

CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON  
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW AND COURTS COMMITTEE  
BRYAN CRENSHAW, CHAIR  
VICTOR CELENTINO  
PENELOPE TSERNOGLOU  
SARAH ANTHONY  
TERI BANAS  
RANDY SCHAFFER  
RANDY MAIVILLE

## **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, APRIL 28, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [April 14, 2016](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Authorize a Contract with FD Hayes to Install 20 Amp [Outlets](#) at the Ingham County Jail
2. Facilities Department
  - a. Resolution Authorizing an Agreement with Roger Donaldson, AIA, P.L.C. Architect to Perform Professional [Design Services](#) for a Storage Building to be Located at the Ingham County Family Center
  - b. Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and [Engineering Services](#) for File Storage Room Expansion in the Probate Court Office
3. Controller's Office - Resolution Updating Various [Fees](#) for County Services
4. Resolution Services Center of Central Michigan (RSCCM) - Juvenile Justice Millage Community Agency Presentation by Executive Director Greta Trice

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  
April 14, 2016  
Draft Minutes

Members Present: Crenshaw, Celentino, Anthony, Banas, Maiville (Departed at 7:41 p.m.), Schafer, and Tsernoglou

Members Absent: None

Others Present: John Neilsen, Mo Winslow, John Dinon, Curt Smith, Henry Rojas, and others.

The meeting was called to order by Chairperson Crenshaw 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 March 31, 2016 Minutes

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE MARCH 31, 2016 LAW & COURTS COMMITTEE MEETING.

The minutes were amended as follows:

Sheriff Wriggelsworth answered that a new facility would save money as it would be designed to have less staff and the beds would not be rented ~~from~~ by the State.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

4. Controller's Office
  - f. Resolution Authorizing the Filing of the Notice of Intent to Function as a Public Safety Answering Point (PASP) within the Eaton County 9-1-1 Service District

Substitute –

4. Controller's Office
  - c. Resolution to Submit to the Electorate a Special Millage Question for Animal Control Shelter Replacement (Three Options)

Limited Public Comment

Ralph Beebt, ECASE, thanked the County for planning to build a new animal shelter.

1. Board of Commissioner's Office – Jury Board Interview

Steve Dougan interviewed for appointment to the Jury Board.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHAFFER, TO RECOMMEND THE APPOINTMENT OF STEVE DOUGAN TO THE JURY BOARD.

MOVED BY COMM. TSEBNOGLOU, SUPPORTED BY COMM. ANTHONY, TO TABLE THE RECOMMENDATION UNTIL CAUCUS.

There was a discussion regarding the motions.

THE MOTION TO TABLE FAILED TO CARRY. **Yay:** Anthony, Banas, and Tsernoglou **Nay:** Celentino, Crenshaw, Maiville, and Schaffer **Absent:** None

Commissioner Tsernoglou indicated that she could not recommend the appointment of Mr. Dougan because he had made slanderous and inappropriate remarks about her.

THE MOTION TO RECOMMEND APPOINTMENT CARRIED. **Yay:** Anthony, Celentino, Crenshaw, Maiville, and Schaffer **Nay:** Banas and Tsernoglou **Absent:** None

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

2. Animal Control
  - a. Resolution to Accept the Bissell Pet Foundation Super Saturday Free Adoption Grant
3. Sheriff's Office
  - b. Resolution Authorizing the Ingham County Sheriff's Office to Contract with the Ingham Regional Special Response Team for the Use of Ingham County Paramedic Equipment
4. Controller's Office
  - a. Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (9-1-1 Services)
  - b. Resolution to Submit to the Electorate a Juvenile Millage Renewal Question

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

3. Sheriff's Office
  - a. Resolution Authorizing the Ingham County Sheriff's Office to Contract with the Delhi Fire Department for the Use of Ingham County Paramedic Equipment

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO CONTRACT WITH THE DELHI FIRE DEPARTMENT FOR THE USE OF INGHAM COUNTY PARAMEDIC EQUIPMENT.

Commissioner Schafer expressed sadness at the elimination of the previous paramedic program.

