

CHAIRPERSON
BRYAN CRENSHAW

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, MAY 7, 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 [April 23, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. Public Defenders Office – Resolution Creating [Clerk and Technical Support](#) Position for the Public Defenders Office
3. Innovation & Technology Department – Notice of Emergency Purchase Order to Obtain [Connectivity](#) for Public Defenders Office
4. Facilities Department
 - a. Resolution to Authorize a Purchase Order to LJ Trumble Group for the [Hand Rails](#) in the 30th Circuit Court Room at the Mason Courthouse
 - b. Resolution to Authorize a Purchase Order to Replace the Domestic [Hot Water Storage](#) Tank at the Ingham County Jail
 - c. Resolution to Authorize a Purchase Order to Replace the [Sewage Ejector Pump](#) at the Grady Porter Building
5. Farmland and Open Space Preservation Board – Resolution to Authorize a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct [Mapping Services](#) for the Farmland and Open Space Selection Criteria of the FOSP Board
6. Road Department
 - a. Resolution to Approve Local Road Agreement with [Lansing Township](#)
 - b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and Rejection of All Bids Received for Item IV of Bid Packet #72-19 [Recycling & Resurfacing](#) of Various County Primary Roads
 - c. Resolution to Replace [Roof](#) at the Road Department Eastern District Garage
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

7. Controller's Office – Resolution Updating Various Fees for County Services

Announcements
Public Comment
Adjournment

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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

April 23, 2019

Draft Minutes

Members Present: Celentino, Grebner, Koenig, Maiville, Naeyaert, Sebolt and Stivers.

Members Absent: None.

Others Present: Wayne Sieloff, John Shaski, Deb Fett, Sue Graham, Becky Bennett, Rick Terrill, Tim Dolehanty, Tracy Smith, Ryan Buck, Sheldon Lewis, Beth Foster, 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 April 2, 2019 Meeting Minutes

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE APRIL 2, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitutes –

5. Innovation & Technology Department
 - a. Resolution to Enter into an Agreement for Local and Long Distance Phone Services from Granite

10. Human Resources Department
 - a. Resolution to Approve Managerial and Confidential Employee Reclassification Levels

Later in the meeting, Chairperson Celentino stated the following agenda items would be removed from the agenda:

1. Equal Opportunity Committee – Interviews

11. Controller’s Office
 - c. Resolution to Accept the 2018 – 2022 Strategic Plan

Chairperson Celentino stated that the substitute resolution for Agenda Item 10a should be marked 10a, and noted the additions of the table under the Financial Impact section in the memorandum and the in the resolution, which should have been bolded. He further stated that Human Services should be removed from the list of Committees at the top of the resolution.

Limited Public Comment

Ryan Buck, Chief Deputy County Clerk, appearing on behalf of on behalf of Clerk Barb Byrum, requested that the Commissioners consider an amendment to the Sick Leave Donation Policy. He further stated that Clerk Byrum suggested that countywide elected officials or department heads be provided with discretion to waive the exclusion of probationary employees from the policy.

Mr. Buck stated that the Clerk's Office currently had a probationary employee on extended unpaid leave because of a random unforeseen injury at home. He further stated that the Clerk's Office wanted to create an environment that supported all employees, as unforeseen illnesses or injuries may occur regardless if one was on probation or not.

Mr. Buck stated that countywide elected officials and department heads were in the best position to determine whether sick leave donation was a good option to pursue with respect to their offices or departments.

Chairperson Celentino stated that the following items would be removed from the agenda:

2. Equal Opportunity Committee – Interviews
11. Controller's Office
 - c. Resolution to Accept the 2018 – 2022 Strategic Plan

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

3. Clerk's Office
 - a. Resolution Establishing Compensation for the Ingham County Board of Canvassers
5. Innovation & Technology Department
 - b. Resolution to Approve the Purchase of Dark Fiber from Zayo Group
 - c. Resolution to Approve the Purchase of Cisco Networking Equipment
6. Facilities Department
 - b. Resolution to Authorize an Agreement with WGI Michigan Inc. for Architectural & Engineering Services for Tuck Pointing the Front Terrace of the Hilliard Building
7. Farmland and Open Space Preservation Board
 - a. Resolution to Amend Resolution #19-082 Approve Proceeding to Close Permanent Conservation Easement Deeds
 - b. Resolution to Approve Farmland and Open Space Preservation Board's Recommended Selection Criteria and Application Cycle for 2019
8. Health Department – Resolution to Accept Funds for the Healthy Start Grant

9. Road Department
 - a. Resolution to Authorize Contracts with Rieth-Riley Construction Company, Inc. for Items I & II of Bid Packet #37-19 and Michigan Paving & Materials Company for Item III of Bid Packet #37-19 Recycling & Resurfacing of Various County Primary and Local Roads
 - b. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Slag and Crushed Natural Aggregates
 - c. Resolution Setting Engineering Charges on Special Assessment Subdivision Street Resurfacing Projects
 - d. Resolution to Approve an Agreement between the Michigan Department of Transportation and Ingham County in Relation to Road Resurfacing Projects for Lake Lansing Road from Hagadorn Road to Saginaw Highway, Hagadorn Road from Lake Lansing Road to its Northern Terminus at Birch Row Drive, and Birch Row Drive from Hart Street to Hagadorn Road
 - e. Resolution to Authorize Approval of the Preliminary Plat of Berry Farms
 - f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

10. Human Resources Department
 - b. Resolution to Adopt Ingham County Occupational Illness and Injury Reporting Policy
 - d. Resolution to Amend Personnel Policy 107: Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy
 - e. Resolution to Approve the Letter of Understanding with Capitol City Labor Program (CCLP) Corrections Unit

11. Controller's Office
 - a. Resolution Authorizing Adjustments to the 2019 Ingham County Budget
 - b. Quarterly Settlement of Claims Report

12. Board of Commissioners Office – Resolution Adjusting Compensation for Various Appointed Boards and Commissions

THE MOTION CARRIED UNANIMOUSLY.

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

2. Capital Region International Airport – Wayne Sieloff, CEO (*Presentation*)

Wayne Sieloff, Capital Region Airport Authority CEO, gave a presentation on the Capital Region International Airport.

Commissioner Grebner left at 6:21 p.m.

Commissioner Grebner returned at 6:23 p.m.

Mr. Sieloff stated that there was occasionally confusion about the brand of who and where the Capital Region was. He further stated that if the Commissioners had any suggestions to improve and enhance the brand they should let him know.

Commissioner Stivers asked if focus groups and surveys were being outsourced.

Mr. Sieloff stated that those things were being handled both internally and externally. He further stated that the Capital Region Airport Authority (CRAA) had received proposals from companies both inside and outside the County for services including branding, marketing, and website design and that those proposals were currently in the process of being evaluated by staff.

Commissioner Grebner asked Mr. Sieloff when he thought they would get to the phase where the State Road would need to be moved for the new runway.

Mr. Sieloff stated that each phase was about one to two years, so it was approximately five to seven years away, however that portion of road in question was behind a secured fence and not open to the public.

Commissioner Sebolt asked what level of State and Federal funding the Airport received for runway maintenance.

Mr. Sieloff that runway maintenance was all handled with local funds.

Commissioner Naeyaert stated that she loved to Fly Lansing and that the Apple program was phenomenal.

Discussion.

Commissioner Naeyaert stated she thought bringing back a restaurant to the Airport was a great idea.

John Shaski, Capital Region Airport Authority member, stated that customer satisfaction was extremely important. He further stated that one of the things the Airport offered, that did not get talked about often enough, was the TSA Pre-Check screening four to five times per year.

Mr. Sieloff stated that the week of July 15, 2019 was the next TSA Pre-Check event and to check the Airport website for a link to register.

Discussion.

