems Carousel 7 digital signage system; and

WHEREAS, funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of the Tightrope Media Systems Carousel 7 digital signage system, display TV monitors and wall mounts as quoted for $5,675.36 with a final cost of this purchase is not to exceed $6,000.00.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract/purchase order documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: January 9, 2020
SUBJECT: Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Resolution #17-445

For the meeting agendas of January 16 and 22

BACKGROUND
Every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes. In November 2017, as approved by Resolution #17-445, the Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee. The State of Michigan approved full funding of the plan effective October 1, 2018.

The plan recommended a Public Defenders Office to be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. This resolution would accept the second year of grant funding from the State of Michigan for the compliance plan for the time period October 1, 2019 through September 30, 2020.

The grant package was received from the State of Michigan by the County on January 3, 2020. All expenditures back to October 1, 2019 will be reimbursed by the grant.

FINANCIAL IMPACT
The 2019-2020 grant budget is $5,542,054 including a local share of $921,654.46. The local share will be split among Ingham County ($883,431.47), the City of Lansing ($21,986), and the City of East Lansing ($16,448). The State will be contributing $2,619,561.51, and the remainder of the budget will be funded by unspent FY2019 funds totaling $2,000,627.03, which remain in the Indigent Defense Fund (260) fund balance.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

OTHER CONSIDERATIONS
The 2019-2020 budget includes funding for a new social worker position, an increase of the part-time Clerk position to full-time and a new contract for a conflict manager to assign counsel when there is a conflict of interest. Approval for the position changes and contract will be brought before the Board of Commissioners at a future round of committee meetings.
The Cities of Lansing and East Lansing will continue to contribute their local share to the grant. Memorandums of Understanding between the County and the Cities will also be brought before the Board of Commissioners for approval at a future round of committee meetings.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the attached resolution.
Agenda Item 5

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A GRANT BETWEEN THE STATE OF MICHIGAN, MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC), DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA) AND INGHAM COUNTY TO PROVIDE FUNDING TO ASSIST THE COUNTY IN COMPLYING WITH THE COMPLIANCE PLAN AND COST ANALYSIS APPROVED BY MIDC AND RESOLUTION #17-445

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County’s Compliance Plan and Cost Analysis, which creates a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, this plan was accepted and approved by Ingham County Board Resolution #17-445; and

WHEREAS, the Ingham County Public Defenders Office submitted a FY20 grant request which was accepted and approved by the State of Michigan, the Michigan Indigent Defense Commission (MIDC), and the Department of Licensing and Regulatory Affairs (LARA); and

WHEREAS, positions included in this budget and not already authorized by the Board of Commissioners will be brought forward for authorization by separate resolution(s).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court.

BE IT FURTHER RESOLVED, that the grant period is October 1, 2019 through September 30, 2020, and the budget is approved for an amount of up to $5,542,054, including a local share of $921,865.46, and Fiscal Year Unspent Funds of $2,000,627.03.

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 hereby authorized to sign any necessary grant and contract documents, on behalf of the County, after approved as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: January 2, 2020
SUBJECT: Resolution authorizing a fee structure for off season fees

BACKGROUND
The Ingham County Fairgrounds plans to host off season rentals to increase the revenue and attendance to the fairgrounds. It is essential to have fees for week day and week night rentals for events taking place at the fairgrounds. There is currently no fee structure for weekday and weeknight rentals of the Main Arena and Hoop House.

ALTERNATIVES
The Ingham County Fairgrounds cannot host events during the week in the main arena with the current fee schedule, as there is not one.

FINANCIAL IMPACT
Rentals of the Main Arena and grounds are vital to the operation of the Fairgrounds. Allowing a fee schedule that can be determined on an individual basis will allow for week day and week night rentals and will increase revenue to the grounds as we are currently turning rental opportunities away.

STRATEGIC PLANNING IMPACT
This resolution supports the long term objective of providing recreational opportunities.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.
RESOLUTION AUTHORIZING OFF-SEASON FEES FOR THE INGHAM COUNTY FAIR

WHEREAS, the Ingham County Fairgrounds plans to host off-season rentals; and
WHEREAS, the current fee schedule does not include week day or week night rentals; and
WHEREAS, it is necessary to establish fees for week day and week night rentals; and
WHEREAS, that the Ingham County Fair wishes to impose a fee that is unique to each event based on various factors including but not limited to the time of year, the number of hours of the event, the type of event and location on the grounds being utilized.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Fairgrounds to impose fees on an individual basis for week day and weeknight events of the rental of the Main Arena and Hoop House as follows:

<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Target Percent</th>
<th>2020 Fee Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair</td>
<td>Main Arena weekday</td>
<td>100%</td>
<td>$250.00-$750.00</td>
</tr>
<tr>
<td>Fair</td>
<td>Main Arena week night</td>
<td>100%</td>
<td>$350.00-$1,500.00</td>
</tr>
<tr>
<td>Fair</td>
<td>Hoop House week day</td>
<td>100%</td>
<td>$50.00-$250.00</td>
</tr>
<tr>
<td>Fair</td>
<td>Hoop House week night</td>
<td>100%</td>
<td>$251.00-$499.00</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, these event fees will be effective for events held from January 28, 2020 through December 31, 2020.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: January 2, 2020
SUBJECT: Resolution Amending Resolution 19-210 to Adjust Rental Fees for the Ingham County Fairgrounds

BACKGROUND
Resolution #19-210 updates various fees for County services had multiple errors for fairgrounds rental prices. These errors need to be adjusted to reflect the increase based on the actual fee from 2019, not the fee that was imposed based off of an error. The 4H Fee for South End has been $500.00 since 2012. Since there has not been an increase since then, I recommend the fee raise to $650.00. Additionally the one day main arena rental on the weekend is $2,040.00 but the weekend rate is $4,500.00. Therefore, the one day rental should be increase to $2,500.00 to encourage the multi-day rental of the facility and discourage two, one day rentals for the same event.

ALTERNATIVES
The Ingham County Fairgrounds will not be affordable to 4H clubs and our youth will have limited practice facilities for their 4H events.

FINANCIAL IMPACT
The Fees will increase but based on their actual cost from 2019.

STRATEGIC PLANNING IMPACT
This resolution supports the long term objective providing recreational opportunities.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.
Introducing by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #19-210 TO ADJUST RENTAL FEES FOR THE
INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the Maximus Cost of Services Analysis completed in 2002; and

WHEREAS, the Board of Commissioners approved fees for the fairgrounds in Resolution #19-210; and

WHEREAS, Resolution 19-210 needs to be amended to reflect the 2020 fair rental prices and increase based on the actual price; and

WHEREAS, the rental fees for 4H Clubs dramatically increased based on an incorrect base fee that was provided; and

WHEREAS, the facility fee dramatically increased based on an incorrect base fee that was provided; and

WHEREAS, the concession and blacksmith fee dramatically increased based on an incorrect base fee that was provided; and

WHEREAS, the one day weekend rental of the main arena was in adequate based on expense; and

WHEREAS, the Fairgrounds is vital in the community for 4H clubs and other community members renting the grounds; and

WHEREAS, the fee structure should reflect the increase based on the accurate figures.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to the Resolution #19-210 adjusting the fees for rentals of the fairgrounds as follows:

<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Target Percentage</th>
<th>2019 Fee</th>
<th>2020 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair</td>
<td>Saturday 4H Horse show, South End</td>
<td>100%</td>
<td>$500.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>Fair</td>
<td>Facility Fee- more than 4 shows per year</td>
<td>100%</td>
<td>$100</td>
<td>$105.00</td>
</tr>
<tr>
<td>Fair</td>
<td>Concessions/Blacksmiths per day for 2/3 days shows</td>
<td>100%</td>
<td>$25.00</td>
<td>$26.00</td>
</tr>
<tr>
<td>Fair</td>
<td>Main Arena, Single Day</td>
<td>100%</td>
<td>$2,000.00</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the fees will be applicable until December 31, 2020.
TO: Board of Commissioners, Human Services, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 7, 2020

RE: Resolution Authorizing an Agreement with Straub, Pettitt & Yaste for the Architectural and Engineering Services for Community Mental Health Renovations at the Human Services Building

For the meeting agendas of: January 21, 22 & 27

BACKGROUND
Community Mental Health would like to renovate the area they currently occupy and expand into the space currently occupied by Human Resources at the Human Services Building. Expanding the space will allow CMH to expand the Families Forward program. Straub, Pettitt & Yaste submitted the lowest responsive and responsible proposal of $29,200.00 for the architectural and engineering services for this renovation.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Funds are available in the Community Mental Health maintenance revolving fund line item # 631-26500-931000. Community Mental Health will reimburse the costs.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, the Facilities Department and Community Mental Health respectfully recommends approval of the attached resolution to support an agreement with Straub, Pettitt & Yaste for the architectural and engineering services for Community Mental Health renovations at the Human Services Building.
Per your request, on behalf of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI), the Purchasing Department sought proposals from experienced and qualified firms and individuals for the purpose of entering into a contract to provide architectural and engineering services for renovating a portion of the Human Services Building (HSB). Renovating the HSB will allow CMHA-CEI to expand its Families Forward program (which is currently located on the first and second floors of the HSB).

Services under this contract include, but are not limited to, architectural, engineering (mechanical, fire suppression, and electrical), demolition, construction, and installation of new carpet. The size of the first and second floors of Families Forward is approximately 48,507 square feet. However, not all current space will be affected by this renovation project.

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>129</td>
<td>37</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

A summary of the vendors’ 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 and submit 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.
### SUMMARY OF VENDORS’ COSTS

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Preliminary Design Services Not-to-Exceed Cost</th>
<th>Construction Services Not-to-Exceed Cost</th>
<th>Grand Total</th>
<th>Number of Construction Administration Meetings attending?</th>
<th>Number of Construction Administration Meetings attending?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straub Pettitt Yaste</td>
<td>No, Clawson MI</td>
<td>$8,000.00</td>
<td>$21,200.00</td>
<td>$29,200.00</td>
<td>10 meetings combined</td>
<td></td>
</tr>
<tr>
<td>Bergmann Architects Engineers &amp; Planners</td>
<td>No, Lansing MI (Eaton)</td>
<td>$11,200.00</td>
<td>$31,907.00</td>
<td>$43,107.00</td>
<td>4</td>
<td>14</td>
</tr>
<tr>
<td>Wightman</td>
<td>No, Kalamazoo MI</td>
<td>$20,500.00</td>
<td>$35,200.00</td>
<td>$55,700.00</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Ehresman Architects</td>
<td>No, Troy MI</td>
<td>$15,150.00</td>
<td>$44,650.00</td>
<td>$59,800.00</td>
<td>5</td>
<td>14</td>
</tr>
<tr>
<td>DiClemente Siegel Design Inc.</td>
<td>No, Southfield MI</td>
<td>$27,178.79</td>
<td>$65,227.50</td>
<td>$92,406.29</td>
<td>Weekly</td>
<td>Bi-Weekly (+$1,811.88)</td>
</tr>
</tbody>
</table>
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH STRAUB, PETTITT & YASTE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR COMMUNITY MENTAL HEALTH RENOVATIONS AT THE HUMAN SERVICES BUILDING

WHEREAS, Community Mental Health would like to renovate and expand the space they occupy at the Human Services Building; and

WHEREAS, the expansion of the space will allow for the Families Forward Program to expand; and

WHEREAS, it is the recommendation of the Facilities Department and Community Mental Health to enter into an agreement with Straub, Pettitt & Yaste Architects who submitted the lowest responsive and responsible proposal of $29,200.00 for architectural and engineering services for the renovations at the Human Services Building; and

WHEREAS, funds for this project are available from the Community Mental Health maintenance revolving fund line item # 631-26500-931000 and the costs will be reimbursed by Community Mental Health.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Straub, Pettit & Yaste Architects, 850 North Crooks, Suite 200, Clawson, Michigan 48017 for the architectural and engineering services for the renovations at the Human Services Building for an amount not to exceed $29,200.00.

BE IT FURTHER RESOLVED, that 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: Tim Morgan, Parks Director  
DATE: January 6, 2020  
SUBJECT: Burchfield Park Grant  
For the meeting agenda of 1/22/20 Finance and 1/27/20 Human Services

BACKGROUND
Board of Commissioners Resolution 18-107 authorized the submittal of a Land and Water Conservation Fund Application. The Land and Water Conservation Fund recommended this project for funding. This resolution authorizes the acceptance of the attached project agreement for the grant as Ingham County Parks successfully received this grant. The project at Burchfield Park will provide accessibility improvements throughout the park. These improvements will include paved parking spaces and paved walkways to connect facilities within the park for people of all abilities. The project will also include restroom improvements for accessibility and an accessible canoe/kayak launch along the Grand River. The prime professional provides all planning services necessary for the design and construction of the projects.

ALTERNATIVES
This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. The only alternative is to not accept the grant.

FINANCIAL IMPACT
Board of Commissioners Resolution 18-107 authorized the submission of a Land and Water Conservation Fund grant for the Burchfield Park improvements project and approved a financial commitment to the project in the amount of $266,500 which includes the following: reallocating $12,000 in capital improvement funds (line item 228-75999-974000-7P06 previously authorized in Resolution 17-106), $175,700 from the Trails and Parks Millage, $2,500 from the Parks fund balance, and an additional $56,300 from the 2020 Trails and Parks Millage. For the 2020 budget request, we requested and were approved for $20,000 from the Trail and Park Millage fund for Parks CIP projects to complete the local match for the Land and Water Conservation Fund grant for Burchfield Park.

The DNR provided notice the grant will be awarded in the amount of $256,500. The County’s financial commitment is $266,500. The DNR does not allow the topographical survey ($10,000) to be included in the grant funding’s financial commitment, this has to be done separately with local funds. The total cost of the project including the County’s financial commitment is $523,000.

In addition, the Parks Department also needs funds transferred to the appropriate line item for the prime professional work. Rowe Professional Company is the prime professional for this grant and the grant for Lake Lansing South, as authorized by Board of Commissioners Resolution 19-307. Since the Project Agreement was not released in 2019, the following invoices for Rowe Professional for the portion meant to be billed to Burchfield Park, was billed to Lake Lansing South line item #228-75999-974000-9P10:
<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Invoice #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/24/19</td>
<td>0091755</td>
<td>$420.00</td>
</tr>
<tr>
<td>10/24/19</td>
<td>0092101</td>
<td>$3,696.50</td>
</tr>
<tr>
<td>11/20/19</td>
<td>0092428</td>
<td>$11,028.50</td>
</tr>
<tr>
<td>12/20/19</td>
<td>0092793</td>
<td>$9,025.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$24,170.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

This resolution authorizes transferring the funds used for the prime professional work for Burchfield Park into the line item for Lake Lansing South to make up for these invoices.

**STRATEGIC PLANNING IMPACT**
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**
N/A.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the attached resolution.
RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT
FOR A LAND AND WATER CONSERVATION FUND GRANT

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the total amount of $256,500 for the grant application titled Burchfield Park Improvements #26-01803 to the Michigan Natural Resources Land and Water Conservation Fund for accessibility improvements throughout the park for people of all abilities at Burchfield Park, located in Delhi Township; and

WHEREAS, the Land and Water Conservation Fund Grant in the amount of $256,500 was awarded for park and accessibility improvements at Burchfield Park; and

WHEREAS, these improvements will include accessibility improvements throughout the park including paved parking spaces and paved walkways to connect facilities within the park for people of all abilities, restroom improvements for accessibility and an accessible canoe/kayak launch along the Grand River; and

WHEREAS, the required matching funds of $256,500 will come from previously appropriated County funds reserved for this purpose as required by the Project’s Grant Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement for grant # 26-01803 for accessibility improvements at Burchfield Park as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide two hundred sixty six thousand five hundred ($266,500) dollars to match the grant authorized by the DEPARTMENT, (of which $256,500 is required by the Project’s Grant Agreement and authorizes an additional $10,000 for the topographic survey totaling $266,500).

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer $24,170.00 from a line to be determined by the budget office for the Burchfield Park Grant from invoices charged to Lake Lansing South, really meant to be billed to the portion of the contract billed to Burchfield Park, for the prime professional contract with Rowe Professional into line item # 228-75999-974000-9P10.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to load $175,700 from the Trails and Parks Millage fund (previously authorized by Board of Commissioners Resolution #18-107) into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to carry over/transfer $12,000 from line item 228-75999-974000-7P06 into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to load $56,300 from the 2020 Trails and Parks Millage fund (previously authorized by Board of Commissioners Resolution #18-107) into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer $2,500 from the Parks Department 208 fund balance for the project into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer $20,000 match for the Land and Water Conservation Fund grant, as authorized in the 2020 CIP budget request, from the Trail and Park Millage fund into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the project amount of $256,500 from the Michigan Department of Natural Resources be available in a line to be established by the Budget office.

