

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, MAY 12, 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 28, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office - Discussion: [Service of Subpoenas](#) with Chief Assistant Prosecutor Lisa McCormick
2. Circuit Court - Resolution Honoring [Sandra Robinson](#)
3. Sheriff's Office
 - a. Resolution to Honor [Captain Eric Trojanowicz](#) of the Ingham County Sheriff's Office
 - b. Resolution to Enter Into the [Tri-Tech Records Management Systems Maintenance Contract](#)
 - c. Resolution to Approve an [Extended Police Services](#) Agreement with the Village of Webberville Covering the Period of July 1, 2016 through December 31, 2016
4. Child Family Charities - Juvenile Justice Division Presentation: Teen Court Year End Report "Juvenile Justice Millage - 2015 Grant" by Director Mike Botke
5. Board of Commissioner's Referral - Resolution Making an [Appointment to the Jury Board](#)

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.

LAW & COURTS COMMITTEE
April 28, 2016
Draft Minutes

Members Present: Celentino, Anthony (Arrived at 6:12), Banas, Maiville, Schafer, and Tsernoglou

Members Absent: Crenshaw

Others Present: John Neilsen, Rick Terrill, John Dinon, Greta Trice, Henry Rojas, and others.

The meeting was called to order by Vice-Chairperson Celentino 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 14, 2016 Minutes

MOVED BY COMM. BANAS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE APRIL 14, 2016 LAW & COURTS COMMITTEE MEETING.

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

Additions to the Agenda

None.

Limited Public Comment

None.

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

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

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

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Anthony.

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Anthony to vote on the consent agenda.

Commissioner Anthony voted in favor of the items on the consent agenda.

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

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Commissioner Tsernoglou expressed concern regarding the daily boarding fee for individuals who could not afford it. She asked if there was a way to decrease it or offer a waiver.

Vice-Chairperson Celentino expressed concern regarding the price of the adoption fee.

John Dinon, Animal Control Director, stated that he planned to do a top-to-bottom examination of Animal Control fees. He further stated that Animal Control worked out payment plans for individuals who struggled to pay boarding fees. He stated that there were frequent events where animals could be adopted for reduced fees.

There was a discussion regarding the reduced adoption fees.

Commissioner Maiville asked what the revenue impact of freezing the boarding fees would be.

John Neilsen, Chief Deputy Controller, answered \$1,900.

There was a discussion regarding the increase in boarding fees.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. BANAS, TO FREEZE THE BOARDING FEE AT THIRTY-THREE DOLLARS.

Commissioner Anthony arrived at 6:12 p.m.

Commissioner Banas stated that she felt the price was fair.

Commissioner Tsernoglou stated that her biggest concern was a situation in which an individual could not obtain their animal. She asked if there was a way to waive the fee.

Mr. Dinon stated that he was not allowed to waive board appointed fees unless he was directed to by the Board.

Commissioner Maiville asked what the average time frame was for the stay of an animal was.

Mr. Dinon answered that it was random.

Commissioner Tsernoglou stated that she would be comfortable changing her motion with a recommendation from Mr. Dinon after the completion of the study.

COMM. TSERNOGLOU WITHDREW HER MOTION.

Commissioner Banas asked how many people were not able to redeem their pets because of the fees.

Mr. Dinon answered 10%-15% of animals impounded. He stated that the number of people who did their due diligence and could not pay the fees was small. He further stated that the Board could direct Animal Control to waive fees for certain circumstances.

Commissioner Schafer asked how many dogs were licensed.

Mr. Dinon answered that it was around 60%.

Commissioner Schafer stated that in some cases, some people should not have a pet or animal if they could not appropriate care for it. He further stated the shelter should not charge on days it was closed.

Mr. Dinon stated that his plan was to present the data during the fee discussion for 2017.

Commissioner Schafer stated that it would be interesting to see what revenue would be lost if there were no fees for days the shelter was not open.

Mr. Neilsen stated that there would still be expenses for the caring and feeding of the Animals when the shelter was closed.