THE MOTION CARRIED UNANIMOUSLY.

4. Controller's Office
  - c. Resolution to Submit to the Electorate a Special Millage Question for Animal Control Shelter Replacement (Three Options)

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. BANAS, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR ANIMAL CONTROL SHELTER REPLACEMENT (THREE OPTIONS).

John Neilsen, Chief Deputy Controller, presented the different resolution options.

Commissioner Tsernoglou asked why the area of the land was reduced.

Mr. Neilsen answered that it was for cost savings and to keep it within the current levy.

There was a discussion regarding site remediation.

Commissioner Anthony asked when a determination should be made about the site location.

Mr. Neilsen answered early August.

Commissioner Anthony asked if the location of the shelter would impact the resolution language.

Mr. Neilsen answered no.

Commissioner Maiville stated that he was in favor of the millage, and leaning towards the second option with a caveat; a lowering of the health services millage so that, overall, taxes would not be raised.

Commissioner Banas asked what additional enhancements were included in the third option.

Mr. Neilsen reviewed the different resolution options. He stated that the first option would only replace the shelter, the second option would replace the shelter and include operational costs, and the third option would replace the shelter and expand its services.

There was a discussion regarding Commissioner consensus on the millage language options.

John Dinon, Animal Control Director, stated that voters would expect expanded services with a new shelter and that the current shelter's services were inadequate. He further stated that he would like expanded hours, and to have a discussion regarding the restoration of law enforcement services. He stated that based on modern recommendations for animal sheltering,

the shelter was staffed at a little less than half of what was expected. He further stated that increasing the clerk staff would allow for expanded hours and adequate services.

Commissioner Tsernoglou stated that she supported all the additional enhancements. She further stated that with additional enhancements, voters would be paying for improvements to services they already received instead of only paying for those services. She further stated that improvements to Animal Control operations would bring more support for the millage and make it a better service.

Mr. Dinon stated that the Sunday hours would increase the ability for Lansing residents to come to the shelter. He further stated that he wanted the Ingham County Animal Control to be a shining example and provide exemplary service.

Commissioner Celentino stated that Ingham County had always been a model of Animal Control and it was something the County should continue. He expressed concern regarding the amount of blank spaces in option three.

There was a discussion regarding the different mills per option.

Commissioner Banas stated that she would be leaning towards option three. She stated that she agreed with Commissioner Tsernoglou and that the millage was an opportunity for the animal shelter to be able to do more.

Commissioner Maiville expressed concern regarding the total millage burden on tax payers. He asked how much money the shelter fund would provide.

Mr. Dinon answered that the shelter fund was considering raising money to pay for a \$300,000 add-on for a medical treatment area.

Commissioner Anthony stated that animal control issues were a common complaint among constituents. She further stated that she would be leaning to option two.

Commissioner Tsernoglou stated that the shelter fund could raise money for one-time expenses, but expecting them to pay for on-going staff expenses would be unreasonable. She further stated that opportunities for new millages would be limited in the upcoming years. She expressed concern regarding operational costs being paid with millage dollars without improvements.

Commissioner Schafer stated that the County had a history of passing special millages. He further stated that shifting funds for a new jail would not enhance law enforcement. He stated that how the money could only be spent how the millage outlined the spending. He further stated that the money spent by the County on animal control was well above any other county.

Commissioner Celentino expressed concern regarding the lowering of millages in order to levy money from other millages. He stated that the millage could be put on the November ballot if more time was needed. He asked why the millage was for ten years.

Mr. Neilsen answered that the millage would pay off bonds needed to build the shelter.

Commissioner Banas stated that even though the County provided a lot of various services through millages, the services were a good value. She further stated that the millage was complicated by the jail project. She stated that the animal control was far below national standards and that an increase of on-call animal control officers would increase public safety.

Commissioner Maiville stated that it might be premature to go forward with deciding on a millage choice due to the complications and timeline of the decision. He further stated that he was in favor of the millage, but did not want to move forward.