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 Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: 01/06/2020
SUBJECT: Ingham County Trails and Park Millage
For the meeting agenda of 1/22/20 Finance and 1/27/20 Human Services

BACKGROUND
Board of Commissioners Resolution #19-349 approved a fifth round of applications set at a $2.5 million dollar cap, with no required match: $750,000 for small shovel ready projects up to a limit of $125,000, with the remaining $1,750,000 be for proposals for any community for future planning. The resolution also authorized the Board of Commissioners to consider all grant applications even if they are not shovel ready or include future planning. Board of Commissioner Resolution #19-435 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Following the directives of the Board of Commissioners, the Park Commission reviewed the 20 applications that were received from Delhi Township (1), City of Lansing (9), Lansing Township (1), Leslie Township (1), Meridian Township (2), City of Williamston (2), Ingham County (3), and the Village of Dansville (1).

The Park Commission scored and ranked these applications for approval for the Board of Commissioners based off of the approved scoring criteria, site visits and consultant viability reports. The viability reports are included in Exhibit A and the Park Commission’s scoring is included in Exhibit B.

ALTERNATIVES
The Ingham County Trails and Parks Comprehensive Report provided for a detailed inventory and assessment of the County’s existing trails, identification of planned trails and regional corridors, public and stakeholder preferences for millage expenditures and regional corridors. These Park Commission recommendations for the new countywide trails and parks millage allocations and funding request through the current application process by each community present priorities in an effort to accomplish these tasks. Without these new construction enhancements and rehabilitation of existing trails, bridges and County Park infrastructure, which had been deferred in the past, with the goal to provide opportunities for people to walk and bike to more places through non-motorized trails linking people to places such as parks, neighborhoods, schools, places of employment and businesses for both recreation and commuting purposes may fall short. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force’s recommendation and the Board of Commissioner’s directive to address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects.

FINANCIAL IMPACT
The funds allocated by the Board of Commissioners for 2020 from the Trails and Parks Millage for the fifth round of applications is $2,500,000.00.

The total amount based of the ranked applications for the round five applications by the Park Commission is $5,749,734.56 from the Trails and Parks Millage Fund which will be funded in 2020 and not across multiple years.
STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS
The Ingham County Park Commission reviewed and scored the projects and they support Table A shown in the attached resolution at their December 16, 2019 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
<table>
<thead>
<tr>
<th>Score</th>
<th>Project Type</th>
<th>Applicant</th>
<th>Project Title</th>
<th>Grant Request</th>
<th>Fund in 2020</th>
<th>Grant Award 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>46.14</td>
<td>Shovel Ready</td>
<td>Meridian Township</td>
<td>MSU to Lake Lansing Connector, Phase 2b</td>
<td>$125,000.00</td>
<td>YES</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>45.36</td>
<td>Shovel Ready</td>
<td>City of Williamson</td>
<td>Downtown Water Trailhead &amp; Launch</td>
<td>$114,969.40</td>
<td>YES</td>
<td>$114,969.40</td>
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<td>42.15</td>
<td>Shovel Ready</td>
<td>Delhi Township</td>
<td>Holt to Mason Trail, Phase 2</td>
<td>$2,542,890.00</td>
<td>YES</td>
<td>$2,542,890.00</td>
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<tr>
<td>40.90</td>
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<td>City of Lansing</td>
<td>Bear Lake Pathway</td>
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<td>YES</td>
<td>$718,889.00</td>
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<tr>
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<td>Shovel Ready</td>
<td>City of Lansing</td>
<td>Bridge Rehabilitation <em>(Total: $1,086,206.15)</em></td>
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<tr>
<td>38.00</td>
<td>Repair</td>
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<td>CL-26</td>
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<td>38.00</td>
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<tr>
<td>38.00</td>
<td>Repair</td>
<td>City of Lansing</td>
<td>CL-12</td>
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<td>$95,681.42</td>
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<td>38.00</td>
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<td>CL-11</td>
<td>$61,348.98</td>
<td>YES</td>
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</tr>
<tr>
<td>38.00</td>
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<td>CL-28</td>
<td>$269,669.00</td>
<td>YES</td>
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<tr>
<td>35.54</td>
<td>Shovel Ready</td>
<td>Leslie Township</td>
<td>Township Grounds Trail</td>
<td>$40,000.00</td>
<td>YES</td>
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</tr>
<tr>
<td>33.78</td>
<td>Planning/Eng.</td>
<td>City of Lansing</td>
<td>Rivertrail Extension-Saginaw to Oakland</td>
<td>$142,200.00</td>
<td>YES</td>
<td>$142,200.00</td>
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<tr>
<td>29.08</td>
<td>Other</td>
<td>Meridian Township</td>
<td>Meridian-East Lansing NTT Connection</td>
<td>$375,000.00</td>
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<tr>
<td>26.79</td>
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<td>Ingham Co.</td>
<td>McNamara Landing</td>
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<td>$125,000.00</td>
</tr>
<tr>
<td>24.52</td>
<td>Other</td>
<td>City of Lansing</td>
<td>Red Cedar Water Trail</td>
<td>$114,580.00</td>
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<tr>
<td>23.75</td>
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<td>Memorial Park</td>
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<td>NO</td>
<td>$0.00</td>
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<tr>
<td>23.20</td>
<td>Planning/Eng.</td>
<td>Ingham Co.</td>
<td>Hawk Island Park</td>
<td>$200,000.00</td>
<td>YES</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>18.24</td>
<td>Other</td>
<td>FLRT/City of Lansing</td>
<td>Volunteer Trail Ambassador</td>
<td>$15,000.00</td>
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<td>14.28</td>
<td>Other</td>
<td>Lansing Township</td>
<td>Bon Air Park Improvements</td>
<td>$131,555.00</td>
<td>NO</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Amount Requested**

$5,870,289.56 | $5,749,734.56
EXHIBIT B

FIFTH ROUND OF TRAILS & PARKS MILLAGE APPLICATION INFORMATION AND VIABILITY REPORTS

The Ingham County Parks Department accepted the fifth round of trails and parks millage application this past fall with the deadline of October 4, 2019. After receipt of these 20 applications, site visits were performed, and the Park Commission was tasked with scoring and ranking these applications for submission to the Board of Commissioners.

The following chart is an overview of the fifth round of applications. After the chart you will find the scoring sheet, followed by the viability reports for each application provided by our consultant at Spicer Group. After the viability reports, the minutes from the December Park Commission meeting outlining the pros and cons for each application are provided. The final scoring/ranking by the Park Commission can be found in the submitted resolution.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Applicant</th>
<th>Project Title</th>
<th>Grant Request</th>
</tr>
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<tbody>
<tr>
<td>Shovel Ready</td>
<td>Meridian Township</td>
<td>MSU to Lake Lansing Connector, Phase 2b</td>
<td>$125,000.00</td>
</tr>
<tr>
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<td>City of Williamston</td>
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Amount Requested $5,870,289.56
## SCORING SUMMARY

### Trails & Parks Millage 2019 Round

<table>
<thead>
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<th>Score</th>
<th>Project Type</th>
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</table>
VIABILITY REPORTS

PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: HOLT TO MASON TRAIL, PHASE II (to be named Hayhoe Trail)
Community: DELHI CHARTER TOWNSHIP
Type of Application: SHOVEL READY
Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources
Millage Funds Requested: $2,542,890.00
Millage Funds allocated, 2017: $40,000.00
Millage Funds allocated, 2018:
Applicant Funds/Match: $420,233.00
Total Project Cost: $3,003,123.00
Construction Cost: $2,506,100.00
Design Engineering: $40,260.00
Construction Engineering: $60,540.00
Other Costs: $20,223.00
Match Source: Delhi Township
Contingency Amount: $375,900 12.52%

Project Details:
Project is a re-application from the Holt to Mason Trail from 2018.

Total Trail Dimensions: LENGTH WIDTH TYPE
Paved Trail Length: 2.02 miles 10 Asphalt
Bridge Length: 0 0
Boardwalk: 0 0

MDOT / DNR Comments:
Comments from 10/19/2018 meeting regarding this project:
DNR: Currently have and 2017 DNR Trust Fund application to develop Esker Park as a trail head, lake access, restrooms, etc. with construction estimated for summer 2019; plans and specifications have been approved by the DNR. The DNR would anticipate a Trust Fund application for this project. MDOT: Project has good connectivity at the north end; connecting Mason to Holt would be a good regional connection; have a completed feasibility study. Project has poor connectivity/urban terminus at the south end; users would have nowhere to go until the next phase is built. MDOT sees little benefit to a stand-alone project with little traffic generators in the proposed route other than a residential neighborhood and very few businesses. The proposed storm sewer 5% of the project cost (or approx. $1 million more than their average grant); will snow storage be an issue? Costs for mobilization and traffic were too low in the 2019 application. MDOT would encourage a 50% local match.

Is the Project Viable? YES, but is contingent on DEQ approval of enclosing the drain

Comments / Concerns:
- $40,000 allocated in 2017 round from IC millage, is included in this application.
- $1,000,000 allocated form IC millage, not included with this application.
- Trail connecting Holt to Mason is the 2nd highest priority for new trails in Ingham County.
- Estimates have been adjusted from 2018 to remove the drain enclosure work.
- Have wayfinding signs been included? There is no line item in the detailed estimate for them.
- Esker Park recently developed with DNR grant; includes trailhead (parking, restrooms, trail)
- Project provides a regional connection.
- Project has poor connectivity on south end- until the next phase is constructed
- Storm sewer enclosure portion of the project is being worked on with 2018 funding received.
- Pratt - Drain Commission not against enclosing the drain, need to make sure get EGLE permit and that the proposed enclosure is maintainable with the proper capacity
- Township has had preliminary discussions with DC to enclose the Hancock Drain; they will have to complete a hydraulic study

10/31/2019
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: VOLUNTEER TRAIL AMBASSADOR COORDINATOR
Community: FLRT / CITY OF LANSING

Type of Application: OTHER PROJECT

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources
Millage Funds Requested: $15,000.00
Applicant Funds/Match: $7,500.00  % Match: 33%
Total Project Cost: $22,500.00  Match Source: FLRT

Construction Cost: $22,500.00
Design Engineering: NA
Construction Engineering: NA
Other Costs: NA

Contingency Amount: NA

Project Details:
This request funds the Trails Ambassador position for a 4th year.

MDOT / DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
FLRT is working on funding sources to fund this position in the future.
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: LAKE LANSING SOUTH PARK (LAKE ACCESS & FENCE)
Community: INGHAM COUNTY

Type of Application: SHOVEL READY

PRIORITY: 1

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources

| Millage Funds Requested:     | $125,000.00 |
| Applicant Funds/Match:       | $4,000.00   | % Match: 3.1% |
| Total Project Cost:          | $129,000.00 |

| Construction Cost:           | $94,050.00  |
| Design Engineering:          | $10,000.00  |
| Construction Engineering:    | $6,500.00   |
| Other Costs:                 | $0.00       |

Contingency Amount: $12,450  13.24%

Project Details:

Park improvements included in this project are fencing / gates, parking and lake access.

<table>
<thead>
<tr>
<th>Total Trail Dimensions</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail Length:</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Bridge Length:</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Boardwalk:</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
- Project will require EGLE permitting (formerly DEQ).
- The adjacent rental house will be demolished in spring 2020.
- Meridian Township has passed a motion in support of this project and is contributing $2,000.
- Gregg/Stephanie - concern that some sort of fence by the playground remain to protect kids playing; there is a privacy fence planned for this area.
- Sinan - concern that the fence meet the Township standards - County will work to meet these requirements.
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: McNAMARA LANDING (PARKING LOT IMPROVEMENTS & BIOSWALE)
Community: INGHAM COUNTY

Type of Application: SHOVEL READY

Priority: 2

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources
Millage Funds Requested: $125,000.00
Applicant Funds/Match: $0.00 % Match: 0.0%
Total Project Cost: $125,000.00 Match Source: DNR Trust Fund

<table>
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<tbody>
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<td>Construction Cost</td>
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<tr>
<td>Design Engineering</td>
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<td>Construction Engineering</td>
<td>$6,400.00</td>
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<tr>
<td>Other Costs</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

Contingency Amount: $0 0.00%

Project Details:
Project includes paving the existing parking lot at McNamara Lansing, with bioswale for runoff.

<table>
<thead>
<tr>
<th>Trail Type</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail</td>
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<td>NA</td>
<td>NA</td>
</tr>
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<td>NA</td>
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</tr>
<tr>
<td>Boardwalk</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
- Project will provide better organization of parking, therefore increasing capacity.
- County has met with the Drain Commission office on the bio-swale (will be in the center island)
- McNamara allows dogs
- Project has parking for boat trailers
Project: HAWK ISLAND PARK (DOCK REPLACEMENT)
Community: INGHAM COUNTY

Type of Application: PLANNING / ENGINEERING

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources
Millage Funds Requested: $200,000.00
Applicant Funds/Match: $0.00
Total Project Cost: $200,000.00

Construction Cost: $0.00
Design Engineering: $200,000.00
Construction Engineering: $0.00
Other Costs: $0.00

Contingency Amount: $0

Match Source:
% Match: 0.0%

Project Details:
Project would provide the design engineering to replace the boardwalks along the north and east sides.

<table>
<thead>
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<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Boardwalk</td>
<td>2,200 LF</td>
<td>12'</td>
<td>Wood</td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
- No concerns.
- Existing boardwalk is approximately 20 yrs old; maintenance spends about 200 man hours replacing boards each
- Proposed to replace with a floating dock system that will allow fishing
- County removed the docks from the south end of the lake in 2019 due to flood and ice damage
- these docks are starting to show the damage from the ice and flooding
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: BEAR LAKE PATHWAY (PHASE 1 OF US-127 PATHWAYS)
Community: CITY OF LANSING

Type of Application: SHOVEL READY

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Priorities: 2

Funding Sources

Millage Funds Requested: $718,889.00
Applicant Funds/Match: $737,777.00
Total Project Cost: $1,456,666.00

- Construction Cost: $872,424.00
- Design Engineering: $559,000.00
- Construction Engineering: $99,000.00
- Other Costs: $3,100.00

Match Source: $132,142 15.15%

Contingency Amount:

Project Details:

Shared Use Path along US-127 between Cavanaugh Road and Forest Road.

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<tr>
<td>Boardwalk</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: None.

Is the Project Viable? YES.

Comments / Concerns:

- Connects to South Lansing Pathway and Delhi Township’s Sycamore Trail.
- Connects bike lanes on Forest and Cavanaugh Roads.
- Connects to bike lanes on Mt. Hope Rd. and MSU.
- Project was awarded funding from millage and MDOT. MDOT funds are no longer in place. MDOT funding is still being pursued, but may not be received.
- Project offers a "loop" trail in the Lansing River Trail system.
- Simar - is there any private funding through McLaren or MSU? There will be some trails in the McLaren development. Future plans are to extend the trail under US-127 to connect, but not as part of this project.
- Have wayfinding signs been included?

10/31/2019
Spicer Group
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: RIVER TRAIL EXTENSION: SAGINAW ST TO OAKLAND AVE
Community: CITY OF LANSING

Type of Application: PLANNING & ENGINEERING

Priorities: 3

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources:
Millage Funds Requested: $142,200.00
Applicant Funds/Match: $15,800.00
% Match: 10%
Total Project Cost: $158,000.00

Construction Cost: $120,000.00
Design Engineering: $16,000.00
Construction Engineering: $8,000.00
Other Costs: $0.00

Contingency Amount: $14,400 12.00%

Project Details:
Trail along west side of Grand River beginning north of Saginaw St, northward to Oakland Ave.

<table>
<thead>
<tr>
<th>Total Trail Dimensions</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail Length</td>
<td>900 LF</td>
<td>10'</td>
<td>Asphalt/Concrete</td>
</tr>
<tr>
<td>Bridge Length</td>
<td>0</td>
<td>10'</td>
<td></td>
</tr>
<tr>
<td>Boardwalk</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
- Provides a pedestrian connection where there is none present, making it safer.
- Provides an improved connection between North Lansing and downtown Lansing.
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: BRIDGE REHABILITATION
Community: CITY OF LANSING
Type of Application: SHOVEL READY

Priority: 2

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources (Below cost is for all 6 bridges---see breakdown between 6 bridges below)

<table>
<thead>
<tr>
<th>Millage Funds Requested: $1,086,206.15</th>
<th>Applicant Funds/Match: $400,000.00</th>
<th>% Match: 27%</th>
</tr>
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<tbody>
<tr>
<td>Total Project Cost: $1,486,206.15</td>
<td>Match Source:</td>
<td></td>
</tr>
<tr>
<td>Construction Cost: $1,093,305.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design Engineering: $171,485.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Engineering: $171,485.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Costs: $0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency Amount: $103,930.50</td>
<td>10.00%</td>
<td></td>
</tr>
</tbody>
</table>

Project Details:
Project includes bridge repairs to multiple bridges/boardwalks along the River Trail.