Commissioner Koenig asked about flight schools.

Mr. Sieloff stated that there were two, Cloud 9 and Great Lakes Air Ventures, both at Mason-Jewett Airport.

Commissioner Koenig asked how many, out of the forty total airports in the State, were paved.

Mr. Sieloff stated that all forty airports in the State were paved.

Chairperson Celentino thanked Mr. Sieloff and Mr. Shaski for their presentation.

3. Clerk's Office

b. Resolution to Revise the Ingham County Contract Procedures

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

Commissioner Sebolt stated that, after going through the minutes from the County Services Committee meeting on February 5, 2019, he noticed that Commissioner Crenshaw had requested an audit of Munis, to make sure all contracts were being complied with. He asked where things were with that audit.

Tim Dolehanty, Controller, stated that as far as he knew, the contracts are being complied with.

Commissioner Sebolt asked specifically if the audit requested by Commissioner Crenshaw had been done.

Mr. Dolehanty stated that an audit had not been done.

Discussion.

Commissioner Grebner the word audit implied a level of formality and was something the County would contract with someone to do, which would generate a report. He further stated that he thought that what the Committee was being told was that while there had been no formal audit, staff was monitoring Munis to make sure contracts were being complied with.

Mr. Dolehanty suggested checking with Commissioner Crenshaw to clarify what his specific intent was when he asked for an audit at the County Services Committee meeting on February 5, 2019.

THE MOTION CARRIED UNANIMOUSLY.

4. Drain Commissioner – Resolution to Authorize an Agreement with Huntington National Bank for the Financing of a Vactor Truck

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

Commissioner Maiville stated he had a disclosure that the itemized list included equipment manufactured by the company he worked for, but he had nothing to do with the purchasing process.

THE MOTION CARRIED UNANIMOUSLY.

5. Innovation & Technology Department

- a. Resolution to Enter into an Agreement for Local and Long Distance Phone Services from Granite

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

Commissioner Naeyaert asked what type of company Granite was.

Deb Fett, Chief Information Officer, stated that Granite was a wholesaler of services for telecommunications, so they consolidated services and provided them at a better cost.

Commissioner Naeyaert stated she wanted to make sure it would not cause interruptions or issues with connectivity.

Ms. Fett stated that it would not change any of that.

Chairperson Celentino asked what changed between the original agenda item and the substitute.

Ms. Fett stated that originally the plan was to renew long-term with AT&T, but it turned out that the deal with Granite came in better all-around than renewing the contract with AT&T.

Chairperson Celentino stated that for future reference, the substitute resolution should be bolded where things were changed.

Ms. Fett stated that the annual cost went from \$32,000 down to \$30,000.

Commissioner Sebolt asked if Granite employees were unionized.

Ms. Fett stated that she did not know for sure.

Discussion.

Chairperson Celentino asked Ms. Fett to please find out if Granite employees were unionized and provide the information to everyone on the Committee.

THE MOTION CARRIED UNANIMOUSLY.

6. Facilities Department

- a. Resolution to Authorize an Agreement with Tower Pinkster to Provide Engineering Services for Both the Fire Suppression and Humidification Systems for the File Storage and Election Rooms in the Hilliard Building

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

Commissioner Maiville asked if this was short-term or long-term file storage.

Rick Terrill, Facilities Director, stated that it was both short and long term. He further stated that the Facilities Department was looking to eliminate the wet sprinkler system and also provide humidification in the Hilliard Building, which required contracting with an engineering company.

Mr. Terrill stated that even if the Circuit Court files went away to a central storage area, there were still various other departments who utilizes that area to store important documents.

Commissioner Maiville asked about the security of the area.

Mr. Terrill stated that the Facilities Department was also looking at what additional security options they might have when they bring Tower Pinkster on.

THE MOTION CARRIED UNANIMOUSLY.

10. Human Resources Department

- a. Resolution to Approve Managerial and Confidential Employee Reclassification Levels

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

Commissioner Grebner stated that doing things like this was why everything costs a little more each year. He further stated that these employees cost the County more long-term and would cost more forever.

Commissioner Naeyaert asked how often Managerial and Confidential (MC) employees were reclassified.

Sue Graham, Human Resources Director, stated that it was her understanding that it was an annual process that could be authorized.

Commissioner Naeyaert asked if the Committee or the Board authorized it.

Ms. Graham stated that the proposed amendments to the MC Manual were brought in front of the Commission and they could approve all or some of those amendments, one of which was reclassification of MC positions based on the reclass process.

Commissioner Grebner asked how many people were in the MCF category.

Ms. Graham stated that she did not know.

Becky Bennett, Director, Board of Commissioners, stated probably around 130 employees were classified as Managerial and Confidential.

Ms. Graham stated that out of approximately 130 employees, they received 24 requests and seven were approved.

Commissioner Naeyaert asked for clarification on the process. She asked if this Committee requested the reclassifications or if they did not, who did.

Ms. Graham stated that individuals requested reclassification, Human Resources reviewed the paper documentation and interviewed the person and their supervisor, and then one person of a three person committee reviewed them all and then the three person committee got together to form a consensus.

Commissioner Naeyaert stated that that was a very different answer than the earlier one Ms. Graham gave.

Ms. Bennett stated that much like the unions that have the opportunity to renegotiate contracts, we have a managerial confidential steering committee, which is pretty much the same process, and each year we go through our plan which opens it up for reclassification.

Commissioner Grebner stated that the legal difference is that unions have a legal right to negotiate but managerial confidential employees are exactly the group that do not have the right to be represented. He further stated that the only reason they have this is because we adopted a plan that says this is the process.

Commissioner Koenig asked if the manual indicates this request goes out annually.

Ms. Graham stated that they send recommendations to the steering committee.

Commissioner Koenig asked if the steering committee always recommended reclassification.

Ms. Graham stated that that was her understanding. She further stated that she had been in her position for 11 months.

Commissioner Koenig asked how the decision was made to deny a request for reclassification.

Ms. Graham stated that an 11-factor analysis was used and did not result in upward classification. Commissioner Koenig asked if there was an appeals process.

Ms. Graham stated there was not an appeals process.

Commissioner Grebner asked if a supervisor was able to veto reclassification if they did not want the employee reclassified.

Ms. Graham stated that the person would still be evaluated, but if the supervisor and employee did not agree on the factors in the job description, that would weigh into the analysis and the employee would not be reclassified.

THE MOTION CARRIED UNANIMOUSLY.

10. Human Resources Department

c. Resolution to Adopt a Sick Leave Donation Policy

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated that this was not a policy he would want to amend on the fly.

Commissioner Maiville stated that he understood where Commissioner Grebner was coming from but that the timeliness was urgent for the employee in question.

Mr. Buck stated that the Clerk's Office was not only speaking on behalf of one employee, but for all future probationary employees.

Commissioner Grebner stated that doing this would be madness and that he did not think it should be amended on the fly.

Ms. Graham stated that because probationary employees were not members of bargaining unit yet, that amendment could potentially become an issue.

Commissioner Koenig asked if probationary employees had access to FMLA.

Ms. Graham stated that they did not.

Commissioner Koenig stated that if probationary employees were not eligible for FMLA, then the rest of the policy did not jive with what was trying to be accomplished.

Commissioner Grebner suggested adopting the amendment clean, rather than doing it in a hurry.

Mr. Buck stated that he would think this would be an enhancement for employees. He further stated that the Clerk's Office believes all probationary employees should be included in the policy.

Commissioner Grebner stated that perhaps instead there could be a separate resolution to permit this one employee this one time, which would avoid setting a bad precedent.

Commissioner Koenig stated that she would prefer an exception because you would not know how long the person could have the sick leave.

Ms. Graham stated that there is a mathematical limit to how much time was donated.

