

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW AND COURTS COMMITTEE  
PENELOPE TSEBNOGLOU, CHAIR  
BRYAN CRENSHAW  
CAROL KOENIG  
VICTOR CELENTINO  
DEB NOLAN  
KARA HOPE  
RANDY SCHAFFER

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, MAY 28, 2015 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [May 14, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Law & Courts Committee - Jury Board Interview
2. Small Talk Program - Resolution Authorizing a Contract [Amendment](#) for the 2015 Small Talk Children's Assessment Center - Sexual Trauma Recovery Program
3. Sheriff's Office - Review of [Prisoner Housing](#) Reimbursement Policy-Inmate Billing
4. Controller's Office - Resolution Authorizing Entering into a Contract with ----- to Conduct a Needs Assessment and [Feasibility Study](#) of the Ingham County Sheriff's Office, Lansing Police Department including Detention, and 55<sup>th</sup> and 54A District Courts

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).

LAW & COURTS COMMITTEE  
May 14, 2015  
Minutes

Members Present: Tsernoglou, Crenshaw, Koenig (arrived at 6:10 p.m.), Celentino, Nolan (arrived at 6:03 p.m.), and Hope

Members Absent: Schafer

Others Present: Judge Thomas Boyd, John Neilsen, Sergeant Jeff Weiss, Lisa McCormick, Robin Stites, and others

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

Approval of the April 30, 2015 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE APRIL 30, 2015 LAW & COURTS COMMITTEE MEETING.

The minutes were amended as follows:

Commissioner Nolan stated that she did not support fee reduction at all. She further stated that she does not want to reduce shelter staff. She indicated that the Shelter ~~Direction~~ **Director** had discretion to alter fees.

The amendment was considered friendly.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig, Nolan, and Schafer.

Additions to the Agenda

1. Additional Application of Katlyn R. Turner for Appointment to the Animal Advisory Board
2. Additional Information Memo

Limited Public Comment

None.

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

3. Circuit Court / Family Division - Resolution to Authorize Ingham County Circuit Court to Accept Donations for the Ingham County Youth Center Programs
5. Sheriff's Office
  - b. Resolution to Purchase 21 Body Cameras from L3 Mobile Vision, Inc. Using Homeland Security Grant Program Funds
  - c. Resolution to Name Sheriff's Office Training Room A the Sgt. Paul Cole Training Room
6. Controller's Office - Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Schafer.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Schafer.

1. Law & Courts Committee - Animal Control Advisory Board Interview

The Committee interviewed Sean Haskin for the Animal Control Advisory Board.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO RECOMMEND TO THE BOARD OF COMMISSIONERS THE APPOINTMENT OF SEAN HASKIN AND KATLYN R. TURNER TO THE ANIMAL CONTROL ADVISORY BOARD.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Schafer.

5. Sheriff's Office
  - a. Resolution to Enter into a Contract with Mid Michigan Kennels to Accept a Donation of a New K-9 Dog and Training for the New K-9 Handler

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO ENTER INTO A CONTRACT WITH MID MICHIGAN KENNELS TO ACCEPT A DONATION OF A NEW K-9 DOG AND TRAINING FOR THE NEW K-9 HANDLER.

Commissioner Tsernoglou asked Sergeant Jeff Weiss, Ingham County Emergency Management Program Manager, about the Ingham County K9 that was recently killed after escaping a storm-damaged kennel. She inquired if the K9s could be housed indoors to prevent future accidents.

Mr. Weiss indicated this was a good idea and would pass along the request to his superiors.

Commissioner Hope stated that maybe the dogs could be kept in a more secure structure because they are such an asset to the County.

Commissioner Tsernoglou asked if it was standard procedure that the dogs are kept inside the handler's home.

Mr. Weiss stated that it depends on the individual dog and the respective officer's experience with that dog. He further stated that it is common practice to have the dogs live outside.

Commissioner Crenshaw asked about the duration of the training program.