Commissioner Anthony suggested additional analysis after the Animal Control was built to see how the new building affected fees.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MAIVILLE, TO SUSPEND THE RULES AND ALLOW COMM. ANTHONY TO VOTE ON THE CONSENT AGENDA FOR WHICH SHE WAS ABSENT.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw.

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

Greta Trice, Executive Director of Juvenile Justice Millage Community Agency, presented an overview of her agency.

Vice-Chairperson Celentino asked what school grades were services.

Ms. Trice answered all grades.

Vice-Chairperson Celentino stated that teachers did not always have to time to help resolve students' problems that might inhibit their ability to learn. He further stated that it was a visible program that even helped improve relations between students and teachers.

Commissioner Schafer asked if the Board could be sent the budget and expenses of the Agency. He stated that it seemed like a good expenditure of the millage. He further stated that he appreciated the service and would like to see it throughout schools in the County.

Commissioner Banas asked how a school would receive the service.

Ms. Trice answered that it varied by each school. She stated that the first question they asked when going to new schools was: how much is it going to cost.

Commissioner Banas asked if anyone from Meridian Township had approached Ms. Trice's agency.

Ms. Trice answered no.

Commissioner Banas stated that Ms. Trice's work was incredibly important.

Commissioner Anthony thanked Ms. Trice for her work.

Commissioner Schafer asked how a district was charged for service.

Ms. Trice answered that a facilitator roughly cost around \$25,000 a year.

Commissioner Banas asked what percentage the millage covered.

Ms. Trice answered that it covered almost one full-time facilitator.

Announcements

Mr. Neilsen announced that Board Leadership would be in Conference Room A on May 5, 2016 at 6:00 p.m.

Commissioner Banas announced that the Michigan House of Representatives passed a package of bills called Raise the Age which would increase the cost of taking care of incarcerated juveniles in the County. She stated that the bill package would create a study to figure out how much it would cost counties.

Commissioner Maiville thanked Commissioner Tsernoglou for her work on the Animal Control millage.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:57 p.m.

**MAY 12, 2016 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS AND PRESENTATIONS:

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

1. Prosecuting Attorney's Office – Discussion: Service of Subpoenas by Chief Assistant Prosecutor Lisa McCormick

Discussion item on the issue of service of subpoena's in Lansing.

2. Circuit Court - Resolution Honoring Sandra Robinson

This resolution honors a long time County employee that is retiring from service.

- 3a. Sheriff's Office - Resolution to Honor Captain Eric Trojanowicz of the Ingham County Sheriff's Office

This resolution honors a long time County employee that is retiring from service.

- 3b. Sheriff's Office - Resolution to Enter into the Tri-Tech Records Management Systems Maintenance Contract

This resolution authorizes the Ingham County Sheriff's Office to enter into a 2016 maintenance contract with Tri-Tech Software Systems for the Sheriff's Office RMS (Records Management System) contract. The total amount is not to exceed \$38,919.1. Funds are budgeted in the 2016 Law and Order Fund for Technology (LOFT) budget. (see attached memo for details)

- 3c. Sheriff's Office - Resolution to Approve an Extended Police Services Agreement with the Village of Webberville Covering the Period of July 1, 2016 through December 31, 2016

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

4. Child Family Charities - Juvenile Justice Division Presentation: Teen Court Year End Report "Juvenile Justice Millage – 2015 Grant" by Director Mike Botke

No action required.

5. Board of Commissioners Referral - Resolution Making an Appointment to the Jury Board

Agenda Item 1

TO: Law and Courts Committee

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Subpoena Service on Adult Criminal Cases in the City of Lansing (*Informational only*)

DATE: May 3, 2016

The purpose of this memorandum is to discuss the possible budgetary issues that the Prosecutor's Office is facing in the next budget cycle and to get feedback from the committee.

Historically, the Lansing Police Department has been responsible for serving subpoenas on all criminal adult cases that they submitted to our office. The juvenile delinquency subpoenas are served by the Ingham County Circuit Court. The Circuit Court has an employee who is responsible for transporting juveniles and serving subpoenas county wide (not limited to the City of Lansing). No one has been able to tell me how and when this agreement was reached. It appears it has been in effect for the 19 years I have worked for the county.