Commissioner Koenig stated that she thought the Committee should think about it and maybe just make it an exception

Mr. Buck stated that this was where discretion came in.

Commissioner Naeyaert asked how long this person had been working for the Clerk's Office.

Mr. Buck stated that she worked for the Clerk's Office for 3 months and all of her time off was exhausted within a week of the injury.

Commissioner Koenig asked what changed between the old donation policy and this one.

Ms. Bennett stated that this created a bank of sick leave.

Ms. Graham stated that there used to be 19 different arrangements for sick leave and it was a mess.

Discussion.

Commissioner Sebolt stated that he was not unsympathetic, but he was concerned that this was negotiated with bargaining units and would like to pass the resolution clean, because it was negotiated in good faith, and then maybe go back and look at it later.

Commissioner Sebolt stated that perhaps a separate resolution could be signed off on by whole Board of Commissioners for the person in question.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

11. Controller's Office

- d. Resolution Updating Various Fees for County Services (*Discussion*)

Mr. Dolehanty stated that updating the fees was done annually.

Chairperson Celentino asked if anything stood out.

Mr. Dolehanty stated that there was not anything that stood out.

Discussion.

Chairperson Celentino asked if the fees were inflation-based.

Mr. Dolehanty stated that some fees were inflation-based but others were not, if it did not make sense for them to be.

Chairperson Celentino stated that during the next round of Committee meetings there would be a resolution to adopt the fee updates.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:16 p.m.

MAY 7, 2019 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Equal Opportunity Committee** – *Interviews*

Candidates for appointment to the Equal Opportunity Committee (EOC) will be present to answer questions from County Services Committee members. The EOC meets in the Human Services Building on the second Monday of each month at 6:00 p.m. Members are appointed to two-year terms.

The EOC serves as advisors to the Board of Commissioners on matters which will insure equal opportunity for all County citizens. It verifies that banks holding County funds are equal opportunity employers and lenders, and that all possible purchasing is done from equal opportunity employers. It makes recommendations to the County Board and/or its committees necessary to carry out the Board's commitment to equal opportunity. The group also prepares an annual report on the status of equal opportunity in the County and helps the County Services Committee monitor affirmative action plans adopted by the County. This Committee has advisory and investigatory functions and serves as central complaint bureau about employment, services, and the like in Ingham County's governmental system.

2. **Public Defender's Office** – *Resolution Creating Clerk and Technical Support Position for the Public Defender's Office*

The Public Defenders Office seeks approval of a resolution to create the final position approved in the 2018-2019 Michigan Indigent Defense Commission (MIDC) grant budget, but not yet approved by the Board of Commissioners. The Human Resources Department is recommending, with union support, the position classification of Clerk and Technical Support UAW/H (salary range \$41,625.46 to \$49,653.67).

3. **Innovation and Technology Department** – *Notice of Emergency Purchase Order to Obtain Connectivity for Public Defender Office*

On April 9 an emergency purchase order was issued to Zayo to provide permanent fiber connectivity. The Public Defender's Office moved into temporary office space, but the building had no fiber connections. A resolution to approve a 60-month lease for fiber connectivity through Zayo was subsequently approved by the Board of Commissioners on April 30. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

4a. Facilities Department – *Resolution to Authorize a Purchase Order to LJ Trumble Group for the Hand Rails in the 30th Circuit Court Room at the Mason Courthouse*

The Facilities Department has submitted a resolution to authorize issuance of a purchase order with LJ Trumble Group, to furnish and install hand rails in the 30th Circuit Court Room at the Mason Courthouse. The total cost for this project is \$9,950, which includes a contingency amount of \$250. The hand rails are needed to provide safety from falls in the 30th Circuit Court Room at the Mason Courthouse. Funds for this project are available within the Public Improvement Fund.

4b. Facilities Department – *Resolution to Authorize a Purchase Order to Replace the Domestic Hot Water Storage Tank at the Ingham County Jail*

The Facilities Department reported that one of two domestic hot water storage tanks that services the entire Jail recently failed. The tank began to leak due to the liner failing and was taken out of service for safety reasons. The tank has outlived its useful life and needs to be replaced. The Department recommends approval of a resolution to authorize a purchase order issued to John E Green Company to replace the domestic hot water storage tank at a cost not to exceed \$9,800.

4c. Facilities Department – *Resolution to Authorize a Purchase Order to Replace the Sewage Ejector Pump at the Grady Porter Building*

The Facilities Department seeks authorization to replace a sewage ejector pump at the Grady Porter Building. The current pump is 20 years old, the bearings are bad and the impeller has deteriorated. It has outlived its useful life and is in need of replacement. The Department recommends approval of a resolution to authorize a purchase order issued to John E Green Company to replace the sewage ejector pump at a cost not to exceed \$8,150.

5. Farmland and Open Space Preservation Board – *Resolution to Authorize a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Selection Criteria of the FOSP Board*

Selection Criteria approved for ranking applications to the Farmland and Open Space Preservation (FOSP) program requires numerous data sets, such as soils, parcel size, geographic location, and proximity to other protected properties to calculate an objective score. The FOSP Board entered into an agreement with Michigan State University Remote Sensing and Geospatial Information Systems Department (MSU RS&GIS) to complete open space modeling criteria to be applied to applications received in 2014 (see Resolution 14-439). The FOSP Board seeks authorization to enter into a three-year agreement with MSU RS&GIS at a cost not to exceed \$60,000 for the purpose of data collection and preparation, geospatial modeling, and the development of land use cover maps for farmland applications.

6a. Road Department – *Resolution to Approve Local Road Agreement with Lansing Township*

Lansing Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2019 local road program. These projects include asphalt resurfacing and related repairs at a total estimated cost of \$453,620.20. A County Road Department allocation was reserved for local road improvement in Lansing Township pending Township approval of matching funds. The Road Department recommends approval of a resolution to approve a local road agreement with Lansing Township.

6b. Road Department – *Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Reith-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and Rejection of All Bids Received for Item IV of Bid Packet #72-19 Recycling and Resurfacing of Various County Primary Roads*

The Road Department has determined that pavement recycling, asphalt resurfacing, and other repairs are needed on various county primary roads due to normal deterioration over time. The Department recommends approval of a resolution to authorize a contract with Michigan Paving & Materials Company for Item V at a cost net to exceed \$1,154,047.92, and to authorize a contract with Reith-Riley Construction Company, Inc. for Item VI at a cost net to exceed \$1,429,960.08. Both contracts include recycling, resurfacing and related work as specified by Road Department. The Department further recommends rejection of all bids received for Item IV because the low bid exceeds available funding.

6c. Road Department – *Resolution to Replace Roof at the Road Department Eastern District Garage*

The Road Department requests approval of a resolution to replace the Eastern District Garage roof. The roof is 40-years old and it has become apparent, after dozens of temporary repairs, that the roof has exceeded its life expectancy. The Department recommends approval of a resolution authorize an agreement, with Quality Roofing Inc. to remove and replace the current Eastern Garage roof at a total cost not to exceed \$159,400, plus the cost of any additional required metal decking replacement at \$7.50 per square foot.

6d. 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 13 projects (see attachment for permit list).

7. Controller's Office – *Resolution Updating Various Fees for County Services*

A resolution is proposed to authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2019, Potter Park Zoo on November 1, 2019 and for all other departments on January 1, 2019. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year's cost by a cost increase factor for each department. Utilizing this method again, the 2020 cost was calculated by multiplying the 2019 cost by the 2020 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings. If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$343,959. Any additional revenue will be recognized in the 2020 Controller Recommended Budget.

