

CHAIRPERSON
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VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
EMILY STIVERS
MARK GREBNER
RYAN SEBOLT
CAROL KOENIG
RANDY MAIVILLE
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 2, 2019
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 [March 19, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Authorize a Three-Year Extension to the Contract with [File Safe, Inc.](#) for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office
2. Equalization Department
 - a. Resolution to Waive the [Digital Data Parcel Fee](#) for the Michigan State University's Department of Fisheries and Wildlife for the Purpose of Educational Research
 - b. Resolution to Award Contracts for Remonumentation [Project Surveyors](#)
3. Public Defenders Office – Requests for Approval to [Pay Employees](#) at Levels 3-5
4. Facilities Department – Resolution to Authorize an Agreement with [Earth Tones Landscaping Inc.](#) for the Waterfall Feature in the Sensory Garden at the Potter Park Zoo
5. Potter Park Zoo – Resolution to [Amend Resolution #18-174](#) Visitor Incentive Programs at Potter Park Zoo
6. Health Department – Resolution to Authorize [Amendment #3](#) to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services
7. Fair Office – Resolution to [Amend Resolution #19-006](#) to Authorize an Increase in Hours for a Part-Time Temporary Employee at the Ingham County Fairgrounds
8. Road Department
 - a. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of [Emulsified Asphalt](#)
 - b. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Hot Mix [Asphalt Mixtures](#) (HMA)

- c. Resolution to Approve Proposed 2019 Ingham County [Bridge Funding Applications](#) for Submission to the Local Bridge Program
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
9. Board of Commissioners Office – Resolution in Honor of the [2019 State Arbor Day Celebration](#)

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.

COUNTY SERVICES COMMITTEE
March 19, 2019
Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:42 p.m.) Maiville, Naeyaert, Sebolt and Stivers.

Members Absent: None.

Others Present: Carla Clos, Roger Swets, Mike Cheltenham, Alessa Boes, Kristin Sewell, Jasmine Hall, Becky Bennett, Tim Dolehanty, Sue Graham, Rick Terrill, Liz Noel, Beth Kelly, and others.

The meeting was called to order by 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 March 5, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE MARCH 5, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

6. Prosecuting Attorney – Resolution to Authorize Creation of a Witness Management Assistant Position and Reorganization Within the Ingham County Prosecutors Office Victim/Witness Unit
7. Board of Commissioners
 - a. Resolution Designating April 2, 2019 as “National Service Recognition Day in Ingham County”
 - b. Resolution Recognizing April 2, 2019, as “Equal Pay Day” in Ingham County

Substitutes –

2. Drain Commissioner – Resolution Pledging Full Faith and Credit to Aurelius and Delhi Consolidated Drain Drainage District Bonds

Limited Public Comment

None.

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

3. Facilities
 - a. Resolution to Authorize an Agreement with Trane US Inc to Replace Roof Top Unit #1 at the Forrest Community Health Center
 - b. Resolution to Authorize an Agreement with Williams & Works for the Engineering Services for both the Human Services Building Parking Lot and the Veterans Memorial Courthouse Visitor Lot
 - c. Notice of Emergency Purchase Order to Repair Elevator at the Jail
4. Potter Park Zoo – Resolution to Authorize a Contract with Shane’s Camels
5. Road Department
 - a. Notice of Emergency PO Request for Used 2007 International Plow Truck for the Road Department
 - b. Resolution to Approve and Certify the Ingham County 2018 Public Road Mileage Report
7. Board of Commissioners
 - a. Resolution Designating April 2, 2019 as “National Service Recognition Day in Ingham County”
 - b. Resolution Recognizing April 2, 2019, as “Equal Pay Day” in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

1. Historical Commission – Interviews

Kristin Sewell interviewed for a position on the Historical Commission

Alessa Boes interviewed for a position on the Historical Commission

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. STIVERS, TO RECOMMEND TO THE FULL BOARD OF COMMISSIONERS THE APPOINTMENT OF ALESSA BOES AND KRISTIN SEWELL TO THE HISTORICAL COMMISSION.

THE MOTION CARRIED UNANIMOUSLY. Absent Commissioner Koenig

2. Drain Commissioner – Resolution Pledging Full Faith and Credit to Aurelius and Delhi Consolidated Drain Drainage District Bonds

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

Commissioner Naeyaert stated that there were numerous typos in the resolution. She asked if the errors would be fixed before the resolution became official.

Discussion.

Chairperson Celentino stated the typos in the resolution would be corrected before the Finance Committee meeting.

Commissioner Grebner stated that he was concerned that the use of full faith and credit pledges could open the County up to being swindled. He further stated that his concern was not with the resolution itself, but with the potential dangers of full faith and credit.

Commissioner Grebner stated that the language that was added to the resolution was to say that the Board of Commissioners did not review the drainage district, so they did not know if the district or property owners were sound. He further stated that if the Board of Commissioners did review drainage districts, they would need to spend money for a review, as it was outside of their expertise.

Discussion.

Roger Swets, Dickinson Wright Bond Counsel, stated that he could not say there was no risk in full faith and credit. He further stated that, in general, the Drain Code was established so that there were safeguards in place so that it was unlikely that there would be any problems for the County.

Discussion.

Carla Clos, Deputy Drain Commissioner, stated that to the best of her knowledge the County had never had an instance where the full faith had to be called upon.

Commissioner Grebner stated that he was concerned about bizarre financing stories and that someone would see an opportunity and pick a drainage property to take advantage of the County. He further stated that he was not worried about this specific project.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

3. Facilities
 - d. Facilities Department Overview (*Discussion, materials to be distributed*)

Rick Terrill, Facilities Director, provided an overview of the Facilities Department.

Commissioner Maiville asked if the Circuit Court would stay in the Mason Historic Courthouse, or if it would move to the Justice Complex.

Tim Dolehanty, Controller, stated that it had not been revisited, but it did not appear that the Circuit Court would move. He further stated that the Circuit Court Judges had indicated they would prefer to stay in the Mason Historic Courthouse.

Commissioner Maiville stated that file storage had been an ongoing issue. He asked whether file storage would be part of the Justice Complex.

Mr. Terrill stated that at this time file storage would be part of the Justice Complex. He further stated that he had scheduled a kickoff meeting on March 26, 2019 with stakeholders including the Clerks Office, Circuit Court, 55th District Court, the Sheriff's Office and Controller's Office.

Mr. Terrill stated that some questions would not be decided until they got through the initial design phase. He further stated that if there was a court there, there would be files associated with that court and they would work that out in the preliminary design of the project.

Commissioner Maiville asked whether the CIP projects were being fed by the asset management plan, which had been presented to the Board of Commissioners in the past.

Mr. Terrill stated that the Facilities Department had done a facilities assessment for County buildings, which included a five year plan. He further stated that they did not finish the Potter Park Zoo and Fairgrounds assessments, but they were continuing to work on it.

Mr. Terrill stated that these projects would go into CIP budgets for 2020 and beyond. He further stated that he would prioritize what the County was doing this year and would do next year based on those assessments.

Discussion.

6. Prosecuting Attorney – Resolution to Authorize Creation of a Witness Management Assistant Position and Reorganization Within the Ingham County Prosecutors Office Victim/Witness Unit

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

Mike Cheltenham, Chief Assistant Prosecuting Attorney, provided an overview of the proposed resolution.

Commissioner Grebner asked what the administrative relationship would be between the new position and grant funded positions in the Prosecutor's Office.

Mr. Cheltenham stated that victims could also be witnesses. He further stated that the positions would work together and the only difference was that the advocates must focus solely on the victims.

Commissioner Grebner asked who the supervisors of the positions were and if it was the same person.

Mr. Cheltenham stated that the same person would manage both positions.

Commissioner Grebner stated that it would be interesting to see how the grant requirements were carried out.

Mr. Cheltenham stated that some of the lines were indeed blurred.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Announcements

Commissioner Stivers stated that the Roadways Subcommittee would be meeting at 5:30 p.m. on April 2, 2019, directly before the County Services Committee meeting. She further stated that it would be the first meeting of the Subcommittee, and would share the outcomes with the Committee.

Discussion.

Chairperson Celentino stated that at first meeting, the Roadways Subcommittee should determine organization and discuss future meetings.

Commissioner Koenig arrived at 6:42 p.m.

Discussion.

Commissioner Maiville stated that issues like Complete Streets and transportation may need to include the whole Board of Commissioners.

