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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, NOVEMBER 19, 2019 AT 6:00 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 5, 2019](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution Honoring [Mary Kay Scullion](#)
2. Drain Commissioner – Resolution Pledging Full Faith and Credit to [Webberville](#) Consolidated Drain Drainage District Bonds
3. Facilities Department – Resolution to Authorize a Contract Renewal with [Safety Systems, Inc.](#) for Alarm Monitoring Services at Forest Community Health Center
4. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of the [Imagesoft and Onbase](#) Annual Support
 - b. Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through [CDWG](#)
5. Road Department
 - a. Resolution to Authorize an Extension of RFP #49-19 with Yellow Rose Transport for the 2020 Seasonal Requirement of 29A [Blast Furnace Slag](#)
 - b. Resolution to Authorize Re-Approval of the Preliminary Plat of [Sierra Ridge Estates](#) Subdivision
 - c. Resolution to Approve Stop Sign Traffic Control Orders in [Centennial Farms](#) Subdivision Section 26, Delhi Township
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
6. Potter Park Zoo – Resolution to Submit to the Electorate a [Special Millage](#) Question for the Reauthorization of Funding for the Operation of the Ingham County Potter Park Zoo and Potter Park, Including Funding for Operations, Maintenance and Improvements (*Discussion*)
7. Controller's Office – Resolution to Authorize an Amendment to the Contract for [Legal Services](#)

8. Board of Commissioners
 - a. Resolution Continuing a Contract with WebQA for a [FOIA Management Program](#)
 - b. Resolution Increasing the Budget for the Ingham County [Cultural Diversity Committee](#)

9. Human Resources
 - a. Resolution to Approve the Collective Bargaining Agreement Wage Reopener for 2020 with the Ingham County Employees Association [Assistant Prosecuting Attorneys Division](#)
 - b. Authorization to Start a [Managerial Employee](#) at Step 3
 - c. Collective Bargaining Update (*Closed Session*)

Announcements
Public Comment
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

COUNTY SERVICES COMMITTEE
November 5, 2019
Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:05 p.m.), Maiville, Naeyaert, Sebolt, and Stivers

Members Absent: None

Others Present: Register of Deeds Derrick Quinney, Tim Dolehanty, Matt Nordfjord, Deb Fett, Trisha Gerring, George Strander, Alan Fox, Sue Graham, Tim Morgan, Joan Clous, Debbie Edokpolo, Jason Barley, Jeff Donahue, Becky Bennett, Ryan Buck, 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 October 15, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE OCTOBER 15, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

10. Circuit Court – Resolution to Reorganize the Circuit Court Clerk's Office

Substitute –

3. Facilities Department

- b. Resolution to Authorize an Agreement with Laux Construction LLC for the Renovations at New Hope Community Center and the Health Department's Administration

Limited Public Comment

None.

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

1. Treasurer's Office – Resolution to Provide Funding for Low Income Tax Preparation

2. Register of Deeds Office – Resolution to Authorize an Extension of an Agreement with Fidlar Technologies for the Records Management Software System Currently Used in the Register of Deeds Office
3. Facilities Department
 - a. Resolution to Authorize an Agreement with Myers Plumbing for the Replacement of the Humidification System at the Grady Porter Building and Veterans Memorial Courthouse
 - b. Resolution to Authorize an Agreement with Laux Construction LLC for the Renovations at New Hope Community Center and the Health Department’s Administration
4. Innovation and Technology Department
 - a. Resolution to Approve Renewal of Support from Core Technology
 - b. Resolution to Approve Renewal of Training from ITProTV
 - c. Resolution to Approve the Renewal of the VmWare Support Agreement from CDWG
7. Road Department
 - a. Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades, Wing Plow Blades and Wing Plow Shoes
 - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
9. Human Resources Department
 - a. Resolution to Authorize Purchase of Neogov HRIS Software Products and Related Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

5. Parks Department – Resolution to Authorize a New Park Ranger Position

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION TO AUTHORIZE A NEW PARK RANGER POSITION.

Chairperson Celentino stated that Tim Morgan, Parks Department Director, was present at the meeting, this evening.

Commissioner Grebner stated that this position would be funded by Trails and Parks Millage monies. He further stated that it was the intent of the people who put forth the language for the millage that it would be proper that expansions in the Parks Department would be funded by the millage.

Commissioner Koenig arrived at 6:05 p.m.

Tim Morgan, Parks Department Director, stated that the Human Services Committee approved the resolution, last night.

Commissioner Stivers stated that this position would oversee some of the trails that were connected to the parks, which would address those who believed that this position was not trails-relevant.

Commissioner Grebner stated that the County's tax base had been eroding year after year. He further stated that sometimes the only way to furnish a service would be to get a special millage.

THE MOTION CARRIED UNANIMOUSLY.

6. Health Department – Resolution to Convert Medical Assistant Position

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION TO CONVERT MEDICAL ASSISTANT POSITION.

Commissioner Sebolt disclosed that the position involved was part of the UAW collective bargaining unit, which was affiliated with his day time employer.

THE MOTION CARRIED UNANIMOUSLY.

8. Controller's Office

- a. Notice of Emergency Purchase Order for Accounting and Consulting Services

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE NOTICE OF EMERGENCY PURCHASE ORDER FOR ACCOUNTING AND CONSULTING SERVICES.

Discussion.

Chairperson Celentino stated that there was no resolution, but rather a notice to the Committee.

THE MOTION WAS RETRACTED.

8. Controller's Office

- b. Resolution to Authorize Accounting and Consulting Services Agreement
- c. Authorization to Start a Managerial Employee above Step 2

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION TO AUTHORIZE ACCOUNTING AND CONSULTING SERVICES AGREEMENT AND AUTHORIZATION TO START A MANAGERIAL EMPLOYEE ABOVE STEP 2.

Commissioner Sebolt asked how long Ms. Rhode would be relied on for services.

Tim Dolehanty, Controller/Administrator, stated that she would work no more than 29 hours per week. He further stated that as 2020 progressed, she would be utilized less and less.

Commissioner Grebner stated that the Financial Services Department was in turmoil. He further stated that the Board chose not to contract with Ms. Rhode beyond her retirement originally. Commissioner Grebner stated that the most recent Financial Services Director is no longer there and there were other departures as well.

Mr. Dolehanty stated that he was hopeful that the audit would be filed timely.

Discussion.

Commissioner Grebner stated that Ms. Rhode did work for the Land Bank as well. He further stated that he did not know if this would get us out of trouble, however if management believed so, he was forgiving.

Commissioner Koenig asked how much we were going to pay Ms. Rhode the first time.

Mr. Dolehanty stated that approximately \$30,000.

Commissioner Koenig stated that this was a good move.

Commissioner Maiville asked if there were any conflicts with this contract and the Land Bank contract.

Mr. Dolehanty answered that he did not think so.

Commissioner Naeyaert stated that she hoped this worked, so that they could avoid material issues in the future. She further stated that Ms. Rhode's contribution needed to be comprehensive, so others may learn.

Commissioner Grebner stated that the direction at the Land Bank was to integrate with the County, so they were basically the same team.

THE MOTION CARRIED UNANIMOUSLY.

10. Circuit Court – Resolution to Reorganize the Circuit Court Clerk's Office

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION TO REORGANIZE THE CIRCUIT COURT CLERK'S OFFICE.

Commissioner Sebolt disclosed that the positions involved were part of the UAW collective bargaining unit, which was affiliated with his day time employer.

George Strander, Court Administrator, provided an overview of the resolution and accompanying memorandum.

Commissioner Grebner asked if the County Board had been part of the paperless transition.

Mr. Strander stated that it was part of the budget process. He further stated that this resolution was a natural result of the paperless transition.

Commissioner Koenig asked when Ingham County would go to e-filing.