<table>
<thead>
<tr>
<th>Total Trail Dimension:</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail Length: NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridge Length: varies</td>
<td>varies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boardwalk: varies</td>
<td>varies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
CL-11-LTE-RC - along Red Cedar River, East of Scott Park - Deck replacement, stinger repair, slope protection
CL-12-LTE-RC - along Red Cedar River, E. Elm St. - Replace pile caps, repair pile connections & damaged piles
CL-24-LT-GR - along the Grand River, by Riverwalk Theatre - Repairs to railing & light pole, riprap under bridge, replace traffic posts at south approach
CL-25-LT-GR - along the Grand River, south of Lansing Center & East of Michigan Ave. - Pile & Railing repair, beam replacement, approach work.
CL-26-LT-GR - along the Grand River at the Lansing Center - Clean & coat steel, place scout countermeasures under bridge, replace deck, misc. steel repair, approach work.
CL-28-LT-GR - along the Grand River at Adado Riverfront Park - Replace deck (north walkway), upgrade railings (south walkway), substructure repair, scour countermeasures, misc. steel repairs.

Priority

<table>
<thead>
<tr>
<th>Bridge #</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>6</th>
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<tbody>
<tr>
<td>11</td>
<td>REPAIR</td>
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<tr>
<td>12</td>
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<tr>
<td>24</td>
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<td>REPAIR</td>
<td>REPAIR</td>
<td>REPAIR</td>
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<tr>
<td>25</td>
<td>REPAIR</td>
<td>REPAIR</td>
<td>REPAIR</td>
<td>REPAIR</td>
<td>REPAIR</td>
<td>REPAIR</td>
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<tr>
<td>26</td>
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<td>REPAIR</td>
<td>REPAIR</td>
<td>REPAIR</td>
<td>REPAIR</td>
<td>REPAIR</td>
</tr>
</tbody>
</table>

Millage Req: $61,236.20 $97,668.52 $148,371.89 $71,322.80 $138,492.37 $269,129.39
Local Match: $22,546.81 $35,965.00 $54,638.57 $26,264.92 $161,476.85 $99,108.03
Total Proj Cost: $83,772.91 $133,638.52 $203,010.46 $97,587.72 $599,969.02 $368,237.42

Constr. Cost: $58,509.00 $91,586.00 $142,230.00 $68,380.00 $420,400.00 $259,025.00
Design Eng.: $9,601.50 $16,461.76 $23,267.72 $11,184.85 $68,764.51 $42,204.96
Constr. Eng.: $9,601.50 $16,461.76 $23,267.72 $11,184.85 $68,764.51 $42,204.96
Other Costs: $0.00 $0.00 $0.00 $0.00 $0.00 $0.00
Contingency: $1,870.00 $9,133.00 $14,225.00 $6,839.00 $42,640.00 $25,802.50

10/31/2019

Spicer group
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: RED CEDAR WATER TRAIL
Community: CITY OF LANSING

Type of Application: OTHER PROJECT
Priority: 4
(if multiple projects)

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources
Millage Funds Requested: $114,580.00
Applicant Funds/Match: $0.00  % Match: 0%
Total Project Cost: $114,580.00

Construction Costs:
- Design Engineering: $7,000.00
- Construction Engineering: $0.00
- Other Costs: $97,800.00

Contingency Amount: $9,780  10.00%

Project Details:
Project addresses removal of the accumulation of log jams that inhibit the use of the river.

<table>
<thead>
<tr>
<th>Total Trail Dimensions</th>
<th>Length</th>
<th>Width</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail Length</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Bridge Length</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Boardwalk</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
- No concerns.
- Bennett - does the Red Cedar River have a dedicated water trail? No, but the City has 2 launches on the RC River, has wayfinding signage on the Grand River, and the project is part of the Mannik/Smith report.
- Cherry - are there any plans for fixing the erosion by the trail tressel (by US-127)? Not in this project.
- Gregg - are there liversies on the river? Yes, Rivertown, City is working with them.
- Gregg - how will this project affect habitats? City is working with groups to minimize the impact

10/31/2019

Spicer Group
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: BON AIR PARK IMPROVEMENTS
Community: LANSING TOWNSHIP

Type of Application: OTHER PROJECT

PRIORITy: 1

(if multiple projects)

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources

Millage Funds Requested: $131,555.00
Applicant Funds/Match: $5,250.00
Total Project Cost: $136,805.00

% Match: 3.8%
Match Source:

Construction Cost: $97,350.00
Design Engineering: $9,735.00
Construction Engineering: $9,735.00
Other Costs: $10,000.00

Contingency Amount: $9,735 10.00%

Project Details:
Project improvements to Bon Air Park include upgrades to the playground, basketball court & a new pavilion.
Project will also include new walkways and amenities such as picnic tables, benches, bike rack, trash bins grills and signage.

<table>
<thead>
<tr>
<th>Total Trail Dimensions</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
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</thead>
<tbody>
<tr>
<td>Paved Trail Length:</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Bridge Length:</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Boardwalk:</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
- Future connections from this park to trails in former Waverly Golf Course which will connect to Waverly Road
Shared Use Path and the Lansing River Trail.
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: LELIE TOWNSHIP GROUNDS TRAIL
Community: LELIE TOWNSHIP

Type of Application: SHOVEL READY

Prioriy: 1

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources

Millage Funds Requested: $40,000.00
Applicant Funds/Match: $10,000.00
% Match: 20.0%

Total Project Cost: $50,000.00

Match Source:
- Construction Cost: $44,880.00
- Design Engineering: $0.00
- Construction Engineering: $0.00
- Other Costs: $520.00

Contingency Amount: $4,500 10.03%

Project Details:

Project includes 8-ft wide asphalt trail at the Leslie Twp Grounds Park.

<table>
<thead>
<tr>
<th>Total Trail Dimensions</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail Length</td>
<td>.33 miles</td>
<td>8'</td>
<td>Asphalt</td>
</tr>
<tr>
<td>Bridge Length</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Boardwalk</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
- Will restripe parking spaces for ADA adjacent to the trail.
- Leslie currently has no walking trails.
- Proposal submitted does not include an aggregate base under the asphalt. The Township has an alternate proposal to include aggregate base under the asphalt, which would increase the life of the pavement, for approximately $25,000 more.
- Unworth - this project is a great for ADA accessibility to the sports fields
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: MSU TO LAKE LANSING CONNECTOR, PHASE IIb
Community: MERIDIAN TOWNSHIP

Type of Application: SHOVEL READY

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

PRIORITY: 1
(if multiple projects)

Funding Sources:

Millage Funds Requested: $125,000.00
Applicant Funds/Match: $100,000.00
% Match: 44%
Total Project Cost: $225,000.00

Match Source:

Construction Cost: $175,000.00
Design Engineering: $23,000.00
Construction Engineering: $5,000.00
Other Costs: $5,000.00

Contingency Amount: $17,000 9.71%

Project Details:
Project would increase the width of the 7-ft wide walk along Okemos Rd to 10-ft wide shared use path from Gaylord C. Smith Ct. to the Inter Urban path.

Total Trail Dimensions:

<table>
<thead>
<tr>
<th></th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail Length</td>
<td>0.5 miles</td>
<td>10'</td>
<td>Asphalt</td>
</tr>
<tr>
<td>Bridge Length</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Boardwalk</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
- Project will require coordination with the railroad.
- The MSU to Lake Lansing Trail is the top rated trail in the County for development.
- Schedule: Bid Summer 2020; Award/Start Construction Summer 2020; End Construction 11/15/20

10/31/2019

Spicer Group
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: MERIDIAN - EAST LANSING NORTHERN TIER TRAIL CONNECTION
Community: MERIDIAN TOWNSHIP

Type of Application: OTHER PROJECT

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources
Millage Funds Requested: $375,000.00
Applicant Funds/Match: $125,000.00 % Match: 25%
Total Project Cost: $500,000.00 Match Source:

| Construction Cost | $410,000.00 |
| Design Engineering | $15,000.00 |
| Construction Engineering | $9,000.00 |
| Other Costs | $26,000.00 |

Contingency Amount: $40,000 9.76%

Project Details:
Project includes shared use path along Towar Ave. from Lake Lansing Rd. to the north Meridian Twp limits.

<table>
<thead>
<tr>
<th>Total Trail Dimensions</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail Length</td>
<td>0.6 miles</td>
<td>10'</td>
<td>Asphalt</td>
</tr>
<tr>
<td>Bridge Length</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Boardwalk</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

MDOT/DNR Comments: NA

Is the Project Viable? YES

Comments / Concerns:
- Connection to Northern Tier Trail
- Township is working on obtaining easements.
- Depending on easements, trail may need to be as little as 7-ft. wide.
- Park Commissioners have concerns about getting easements; Township is confident they will get them
- Pratt - Drain Commission would like to see a bioswale or rain garden between the parking lot and the river
- Stivers - these residents expressed a want for more parks and access; believes the project will be received
- Schedule: Bid 5/1/20; Award/Start Construction 6/15/20; End Construction 11/1/20

10/31/2019
Spicer Group

0:\(Project\12019\1234502019 - Ingham\ City\ Parks & Trails\ Cost\ Estimate\ Validation\ Round\ Oct2019\ Viability)
PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2019 ROUND (October 2019)

Project: DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH
Community: CITY OF WILLIAMSTON

Type of Application: SHOVEL READY
PRIORITY: 1

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources
Millage Funds Requested: $114,969.40
Applicant Funds/Match: $15,000.00 % Match: 12%
Total Project Cost: $129,969.40 Match Source:
  Construction Cost: $98,438.00
  Design Engineering: $7,382.85
  Construction Engineering: $7,382.85
  Other Costs: $6,921.90
  Contingency Amount: $9,844 7.57%

Project Details:
Project includes a paved ramp / launch for kayaks along with a parking lot and accessible walkways. Other site amenities will include signage.

<table>
<thead>
<tr>
<th>Total Trail Dimensions</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail Length</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Bridge Length</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Boardwalk</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

MDOT / DNR Comments:
Not applicable.

Is the Project Viable? YES

Comments / Concerns:
- Project requires permitting through EGLE (formerly DEQ).
- Trailhead for water trail; will allow for portage around the rapids.
- Supports future walking trail in Williamston.
- Project is scheduled to start construction in late 2020
- Pratt - Drain Commission would like to see a bioswale or rain garden between the parking lot and the river

10/31/2019
Project: MEMORIAL PARK
Community: CITY OF WILLIAMSTON

Type of Application: PLANNING & ENGINEERING

Priority: 2

Reviewed By: SPICER GROUP, TANYA MOORE
Date: October 20, 2019

Funding Sources

Millage Funds Requested: $14,000.00
Applicant Funds/Match: $1,000.00  % Match: 6.67%
Total Project Cost: $15,000.00  Match Source:
  Construction Cost: $0.00
  Design Engineering: $5,000.00
  Construction Engineering: $0.00
  Other Costs: $0.00
Contingency Amount: $0  0.00%

Project Details:
Project includes the design only of a trail connector from Highland Street eastward through Memorial Park, crossing the Red Cedar River at an existing pedestrian bridge near the Eagles Club / High Street. The project will also provide a trailhead parking area.

<table>
<thead>
<tr>
<th>Total Trail Dimensions</th>
<th>LENGTH</th>
<th>WIDTH</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paved Trail Length:</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Bridge Length:</td>
<td>195</td>
<td>7</td>
<td>Existing, over river</td>
</tr>
<tr>
<td>Boardwalk:</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

MDOT / DNR Comments:
Not applicable.

Is the Project Viable? YES.

Comments / Concerns:
- Project is only requesting costs for Design Engineering (included topo survey, design & permitting).
- What is the condition of the existing bridge? (WT-01-WT-RC) This bridge will provide access to the proposed trail on the south end.
- Project requires permitting through EGLE (formerly DEQ).
- What is the schedule/plan for bidding, construction, and construction engineering for this project?
- There are two covered bridge/pavilion structures recently installed. The proposed trail will incorporate these structures.
- Do Trail Wayfinding signs need to be included in the project?

10/31/2019
AGENDA ITEM #6B TRAILS AND PARKS MILLAGE FIFTH ROUND APPLICATION SCORING:

Ms. Buzzard stated we are recommending funding 2.5 million for this round and asked if funding these applications is contingent on the millage renewing. Commissioners Stivers said we can’t make this contingent upon the renewal, legally speaking. Mr. Bennett stated he would like to start at the bottom of the list of applications and work up the list. Mr. Morgan stated park staff would recommend that the Park Commission recommend to the Board of Commissioners, that upon passage of the millage, these will be fully funded, since we are at a deficit. There is 9.5 million in the bank, but 1.7 million is over allocated. Ms. Buzzard clarified it is 2.1 million over allocated. Mr. Morgan stated by the time it goes to the Board of Commissioners, and then to the legal department, contracts won’t be ready until March, and this would not slow down the process.

LANSONG TOWNSHIP
PROJECT TITLE: BON AIR PARK IMPROVEMENTS
TYPE OF PROJECT: OTHER PROJECT
AMOUNT REQUESTED: $131,555

Ms. Hamrick asked the other commissioners why they thought it didn’t fit into the parameters of the millage. Mr. Unsworth stated it is within the park, but there is no connectivity. Mr. Bennett stated when he read the application, he didn’t feel like it was in the scope of the millage. Mr. Morgan stated in the last round of applications, Aurelius asked for a shelter and it was funded, but there was a trail – it did not get funded the last round, for this same logic. Ms. Hamrick stated this is her side of town, she likes the project and this could attract voters. It could connect to the trail on Waverly Road in the future. Ms. Buzzard stated they could always reapply if it isn’t funded. Ms. Pawar said she agrees with Ms. Hamrick about connectivity, and she thinks this area is underserved. Commissioner Stivers said she remembers the Township saying in their presentation it was shovel ready, and asked why it isn’t marked as a shovel ready project. Discussion. Mr. Unsworth stated he looked through the slide show of their presentation and it did not say shovel ready, and Ms. Buzzard confirmed that was their selection in their application.

MOVED BY MR. UNSWORTH, SUPPORTED BY MS. PAWAR

TO RECOMMEND FUNDING LANSING TOWNSHIP’S BON AIR PARK IMPROVEMENTS

Yes-2 (Simar Pawar and Michael Unsworth); No-5 (Matt Bennett, Cherry Hamrick, Commissioner Emily Stivers, Chris Swope, and Stephanie Thomas); Abstain-1 (Paul Pratt). Absent: Commissioner Trubac. MOTION FAILED.

FLRT/CITY OF LANSING
PROJECT TITLE: VOLUNTEER TRAIL AMBASSADOR COORDINATOR
TYPE OF PROJECT: OTHER PROJECT
AMOUNT REQUESTED: $15,000

Ms. Hamrick stated FLRT doesn’t like coming back each year to ask for additional money to fund this position; but until the wayfinding signs are in the ground they have to. Mr. Bennett asked for a status update on the signage project. Ms. Buzzard stated the signs should be in the ground in 2020. Mr. Bennett asked if there are any sponsors lined up for the signs, and Ms. Ross stated there are a couple.
MOVED BY MS. THOMAS, SUPPORTED BY MR. SWOPE

TO RECOMMEND FUNDING CITY OF LANSING/FLRT’S VOLUNTEER TRAIL AMBASSADOR COORDINATOR

Yes-7 (Matt Bennett, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Chris Swope, Stephanie Thomas, and Paul Pratt); No-0; Abstain-1 (Cherry Hamrick). Absent: Commissioner Trubac. MOTION CARRIED.

INGHAM COUNTY PARKS
PROJECT TITLE: HAWK ISLAND PARK (DOCK REPLACEMENT)
TYPE OF PROJECT: PLANNING / ENGINEERING
AMOUNT REQUESTED: $200,000

Commissioner Stivers asked why this scored low, and Ms. Buzzard stated there wasn’t any match and the County has already been awarded a project. Ms. Hamrick said the ranking was third priority out of the County’s applications. Mr. Bennett stated the Park Commission ranked it very high, but it was the overall criteria that lowered the score. Mr. Morgan stated we did not provide a match since it was not required in this round.

MOVED BY MR. SWOPE, SUPPORTED BY MS. THOMAS

TO RECOMMEND FUNDING INGHAM COUNTY PARK’S HAWK ISLAND PARK DOCK REPLACEMENT

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Chris Swope, and Stephanie Thomas); No-0; Abstain-1 (Paul Pratt). Absent: Commissioner Trubac. MOTION CARRIED.