Discussion.

Public Comment

Jasmine Hall, Spartan Newsroom journalist, asked the Committee general questions about the Historical Commission and the interview process for the Committee.

Adjournment

The meeting was adjourned at 6:48 p.m.

APRIL 2, 2019 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Clerk's Office** – *Resolution to Authorize a Three-Year Extension to the Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office*

On May 24, 2016 the Board of Commissioners approved Resolution #16-220 authorizing a three-year contract with File Safe, Inc. to provide for 1.) Packing, barcode tracking and pickup, and delivery of vital records; and 2.) To store and retrieve vital records. The County Clerk requests approval of a resolution to extend the agreement with File Safe, Inc. for three years at a cost not to exceed \$5,400 per year.

- 2a. **Equalization Department** – *Resolution to Waive the Digital Data Parcel Fee for the Michigan State University's Department of Fisheries and Wildlife for the Purpose of Educational Research*

The Equalization/Tax Mapping Department has developed and maintains digital parcel data for all properties in Ingham County. This data is made available for public purchase within an established fee structure approved by the Board of Commissioners. The Department of Fisheries and Wildlife at Michigan State University recently made a request for the digital parcel data for use in a project to monitor and track white tail deer in Ingham County. The Equalization Department seeks approval of a resolution to waive the \$2,701 fee for this data because it will be used for educational research.

- 2b. **Equalization Department** – *Resolution to Award Contracts for Remonumentation Project Surveyors*

Michigan statute (MCL 54.270) requires that any monumentation or remonumentation work be performed under a negotiated contract. The Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

<u>Surveyor</u>	<u>Amount</u>
All Purpose Surveying Consultants	\$ 12,400
Autenrieth Land Surveys	\$ 12,400
Bumstead Land Surveys	\$ 12,400
Enger Surveying and Engineering	\$ 12,400
Geodetic Design, Inc.	\$ 12,400
Wolverine Engineering and Surveyors, Inc.	\$ 12,400

The proposed resolution to approve these contracts also directs that an RFP process be employed in future years to simplify and focus the program by seeking a single qualified provider. Funding for survey and remonumentation contracts was authorized in the 2019 budget.

3. **Public Defenders Office** – *Requests for Approval to Pay Employees at Levels 3-5*

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows for compensation of certain new employees to begin above Step 2 of the appropriate pay grade at the discretion of the County Services Committee. The Chief Public Defender has asked for authorization to hire 13 attorneys at rates above Step 2 of their respective pay grades as follows:

- Allow two entry-level (MC-9) attorneys to begin at Step 3
- Allow two mid-level (MC-11) attorneys to begin at Step 3
- Allow four mid-level (MC-11) attorneys to begin at Step 4
- Allow two senior-level (MC-13) attorneys to begin at Step 3
- Allow one senior-level (MC-13) attorneys to begin at Step 4
- Allow two senior-level (MC-13) attorneys to begin at Step 5

4. **Facilities Department** – *Resolution to Authorize an Agreement with Earth Tones Landscaping Inc. for the Waterfall Feature in the Sensory Garden at the Potter Park Zoo*

Potter Park Zoo seeks approval of a resolution to authorize an agreement with Earth Tones Landscaping Inc. to construct a pondless waterfall feature in the sensory garden at the southeast corner of the Zoo. Funding for this project is provided in large part through a \$20,000 donation from the Lansing Lions Club. Earth Tones Landscaping, Inc. submitted a proposal that fell within the local preference policy. The total cost of the project will not exceed \$22,539.

5. **Potter Park Zoo** – *Resolution to Amend Resolution #18-174 Visitor Incentive Programs at Potter Park Zoo*

On April 24, 2018 the Board of Commissioners approved Resolution 18-174 to provide for visitor incentive dates at Potter Park Zoo. Patrons are admitted to the Zoo for free or at reduced rates on incentive dates. Potter Park Zoo proposes a resolution to include two additional incentive dates for City of Lansing residents. This proposed change is consistent with an agreement with the City of Lansing for the lease and operation of the Potter Park Zoo and Potter Park.

6. **Health Department** – *Resolution to Authorize Amendment # 3 to the 2018-2019 Comprehensive Agreement with the Michigan Department of Health and Human Services*

The Health Department seeks approval of a resolution to accept and allocate increased funding of \$236,555 for Comprehensive Local Health Services. As a result of this funding increase, the Health Department proposes the following personnel changes:

- Hire a 1.0 FTE Public Health Nurse for Nurse Family Partnership
- Re-establish a 1.0 FTE Lead Social Worker for Pathways to Care.
- Eliminate a .75 FTE Public Health Nurse (Position # 601151)

In order to utilize the Hepatitis A grant funds authorized through the comprehensive agreement, the Health Department requests to direct up to \$85,000 toward Hepatitis A advertising agreements with the following vendors:

- Comcast
- Adams Outdoor Advertising
- National CineMedia
- Gay Ad Network

7. **Fair Office** – *Resolution to Amend Resolution #19-006 to Authorize an Increase in Hours for a Part-Time Temporary Employee at the Ingham County Fairgrounds*

This resolution authorizes a part-time temporary management position at the Ingham County Fairgrounds to be increased to full-time. This position functions as the interim Fair Manager until a permanent replacement is hired by the Board of Commissioners. This temporary manager will continue to be compensated at a rate of \$25 per hour. Funds are available in the Fair budget due to attrition savings from the vacant Fair Manager position.

8a. **Road Department** – *Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Emulsified Asphalt*

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends that the Board accept a bid and authorize purchase of HFRS 2-M, SS-1H and AE-90 asphalt emulsion on an as-needed, unit price basis from the Bit Mat of Michigan, Asphalt Materials and Michigan Paving and Materials. In the event the awarded providers' emulsions fail to meet the required specifications or are unable to provide material when and where requested, the Road Department simultaneously requests authorization to engage two secondary providers Michigan Paving & Materials and Asphalt Materials. Funding for this purchase was included in the 2019 Road Department Budget and will not exceed \$1.5 million.

8b. **Road Department** – *Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Hot Mix Asphalt Mixtures (HMA)*

The Road Department annually purchases approximately 25,000 to 30,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy trucking furnished by the supplier, with a per hour rental rate, for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends acceptance of proposals from three RFP respondents (Reith Riley, Michigan Paving & Materials, and Capital Asphalt) to and to allow Road Department staff to authorize purchases according to their judgment as to which supplier is most advantageous based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material. Funding for this purchase was included in the 2019 Road Department Budget and will not exceed \$2.5 million.

8c. **Road Department** – *Resolution to Approve Proposed 2019 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program*

Major county bridge repair, replacement, and preventative maintenance projects are typically funded through the Local Bridge Program using a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program in which applications approved in the first year of the program receive funding in the third year. Each local road agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs while the Road Department funds the remaining 5%. The Ingham County Road Advisory Board recommended approval of the following projects:

- Dietz Road bridge over Red Cedar River (Locke Township)
- Dennis Road bridge over Doan Creek (Wheatfield Township)
- Linn Road bridge over Deer Creek (Wheatfield Township)

- Waverly Road bridge over Grand River (Lansing Township)
- Bridge deck preventative maintenance on three primary road bridges

Road Department personnel concur with the advisory board findings and recommend Board approval of a resolution to submit these projects for funding.

8d. Road Department – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 15 projects (see attachment for permit list).

9. Board of Commissioners Office – *Resolution in Honor of the 2019 State Arbor Day Celebration*

A Resolution is offered to endorse Arbor Day and extend congratulations and best wishes to all of those involved in the 2019 State Arbor Day.

Agenda Item 1

TO: County Services and Finance Committees
Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Ryan Buck
Ingham County Clerk Barb Byrum’s Office

DATE: March 6, 2019

SUBJECT: Resolution to Authorize a Three-Year Extension to the Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk’s Office

BACKGROUND

Safe and secure record storage has been a priority of Clerk Byrum since she took office in 2013.

Pursuant to Resolution #16-220, the Clerk’s Office and County have contracted with File Safe, Inc. to transport, store, and retrieve 332 volumes of vital records. The contract’s original term was June 1, 2016 to May 31, 2019.

As the expiration date is approaching, Clerk Byrum is interested in extending the contract for another three-year term to May 31, 2022 at a cost not to exceed \$5,400 per year. There would be no increase in the fee structure.