Mr. Strander stated that they part of Phase Six, however he did not know when.

Commissioner Koenig stated that they were fortunately not going first.

THE MOTION CARRIED UNANIMOUSLY.

9. Human Resources Department
 - b. Grievance Hearing (*Closed Session*)

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. STIVERS, TO ENTER CLOSED SESSION AT 6:21 P.M. FOR THE PURPOSE OF A GRIEVANCE HEARING PURSUANT TO MCL 15.268(c).

Commissioner Koenig left the meeting at 6:21 p.m.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioner Koenig.

Commissioner Koenig returned to the meeting at 6:25 p.m.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO RETURN TO OPEN SESSION AT 7:20 P.M.

THE MOTION CARRIED UNANIMOUSLY.

COMM. GREBNER, SUPPORTED BY COMM. KOENIG, MOVED THAT THE COMMITTEE GRANT ALTERNATE RELIEF FOR THE GRIEVANCE THAT THE COMMITTEE JUST HEARD AND THAT STAFF BE DIRECTED TO PREPARE NECESSARY DOCUMENTS OR ARRANGEMENTS TO PERMIT PAYMENT AS IF THE GRIEVANT WAS RECLASSIFIED JANUARY 1, 2018.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Koenig announced that those present still had time to get in line and vote.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:22 p.m.

NOVEMBER 19, 2019 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Clerk's Office** – *Resolution Honoring Mary Kay Scullion*

A resolution is offered in honor of Mary Kay Scullion for her 16 years of dedication and commitment as a member of the Board of Canvassers, and to extend sincere appreciation for the many contributions she has made to the citizens of Ingham County.

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

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to the Webberville Consolidated Drain Drainage District Bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District's bonds in an amount not to exceed \$4,490,000. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

3. **Facilities Department** – *Resolution to Authorize a Contract Renewal with Safety Systems, Inc. for Alarm Monitoring Services at Forest Community Health Center*

On April 29, 2014 the Board of Commissioners approved Resolution #14-181 to authorize an agreement with Safety Systems, Inc. to install alarm equipment to monitor for fire, intrusion, boiler, and a generator at Forrest Community Health Center. The agreement was expanded on May 10, 2016 to include two new boilers and a back-up generator (Resolution #16-200). The Facilities Department recommends approval of a resolution to renew the agreement with Safety Systems, Inc. for a period of 60 months at a monthly cost of \$90.

4a. **Innovation and Technology Department** – *Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support*

On December 14, 2010 the Board of Commissioners approved Resolution #10-389 to authorize an agreement with Imagesoft, Inc. for annual maintenance of the Onbase imaging application. Annual maintenance agreements have been routinely approved over the past decade, and the current support contract will expire on December 31. OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. The Innovation and Technology Department recommends approval of a resolution to authorize a contract with Onbase for support renewals in an amount not to exceed \$191,000.

4b. Innovation and Technology Department – *Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG*

On January 28, 2014 the Board approved Resolution #14-025 to authorize execution of a Microsoft Enterprise Agreement to better manage licensing costs, ensure legal compliance, and to access the most current software. Benefits of the agreement also include online training, employee home use, and support incidents at no additional cost. After careful auditing and review of the County's Microsoft licensing position, the Innovation and Technology Department has determined that the time is right to migrate to the Office 365 (O365) offering. By doing so at the end of the current agreement, the County realizes a significant perpetual discount versus phasing it in or changing mid-contract. The cost savings is estimated at 20% over other approaches to the switchover. This also allows the County to take advantage of the other features of O365 such as Advanced Threat Protection and Message Encryption for email which will provide stronger protection than our current methods. The Chief Information Officer recommends approval of a resolution to renew the Microsoft Enterprise Agreement through CDWG in an amount not to exceed \$420,000 over three years.

5a. Road Department – *Resolution to Authorize an Extension of RFP #49-19 with Yellow Rose Transport for the 2020 Seasonal Requirement of 29A Blast Furnace Slag*

The Road Department applies approximately 15,000 tons of 29A Blast furnace slag annually for use in road chip-sealing and various other road maintenance operations. The material will be delivered to Road Department Western, Eastern and Metro facilities. The Department recommends approval of a resolution to authorize purchase of 29A Blast furnace slag on an as-needed basis from Yellow Rose Transport Inc. at a cost of \$29 per ton delivered to the Western Garage and \$29.95 delivered to the Eastern Garage.

5b. Road Department – *Resolution to Authorize Re-Approval of the Preliminary Plat of Sierra Ridge Estates Subdivision*

Sierra Ridge Estates development is a 96-unit single-family subdivision located on 73.4 acres, north of Lake Lansing Road and east of Newton Road in Meridian Township. Approval of the subdivision has followed applicable statutory processes for two of its four phases illustrated on the previously approved Preliminary Plat. Phase 1 was built in 2005 and consists of 34 lots. Phase 2 was built in 2012 and consists of 15 lots. The two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, G. S. Fedewa Builders, has requested re-approval. The Board of Ingham County Road Commissioners originally granted approval of the Sierra Ridge Estates, Preliminary Plat on August 29, 2002. The Preliminary Plat was re-approved a number of times since 2002; the last re-approval being March 25, 2014 (Resolution #14-113).

5c. Road Department – *Resolution to Approve Stop Sign Traffic Control Orders in Centennial Farms Subdivision Section 26, Delhi Township*

The Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on traffic volumes, sight distance, topography and other conditions present at public road intersections. In the spirit of this mission, the Department seeks approval of a resolution to approve Traffic Control Orders in the Centennial Farms Subdivision in Delhi Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop northbound Yarrow Drive for eastbound and westbound traffic on Garden Gate Drive

- A stop sign to stop southbound Yarrow Drive for eastbound and westbound traffic on Garden Gate Drive
- A stop sign to stop northbound traffic on Sumac Lane for eastbound and westbound traffic on Gateway Drive
- A stop sign to stop westbound traffic on Wildflower Drive for northbound and southbound traffic on Yarrow Drive
- A stop sign to stop northbound traffic on Daylily Drive for eastbound and westbound traffic on Garden Gate Drive
- A stop sign to stop southbound traffic on Daylily Drive for eastbound and westbound traffic on Gateway Drive

5d. 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 26 projects (see attachment for permit list).

6. Potter Park Zoo – *Resolution to Submit to the Electorate a Special Millage Question for the Reauthorization of Funding for the Operation of the Ingham County Potter Park Zoo and Potter Park, Including Funding for Operations, Maintenance and Improvements (Discussion)*

Representatives of Potter Park Zoo will be present to discuss placement of a millage renewal question before voters in 2020.

7. Controller's Office – *Resolution to Authorize an Amendment to the Contract for Legal Services*

For many years Ingham County has retained the services of Cohl, Stoker & Toskey P.C. for legal services including general county law matters, labor law matters, and workers compensation defense work. Previous agreements specifically exclude litigation covered by County insurance policies or risk groups, but the firm is often assigned to defend the County in such cases by Michigan Municipal Risk Management Authority in recognition of their extensive knowledge of Ingham County matters. The only other exclusion is for bond legal work, a specialty area of law contracted to another firm. Cohl, Stoker & Toskey P.C. seeks a 2% rate increase for 2020. The agreement includes a separate fee of up to \$12,000 for costs and expenses incurred in association with legal matters. A resolution is offered to amend the Legal Services contract to reflect this increase.

8a. Board of Commissioners' Office – *Resolution Continuing a Contract with WebQA for a FOIA Management Program*

On December 8, 2015 the Board of Commissioners approved Resolution #15-461 to authorize a contract with WebQA for a Freedom of Information Act (FOIA) management program. Changes in the Michigan FOIA and the volume of FOIA requests received by Ingham County made this purchase necessary. The Board of Commissioners' Office Director recommends approval of a resolution to continue the WebQA contract through December 31, 2020 at a total cost not to exceed \$19,197.