Agenda Item 2

TO: Law & Courts, County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: April 23, 2019

SUBJECT: Resolution Creating Clerk and Technical Support Position for the Public Defenders Office

For the meeting agendas of May 2, 7 and 8

BACKGROUND

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

The plan recommended a Public Defenders Office to be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. The MIDC Compliance plan authorized the creation of a total of 36.5 full-time equivalent positions. All but one of these positions has been approved by the Board of Commissioners. The final position approved in the plan has been classified by the Human Resources Department as a Clerk and Technical Support position – UAW/H (salary range \$41,625.46 to \$49,653.67).

FINANCIAL IMPACT

The long-term (topped out) annual cost of this position including wages and fringes, would be \$83,067. Funds are included in the 2018-2019 MIDC grant budget for this position.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The UAW union supports this job description and classification.

RECOMMENDATION

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

Agenda Item 2

TO: Teri Morton, Deputy Controller
Russel Church, Chief Public Defender

FROM: Joan Clous, Human Resources Specialist

DATE: April 22, 2019

RE: Memo of Analysis for the creation of a new position for the Public Defender's Office

Regarding the creation of a new position, Human Resources can confirm the following information:

1. The newly created position of Clerk and Technical Support has been determined to fall within the scope of the UAW jobs and was classified at a UAW H (\$41,625.46 to \$49,653.67)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

If I can be of further assistance, please email or call me (887-4374).

**INGHAM COUNTY
JOB DESCRIPTION**

CLERK AND TECHNICAL SUPPORT

General Summary:

Under the supervision of the Administrator and the Chief Public Defender, manages all aspects of file maintenance within the Public Defender's Office. Monitors receipt of documents from the Courts, the Prosecuting Attorney's Office, police agencies and others to ensure that files are kept up to date. Opens files, disseminates as directed information received to the clients, ensures the accuracy of files and closes them when the case is completed. Responsible for preparing and issuing subpoenas, setting up and maintaining case files, updating information in computer database, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support. Serves as receptionist for the office on a rotating basis with the other clerks.

Assists in the coordination, analysis, statistics and case management system and functionalities for the Office of the Public Defender. Serves as liaison with the IT Department. Provides hardware and software support to department users. Provides user support for defenderData.

Essential Functions:

1. Knowledge of various computer programs including word processing, database/case management, spreadsheet and desktop applications.
2. Responsible for ensuring that incoming case appointments are entered into the case management database in a time sensitive manner.
3. Monitors receipt of documents from the Courts, the Prosecuting Attorney's Office, police agencies and others to ensure that files are kept up to date.
4. Completes a conflict of interest investigation on every case when appointed.
5. Ensure that initial documentation is received from other sources in a timely manner and integrated into the office database.
6. Opens files, disseminates as directed information received to the clients, ensures the accuracy of files and closes them when the case is completed.
7. Responsible for preparing and issuing subpoenas, setting up and maintaining case files, updating information in computer database, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support.
8. Responsible, along with the other clerks, with ensuring the database is accurate and current. Prepare subpoenas, correspondence to clients, prosecutors and Courts.
9. Prepare writs of habeas corpus for incarcerated witnesses.
10. Share primary responsibility for reception duties on a rotating basis.

11. Enters information to database on the status of cases and enters updates and corrections. Performs a variety of clerical support tasks such as typing forms, copying, faxing, and filing.
12. Responds to trouble calls regarding system hardware and software problems and resolves the problem or makes service requests to I&T and works with them to resolve the problem. Responds to user calls regarding software problems, works towards resolution and works with the user to test the resolution of the problem.
13. As liaison to outside vendors developing new or revised systems, prepares requests for service to change or correct software issues.
14. Maintains and updates statistical information required by MIDC and other internal and outside agencies.
15. Create forms needed for the processing and flow of information. Places form on the dataDefender database. Trains staff on forms and merges.
16. Examines problems such as reports not picking up data and related issues.

Other Functions:

Other duties as assigned

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: An Associate's degree in legal studies, business, or a related field.

Experience: A minimum of three years of experience with law office, legal documents and legal software required. Knowledge of computer operations and the general and specific software programs used in the legal system and providing knowledge of database management, word processing and network systems, preferably in a legal or criminal justice environment

Other Requirements:

None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

April 4, 2019
UAW H

From: [Clous, Joan](#)
To: [Prieskom, Amy](#); [Church, Russel](#); [Morton, Teri](#)
Subject: FW: Clerk & Technical Support JD for Public Defender's Office
Date: Monday, April 22, 2019 10:53:55 AM

Here is the UAW's email in support.

From: Prehn, Bradley
Sent: Monday, April 22, 2019 10:51 AM
To: Clous, Joan
Subject: Re: Clerk & Technical Support JD for Public Defender's Office

Joan,

Yes, the UAW is in support of the Clerk and Technical Support position in the Public Defenders office being placed at the UAW level H pay scale.

Brad Prehn
UAW Chairperson

From: Clous, Joan
Sent: Monday, April 22, 2019 10:32 AM
To: Prehn, Bradley
Subject: Clerk & Technical Support JD for Public Defender's Office

Brad,

Per our conversation this morning, we are in agreement that the above named position will be placed within the UAW unit at level H with a salary range of \$41,625.46 to \$49,653.67.

Joan Clous

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“The only things worse than training your employees and having them leave, is not training them and having them stay.” Henry Ford

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CREATING CLERK AND TECHNICAL SUPPORT POSITION
FOR THE PUBLIC DEFENDERS OFFICE**

WHEREAS, every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved by the State of Michigan, effective October 1, 2018; and

WHEREAS, the recommended Public Defenders Office included in this plan will be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Board of Commissioners must authorize the staffing and budget in order to create the Public Defenders Office; and

WHEREAS, the MIDC Compliance plan authorized the creation of a total of 36.5 full-time equivalent positions; and

WHEREAS, the position of Clerk and Technical Support has been classified by the Human Resources Department as UAW/H (salary range \$41,625.46 to \$49,653.67); and

WHEREAS, the UAW union supports the job description and classification; and

WHEREAS, the budget for this position is included in the grant budget authorized by Resolution #18-476.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of the Clerk and Technical Support position.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 budget and position allocation list.

Agenda Item 3

TO: County Services Committee

FROM: Deb Fett, CIO

DATE: April 23, 2019

SUBJECT: Emergency Purchase Order to Obtain Connectivity for Public Defenders Office

This memo is to inform you of an emergency purchase order that was made prior to receiving board approval.

As you know, the Public Defenders Office has moved into their temporary space in the new office location. This location has no connections coming into the building that we can use. Since it was not possible to install a connection until the lease was signed, and as a temporary measure to allow them some access, IT has put in a cellular router with connectivity to our Ingham network. This works great short term for a few computers with light usage. However, it is not designed to run IP phones or all the systems that they are currently needed to use at that location.

A resolution has been put in to obtain permanent connectivity with Zayo but it will be 30 days beyond when it gets approved before we will have real relief for their situation. The PD Office has advised us that they are almost unable to work with their current situation.

Zayo's quote was for \$5,000 installation and \$1,573.64 per month for a 60 month lease of the fiber connectivity.

Funds for the install are available through the MIDC grant for the Public Defender's Office. The installation charge of \$5,000 will be paid out of the Public Defenders Leasehold Improvements fund #26028200-977000 and the recurring monthly costs will be paid out of the Public Defenders Telephone fund #26028200-921050.

Agenda Item 4a

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

FROM: Rick Terrill, Facilities Director

DATE: April 23, 2019

RE: Resolution to Authorize a Purchase Order to LJ Trumble Group for hand rails in the 30th Circuit Court Room at the Mason Courthouse

For the meeting agendas of: May 2, 7 & 8

BACKGROUND

In an effort to provide safety from falls in the 30th Circuit Court Room at the Mason Courthouse, the Facilities Department and 30th Circuit Court would like to request entering into an agreement with LJ Trumble Group who submitted the lowest proposal of \$9,700.00 to furnish and install the hand rails.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

We are requesting to fund this from the Public Improvement Fund (245). We are also requesting a contingency of \$250.00 for any unforeseen circumstances, for a total not to exceed \$9,950.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department and 30th Circuit Court respectfully recommend approval of the attached resolution to support issuing a purchase order to LJ Trumble Group to furnish and install hand rails in the 30th Circuit Court Room at the Mason Courthouse.