It is not recommended that the records be moved to the Clerk’s Office, another County facility, or to a different third-party vendor (i.e., issuance of an RFP) at this time. Significant staff time would be wasted and contractual expenses incurred to re-inventory and ship these records to a new location. The long-term goal is to move the records back to a County facility once a safe and secure location becomes available that is designed for preservation of paper records.

The Facilities Department Director has advised that storage with a third-party vendor is the recommended course at this time.

FINANCIAL IMPACT

Funding is already part of the 2019 Clerk’s Office budget (line item 101-21500-818000 Contractual Services) and would be part of future budget requests.

The current contract authorizes an annual expenditure of no more than \$7,450. Historical trends illustrate that that limit has never been reached. Please see below.

Year	Total Expenditure
2016	\$3,146.35
2017	\$1,986.00
2018	\$1,986.00

The 2017-2018 expenditures consisted of the cost to lease record storage space exclusively.

The majority of the 2016 expenditures consisted of the expense to inventory and ship the records from Mason to File Safe's facility in Saginaw. This was over and above the monthly leasing expenses. Please note that these expenditures do not account for the expense incurred by the Clerk's Office directly to inventory the records to be shipped out.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE-YEAR EXTENSION TO THE CONTRACT WITH
FILE SAFE, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF CERTAIN
VITAL RECORDS OF THE INGHAM COUNTY CLERK'S OFFICE**

WHEREAS, pursuant to Resolution #16-220, the Ingham County Clerk's Office and Ingham County entered into a contract not to exceed \$5,400.00 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office; and

WHEREAS, the contract is scheduled to expire after May 31, 2019; and

WHEREAS, the Ingham County Clerk's Office has expressed an interest in extending the term of the contract; and

WHEREAS, funding for this contract extension is currently budgeted in the 2019 County Clerk's Office budget (line item 101-21500-81800 Contractual Services) and the remainder of the contract extension term would be handled through the normal annual budget request process; and

WHEREAS, File Safe, Inc. has proposed continuing the contractual relationship for another three years with no increases in the fee structure.

THEREFORE BE IT RESOLVED, that the Ingham County Clerk and Ingham County are hereby authorized to extend the contract not to exceed \$7,450 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office with a new expiration date of May 31, 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2019, 2020, 2021, or 2022 budgets consistent with this resolution.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO WAIVE THE DIGITAL DATA PARCEL FEE FOR THE
MICHIGAN STATE UNIVERSITY'S DEPARTMENT OF FISHERIES AND WILDLIFE
FOR THE PURPOSE OF EDUCATIONAL RESEARCH**

WHEREAS, the Equalization/Tax Mapping Department has developed and maintains the digital parcel data for Ingham County; and

WHEREAS, a fee schedule has been established where the digital parcel data is available for purchase at a cost of \$0.10 per parcel; and

WHEREAS, a request for digital parcel data has been requested by Michigan State University's Department of Fisheries and Wildlife that would result in a total fee of \$2,701.00; and

WHEREAS, the request is being made by an educational institution for the purpose of educational research to monitor and track white tail deer within the County; and

WHEREAS, the Equalization/Tax Mapping Department recommends waiving the \$2,701 for this research.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes waiving the \$2,701 one-time fee for digital parcel data requested by Michigan State University's Department of Fisheries and Wildlife.

BE IT FURTHER RESOLVED, that the digital parcel data is to be used solely for educational research and shall not be transferred to other parties.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary agreements after approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the Ingham County Board of Commissioners wishes to express appreciation for the dedicated service and leadership of Ronnie Lester, who for 27 years has guided the Ingham County Remonumentation program; and

WHEREAS, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms; and

WHEREAS, for 2019 six qualified surveying firms have been selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2019; and

WHEREAS, it is the recommendation of the Evaluation Committee, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize contracts with All Purpose Surveying Consultants, LLC, Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, Enger Surveying and Engineering, Geodetic Design, Inc., and Wolverine Engineering and Surveyors, Inc., for services as monumentation surveyors for 2019.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2019:

All Purpose Surveying Consultants, LLC: \$12,400

Autenrieth Land Surveys, LLC: \$12,400

Bumstead Land Surveys, LLC: \$12,400

Enger Surveying and Engineering: \$12,400

Geodetic Designs, Inc.: \$12,400

Wolverine Engineering and Surveyors, Inc.: \$12,400

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners directs that an RFP process be employed aimed at simplifying and focusing the program by seeking a single qualified provider.

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

Agenda Item 3

TO: County Services Committee
FROM: Russel Church, Chief Public Defender
DATE: March 25, 2019
SUBJECT: Requests for approval of pay at steps 3-5 Managerial-Confidential employees

BACKGROUND

It is very unusual (almost unprecedented) to simultaneously fill 26 attorney positions. As I indicated at the Commission meeting where approval was granted, it was imperative that I hire at all experience levels so the office is functional from the beginning. I had indicated that I was leaning toward 6-8 positions at the senior level and from 8-12 each for the other two. I decided to hire 6 at the senior positions. The competition was the most fierce throughout the mid-level positions, but also significant at the entry level. Ultimately I made offers to 13 people for mid-level positions and 7 entry level. All attorneys are initially being hired under the Managerial and Confidential Employee Personnel Manual.

Human Resources classified the entry level at MCF 09, the mid-level positions at MCF 11 and the senior positions at MCF 13. The salary associated with each step is contained below.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MCF 9	\$58,044.90	\$60,756.17	\$63,594.53	\$66,564.32	\$69,671.99

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MCF 11	\$68,552.79	\$71,756.33	\$75,106.36	\$78,613.66	82,284.70

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MCF 13	\$78,740.77	\$82,417.17	\$86,268.09	\$90,294.60	\$94,510.67

ALTERNATIVES

All of these offers have been made subject to the persons listed below passing county background checks and any other necessary pre-employment requirements. All have been directed to the Managerial and Confidential Employees agreement to determine other compensation elements. All have indicated a preliminary willingness to accept the offer contingent on a competitive **compensation** offer in light of the other elements of the wage and benefits package. If we are unable to agree on the **compensation package**, it may create delays in the ability of the Office of the Public Defender beginning to accept cases as other qualified candidates are considered.

FINANCIAL IMPACT

Sufficient money has been allocated in the initial compliance plan to cover these expenditures.

OTHER CONSIDERATIONS

Almost without exception, these people have experience well beyond the minimum qualifications. The preliminary offers were made based on rank ordering the candidates after each (and many others) were interviewed.

STRATEGIC PLANNING IMPACT

This proposal supports the Strategic Plan Human Resources and staffing goal to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

RECOMMENDATION

Based on knowledge skills and expertise of the recommended candidates, and in recognition of the local market for this skill set, the Office of the Public Defender recommends the County Services Committee approve the recommended starting wages of the candidates listed below.

ENTRY LEVEL REQUESTS: (0-4 years of experience)

Jonathan Forman: (Step 3 \$63,594.53) At this job level, law school GPA had more relevance than the other job descriptions since by definition they have little experience. Jonathan graduated from U of M with a 3.62 GPA. His first job out of law school was as a law clerk for Justice Larsen of the Michigan Supreme Court. He is currently clerking for Judge Goldsmith of the Eastern District of Michigan federal bench. One clerkship at that level is highly unusual—he has two. He is in his fourth year of judicial clerkships. He could have any job in the profession, but he wants to be a public defender. I received an unsolicited recommendation from the president of the largest law firm in Lansing. He has tried to hire Jonathan. I want to give him three years credit for his clerkships. Most of the cases he researched and wrote on in the Michigan Supreme Court were criminal and he brings a lot of knowledge on the current state of the law.

Charles Petrovich: (Step 3 \$63,594.53) Charles has been licensed almost six years so he could have applied for a mid-level position (although the competition was the toughest at that level and he would likely have not received an offer there for that reason). He graduated from WMU-Thomas M. Cooley Law School in 2012 with a 3.85 GPA. He worked at the Michigan Court of Appeals for a year and has between 3 and 4 years of full time equivalent criminal law experience. Step 3 gives him credit for three of them.

Mid-level requests: (4-10 years of experience)

Stephen Milks: (Step 3 \$75,106.36) Stephen has been licensed for nearly 7 ½ years. For 6 ½ of them he has had Judge Alderson's court appointed contract in 54A. Stephen has simultaneously been on the Circuit Court appointed list most or all of that time. He has, in my estimation, between 6 and 7 years of full time equivalent criminal law experience. Stephen has tried many misdemeanor jury trials.