CITY OF LANSING
PROJECT TITLE: RED CEDAR WATER TRAIL
TYPE OF PROJECT: OTHER PROJECT
AMOUNT REQUESTED: $114,580

Mr. Pratt stated he is concerned about the dumping of animal sewage into the Red Cedar. Mr. Pratt said the City of Lansing Parks Department may not be aware of this, since that is under the jurisdiction of the Public Service Department. Discussion.

Mr. Swope said he would like to discuss the Meridian Township’s Northern Tier Trail Connection application. This is a connector, however it is a sidewalk, not a trail. Mr. Morgan stated a lot of Meridian Township’s trails are sidewalks. Mr. Unsworth stated legally these are pathways.

Mr. Bennett stated he wants to return to discuss the log jam removal application, and he doesn’t think this fits the criteria, there won’t be a launch and it is not a state designated water trail. Ms. Buzzard stated we approved the Williamston application to clear the Red Cedar. Ms. Buzzard stated eventually the City would like it to be a state designated water trail. Mr. Morgan stated Rivertown Adventures uses the Red Cedar, but their volunteers cannot clear this area. Mr. Morgan stated there is an issue with our blueways near the English Inn, and the blockages can cause safety concerns. Mr. Pratt recommend Mr. Morgan inquire with Eaton County drain department about the English Inn logjam.

Mr. Swope left the meeting at 6:36pm.
LESLIE TOWNSHIP
PROJECT TITLE: LESLIE TOWNSHIP GROUNDS TRAIL
TYPE OF PROJECT: OTHER PROJECT
AMOUNT REQUESTED: $40,000

Ms. Thomas said she wants to voice her support for Leslie Township’s project. Ms. Thomas stated the alternate amount was an additional $25,000. Mr. Bennett recommended funding the alternate. Mr. Morgan said it is important to use a base, for example we had issues at Hawk Island in regards to this.

MOVED BY MS. THOMAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING LESLIE TOWNSHIP GROUNDS TRAIL WITH THE ALTERNATE ADDITIONAL AMOUNT OF $25,000 FOR A TOTAL AMOUNT OF $65,000

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac.

MOTION CARRIED.

CITY OF WILLIAMSTON
PROJECT TITLE: DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH
TYPE OF PROJECT: SHOVEL READY
AMOUNT REQUESTED: $114,969.40

Ms. Hamrick stated Williamston is a big river town and it will be a good project. Ms. Thomas asked if Williamston was previously awarded a grant and Ms. Buzzard stated the City had, but not the Township. Ms. Thomas stated her favorite applications were from Williamston and Leslie Township.

CITY OF WILLIAMSTON
PROJECT TITLE: MEMORIAL PARK
TYPE OF PROJECT: PLANNING & ENGINEERING
AMOUNT REQUESTED: $14,000

Ms. Pawar said she would not recommend this application because they need to do more planning, this is just short term and it doesn’t have elements like connectivity. Ms. Hamrick agreed. Ms. Thomas said the application is disjointed, and some of it may not be likely such as turning a tennis court into a parking lot. Commissioner Stivers said they could reapply later.

MOVED BY MS. THOMAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND NOT FUNDING CITY OF WILLIAMSTON’S MEMORIAL PARK

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac.

MOTION CARRIED.

Mr. Bennett proposed recommending the rest of the applications for funding, unless the Commission wanted to discuss any other projects in more detail. All present agreed.

DELHI TOWNSHIP
PROJECT TITLE: HOLT TO MASON TRAIL, PHASE II (TO BE NAMED HAYHOE TRAIL)
TYPE OF PROJECT: SHOVEL READY
AMOUNT REQUESTED: $2,542,890

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING DELHI TOWNSHIP’S HOLT TO MASON TRAIL, PHASE II (TO BE NAMED HAYHOE TRAIL)

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.

INGHAM COUNTY PARKS
PROJECT TITLE: LAKE LANSING SOUTH PARK (LAKE ACCESS & FENCE)
TYPE OF PROJECT: SHOVEL READY
AMOUNT REQUESTED: $125,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING INGHAM COUNTY PARK’S LAKE LANSING SOUTH PARK (LAKE ACCESS & FENCE)

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.

INGHAM COUNTY PARKS
PROJECT TITLE: MCNAMARA LANDING (PARKING LOT IMPROVEMENTS & BIOSWALE)
TYPE OF PROJECT: SHOVEL READY
AMOUNT REQUESTED: $125,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING INGHAM COUNTY PARK’S MCNAMARA LANDING (PARKING LOT IMPROVEMENTS & BIOSWALE)

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.

CITY OF LANSING
PROJECT TITLE: BEAR LAKE PATHWAY (PHASE 1 OF US-127 PATHWAYS)
TYPE OF PROJECT: SHOVEL READY
AMOUNT REQUESTED: $718,889

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING’S BEAR LAKE PATHWAY (PHASE 1 OF US-127 PATHWAYS)
Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.

CITY OF LANSING
PROJECT TITLE: RIVER TRAIL EXTENSION: SAGINAW ST TO OAKLAND AVE
TYPE OF PROJECT: PLANNING & ENGINEERING
AMOUNT REQUESTED: $142,200

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING’S RIVER TRAIL EXTENSION: SAGINAW ST TO OAKLAND AVE

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.

CITY OF LANSING
PROJECT TITLE: BRIDGE REHABILITATION
TYPE OF PROJECT: PLANNING & ENGINEERING
AMOUNT REQUESTED: $1,086,206.15, BREAKDOWN BELOW:

<table>
<thead>
<tr>
<th>BRIDGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>$439,371.57</td>
</tr>
<tr>
<td>25</td>
<td>$71,465.81</td>
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<td>24</td>
<td>$148,669.38</td>
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<td>$95,681.42</td>
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<tr>
<td>11</td>
<td>$61,348.98</td>
</tr>
<tr>
<td>28</td>
<td>$269,669.00</td>
</tr>
</tbody>
</table>

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING’S BRIDGES# 26, 25, 24, 12, 11 & 28

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.

CITY OF LANSING
PROJECT TITLE: RED CEDAR WATER TRAIL
TYPE OF PROJECT: OTHER PROJECT
AMOUNT REQUESTED: $114,580

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING’S RED CEDAR WATER TRAIL

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.
MERIDIAN TOWNSHIP
PROJECT TITLE: MSU TO LAKE LANSING CONNECTOR, PHASE IIB
TYPE OF PROJECT: SHOVEL READY
AMOUNT REQUESTED: $125,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING MERIDIAN TOWNSHIP’S MSU TO LAKE LANSING CONNECTOR, PHASE IIB

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.

MERIDIAN TOWNSHIP
PROJECT TITLE: MERIDIAN - EAST LANSING NORTHERN TIER TRAIL CONNECTION
TYPE OF PROJECT: OTHER PROJECT
AMOUNT REQUESTED: $375,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING MERIDIAN TOWNSHIP’S MERIDIAN - EAST LANSING NORTHERN TIER TRAIL CONNECTION

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.

CITY OF WILLIAMSTON
PROJECT TITLE: DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH
TYPE OF PROJECT: SHOVEL READY
AMOUNT REQUESTED: $114,969.40

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF WILLIAMSTON’S DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); No-0; Abstain-0. Absent: Chris Swope and Commissioner Trubac. MOTION CARRIED.

Ms. Pawar asked if there is a master plan for millage projects. Mr. Bennett stated there is the Ingham County Trails & Parks Comprehensive Report developed by Mannik Smith. Discussion.
WHEREAS, Board of Commissioners Resolution #19-349 approved a fifth round of applications set at a $2.5 million dollar cap, with no required match: $750,000 for small shovel ready projects up to a limit of $125,000, with the remaining $1,750,000 be for proposals for any community for future planning; and

WHEREAS, the Board of Commissioners will consider all grant applications, even if they are not shovel ready or include future planning; and

WHEREAS, 20 applications were received from Delhi Township (1), City of Lansing (9), Lansing Township (1), Leslie Township (1), Meridian Township (2), City of Williamston (2), Ingham County (3), and the Village of Dansville (1); and

WHEREAS, after careful review and evaluation of the applications by the Park Commission, the Park Commission submits the following ranking shown in Table A for funding of the below applications.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into contracts with the following entities designated within the below Table A.
<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project Title</th>
<th>Grant Request</th>
<th>Fund in 2020</th>
<th>Grant Award 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meridian Township</td>
<td>MSU to Lake Lansing Connector, Phase 2b</td>
<td>$125,000.00</td>
<td>YES</td>
<td>$125,000.00</td>
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<tr>
<td>City of Williamston</td>
<td>Downtown Water Trailhead &amp; Launch</td>
<td>$114,969.40</td>
<td>YES</td>
<td>$114,969.40</td>
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<tr>
<td>Delhi Township</td>
<td>Holt to Mason Trail, Phase 2</td>
<td>$2,542,890.00</td>
<td>YES</td>
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<td>City of Lansing</td>
<td>Bear Lake Pathway</td>
<td>$718,889.00</td>
<td>YES</td>
<td>$718,889.00</td>
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<td>City of Lansing</td>
<td>Bridge Rehabilitation <em>(Total: $1,086,206.15):</em></td>
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<td>$0.00</td>
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<td>City of Lansing</td>
<td>CL-26</td>
<td>$439,371.57</td>
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<td>$439,371.57</td>
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<td>City of Lansing</td>
<td>CL-25</td>
<td>$71,465.81</td>
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<td>$71,465.81</td>
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<tr>
<td>City of Lansing</td>
<td>CL-24</td>
<td>$148,669.38</td>
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<td>$148,669.38</td>
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<td>City of Lansing</td>
<td>CL-12</td>
<td>$95,681.42</td>
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<td>$95,681.42</td>
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<td>City of Lansing</td>
<td>CL-11</td>
<td>$61,348.98</td>
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<td>$61,348.98</td>
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<td>City of Lansing</td>
<td>CL-28</td>
<td>$269,669.00</td>
<td>YES</td>
<td>$269,669.00</td>
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<tr>
<td>Leslie Township</td>
<td>Township Grounds Trail</td>
<td>$40,000.00</td>
<td>YES</td>
<td>$65,000.00</td>
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<td>City of Lansing</td>
<td>Rivertrail Extension-Saginaw to Oakland</td>
<td>$142,200.00</td>
<td>YES</td>
<td>$142,200.00</td>
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<tr>
<td>Meridian Township</td>
<td>Meridian-East Lansing NTT Connection</td>
<td>$375,000.00</td>
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<td>$375,000.00</td>
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<tr>
<td>Ingham Co.</td>
<td>McNamara Landing</td>
<td>$125,000.00</td>
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<td>$125,000.00</td>
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<tr>
<td>Ingham Co.</td>
<td>Lake Lansing S. Improvements</td>
<td>$125,000.00</td>
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<tr>
<td>City of Lansing</td>
<td>Red Cedar Water Trail</td>
<td>$114,580.00</td>
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<td><strong>City of Williamston</strong></td>
<td><strong>Memorial Park</strong></td>
<td><strong>$14,000.00</strong></td>
<td><strong>NO</strong></td>
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<td>Ingham Co.</td>
<td>Hawk Island Park</td>
<td>$200,000.00</td>
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<td>FLRT/City of Lansing</td>
<td>Volunteer Trail Ambassador</td>
<td>$15,000.00</td>
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<td><strong>Lansing Township</strong></td>
<td><strong>Bon-Air Park Improvements</strong></td>
<td><strong>$131,555.00</strong></td>
<td><strong>NO</strong></td>
<td><strong>$0.00</strong></td>
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<tr>
<td></td>
<td>Amount Requested</td>
<td>$5,870,289.56</td>
<td></td>
<td>$5,749,734.56</td>
</tr>
</tbody>
</table>
BE IT FURTHER RESOLVED, that the 70% limitation on allocation of projected future millage revenue imposed by Resolution 17-275 is hereby waived.

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed.

BE IT FURTHER RESOLVED, that if work is not completed within two years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, granting of millage dollars to municipalities may be subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase, a permanent sign to remain on the site in perpetuity post completion of the project as well as wayfinding signage provided by the County if applicable.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: December 18, 2019
SUBJECT: Visitor Incentive Program at Hawk Island
For the meeting agenda of 1/22/20 Finance and 1/27/20 Human Services

BACKGROUND
In an effort to continue to increase visitation at the parks, staff developed a visitor incentive program for the Hawk Island snow tubing hill. The incentive will allow Ingham County schools and non-profit organizations to fundraise while also providing increased revenue for the Parks Department for a snow tubing event held on Monday-Thursday evenings. Board of Commissioners Resolution 15-397 authorized the concept of visitor incentive programs, attached in Exhibit A. This resolution authorizes that schools or non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools’ or non-profit organization’s designated evening.

ALTERNATIVES
The alternative is not to offer the incentive.

FINANCIAL IMPACT
This visitor incentive program could increase visitation and revenue for the snow tubing hill, and would authorize schools or non-profit organizations to receive back up to 25% of the revenue collected.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their December 16, 2019 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Exhibit A

Adopted - October 27, 2015
Agenda Item No. 15

Introduced by the County Services and Finance Committees of the:

Ingham County Board of Commissioners

Resolution Granting the Ingham County Parks and Recreation Commission the Ability to Approve Future Visitor Incentive Programs at the Ingham County Parks

Resolution #15 – 397

Whereas, increasing visitation and providing positive visitor experiences at the Ingham County Parks are key elements of our Strategic Plan and Mission; and

Whereas, park staff wishes to develop occasional visitor incentive programs for promotional and marketing purposes (special rates/discounts) internally and with outside partners to increase visitation at the Ingham County Parks; and

Whereas, park staff will develop visitor promotions (special rates/discounts) for facilities and programs offered in the Parks; and

Whereas, building strong relationships with sectors of the community is good for the Ingham County Parks, Ingham County, and the State of Michigan; and

Whereas, all proposed visitor incentives will be reviewed by the Parks Director and the Ingham County Parks and Recreation Commission.

Therefore be it resolved, the Board of Commissioners grants the Ingham County Parks & Recreation Commission the ability to approve occasional visitor incentive programs at Ingham County Parks after review by the Park Director and upon the recommendation of the Ingham County Parks & Recreation Commission.

County Services: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None Absent: None Approved 10/20/15

Finance: Yeas: Anthony, Bahar-Cook, McGrain, Schafer, Case Naeyaert
Nays: None Absent: Tennis, Tsernoglou Approved 10/21/15
Agenda Item 8c

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A VISITOR INCENTIVE PROGRAM
FOR THE HAWK ISLAND SNOW TUBING HILL

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Parks are key elements of our Strategic Plan and Mission; and

WHEREAS, in order to better promote the winter activity of snow tubing at Hawk Island to youth school groups within Ingham County and non-profit organizations, staff developed a visitor promotion for a snow tubing event held between Monday-Thursday evenings to allow schools and non-profit organizations to fundraise while also providing increased revenue for the Parks Department; and

WHEREAS, schools and non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools’ or non-profit organization’s designated evening.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the visitor incentive program for a snow tubing event at Hawk Island held between Monday-Thursday evenings to allow youth school groups within Ingham County and non-profit organizations to fundraise while also providing increased revenue for the Parks Department.

BE IT FURTHER RESOLVED, that schools and non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools’ designated evening.

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 and Human Services Committee  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: December 30th, 2019  
SUBJECT: Authorization to Accept Funds from the State of Michigan Local Community Stabilization Authority (LCSA)  
For the meeting agendas of January 22\textsuperscript{nd}, and January 27\textsuperscript{th}, 2020  

BACKGROUND  
Michigan Department of Health & Human Services (MDHHS) and State of Michigan Local Community Stabilization Authority (LCSA) disbursed funds in the amount of $356,809 for the purpose of providing allowable health services as described in MCL 333.2475. In FY 20, Ingham County Health Department (ICHD) will submit resolution(s) to use these funds to request authorization of new positions, programs, and contracts.  

ALTERNATIVES  
There are no alternatives.  

FINANCIAL IMPACT  
The amount of the grant funds is $356,809.00.  

STRATEGIC PLANNING IMPACT  
This resolution supports the long-term objection of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.  

OTHER CONSIDERATIONS  
There are no other considerations.  