8b. Board of Commissioners' Office – *Resolution Increasing the Budget for the Cultural Diversity Committee*

The Cultural Diversity Committee was established to educate and provide a greater awareness of Ingham County's culturally diverse and changing population. The Committee hosts an annual luncheon and Unity in the Community event. Committee members remain active throughout the year by educating, raising awareness and providing a positive environment that promotes diversity and inclusion. A resolution is offered to increase the Committee's 2020 budget by \$1,500 in order to cover increased costs associated with their work.

9a. Human Resources Department – *Resolution to Approve the Collective Bargaining Agreement Wage Reopener for 2020 with the Ingham County Employees Association Assistant Prosecuting Attorneys Division*

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and Ingham County Employees Association Assistant Prosecuting Attorneys Division for the period January 1, 2020 through December 31, 2020.

9b. Human Resources Department – *Authorization to Start a Managerial Employee at Step 3*

The Human Resources Assistant (MC 3) has been offered the position of Animal Care Manager (MC 6) which is a promotion outside of the employee's current career field. Section B.8.c of the Managerial and Confidential Employee Personnel Manual requires that the County Services Committee determine the starting salary rate for those employees being reclassified or promoted outside of their career field. Based on the knowledge, skills, and demonstrated abilities of the selected candidate, the Human Resources Director seeks the Committee's authorization to allow the promoted employee to begin work as Animal Care Manager at Step 3 of MC Grade 6.

9c. Human Resources Department – *Collective Bargaining Update (Closed Session)*

In compliance with provisions of the Open Meetings Act (MCL 15.268(c)), a closed session is scheduled to discuss negotiation sessions with the various collective bargaining units.

Agenda Item 1

TO: Board of Commissioners County Services Committee

FROM: Barb Byrum, Ingham County Clerk

DATE: November 4, 2019

SUBJECT: Resolution to Honor Mary Kay Scullion

Please consider the attached resolution to honor 16 years of service by County Canvasser Mary Kay Scullion. She most recently served as the Ingham County Board of Canvassers Chairperson and has been a public servant in the County for decades. Her term of service on the Board of Canvassers ended October 31, 2019.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MARY KAY SCULLION

WHEREAS, Mary Kay Scullion has been a leader in politics and a figure in elections across the state and in the County of Ingham; and

WHEREAS, Mary Kay served the Michigan Legislature as Clerk of the House, Assistant Clerk Parliamentarian, and House Democratic Legal Counsel and Counsel to the Speaker; and

WHEREAS, Mary Kay has been a political activist, organizing voter registration drives and coordinating voter protection monitoring in Ingham County; and

WHEREAS, Mary Kay serves her community in leadership positions including the American Civil Liberties Union, Women's Assembly, Ingham County Community Corrections Advisory Board, EVE Inc., founding member of Sexton High School Fine and Performing Arts Association, and Legal Aid of Central Michigan; and

WHEREAS, Mary Kay holds a Bachelor of Arts and Master of Arts from Northern Michigan University and a Juris Doctor from Thomas M. Cooley Law School; and

WHEREAS, Mary Kay is an instructor in American, State and Local Government at Lansing Community College and the parliamentarian for the Lansing Board of Education; and

WHEREAS, Mary Kay is very committed to serving her community, she has served as a longtime officer of the Ingham County Democratic Party and is currently party secretary; and

WHEREAS, Mary Kay began her service with the Ingham County Board of Canvassers in 2003, where she most recently held the position of Chairperson; and

WHEREAS, the Ingham County Board of Canvassers is responsible for canvassing and certifying elections held in the County; and

WHEREAS, Mary Kay has contributed her knowledge and expertise in numerous elections for Ingham County while demonstrating her love for detail and election procedures, to the benefit of her colleagues and the citizens of the County of Ingham; and

WHEREAS, on October 31, 2019, Mary Kay Scullion completed her years of service on the Ingham County Board of Canvassers.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Mary Kay Scullion for her 16 years of dedication and commitment as a member of the Board of Canvassers and extends its sincere appreciation for the many contributions she has made to the citizens of Ingham County.

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

Agenda Item 2

To: County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Date: November 4, 2019

Re: Resolution Authorizing County's Full Faith and Credit for Webberville Consolidated Drain 2020 Bonds for meeting agendas of November 19th and November 20th

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Webberville Consolidated Drain Maintenance and Improvement Project ("Project"). Such action is customary because it provides the bond holder an important level of security for the bonds. This bond issue is being sold through the Rural Development program of the United States Department of Agriculture. Rural Development offers lower than market rates of interest and more flexible terms for the bond issue thus lowering costs for the municipalities and property owners of the Drainage District who are liable to pay for benefit of the project. The municipalities with benefit at-large for the Project include the Village of Webberville, the Township of Leroy, the Michigan Department of Transportation, and the County of Ingham. There are 565 properties and 1042 acres (495 acres in the Village of Webberville and 547 acres in the Township of Leroy) within the Webberville Consolidated Drain Drainage District (please see the attached map for the location of the Webberville Consolidated Drain and Drainage District).

The Webberville Consolidated Drain Maintenance and Improvement Project results from a September 13, 2016 petition submitted by the Village of Webberville. Petitioners wanted the drainage improved to alleviate the repeated flooding of properties and homes. On March 27, 2019, the petition was found necessary by a statutory Board of Determination. The proposed Project includes the installation of 12,185 feet (over 2.3 miles) of enclosed storm drain pipe ranging in size from 8" to 30", 50 feet of new 60" culvert under Gramer County Road, twenty bioretention swales for stormwater infiltration and treatment, grading improvements, removal and replacement of road surfaces impacted by construction and final restoration within the Village of Webberville and Township of Leroy (please see the attached map of Project work). Project construction is expected to commence in Spring, 2020 and be completed in Summer, 2021.

For your information, the Project is the second of two petitioned projects by the municipalities within the Webberville Consolidated Drain Drainage District. The first project (completed in 2019) constructed new outlets and upgraded existing outlets for the stormwater to discharge to the downstream receiving waters of the Kalamink Consolidated Drain, and ultimately, the Red Cedar River (please see the attached map of Project 1). The current Project will improve the collection system to better convey the stormwater to these outlets. The Project will contain contract requirements for nondiscrimination and prevailing wage, pursuant to my adopted policies and consistent with the Board of Commissioners' resolutions.

Project bids will not be opened until February, 2020, so the total Project computation of cost will not be completed by the time of the Committee meetings. As a result, the attached Full Faith and Credit Resolution includes a “not-to-exceed” amount instead of an exact amount. This “not-to-exceed” amount is based on the funds remaining available for a second bond from Rural Development after the first project’s bond.

In connection with this request for full faith and credit, the Drain Office has performed certain due diligence for the Project. Attached is additional material that includes an explanation of Drain Code provisions that provide powers and safeguards with respect to Chapter 8 drain bonds in general and an explanation of the financial due diligence performed for the Project in particular.

Based on the attached analysis, it is my opinion that there is significant property value in the drainage district to support the payment of the assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

I will be in attendance at your Committee meetings on November 19th and 20th to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

To: Ingham County Board of Commissioners
From: Patrick E. Lindemann, Ingham County Drain Commissioner
Re: Full Faith and Credit Resolutions in Support of County Drain Projects
Date: November 4, 2019

The Ingham County Drain Office performs certain due diligence for each drain project it undertakes for which the County will be asked to pledge its full faith and credit. The project for the Webberville Consolidated Drain Drainage District is a project that has been petitioned under Chapter 8 of the Drain Code. The purpose of this memo is to summarize the due diligence my office has performed for this Chapter 8 drain project and to provide some background on the general Drain Code provisions that provide safeguards to a county when it pledges its full faith and credit.