Stefani Godsey: (Step 3 \$75,106.36) Stefani has been licensed 19 years. Stefani is the only attorney I have made an offer to who had any licensure issues. She was suspended briefly from the practice of law several years ago. I am comfortable she has addressed the issue that lead to the suspension. Stefani has been one of the court appointed attorneys in the 55th District Court and has been instrumental in helping that court in the first appearance program that we will be expanding in to the other two District Courts. She also has significant misdemeanor jury trial experience and has probably about 10 years of full time equivalent criminal law experience. Stefani would be receiving credit for two of those 10 years of experience.

Jacob Sartz IV: (Step 4 \$78,613.66) Jacob has been practicing about 12 ½ years and meets the minimum qualifications for senior level (which he applied for as well). He got on the Ingham County Court appointed list almost as soon as he was able and has advanced to the "B" list. Jacob also has an office in Grand Rapids and has been involved in court appointed cases in multiple District Courts in Kent County. I did not hire him at the senior level because I wanted people with more jury trial experience and I wanted to limit the number at that level. I feel it is appropriate that he be started near the top of the mid-level pay grade. He would be getting credit for 3 of the 8+ years of experience above the minimum qualifications for the job.

Steve Cornish: (Step 4 \$78,613.66) Steve was licensed in May, 2006, and is another person who applied for both the senior position and the mid-level. He meets the minimum qualifications for the senior level position. Steve has been practicing with Jacob Sartz for several years. A third attorney in their firm left to take the position of Chief Public Defender of Marquette County. I did not make him an offer as a senior level attorney because I also wanted him to have more jury trial experience. He is currently on the "A" list in Circuit Court

which means he can be appointed to any case including homicides. He is a well-organized and dedicated advocate and I am asking to start him near the top of the mid-level where he would be getting credit for 3 of the roughly 8 years above the minimum qualifications for this level.

Jared Austin: (Step 4 \$78,613.66) Jared was licensed in 2008 giving him 10.5 years' experience. Jared did not apply for the senior level because he was so close to the minimum qualifications. I tried two felonies with him in 2018 and he has very good trial instincts. He is on the "B" list and has been fairly active trying cases the last couple years. Hiring him at step 4 would give him credit for 3 more years of the 6 ½ that he has above the minimum.

Steve Feigelson: (Step 4 \$78,613.66) Steve was licensed in late 2007 so he met the minimum qualifications for the senior position and applied for it as well as the mid-level position. For essentially the same reasons as the three previous attorneys, I offered him a position at the mid-level. He is currently on the "A" list and his practice is mostly court appointed. He also has had contracts in the Family Court and Probate Courts doing delinquency and neglect/abuse cases. Step 4 would pay him for an additional three years of experience (he has 7 ½ over the four year minimum).

Senior level requests (10 years or more legal experience as a minimum requirement).

Dale Caltrider: (Step 3 \$86,268.09) Dale was licensed in 1998. Court appointed and retained criminal work has been the overwhelming majority of his practice. He has also been working with the 55th District Court to implement their pilot First Appearance docket program. Dale has significant jury trial experience. He was on the Circuit Court list for many years. Given that Dale he has nearly 17 years' of full time criminal law experience, I would like to hire him at this level.

John Abbott: (Step 3 \$86,268.09) John was also licensed in 1998. John estimates he has handled more than 700 court appointed cases since his licensure. His trial experience leans more toward felonies. John is still on the court appointed list at the "B" level. I would put his years of full time criminal experience in the 17 year range based on his estimate that his case load has been 75 to 85% criminal.

Ken Marks: (Step 4 \$90,294.60) Ken has been licensed since 1993. For many years he had contracts in Calhoun County at both the felony and misdemeanor levels. He has a lot of trial experience. He closed down his practice a little over a year ago to help with an ill family member out of state. As a result of that, he does not have many cases and can be a big asset picking up new serious felonies. Given that he has almost 2 ½ times the criminal legal experience than the 10 year minimum, I wish to start him at Step 4.

Keith Watson: (Step 5 \$94,510.67) Keith has been licensed since 1997. He has been on the "A" list in Circuit Court since 2003. He has more serious felony jury trials than anyone else that is being hired with the possible exception of Duane Silverthorn. He has taught trial skills and related classes at two different law schools which will be very valuable in mentoring the younger attorneys. That is why I am proposing Step 5 for him.

Duane Silverthorn: (Step 5 \$94,510.67) Duane has been licensed since 1984. He started on the court appointed list almost immediately and has completed more than 100 jury trials (most of them serious felonies). Duane stayed on the court appointed list even after his other practice areas became more lucrative because he believed in the work. He has had more civil experience than the other senior attorneys, but I am comfortable that his criminal practice equates to more than 20 years of full time experience. He also has a stellar reputation for doing high quality work. That is why I am proposing Step 5 for him.

Agenda Item 4

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 18, 2019

RE: Resolution to authorize an agreement with Earth Tones Landscaping for the waterfall feature in the sensory garden at Potter Park Zoo

For the meeting agendas of: April 2 & 3

BACKGROUND

In Resolution #16-467 the Potter Park Zoo received a \$20,000 donation from the Lansing Lions Club for a waterfall feature to add to the sensory garden in the southeast corner of the zoo. We are requesting the authorization of an agreement with Earth Tones Landscaping Inc. The Facilities Department and the Potter Park Zoo have worked together with Elements Studios Landscape Architecture for a comprehensive design to fulfill the goal. Earth Tones Landscaping, Inc. submitted a proposal that fell within the local preference policy and lowered their proposal to meet the lowest non-local proposal of \$18,798.00.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds for this project are available from the \$20,000.00 donation from the Lansing Lions Club. We are also requesting a contingency of \$3,750.00 for any unforeseen circumstances that will be charged to the zoo's account with line item # 258-692000-818000-30000 for the remaining \$2,539.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department and the Potter Park Zoo respectfully recommend approval of the attached resolution and support an agreement with Earth Tones Landscaping Inc. for the waterfall feature in the southeast sensory garden for an amount not to exceed \$22,539.00, which includes a \$3,750.00 contingency.

Agenda Item 4

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: February 15, 2019
RE: Memorandum of Performance for RFP No.16-19: Construction of Pondless Waterfall Feature at Potter Park Zoo

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of constructing a pondless waterfall feature in the Sensory Garden at Potter Park Zoo.

The scope of work includes, but is not limited to, preparing the site for construction by identifying what vegetation is to remain, install protection zone fencing, pruning, grading, site clearing including disposal of surplus and waste materials, repair and replace any vegetation damaged by construction, and soil preparation. Install pond reservoir components and utilities. Provide closeout documentation including operation and maintenance manuals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	97	37
Vendors attending pre-bid/proposal meeting	8	7
Vendors responding	4	3

A summary of the vendors' costs is located on the next page.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval. Please call me at your convenience to discuss the applicability of the Local Purchasing Preference Policy with this project.

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

VENDOR NAME	LOCAL PREF	BASE BID Smaller Pump & 1 Stream (Material Schedule L102)	ALTERNATE #1 Larger Pump & 2 Streams (Material Schedule L102)
Put's Ponds & Gardens LLC	No, Chesterfield MI	\$15,125.00	\$18,789.00
Earth Tones Landscaping Inc.	Yes, East Lansing MI	\$15,550.00	\$19,850.00
Bud Branch & Blossom Landscaping LLC	Yes, East Lansing MI	\$12,962.00	\$23,962.00
Quality Landscape Inc.	Yes, East Lansing MI	\$19,850.00	\$26,950.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EARTH TONES LANDSCAPING INC.
FOR THE WATERFALL FEATURE IN THE SENSORY GARDEN
AT THE POTTER PARK ZOO**

WHEREAS, Resolution #16-467 authorized the acceptance of a \$20,000 donation from the Lansing Lions Club for a completed waterfall to enhance the sensory garden at Potter Park Zoo; and

WHEREAS, it is the recommendation of the Facilities Department and the Potter Park Zoo to enter into an agreement with Earth Tones Landscaping Inc., a registered local vendor who fell within the local preference policy and lowered their proposal to meet the lowest non-local proposal of \$18,798.00, for the installation of the waterfall feature; and

WHEREAS, the Facilities Department and Potter Park Zoo request a \$3,750.00 contingency to be covered by the Potter Park Zoo for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available from the \$20,000.00 donation from the Lansing Lions Club and within the Potter Park Zoo line item number 258-692000-818000-30000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Earth Tones Landscaping Inc. 15545 Francis Road Lansing, MI 48906, for the installation of the waterfall feature at the Potter Park Zoo for an amount not to exceed \$22,539.00 which includes a \$3,750.00 contingency.