Mr. Weiss stated that the program was three months long and the officer and K9 are currently about halfway thru the program.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

2. Update from Lisa McCormick on the Juvenile Justice Millage (JJM) 2015 Agreement for the Small Talk Program

Lisa McCormick, Treasurer Small Talk Children's Assessment Center, reviewed the additional information memo regarding the Small Talk Program Juvenile Justice Funds.

Commissioner Koenig asked what the prospects of getting this program where it needs to be.

Ms. McCormick stated that Small Talk Board of Directors approached Shiawassee County Child Abuse Prevention Council to share a full time therapist. She further stated that even with the partnership of Shiawassee County, applicants in the salary range offered did not meet the qualifications necessary for this position.

Ms. McCormick indicated that the Small Talk Board of Directors should have found the right individual for the job prior to requesting any money as the position is very difficult to fill.

Commissioner Koenig inquired about the demographic of the clients and why there were only twenty-seven.

Ms. McCormick stated that some families choose not to move forward with therapy or use alternative therapists other than those provided by Small Talk.

Commissioner Koenig asked if there was a wait list for the program.

Ms. McCormick indicated that there were four individuals on the waitlist. She stated that they often refer clients elsewhere.

Commissioner Koenig asked if Ms. McCormick had reached out to Community Mental Health as a partner.

Ms. McCormick answered she had not.

Commissioner Nolan stated that programs are being created with the Ingham County Health Millage that could also be useful.

Ms. McCormick stated that she appreciated the suggestions and would look into them further.

Discussion.

Commissioner Tsernoglou directed Ms. McCormick to work with John Neilsen, Ingham County Deputy Controller, on a resolution to return any unused funds.

4. District Court - Presentation on Probation Officer/Assessor Position

Thomas Boyd, Chief Judge of the 55<sup>th</sup> Judicial District Court, provided the Committee with an update on staffing issues, in the Probation Officer/Assessor Position, that may have an impact on the District Court's budget.

Judge Boyd indicated the loss of two employees certified to provide fee-generating substance abuse assessments may have a negative fiscal impact for this year. He stated they had recently hired replacements but it may be several months before the program is running and generating income again.

Commissioner Celentino asked if once the substance abuse assessment program is fully operating if the lost income will be recovered.

Judge Boyd indicated that he may need to come before the Committee in the future for assistance with any deficit.

Commissioner Celentino asked Mr. Neilsen to please monitor the District Court budget to ensure their needs are met.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:33 p.m.

**MAY 28, 2015 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Chief Deputy Controller is recommending approval of the following resolutions and actions:**

1. Law & Courts Committee – *Jury Board Interview*

This is a Board of Commissioners appointment.

2. Small Talk Program - *Resolution Authorizing a Contract Amendment for the 2015 Small Talk Children’s Assessment Center – Sexual Trauma Recovery Program*

This resolution authorizes a contract amendment for the Small Talk Children’s Assessment Center – Sexual Trauma Recovery program reducing the award from \$18,000 to \$9,000 and revising the Scope of Services for the period of January 1, 2015 through December 31, 2015. This was the first year of funding for the Small Talk program and they were unable to hire the staff person to complete the original Scope of Services. (see attached memo for details)

3. Sheriff’s Office – *Review of Prisoner Housing Reimbursement Policy - Inmate Billing Program*

This is a discussion item on Ingham County’s Inmate Billing program. The Sheriff’s Office will be in attendance to provide an overview on how the Inmate Billing program works. Historically, the Board of Commissioners has not aggressively pursued collections efforts from sentenced inmates that owe the County money from their stay in the Jail and medical costs. (see attached memo)

4. Controller’s Office - *Resolution Authorizing Entering into a Contract with -----  
to Conduct a Needs Assessment and Feasibility Study of the Ingham County Sheriff’s Office,  
Lansing Police Department including Detention, and 55<sup>th</sup> and 54A District Courts*

This resolution authorizes awarding a contract to a vendor for a not to exceed cost of \$ ----- to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention, and 55<sup>th</sup> and 54A District Courts. The City of Lansing will subcontract with Ingham County to fund their portion of the project. The joint Ingham County and City of Lansing Interview Team will finish conducting the four interviews on May 21 and it is anticipated they will be making a recommendation by the May 28 Law & Courts meeting. At the time of this writing, a final decision has not been reached, therefore a revised resolution will be presented at the respective committees.