Based on the following analysis, it is my opinion that there is significant property value in the drainage district to support the payment of the assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

DRAIN CODE POWERS AND SAFEGUARDS REGARDING PAYMENT OF DRAIN BONDS

In considering the risk that there would be insufficient funds to pay drain bonds (which could lead to an advance by a county on its full faith and credit pledge), the Michigan Drain Code and Michigan law in general build in many safeguards to protect the vital public interest in being able to finance drain projects:

- 1) The debt service on drain bonds under Chapter 8 of the Drain Code is primarily paid from assessments levied against public corporations and benefitted properties in the drainage district.
 - a) The assessments against benefitted properties are a strong source of revenue since they have the same priority for payment as taxes, having a first priority superior to mortgages and other forms of debt that might encumber a property.
 - b) If a property owner is delinquent in paying the property owner's assessment, the assessment is turned over to the County to be collected with the delinquent taxes. The County has significant powers to collect delinquent taxes which would ultimately end up with the property being sold at tax sale if the property owner does not pay the delinquent taxes and assessments. At that point, there would only be a shortfall in revenues to pay the drain assessment if the property is sold for less than the amount of outstanding delinquent taxes and assessments and the interest and penalties on them. The balance of the assessment that has not yet become due would continue to be a lien against the property payable by the new property owner after it is sold.

c) During the time the delinquent assessments are being collected, the amount of the delinquent assessment would be paid to the drainage district from the County's delinquent tax revolving fund (so long as the County continues this program) and would be used to pay the debt service on the drain bonds.

d) Assessments against the municipalities are a general obligation of those municipalities and as such a legally binding obligation of the general fund of the municipalities.

2) By adopting a resolution pledging full faith and credit, the County is agreeing to be a backup source of payment for the bonds if there is a shortfall in the primary source of payment and the County would only make payments in the event there is ever a shortfall in the assessment collections.

a) For assessments against benefitted property owners, a shortfall would only come into play after the property was sold at tax foreclosure (again assuming the continuation of the delinquent tax revolving fund), if the sale price was less than the amount of delinquent taxes, assessments, and interest and penalties on them.

b) Such amounts will normally be relatively small since on most assessment rolls any one assessment against a benefitted property is only a small part of the whole, and the delinquency would most often only be for a few years of a multiyear assessment.

3) Payments by counties pursuant to a full faith and credit resolution are rare, and if they are required would normally be small and only for a short time.

a) County payments are usually short term since under the Drain Code the drainage district is required to levy a deficiency assessment against the district for the amount of any shortfall within two years and when that assessment is levied and collected, the County would be paid back.

b) In addition to deficiency assessments, the drainage district has the ability to levy an administrative fee in the way of an interest rate on the assessments that is 1 percent over the interest rate of the bonds issued in anticipation of the assessments. This small additional amount of interest is allowed to the drainage district to cover costs, including costs that could lead to a shortfall, thus further mitigating risk to the County.

c) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district bonds issued by a drainage district during my almost 27-year tenure as drain commissioner.

DUE DILIGENCE PERFORMED FOR THE WEBBERVILLE PROJECT

The Drain Office has performed specific due diligence for the Webberville Consolidated Drain Drainage District project which is undertaken under Chapter 8 of the Drain Code.

1) As stated above, the main chance of a special assessment against a property becoming delinquent and not being able to ultimately satisfy the assessment levied against it would result from an assessed property being sold at tax sale for an amount that is less than the amount of

delinquent taxes, assessments, interest and penalties currently due with respect to the property. Therefore, the due diligence evaluates the total amount of the assessment against the drainage district for a project compared to the total assessed value (the "SEV") of the properties in the district in order to ascertain that there is enough assessed value in the district to support the payment of the special assessment, making the risk of a long term default very unlikely.

2) The analysis performed for this project compares the total amount of the assessment that will be levied in the drainage district to the total SEV of the drainage district (the "SEV percentage"). Since the SEV is an amount that is required to be 50% of the true cash value of property, the total property value in the district is an amount that is two times the SEV. Therefore, comparing the total amount of the assessment to a number that is two times the SEV will show the ratio of the assessment to the true cash value of the district ("Total Value percentage"). The Total Value percentage shows the amount of value there is in the properties of the drainage district over and above the amount of the assessment. The due diligence performed contains a similar analysis with respect to the municipalities subject to an assessment.

3) The SEV analysis that was performed for this Project is attached to this memo. These bonds will be sold to the Federal government, through its USDA Rural Development program. The maximum amount of the bonds used in the evaluation is the amount of bonds that USDA Rural Development has approved for the project. For the project, the analysis shows that the SEV percentage is 14.8% of the SEV of the special assessment district and the Total Value percentage is 7.4% of the true cash value of the properties in the district. In reality, since some of the assessments will be levied against the public corporations, the Total Value percentage will in fact be lower than 7.4% when looking at the amount actually assessed to the properties, providing more than 92% property value coverage. The ratio to municipal SEVs is also shown, ranging from 0.05% to 2.90%.

4) Based on this analysis, there is significant value in the Webberville Consolidated Drain Drainage District to support the payment of the assessments for the bonds that will be issued for this project.

5) It is my opinion, therefore, that there is significant property value in the drainage district to support the payment of the assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.



November 1, 2019

Mr. Patrick E. Lindemann
 Ingham County Drain Commissioner
 707 Buhl Ave.
 Mason, MI 48854

RE: Webberville Consolidated Drain Drainage District
 State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann,

This letter is a summary analysis of SEVs for the Webberville Consolidated Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Leroy Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2019 property tax records found on the www.inghamcounty.com web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2019 equalization report attached which is available at: <http://eq.ingham.org/Portals/DP/2019EqualizationReportForWeb.pdf>. The requested full faith and credit amount is \$4,490,000. The total SEV for all of Leroy Township is \$156,59,500. The estimated SEV for the lands within the special assessment district is \$30,305,100. Additionally, the total SEV for all of Ingham County is \$8,941,151,125. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount = \$4,490,000			
Estimated SEV of the lands in the special assessment district	\$30,305,100	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.	14.8%
Leroy Township SEV	\$156,659,500	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Leroy Township.	2.9%
Ingham County SEV	\$8,941,151,125	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.05%

Please contact our office at (517) 819-2367 with any questions or concerns.

Sincerely,
 Lockwood, Andrews & Newnam, Inc.

Samir F. Matta, PE

cc: Carla Clos – Administrative Chief Deputy Drain Commissioner

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS
RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
WEBBERVILLE CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS
RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on _____, 2019, at _____ p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner: _____

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Webberville Consolidated Drain Maintenance and Improvement Project (the "Project"), which is being undertaken by the Webberville Consolidated Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed \$4,490,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District (the "Special Assessments"); and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the Drainage District, has analyzed the Special Assessments and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by the Special Assessments, and that the Special Assessments will be levied in an amount equal to or greater than the par amount of the Bonds, assuring the County that there is a sufficient amount of Special Assessments levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

WHEREAS, PFM Financial Advisors LLC has been engaged by the Drainage District to review such projections and to assist the Drainage District as registered municipal advisor for the issuance of the Bonds; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Bonds will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, if the County has advanced funds pursuant to its full faith and credit pledge and the Drainage District does not have funds to reimburse the County, the Act requires the Drain Commissioner to levy an additional assessment in such an amount as is required to reimburse the County for its advance; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Bonds.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$4,490,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, the County Finance Director and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ Absent: _____ Approved: _____

FINANCE:

Yeas: _____

Nays: _____ Absent: _____ Approved: _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _____, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2019

Barb Byrum, Clerk
County of Ingham

Agenda Item 3

TO: Board of Commissioners, Human Services, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 4, 2019