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

TO: County Services and Finance Committees
FROM: Cynthia Wagner, Director; Potter Park Zoo
DATE: 03/20/2019
SUBJECT: Potter Park Zoo Incentives
For the meeting agendas of April 2 and 3, 2019

BACKGROUND

The Board of Commissioners authorized an agreement, March 27, 2007, with the City of Lansing for the lease and operation of the Potter Park Zoo and Potter Park, Resolution #07-058.

The agreement states: *“The County shall periodically (a minimum of once a week) offer a discounted entrance rate for residents of Ingham County and the City of Lansing, which discounted rate shall also be made available to residents of those entities that contribute to the Park and Zoo through a millage. The County shall, at least once per calendar year, allow for free admission to the Zoo for County and/or City residents.”*

Current incentives designated as reduced admission for Ingham County residents should be expanded to include City of Lansing residents who reside outside of Ingham County. The Board of Commissioners adopted Resolution #18-174 Visitor Incentives at Potter Park Zoo in April 2018. We are requesting to amend this Resolution and include two additional incentives for City of Lansing residents.

ALTERNATIVES

An alternative to combining incentives for residents of Ingham County and City of Lansing would be to have separate reduced admission incentives.

FINANCIAL IMPACT

Incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

STRATEGIC PLANNING

The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. Each event or incentive day at the zoo provides an opportunity to promote and increase awareness of activities and opportunities at the zoo as well as create monetary accessibility for members of the community.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to amend Resolution #18-174 and approve two additional visitor incentives at Potter Park Zoo for City of Lansing residents.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #18-174
VISITOR INCENTIVE PROGRAMS AT POTTER PARK ZOO**

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #18-174 authorizing visitor incentive programs at Potter Park Zoo; and

WHEREAS, Potter Park Zoo needs to include an additional incentive to fulfil the agreement between the City of Lansing and Ingham County adopted March 27, 2007, Resolution #07-058; and

WHEREAS, incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approve amending Resolution #18-174 to include the following visitor incentive programs at the Potter Park Zoo:

New Incentives	Fees
Ingham County and City of Lansing Residents	Ingham County and City of Lansing Residents Free Admission 9AM-Noon all Non-Holiday Mondays
Ingham County and City of Lansing Resident's Day (October)	Free Admission

BE IT FURTHER RESOLVED, all other fees set by Resolution #18-174 will remain the same as adopted by the Board of Commissioners.

Current Incentives	Fees
Ingham County Residents	Ingham County Residents Free Admission 9AM-Noon all Non-Holiday Mondays
Mother's Day (May)	Mothers Free Admission
Father's Day (June)	Fathers Free Admission
Be A Tourist In Your Own Town (June) Greater Lansing Convention and Visitor's Bureau	Free Admission and Parking with Tourist Passport
Zoo Days (July)	Admission \$1.00 per Person with Voucher
Fourth of July (July)	Military Free Admission
Grandparent's Day (September)	Grandparents Free Admission
College Day (October)	Free Admission with Valid Student I.D.
Ingham County Resident's Day (October)	Free Admission
Veteran's Day (November)	Veterans and Families Free Admission
Registered Groups 20+ (April-October)	Admission \$1.00 off per Person
Ingham County School Groups	Admission \$1.00 per Child

Agenda Item 6

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: March 14th, 2019
SUBJECT: FY 19 State of Michigan Comprehensive Agreement Amendment # 3
For the meeting agendas of April 2, 2019 and April 3, 2019

BACKGROUND

Ingham County Health Department (ICHHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2018-2019 Comprehensive Agreement through Resolution #18-351 and Amendment #1 through Resolution #18-470 and Amendment #2 through Resolution #19-050. As a result of this funding ICHHD would like to make the following changes:

- Requesting to hire a 1.0 FTE PHN for Nurse Family Partnership
- Re-establish a 1.0 Lead Social Worker for Pathways to Care (PTC). This position was eliminated in the FY 19 Budget process. PTC staff routinely serve adults with various psycho-social and mental health needs, as a result we have determined that a social worker is an essential part of the team to ensure appropriate services to the clients and to support the staff through reflective supervision.
- Eliminate a .75 FTE PHN (Position # 601151)

In order to utilize the Hepatitis A grant funds authorized through the comprehensive agreement, ICHHD would like to use an amount not to exceed \$85,000 for agreements regarding Hepatitis A advertising with the following agreements:

- Enter into an agreement with Comcast for the purpose of Hep A advertising
- Enter into an agreement with Adams Outdoor Advertising for the purposes of Hep A advertising
- Enter into an agreement with National CineMedia for the purposes of Hep A advertising
- Enter into an agreement with the Gay Ad Network for the purposes of Hep A advertising

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,449,665 to \$5,686,220, an increase of \$236,555. The amendment makes the following specific changes in the budget:

Nurse Family Partnership: increase of \$100,000 from \$485,300 to \$585,300
Hepatitis A Response: increase of \$140,000 from \$5,000 to \$145,000
Public Health Emergency Preparedness (10/01/18 – 6/30/19): increase of \$2,430 from \$117,595 to \$120,025
Vector-Borne Surveillance & Prevention: increase of \$8,125 from \$0 to \$8,125
WISEWOMAN: decrease of \$14,000 from \$14,000 to \$0

The creation of a 1.0 FTE PHN and 1.0 FTE Lead Social Worker position and the elimination of the .75 FTE Public Health Nurse position will have a General Fund cost savings in the amount of approximately \$6,600.

- \$100,000 NFP additional grant dollars
- \$56,500 in additional Medical Outreach dollars related to services provided by Lead Social Worker
- Savings of \$88,000 associated with the elimination of the .75 FTE PHN.

ICHD would like to use an amount not to exceed \$85,000 for agreements regarding Hepatitis A advertising.

- Comcast: \$20,000
- Adams Outdoor Advertising: \$40,000
- National CineMedia: \$16,000
- Gay Ad Network: \$9,000

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2018 through September 30, 2019.

Debbie Edokpolo Request 3/11/19

	Proposed 1.0 FTE Position # TBD Nurse, Public Health ICEA PHN Grade 3 Step 5	Proposed 1.0 FTE Position # TBD Lead Social Worker ICEA Professional Grade 8 Step 5	Total Personnel Costs
704000 SALARY	69,623	69,605	139,228
715000 FICA/MEDICARE	5,326	5,325	10,651
716100 DENTAL	936	936	1,872
716200 VISION	132	132	264
716020 PHP MED	15,067	15,067	30,134
718000 MERS 0101H	24,772	13,155	37,927
714000 UNEMPLYMT	348	348	696
716035 RTEE CHG B	3,447	3,447	6,894
716450 SEPARATE	1,218	1,218	2,436
716040 RET/HLTH/T	3,133	3,132	6,265
717100 DISABILITY	90	90	180
722600 CARES (EAP)	33	33	66
717000 LIFE 30K	115	115	230
915050 LIABILITY	<u>522</u>	<u>522</u>	1,044
	124,763	113,126	237,888
Salary	69,623	69,605	139,228
Fringes	<u>55,140</u>	<u>43,521</u>	<u>98,660</u>
	124,763	113,126	237,888

Funds Available

Nurse Family Partnership Grant	100,000
Medicaid Outreach - 1/2 of Lead Social Worker	56,563
Vacant - 601151 - Nurse Public Health (.75 FTE)	<u>88,000</u>
	244,563

Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2018-2019 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEREAS, Ingham County Health Department (ICHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement; and

WHEREAS, the Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs; and

WHEREAS, the Board of Commissioners (BOC) authorized the 2018-2019 Comprehensive Agreement through Resolution #18-351 and Amendment #1 through Resolution #18-470 and Amendment #2 through Resolution #19-050; and

WHEREAS, as a result of a funding increase through Amendment #3 ICHD would like to make the following changes:

- Create a 1.0 FTE Public Health Nurse (PHN) for Nurse Family Partnership
- Re-establish a 1.0 Lead Social Worker for Pathways to Care (PTC). This position was eliminated in the FY 19 Budget process. PTC staff routinely serve adults with various psycho-social and mental health needs, as a result we have determined that a social worker is an essential part of the team to ensure appropriate services to the clients and to support the staff through reflective supervision.
- Eliminate a .75 FTE PHN (Position # 601151); and