Agenda Item 4a

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: April 22, 2019
RE: Memorandum of Performance for Packet No. 102-19 Hand Railings, Mason Courthouse

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of providing and installing two handrails; one at the juror’s box and one near the judge’s bench in the Mason Courthouse. The vendor will remove and replace flooring if necessary to install the handrails.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	3
Vendors responding	3	3

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

Company Name	Address	Local Pref.	Quoted Amount
Trumble Group	6850 Aurelius Rd., Lansing MI 48911	Yes	\$9,700.00
Laux Construction	4218 Charlar Dr., Holt MI 48842	Yes	\$11,500.00
Granger	6267 Aurelius Rd., Lansing MI	Yes	\$23,783.00

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.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO LJ TRUMBLE GROUP FOR THE
HAND RAILS IN THE 30TH CIRCUIT COURT ROOM AT THE MASON COURTHOUSE**

WHEREAS, hand rails are needed to provide safety from falls in the 30th Circuit Court Room at the Mason Courthouse; and

WHEREAS, it is the recommendation of both the Facilities Department and 30th Circuit Court to enter into an agreement with LJ Trumble Group, a registered local vendor who submitted the lowest proposal of \$9,700.00, to furnish and install hand rails; and

WHEREAS, the Facilities Department would like to ask for a \$250.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds for this project are available from the Public Improvement Fund (245).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to LJ Trumble Group, 6850 Aurelius Road, Lansing, Michigan, 48911, to furnish and install the hand rails in the 30th Circuit Court Room at the Mason Courthouse for an amount not to exceed \$9,950.00 which includes a \$250.00 contingency.

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

Agenda Item 4b

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: April 23, 2019
RE: Resolution to Authorize a Purchase Order to Replace the Domestic Hot Water Storage Tank at the Ingham County Jail

For the meeting agendas of: May 7 & 8

BACKGROUND

One of two domestic hot water storage tanks that service the entire Jail has failed. The tank began to leak due to the liner failing and was taken out of service for safety reasons. The tank has outlived its useful life and needs to be replaced. John E. Green Company submitted the lowest proposal of \$9,800.00 to replace the domestic hot water storage tank.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds for this project are available through CIP line item # 245-31199-818000-7FC11 which has a balance of \$23,240.41. We are requesting a contingency of \$150.00 for any uncovered conditions.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommend approval of the attached resolution to support issuing a purchase order to John E. Green Company to replace the domestic hot water tank at the Ingham County Jail.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 22, 2019

RE: Memorandum of Performance for Packet No. 109-19 Domestic Water Storage Tank

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of providing the labor and materials for the replacement of one (1) 257-gallon domestic hot water storage tank.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	2
Vendors responding	3	2

A summary of the vendors' costs:

Company Name	Address	Local Pref.	Quoted Amount
John E.Green Company	345 W. Lake Lansing Rd., East Lansing MI 48823	Yes	\$9,800.00
Myers Plumbing & Heating Inc.	16825 Industrial Pkwy., Lansing (Clinton County) MI 48906	No	\$10,876.00
Shaw-Winkler, Inc.	4910 Dawn Ave., East Lansing MI 48823	Yes	\$14,550.00

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO REPLACE THE
DOMESTIC HOT WATER STORAGE TANK AT THE INGHAM COUNTY JAIL**

WHEREAS, the domestic hot water storage tank has failed and is in need of replacement; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with John E. Green Co., a registered local vendor who submitted the lowest proposal of \$9,800.00, to replace the domestic hot water storage tank; and

WHEREAS, the Facilities Department would like to ask for a \$150.00 contingency for any uncovered conditions that may arise; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-31199-818000-7FC11 which has an available balance of \$23,240.41.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to John E. Green Co., 345 W. Lake Lansing Road, East Lansing, Michigan, 48823, for the replacement domestic hot water storage tank at the Ingham County Jail for an amount not to exceed \$9,950.00, which includes a \$150.00 contingency.

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

Agenda Item 4c

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: April 23, 2019
RE: Resolution to Authorize a Purchase Order to John E. Green Co. to Replace the Sewage Ejector Pump at the Grady Porter Building

For the meeting agendas of: May 7 & 8

BACKGROUND

The sewage ejector pump at the Grady Porter Building is 20 years old; the bearings are bad and the impeller has deteriorated. The unit has outlived its useful life and is in need of replacement. John E Green Company submitted the lowest proposal of \$8,150.00.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds for this project are available through CIP line item # 245-26710-978000-9F28, which has a balance of \$12,000. We are requesting a contingency of \$1,800 for any unforeseen circumstances.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities and Purchasing Department respectfully recommend approval of the attached resolution to support issuing a purchase order to John E. Green Company to replace the sewage ejector pump at the Grady Porter Building.

Agenda Item 4c

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 18, 2019

RE: Memorandum of Performance for Packet No. 101-19 Sewage Pump at the Grady Porter Building

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of replacing a vertical sewage pump in the Grady Porter Building.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	2
Vendors responding	3	2

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

Company Name	Address	Local Pref.	Quoted Amount
John E. Green	345 W. Lake Lansing Rd., East Lansing MI 48823	Yes	\$8,150.00
Myers Plumbing & Heating Inc.	16825 Industrial Pkwy., Lansing (Clinton County), MI	No	\$9,199.00
T.H. Eifert Mechanical Contractors	3302 W. St. Joseph, Lansing MI 48917	Yes	\$9,655.00

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO REPLACE THE
SEWAGE EJECTOR PUMP AT THE GRADY PORTER BUILDING**

WHEREAS, the sewage ejector pump at the Grady Porter Building is in need of replacement; and

WHEREAS, it is the recommendation of both the Facilities and Purchasing Departments to enter into an agreement with John E. Green Co. a registered local vendor who submitted the lowest proposal of \$8,150.00, to replace the sewage ejector pump; and

WHEREAS, the Facilities Department would like to ask for a \$1,800.00 contingency for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-26710-978000-9F28, which has an available balance of \$12,000.00 for the replacement of the sewage ejector pump at the Grady Porter Building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to John E. Green Co., 345 W. Lake Lansing Road, East Lansing, Michigan, 48823, for the replacement of the sewage ejector pump at the Grady Porter Building for an amount not to exceed \$9,950.00 which includes a \$1,800.00 contingency.

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

To: County Services and Finance Committee

Date: April 22, 2019

From: Stacy Byers, Director FOSP Board

RE: **RESOLUTION TO AUTHORIZE A CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE PRESERVATION BOARD**

Project Description

The Ingham County Farmland and Open Space Preservation Board (FOSP) wishes to contract with Michigan State University Remote Sensing and Geospatial Information Systems (MSU RS&GIS) in the Geography Department for mapping services. The FOSP Board and the County Board of Commissioners annually approves the selection criteria for ranking applications received by the FOSP Program. The purpose of the selection criteria is to prioritize properties for protection through the purchase of a conservation easement.

Many variables are used to develop this comprehensive document. The Selection Criteria consists of four categories, Agricultural Characteristics, Development Pressure, Additional Ag Protection Efforts and Other Criteria. These categories each have variables that require data for application to the selection criteria. The end product is a qualitative score that is used to objectively rank and prioritize properties for protection.