Commissioner Tsernoglou stated that the timeline was so short because the August ballot was the only chance to pass the millage. She indicated that it was a difficult decision, but it was something the voters wanted and would support. She suggested a .35 mill that would fund a new facility, partial current operation costs, and shelter enhancements.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. BANAS, TO RECOMMEND A .35 MILLAGE.

There was a discussion regarding the specifics of the motion.

Commissioner Anthony suggested lowering the millage to make it similar to option two.

Commissioner Celentino asked what shelter enhancements would be included.

Commissioner Tsernoglou answered that it would allow the facility to be open on Sundays, provide 24/7 animal control coverage, and it would allow for compliance with modern standards of animal care.

Commissioner Celentino indicated that he was comfortable with the recommended millage.

Commissioner Maiville stated that he would be willing to vote on the recommendation, but would like to look at other available funding mechanisms.

Mr. Dinon stated that funding Animal Control would in turn fund public safety and law enforcement since it provided those services. He further stated that 24/7 on-call would provide service to law enforcement after-hours. He stated that delaying a new animal control shelter would be costly because the current one would need to be repaired.

Mr. Neilsen indicated that the options were selected based on upcoming budgetary needs for how to fund a new shelter.

Commissioner Banas asked how much money would need to be pulled from the general fund to help pay for operational costs if the recommended millage passed.

Mr. Neilsen answered roughly \$600,000.

Commissioner Celentino asked if the millage would still be for ten years.

Mr. Neilsen answered that ten years would likely be approved and that it would give some stability for animal control services.

Commissioner Tsernoglou stated that the health care millage was reduced over time.

Commissioner Banas stated that the Health Services Board had looked into reconfiguring the health care millage to address the aging population.

Commissioner Maiville stated that he would be willing to go with the .35 if other options were considered within the next two weeks.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. TSERNOGLOU, TO CALL THE QUESTION.

THE MOTION CARRIED. **Yays:** Anthony, Banas, Celentino, Crenshaw, Maiville, and Tsernoglou **Nays:** Schafer **Absent:** None

THE MOTION CARRIED. **Yays:** Anthony, Banas, Celentino, Crenshaw, Maiville, and Tsernoglou **Nays:** Schafer **Absent:** None

Commissioner Maiville departed at 7:41 p.m.

2. Animal Control

b. First Quarter Report

Mr. Dinon provided the first quarter Animal Control report.

4. Controller's Office

d. Resolution Establishing Priorities to Guide the Development of the 2017 Budget and Activities of County Staff

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2017 BUDGET AND ACTIVITIES OF COUNTY STAFF.

Commissioner Celentino stated that the Hay study needed to be part of the negotiation between collective bargaining units and the County.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHAFFER, TO AMEND THE RESOLUTION AS FOLLOWS:

- ~~Evaluate the employee compensation (Hay) Study and develop a strategy for its implementation.~~

The amendment was considered friendly.

Commissioner Anthony thanked staff for writing the resolution and accurately reflecting the goals and intentions of the Board.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Maiville

- f. Resolution Authorizing the Filing of the Notice of Intent to Function as a Public Safety Answering Point (PASP) within the Eaton County 9-1-1 Service District

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION AUTHORIZING THE FILING OF THE NOTICE OF INTENT TO FUNCTION AS A PUBLIC SAFETY ANSWERING POINT (PASP) WITHIN THE EATON COUNTY 9-1-1 SERVICE DISTRICT.

Mr. Neilsen addressed the Committee regarding Eaton County upgrading their 9-1-1 service plan.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Maiville

- e. Discussion Item: Updating Various Fees for County Services  
Mr. Neilsen provided an update on fees for various county services.  
Commissioner Tsernoglou asked why the boarding fee for lost animals was increased.

Mr. Neilsen answered that it could be amended when presented at the next meeting.

Commissioner Celentino asked what the directive was.

Mr. Neilsen answered that a resolution would be presented at the next meeting.

Commissioner Anthony stated that she looked forward to the next round of discussion regarding the fees.

#### Announcements

Commissioner Crenshaw announced that he would not be attending the next meeting.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 7:55 p.m.