WHEREAS, the financial impact of this amendment is an increase of \$236,555 to the agreement for Comprehensive Local Health Services from \$5,449,665 to \$5,686,220. The amendment makes the following specific changes in the budget:

Nurse Family Partnership: increase of \$100,000 from \$485,300 to \$585,300

Hepatitis A Response: increase of \$140,000 from \$5,000 to \$145,000

Public Health Emergency Preparedness (10/01/18 – 6/30/19): increase of \$2,430 from \$117,595 to \$120,025

Vector-Borne Surveillance & Prevention: increase of \$8,125 from \$0 to \$8,125

WISEWOMAN: decrease of \$14,000 from \$14,000 to \$0; and

WHEREAS, the creation of a 1.0 FTE PHN and 1.0 FTE Lead Social Worker position and the elimination of the .75 FTE Public Health Nurse position will have a General Fund cost savings in the amount of approximately \$6,600:

- Addition of 1.0 FTE PHN- \$124,763
- Addition of 1.0 FTE Lead Social Worker- \$113,125

is offset by

- Elimination of the .75 FTE PHN- \$88,000
- Additional revenue from Medicaid Outreach dollars related to services provided by Lead Social Worker- \$56,500
- Additional Nurse Family Partnership funding- \$100,000

for a total savings of \$6,612; and

WHEREAS, ICHD would like to use an amount not to exceed \$85,000 for agreements regarding Hepatitis A advertising:

- Comcast: \$20,000
- Adams Outdoor Advertising: \$40,000
- National CineMedia: \$16,000
- Gay Ad Network: \$9,000; and

WHEREAS, MDHHS has proposed Amendment #3 to the current agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize Amendment #3 to the 2018-2019 Comprehensive Agreement with MDHHS effective October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize Amendment #3 to the 2018-2019 Comprehensive Agreement with MDHHS effective October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that effective upon approval of this resolution the Board of Commissioners establishes a 1.0 FTE Public Health Nurse (ICEA PHN, Grade 3, \$57,966-\$69,623) for the Nurse Family Partnership and a 1.0 FTE Lead Social Worker (ICEA PRO, Grade 8, \$57,981-\$69,605) for Pathways to Care.

BE IT FURTHER RESOLVED, that effective upon approval of this resolution a .75 FTE PHN (Position # 601151) is eliminated.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes utilizing Hepatitis A grant funds authorized through the comprehensive agreement in a total amount not to exceed \$85,000 for agreements regarding Hepatitis A advertising with the following:

- Comcast for the time period of May 13, 2019 through September 29, 2019, not to exceed \$20,000
- Adams Outdoor Advertising, not to exceed \$40,000
- National CineMedia, not to exceed \$16,000
- Gay Ad Network, not to exceed \$9,000

BE IT FURTHER RESOLVED, that the financial impact of this amendment is an increase of \$236,555 for the Comprehensive Local Health Services agreement from \$5,449,665 to \$5,686,220. The amendment makes the following specific changes in the budget:

Nurse Family Partnership: increase of \$100,000 from \$485,300 to \$585,300

Hepatitis A Response: increase of \$140,000 from \$5,000 to \$145,000

Public Health Emergency Preparedness (10/01/18 – 6/30/19): increase of \$2,430 from \$117,595 to \$120,025

Vector-Borne Surveillance & Prevention: increase of \$8,125 from \$0 to \$8,125

WISEWOMAN: decrease of \$14,000 from \$14,000 to \$0.

BE IT FURTHER RESOLVED, that the creation of a 1.0 FTE PHN and 1.0 FTE Lead Social Worker position and the elimination of the .75 FTE Public Health Nurse position will have a General Fund cost savings in the amount of approximately \$6,600:

- Addition of 1.0 FTE PHN- \$124,763
- Addition of 1.0 FTE Lead Social Worker- \$113,125

is offset by

- Elimination of the .75 FTE PHN- \$88,000
- Additional revenue from Medicaid Outreach dollars related to services provided by Lead Social Worker- \$56,500
- Additional Nurse Family Partnership funding- \$100,000

for a total savings of \$6,612.

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment # 3 of the 2018-2019 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Agenda Item 7

To: Human Services, County Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: March 14, 2019

Subject: Increase in the Part-Time Temporary Management Position at the Ingham County Fairgrounds
For the meeting agendas of April 1, April 2 and April 3

BACKGROUND

This resolution authorizes a part-time temporary management position at the Ingham County Fairgrounds to be increased to full-time. This position functions as the interim Fair Manager until a permanent replacement is hired by the Board of Commissioners. Carol Carlson is serving in this role. Ms. Carlson has served as interim Fair Manager twice before, in 2011 and 2018.

ALTERNATIVES

The current 25 hour per week arrangement could continue. However, as the Fair approaches the workload significantly increases and Fair staff may not be able to do all that is necessary to prepare for the Fair.

FINANCIAL IMPACT

This temporary manager will continue to be compensated at a rate of \$25 per hour. Funds are available in the Fair budget due to attrition savings from the vacant Fair Manager position.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of: Providing Recreational Opportunities.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the: Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #19-006 TO AUTHORIZE AN INCREASE IN HOURS
FOR A PART-TIME TEMPORARY EMPLOYEE AT THE
INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fair Manager resigned effective January 4, 2019; and

WHEREAS, the Ingham County Board of Commissioners authorized a part-time temporary employee to fulfill management duties at the Ingham County Fairgrounds during the transition to a permanent solution through Resolution #19-006; and

WHEREAS, the part-time temporary employee was limited to no more than 25 hours per week; and

WHEREAS, as the 2019 Fair approaches and workload increases without a permanent manager in place, it is necessary to increase the hours to full-time; and

WHEREAS, this action is necessary to maintain day-to-day operations at the Fair and ensure a smooth and orderly transition.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners amends Resolution #19-006 to authorize the part-time temporary employee fulfilling management duties at the Ingham County Fairgrounds to become full-time, effective April 15, 2019.

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 all other terms and conditions of Resolution #19-006 remain in effect.

Agenda Item 8a

TO: County Services and Finance Committees
FROM: Tom Gamez, Director of Operations ICRD
DATE: March 14, 2019
SUBJECT: ITB No.48-19: Emulsified Asphalts for the Road Department

The purpose of this correspondence is to support the attached resolution to purchase Emulsified Asphalts HFRS-2M, SS-1H, Low Tracking Tac, AE-90, and CM-300 emulsions for the scheduled 2019 road maintenance program and various other road maintenance requirements. The 5 different types of Emulsions are designed to meet the various needs for building and repairing county roads.

The Ingham County Road Department annually purchases various types of emulsified asphalts for placement by Road Department crews in various road maintenance operations. The following are estimated quantities:

SS-1H and Low Tracking Tac for asphalt pavement tac. +/- 10,000 gallons each
HFRS-2M for chip sealing. +/- 700,000 gallons
AE-90 for spray-patching cracks and potholes. +/- 10,000 gallons
CM-300 for on-site manufacturing of cold patch. +/- 15,000 gallons.

All Emulsions shall meet or exceed the specifications from the 2012 MDOT Standard Specifications for Construction, tables 904-4 and 904-6 Emulsified Asphalts and the ITB packet #48-19, Section 8 Specifications.

The Road Department's adopted 2019 budget includes in controllable expenditures, funds for this and other maintenance material purchases.

Bids for HFRS-2M, Low Tracking Tac, SS-1H, AE-90, and CM-300 Emulsions were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HFRS-2M, SS-1H, AE-90, Low Tracking Tac, and CM-300 emulsions on an as-needed, unit price per gallon basis from:

1. Bit Mat of Michigan
HFRS-2M @ \$1.76 per a gallon
Low Tracking Bond Coat @ \$1.95 per a gallon, plant pick-up
AE-90 @ \$1.65 per a gallon
2. Asphalt Materials,
CM-300 @ \$3.22 per a gallon
Pug mill service \$1000 a day
\$3.00 per a ton of finished Cold patch
3. Michigan Paving Material
SS-1H @ \$2.20 per a gallon

These emulsions are a blend of liquid asphalt, emulsifiers, and water. These mixtures have been known to be high maintenance and fail to meet specifications if not managed correctly and the Road Department has to perform several quality control inspections daily to confirm the quality of the product. In the event the awarded providers' emulsions fail to meet the required specifications or are unable to provide material when and where requested, we have requested these secondary providers be approved as needed.