Currently, the Lansing Police Department has had difficulty in the past year serving our subpoenas due to staffing issues. This has caused many criminal cases to be dismissed because witnesses have failed to appear. Upon investigation we learned that many witnesses never received their subpoenas. Due to the ongoing problem the Assistant Prosecutors (APAS) do their best to contact witnesses via telephone before all hearings, but many numbers are disconnected or out of minutes. This causes additional work for not only the APAS but the clerical staff because we have to re-issue the case and re-create the paperwork. This causes typing of other warrants to be delayed.

In an effort to address the on-going problem, numerous discussions over the past six (6) months have occurred between the Lansing Police Department and myself with the hope that the service could be improved. In the course of these discussions, Lansing Police Department questioned why it was their responsibility to handle the service for adult cases. I did not find any statute that requires Lansing Police Department to serve the subpoenas. I also did not find any statute that requires my office to serve witnesses. All I can rely on is the on-going agreement that has been in effect for a number of years.

During our discussions, we discovered the following problems with the current subpoena service:

- 1) Lansing Police Department has only one officer to serve subpoenas. There are approximately 75 subpoenas a week that have to be personally served. This does not include police officers. LPD will continue to serve all officers. After hour service or weekend service is not available because the officer works the day shift. The road officers attempt to assist when they are not handling calls, but it is rare that they have time to serve witnesses during the shift.

- 2) Lansing Police Department does not have anyone to back up the officer during vacations or when the officer calls out sick. Due to this many subpoenas go un-served.
- 3) Witnesses are harder to locate because they frequently move around and are in transit or are not home during the day.
- 4) Lansing Police Department currently has a low success rate in serving subpoenas in district court. This is partly because of the strict timelines for preliminary examinations. The success rate goes up dramatically in felony circuit court cases because the subpoenas go out with over 30 days' notice. Also many felony cases have victims that are in contact with our office so we are able to update their information immediately.

Since it was determined that additional officers was not an option, I worked with Jim Hudgins and prepared an RFP for subpoena service in an effort to explore all possibilities. Two companies responded and only one (1) was in compliance with all county policies. I have attached the Executive Summary and Costs from the RFP for review.

After the RFP was submitted, I met with the Lansing Police Department and the selected company. It was determined that the Lansing Police Department would be willing to pay for half of the expense for the subpoenas effective July 1, 2017, which is the start of their fiscal year.

Assuming all subpoenas are personally served, the total cost to serve the subpoenas would be \$136,500. The cost to Ingham County if agreed upon would be \$68,250 a year. This is based on 75 subpoenas a week and all subpoenas would be personally served at a cost of \$35.00 per subpoena. This is the best case scenario that all witnesses would be served and the highest financial impact to the county. If subpoenas are not served the cost would be reduced to \$15.00 per subpoena, which would reduce the overall cost. If this contract was approved, the Prosecutor's Office would have to budget \$34,125 for the last six months of 2017 in the upcoming budget cycle. This would be a one (1) year contract which would allow us to determine if there is improvement with the subpoena service.

The other scenario would be for the Prosecutor's Office to hire two (2) employees to serve subpoenas. This would have a larger fiscal impact on the county taking into account salaries, benefits, and the potential liability if someone were to get hurt while serving a subpoena. I am not recommending this option.

In conclusion, I wanted to bring this issue to the committee since we are starting the budget cycle for 2017. I am open to other suggestions or options as the committee sees fit.

Tab III – Executive Summary

Judicial Services Group ("JSG") is a Michigan Corporation with offices located throughout central Michigan. JSG seeks to find Public-Private Partnerships that work! JSG provides a diversity of services to the public, legal, and corporate sectors, as well as services to our State's judiciary and law enforcement. JSG is a privately held company and is financially sound. JSG has experienced growth every year since 1992. During JSG's 20-year history it has seen constant improvement with case management technology. Because of our vast experience, JSG is currently a beta test site for a national civil process software design company, which allows JSG's staff to give boots on the ground feedback to the engineering team and in turn, when the product is released to the industry, JSG will be the first service provider in the country to receive it. What this means for Ingham County is you always have access to the most advanced technology available to track and manage this program.