I recommend approval of this resolution once the consultant and amounts are presented in final form.

## Agenda Item 2

TO: Law and Courts and Finance Committee  
FROM: Lisa McCormick, Treasurer Small Talk Children's Assessment Center  
RE: Revised Scope of Services  
DATE: May 18, 2015

For the 2015 Juvenile Justice Mileage award, the Law & Courts committee graciously recommended \$18,000 be allocated to Small Talk Children's Assessment Center for a Sexual Trauma Recovery Program Therapist. This program works with youth between the age of 6 and 17 who are displaying sexual behavior/deviant problems.

The initial request was for \$42,907.00 which was the cost associated with hiring a full time employee. After the \$18,000 request was granted, the Small Talk Board of Directors entered into negotiations with Shiawassee Child Abuse Prevention Council, a similar assessment center in Shiawassee County, to provide a match in order for a full time employee to be hired. Their board approved a match of \$18,000.00. We also looked for other grantors but were unsuccessful. Although under the full time salary request, both boards hoped to be able to find an individual who had the necessary skills for this challenging work.

We posted the position in the beginning of the year. We jointly hired an individual who after training decided the position was not for her because she did not feel comfortable counseling this group of children. After she resigned, we posted the position again and interviewed but did not find the right candidate for the position.

Small Talk has received \$9,000.00 from Ingham County to date from the Juvenile Justice Funds. At this point in the year, Small Talk Board of Directors does not feel we would be able to hire, train and use the grant funds within the calendar year. Our hope is that you allow us to re-allocate the funds to our other crisis counseling that we currently employ. Our current crisis counselor has a caseload of children in therapy healing from sexual and/or physical abuse. We currently receive grant funds from the Department of Community Health, Crime Victim Services Commission (VOCA) which only covers a portion of his salary.

This amendment has been reviewed by Dave Stoker, Corporation Counsel. Attached is his email stating that the Amendment is within the ballot criteria.

I am emailing to confirm our phone conversation on this proposed use of Juvenile Justice Millage funds. The use of these millage funds must be consistent with the purpose outlined in the ballot language that authorized the millage. The specific purpose within the Ingham County juvenile justice millage approved language, as set forth in the ballot, was "*for the purpose of funding an increase in Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles, ...*" The information you provide indicates that here the proposed use would be to fund a program for the treatment of disturbed juveniles, and would therefore fit within the ballot language criteria.

David G. Stoker  
Cohl, Stoker & Toskey, P.C.  
(517) 372-9000  
[dstoker@cstmlaw.com](mailto:dstoker@cstmlaw.com)

**Amendment to Request**

Total Salary: \$ 42,785.60

VOCA Salary: \$ 28,901.60

Ingham County Bar Association Grant: \$ 2,000.00

Requested JJM Grant Award: \$ 9,000.00 \* only used for Ingham County Residents

Small Talk Contribution: \$2875.00

**Current Caseload for Crisis Counselor**

Current Ingham County Clients: 27

Current Non-Ingham County Clients: 2

Currently Waitlisted: 6

Demographics:

Females: 23 Males: 6

Average Age: 11.5

Average Male Age: 8

Average Female Age: 12

Youngest Client: 3



**Small Talk Children's Assessment Center**  
**Crisis Counselor Job Description**

**Job Title:** Crisis Counselor  
**Reports to:** Executive Director

**Job Classification and Status:** The Crisis Counselor is a hourly partially grant funded position and is an at-will employee of Small Talk. The position requires 40 hours per week of crime victim support services with some flexibility in scheduling. The position and pay rate is contingent upon funding.