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of $356,809.00 in grant funds which will allow ICHD to provide allowable health services as described in MCL 333.2475.
Agenda Item 9a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF GRANT FUNDS FROM
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES AND
STATE OF MICHIGAN LOCAL COMMUNITY STABILIZATION AUTHORITY

WHEREAS, Ingham County Health Department wishes to accept grant funds from Michigan Department of Health & Human Services (MDHHS) and State of Michigan Local Community Stabilization Authority (LCSA) in the amount of $356,809.00; and

WHEREAS, the funds will be used for reimbursement of reasonable and allowable costs of required and allowable health services as described in MCL 333.2475; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of these funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of these funds.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments consistent with this resolution.
Agenda Item 9b

TO: Board of Commissioners Finance and Human Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 12, 2019
SUBJECT: Authorization to Enter a Collaborative, Services and Referral Agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties

For the meeting agendas of January 21, January 22, and January 27, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to enter into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services, effective February 1, 2020 through January 31, 2021. This agreement will include an additional .25 FTE of a Mental Health Therapist (MHT) Supervisor time as well as a 1.00 FTE CMH Coordinator position. ICHD has maintained a collaborative, services and referral agreement with CMH-CEI for mental health therapist services for behavioral health and substance abuse services referral and care coordination since 2012 with resolution 12-228, followed by resolutions 15-350, 16-147, 16-445, 18-446 and 18-494.

ALTERNATIVES
There are no alternatives, as CMH-CEI is the Community Mental Health Agency for our service area.

FINANCIAL IMPACT
The total cost of the agreement shall not exceed $859,096 annually. $720,000 will be covered by the FY20 budget. The .25 FTE increase of $38,875 (for the MHT bringing that position total to $155,500) will be covered by Integrated Behavioral Health Grant funds and the 1.00 FTE CMH-CEI coordinator cost of $100,221 will be funded by the Community Health Center operating fund.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling $859,096 effective February 1, 2020 through January 31, 2021.
Introduction by the Human Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A COLLABORATIVE SERVICES AND REFERRAL AGREEMENT WITH COMMUNITY MENTAL HEALTH OF CLINTON, EATON, AND INGHAM COUNTIES

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services, effective February 1, 2020 through January 31, 2021; and

WHEREAS, this agreement will include an additional .25 FTE of a Mental Health Therapist Supervisor time as well as a 1.00 FTE CMH Coordinator position; and

WHEREAS, ICHD has maintained a collaborative, services and referral agreement with CMH-CEI for mental health therapist services for behavioral health and substance abuse services referral and care coordination since 2012 with resolution 12-228, followed by resolutions 15-350, 16-147, 16-445,18-446 and 18-494; and

WHEREAS, the total cost of the agreement shall not exceed $859,096 annually; and

WHEREAS, $720,000 will be covered by the FY20 budget and the .25 FTE increase of $38,875 (for the MHT bringing that position’s total to $155,500) will be covered by Integrated Behavioral Health Grant funds, and the CMH-CEI Coordinator cost of $100,221 will be funded by the Community Health Center operating fund; and

WHEREAS, Ingham Community Health Center Board of Directors supports entering into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling $859,096, effective February 1, 2020 through January 31, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling $859,096, effective February 1, 2020 through January 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI) for mental health therapist services in an amount totaling $859,096, effective February 1, 2020 through January 31, 2021.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.
BACKGROUND
Ingham County Health Department (ICHD) wishes to partner with the Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs for an amount totaling $34,793.00 and to be effective October 1, 2019 through September 30, 2020. Each year EGLE reimburses ICHD for expenses related to monitoring and inspection services. This practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality, and has since passed to the newly reorganized Department of Environment, Great Lakes, and Energy. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2019 and the new agreement will be in effect from October 1, 2019 through September 30, 2020. ICHD is requesting an effective date of October 1, 2019 as the FY 2020 amounts were not received until November 22, 2019.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The proposed agreement for FY 2020 includes the following services and funding totaling up to $34,793.00, allocated as follows:

**Non-Community Public Water Supply Program – up to $26,368**
ICHD will conduct sanitary surveys of non-community public water supplies in Ingham County. ICHD will also oversee quality monitoring at these water supplies, issue water well permits for new supplies, and ensure that proper public notices are issued should a supply become unsafe for drinking.

**Drinking Water Long-Term Monitoring – up to $1,100**
ICHD will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

**Public Swimming Pools – up to $5,600**
ICHD will inspect all public swimming pools/spas licensed by the EGLE in Ingham County. In addition, ICHD will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.
**Campground Requirements – up to $225**
ICHD will inspect all campgrounds licensed by EGLE located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

**Capacity Development & Source Water Assessment - Up to $1,500**
ICHD will conduct source water assessments for non-transient Type II water supplies licensed by EGLE in Ingham County.

**OTHER CONSIDERATIONS**
There are no other considerations.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with EGLE to conduct environmental monitoring and inspections of EGLE Non-Community programs for the period of October 1, 2019 through September 30, 2020.
RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY FOR FY 2019-2020

WHEREAS, Ingham County Health Department (ICHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs effective October 1, 2019 through September 30, 2020; and

WHEREAS, EGLE will reimburse ICHD for expenses related to monitoring and inspection services; and

WHEREAS, this practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environment, Great Lakes, and Energy; and

WHEREAS, EGLE proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from the Ingham County Health Department (ICHD); and

WHEREAS, the Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with EGLE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with EGLE for Non-Community Programs.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED that EGLE shall reimburse ICHD up to $34,793.00 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to $26,368
- Drinking Water Long-Term Monitoring – up to $1,100
- Public Swimming Pools – up to $5,600
- Campground Requirements – up to $225
- Capacity Development and Source Water Assessment - up to $1,500

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and County Services Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: January 2, 2020  
SUBJECT: Resolution to Address and Reduce Implicit Bias in all County Decision-Making by Integrating an Equity Review Process and Health in All Policies Approach.

BACKGROUND
Participating in or perpetuating cultural and systemic discrimination or inequity is contrary to the values of Ingham County, and Ingham County seeks to promote equity and avoid bias and unintentional harmful effects when involved in decision-making or policy development. Members of the Ingham County Board of Commissioners’ County Services Committee, the Equal Opportunity Commission, the Ingham Community Health Centers Board of Directors, and the Ingham County Board of Health have encouraged Ingham County to explore and establish best practices to prevent systemic and individual implicit bias in its decision-making and policy.

One strategy to reduce implicit bias and operationalize equity is utilizing a Health in All Policies (HiAP) approach to decision-making. HiAP is an integrated and comprehensive approach to bring health, well-being, and equity impact considerations into the development and implementation of policies, programs and services of traditionally non-health-related government systems or agencies. HiAP is defined as a change in the systems that determine how policy decisions are made and implemented to ensure beneficial or neutral impacts on the determinants of health. The core of a HiAP approach is to intentionally integrate a consideration for how cultural and systemic inequity is unintentionally present in the systems created and decisions made by an institution or organization.

By adopting a HiAP approach, the Ingham County Board of Commissioners recognizes that all departments have a role to play in promoting health and equity by integrating an equity check or “lens” in all decision- and policy-making. Equity is defined as a fair and just distribution of the social opportunities needed to achieve well-being and involves moving beyond equality to ensuring that everyone has what they need by addressing social and systemic barriers to opportunity.

In addition to improving the health and well-being of all county residents and staff, the adoption of HiAP will also allow the county to uncover inefficiencies and opportunities for collaboration.

The Ingham County Health Department has extensive experience in equity training and is continually seeking innovative ways to apply an equity lens to its own systems and decision-making and partner with other organizations seeking to do the same.

The Controller’s office, in its role as chief fiscal and administrative officer is best positioned to help design the most effective way of implementing a county-wide policy or process.

The Ingham County Controller’s Office and Health Department are willing and able to work together and with other departments, agencies and elected officials to operationalize the application of an equity lens to future policies and decision-making across all County operations, thereby reducing implicit bias in an effort to maximize alignment with the County’s Vision Statement of being a “welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.”
**ALTERNATIVES**
- Ingham County could invest in additional external resources such as trainings and workshops for department heads and others to reduce implicit bias in decision-making.
- Ingham County could adopt a different approach to reducing implicit bias in decision-making.
- Ingham County could also continue with its existing approach to decision-making.

**FINANCIAL IMPACT**
None.

**STRATEGIC PLANNING IMPACT**
This resolution supports Ingham County’s Vision Statement to be a “welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents” as well as its values of “diversity, equity and inclusion.”

**OTHER CONSIDERATIONS**
There are no other considerations.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached resolution to adopt a Health in All Policies approach to decision-making in Ingham County government and to direct the County Controller’s Office and the Health Department to work together to develop and present a plan to operationalize the application of an equity lens to future policy- and decision-making to the Board of Commissioners by May 18th, 2020.
Introduced by the Human Services and County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADDRESS AND REDUCE IMPLICIT BIAS IN ALL COUNTY DECISION-MAKING BY DEVELOPING AND INTEGRATING AN EQUITY REVIEW PROCESS AND HEALTH IN ALL POLICIES APPROACH

WHEREAS, inequity and discrimination are contrary to the values of Ingham County; and

WHEREAS, Ingham County seeks to avoid implicit bias and unintentional harmful effects when adopting policies and entering into contractual agreements; and

WHEREAS, members of the Ingham County Board of Commissioners’ County Services Committee, the Equal Opportunity Commission, the Ingham Community Health Centers Board of Directors, and the Ingham County Board of Health encourage Ingham County to explore and establish best practices to prevent systemic and individual implicit bias in its decision-making and policy; and

WHEREAS, one strategy to reduce implicit bias and operationalize equity is utilizing a Health in All Policies (HiAP) approach to decision-making; and

WHEREAS, the core of a HiAP approach is to integrate a consideration for how cultural and systemic inequity is unintentionally present in the systems created and decisions made by an institution or organization; and

WHEREAS, in addition to improving the health and well-being of all county residents and staff, the adoption of HiAP will also allow the county to uncover inefficiencies and opportunities for collaboration; and

WHEREAS, by adopting a HiAP approach, the Ingham County Board of Commissioners recognizes that all departments have a role to play in promoting health and equity; and

WHEREAS, equity is defined as a fair and just distribution of the social opportunities needed to achieve well-being; and

WHEREAS, the Ingham County Health Department has extensive experience in equity training and is continually seeking innovated ways to apply an equity lens to its own systems and decision making and partner with other organizations seeking to do the same; and

WHEREAS, the Controller’s office, in its role as chief fiscal and administrative officer is best positioned to help design the most effective way to implement a county-wide HiAP policy or process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners tasks the Ingham County Controller’s Office and the Health Department to work together and with other departments, agencies and elected officials to develop a plan by May 18th, 2020 and then support the work to operationalize that plan for the application of an equity lens to guide future policies and decision-making across all County departments, thereby reducing unconscious bias in an effort to more fully align with the County’s Vision Statement of being a “welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.”
TO:       Board of Commissioners Finance and Human Services Committees:
FROM:    Linda S. Vail, MPA, Health Officer
DATE:  December 12, 2019
SUBJECT: Authorization to Amend Agreement with Intelligent Medical Objects, Inc.

For the meeting agendas of January 22, 2020 and January 27, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to amend resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement instead of a three year agreement totaling $10,000, effective February 1, 2020 through January 31, 2021. IMO offers Problem IT Terminology Services which provide advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology to document patient diagnosis and histories within Next Gen. IMO’s Service is compatible, is recommended for use with Next Gen, and will enhance the efficiency of the diagnostic code search function in Next Gen to ensure quality patient care.

ALTERNATIVES
There are no comparable product vendors for this service, therefore the only alternative would be to discontinue this agreement.

FINANCIAL IMPACT
The cost of the Service includes a one-time implementation fee of $2,500 for installation, updates, enhancements, material data updates and new versions into the Service and consulting services to be provided by IMO, Inc. over the one year agreement period. The cost of service also includes a licensing fee of $7,500 bringing the overall cost to $10,000. These costs will be covered through the Community Health Center FY20 budget.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement totaling $10,000 and effective February 1, 2020 through January 31, 2021.
Agenda Item 9e

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #19-410 WITH INTELLIGENT MEDICAL OBJECTS, INC.

WHEREAS, Ingham County Health Department (ICHD) wishes to amend resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement instead of a three year agreement, effective February 1, 2020 through January 31, 2021; and

WHEREAS, IMO offers Problem IT Terminology Services which provide advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology to document patient diagnosis and histories within Next Gen; and

WHEREAS, IMO’s service is compatible, is recommended for use with Next Gen, and will enhance the efficiency of the diagnostic code search function in Next Gen to ensure quality patient care; and

WHEREAS, the cost of the service includes a one-time implementation fee of $2,500 for installation, updates, enhancements, material data updates and new versions into the service, and consulting services to be provided by IMO over the one year agreement period; and

WHEREAS, the cost of service also includes a licensing fee of $7,500 bringing the overall cost to $10,000; and

WHEREAS, these costs will be covered through the Community Health Center FY20 budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports amending resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement effective February 1, 2020 through January 31, 2021 in an amount totaling $10,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize amending resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement effective February 1, 2020 through January 31, 2021 in an amount totaling $10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending resolution #19-410 with Intelligent Medical Objects, Inc. (IMO) to a one year agreement effective February 1, 2020 through January 31, 2021 in an amount totaling $10,000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.
TO:       Board of Commissioners Finance and Human Services Committees  
FROM:     Linda S. Vail, MPA, Health Officer  
DATE:     November 12, 2019  
SUBJECT:  Authorization to Enter an Agreement with Hospital Network Healthcare Services (HNHS)  

For the meeting agendas of January 22 and January 27, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to continue an agreement with Hospital Network Healthcare Services (HNHS) to provide medical waste disposal effective February 1, 2020 through January 31, 2022 in an amount totaling $6,700 annually. ICHD has maintained an agreement with HNHS for medical waste management and disposal since 2016 through resolution #16-408. ICHD is required to properly dispose of potentially infectious medical waste.

ALTERNATIVES
ICHD currently has a group purchasing agreement contract with Hospital Purchasing Services (HPS) and Hospital Network Healthcare Services is one of the medical waste management vendors within this contract.

FINANCIAL IMPACT
Funds are included in the FY20 budget at a cost of $6,700 annually. Waste disposal containers, under the HNHS contract are 1-3 containers at $50 each, 4-8 containers at $40 each, and nine or more containers at $35 each.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with HNHS to provide medical waste disposal effective February 1, 2020 through January 31, 2022.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

HINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
HOSPITAL NETWORK HEALTHCARE SERVICES

WHEREAS, Ingham County Health Department (ICHD) wishes to continue an agreement with Hospital
Network Healthcare Services (HNHS) to provide medical waste disposal effective February 1, 2020 through
January 31, 2022; and

WHEREAS, ICHD is required to properly dispose of potentially infectious medical waste; and

WHEREAS, ICHD has maintained an agreement with HNHS for medical waste management and disposal since
2016 through resolution #16-408; and

WHEREAS, funds are included in the FY20 budget at a cost of $6,700 annually; and

WHEREAS, waste disposal containers under the HNHS contract are 1-3 containers at $50 each, 4-8 containers
at $40 each, and nine or more containers at $35 each; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement
with Hospital Network Healthcare Services for providing medical waste disposal effective February 1, 2020
through January 31, 2022 in an amount totaling $6,700 annually; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an
agreement with Hospital Network Healthcare Services for providing medical waste disposal effective February
1, 2020 through January 31, 2022 in an amount totaling $6,700 annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into
an agreement with Hospital Network Healthcare Services for providing medical waste disposal effective
February 1, 2020 through January 31, 2022 in an amount totaling $6,700 annually.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to
sign any contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Finance and Human Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 12, 2019
SUBJECT: Authorization to Enter Agreement with Possibilities for Change

For the meeting agendas of January 22, 2020 and January 27, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to continue an agreement with Possibilities for Change (P4C) in an amount totaling $8,500 effective February 1, 2020 through January 31, 2022. ICHD has maintained an agreement with Possibilities for Change (P4C) to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers since 2016. P4C is the system used to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers.

ALTERNATIVES
There are no alternative vendors which provide similar services or which meet compliance with Child and Adolescent Healthcare (CAHC) program requirements as determined by the State of Michigan.