RE: Resolution Authorizing a Contract Renewal with Safety Systems, Inc. for Alarm Monitoring Services at Forest Community Health Center

For the meeting agendas of: November 19 & 20

BACKGROUND

The Facilities Department would like to renew the contract with Safety Systems, Inc. for alarm monitoring services at Forest Community Health Center. The agreement term will be for 60 months at \$90.00 per month for burglary, temperature sensors and fire alarm monitoring. The increase includes the additional equipment added.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available in line item number 511-61580-931000-02013.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract renewal with Safety Systems Inc. for alarm monitoring at Forest Community Health Center.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH SAFETY SYSTEMS, INC. FOR ALARM MONITORING SERVICES AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, the alarm agreement with Safety Systems, Inc. will need to be renewed; and

WHEREAS, the term of the agreement is for a period of 60 months; and

WHEREAS, it is the recommendation of the Facilities Department to renew the contract with Safety Systems, Inc. for the amount of \$90.00 per month which includes burglary, temperature sensors and fire alarm monitoring; and

WHEREAS, funds are available through line item number 511-61580-931000-02013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract renewal with Safety Systems, Inc. 2075 Glenn St. Lansing, MI 48906, for the alarm monitoring services at Forrest Community Health Center for the term of 60 months at \$90.00 per month.

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

FROM: Deb Fett, CIO

DATE: 11/04/2019

SUBJECT: Renewal of the ImageSoft and OnBase Annual Support
For the meeting agendas of November 19th, November 20th and November 26th, 2019

BACKGROUND

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. Our support contract expires on December 31st, 2019. In 2016 we did a split of our support model to using Hyland under the GSA contract for our licensing support and ImageSoft for our direct support of the application. This resulted in a net savings of \$41,342.92. For 2018 our licensing support cost increased as we had expected due to the Circuit Court project being implemented. This year also includes an increase for another portion of the Circuit Court project and maintenance for a number of new scanners. Even with these increases due to increased functionality, we still have not reached the 2017 proposed costs.

ALTERNATIVES

By working through ImageSoft and Hyland for our support, we have the following results;

2017 support costs proposed 1 st	\$194,841.60
2017 support costs as negotiated	\$153,498.68
2018 support costs paid	\$179,904.24 (Circuit Court added)
2019 support costs paid	\$182,288.30
2020 Expected support costs	\$186,116.35
2020 Actual invoice total	\$190,007.90

FINANCIAL IMPACT

The funding for the \$82,837.33 invoice for ImageSoft and the \$107,269.57 invoice from Hyland (total of \$190,106.90) is budgeted and will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland and ImageSoft support renewals in the amount not to exceed \$191,000.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE IMAGESOFT AND
ONBASE ANNUAL SUPPORT**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31st, 2019; and

WHEREAS, the annual contract amount is in the approved 2020 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and ImageSoft annual support in the amount not to exceed \$191,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

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

TO: Board of Commissioners, County Services, & Finance Committees

FROM: Deb Fett, CIO

DATE: 11/04/2019

SUBJECT: Renewal of the Microsoft Enterprise Agreement through CDWG
For the meeting agendas of November 19th, November 20th and November 26th, 2019

BACKGROUND

Ingham County changed over to a Microsoft Enterprise Agreement (EA) in 2014 in order to better manage our licensing costs, ensure that we are legally compliant, and be able to use the most current software available. (Resolution 14-025) This current agreement which was renewed in 2017 (Resolution 16-522) expires on January 30th, 2020.

After careful auditing and review of our Microsoft licensing position, it has been determined that the time is right to move over to the Office 365 (O365) offering. By doing so at the end of our current agreement, we realize a significant perpetual discount versus phasing it in or changing mid-contract. The cost savings is estimated at 20% over other approaches to the switchover. This also allows us to take advantage of the other features of O365 such as Advanced Threat Protection and Message Encryption for email which will provide stronger protection than our current methods.

ALTERNATIVES

One option would be to continue on as we have been for three more years with negligible cost savings. This would be the simplest alternative but would not allow us to take advantage of the discounted rate for switching to O365 or the stronger protection provided by the Microsoft features. Since it appears that Microsoft is committed to switching everyone over to their O365 platform in the future, it may not be long before this choice is no longer ours to make.

Another option would be to no longer do an Enterprise Agreement for our user applications, only keeping our servers covered. This could save us a small amount initially but would increase our outlay for every additional computer and user added in future years. It would also subject us to an extremely large cost when it is time to upgrade to a newer version in the future as every computer would have a charge. Estimating at today's cost, this could be close to \$1,000,000.00 to upgrade every computer in Ingham County thus more than negating any savings and requiring a single large payment.

FINANCIAL IMPACT

The funding for the not to exceed \$420,000.00 annual cost is budgeted and will come from the County's Network Software Fund #636-25810-932033. CDWG has been awarded the State of Michigan's MCT contract and therefore has quoted this renewal under the State of Michigan MiDeal contract to provide the County with the highest discount possible.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

Ingham County is heavily reliant on Microsoft servers and applications for our daily work. It is critical that we keep these systems up to date and operating effectively.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Microsoft Renewal through CDWG in the amount not to exceed \$420,000.00 per year for the next 3 years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE MICROSOFT ENTERPRISE AGREEMENT THROUGH CDWG

WHEREAS, Ingham County currently utilizes Microsoft products for our workstation, server, email, and office productivity applications; and

WHEREAS, ITD has audited and researched Ingham County licensing to ensure that the County is legally compliant while having the lowest cost possible; and

WHEREAS, the current licensing agreement will expire on January 30th, 2020 unless renewed; and

WHEREAS, the annual contract amount is in the 2020 budget; and

WHEREAS, CDWG has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing the Microsoft Enterprise Agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Enterprise Agreement from Microsoft in the amount not to exceed \$420,000.00 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932033).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

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

Agenda Item 5a

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: October 29, 2019

SUBJECT: Extension of RFP #49-19: 29A Blast Furnace Slag, with Yellow Rose Transport.

The purpose of this correspondence is to support the attached resolution to extend the 2019 RFP # 49-19, to purchase 29A Blast Furnace Slag for the scheduled 2020 Chip seal program and various other road maintenance operations.

The Road Department annually applies approximately 15,000 tons of 29A Blast Furnace Slag that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip sealing and various other road maintenance operations.

Blast Furnace Slag is in high demand, with the current competitive construction market and the ability to extend and lock in the 2019 pricing for the 2020 season is very appealing. The Road Department currently has 8,000 tons of Blast Furnace Slag in stock and will need to purchase 7,000 tons of Slag to have sufficient materials for the budget 2020 Chip seal program.

The Road Department's adopted 2020 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for 29A Blast Furnace Slag were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #49-19 in 2019, and it is their recommendation, with concurrence of Road Department staff, to extend this bid and purchase 29A Blast Furnace Slag on an as-needed, unit price per ton basis from:

Yellow Rose Transport Inc., 29A Blast Furnace Slag @ \$29.00 a ton, with an estimated quantity of 3,000 tons delivered to the ICRD Eastern facility and 4,000 tons of 29A slag delivered to the Western facility @ \$29.95 a ton.

Yellow Rose Transport was awarded the 29A Bid per RFP#49-19 in 2019, based on the lowest bid which meets the 29A Blast Furnace Slag specifications. The 29A Blast Furnace Slag will be delivered to the ICRD Western and Eastern facilities in 2020.

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department's 2020 seasonal supply of 29A Blast Furnace Slag by extending RFP 49-19.