**Essential Duties and Responsibilities:**

Under the directions of the Executive Director, the Crisis Counselor will be responsible for including but not limited to the following duties:

- Provide in person crisis intervention of children and non-offending caregivers at first contact with Small Talk Children's Assessment Center
- Complete the intake process with each family including greeting families when they arrive at the center, assist with completion of intake paperwork, provide resource packet which will include information regarding services at Small Talk Children's Assessment Center
- Evaluate the child's/family needs and provide appropriate support and information
- Offer up to 12 counseling sessions for each client and non-offending caregiver seen at the center and provide counseling services when requested
- Organize support group opportunities and provide support groups to both children and their non-offending caregivers
- Make recommendations and referrals for ongoing mental health therapy and sexual assault counseling
- Act as a liaison with the Prosecutor's Office to provide advocacy and support with court proceedings
- Maintain timely, accurate documentations and statistical information pertaining to client files.
- Provide accurate statistical reports as needed
- Recruit and supervise VOCA interns
- Comply with all VOCA guidelines
- Update NCAtrak database with counseling and victim advocacy information
- Attend monthly case review meetings
- Participate in supervision as designated by Executive Director
- Participate in professional development as approved by the Executive Director
- Other duties as assigned

**Skills, knowledge and abilities requirements:** The Crisis Counselor must have knowledge of child development and child sexual abuse dynamics and at least two years of experience supporting victims of sexual abuse and their families. The Crisis Counselor must be able to work cooperatively with clients, team members and other community partners. Have excellent rapport building skills and able to demonstrate sound clinical judgment.

**Educational Requirements:** Master's degree in Social Work, Counseling, or related field and must maintain all licenses and credentials.

**Physical Environment:** The physical environment is in an office building. The position requires the ability to sit at a desk, work on a computer and do some light lifting.

Small Talk Children's Assessment Center will employ the Crisis Counselor in accordance with all state and federal laws, including but not limited to, Equal Employment Opportunity and the American with Disabilities Act.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT AMENDMENT FOR THE 2015 SMALL TALK CHILDREN'S ASSESSMENT CENTER – SEXUAL TRAUMA RECOVERY PROGRAM**

WHEREAS, a Juvenile Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006 and 2012 for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #14-323 reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County awarded a 2015 Juvenile Justice Community Agency contract to Small Talk Children's Assessment Center – Sexual Trauma Recovery in the amount of \$ 18,000; and

WHEREAS, the program has not been able to fill and retain the Sexual Trauma Recovery Therapist Position necessary to get the program fully operational; and

WHEREAS, Small Talk Children's Assessment Center – Sexual Trauma Recovery program would like to amend their contract and Scope of Services for another Juvenile Justice Millage eligible program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract amendment for the Small Talk Children's Assessment Center – Sexual Trauma Recovery program reducing the award from \$18,000 to \$9,000 for the period of January 1, 2015 through December 31, 2015.

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 Board Chairperson is authorized to sign the necessary contracts and/or documents consistent with this resolution and approved as to form by the County Attorney.

**Agenda Item 3**

To: Law & Courts Committee  
From: John Neilsen, Chief Deputy Controller  
Date: May 20, 2015  
Re: Prisoner Housing Reimbursement Policy - Inmate Billing Program

Commissioners:

At the Law & Courts Committee meeting on April 30, 2015 the Committee had a brief discussion on Clinton County's Sheriff's Office Annual Report and specifically revenue they obtain through the Prisoner Housing Reimbursement Policy commonly referred to as the Inmate Billing Program.

In summary, using data from Clinton County, the 2014 Annual Report outlines Jail Revenue from all sources. For 2014 the revenue for local inmate related revenue is \$59,649 based on a local average daily population of 71 Clinton County inmates. (see details below)

Inmate Room and Board Direct	\$0
Inmate Room and Board Credit Bureau	\$41,274
Jail Medical Direct	\$16,933
Jail Medical Credit Bureau	<u>\$ 1,442</u>
	\$59,649

The Sheriff's Office will be in attendance with an overview for you showing how our Inmate Billing program works. I have attached for your review excerpts from the July 14, 2011 Law Enforcement Committee meeting minutes which captures the essence of the debate that has ensued over the years by the Board of Commissioners on this topic. You will also find attached a chart which shows the summary of the revenue collected from this program from 2003 through the 2015 budgeted amount.