## APRIL 28, 2016 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS AND PRESENTATIONS:

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

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

This resolution authorizes a contract with FD Hayes to provide labor, material, and installation of 20 amp circuit electrical outlets at the Ingham County Jail to allow inmates to charge their rental tablets in the housing units at a cost not to exceed \$5,320. The funds will come from fund 595, the Inmate Commissary Fund. (see attached communication for details)

- 2a. *Facilities Department* - Resolution Authorizing an Agreement with Roger Donaldson, AIA, P.L.C. Architect to Perform Professional Design Services for a Storage Building to be Located at the Ingham County Family Center

This resolution authorizes an agreement with Roger Donaldson, AIA, P.L.C. Architect to perform professional design services for a storage building to be located at the Ingham County Family Center for a total not to exceed cost of \$8,115.00. Funds are available within the 2016 Capital Improvement fund for this purpose. (see attached communication for details)

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

This resolution authorizes an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Probate Court Office for a total not to exceed cost of \$15,650.00. Funds are available within the 2016 Capital Improvement fund for this purpose. (see attached communication for details)

3. *Controller's Office* - Resolution Updating Various Fees for County Services

This resolution authorizes various fee increases effective the start of 2017 County fiscal year. There are exceptions based on the Zoo and other funds such as the Child Care fund, cooperative reimbursement contracts, etc. The Controller's Office annually prepares for the BOC review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information was discussed at a previous round of committee meetings as a discussion item for input from the BOC. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. If approved as presented, this will generate additional annual revenue of approximately \$45,621. (see attached memo for details)

4. *Resolution Services Center of Central Michigan (RSCCM)* – Juvenile Justice Millage Community Agency Presentation by Executive Director Greta Trice

No action required.

**Agenda Item 1**

**TO:** Law & Courts Committee  
Finance Committee

**FROM:** Major Sam L. Davis

**DATE:** April 20, 2016

**RE: RESOLUTION TO AUTHORIZE A CONTRACT WITH FD HAYES TO  
INSTALL 20 AMP OUTLETS AT THE INGHAM COUNTY JAIL**

This resolution authorizes the Sheriff's Office to contract with FD Hayes to provide 20 amp circuit electrical outlets so inmates will have a place to store and charge their inmate tablets overnight.

Funds are available from the Inmate Commissary Fund in the amount of \$5,320.00.

These circuits will be used to charge the Nexus tablets that are a part of the comprehensive program provided to us by Securus through their ConnectUs Program.

Inmate friends and family will rent these units directly from Securus, not the County. These units will allow the inmates to job search, read eBooks, use religious apps, play games, listen to steaming radio, make phone calls, and much more. Inmates will not have access to the internet and all of these services come from a secured platform at Securus Technologies in Dallas.

Currently, we do not have 20 amp circuits in a location that is accessible to the post deputies and provides secured storage from the inmate population and the general public.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH FD HAYES TO INSTALL  
20 AMP OUTLETS AT THE INGHAM COUNTY JAIL**

WHEREAS, the Ingham County Sheriff's Office, is providing inmates with the ability to rent and use Nexus tablets for educational and recreational purposes through Securus Technologies, Inc.; and

WHEREAS, the Ingham County Sheriff's Office will have to provide a charging area for the tablets; and

WHEREAS, the Ingham County Sheriff's Office currently does not have the required 20 amp outlets for the new tablet charging stations; and

WHEREAS, the Ingham County Sheriff's Office needs to upgrade several of the current outlets to a dedicated 20 amp circuit; and

WHEREAS, the Ingham County Sheriff's Office will need to have dedicated 20 amp circuits at Posts 1,4,7,9, and 10; and

WHEREAS, the cost to install the 20 amp circuits will be used to directly benefit the inmates by allowing them to charge their tablets overnight; and

WHEREAS, the Ingham County Sheriff's Office has secured 3 bids for the labor, materials, and installation; and

WHEREAS, the lowest acceptable bid is \$5,320.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with FD Hayes to provide labor, material, and installation of 20 amp circuit electrical outlets at the Ingham County Jail for the benefit of the inmates at a cost not to exceed \$5,320.