Yellow Rose Transport Inc

3531 Busch Dr Grandville, MI 49418

616-534-0077 fax 616-534-7805

October 21, 2019

Doug Meekhof
President
Yellow Rose Transport Inc.
3531 Busch Dr
Grandville, MI 49418

Ingham County Road Comission
Bobbie Mayes
Purchasing Agent
301 Bush Street
Mason, MI 48854

RE: Extending 2019 slag pricing for 2020 season

Bobbie,

Please use this letter as confirmation that Yellow Rose Transport Inc is pleased to extend it's 2019 pricing for 29A Slag for the 2020 season.

As of now we are planning on supplying you by July 31, 2020 with:
3,000 ton of 29A Slag to the Eastern Garage at \$29.95 per ton
4,000 ton of 29A Slag to the Western Garage at \$29.00 per ton.

Thank you for your business.



Doug Meekhof
President
Yellow Rose Transport Inc.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION OF RFP #49-19 WITH
YELLOW ROSE TRANSPORT FOR THE 2020 SEASONAL REQUIREMENT
OF 29A BLAST FURNACE SLAG**

WHEREAS, the Road Department annually purchases 29A Blast furnace slag that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2020 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A Blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #49-19 in 2019, and it is their recommendation, with the concurrence of Road Department, to extend the RFP #49-19 and purchase on an as-needed, unit price per ton basis for the 2020 seasonal supply; and

WHEREAS, a purchase order shall be processed, with materials delivered the Road Department facilities based on unit price per ton and a quantity not to exceed \$210,000; and

WHEREAS, it is the recommendation of the Purchasing Department and the Road Department to purchase 29A Blast furnace slag from Yellow Rose Transport Inc., delivered to the ICRD Eastern and Western facilities, and purchase on an as-needed, unit price per ton basis; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid extension for the 2020 seasonal supply, and authorizes the purchase of 29A Blast furnace slag on an as-needed, unit price per ton basis to:

Yellow Rose Transport Inc., 3531 Busch Driver SW, Grandville, MI 49418, 29A Blast furnace slag, with an estimated combined quantity of 7,000 tons delivered to the Western Garage @ \$29.00 per an ton and Eastern Garage @ \$29.95 per an ton.

BE IT FURTHER RESOLVED, that the Purchasing Department are hereby authorized to execute the purchase orders as needed and budgeted.

TO: County Services Committee

FROM: William Conklin, Managing Director
Road Department

DATE: October 25, 2019

SUBJECT: Sierra Ridge Estates Subdivision Preliminary Plat Re-Approval

BACKGROUND

The process by which land divisions and plats are developed follows state statute. The platting process essentially starts with development of a Preliminary Plat that shows the overall configuration, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development. Once a Preliminary Plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans can be developed, which are also approved by the stakeholders. Once the construction plans are approved, construction can begin. After construction is completed, an acceptance process is normally initiated to make the roads, drains, and utilities public.

The Sierra Ridge Estates development is a 96 unit single-family subdivision located on 73.4 acres north of Lake Lansing Road, east of Newton Road, in Section 4 of Meridian Township. The development has followed the process described above for the first three of a total of four phases illustrated on the previously approved Preliminary Plat. Phases 1 through 3 of the Sierra Ridge development have been built. The proprietor wishes to proceed with the final phase 4 of the subdivision (lots 70 through 96).

CURRENT ISSUE

The reason for this memo is to re-approve the Sierra Ridge Estates Preliminary Plat. The two-year Preliminary Plat approval period, dictated by state statute, has expired. The proprietor, G. S. Fedewa Builders, Inc., is requesting re-approval.

RECOMMENDATION

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RE-APPROVAL OF THE PRELIMINARY PLAT OF
SIERRA RIDGE ESTATES SUBDIVISION**

WHEREAS, on March 25, 2014, per Resolution #14-113, the Ingham County Board of Commissioners, re-approved the Preliminary Plat for the residential subdivision called Sierra Ridge Estates, which consists of 96 lots within four (4) phases of construction on 73.4 acres north of Lake Lansing Road, east of Newton Road, in Section 4 of Meridian Township; and

WHEREAS, Preliminary Plat approvals are only valid for a two year period, per state statute; and

WHEREAS, the most recent two-year Preliminary Plat approval period has expired and the proprietor, G. S. Fedewa Builders, is requesting re-approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners re-approves the Sierra Ridge Estates Preliminary Plat for a period of two years, in accordance with state statute.

TO: County Services Committee

FROM: Thomas Husby, Sign and Signal Supervisor, Road Department

DATE: October 30, 2019

SUBJECT: Various Intersection Traffic Control Orders
Centennial Farms Subdivision
Section 26, Delhi Township

For the County Services Committee meeting agenda in November 19, 2019
For the Board of Commissioners meeting agenda in November 26, 2019

This memo and the accompanying resolution are offered to recommend intersection control signage to be placed at public road intersections within a residential subdivision-- Centennial Farms Subdivision in Section 26, Delhi Township. Upon Board approval of the attached resolution, Traffic Control Orders (TCO) will be prepared for execution by the Board Chair, and then filed with the County Clerk so the new signs will be lawful. The Road Department will then install the new signs.

BACKGROUND

Road Department engineering staff reviews intersections to determine and recommend traffic control signs appropriate for the conditions of each intersection. Reviewed conditions including, but not limited to, available sight distance, individual approach traffic volumes, directional approach volumes, and crash history. Typically traffic control signs are placed on the approach(es) which motorists would more naturally feel the need to stop, such as on the base leg of a T-intersection, or on any side-street approach to the main, or more heavily traveled (collector) street. Control signs should never be placed where not warranted, or for speed control, as this fosters disrespect and lack of compliance for all traffic control signs, thus violating directives provided by the traffic control manual Michigan statute requires (MCL 257.610).

In older subdivisions, such as the Centennial Farms Subdivision, intersections are revisited as yard improvements and/or landscape growth affect sight distances. In many instances the old intersection controls need to be upgraded, typically from yield signs to stop signs, or from unsigned to stop controlled. Urban fill-in and redevelopment can also greatly change the traffic patterns at an existing intersection. Staff evaluates the new traffic patterns and may recommend changes to the intersection control.

FINANCIAL IMPACT

For newer subdivisions, the cost of the signs and installation is covered from funds the subdivision developers have paid the Road Department for this purpose. Costs to upgrade signs in an older subdivisions, including in this case the Centennial Farms Subdivision, or to modify existing intersection signage warranted by redevelopment, are typically absorbed by the Road Department traffic sign budget.

RECOMMENDATION

Approval of the attached resolution to authorize Traffic Control Orders for stop signs in the Centennial Farms Subdivision in Section 26, Delhi Township is recommended.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS
IN CENTENNIAL FARMS SUBDIVISION SECTION 26, DELHI TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Centennial Farms residential subdivision in Section 26 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below; and

WHEREAS, Costs to upgrade signs, including in this case the Centennial Farms Subdivision, are included in the Road Department traffic sign budget.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound Yarrow Drive for eastbound and westbound traffic on Garden Gate Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound Yarrow Drive for eastbound and westbound traffic on Garden Gate Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop northbound traffic on Sumac Lane for eastbound and westbound traffic on Gateway Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop westbound traffic on Wildflower Drive for northbound and southbound traffic on Yarrow Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop northbound traffic on Daylily Drive for eastbound and westbound traffic on Garden Gate Drive

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop southbound traffic on Daylily Drive for eastbound and westbound traffic on Gateway Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

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 November 4, 2019 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE October 22, 2019