Since 1992 JSG has provided multi-faceted services to Michigan courts and law enforcement agencies. Among these are: service of civil process; electronic offender monitoring; evidence room audits, court collections for traffic and civil fines and parking violations, probation and other costs, drug testing, fill-in courtroom bailiffs, PBT day reporting, intensive supervision probation, bench warrant service, jail fee collections, and vehicle immobilization services. JSG is proud to be an integral part of the judicial system and to provide needed services to a diversity of clients including criminal justice agencies.

JSG is the vendor for several Courts and Sheriff's Offices, principally in south central Michigan. JSG serves thousands of civil process documents each year and monitors hundreds of offenders on GPS and alcohol devices each day. JSG is uniquely qualified to provide process server services to Ingham County. The program ramp-up time for JSG will be very short and would only need to review current policies and meet with the program stakeholders in order to begin.

JSG's corporate office is located at 401 S. Jackson Street, Jackson, MI 49201; the walk-in hours are Monday – Friday 8AM to 6PM. JSG's principal areas of operation are in South Central Michigan and we have satellite offices in Ingham, Eaton, Lenawee, Branch, Saginaw and Kent counties.

JSG's most distinguishing characteristic is the level of personalized customer service we offer. Our unique day-to-day relationships with courts and sheriff's offices in Michigan give us an unparalleled perspective of the benefits of public-private partnerships.

JSG strives to meet or exceed any service response times requested by our clients. When any concerns or issues are brought to our attention, JSG immediately addresses the issue and finds a solution satisfactory to our clients. JSG strives to resolve any customer inquiries promptly, on the first contact, and we encourage the County's RFP review team to ask our references these questions, as we are confident you will be extremely pleased with their responses.

Due to the nature of the work performed by JSG for the several courts and Sheriff's offices we have listed, we carefully seek out any new additions to our staff. This includes personality assessment screening tools, job function assessment screening tools, criminal background investigations and drug screening. Our Financial/HR Manager meets with all new employees to

complete the required new-hire verifications to assure that JSG complies with all local, state and federal laws.

JSG strives to recruit, employ and retain the best people and provide equal opportunity at all levels. JSG also provides expert field personnel who have an extensive criminal justice background that enhances communication between JSG staff and our customers. Each employee is required to read and sign a Non-Disclosure Agreement, addressing the privacy and security of the documents in our possession.

A member of our senior staff trains all new employees. The training includes the daily job function including subpoenas, general civil process, PPO's, evictions, seizures, and sheriff sales. They complete an overview of each type of document the employee will be serving. If awarded, the staff members assigned to this program have extensive training and experience with civil process as many of JSG's staff members are former or retired law enforcement officers and they possess a vast array of related training.

Management capability is not about what JSG says it will do, it's about what JSG has done in the past and its continuation of successful delivery of civil process services.

The ability of JSG to manage and control programs is proven through its many program successes. The JSG management team has significant tenure and experience in public sector programs bringing together a diverse background of experience within the industry and more importantly, private sector experience in working with the government. If selected for the award, JSG's management team will consistently demonstrate to Ingham County its ability to provide oversight and support for the civil process program through strong quality management systems. JSG's management team possesses unrivaled qualifications and in-depth experience that will allow JSG to ensure that all services provided to Ingham County continue to successfully meet the specifications for the process server program and services required.

Integrity runs throughout JSG's operation and we are committed to utilizing well qualified and trained dedicated staff as is evidenced by our core values. JSG recognizes that its ability to provide the required and necessary equipment and services is facilitated by the professional relationship and cooperation established and maintained between JSG, its subcontractors, and stakeholder agencies. By employing JSG's core values and developing the best people in the industry, JSG uses its law enforcement expertise to develop solutions that meet customer's needs.

Jeff Kirkpatrick, President of JSG, will be the principal person administering the contract for the first 60 to 90 days to assure JSG's staff and the various stakeholders have a full and complete understanding of each part of the program. Following this initial period, **Matt Peters** and **John Hays** will be responsible for the day-to-day requirements of the program.