BE IT FURTHER RESOLVED, that funds in the amount of \$5,320.00 are available for this purpose from the Inmate Commissary Fund.

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

## Agenda Item 2a

**TO:** Board of Commissioners Law & Courts, County Services and Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 14, 2016

**SUBJECT:** Professional Design Services for a Storage Building at the Ingham County Family Center

For the meeting agendas of: April 28, May 3, and May 4

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### **BACKGROUND**

The Facilities Department is in need of a storage building at the Family Center to house vehicles and maintenance supplies. We have been storing all of our tools, supplies, chemicals, etc. in three separate locations. A new storage building will allow the Family Center to house their vehicles and equipment as well as all maintenance supplies, in one location. This will also allow for a proper wood shop area for small maintenance projects.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

Funds for this project are available in the previously approved CIP line Item #245-23399-976000-4FC13 which has a balance of \$45,000.00 and will be included in the 1<sup>st</sup> quarter adjustment.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Roger Donaldson, AIA, P.L.C. Architect to perform professional design services for a Facilities storage building to be located the Ingham County Family Center for a not to exceed cost of \$8,115.00.

## Agenda Item 2a

TO: Law and Courts, County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 15, 2016

SUBJECT: Professional Architectural and Engineering Services for the Construction of a New 1,600-Square-Foot Storage Building

### Project Description:

Two Requests for Proposals (RFP) were sought in 2015 from experienced and qualified architectural and engineering consultants for the purpose of entering into a contract to provide professional services for the design and construction of a new 1,600-square-foot storage building located at the Ingham County Family Center.

The first RFP was sent to 170 vendors and resulted in no proposals submitted. The second RFP was sent to 122 vendors and resulted in one proposal significantly over budget (a bid of \$38,400 was received). The following vendors were not interested in the project for the reasons stated below:

1. Hobbs + Black Architects, 117 E. Allegan St., Lansing MI 48933: “This is too small for us to be competitive, but we are always interested in Ingham County requests for proposals.”
2. WTA Architects, 100 S. Jefferson Ave., Ste 601, Saginaw MI 48607: “Please be advised that we will not be submitting a proposal for the Storage Building project at the Ingham County Family Center. Thank you for including WTA in your solicitation.”
3. Fishbeck, Thompson, Carr & Huber, Inc., 1515 Arboretum Dr. SE, Grand Rapids, MI 49546: “FTCH will not be submitting on RFP Packet #68-15 Professional Architectural and Engineering Services for the Construction of a New 1,600 square-foot Storage building. We believe the size and nature of the project is better suited for a smaller firm. We look forward to future work with Ingham County.”
4. C2AE, 725 Prudden St., Lansing MI 48906: “Thank you for the invitation to submit a proposal to provide professional architecture and engineering services for the construction of a new 1,600 sq. ft. storage building. After careful review of the RFP and our current staffing and workload, we feel it is in the best interest of the County and C2AE for us to decline to submit a proposal at this time.”
5. Schley Architects, 4200 S 9<sup>th</sup> St, Kalamazoo MI 49009-8120: “We will not be submitting a response for the referenced RFP; we feel with the 10% local preference it would not be feasible for our firm. Please keep us on the County’s list for further opportunities.”

Recommendation:

As a result of the limited number of responses received, the Facilities Department reached out to Roger Donaldson, a local architect who has worked with the County on other projects, to gauge his interest in performing the services for this contract. Mr. Donaldson indicated his willingness to perform the work and provided a not-to-exceed fee of \$8,115. The Facilities Department has reviewed the proposal, concluded that it meets its needs, and is recommending the contract.