These data sets are not easily discovered or user friendly. Although most data sets are available, they are not always in a usable format or there is a significant amount of interpretation that must occur before the information is relevant to the selection criteria, leaving room for error. MSU RS&GIS has access to these required data sets and the expertise and resources to interpret them into a usable format for FOSP Board use.

MSU RS&GIS will reduce the opportunity for subjectivity in the ranking and streamline the process to allow for better use of available data sets and technology.

Financial Implications

The total cost of the contract is not to exceed \$60,000.00 for a contract term of 3 years, \$20,000.00 each year. The FOSP Board has budgeted for this cost in the 2019 budget.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MICHIGAN STATE UNIVERSITY
REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT
MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE SELECTION CRITERIA
OF THE FOSP BOARD**

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board (FOSP) to oversee the Farmland Preservation Program; and

WHEREAS, the voters of Ingham County approved a millage for Farmland and Open Space Preservation in August 2008 and renewed the millage for another ten years in 2018; and

WHEREAS, the Selection Criteria approved for ranking farmland and open space applications to the FOSP Program requires numerous data sets, such as soils, parcel size, geographic location, proximity to other protected properties, and to calculate an objective score; and

WHEREAS, the FOSP Board contracted with Michigan State University Remote Sensing and Geospatial Information Systems (MSU RS & GIS) to complete Farmland and Open Space Modeling on applications in 2013 and has continued to use their services to score and rank farmland and open space applications; and

WHEREAS, the cost of this service is a not to exceed amount of \$60,000.00 for a term of 3 years (\$20,000.00 /year) and the contractor will only bill for hours worked on the project; and

WHEREAS, the FOSP Board has money in the budget to cover this expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a three year contract with Michigan State University Remote Sensing and Geospatial Information Systems in an amount not to exceed \$60,000.00 for the purpose of data collection and preparation, geospatial modeling, and the development of land use cover maps for farmland applications.

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

To: County Services & Finance Committees
From: William Conklin, Managing Director
Road Department
Date: April 22, 2019
RE: Resolution for 2019 Local Road Program Agreement with Lansing Township

Attached is a proposed resolution for a 2019 Local Road Program Agreement with Lansing Township.

The project would include asphalt resurfacing and related repairs on the following streets in Lansing Township:

Kerry Street, Township/City of Lansing line to Lake Lansing Road
Hopkins Avenue, Downer to Chester Streets
Fitting Street, Saginaw Highway (M-43) to Macon Street

The project includes removal of the existing aged asphalt pavement, asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total bid cost of \$412,382.00 per bids received per RFP #37-19, Item III, previously submitted to the Board of Commissioners for bid approval and authorization to enter into a contract with the low bidder. With the normal 10% contingency requested in the previous bid submission, the total estimated cost is \$453,620.20, which is proposed to be split evenly between the Township and the Road Department at \$226,810.10 apiece.

The project would be funded by the Local Road Program wherein the Township and Road Department split the cost of the project. The Road Department's current local road match for Lansing Township includes the normal annual local road program allocation for Lansing Township of \$60,000, plus \$136,518.73 in prior remaining local road match for Lansing Township, for a total available in 2019 of \$196,518.73, which is included in the adopted 2019 road fund budget.

Lansing Township and the Road Department request that the remaining \$30,291.37 of the Road Department match be pulled forward from next year's Road Department local road match allocation for Lansing Township, which would be added to the 2019 local road program in a future 2019 budget adjustment to submitted for approval later. Most of this future match fund use would be for covering the contingency costs indicated above if necessary, and thus most of it may not be used.

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT
WITH LANSING TOWNSHIP**

WHEREAS, Lansing Township and the Ingham County Road Department agree that existing pavement removal, asphalt resurfacing and related repairs are needed on the following streets in Lansing Township, due to normal deterioration over time:

Kerry Street, Township/City of Lansing line to Lake Lansing Road
Hopkins Avenue, Downer to Chester Streets
Fitting Street, Saginaw Highway (M-43) to Macon Street

to include removal of the existing asphalt pavement, asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total bid cost of \$412,382.00 per bids received per RFP #37-19, Item III, previously submitted to the Board of Commissioners for bid approval and authorization to enter into a contract with the low bidder; and

WHEREAS, with the normal 10% contingency requested in the previous bid submission, the total estimated cost of the above project is \$453,620.20; and

WHEREAS, the above project is proposed to be funded by the Local Road Program wherein the Township and Road Department split the cost of the project at \$226,810.10 apiece; and

WHEREAS, the Road Department's current local road match for Lansing Township includes the normal annual local road program allocation for Lansing Township of \$60,000, plus \$136,518.73 in prior remaining local road match for Lansing Township, for a total available in 2019 of \$196,518.73, which is included in the adopted 2019 road fund budget, and

WHEREAS, Lansing Township and the Road Department request that the remaining \$30,291.37 of the Road Department match be pulled forward from the Road Department's 2020 local road match allocation for Lansing Township, which would be added to the 2019 local road program in a future 2019 budget adjustment to be submitted later in 2019 for Board of Commissioners approval; and

WHEREAS, the Road Department recommends the above described project to be undertaken per bids recently let and to be approved in a separate resolution by the Board of Commissioners previously submitted, and to pay half of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining half of the cost of said project; and

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners during the construction season of the 2019 calendar year.

BE IT FURTHER RESOLVED, that for 2019, the Road Department has allocated to Lansing Township's local roads, a maximum sum of \$196,518.73 from the County Road Fund, including \$136,518.73 left from prior years and \$60,000 for the 2019 allocation, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the remaining \$30,291.37 of the Road Department match necessary for the above said project be pulled forward from the Road Department's 2020 local road match allocation for Lansing Township, which shall be added to the 2019 local road program in a future 2019 budget adjustment to be submitted later in 2019 for Board of Commissioners approval.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute half of the final cost of the project up to \$226,810.10 from the County Road Fund toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the subject improvements is less than the estimate provided above, the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Lansing Township to affect the above described local road improvements as provided above.

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

Agenda Item 6b

To: County Services & Finance Committees

From: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

Date: April 16, 2019

RE: Proposed Resolution to Approve a Contract with Michigan Paving & Materials Company for Item V of Bid Packet # 72-19, Approve a Contract with Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet # 72-19, and Reject All Bids Received for Item IV for Bid Packet # 72-19 for Various 2019 Primary Road Resurfacing Projects.

BACKGROUND & FINANCIAL INFORMATION

With the increase in road funding from the 2015 Michigan Road Funding Legislation package, the Road Department has programmed various poor condition, high traffic volume county primary and local roads over the next several years to be recycled and resurfaced as necessary due to pavement deterioration and other upgrades needed.

The 2019 County Road Fund adopted budget includes \$1,500,000 for contracted primary and local road resurfacing for this purpose. In addition, the Road Fund received \$2,320,574 per PA 207 of 2018 which was a special state general fund transfer to the Michigan Transportation Fund (MTF) and was distributed per the Act 51 formula in October 2018 and in January 2019. Although recognized in the last budget adjustment of 2018, this amount will be in the carry-over to 2019. In further addition to the above amounts, per MDOT revenue estimates, the Road Fund is also expected to receive approximately \$600,000 more in 2019 MTF funding throughout the state fiscal year due to the state's passing of PA 618 in late 2018, which was another special state general fund transfer to the MTF.

The above amounts plus available road fund balance carryover from 2018 to 2019 will be recognized in the County Road Fund 2019 budget per a proposed budget adjustment resolution to be submitted later. We currently estimate the Road Fund balance carry-over available for additional 2019 primary road resurfacing will be approximately \$1.3 million in addition to the PA 207 funds mentioned above. The above amounts will be applied to contracted primary road paving, raising the budget for this item to an estimated \$5.7 million. Please note the total carryover from 2018 to 2019 will include approximately \$695,000 in MTF revenue distributed in error by MDOT in 2018 which will be corrected by the same amount less in 2019 MTF payments, but which is not included in, and does not affect any of the amounts given above. Again, this will be recognized in an upcoming 2019 budget adjustment.