This is really a discretionary policy decision on whether or not the Board of Commissioners wants to aggressively pursue collection efforts for money owed to Ingham County from sentenced inmates. The fees would be for daily per diem (State Statute authorizes actual costs up to \$50 per day) and medical costs (\$25 for a sick call and actual medical expenses incurred) while serving a sentence at the Ingham County Jail. Historically, the Board of Commissioners collectively has not aggressively pursued these bills owed to Ingham County.

cc: Allan Spyke  
Sam Davis

## July 14, 2011 Law Enforcement Committee Meeting Minutes Excerpt

1. Sheriff's Office
  - a. Update on Inmate Billing Program (*No Materials*)

Undersheriff Spyke and Major Davis updated the Committee on the Inmate Billing Program.

Major Davis reviewed the 2010 and 2011 collectables in default, collection efforts and how much had been collected. He expressed his concern that the current collection policy has not been successful. He explained that the Sheriff's Office has been reviewing the collection policies of another state, and various Michigan counties. He stated they are working with Corporate Counsel for alternative policy ideas.

Comm. Dragonetti asked if the inmates could afford to pay their debt. Major Davis stated that they work with the Collection Bureau, but is uncertain if their efforts are aggressive enough. Undersheriff Spyke stated that in the past there were different collection levels including a sliding scale based on the ability of the inmate to pay. Comm. Dragonetti asked if current policy is to send letters. Undersheriff Spyke stated yes. Comm. Copedge suggested garnishing wages. There was a discussion of various collection policy ideas. Chairperson Celentino stated that the Committee would like the Sheriff and Controller to revise the current policy. Undersheriff Spyke stated he would also like to work with the Budget Department.

Comm. Grebner expressed his concern that it is a waste of County money to pursue inmates that cannot pay. He also expressed his concern that certain policies could use a significant amount of the County's resources where collection would not be significant. He suggested the return be a 2 to 1 ratio.

Major Davis stated that Corporate Counsel is currently exploring collection options. He also explained a State mandated form he is currently working with Counsel to revise in order to collect debt at outset. Comm. Holman expressed her concern that accounts could be emptied before outset. Major Davis agreed and stated some practices take a percentage paid monthly. Undersheriff Spyke explained the debt of repeat offenders and the potential for collecting from them at onset. Major Davis stated that working with the Courts and "good time" would be evaluated in conjunction with payments. He emphasized he is working with Corporate Counsel on these ideas. The Committee directed the Sheriff's Office to pursue new policies for collections.

**INMATE BILLING REVENUE COLLECTION HISTORY**

<u>YEAR</u>	<u>REVENUE COLLECTED</u>	<u>MEDICAL SVCS REIMB*</u>	<u>TOTAL</u>
2003	\$49,205		
2004	\$82,641		
2005	\$91,741		
2006	\$104,954		
2007	\$78,292		
2008	\$78,658		
2009	\$55,742		
2010	\$62,336		
2011	\$49,716		
2012	\$36,633	\$2,700	\$39,333
2013	\$24,050	\$1,300	\$25,350
2014	\$11,592	\$6,400	\$17,992
2015 Budget	\$49,716	\$0	\$49,716

\* Estimated based on available detail. This revenue does not have its own line item.

TO: Law & Courts, County Services and Finance Committees

FROM: John Neilsen, Chief Deputy Controller

DATE: May 20, 2015

SUBJECT: Resolution Authorizing Entering into a Contract with -----  
to Conduct a Needs Assessment and Feasibility Study of the Ingham County  
Sheriff's Office, Lansing Police Department including Detention, and 55<sup>th</sup> and  
54A District Courts

Commissioners:

As you are aware, Ingham County, in cooperation with the City of Lansing, through RFP #71-14 solicited proposals from experienced and qualified architectural and/or engineering firms to conduct a needs assessment and feasibility study of the Ingham County Sheriff's Office, Lansing Police Department including detention, and 55<sup>th</sup> and 54A District Courts to evaluate and forecast current, short-term and long-term facility space needs, conditions, operational improvements, and recommend improvements.