1. Michigan Paving & Materials as a secondary supplier for,
HFRS-2M @ \$2.05 per a gallon
AE-90 (AMS Seal SP) @ \$2.20 per a gallon.
2. Asphalt Materials
HFRS-2M @ \$2.17 per a gallon

The decision to where the Emulsions will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for the County, with preference based on lowest qualifying bid unit price and a quantity not to exceed \$1,500,000; and

Therefore, approval of the attached resolution is recommended to authorize purchase of the Road Department's 2019 seasonal supply of emulsions.

Agenda Item 8a

TO: Tom Gamez, Director of Operations
FROM: James Hudgins, Director of Purchasing
DATE: March 12, 2019
RE: Memorandum of Performance for RFP No. 48-19 Emulsified Asphalt

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of furnishing its 2019 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The scope of work includes, but is not limited to, furnish asphaltic materials (Emulsified Asphalt SS-1H Designation, Emulsified Asphalt HFRS-2M Designation, Emulsified Asphalt, HFRS-2M, Emulsified Low-Tracking Bond Coat Designation, Emulsified Asphalt CM-300 Designation, Emulsified Asphalt AE-90 Designation) according to MDOT 2012 Standard Specifications for Construction, as well as, furnish Material Data Sheets and specification sheets, as applicable.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	12
Vendors responding	3	1

A summary of the vendors' costs is located on the next page.

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Location: Alma, MI	Low-Tracking Bond Coat		No Bid	10,000±	-	
	HFRS-2M	\$100.00/Hour	\$2.05	600,000±	\$1,230,000.00	Monroe/Alma (MI)
	AE-90 (or qualified equivalent)		\$2.20	10,000±	\$22,000.00	Monroe/Alma (MI)
	CM-300 (or qualified equivalent)		No Bid	15,000±	-	
	Pug Mill Mobilization Cost					
	Cold Patch Production Costs (per ton):					
	Frieght Cost					
Truck Availability:						
Vendor Bit-Mat	Emulsified Asphalt Designation:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
Location: Bay City, MI	SS-1H		No Bid	5,000±	-	
	Low-Tracking Bond Coat		\$1.95	10,000±	\$19,500.00	Bay City (MI)
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	HFRS-2M	\$105.00/Hour	\$1.76	600,000±	\$1,056,000.00	Bay City (MI)
	AE-90 (or qualified equivalent)		\$1.65	10,000±	\$16,500.00	Bay City (MI)
	CM-300 (or qualified equivalent)		No Bid	15,000±	-	
	Pug Mill Mobilization Cost					
Cold Patch Production Costs (per ton):						
Frieght Cost						
Truck Availability:						
Vendor Asphalt Materials	Emulsified Asphalt Designation:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
Location: Oregon, OH	SS-1H		No Bid	5,000±	-	
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	HFRS-2M	No Bid	\$2.17	600,000±	\$1,302,000.00	Oregon, OH
	AE-90 (or qualified equivalent)		No Bid	10,000±	-	
	CM-300 (or qualified equivalent)		3.22	15,000±	48,300.00	Oregon, OH
	Pug Mill Mobilization Cost	\$1,000.00				
Cold Patch Production Costs (per ton):	\$3.00 / Ton					
Frieght Cost	\$(Included per Gallon)					
Truck Availability:	5500 Gallon Loads / 9500 Gallon Loads					

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF 2019 SEASONAL REQUIREMENT
OF EMULSIFIED ASPHALT**

WHEREAS, the Ingham County Road Department annually purchases various types of emulsified asphalts for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The following are estimated quantities: 5,000 gallons of SS-1H for asphalt pavement tac, 750,000 gallons of HFRS-2M for chip-sealing, 10,000 gallons of AE-90 for spray-patching, 10,000 gallons of Low Tracking Tac, and 15,000 gallons of CM-300 for on-site manufacturing of cold patch; and

WHEREAS, the Road Department adopted 2019 budget included in controllable expenditures funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with various emulsion purchases from 3 vendors, based on availability of required material and location, with preference based on the lowest qualifying bid unit price and a quantity not to exceed \$1,500,000; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase the HFRS-2M, Low Track Tac and AE-90 emulsions on an as-needed, unit price basis from Bit Mat of Michigan, based on their lowest qualified bids; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase CM-300 asphalt emulsion, with Pug mill services delivered on an as-needed, unit price basis from Asphalt Materials Inc.; and

WHEREAS, to award as secondary providers Asphalt Materials Inc. and Michigan Paving & Materials for HFRS-2M and AE-90 in the event the awarded lowest bid providers emulsions fail to meet the required specifications or are unable to provide materials when requested.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of these various types of emulsified asphalts on an as-needed, unit price basis from the Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials based on their qualified bids and/or availability of specified emulsions.

BE IT FURTHER RESOLVED, that the Purchasing Department and the Road Department are hereby authorized to execute purchase orders accordingly with Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials Inc., for purchasing of emulsified asphalts as needed and budgeted, on behalf of the County.

Agenda Item 8b

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: March 14, 2019

SUBJECT: ITB No.47-19: Hot Mix Asphalt (HMA) Mixtures with trucking services.

The Road Department annually purchases approximately 50,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy and Quad axle trucking furnished by the supplier with a per hour rate.

The Hot Mix Asphalt (HMA) shall meet or exceed the specifications from the HMA Production Manual, Marshall HMA mixture according to the “Special Provision for Marshall Hot Mix Asphalt Mixtures”, the 2012 MDOT Standard Specifications for Construction, Section 501, and the Invitation to Bid (ITB) packet #47-19, Section 8 Specifications.

The purpose of this correspondence is to support the attached resolution to purchase 13A, 13A Top, and 36A HMA for the scheduled 2019 HMA maintenance program and various other road maintenance agreements. The 3 different types of HMA are designed to meet the various needs for building and repairing county roads by Road Department staff in various road maintenance operations.

The Road Department’s adopted 2019 budget included in controllable expenditures funds for this and other maintenance material purchases.

Bids for 13A, 13A Top, and 36A HMA were solicited and evaluated by the Ingham County Purchasing Department per ITB #47-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 13A, 13A Top, and 36A HMA on an as-needed, unit price per ton basis from all 3 vendors.

1. Reith Riley

13A @ \$41.07 per ton,

13A Top @ \$47.00 per ton,

36A @ \$44.85 per a ton

The provided Flowboy trucking rate is \$160.00 per an hour

The provided Quad-axle trucking rate is \$125.00 per an hour

2. Michigan Paving & Materials

13A @ \$48.00 per a ton

13A Top @ \$49.00 per ton

36A @ \$ 49.50 per ton

The provided Flowboy trucking rate is \$155.00 per an hour

3. Capital Asphalt

13A @ \$47.50 per ton

13A Top @ \$47.75 per ton

36A @ \$49.50 per a ton

The provided Flowboy trucking rate is \$155.00 per an hour

The provided Quad-axle trucking rate is \$115.00 per an hour

Winter grade 36A asphalt @ \$125 per a ton

The decision to where the HMA will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for Ingham County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$2,500,000; and

Therefore, approval of the attached resolution is recommended to authorize the purchase of the Road Department's 2019 seasonal supply of HMA, with the option of provided Flow boy and Quad axle trucking.

Agenda Item 8b

TO: Tom Gamez, Director of Operations ICRD
FROM: James Hudgins, Director of Purchasing
DATE: March 12, 2019
RE: Memorandum of Performance for RFP No. 47-19 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of furnishing its 2019 seasonal requirement of Hot Mix Asphalt (HMA).

The scope of work includes, but is not limited to, providing the Road Department with mixtures of No. 13A, 13A Top and No. 36A to the Ingham County Road Department, as well as, furnishing flow boys or quad axle trucks. If flow boys are not available a driver and trucking services will be provided to the Road Department crews on jobsites.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as it was determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	12
Vendors responding	3	1

A summary of the vendors' costs is located on the next page.