Advertisement:

The RFPs issued in 2015 were advertised in the Lansing State Journal, New Citizens Press and posted on the Purchasing Department Web Page.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH ROGER DONALDSON, AIA, P.L.C.  
ARCHITECT TO PERFORM PROFESSIONAL DESIGN SERVICES FOR A STORAGE BUILDING  
TO BE LOCATED AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Facilities Department is in need of a storage building at the Family Center to house vehicles and maintenance supplies; and

WHEREAS, thus far all facility tools, supplies, chemicals, etc. have been housed in three separate locations, on the property, a new storage building will allow the Family Center to house their vehicles and equipment as well as all maintenance supplies, in one location. This will also allow for a proper wood shop area for small maintenance projects; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Roger Donaldson, AIA, P.L.C. Architect for a not to exceed cost of \$8,115.00; and

WHEREAS, funds for the storage building are available within the previously approved CIP Line Item #245-23399-976000-4FC13 which has a balance of \$45,000.00 and will be included in the 1<sup>st</sup> quarter adjustment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Roger Donaldson, AIA, P.L.C. Architect, 4787 Tartan Lane, Holt, Michigan 48842-1935, to perform professional design services for a storage building to be located at the Ingham County Family Center for a total not to exceed cost of \$8,115.00.

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

## Agenda Item 2b

**TO:** Board of Commissioners Law & Courts, County Services and Finance Committees

**FROM:** Richard Terrill, Facilities Director

**DATE:** April 13, 2016

**SUBJECT:** File Storage Room Expansion in the Probate Court Office

For the meeting agendas of: April 28, May 3, and May 4

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### **BACKGROUND**

The resolution before you authorizes an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Ingham County Probate Court Office for a not to exceed cost of \$15,650.00. This includes all electrical, mechanical, engineering, infrastructure costs, and any/all permitting costs. The purpose of this project is to construct a file storage room expansion to enhance storage efficiency.

### **ALTERNATIVES**

There are no alternatives with this project.

### **FINANCIAL IMPACT**

Funds are available within Line Item #245-26710-976000-6FC15 which has a balance of \$50,000.00.

### **OTHER CONSIDERATION**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Ingham County Probate Court Office for a total not to exceed cost of \$15,650.00.



**Agenda Item 2b**

TO: Law and Courts, County Services and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: April 15, 2016  
SUBJECT: Architectural and Engineering Services for File Storage Expansion for the Probate Court Office

Project Description:

Proposals were sought from experienced and qualified architectural and engineering consultants for the purpose of entering into a contract to provide professional design and construction administration services for the File Storage Expansion project for the Probate Office.

Proposal Summary:

Vendors contacted: 95 Local: 27  
Pre-proposal attendance 2 Local: 0  
Vendors responding: 1 Local: 0

Vendor Name	Local Pref	TOTAL
Straub Pettitt Yaste Architects	No, Clawson MI	\$15,650.00

Vendors Not Bidding:

WTA Architects, 100 S. Jefferson Ave, Suite 601, Saginaw, MI 48607  
Reason: No reason provided.

Recommendation:

Straub Pettitt Yaste Architects submitted the only responsive proposal. The company has experience working on projects in similar size and scope required for this contract. Straub Pettitt Yaste Architects was the consultant for the Tension Fabric Structure project at the Fairgrounds in 2014.

The Facilities Department recommends awarding the contract to Straub Pettitt Yaste Architects, in an amount not to exceed \$15,640.

Advertisement:

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH STRAUB PETTITT YASTE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR FILE STORAGE ROOM EXPANSION IN THE PROBATE COURT OFFICE**

WHEREAS, the resolution before you authorizes an agreement with Straub Pettitt Yaste Architects for architectural and engineering services for file storage room expansion in the Ingham County Probate Court Office; and

WHEREAS, this project includes all electrical, mechanical, engineering, infrastructure costs, and any/all permitting costs; and

WHEREAS, the Probate Court Office has outgrown the space they currently occupy, more space is required to ensure proper record keeping and organization; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Straub Pettitt Yaste Architects for a not to exceed cost of \$15,650.00; and

WHEREAS, funds for the file room expansion are available within the approved CIP Line Item # 245-26710-976000-6FC15 which has a balance of \$50,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Straub Pettitt Yaste Architects, 850 North Crooks, Suite 200, Clawson, Michigan 48017-1311 for Architectural and Engineering services for file storage room expansion in the Probate Court Office for a total not to exceed cost of \$15,650.00.