CURRENT REQUEST

The Road Department has determined that pavement recycling, asphalt resurfacing, and other repairs are needed on the various county primary roads listed below, due to normal deterioration over time.

The Road Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #72-19, Items IV, V, and VI. Please note the item numbers for Bid Packet #72-19 continue sequentially from the item numbers used in Bid Packet #37-19 on which a resolution was submitted previously for bid approval and contract authorizations. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications, and requirements.

Michigan Paving & Materials Company, of Lansing, MI, submitted the lowest responsive and responsible bid for Item V as follows:

Item V: Low Bid--\$ 1,049,134.47

Recycling and resurfacing of:

Okemos Road, Central Park Drive to Lake Lansing Road

Rieth-Riley Construction Company, Inc. of Lansing, MI, submitted the lowest responsive and responsible bid for Items IV and VI as follows:

Item IV: Low Bid--\$ 1,351,352.08

Recycling and resurfacing of:

Howell Road, Williamston Road to Dietz Road

Due to increased demand for road construction, contractors currently have very full road work schedules and prices have risen dramatically this spring. As a result, the low bid for Item IV is higher than the funding available, such that it is recommended to reject all bids received for Item IV.

Item VI: Low Bid--\$ 1,299,963.71

Recycling and resurfacing of:

Eden Road, Kinneville Road to Barnes Road

RECOMMENDATION

Adopt the attached, proposed resolution to approve the rejection of all bids received for Item IV, entering into a contract with Michigan Paving & Materials Company for Item V with the low bid cost shown above plus a 10% requested contingency for a contract total of \$1,154,047.92 and entering into a contract with Rieth-Riley Construction Company, Inc. for Item VI with the low bid cost shown above plus a 10% requested contingency for a contract total of \$1,429,960.08, all of which include the recycling, resurfacing, and related work as specified in the Ingham County Road Department's Bid Packet #72-19.

Agenda Item 6b

TO: Kelly Jones, Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: December 4, 2018
RE: Memorandum of Performance for RFP No. 2019 Primary Road Program

Per your request, the Purchasing Department sought proposals Michigan Department of Transportation, MDOT, pre-qualified contractors for the purpose of entering into a contract for the 2019 Primary Road Program.

The scope of work includes, but is not limited to, furnishing all necessary equipment, tools, special apparatus needed for construction, labor to perform all work, and materials for concrete curb & gutter replacement, ADA sidewalk ramp upgrades, cold-milling HMA surface removal, crushing & shaping HMA base, hot-in-place HMA recycling, cold-in-place HMA recycling, manhole adjustment, HMA paving, ultra-thin HMA overlay and/or HMA resurfacing, on various roadways per the technical specifications described in the request for proposal.

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

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.

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	Item IV Howell Road, Williamston Road to Dietz Road	Item V Okemos Road, Central Park Drive to Lake Lansing Road	Item VI Eden Road - Kinneville Road to Barnes Road
Rieth-Riley Construction Co.	\$1,351,352.08	\$1,403,075.05	\$1,299,963.71
MI Paving & Materials Co./Spartan Asphalt	\$1,478,109.53	\$1,049,134.47	\$1,660,803.40

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH
MICHIGAN PAVING & MATERIALS COMPANY
FOR ITEM V OF BID PACKET #72-19**

AND

**RIETH-RILEY CONSTRUCTION COMPANY, INC.
FOR ITEM VI OF BID PACKET #72-19**

AND

**REJECTION OF ALL BIDS RECEIVED
FOR ITEM IV OF BID PACKET #72-19
RECYCLING & RESURFACING OF VARIOUS COUNTY PRIMARY ROADS**

WHEREAS, the Road Department has determined that pavement recycling, asphalt resurfacing, and repairs are needed on the various county primary roads listed below, due to normal deterioration over time; and

WHEREAS, the cost for the primary road projects listed below is/will be budgeted in the 2019 Road Fund Budget, which will be supplemented per a separate future resolution to adjust the 2019 Road Fund Budget to recognize approximately \$2.9 million in additional state revenue provided per Michigan Public Acts 207 and 618, both of 2018, and an additional estimated \$1.3 million Road Fund balance available for additional 2019 primary road resurfacing; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #72-19, Items IV, V, and VI; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications and requirements; and

WHEREAS, Michigan Paving & Materials Company, of Lansing, MI, submitted the lowest responsive and responsible bid for Item V and Rieth-Riley Construction Company, Inc. of Lansing, MI, submitted the lowest responsive and responsible bids for Items IV & VI as follows:

Item IV: Low Bid--\$ 1,351,352.08
Recycling and resurfacing of:
Howell Road, Williamston Road to Dietz Road

Item V: Low Bid--\$ 1,049,134.47
Recycling and resurfacing of:
Okemos Road, Central Park Drive to Lake Lansing Road

Item VI: Low Bid--\$ 1,299,963.71
Recycling and resurfacing of:
Eden Road, Kinneville Road to Barnes Road

and;

WHEREAS, due to increased demand for road construction, contractors currently have very full road work schedules and prices have risen dramatically this spring; so as a result, the low bid received for Item IV is higher than the funding available, such that it is recommended to reject all bids received for Item IV of Bid Packet #72-19; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid costs for Items V and VI in Bid Packet #72-19, totaling \$104,913.45 for Item V and \$129,996.37 for Item VI, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Michigan Paving & Materials Company for Item V with the low bid cost shown above plus a 10% requested contingency for a contract total of \$1,154,047.92 and entering into a contract with Rieth-Riley Construction Company, Inc. for Item VI with the low bid cost shown above plus a 10% requested contingency for a contract total of \$1,429,960.08, all of which include the recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet #72-19.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves rejecting all bids received for Item IV of Bid Packet #72-19.

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

Agenda Item 6c

TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations, ICRD

DATE: April 19, 2019

SUBJECT: Roof Replacement at the ICRD Eastern District garage roof replacement

The purpose of this correspondence is to support the attached resolution to replace the Road Dept. Eastern District Garage roof. The roof is 40 years old and it has become apparent, after dozens of temporary repairs, the roof has exceeded its life expectancy.

To delay the replacement of the Eastern Garage roof could possibly lead to damage of the integrity of the structure.

The new roof design is energy efficient and will meet or exceed current Federal, State, and Local building code standards.

The ICRD's 2018-2019 carry over budget adjustment will have funds available for this roof project and other ICRD projects.

There were 6 qualified bids received from qualified and experienced vendors for RFP #12-19 issued for this project.

There were 36 local vendors invited to submit a bid for the project, but no local vendors submitted a bid.

Bids were solicited and evaluated by the Ingham County Purchasing Department and the hired architectural consultant, Roger Donaldson AIA., P.L.C., per RFP #12-19, recommends, with the concurrence of the Road Department, to award the roofing project to the lowest qualified bidder, Quality Roofing Inc., Whitmore Lake, Michigan, with a bid cost of \$159,400, plus the cost of any additional required metal decking replacement at \$7.50 per square foot

Therefore, approval of the attached resolution is recommended to authorize an agreement with Quality Roofing Inc., Whitmore Lake, Michigan to remove and replace the current Eastern Garage roof with a new code compliant roof.

TO: Tom Gamez, Director of Operations
FROM: James Hudgins, Director of Purchasing
DATE: April 4, 2019
RE: Memorandum of Performance for RFP No. 12-19, 2019 Roof Replacement at Eastern Garage

Per your request, the Purchasing Department sought proposals from qualified and experienced roofing and general contractors to enter into a contract for the purpose of furnishing and installing a new roof at the Ingham County Road Department's Eastern Garage.