Tab VI – Proposed Costs

The fees for the service of civil process is regulated by Michigan Statutes, in particular MCL 600.2559. In the County's RFP it does not specify the specific number of subpoenas to be served, therefore, JSG is only able to quote the proposed cost on a per piece basis. In addition, the County did not provide a breakdown of the number of subpoenas to be served in Ingham County verses outside Ingham County. Therefore, JSG will break the cost down for services provided in Ingham vs. services provided outside of Ingham.

In an effort to assist the County with budgeting, JSG is open to discuss a flat annual fee that would cover all subpoenas needing service, however, JSG would need considerably more to information to properly calculate said cost.

The statutory rate set forth in MCL 600.2559 (m) for the service of a subpoena is \$26, plus the round trip mileage from the court of issuance to the place of service. The current statutory mileage rate as of January 1, 2016, is \$0.81 cents per mile. From the 54A District Court to the furthest point in Ingham County is approximately 40 miles. JSG is taking into consideration that this RFP is for cases originating out of the Lansing Police Department and making the assumption that the majority of the witness will be located within the City of Lansing.

- | | |
|---|---------------------------------------|
| 1. Service of Subpoena's within the County of Ingham | \$35 each witness; flat fee |
| 2. Service of Subpoena's outside the County of Ingham | \$26 each, plus round trip
Mileage |

If the County prefers a flat fee for those subpoena's served outside Ingham, but yet within the Tri-County area (Clinton & Eaton County) we bid that at: \$48 each witness; flat fee

Considering that it is our understanding that there is a large number of subpoenas that are unable to be served due to bad address information given to the police department or due to the witness' desire to avoid service to prevent testifying. JSG provides a detail summary for each bad address or attempted service

Cost for bad address and/or attempted service is:	\$15 each witness; flat fee
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Agenda Item 2

TO: Law and Courts Committee

FROM: Maureen Winslow, Deputy Court Administrator

DATE: May 2, 2016

RE: **RESOLUTION HONORING SANDRA ROBINSON**

This memo accompanies the resolution submitted by the Circuit Court Family Division, honoring Ms. Sandra Robinson, a long term employee of Ingham County. Ms. Robinson is retiring effective May 27, 2016. Her years of service are greatly appreciated.

Introduced by the Law and Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING SANDRA ROBINSON

WHEREAS, Sandra Robinson began her career with the Ingham County Probate Court , now known as the 30th Judicial Circuit Court in October, 1987, as a Foster Care Investigator; and

WHEREAS, Sandra Robinson served the 30th Judicial Circuit Court – Family Division in the capacity of Juvenile Court Officer both in Neglect and Delinquency Divisions until her promotion to management in April, 2004; and

WHEREAS, As a Shift Supervisor at the Ingham County Youth Center, Sandra Robinson was a tremendous source knowledge to all the Youth Center staff concerning the juvenile court process and many court related issues; and

WHEREAS, Sandra Robinson served tirelessly as an advocate for court-involved youth and their families; and

WHEREAS, Sandra Robinson has served as a mentor to many staff members at the Youth Center and various agencies within juvenile justice; and

WHEREAS, Sandra Robinson has left a legacy at the Ingham County Youth Center through her leadership in helping to establish standards involving the Prison Rape Elimination Act of 2003, which serve to improve conditions of confinement with detained youth; and

WHEREAS, Sandra Robinson has given the Ingham County Circuit Court, Family Division and the residents of Ingham County over 29 years of quality service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Sandra Robinson for her many years of dedicated service to the County of Ingham and for the contributions she has made to the Circuit Court, Family Division.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

TO: Law & Courts Committee and Board of Commissioners
FROM: Major Joel Maatman, Sheriff's Office Field & Staff Service Administrator
DATE: April 25, 2016
SUBJECT: Resolution Honoring Retired Captain Eric Trojanowicz of the Sheriff's Office
For the meeting agenda of May 12 and May 24

BACKGROUND

This resolution will honor retired Captain Eric Trojanowicz of the Ingham County Sheriff's Office for his dedicated 25 years of Law Enforcement and Corrections career protecting and serving the citizens of Ingham County

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There are no financial implications

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Staff recommends approval of this resolution.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO HONOR CAPTAIN ERIC TROJANOWICZ
OF THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, Captain Eric Trojanowicz graduated from Lansing Community College in 1989 with an Associate's Degree in Criminal Justice then he attended the Mid – Michigan Police Academy in June of 1989; and