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

### Agenda Item 3

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 19, 2016

SUBJECT: Resolution Updating Various Fees for County Services

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This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2016, for the Park and Zoo winter seasonal fees on November 1, 2016, and for all other departments with the exception of the Zoo, on January 1, 2017. The Zoo fees will be effective early this year beginning on May 15, 2016 through 2017. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year's cost by a cost increase factor for each department. Utilizing this method again, the 2017 cost was calculated by multiplying the 2016 cost by the 2017 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$45,621. Any additional revenue will be recognized in the 2017 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

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 also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2017 with the exception of the Zoo, where new rates will be effective May 15, 2016, the Health Department and Friend of the Court, where new rates will be effective October 1, 2016 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2016.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

**Attachment A: Fees Which Are Adjusted  
County Services Committee**

<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2016 Fee</b>	<b>2017 Fee</b>
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$690.00	\$695.00
Drain Comm.	Preliminary Plat Review	75.0%	\$690.00	\$695.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$690.00	\$695.00
Drain Comm.	Additional acre	100.0%	\$77.00	\$78.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,450.00	\$2,500.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	100.0%	\$490.00	\$495.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$600.00	\$605.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$525.00	\$530.00
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre	100.0%	\$52.00	\$53.00
Drain Comm.	Soil Erosion Permit Transfer	100.0%	\$95.00	\$96.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,685.00	\$1,700.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,375.00	\$3,400.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,600.00	\$5,625.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,800.00	\$2,825.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$320.00	\$325.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$46.00	\$47.00
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer			
Equalization	22" x 34"	100.0%	\$50.00	\$51.00
Equalization	Custom Maps	100.0%	\$71.00	\$72.00
Parks	Administrative -Returned Check Fee	100.0%	\$30.00	\$32.00
Parks	Cancellation Fee (for all park reservations)	100.0%	\$20.00	\$21.00
Parks	Winter Sports Building (100 Person Capacity)	100.0%	\$90.00	\$95.00
Parks	Shelters - 120 Person Capacity			
Parks	Lake Lansing - North - 1/2 of Main	100.0%	\$100.00	\$105.00
Parks	Hawk Island Peregrine	100.0%	\$125.00	\$130.00
Parks	Burchfield 1/2 of North Bluff	100.0%	\$100.00	\$105.00
Parks	Burchfield 1/2 of Woodsong	100.0%	\$100.00	\$105.00
Parks	Lake Lansing - South - 1/2 of Main	100.0%	\$100.00	\$105.00
Parks	Lake Lansing - North - Main	100.0%	\$175.00	\$180.00
Parks	Burchfield - North Bluff	100.0%	\$175.00	\$180.00
Parks	Burchfield - Woodsong	100.0%	\$175.00	\$180.00
Parks	Shelters - 300 Person Capacity			
Parks	Lake Lansing - South - Main	100.0%	\$175.00	\$180.00
Parks	Burchfield - Overlook	100.0%	\$175.00	\$180.00
Parks	Hawk Island - Red Tail	100.0%	\$250.00	\$255.00
Parks	Lake Lansing Wedding Gazebo	100.0%	\$250.00	\$255.00
Parks	Boating Fees			
Parks	Canoe/Kayak Trips - McNamara	100.0%	\$15.00	\$16.00
Parks	Canoe/Kayak Trips - Bunker Rd	100.0%	\$22.00	\$23.00
Parks	Canoe/Kayak Trips - Eaton Rapids	100.0%	\$28.00	\$29.00