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name: Michigan Paving & Materials Company		Location: Lansing, MI (Clinton County)			
Description of Item	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	30,000±	\$48.00	\$1,440,000.00	Lansing (MI)
HMA 13A Top	Ton	10,000±	\$49.00	\$490,000.00	Lansing (MI)
HMA 36A	Ton	10,000±	\$49.50	\$495,000.00	Lansing (MI)
Batch Plant 36A (winter mix)	Ton	200±	No Bid		
TOTAL PRICE				\$2,425,000.00	
Flow Boy & Driver Trucking Rental Rate/Hour	Rate/Hr	\$155.00			
Quad Axle & Driver Trucking Rental Rate/Hour	Rate/Hr	No Bid			
How far in advance does the flow boy/quad axle need to be requested (hours)	Number of Hours	48 Hours			
Vendor Name: Rieth-Riley		Location: Lansing or Mason MI			
Description of Item	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	30,000±	\$41.07	\$1,232,100.00	Lansing or Mason (MI)
HMA 13A Top	Ton	10,000±	\$47.00	\$470,000.00	Lansing or Mason (MI)
HMA 36A	Ton	10,000±	\$44.85	\$448,500.00	Lansing or Mason (MI)
Batch Plant 36A (winter mix)	Ton	200±	No Bid		
TOTAL PRICE				\$2,150,600.00	
Flow Boy & Driver Trucking Rental Rate/Hour	Rate/Hr	\$160.00			
Quad Axle & Driver Trucking Rental Rate/Hour	Rate/Hr	\$125.00			
How far in advance does the flow boy/quad axle need to be requested (hours)	Number of Hours	18 Hours			
Vendor Name: Capital Asphalt		Location: Lansing (Eaton County)			
Description of Item	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	30,000±	\$47.50	\$1,425,000.00	Lansing MI
HMA 13A Top	Ton	10,000±	\$47.75	\$477,500.00	Lansing MI
HMA 36A	Ton	10,000±	\$48.00	\$480,000.00	Lansing MI
Batch Plant 36A (winter mix)	Ton	200±	\$125.00	\$25,000.00	Lansing MI
TOTAL PRICE				\$2,407,500.00	
Flow Boy & Driver Trucking Rental Rate/Hour	Rate/Hr	\$155.00			
Quad Axle & Driver Trucking Rental Rate/Hour	Rate/Hr	\$115.00			
How far in advance does the flow boy/quad axle need to be requested (hours)	Number of Hours	48 Hours			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
2019 SEASONAL REQUIREMENT OF HOT MIX ASPHALT (HMA) MIXTURES**

WHEREAS, the Road Department annually purchases approximately 50,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures 13A, 13A Top, and 36A with assistants by the supplier with furnished Flowboy and Quad axle trucking for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Road Department's adopted 2019 budget included in controllable expenditures funds for this and other maintenance material purchases; and

WHEREAS, bids for maintenance HMA and related trucking by the asphalt suppliers were solicited and evaluated by the Ingham County Purchasing Department per ITB #47-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HMA on an as-needed, unit price per ton basis from all 3 responding bidders; Michigan Paving & Materials, Reith Riley, and Capital Asphalt (pricing is included on the bid tab portion of the attached summary) with trucking provided at a cost when requested by ICRD staff and to award bid and purchase on an as-needed, unit price per ton and per an hourly basis; and

WHEREAS, a blanket PO shall be processed with HMA purchases from the 3 vendors, based on availability of required material, trucks, and location, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$2,500,000; and

WHEREAS, this decision will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material and trucks.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids and authorizes the purchase of HMA with furnished trucking on an as-needed, unit price per ton and on an hourly trucking rate basis from all three respondents to ITB #47-19. Purchases will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase HMA as needed and budgeted.

Agenda Item 8c

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: March 18, 2019

SUBJECT: Proposed 2019 Local Bridge Program Funding Applications

For the County Services Committee meeting agenda on April 2, 2019

For the Finance Committee meeting agenda on April 3, 2019

For the BOC meeting agenda on April 9, 2019

Major county bridge repair, replacement, and preventative maintenance projects are typically funded by the Local Bridge Program (LBP), which is funded by a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Local Bridge Program applications for this year are due on, or before, May 1st for fiscal year 2022 funding. Each agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs and the Road Department would need to fund the remaining 5%.

The Road Department contracts to have all county bridges inspected, biennially or more frequently, by a state certified bridge inspection consultant as required by federal requirements. The inspection consultant is required to recommend bridge project candidates for replacement, rehabilitation, or preventative maintenance as part of their contract deliverable. After thoroughly evaluating the recommendations, the Ingham County Road Department has proposed candidates for the 2019 bridge funding applications as follows:

<u>Bridge</u>	<u>Comments</u>	<u>Priority</u>
Dietz Road bridge over Red Cedar River, Locke Twp. (SN 3883)	Primary road bridge <u>replacement</u> , approx. 700 ADT, closed to traffic (03-07-17) due to beam and deck deterioration.	Repl-1
Dennis Road bridge over Doan Creek, Wheatfield Twp. (SN 3919)	Local road bridge <u>replacement</u> , approx. 250 ADT, posted 19 tons/22 tons/33 tons for type I/II/III unit trucks.	Repl-2
Linn Road bridge over Deer Creek, Wheatfield Twp. (SN 3887)	Primary road bridge <u>rehabilitation</u> , consisting of a superstructure replacement, approx. 2500 ADT, posted 42 tons/58 tons/69 tons for type I/II/III unit trucks.	Rehab-1

Waverly Road bridge over Grand River, Lansing Twp. (SN 3871) Primary road bridge preventative maintenance, approx. 26,000 ADT, no weight restrictions. PM-1

Bridge deck preventative maintenance on the following Primary Road Bridges:

1. Holt Road bridge over Sycamore Creek, Alaiedon Township (SN 3867), approx. 6,000 ADT, no weight restrictions PM-2
2. Onondaga Road bridge over Grand River, Onondaga Township (SN 3873), approx. 2000 ADT, no weight restrictions
3. Hagadorn Road bridge over Red Cedar River, Meridian Township (SN 3877), approx. 28,000 ADT, no weight restrictions

The Local Bridge Program requires the road agency's governing body to pass a resolution in support of the bridge funding applications and to include a copy of the signed resolution in the application package.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROPOSED 2019 INGHAM COUNTY BRIDGE FUNDING APPLICATIONS FOR SUBMISSION TO THE LOCAL BRIDGE PROGRAM

WHEREAS, federal and state funding is made available for major bridge reconstruction, rehabilitation, and preventative maintenance projects through the Local Bridge Program; and

WHEREAS, the Local Bridge Program requires an application process where "... a current resolution, signed and dated, from the governing board supporting the project" must be submitted for bridge projects to be considered for funding under this program; and

WHEREAS, the Ingham County Road Department has all Ingham County road bridges inspected by a state certified bridge inspection consultant biennially, or more often, as federally required; and

WHEREAS, the state certified bridge inspection consultant recommends bridge projects for replacement, rehabilitation, and preventative maintenance, which is provided to and evaluated by Road Department staff; and

WHEREAS, Road Department staff concurs with the bridge inspection consultant's bridge project recommendations and priorities; and

WHEREAS, upon reviewing the county bridge needs, the Road Department recommends submitting funding applications to address replacement, rehabilitation, and preventative maintenance needs for the following bridges:

1. Replacement of the Dietz Road Bridge over Red Cedar River, Locke Township (SN 3883)
2. Replacement of the Dennis Road Bridge over Doan Creek, Wheatfield Township (SN 3919)
3. Rehabilitation of the Linn Road Bridge over Deer Creek, Wheatfield Township (SN 3887)
4. Preventative Maintenance on Waverly Road Bridge over Grand River, Lansing Twp (SN 3871)
5. Preventative Maintenance on the following three Primary Road Bridges:
 - a. Holt Road over Sycamore Creek, Alaiedon Township (SN 3867)
 - b. Onondaga Road over Grand River, Onondaga Township (SN 3873)
 - c. Hagadorn Road over Red Cedar River, Meridian Township (SN 3877)

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Road Department to submit five applications for the bridges listed above to solicit fiscal year 2022 Local Bridge Program funding.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated March 19, 2019 as submitted.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN HONOR OF THE 2019 STATE ARBOR DAY CELEBRATION

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wishes to recognize the outstanding efforts of all involved with the success of Arbor Day including the Michigan Arbor Day Alliance, Michigan Forestry and Park Association, the Michigan Department of Natural Resources Forest, Mineral and Fire Management Division, and City of Lansing's Parks & Recreation and Forestry Division; and

WHEREAS, the 2019 State Arbor Day Celebration will take place Friday, April 26, 2019 at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2019 State Arbor Day.