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP
2019-557	CONSUMERS	GAS	DEXTER TRAIL	VEVAY
2019-558	GA HUNT	SANITARY/SIDEWALK	MARSH RD	MERIDIAN
2019-549	CONSUMERS	GAS	STONER RD	LANSING
2019-556	NAPA HOLDINGS	SIDEWALK/CURB	FAIRVIEW AVE	LANSING
2019-524	MIKE SMALLEY	BORE – ROAD CUT	DENNIS RD	WHEATFIELD
2019-552	CONSUMERS	GAS	NIGHTINGALE	DELHI
2019-568	AT & T	CABLE – UG	LAKE LANSING	LANSING
2019-569	AT & T	CABLE - UG	LAKE LANSING	LANSING
2019-536	COMCAST	CABLE – UG/OH	ENGLISH OAK	DELHI
2019-537	COMCAST	CABLE – OH	JOLLY RD	ALAIEDON
2019-551	ZAYO GROUP	CABLE – UG	JAMES PHLLIPS DR	ALAIEDON
2019-566	CONSUMERS	GAS	WALL ST	ONONDAGA
2019-564	CONSUMERS	GAS	GRAND RIVER AVE	MERIDIAN
2019-563	CONSUMERS	GAS	SKYLINE DR	MERIDIAN
2019-544	CONSUMERS	GAS	CATHERINE ST	LANSING
2019-543	CONSUMERS	GAS	CEDAR ST	DELHI
2019-552	CONSUMERS	GAS	NIGHTINGALE DR	DELHI
2019-538	CONSUMERS	ELEC – UG	HASLETT RD	MERIDIAN
2019-567	CONSUMERS	ELEC - OH	MERIDIAN RD	MERIDIAN
2019-554	KAREN HITCHCOCK	LAND DIVISION	BUTTON RD	ALAIEDON

2019-545	CONSUMERS	GAS	MICHIGAN AVE	LANSING
2019-550	CONSUMERS	GAS	CRESTWOOD CIR	MERIDIAN
2019-554	KAREN HITCHCOCK	LAND DIVISION	BUTTON RD	ALAIEDON
2019-570	GEORGE PETRIDES SR	LAND DIVISION	BARTON RD	WILLIAMSTOWN
2019-553	H. PARTRIDGE TRUST	LAND DIVISION	BARRY RD	WILLIAMSTOWN
2019-575	CONSUMERS	ELEC - OH	FITCHBURG RD	LESLIE
			MANAGING DIRECTOR:	_____

DRAFT

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR THE REAUTHORIZATION OF FUNDING FOR THE OPERATION OF THE INGHAM COUNTY POTTER PARK ZOO AND POTTER PARK, INCLUDING FUNDING FOR OPERATIONS, MAINTENANCE, AND IMPROVEMENTS

WHEREAS, the Potter Park Zoo and Potter Park in the City of Lansing are regional attractions that draw a large number of visitors to the region, including a large number of Ingham County residents; and

WHEREAS, the Board of Commissioners believes continued operation of the Potter Park Zoo and Potter Park in the City of Lansing would be a substantial benefit to Ingham County residents; and

WHEREAS, the Board of Commissioners entered into an agreement with the City of Lansing for the lease and the operation of the Potter Park Zoo and Potter Park, conditioned upon voter approval of a county-wide property tax millage for the funding of the Potter Park Zoo and Potter Park as well as the continued millage funding for the Potter Park Zoo and Potter Park; and

WHEREAS, the current authorized millage of .41/100 (0.4100) of one (1) mill, \$0.41 per thousand dollars of state taxable valuation, adopted in 2006 and renewed in 2010 and 2016, expires on December 31, 2020; and

WHEREAS, a new millage is necessary to support the operation of the Potter Park Zoo and Potter Park, which includes funding the daily operations, maintenance, and improvements of the Potter Park Zoo and Potter Park; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of supporting funding for the operational and capital needs of the Potter Park Zoo and Potter Park; and

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the election to be held on March 10, 2020:

INGHAM COUNTY POTTER PARK ZOO AND POTTER PARK OPERATIONAL MILLAGE QUESTION

For the purpose of reauthorizing funding for the operation of the Potter Park Zoo and Potter Park, including funding for operations, maintenance, and improvements, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 50/100 (0.5000) of one (1) mill, \$0.50 per thousand dollars of state taxable valuation, for a period of six (6) years (2021-2026) inclusive? If approved and levied in full, this Millage will raise an estimated \$3,841,444 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

TO: Board of Commissioners County Services and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: November 5, 2019

SUBJECT: Resolution to Extend Administrative Leave Time and to Amend the Suspension of Operations Policy

BACKGROUND

Ingham County originally entered into an agreement with Cohl, Stoker and Toskey in 1981 to provide comprehensive legal services to the County under a fixed fee. The current contract document was approved by the Board of Commissioners on July 26, 2011 (Resolution #11-211) and has modified five times as follows:

- March 26, 2013 to recognize legal services needs of the Road Department following the Road Commissioner merger (Resolution #13-134).
- July 22, 2014 to allow full reimbursement for reasonable and unavoidable County-incurred costs and expenses (Resolution #14-283).
- April 28, 2015 to provide for a 2½% increase on the base rate in 2015 and 1% increases for 2016 and 2017 (Resolution #15-140). These increases were consistent with wage increases offered to county employees for each of the years cited.
- January 23, 2018 to provide for a 1% increase on the base rate effective January 1, 2018 (Resolution #18-021). This increase was consistent with wage increases offered to county employees for 2018.
- December 11, 2018 provide for a 2% base fee increase effective January 1, 2019 (Resolution #18-508). This increase was consistent with wage increases offered to employees for 2019.

A resolution is offered to provide for a 2% base fee increase effective January 1, 2020. This proposal is consistent with budgeted wage increases for 2019 and with actions taken by the Board of Commissioners since 2013.

ALTERNATIVES

The County could choose to discontinue the current arrangement, but would likely incur a substantial increase in cost for legal services as reflected in the budget of similarly-situated municipalities. The City of Lansing budgeted just over \$1.7 million in 2019 for legal costs. Budgeted expenditures for civil matters alone in Washtenaw County (\$707,000) and Kalamazoo County (\$498,000) exceeded the Ingham County total. Both counties also rely on outside counsel for labor matters at additional cost.

FINANCIAL IMPACT

The County Attorney budget for 2020 reflects continuation funding of \$485,968 for the County Attorney contract which includes the proposed increase.

STRATEGIC PLANNING IMPACT

Continuation of the legal services agreement is consistent with the stated mission of Ingham County to assure that services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution to authorize an amendment to the contract for legal services.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE
CONTRACT FOR LEGAL SERVICES**

WHEREAS, the Board of Commissioners has a contract for legal services with Cohl, Stoker & Toskey, P.C. (hereinafter "Contractor"); and

WHEREAS, that contract requires the Contractor to provide comprehensive legal services to the County under a fixed fee; and

WHEREAS, the Contractor has requested a base fee increase of 2%, consistent with the prior practice of the parties, where the Contractor receives the same percentage increase as the annual base wage increase (if any) provided to employees of the County.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby authorizes a contract amendment with Cohl, Stoker & Toskey, P.C. to provide for a 2% base fee increase effective January 1, 2020.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make a budget adjustment, as needed, for this contract amendment and that the Board Chairperson is authorized to sign such contract amendment after review by the Controller.

Agenda Item 8a

TO: County Services and Finance Committees
FROM: Becky Bennett, Director, Board of Commissioners' Office
DATE: October 30, 2019
SUBJECT: RESOLUTION CONTINUING A CONTRACT WITH WEBQA
FOR A FOIA MANAGEMENT PROGRAM

November 19, 2019 County Services and November 20, 2019 Finance Committee Meetings

BACKGROUND

Due to changes in the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976 in 2015 and the volume of FOIA requests received by Ingham County, it was necessary to purchase a FOIA Management Program. Resolution #15-461 entered into a 5 year contract, renewed on an annual basis, with WebQA for a web-based FOIA Management Program to provide a more efficient and manageable process to receive, complete, manage and track FOIA requests.