The comprehensive study will address primarily the following three objectives:

- 1) Constructing a New Sheriff's Office (Including Law Enforcement, Administration, Correctional, etc.) and also Remodeling the Existing Jail Facility at the Existing Site in the City of Mason
- 2) Constructing a New 55<sup>th</sup> District Court and also Remodeling the 55<sup>th</sup> District Court at the Current Location in the City of Mason
- 3) Relocating a Portion of the ICJ (Approximately 152 Beds And Intake/Receiving) to the City of Lansing (COL), programming space for LPD (including current and future detention needs) and 54A District Court and also Addressing the Remaining Portions of the ICSO which may be New or Remodeled

Once the base programmatic and financial information is obtained for these three objectives, it is anticipated final decisions can be made on how to proceed with this complex project. Ingham County will pay for the cost associated with the first two objectives and the City of Lansing will pay for the cost associated with the third objective.

The joint Ingham County and City of Lansing Interview Team will finish conducting the four interviews on May 21 and it is anticipated they will be making a recommendation by the May 28 Law & Courts meeting. At the time of this writing, a final decision has not been reached, therefore a revised resolution will be presented at the respective committees.

I recommend approval of this resolution once the consultant and amounts are presented in final form.

**INGHAM COUNTY PURCHASING DEPARTMENT**  
**RECORD OF BID/PROPOSAL OPENING**

**OPENING STAMP: 03/10/15 AM 11:00 PUR**

**PACKET # 71-14 Professional Consulting Services for a Needs Assessment and Feasibility Study of the Ingham County Sheriff's Office, Lansing Police Department, and 55th and 54A District Courts**

**Attendees:**

Clark Construction Co. \_\_\_\_\_

DLZ \_\_\_\_\_

VENDOR NAME	Local Pref	Bid Bond	Add 1	Objective 1 Not to Exceed	Objective 2 Not to Exceed	Objective 3 Not to Exceed	GRAND TOTAL:	Time Stamp
Carter Goble Lee	No		Yes	\$67,740.00	\$64,000.00	\$65,880.00	\$197,620.00	03/10/15 AM 8:37 PUR
DLZ	Yes		Yes	\$40,000.00	\$14,500.00	\$20,000.00	\$74,500.00	03/10/15 AM 9:28 PUR
Redstone	No		Yes	\$89,610.00	\$38,375.00	\$41,850.00	\$169,835.00	03/10/15 AM 9:36 PUR
Tower Pinkster	No		Yes	\$66,355.00	\$32,390.00	\$46,985.00	\$145,730.00	03/10/15 AM 10:22 PUR
Clark Construction	Yes		Yes	\$88,925.00	\$32,475.00	\$40,275.00	\$161,675.00	03/10/15 AM 10:30 PUR

Recorder: Julie Buckmaster

Witness: Jim Hudgins

Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH -----  
TO CONDUCT A NEEDS ASSESSMENT AND FEASIBILITY STUDY OF THE INGHAM COUNTY  
SHERIFF’S OFFICE, LANSING POLICE DEPARTMENT INCLUDING DETENTION, AND  
55<sup>TH</sup> AND 54A DISTRICT COURTS**

WHEREAS, Ingham County, in cooperation with the City of Lansing, through RFP #71-14 solicited proposals from experienced and qualified architectural and/or engineering firms to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention, and 55<sup>th</sup> and 54A District Courts to evaluate and forecast current, short-term and long-term facility space needs, conditions, operational improvements, and recommend improvements; and

WHEREAS, the Purchasing Department solicited professional proposals and after careful review of the five proposals, it is the recommendation of the joint Ingham County and City of Lansing Interview Team to award a contract to ----- who submitted the most responsive and responsible proposal in the amount of \$ ----- to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention , and 55<sup>th</sup> and 54A District Courts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to ----- for a not to exceed cost of \$ ----- to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention, and 55<sup>th</sup> and 54A District Courts.

BE IT FURTHER RESOLVED, that the City of Lansing will subcontract with Ingham County in the amount of \$ ----- to fund their portion of the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$ ----- from the 2015 Ingham County Contingency Fund to the Controllers Budget for this purpose.

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