FINANCIAL IMPACT
The overall cost shall not exceed $8,500. The FY20 budget covers the cost of the original three sites, (Sexton, Eastern, Willow) and the three new sites (Gardner, Everett, Pattengill) are covered by the Child and Adolescent Health Center Behavioral Health Expansion Program.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Possibilities for Change (P4C) in an amount totaling $8,500 effective February 1, 2020 through January 31, 2022.
RESOLUTION TO AUTHORIZE AN AGREEMENT WITH POSSIBILITIES FOR CHANGE

WHEREAS, Ingham County Health Department (ICHD) wishes to continue an agreement with Possibilities for Change (P4C) in an amount totaling $8,500 effective February 1, 2020 through January 31, 2022; and

WHEREAS, P4C is the system used to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers; and

WHEREAS, ICHD has maintained an agreement with Possibilities for Change (P4C) to provide Rapid Assessment for Adolescent Preventative Services (RAAPS) in the schools and school based health centers since 2016; and

WHEREAS, the overall cost shall not exceed $8,500; and

WHEREAS, the FY20 budget covers the cost of the original three sites (Sexton, Eastern, Willow), and the three new sites (Gardner, Everett, Pattengill) are covered by the Child and Adolescent Health Center Behavioral Health Expansion Program; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Possibilities for Change (P4C) in an amount totaling $8,500 effective February 1, 2020 through January 31, 2022; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Possibilities for Change (P4C) in an amount totaling $8,500 effective February 1, 2020 through January 31, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Possibilities for Change (P4C) in an amount totaling $8,500 effective February 1, 2020 through January 31, 2022.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Finance and Human Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 12, 2019
SUBJECT: Authorization to Enter Agreement with Rapid Shred

For the meeting agendas of January 22, and January 27, 2020

BACKGROUND
Ingham County Health Departments (ICHD) wishes to amend its current agreement with Rapid Shred to include document shredding services at all Health Center locations, consolidating under (1) one agreement for an amount not to exceed $9,000 effective February 1, 2020 through January 31, 2022 and to automatically renew annually. Ingham Community Health Centers (ICHCs) generates paper documents containing protected health information and other records which must be disposed and destroyed in accordance with HIPAA Law and public record ordinances. ICHD currently uses three vendors within its health centers for such services, including Shred-It, Friedland, and Rapid Shred. Rapid Shred has been determined to be the most cost effective and reliable solution for document shredding services. Rapid Shred is a current vendor through the State of Michigan MiDeal Extended Purchasing Program, of which Ingham County maintains a MiDeal discounted service contract. (Contract #071B7700160)

ALTERNATIVES
Rapid Shred is a current vendor through the State of Michigan MiDeal Extended Purchasing Program, of which Ingham County maintains a MiDeal contract. (Contract #071B7700160 which discounts the service costs.).

FINANCIAL IMPACT
Ingham County’s Purchasing Director has confirmed that Rapid Shred is exempt from the County’s purchasing policy requiring a RFP or other competitive bidding. Rapid Shred’s service fees including secure document collection, transport, and destruction, for all eight ICHC locations shall not exceed $9,000 annually. The costs will be covered by the FY20 budget.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Rapid Shred for document shredding services in an amount not to exceed $9,000 annually effective February 1, 2020 through January 31, 2022 and to automatically renew annually.
RESOLUTION TO AUTHORIZE AN AGREEMENT WITH RAPID SHRED

WHEREAS, Ingham County Health Department (ICHD) wishes to amend its current agreement with Rapid Shred for document shredding services at all Health Center locations, consolidating under (1) one agreement for an amount not to exceed $9,000 annually effective February 1, 2020 through January 31, 2022 and to renew automatically; and

WHEREAS, Ingham Community Health Centers (ICHCs) generate paper documents containing protected health information and other records which must be disposed and destroyed in accordance with HIPAA Law and public record ordinances; and

WHEREAS, ICHD currently uses three vendors within its health centers for such services, including Shred-It, Friedland, and Rapid Shred; and

WHEREAS, Rapid Shred has been determined to be the most cost effective and reliable solution for document shredding services; and

WHEREAS, Rapid Shred is a current vendor through the State of Michigan MiDeal Extended Purchasing Program, of which Ingham County maintains a discounted service MiDeal contract. (Contract #071B7700160); and

WHEREAS, Ingham County’s Purchasing Director has confirmed that Rapid Shred is exempt from the County’s purchasing policy requiring a RFP or other competitive bidding; and

WHEREAS, Rapid Shred’s services fees including secure document collection, transport, and destruction for all eight ICHC locations shall not exceed $9,000 annually; and

WHEREAS, the costs shall be covered by the FY20 budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Rapid Shred for document shredding services in an amount not to exceed $9,000 annually effective February 1, 2020 through January 31, 2022 and to renew automatically; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Rapid Shred for document shredding services in an amount not to exceed $9,000 effective February 1, 2020 through January 31, 2022 and to renew automatically.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Rapid Shred for document shredding services in an amount not to exceed $9,000 effective February 1, 2020 through January 31, 2022 and to renew automatically.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Finance and Human Services Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: December 12, 2019  
SUBJECT: Authorization to Amend Resolution #18-312 Agreement with RegLantern™  
For the meeting agenda of January 22 and January 27, 2020

BACKGROUND
Ingham County Health Department’s (ICHD’s) Ingham Community Health Centers (ICHCs) wishes to amend resolution #18-312 with RegLantern™ in an amount not to exceed $8,000 effective February 1, 2020 through July 1, 2020. The RegLantern platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act. This amendment will provide a Mock ICHC Operational Site Visit with HRSA in March 2020. Future findings of non-compliance may pose risk to the ICHD’s good standing and access to HRSA funds.

ALTERNATIVES
Not pursue compliance review services through this vendor.

FINANCIAL IMPACT
The cost of this amendment will be a onetime fee of $8,000 for a Mock Compliance Review to take place within the designated timeframe. The cost will be covered by the CHC Operational Funding Reserve.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to amend resolution #18-312 with RegLantern™ in an amount not to exceed $8,000 effective February 1, 2020 through July 1, 2020.
WHEREAS, Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wishes to amend resolution #18-312 with RegLantern™ in an amount not to exceed $8,000 effective February 1, 2020 through July 1, 2020; and

WHEREAS, the RegLantern platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act; and

WHEREAS, this amendment will provide a Mock Compliance Review for an additional $8,000 in preparation for the Ingham CHC Operational Site Visit with HRSA in March 2020; and

WHEREAS, future findings of non-compliance may pose risk to ICHD’s good standing and access to HRSA funds; and

WHEREAS, the cost of this amendment will be a onetime fee of $8,000 for a Mock Compliance Review to take place within the designated timeframe; and

WHEREAS, the cost will be covered by the CHC Operational Funding Reserve; and

WHEREAS, the Health Officer and ICHC’s Board of Directors recommend amending Resolution #18-312 with RegLantern™ effective February 1, 2020 through July 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #18-312 with RegLantern effective February 1, 2020 through July 1, 2020.

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, Finance, and Human Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 30th, 2019
SUBJECT: Authorization to convert Health Analyst/Systems Analyst position
For the meeting agendas of January 21st, January 22nd, and January 27th, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to convert a vacant Health Analyst/Systems Analyst, position # 601307, to an Accountant – CHC position effective upon approval. This conversion will increase the Community Health Centers (CHC’s) capacity and resources in support of CHC’s operations. This conversion is supported by the ICEA – Professional Union.

ALTERNATIVES
Leave the position as a Health Analyst/Systems Analyst position.

FINANCIAL IMPACT
The Accountant – CHC position is categorized as an ICEA – Prof 07 ($53,159 - $63,815) and the Health Analyst/Systems Analyst is categorized as an ICEA – Prof 8 ($57,981 - $69,605). This conversion will result in a savings of $4,822 - $5,790.

STRATEGIC PLANNING IMPACT
This resolution supports the long-term objection of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend authorizing the conversion of Position # 601307 from a Health Analyst/System Analyst to an Accountant – CHC for a cost savings of up to $5,790 and will be effective upon approval.
Eric,

Please include this email from the ICEA County Pro Union in your packet to the Board as notice that the Union is in agreement with the converted position.

Joan

From: Cook, Desiree
Sent: Wednesday, December 4, 2019 7:58 AM
To: Clous, Joan
Subject: RE: Position Conversation

Ok. I will approve this one.

From: Cook, Desiree
Sent: Wednesday, December 4, 2019 6:54 AM
To: Clous, Joan
Subject: RE: Position Conversation

Wasn’t there going to be two positions made out of hers job? I thought the next one would be forthcoming so I was going to look at both of them at the same time.

From: Clous, Joan
Sent: Tuesday, December 3, 2019 9:57 AM
To: Cook, Desiree
Subject: FW: Position Conversation

Desiree,

What is the status of this request? Thanks,
Joan
From: Clous, Joan
Sent: Tuesday, November 26, 2019 8:53 AM
To: Cook, Desiree
Subject: Position Conversation Desiree,

The Health dept. is converting Lori Sigman’s Health/System, Analyst position into an Accountant position for the Community Health Centers.

We have factored it to be an ICEA Pro 7. Joan

Joan Clous SHRM-CP
Human Resources Specialist

Ingham County
5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 – Office
517-887-4396 – Fax

“The only things worse than training your employees and having them leave, is not training them and having them stay.” Henry Ford
Regarding the conversion of a position #601307 (Health Analyst/Systems Analyst), Human Resources can confirm the following information:

1. Position # 601307 (Health Analyst/Systems Analyst) ICEA 08 ($57,981.36 to $69,605.20) will be converted to Accountant – CHC ICEA 07 ($53,158.82 to $63,815.36. The union has reviewed the changes and is in support.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your position conversion proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

If I can be of further assistance, please email or call me (887-4374).
ACCOUNTANT – Community Health Centers (CHC)

General Summary:
Under the supervision of the Finance Coordinator (FC), analyzes financial data in order to develop, monitor and report on the financial status of the Community Health Centers’ operations. Provides information and technical assistance needed to comply with internal and external grant requirements. Works with staff to monitor financial performance outcomes, program effectiveness, and revenue and expense projections. Processes third party reimbursement accounts receivable and grant required financial reports, including line item and budget narrative justification reports.

Essential Functions:
1. Performs financial and accounting tasks, including journal enters, account corrections, review invoices, and departmental approval for general ledger, payroll, accounts payable purchasing activities, and various general ledger reconciliations.
2. Contributes to and participates in the development of the annual operating CHC budget. Assists with monitoring and tracking budget outcomes including revenue and expense projections on a monthly basis.
3. Develop and manage grant, and department budgets. Attend grant meetings, submit initial grant budget and/or amended grand budgets. Conducts periodically scheduled grant accounting for various divisions. Prepares expense spreadsheets, comparing grant expense to the annual budget, and prepares grant-related financial reports.
4. Provide programmatic and technical support to CHC Managers to determine service outcome measures. Prepares and reviews internally generated reports for accuracy and problems and troubleshoots differences. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
6. Develops month end summary reports for all Health department billing sites using county electronic accounting system. Summarizes the status of departmental data entry to determine the processing schedule of billings.
7. Assist Finance Coordinator with preparing reports, tracking financial data, and managing Ryan White 340B revenue and other patient revenue and/or associated non-grant related expenses.
8. Prepares various financial and service reports as required by funders and program staff. Ensures financial compliance with reporting requirements and program needs.
9. Develops reporting mechanism to extract data for various grants, service delivery and program requirements, analyzes data and generates related reports.
10. Serves as backup to the Finance Coordinator for the CHC Finance Committee and CHC Board meetings.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor’s Degree in Accounting or Business with an Accounting major.

Experience: A minimum of one year experience in fund or governmental accounting and auditing.

Other Requirements:

- A strong working knowledge of spreadsheets with pivot tables or database applications as a plus.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, and handling.
- This position’s physical requirements require regular stamina in sitting, standing, walking, reaching, typing, and enduring repetitive movements of the wrists hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

ICEA County Pro
November 12, 2019
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT POSITION # 601307 FROM A HEALTH ANALYST/SYSTEMS ANALYST TO AN ACCOUNTANT – CHC (COMMUNITY HEALTH CENTER)

WHEREAS, Ingham County Health Department’s (ICHDs) Ingham Community Health Centers (ICHCs) wish to convert position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC position; and

WHEREAS, the conversion will enable ICHD Community Health Centers (CHC’s) increased capacity and resources to support the CHC’s operations; and

WHEREAS, the salary cost of a Health Analyst/Systems Analyst (ICEA PROF 8) ranges from $57,981 - $69,605 and the cost of an Accountant – CHC (ICEA – PROF 7) ranges from $53,159 - $63,815; and

WHEREAS, the cost savings of converting this position will be $4,822 - $5,790; and

WHEREAS, this conversion is supported by the ICEA – Professionals Union; and

WHEREAS, the Ingham County CHC Board of Directors support converting Health Analyst/Systems Analyst Position # 601307 to an Accountant – CHC position for a cost savings up to $5,790 and will be effective upon approval; and

WHEREAS, the Health Officer supports converting position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Position # 601307 from a Health Analyst/Systems Analyst (ICEA PROF 8; $57,981-$69,605) to an Accountant – CHC (ICEA PROF 7; $53,159-$63,815) which will be effective upon approval.

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

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

TO: Board of Commissioners Finance and Human Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 12, 2019
SUBJECT: Authorization to Enter Agreement with UpToDate, Inc.

For the meeting agendas of January 22, and January 27, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to enter into an agreement with UpToDate, Inc. in an amount not to exceed $9,350 effective February 1, 2020 through January 31, 2021. UpToDate is an online database that is accessed via subscription. The UpToDate Anywhere license contains evidence-based content made available to clinicians at home, at the office, or even a patient’s bedside. UpToDate offers assistance on topics covering general internal medicine, more than 20 specialties, and more than 1500 patient education topics. UpToDate provides CEU credit to licensed medical professionals, which provides an alternative to conference costs, out of state travel expenses and conference CEU credits. Utilizing UpToDate will improve quality and safety of care.

ALTERNATIVES
There are other similar products, but none are as comprehensive. UptoDate is the recognized standard for the industry.

FINANCIAL IMPACT
The fees for an UpToDate subscription, including UpToDate advanced and UpToDate Anywhere, totals $9,350 and will be covered by the Community Health Center operational funding reserve.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with UpToDate, Inc. in an amount not to exceed $9,350 effective February 1, 2020 through January 31, 2021.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UPTODATE, INC.

WHEREAS, Ingham County Health Departments (ICHD) wishes to enter into an agreement with UpToDate, Inc. in an amount totaling $9,350 effective February 1, 2020 through January 31, 2021; and

WHEREAS, UpToDate is an online database that is accessed via subscription; and

WHEREAS, the UpToDate Anywhere license contains evidence-based content made available to clinicians at home, at the office, or even a patient’s bedside; and

WHEREAS, UpToDate offers assistance on topics covering general internal medicine, more than 20 specialties, and more than 1500 patient education topics; and

WHEREAS, UpToDate provides CEU credit to licensed medical professionals, which provides an alternative to conference costs, out of state travel expenses and conference CEU credits; and

WHEREAS, utilizing UpToDate will improve quality and safety of care; and

WHEREAS, the fees for an UpToDate subscription, including UpToDate advanced and UpToDate Anywhere, totals $9,350 and will be covered by the Community Health Center operational funding reserve; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with UpToDate, Inc. in an amount totaling $9,350 effective February 1, 2020 through January 31, 2021; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with UpToDate, Inc. in an amount totaling $9,350 effective February 1, 2020 through January 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with UpToDate, Inc. in an amount totaling $9,350 effective February 1, 2020 through January 31, 2021.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.
TO: County Services and Finance Committees  
FROM: Cynthia Wagner, Director; Potter Park Zoo  
DATE: January 7, 2020  
SUBJECT: Potter Park Zoo Incentives  
For the meeting agendas of January 21 and January 22, 2020

BACKGROUND
The Ingham County Circuit Court Family Division is holding the 4th annual Hippity Hop 5K fundraiser for the Child Benefit Fund. The event will be held at Potter Park Zoo on Sunday, April 5, 2020. We are requesting the zoo admission be waived for the day of the event as part of the 5K registration package.

An annual Arbor Day celebration has been held at Potter Park Zoo for the past 24 years. This year for the 25th celebration, the event will take place over a two day period, April 24 and April 25, 2020. Organizations that partner to host this event are: Eaton Conservation District, City of Lansing, Michigan Department of Natural Resources, Arboriculture Society of Michigan, Consumers Energy, Michigan State University Federal Credit Union and Potter Park Zoo. We are requesting Arbor Fest participants receive free parking for the duration of the event.

Zoo Days is a long standing community event held by the Potter Park Zoological Society (PPZS). Raising the current Zoo Days admission rate by $1.00 per person would cover increasing costs associated with hosting the event. We are requesting to raise the fee for the two day event in July to $2.00 per person. Zoo Days attendance for 2019 was 7,179.

ALTERNATIVES
Zoo Days could be limited to one day which would lower the cost of the event, however this could impact visitor experience as attendance would be high on one day rather than spread over two days.

FINANCIAL IMPACT
Incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo. The proposed increase from $1.00 to $2.00 for Zoo Days would provide enough funds to cover the cost of the PPZS event.