ALTERNATIVES

None

FINANCIAL IMPACT

2018 Contract Amount	\$18,296
2019 Contract Amount	\$19,197

The period of the agreement will be January 1, 2020 through December 31, 2020.

OTHER CONSIDERATIONS

None

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CONTINUING A CONTRACT WITH WEBQA
FOR A FOIA MANAGEMENT PROGRAM**

WHEREAS, due to changes in the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976 in 2015 and the volume of FOIA requests received by Ingham County, it was necessary to purchase a FOIA Management Program; and

WHEREAS, Resolution #15-461 authorized entering into an agreement with WebQA for a web-based FOIA Management Program to provide a more efficient and manageable process to receive, complete, manage and track FOIA requests; and

WHEREAS, this application serves as a resource for citizens to submit FOIA requests and inquire about the status of their requests on a web-based program; and

WHEREAS, the agreement expires December 31, 2019 and it is necessary to renew the agreement for 2020 at a cost of \$19,197.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with WebQA, 900 S. Frontage Road, Suite 110, Woodbridge, Illinois, 60517, for the continuation of a web-based FOIA Management program for a total amount of \$19,197 for the period of January 1, 2020 through December 31, 2020.

BE IT FURTHER RESOLVED, that the funds will be appropriated from the 2020 Board of Commissioners' Budget.

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

TO: County Services and Finance Committees

FROM: Becky Bennett, Director, Board of Commissioners' Office

DATE: November 6, 2019

SUBJECT: Resolution Increasing the Budget for the Cultural Diversity Committee

For the meeting agendas of November 19 and November 20

BACKGROUND

The Ingham County Cultural Diversity Committee was established 20 years ago to educate and provide a greater awareness of Ingham County's culturally diverse and changing population.

In addition to the established annual luncheon, an annual Unity in the Community event was added in 2019 to promote diversity and inclusion.

An annual amount of \$2,000 has been budgeted for the Cultural Diversity Committee's annual luncheon over the past 20 years, and due to rising costs it is necessary to increase this budget.

ALTERNATIVES

The Cultural Diversity Committee would have to rely on donations to help cover the increased costs of the annual luncheon.

FINANCIAL IMPACT

The Cultural Diversity Committee's budget would be increased by \$1,500 for the annual luncheon, from \$2,000 to \$3,500. The Committee also has a budget for the annual Unity in the Community event of \$2,500 for a total budget of \$6,000 to be used for costs associated with the Cultural Diversity Committee's events.

RECOMMENDATION

I recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION INCREASING THE BUDGET FOR THE INGHAM COUNTY
CULTURAL DIVERSITY COMMITTEE**

WHEREAS, the Ingham County Cultural Diversity Committee was established 20 years ago to educate and provide a greater awareness of Ingham County's culturally diverse and changing population; and

WHEREAS, in addition to the established annual luncheon, the goal of the Cultural Diversity Committee is to remain active throughout the year by educating, raising awareness and providing a positive environment that promotes diversity and inclusion for all and as a result an annual Unity in the Community event was added in the fall of 2019; and

WHEREAS, the Ingham County Cultural Diversity Committee has been allocated an annual budget of \$2,000 for their luncheon for the past 20 years; and

WHEREAS, due to the increase in costs, it is necessary to increase the budget for the luncheon and related expenses; and

WHEREAS, the Board wishes to increase the budget of the Cultural Diversity Committee by \$1,500 to cover increased costs for cultural diversity events and training.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an increase in the Cultural Diversity Committee's budget of \$1,500 to be used for cultural diversity events and education with funds to be transferred from the 2020 Contingency Fund to line item 10122600960080 within the Human Resources Department's budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments.

Agenda Item 9a

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 1, 2019
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the Ingham County Employees Association, Assistant Prosecuting Attorneys Division

For the meeting agendas of the November 19, 2019 County Services Committee and the November 20, 2019 Finance Committee.

BACKGROUND

Attached is a resolution regarding the 2020 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On October 31, 2019, we were advised that the Ingham County Employees Association, Assistant Prosecuting Attorneys Division voted to ratify the tentative agreement reached between the parties on October 29, 2019. The wage reopener provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or effective the date of ratification by both parties, whichever occurs later, and for 2) modification of the sick leave notice provision and for 3) modification of the effective date of eligibility for health insurance coverage for new hires provision.

ALTERNATIVES

None.

FINANCIAL IMPACT

The approval of the reopener provides a 2% increase to the existing 2019 wage schedule, effective the first full pay period on or after January 1, 2020 or effective the date of ratification by both parties, whichever comes later. Funding for this wage increase is provided for in the adopted budget for 2020.

STRATEGIC PLAN CONSIDERATIONS

The approval of the reopener is in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER FOR 2020 WITH THE INGHAM COUNTY EMPLOYEES ASSOCIATION
ASSISTANT PROSECUTING ATTORNEYS DIVISION**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Ingham County Employees Association Assistant Prosecuting Attorneys Division for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the Ingham County Employees Association Assistant Prosecuting Attorneys Division; and

WHEREAS, the wage reopener agreement for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or effective the date of ratification by both parties, whichever occurs later, and for 2) modification of the sick leave notice provision and for 3) modification of the effective date of eligibility for health insurance coverage for new hires provision has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the Ingham County Employees Association Assistant Prosecuting Attorneys Division.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener agreement, subject to the approval as to form by the County Attorney.

TO: County Services Committee
FROM: Sue Graham, Human Resources Director
DATE: November 12, 2019
SUBJECT: Authorization to Start a Managerial Employee at Step 3
For the work session agenda of November 19, 2019

BACKGROUND

Recruitment of a new Animal Care Manager recently concluded with selection of an internal candidate to fill the position. The chosen candidate asked to be compensated at Step 3 of the Managerial and Confidential (MC) grade 6 salary schedule (see table below).

MC SALARY SCHEDULE (Excerpt)

GRADE	STEP 1	STEP2	STEP3	STEP4	STEPS
6	44,895.78	46,994.13	49,188.34	51,484.89	53,889.14

Kelly Burkholder (currently HR Assistant) has been offered the position of ICACS Animal Care Manager and has requested consideration for placement on step 3 of the new grade. Section B.8.c. of the Managerial and Confidential Employee Personnel Manual allows that "(t)he starting salary rate for those employees being reclassified or promoted outside of their career field will be determined by the County Services Committee. Kelly Burkholder is currently employed by Ingham County in the position of Human Resources Assistant in the Human Resources Department. The position of Animal Care Manager in the Ingham County Animal Control and Shelter Department is outside of the human resources career field.

ALTERNATIVES

The chosen candidate has indicated a willingness to accept an offer to fill the Animal Control Manager position contingent upon a competitive salary offer. If we are not able to agree on a salary, a new search may be initiated.

FINANCIAL IMPACT

Annual salary differences among the five steps of Grade 6 are provided above.

OTHER CONSIDERATIONS

Two candidates met minimum qualifications for the Animal Care Manager position and were interviewed by a four-member selection committee. The chosen candidate was the consensus recommendation of the committee.

CANDIDATE SUMMARY

Two qualified candidates were interviewed for our vacant Animal Care Manager position. A tentative offer of employment was made to our unanimously-selected top candidate, Kelly Burkholder.

Over her professional history, Ms. Burkholder has demonstrated the technical and leadership skills necessary for success as Animal Care Manager. Before accepting the position of Human Resources Assistant in 2016, Ms. Burkholder worked as a Practice Manager for an animal hospital for over 20 years, managing a staff of 40.

I would also like to acknowledge the candidate interview team that provided valuable insight to the selection process Manager Kate Turner, Veterinarian Dr. Karen Worthington, and Animal Care Specialist Jacqueline Flynn.. The team consisted of ICACS Director Jodi Lebombard, Community Outreach and Customer Service