WHEREAS, he was hired by the Ingham County Sheriff's Office as a road patrol officer in March of 1991 where he worked both in Delhi, out county patrol and also became a K-9 handler, Field Training Deputy and Community Policing Deputy; and

WHEREAS, in March of 1999 he was promoted to the rank of Sergeant where he was assigned as an out-county Road Patrol Supervisor and later in April of 2000 he was assigned to the Delhi Township Division as a Road Patrol Supervisor; and

WHEREAS, in June of 2001, he was promoted to the rank of Lieutenant where he was assigned to the Corrections Division as the Shift Commander working in all areas of the jail; and

WHEREAS, in January of 2005 he was assigned to Field Services as a Shift Commander supervising all road patrol operations; and

WHEREAS, in June of 2007 he was assigned to Staff Services as the Sheriff's Office Executive Lieutenant where he managed the day to day patrol operations and administrative operations of the both Staff and Field Service Division; and

WHEREAS, in March of 2012 he was assigned to the Delhi Township Division as the Division Commander where he was in charge of over twenty Sheriff's Office personnel assigned to policing the township; and

WHEREAS, in April of 2014 he was promoted to Captain where he was assigned to manage the day to day operations of the Field Services Division and the Corrections Division; and

WHEREAS, during his career, Eric also was the Chair of the Ingham County Substance Abuse Coalition and the Co-Chair of the 9-1-1 Advisory Committee; and

WHEREAS, over his career with the Ingham County Sheriff's Office, Captain Trojanowicz received numerous letters of recognition, praise, and commendations, as well as 4 unit citations, 3 meritorious service awards, and he was employee of the year in 2008.

THEREFORE BE IT RESOLVED, after 25 years of dedicated service to the citizens of Ingham County Captain Eric Trojanowicz is retiring on May 27, 2016 and the Ingham County Board of Commissioners hereby honors Captain Eric Trojanowicz for those 25 years of dedicated service to the citizens of Ingham County and wishes him continued success in all of his future endeavors.

Agenda Item 3b

TO: Law & Courts Committee
Finance Committee

FROM: Major Maatman, Field & Staff Services Administrator

DATE: April 29, 2016

RE: Resolution To Enter Into The Tri-Tech Records Management Systems
Maintenance Contract

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

Tri-Tech Software systems is the vendor that provides the Sheriff's Office RMS (records management system) for both Field Services Division, Records Unit and Corrections Division. Funds are available within the LOFT budget.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO THE TRI-TECH
RECORDS MANAGEMENT SYSTEMS MAINTENANCE CONTRACT**

WHEREAS, the the Ingham County Sheriff's Office has had for several years an RMS (Records Management System) from Tri-Tech Software Systems that operates both police and corrections records; and

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

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

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

BE IT FURTHER RESOLVED, funds are budgeted for 2016 within account #636-25820-932050.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary adjustments to the appropriate 2016 budgets consistent with this resolution.

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

Agenda Item 3c

TO: Law & Courts & Finance Committees
FROM: Allan C. Spyke, Undersheriff
DATE: May 3, 2016
RE: Webberville Contract

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

• 7/1/2016 – 12/31/2016	130,000
• 1/1/2017 – 12/31/2017	266,133
• 1/1/2018 – 12/31/2018	272,474
• 1/1/2019 – 12/31/2019	278,946
Three year, 6 month total	\$947,553

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

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

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE JURY BOARD

WHEREAS, a vacancy currently exists on the Jury Board; and

WHEREAS, the Law & Courts Committee interviewed an applicant interested in serving on this Board; and

WHEREAS, the Chief Circuit Court Judge has also reviewed the applicant's information and recommends his appointment to the Jury Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Steven E. Dougan, 2455 Pine Tree Rd, Holt 48842

to the Jury Board, to a term expiring April 30, 2019.

LAW & COURTS: Yeas: Crenshaw, Celentino, Anthony, Schafer, Maiville

Nays: Tsernoglou, Banas **Absent:** None **Approved 4/14/2016**