STRATEGIC PLANNING
The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. Each event or incentive day at the zoo provides an opportunity to promote and increase awareness of activities and opportunities at the zoo as well as create monetary accessibility for members of the community.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached Resolution to amend Resolution #19-141 for additional visitor incentives at Potter Park Zoo.
Agenda Item 10

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION # 19 – 141
VISITOR INCENTIVE PROGRAMS AT POTTER PARK ZOO

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #19-141 authorizing visitor incentive programs at Potter Park Zoo; and

WHEREAS, Potter Park Zoo is partnering with the Ingham County Circuit Court Family Division for the Hippity Hop 5K Child Benefit Fund fundraiser; and

WHEREAS, Potter Park Zoo is partnering with the Eaton Conservation District, City of Lansing, Michigan Department of Natural Resources, Arboriculture Society of Michigan, Consumers Energy, and the Michigan State University Federal Credit Union for the 25th annual Arbor Day celebration; and

WHEREAS, the fee for Zoo Days needs to be increased by $1.00 to cover increasing costs of the event; and

WHEREAS, incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approve amending Resolution #19-141 to include the following visitor incentive programs at the Potter Park Zoo.

<table>
<thead>
<tr>
<th>New Incentives</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hippity Hop 5K registered participants (April 5, 2020)</td>
<td>Free Admission</td>
</tr>
<tr>
<td>Arbor Day Celebration participants (April 24 &amp; 25, 2020)</td>
<td>Free Parking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amended Incentive</th>
<th>Current Fee</th>
<th>New Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoo Days (July) – Increase Admission Rate</td>
<td>Admission $1.00 per Person with Voucher</td>
<td>Admission $2.00 per Person with Voucher</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, all other fees set by Resolution #19-141 will remain the same as adopted by the Board of Commissioners.

<table>
<thead>
<tr>
<th>Current Incentives</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingham County and City of Lansing Residents</td>
<td>Ingham County and City of Lansing Residents</td>
</tr>
<tr>
<td>Free Admission 9AM-Noon all Non-Holiday Mondays</td>
<td></td>
</tr>
<tr>
<td>Mother’s Day (May)</td>
<td>Mothers Free Admission</td>
</tr>
<tr>
<td>Father’s Day (June)</td>
<td>Fathers Free Admission</td>
</tr>
<tr>
<td>Be A Tourist In Your Own Town (June)</td>
<td>Free Admission and Parking with Tourist Passport</td>
</tr>
<tr>
<td>Greater Lansing Convention and Visitor’s Bureau</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Fourth of July (July)</td>
<td>Military Free Admission</td>
</tr>
<tr>
<td>Grandparent’s Day (September)</td>
<td>Grandparents Free Admission</td>
</tr>
<tr>
<td>College Day (October)</td>
<td>Free Admission with Valid Student I.D.</td>
</tr>
<tr>
<td>Ingham County and City of Lansing Resident’s Day (October)</td>
<td>Free Admission</td>
</tr>
<tr>
<td>Veteran’s Day (November)</td>
<td>Veterans and Families Free Admission</td>
</tr>
<tr>
<td>Registered Groups 20+ (April-October)</td>
<td>Admission $1.00 off per Person</td>
</tr>
<tr>
<td>Ingham County School Groups</td>
<td>Admission $1.00 per Child</td>
</tr>
</tbody>
</table>
To: County Services Committee  
    Finance Committee  
    Ingham County Board of Commissioners  

From: William E. Fowler, Director  
    Equalization/Tax Mapping Department  

Date: January 6, 2020  

Re: Resolution to Revise Revised #19-526  

Attached please find the resolution to revise Resolution #19-526. It is intent of the revision to clarify the manner in which funding will be allocated and received to finance Ingham County’s formal participation in the 2020 Aerial Imagery Partnership Agreement with the Tri-County Regional Planning Commission and the State of Michigan  

Respectfully,
INTRODUCED BY THE COUNTY SERVICES COMMITTEE AND FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REVISE RESOLUTION #19-526 AUTHORIZING PARTICIPATION IN THE
2020 TRI-COUNTY REGION AERIAL IMAGERY PARTNER AGREEMENT

WEREAS, the honorable members of the Ingham County Board of Commissioners through Resolution #19-526 authorized the County’s participation in the 2020 Tri-County Region Aerial Imagery Agreement; and

WEREAS, the Tri-County Regional Planning Commission is coordinating a regional flight of Ingham, Eaton, and Clinton counties in order to produce aerial imagery; and

WEREAS, Clinton and Eaton counties and the State of Michigan have agreed to participate; and

WEREAS, participation in this regional project would supply Ingham County and participating local jurisdictions with 12”, 6”, and/or 3” pixel, true color, leaf off digital orthoimagery; and

WEREAS, users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner’s Office; and

WEREAS, the State of Michigan through its MiSAIL program will partner in this agreement with a contribution of funds of approximately $14,875 payable to Ingham County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners wished to reaffirms its acceptance and participation in the 2020 Tri-County Region Imagery Partner Agreement.

BE IT FURTHER RESOLVED, that $42,375 to cover the cost of Ingham County's participation be moved from the 2020 contingency funding to the appropriate account in the Equalization/Tax Mapping Department budget.

BE IT FURTHER RESOLVED, the County be authorized to accept approximately $14,875 from the State of Michigan MiSAIL program.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary letter of agreement with the Tri-County Regional Planning Commission, after approval as to form by the County Attorney.
TO: County Services and Finance Committees  
FROM: Tom Gamez, Director of Operations ICRD  
DATE: December 30, 2019  
SUBJECT: Extension of Resolution #19-142: Seasonal requirement of emulsified asphalts for the Road Dept.

BACKGROUND  
The purpose of this correspondence is to support the attached resolution to extend the 2019 Resolution #19-142, to purchase emulsified asphalt for the scheduled 2020 Chip seal program and other various road maintenance preservation operations.

Resolution #19-142 was approved for purchasing Emulsified Asphalts; HFRS-2M, SS-1H, Low Tracking Tac, AE-90 and CM-300 emulsions for the scheduled 2019 road maintenance program and various other road maintenance requirements. The five different types of emulsions are designed to meet the various needs for building and repairing county roads.

ALTERNATIVES  
These emulsions are a blend of liquid asphalt, emulsifiers and water. These mixtures have been known to be high maintenance and can fail to meet specifications if not managed correctly. The Road Department has to perform several quality control inspections to confirm the quality of these products. In the event the awarded providers’ emulsions fail to meet the required specifications or are unable to provide material when and where requested, we have requested all three vendors be approved as needed.

All emulsions shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Construction, tables 904-4, 904-6 Emulsified Asphalts, and Section 8 Specifications.

FINANCIAL IMPACT  
The Road Department annually applies approximately 800,000 gallons of emulsified asphalts in the road preservation programs including Chip sealing, Spray patching and pre-tacking for asphalt applications.

The decision to where the Emulsions will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County, with preference based on lowest qualifying bid unit price and total quantity not to exceed $1,500,000.

The Road Department’s adopted 2020 budget includes controllable expenditures and funds for this and other maintenance material purchases.

RECOMMENDATION  
A blanket PO shall be processed with various emulsion purchases from the 3 vendors, based on availability of required material and location, with preference based on lowest qualifying bid unit price.

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department’s 2020 seasonal supply of Emulsified Asphalt by extending Resolution #19-142.
TO: Tom Gamez, Director of Operations  
FROM: James Hudgins, Director of Purchasing  
DATE: March 12, 2019  
RE: Memorandum of Performance for RFP No. 48-19 Emulsified Asphalt

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of furnishing its 2019 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The scope of work includes, but is not limited to, furnish asphaltic materials (Emulsified Asphalt SS-1H Designation, Emulsified Asphalt HFRS-2M Designation, Emulsified Asphalt, HFRS-2M, Emulsified Low-Tracking Bond Coat Designation, Emulsified Asphalt CM-300 Designation, Emulsified Asphalt AE-90 Designation) according to MDOT 2012 Standard Specifications for Construction, as well as, furnish Material Data Sheets and specification sheets, as applicable.

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>30</td>
<td>12</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

A summary of the vendors’ 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 and submit 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.
# SUMMARY OF VENDORS’ COSTS

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Emulsified Asphalt Designation</th>
<th>Detention Rates for Unloading</th>
<th>Price per Gallon</th>
<th>Approx. # of Gallons</th>
<th>Approx. Total Cost</th>
<th>Plant or Refinery Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Paving &amp; Materials Co.</td>
<td>SS-1H</td>
<td>No Bid</td>
<td>$2.20</td>
<td>5,000±</td>
<td>$11,000.00</td>
<td>Monroe/Alma (MI)</td>
</tr>
<tr>
<td>Low-Tracking Bond Coat</td>
<td>No Bid</td>
<td>10,000±</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HFRS-2M</td>
<td>$100.00/Hour</td>
<td>$2.05</td>
<td>600,000±</td>
<td>$1,230,000.00</td>
<td>Monroe/Alma (MI)</td>
<td></td>
</tr>
<tr>
<td>AE-90 (or qualified equivalent)</td>
<td>No Bid</td>
<td>10,000±</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CM-300 (or qualified equivalent)</td>
<td>No Bid</td>
<td>15,000±</td>
<td>-</td>
<td></td>
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<tr>
<td>Pug Mill Mobilization Cost</td>
<td>Cold Patch Production Costs (per ton):</td>
<td></td>
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<tr>
<td>Freight Cost</td>
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<tr>
<td>Truck Availability:</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Bit-Mat</td>
<td>SS-1H</td>
<td>No Bid</td>
<td>$1.95</td>
<td>10,000±</td>
<td>$19,500.00</td>
<td>Bay City (MI)</td>
</tr>
<tr>
<td>Low-Tracking Bond Coat</td>
<td>No Bid</td>
<td>10,000±</td>
<td>-</td>
<td></td>
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<tr>
<td>HFRS-2M</td>
<td>$105.00/Hour</td>
<td>$1.76</td>
<td>600,000±</td>
<td>$1,056,000.00</td>
<td>Bay City (MI)</td>
<td></td>
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<tr>
<td>AE-90 (or qualified equivalent)</td>
<td>No Bid</td>
<td>10,000±</td>
<td>-</td>
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<tr>
<td>CM-300 (or qualified equivalent)</td>
<td>No Bid</td>
<td>15,000±</td>
<td>-</td>
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</table>
### SUMMARY OF VENDORS’ COSTS, continued.

<table>
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<tr>
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<th>Emulsified Asphalt Designation</th>
<th>Detention Rates for Unloading</th>
<th>Price per Gallon</th>
<th>Approx. # of Gallons</th>
<th>Approx. Total Cost</th>
<th>Plant or Refinery Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphalt Materials</td>
<td>SS-1H</td>
<td>No Bid</td>
<td>-</td>
<td>5,000±</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Low-Tracking Bond Coat</td>
<td>No Bid</td>
<td>10,000±</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Low-Tracking Bond Coat</td>
<td>No Bid</td>
<td>10,000±</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Oregon, OH</td>
<td>HFRS-2M</td>
<td>No Bid</td>
<td>$2.17</td>
<td>600,000±</td>
<td>$1,302,000.00</td>
<td>Oregon, OH</td>
</tr>
<tr>
<td>AE-90 (or qualified equivalent)</td>
<td>No Bid</td>
<td>10,000±</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CM-300 (or qualified equivalent)</td>
<td>3.22</td>
<td>15,000±</td>
<td>-</td>
<td>48,300.00</td>
<td>Oregon, OH</td>
<td></td>
</tr>
<tr>
<td>Pug Mill Mobilization Cost</td>
<td>$1,000.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cold Patch Production Costs (per ton):</td>
<td>$3.00 / Ton</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Freight Cost</td>
<td>$ (Included per Gallon)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Truck Availability:</td>
<td>5500 Gallon Loads / 9500 Gallon Loads</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF 2019 SEASONAL REQUIREMENT OF EMULSIFIED ASPHALT

RESOLUTION # 19 – 142

WHEREAS, the Ingham County Road Department annually purchases various types of emulsified asphalts for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The following are estimated quantities: 5,000 gallons of SS-1H for asphalt pavement tac, 750,000 gallons of HFRS-2M for chip-sealing, 10,000 gallons of AE-90 for spray-patching, 10,000 gallons of Low Tracking Tac, and 15,000 gallons of CM-300 for on-site manufacturing of cold patch; and

WHEREAS, the Road Department adopted 2019 budget included in controllable expenditures funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with various emulsion purchases from 3 vendors, based on availability of required material and location, with preference based on the lowest qualifying bid unit price and a quantity not to exceed $1,500,000; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase the HFRS-2M, Low Track Tac and AE-90 emulsions on an as-needed, unit price basis from Bit Mat of Michigan, based on their lowest qualified bids; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase CM-300 asphalt emulsion, with Pug mill services delivered on an as-needed, unit price basis from Asphalt Materials Inc.; and

WHEREAS, to award as secondary providers Asphalt Materials Inc. and Michigan Paving & Materials for HFRS-2M and AE-90 in the event the awarded lowest bid providers emulsions fail to meet the required specifications or are unable to provide materials when requested.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of these various types of emulsified asphalts on an as-needed, unit price basis from the Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials based on their qualified bids and/or availability of specified emulsions.

BE IT FURTHER RESOLVED, that the Purchasing Department and the Road Department are hereby authorized to execute purchase orders accordingly with Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials Inc., for purchasing of emulsified asphalts as needed and budgeted, on behalf of the County.
COUNTY SERVICES:  **Yea**: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays**: None  
**Absent**: Koenig  
**Approved 04/02/2019**

FINANCE:  **Yea**: Grebner, Morgan, Tennis, Crenshaw, Schafer  
**Nays**: None  
**Absent**: Polsdofer, Maiville  
**Approved 04/03/2019**
October 29, 2019

Ingham County Road Department
301 Bush Street
P.O. Box 38
Mason, MI 48854-0000

RE: Asphalt Emulsion Prices for 2020

Bit-Mat Products is pleased to offer to extend our 2019 emulsified asphalt prices to the Ingham County Road Department through the 2020 season. All prices and terms to remain in effect for the 2020 season. These maximum prices are not subject to increase, but subject to price reductions by Bit - Mat Products at time of shipment.
Below are the following prices.

<table>
<thead>
<tr>
<th>Product</th>
<th>HFRS-2M</th>
<th>AE-90</th>
<th>Low Tracking Bond Coat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivered Price</td>
<td>$1.76</td>
<td></td>
<td>$1.95</td>
</tr>
<tr>
<td>Plant Pickup</td>
<td>$1.65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All bid specifications from the 2019 bid will remain the same for 2020.

Thank you for the opportunity to work with you this past season. We look forward to working with you again in the 2020.
If you have any questions, please feel free to call me at 989-992-9689.

Best Regards,

Gary J. Chapman
Marketing Director
December 20, 2019

Ingham County Road Department
301 Bush St.
Mason, MI 48854
Attn: Thomas Gamez, Director of Operations

Dear Tom:

Asphalt Materials, Inc. is pleased to be able to offer an extension to carry over all 2019 prices through April 1, 2021.

Delivered prices for 2020 are proposed as follow:

- HFRS-2M $2.17 delivered
- CM-300 $3.22 delivered
- Pugmill Mobilization $1000.00
- Cold Patch Production $3.00 per ton

If you need any further information, please let me know.

We appreciate this opportunity and look forward to doing business with you in the 2020 construction season.

Sincerely,

Clarence Brooks, Jr., Sales Manager
November 20, 2019

Tom Gamez
Director of Operations
Ingham County Road Department
Ingham County Purchasing Department
121 E. Maple St., Rm 203
Mason, MI 48854

Dear Mr. Gamez,

Michigan Paving & Materials Co. is pleased to offer an extension of pricing from 2019 for emulsion supply in 2020. Below is a list of the asphalt emulsion grades and pricing that would apply to this extension.

<table>
<thead>
<tr>
<th>Product</th>
<th>Unit Material Rate</th>
<th>Freight Rate</th>
<th>Delivered Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFRS-2M</td>
<td>$1.96</td>
<td>$0.09</td>
<td>$2.05</td>
</tr>
<tr>
<td>SS-1H</td>
<td>$2.20</td>
<td>Pick up at Monroe or Alma Terminal only</td>
<td></td>
</tr>
<tr>
<td>AMS Seal SP</td>
<td>$2.20</td>
<td>Pick Up at Monroe or Alma Terminal only</td>
<td></td>
</tr>
</tbody>
</table>

We are unable to extend the pricing shown above picked up at the Spartan location. Pick up at the Spartan location:

- SS-1H Material Rate: $3.25/gallon.

Freight Terms:
- 9,000 gallon minimum load for chip seal and tack coat emulsions
- 3 hours of free unloading time permitted. Demurrage after free unloading time will be invoiced $100.00/hour.
- Multiple stops will be charged $200.00 for each additional location.
- Returns will be charged 1.5 times the outgoing freight rate on the volume returned.
- Cancelations will be charged $350.00 if not requested 6 hours prior to scheduled delivery time.
- Less than minimum loads may incur additional freight charges.

Please see attachment for other product terms.

Should you accept this extension offer and all other terms and pricing, please sign and return this letter to me. This pricing will apply from January 1, 2020 through December 31, 2020.