The scope of work includes, but is not limited to, removal of existing roofing and insulation, then providing new adhered Single Ply Black EPDM roofing over insulation system with new copping and flashings along with raising the exhaust fans.

The architectural consultant for this project is Roger Donaldson, AIA P.L.C.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	134	36
Vendors attending pre-bid/proposal meeting	16	2
Vendors responding	6	0

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.

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 Furnish and Install	Metal Decking, as needed Cost / SF	Substitution
Mid-Michigan Roofing LLC	No, Saginaw, MI	\$188,754.00	\$8.00	Add \$2,000.00 for L & P Bonds
Royal West Roofing & Sheet Metal	No, Brighton, MI	\$169,500.00	\$6.00	Deduct \$2,000.00 for different metal edging and installation leaving existing nailers and adding 2 new nailers.. Plus \$5.00/LF to replace deteriorated wood nailer.
Michigan Roofing Group	No, Dewitt, MI	\$160,601.00	\$6.50	None
Duke Roofing Company	No, Ypsilanti, MI	\$179,500.00	\$10.50	None
Quality Roofing Inc.	No, Whitmore Lake, MI	\$159,400.00	\$7.50	Deduct \$3,500.00 for 24 gauge shop fabricated edge metals
KJP Roofing Maintenance LLC	No, Chesterfield, MI	\$166,500.00	\$5.75	None

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REPLACE ROOF AT THE ROAD DEPARTMENT
EASTERN DISTRICT GARAGE**

WHEREAS, the Ingham County Road Department (ICRD) Eastern District Garage has a 40 year old roof in need of replacement with many temporary repairs and has exceeded its life expectancy; and

WHEREAS, the ICRD's 2018-2019 carry over budget adjustment will have funds available for this roof project and other ICRD projects; and

WHEREAS, the Purchasing Department recently released bid packet #12-19 and received competitive bid proposals for the purpose of the removal and replacement of ICRD Eastern Garage roof, with all required upgraded to meet Local, State and Federal building code standards; and

WHEREAS, bids were solicited and evaluated by the Ingham County Road and Purchasing Departments and the architectural consultant hired for the project, Roger L. Donaldson AIA, P.L.C., per RFP #12-19, recommends to award the roof project to the lowest qualified bidder, Quality Roofing Inc., Whitmore Lake, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the lowest qualified bid of \$159,400, plus the cost of any additional required metal decking replacement at \$7.50 per square foot, and authorizes an agreement with Quality Roofing Inc., Whitmore Lake, Michigan, to remove the existing roof and install a new roof to be compliant with current building codes at the ICRD Eastern District Garage.

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

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 April 23, 2019 as submitted.

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 23, 2019

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2019, for the Park and Zoo winter seasonal fees on November 1, 2019, and for all other departments with the exception of the Zoo, on January 1, 2020. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2020 cost was calculated by multiplying the 2019 cost by the 2020 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$343,959. Any additional revenue will be recognized in the 2020 Controller Recommended Budget.

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

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

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

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

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

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2020 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2019, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2019.

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

2020 County Fees Analysis
County Services Committee

Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Clerk	Certified Copy - 1st Copy	100.0%	\$20.00	\$30.00
Clerk	Expedited Svc - copies of Vital Records	100.0%	\$30.00	\$40.00
Clerk	Copy of CPL Application (MCL 28.425b(17)) NEW	100.0%	\$0.00	\$1.00
Drain Comm.	Photography	100.0%	\$290.00	\$300.00
Drain Comm.	Topography	100.0%	\$575.00	\$585.00
Drain Comm.	Floodplain/wetland	100.0%	\$115.00	\$120.00
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$705.00	\$715.00
Drain Comm.	Preliminary Plat Review	75.0%	\$705.00	\$715.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$705.00	\$715.00
Drain Comm.	Additional acre	100.0%	\$80.00	\$81.00
Drain Comm.	Re-submission Admin fee	100.0%	\$230.00	\$235.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,520.00	\$2,530.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	100.0%	\$505.00	\$515.00
Drain Comm.	Tap in Permit - Residential	75.0%	\$105.00	\$110.00
Drain Comm.	Tap-in Permit - Commercial	75.0%	\$420.00	\$430.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$620.00	\$630.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	100.0%	\$62.00	\$63.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$540.00	\$550.00
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre	100.0%	\$54.00	\$55.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	100.0%	\$460.00	\$470.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	100.0%	\$46.00	\$47.00
Drain Comm.	Soil Erosion Permit Transfer	100.0%	\$98.00	\$100.00
Drain Comm.	Escrow account-1/2 acre or less	100.0%	\$575.00	\$585.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,720.00	\$1,730.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,420.00	\$3,430.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,645.00	\$5,655.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,845.00	\$2,855.00
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	100.0%	\$265.00	\$275.00
Drain Comm.	Soil Erosion Permit - 9 month duration	75.0%	\$260.00	\$265.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$335.00	\$340.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$49.00	\$50.00
Drain Comm.	Violation and Cease&Desist Order	100.0%	\$305.00	\$315.00
Econ. Devel.	Application Fee - Brownfield	100.0%	\$1,520.00	\$1,530.00
Equalization	Custom Maps	100.0%	\$0.00	Varies
Equalization	BS&A Export	100.0%	\$0.00	\$500.00
Equalization	Ingham County Plat Book	100.0%	\$0.00	\$10.00
Equalization	Alaiedon Twp	100.0%	\$0.00	\$165.00
Equalization	Aurelius Twp	100.0%	\$0.00	\$205.00
Equalization	Bunker Hill Twp	100.0%	\$0.00	\$150.00
Equalization	Delhi Twp	100.0%	\$0.00	\$1,013.00
Equalization	Ingham Twp	100.0%	\$0.00	\$150.00
Equalization	Lansing Twp	100.0%	\$0.00	\$313.00
Equalization	Leroy Twp	100.0%	\$0.00	\$158.00
Equalization	Leslie Twp	100.0%	\$0.00	\$150.00
Equalization	Locke Twp	100.0%	\$0.00	\$150.00

Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Equalization	Meridian Twp	100.0%	\$0.00	\$1,388.00
Equalization	Onondaga Twp	100.0%	\$0.00	\$150.00
Equalization	Stockbridge Twp	100.0%	\$0.00	\$197.00
Equalization	Vevay Twp	100.0%	\$0.00	\$158.00
Equalization	Wheatfield Twp	100.0%	\$0.00	\$150.00
Equalization	White Oak Twp	100.0%	\$0.00	\$150.00
Equalization	Williamstown Twp	100.0%	\$0.00	\$225.00
Equalization	C-East Lansing	100.0%	\$0.00	\$708.00
Equalization	C-Lansing	100.0%	\$0.00	\$3,996.00
Equalization	C-Leslie	100.0%	\$0.00	\$150.00
Equalization	C-Mason	100.0%	\$0.00	\$321.00
Equalization	C-Williamston	100.0%	\$0.00	\$150.00
Equalization	Digital Photo all local units	100.0%	\$0.00	\$850.00
Zoo	Resident Adult (April - October)	55.0%	\$6.00	\$7.00
Zoo	Non-Resident Adult (April - October)	100.0%	\$12.00	\$13.00
Zoo	All Adults(November-March): Res, Non-Res, or Senior	35.0%	\$3.00	\$4.00
Zoo	Children (age 3-12) (November - March)	35.0%	\$2.00	\$3.00
Zoo	Potter Park Penguin Cove	100.0%	\$115.00	\$120.00
Zoo	Potter Park Eagle Landing	100.0%	\$140.00	\$145.00
Zoo	Potter Park - Tiger Den	100.0%	\$210.00	\$215.00
Treasurer	NSF Checks	100.0%	\$33.00	\$34.00