<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2016 Fee</b>	<b>2017 Fee</b>
Parks	<i>Day Camp</i>			
Parks	Resident Monday-Friday 9am-4pm	100.0%	\$90.00	\$95.00
Parks	Non-Resident Monday-Friday 9am-4pm	100.0%	\$100.00	\$105.00
Parks	Resident Mon-Fri 7:30am-5:30pm	100.0%	\$120.00	\$125.00
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	100.0%	\$130.00	\$135.00
Parks	Dog Park (12 Month Pass)			
Parks	Student (college ID)	100.0%	\$15.00	\$20.00
Parks	Senior (+60)	100.0%	\$15.00	\$20.00
Parks	Veteran	100.0%	\$15.00	\$20.00
Parks	Owner of Service Animal	100.0%	\$15.00	\$20.00
Parks	<i>Game Rental (for 4 hours)</i>			
Parks	Moonwalk	100.0%	\$275.00	\$280.00
Parks	Dunk Tank	100.0%	\$225.00	\$230.00
Parks	Giant Slide	100.0%	\$400.00	\$410.00
Parks	Nature Program/Walk pp NEW		\$0.00	5.00
Parks	Passport Pictures NEW		\$0.00	15.00
Parks	Snow shoe rental NEW		\$0.00	5.00
Parks	Band Shell Rental NEW		\$0.00	100.00
Parks	PA, Chairs or Music Stands per item NEW		\$0.00	50.00
Zoo	Admission Fees			
Zoo	Resident Adult (April - October)	50.0%	\$4.00	\$6.00
Zoo	Non-Resident Adult (April - October)	100.0%	\$10.00	\$11.00
Zoo	<i>Resident Senior (April - October)</i>	<i>40.0%</i>	<i>\$3.00</i>	<i>\$5.00</i>
Zoo	Non-Resident Senior (April - October)	100.0%	\$8.00	\$10.00
Zoo	<i>Children (age 3-12) (April - October)</i>	<i>35.0%</i>	<i>\$3.00</i>	<i>\$4.00</i>
Zoo	Shelters - 60 Person Capacity			
Zoo	Potter Park Penguin Cove	100.0%	\$79.00	\$100.00
Zoo	Potter Park Eagle Landing	100.0%	\$105.00	\$125.00
Zoo	Potter Park - Tiger Den	100.0%	\$180.00	\$200.00

**Human Services Committee**

<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2016 Fee</b>	<b>2017 Fee</b>
Comm. Health	Compreh Envir Investigation	100%	\$300.00	\$305.00
Comm. Health	Assessment of Home	100%	\$125.00	\$130.00
Imm. Clinic	Internat'l Travel Consult	100%	\$62.00	\$63.00
OYC	Agency Training Request- Base, 1.5 hr.	100%	\$215.00	\$220.00
OYC	Agency Training Request- Base, 2.5 hr.	100%	\$355.00	\$360.00
OYC	Agency Training Request- Base, 5.0 hr.	100%	\$688.00	\$690.00
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	100%	\$28.00	\$29.00
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	100%	\$71.00	\$72.00
OYC	OYC - Required Training - > 10 hrs./per person	100%	\$138.00	\$140.00

**Law and Courts Committee**

<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2016 Fee</b>	<b>2017 Fee</b>
Animal Control	Boarding Fee-Dangerous Animals	100.0%	\$75.00	\$76.00
Animal Control	Boarding Fee per day-others	75.0%	\$33.00	\$34.00
Animal Control	Adoption Fee			
Animal Control	Dogs(under six years of age)	75.0%	\$73.00	\$74.00
Animal Control	Cats(under six years of age)	75.0%	\$63.00	\$64.00
Animal Control	Animal Redemption - 2nd offense	100.0%	\$50.00	\$51.00
Animal Control	Euthanasia Fee	100.0%	\$125.00	\$130.00
Animal Control	Owner Surrender	100.0%	\$45.00	\$46.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	100.0%	\$80.00	\$81.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$450.00	\$455.00
Pros Atty	Diversion - Felony Offender	50.0%	\$800.00	\$805.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$230.00	\$235.00
Jail	Day Rate (1)	100.0%	\$53.66	\$54.00
Sheriff	Costs for Command per hour	100.0%	\$64.82	\$65.01
Sheriff	Costs for Deputy per hour	100.0%	\$58.14	\$58.31
Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	100.0%	\$30.00	\$31.00



**ATTACHMENT B: Fees Which Adjustment is recommended**  
**Law and Courts Committee**

<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2016 Fee</b>	<b>2017 Fee</b>
Circuit Court	Show Cause - Probation	100.0%	\$175.00	\$180.00
Family Division	Delinquency Court Costs	100.0%	\$275.00	\$280.00
Family Division	Tether	25.0%	\$31.00	\$32.00