Tom Gamez                          Director of Operations     Date

We look forward to providing the quality emulsion and service that you expect from us.

Sincerely,

Russell J. Milan
Russell J. Milan
Technical Sales and Product Development Manager
Agenda Item 12a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE EXTENSION OF RESOLUTION #19-142: THE 2020 SEASONAL REQUIREMENT OF EMULSIFIED ASPHALTS FOR THE ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department annually purchases various types of emulsified asphalts for placement by the Road department crews in various road maintenance operations and in the Local Road Preservation program; and

WHEREAS, the following are estimated quantities: 5,000 gallons of SS-1H for asphalt pavement tac, 750,000 gallons of HFRS-2M for chip-sealing, 10,000 gallons of AE-90 for spray-patching, 10,000 gallons of Low Tracking Tac, and 15,000 gallons of CM-300 for on-site manufacturing of cold patch; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to extend the Resolution #19-142 for 2020 construction season, to purchase the HFRS-2M, Low Track Tac and AE-90 emulsions on an as-needed, unit price basis from Bit Mat of Michigan; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to extend the Resolution #19-142 for the 2020 construction season, to purchase SS-1H emulsion, on an as-needed, unit price basis from Michigan Paving and Materials; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to extend the Resolution #19-142 for the 2020 construction season, to purchase CM-300 asphalt emulsion, with Pug mill services, on an as-needed, unit price basis from Asphalt Materials Inc.; and

WHEREAS, to award as secondary providers Asphalt Materials Inc. and Michigan Paving & Materials for HFRS-2M and AE-90, in the event the awarded lowest bid providers emulsions fail to meet the required specifications or are unable to provide materials when requested; and

WHEREAS, the Road Department adopted 2020 budget included in controllable expenditures funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with various emulsion purchases from 3 vendors, based on availability of required material and location, with preference based on lowest qualifying bid unit price and a total quantity not to exceed $1,500,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the extension of Resolution #19-142 for purchasing of these various types of emulsified asphalts on an as-needed, unit price basis from the Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials based on their qualified bids and/or availability of specified emulsions.
BE IT FURTHER RESOLVED, that the Purchasing Department and the Road Department are hereby authorized to execute purchase orders accordingly with Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials Inc., for purchasing of emulsified asphalts as needed and budgeted, on behalf of the County.
TO: County Services & Finance Committees

FROM: William Conklin, Managing Director, Road Department

DATE: December 9, 2019

RE: Resolution to Commit Local Match and Support Federal Funding to Construct a Non-motorized, Shared use Pathway along Waverly Road between St. Joseph Highway and Old Lansing Road, Delta & Lansing Townships.

BACKGROUND

The Ingham County Road Department in partnership with Lansing and Delta Townships and Eaton County, wish to apply for funding through the federal Transportation Alternatives Program (TAP) and Highway Safety Improvement Program (HSIP) to construct a non-motorized, shared use pathway on Waverly Road, between St. Joseph Highway and Old Lansing Road, as part of a project planned in 2020 to reconstruct Waverly Road between St. Joseph Highway and Lansing Road.

Waverly Road is on the border line between Eaton and Ingham Counties, and between Delta and Lansing Townships. The proposed pathway would be on the east side of Waverly Road (Lansing Township, Ingham County) between Old Lansing Road and the north side of the Waverly Road / I-496 interchange, and on the west side (Delta Township, Eaton County) between the I-496 interchange and St. Joseph Highway, with a signalized crossing at the I-496 interchange.

Federally funded highway programs are administered on the local road system in Michigan by the Michigan Department of Transportation (MDOT). MDOT requires a formal commitment from Ingham County per this resolution, on behalf of the Ingham County Road Department (ICRD) which is serving as the Act 51 eligible agency as required by the federal program rules, to receive the above mentioned federal funds, to commit the required local match funds, to implement the proposed pathway project, and to designate a qualified individual to act as the County’s agent during the project development.

Also, MDOT plans resurfacing of I-496 between the I-96/69 and the I-496/St. Joseph Hwy./Main St. interchanges in 2020. For better coordination, traffic control, efficiency, and expected cost savings due to larger economy of scale, the proposed Waverly Road reconstruction and related pathway projects are planned to be constructed in a joint contract with the MDOT I-496 project.

The Road Department and MDOT have tentatively agreed, subject to final approval of a necessary project participation agreement to be submitted for Board of Commissioners approval at a later date, that MDOT will perform the Construction Engineering on the joint contract at a cost to ICRD of 10% of the Waverly Road and Pathway construction costs, which is an industry typical rate for construction engineering.

ALTERNATIVES

Given lack of local funding, there is no other means than the above-mentioned federal programs to construct the desired pathway.
FINANCIAL IMPACT
The costs of the proposed pathway portion of the Waverly Road project are estimated as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Funding Source</th>
<th>Federal Amount</th>
<th>Ingham County Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction including any permit fees</td>
<td>Federal HSIP</td>
<td>$315,000</td>
<td>$35,000</td>
<td>$350,000</td>
</tr>
<tr>
<td></td>
<td>Federal TAP</td>
<td>$214,250</td>
<td>$214,306</td>
<td>$428,556</td>
</tr>
<tr>
<td>Right of way acquisition</td>
<td>Ingham County</td>
<td>0</td>
<td>$25,444</td>
<td>$25,444</td>
</tr>
<tr>
<td>Construction Engineering</td>
<td>Ingham County</td>
<td>0</td>
<td>$70,000</td>
<td>$70,000</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>$529,250</td>
<td>$344,750</td>
<td>$874,000</td>
</tr>
</tbody>
</table>

The total Ingham County match of $344,750 shown above has been committed to the subject project out of the Ingham County Trails and Parks millage fund per Ingham County Board of Commissioners Resolution # 19-047 adopted on February 12, 2019.

The local match cost for the Waverly Road reconstruction project is budgeted in the 2020 County Road Fund Budget.

STRATEGIC PLANNING IMPACT
The proposed pathway follows under Ingham County Strategic Plan Strategy A 1.-- Strive to make facilities and services user-friendly. Specifically the following implementation tasks:

- g. Work to improve accessibility for visitors of all ages and abilities.
- h. Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented above, the Road Department recommends approval of the attached resolution to commit required local match and support Federal funding to construct a Non-motorized, Shared use Pathway along Waverly Road between St. Joseph Highway and Old Lansing Road, in Delta & Lansing Townships, as part of the 2020 Waverly Road reconstruction project.
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO COMMIT LOCAL MATCH AND SUPPORT FEDERAL TAP AND HSIP PROGRAM FUNDING TO CONSTRUCT A NON-MOTORIZED, SHARED-USE PATHWAY ON WAVERLY ROAD BETWEEN ST. JOSEPH HWY. AND OLD LANSING RD.

WHEREAS, the Transportation Alternatives Program (TAP) and Highway Safety Improvement Program (HSIP) are federally funded programs administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, Ingham County, in partnership with Lansing Charter Township, Delta Charter Township (Eaton County) and Eaton County, wish to apply for funding through the TAP and HSIP programs to construct a non-motorized, shared use pathway on Waverly Road, between St. Joseph Highway and Old Lansing Road, as part of a project planned in 2020 to reconstruct Waverly Road between St. Joseph Highway and Lansing Road; and

WHEREAS, Waverly Road is on the border line between Eaton and Ingham Counties and between Delta and Lansing Townships, and the proposed pathway would be on the east side of Waverly Road (Lansing Township, Ingham County) between Old Lansing Road and the north side of the Waverly Road / I-496 interchange, and on the west side (Delta Township, Eaton County) between the I-496 interchange and St. Joseph Highway, with a signalized crossing at the I-496 interchange; and

WHEREAS, MDOT requires a formal commitment from Ingham County per this resolution, on behalf of the Ingham County Road Department (ICRD) which is serving as the Act 51 eligible agency as required by the federal program rules, to receive the above mentioned federal funds, to commit the required local match funds, to implement the proposed pathway project, and to designate a qualified individual to act as the County’s agent during the project development; and

WHEREAS, Ingham County desires to fund, design, and construct the proposed pathway for the use of the general public and to satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration; and

WHEREAS, for better coordination, traffic control, efficiency, and expected cost savings due to larger economy of scale, the proposed Waverly Road reconstruction and related pathway projects are planned to be constructed in a joint contract with MDOT’s planned resurfacing of I-496 between the I-96/69 and the I-496/St. Joseph Hwy./Main St. interchanges; and

WHEREAS, given the Waverly Road/I-496 joint contract described above, ICRD and MDOT have tentatively agreed subject to final approval of a necessary project participation agreement to be submitted for Board of Commissioners approval at a later date that MDOT will perform the Construction Engineering on the joint contract at a cost to ICRD of 10% of the Waverly Road and Pathway construction costs, which is an industry typical rate for construction engineering; and
WHEREAS, the costs of the proposed pathway portion of the Waverly Road project are estimated as follows:

<table>
<thead>
<tr>
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<th>Funding Source</th>
<th>Federal Amount</th>
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<tr>
<td>Totals</td>
<td></td>
<td>$529,250</td>
<td>$344,750</td>
<td>$874,000</td>
</tr>
</tbody>
</table>

WHEREAS, the total Ingham County match of $344,750 shown above has been committed to the subject project out of the Ingham County Trails and Parks millage fund per Ingham County Board of Commissioners Resolution # 19-047 adopted on February 12, 2019; and

WHEREAS, Ingham County attests to the existence of, and commits to, the funds necessary to carry out the subject project as shown above; and

WHEREAS, ICRD engineering staff is designing the proposed pathway as part of designing the Waverly Road reconstruction project; and

WHEREAS, Lansing and Delta Townships, per resolutions they have adopted, or plan to adopt, by their respective governing bodies, commit to owning, operating, funding, and implementing a maintenance program over the life of the portions of the proposed pathway falling on their respective sides of Waverly Road.

THEREFORE BE IT RESOLVED, that Ingham County attests to the existence of, and commits to, the local match funds necessary to carry out the proposed project as described above, including engineering for design and construction, any necessary permit fees, administration costs, cost overruns, and matching funds as shown in the table above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes Kelly Jones, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to act as the applicant’s agent during the project development.
WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, Potter Park Zoo Supervisory Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, Potter Park Zoo Supervisory Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 8, Wage Supplements, Section 8, regarding notice of sick leave use, and for 3) clarification of the effective date of eligibility for health insurance coverage in Article 8, Section 3, Section 7 has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, Potter Park Zoo Supervisory Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.
TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 6, 2020
SUBJECT: Resolution Authorizing Enrollment in Davenport University’s Certificate of Management Program
For the meeting agendas of January 21 and January 22, 2020

BACKGROUND
The Institute for Professional Excellence at Davenport University offers a Certificate of Management (COM) program, designed to develop core management skills necessary to increase workforce productivity and performance. This 12-week, 6-session course focuses on the core competencies necessary to building collaboration, promoting trust and empowering employees to achieve results. A COM program syllabus is attached for reference.

New, experienced and aspiring managers will benefit from the COM program. We currently have a number of recently hired department directors (Animal Control Director, 9-1-1 Director; Fairground Events Manager; Financial Services Director) who would benefit from the COM program. Skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee satisfaction and retention and encourage professional development of future leadership.

Purchase of twenty (20) seats enables the County to realize a 20% reduction in the per-seat price.

ALTERNATIVES
In the alternative, individuals may or may not independently pursue educational programs to develop necessary core management skills required for current and future leadership of Ingham County. Another alternative would be to authorize ten (10) seats at the full per-seat price.

FINANCIAL IMPACT
Purchase of twenty (20) seats at a cost of $2,950 per seat, less a 20% cost reduction ($590), results in a price of $2,360 per seat for a total cost of $47,200. Purchase of ten (10) seats at the full price of $2,950 per seat results in a total cost of $29,500. Funding is requested from the contingency fund or fund balance.

STRATEGIC PLANNING IMPACT
The recommendation are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service. Strategy 4: Support employee and professional development.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
I respectfully recommend approval of the attached resolution.
Certificate of Management
Institute for Professional Excellence at Davenport University

This course has been specifically designed to develop the core skills necessary to increase productivity and performance. Through a series of six topics, we will address strengths of great leaders, understanding what motivates employees for a more dynamic and energized workforce, how to identify, prevent and resolve problems, skills to identify and manage conflict, team-focused leadership, and effective communication skills and techniques. Each participant completes a DISC assessment prior to attending.

After completing this program, participants will be able to:

• Build an understanding of different management styles to be successful in a leadership role.
• Identify communication barriers and listen actively.
• Use assertive persuasion and negotiation techniques in your communication process.
• Select strategies to improve team motivation.
• Utilize feedback as a tool for understanding and leveraging employee motivation.
• Identify, prevent, and resolve issues using proven problem-solving and decision-making techniques.
• Manage conflict to enhance productivity.
• Improve group dynamics to move a team from involvement to empowerment.

Session 1: Defining the Leader in You (+DISC)
We all possess different strengths and attributes which make us unique. It is important to recognize those differences – in ourselves – so that we can shift gears and tap into the different strengths as we move from managing a team to creating a vision for our areas of focus.

Learn how to:
• describe your role as both a manager and as a leader
• identify the continuous rhythm of management: setting expectations, monitoring performance, and providing feedback
• recognize core characteristics of a good manager
• utilize the DISC behavioral model to accurately identify the four types of DISC styles in others and yourself
• identify your own personal leadership style based upon the DISC profile
• login to Blackboard, be familiar with the tools and resources

Session 2: Communicating Without Confusion
Good managers are also good communicators. It’s impossible to turn strategy into action unless you can connect with your team. High-performance managers keep people informed, up-to-date and on track. Learn to use active listening, persuasion, and negotiation to improve communication.

Learn how to:
• use assertive communication and minimize passive and aggressive communication
• recognize the risks of direct and indirect communication
• recognize the preferred communication style of others and adapt your style accordingly
• practice goal setting for clear communication
• use active listening to ensure that goals are clearly understood and to monitor progress
• ask for and receive feedback with gratitude
• assess a situation and provide feedback with care
Session 3: Impacting Motivation
Improve team performance and confidence by understanding individuals’ motivation to perform. Learn how to assess the situation to determine what kind of leadership will motivate employees. Understand and apply the three keys to influence behavior change to motivate others.

Learn how to:
• recognize behavioral styles and appropriate motivators associated with each style
• distinguish between hygiene and motivation factors and use each appropriately
• determine when to use a supportive or directive behavior in order to motivate
• create measurements that motivate
• identify and communicate high-leverage behaviors to drive results
• implement the six influencers

Session 4: Problem Solving for Business
It is common to get caught up in a situation where we don’t see a possible or clear solution. Problem solving involves understanding what the underlying issues of the problem really are - not the symptoms. Learn to identify and resolve issues to achieve results.

Learn how to:
• write a clear problem statement
• identify what data should be collected to determine root causes
• determine the business requirements necessary for solving a problem
• make decisions based on data
• evaluate the effect of decisions
• standardize the solution
• evaluate the problem solving process

Session 5: Embracing Conflict
Conflicts can tear teams apart and managers need to work to help resolve differences quickly and promote cooperation. Learn to identify types of conflict, effectively communicate, and identify a resolution to increase trust and credibility.

Learn how to:
• recognize emotional reactions to conflict
• become a more empathetic communicator
• recognize behavioral tendencies that contribute to both healthy and unhealthy conflict
• use techniques and tools to initiate and hold difficult conversations to effectively manage conflict

Session 6: Creating High Impact Teams
Leaders in high-performance teams know how to create energy and enthusiasm. Team members feel inspired, that they are on a mission and what they are doing is important. Learn to recognize and utilize key elements that move teams from involvement to empowerment.

Learn how to:
• develop and contribute to successful team dynamics
• recognize how others can best contribute to a team and draw those attributes out of team members to build an effective team culture
• use the foundational coaching model, GROW, to help team members solve their own problems and enhance team dynamics
• recognize and practice the rhythm of management: set expectations, monitor performance, and provide feedback
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENROLLMENT IN DAVENPORT UNIVERSITY’S CERTIFICATE OF MANAGEMENT PROGRAM

WHEREAS, the Institute for Professional Excellence at Davenport University offers a Certificate of Management (COM) program, designed to develop core management skills necessary to increase workforce productivity and performance; and

WHEREAS, this 12-week, 6-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results; and

WHEREAS, new, experienced and aspiring managers will benefit from the COM program as will several recently hired department directors; and

WHEREAS, skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee retention and encourage professional development of future leadership; and

WHEREAS, authorizing enrollment in the COM program is in furtherance several strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service. Strategy 4: Support employee and professional development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Human Resources Director to enroll up to twenty (20) Ingham County employees in the COM program at a cost not to exceed $47,200 from the contingency fund or fund balance.

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.