

CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
SARAH ANTHONY  
BRYAN CRENSHAW  
TODD TENNIS  
CAROL KOENIG  
DENNIS LOUNEY  
RANDY SCHAFFER

## INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JULY 18, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [June 20, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Financial Services
  - a. Presentation of the Audit and Financial Statements (*Please Bring the Comprehensive Annual Financial Report Previously Distributed*)
  - b. Quarterly Statement: General Fund – [Budget to Actual Report](#) (*Informational Item*)
  - c. Resolution to Change the Retiree Health Insurance Expense Accounting Treatment for the [Community Health Network Fund](#) and to Amend the 2018 Budgets to Reflect this Change
  - d. Resolution to Authorize the Annual [Retiree Health Care Actuarial Study](#) and Second Year Update
  - e. Resolution to Transfer Additional Funding to the [Brownfield Fund](#) for Debt Service
  - f. Resolution to Authorize Additional Payment to [Plante Moran](#) for 2017 Audit
2. Prosecuting Attorney – Resolution to Authorize an Amended Memorandum of Understanding between the Ingham County Prosecutor’s Office and the Department of the Attorney General and a Subcontract between the Ingham County Prosecutor’s Office and End Violent Encounters ([EVE](#))
3. Homeland Security and Emergency Management – Resolution to Purchase 2018 Ford Transit 350 Diesel [Command/Communications Van](#) and Upfitted by Kodiak Emergency Vehicles
4. Law & Courts Committee – Resolution Submitting to a Vote of the Electorate Authorization of the Telephone Surcharge for [Emergency Telephone Services](#) (9-1-1 Services)
5. Community Agencies – Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with [Capital Area Housing Partnership](#)
6. Parks Department
  - a. Resolution to Authorize a Contract with [Moore Trospen Construction Company](#)
  - b. Resolution to Authorize a Contract with [L. J. Trumble Builders, LLC](#)

- c. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan [Natural Resources Trust Fund Grant](#)
  - d. Resolution to Authorize a Contract with [Bornor Restoration, Inc.](#)
7. Health Department
- a. Resolution to Amend Resolution #16–233 Agreement with [Cross Country Staffing, Inc.](#)
  - b. Resolution to [Amend to Resolution #18–158](#)
  - c. Resolution to Authorize [Amendment #3](#) to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
  - d. Resolution to Enter Agreement with [Reglantern<sup>tm</sup>](#)
  - e. Resolution to Enter Agreement with [Messagemakers](#)
  - f. Resolution to Authorize a Short Term Lease with [VOA–MI Dental Clinic](#)
  - g. Resolution to Fund Support Staff for the Ingham County [Youth Commission](#)
  - h. Resolution to Convert Two Part–Time [Nurse Positions](#)
  - i. Resolution to [Amend Resolution #18–159](#) to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program
8. Special Transportation Millage – Resolution Authorizing the [Fourth Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020
9. Farmland & Open Preservation Board – Resolution to Submit a [Renewal of the Special Millage](#) for Farmland and Open Space Preservation to a Vote of the Electorate
10. Facilities
- a. Resolution to Authorize Professional A&E Services for Replacing Two [Chillers](#) at the Jail
  - b. Resolution to Authorize an Agreement to Replace the [Flooring](#) in the DHHS Lobby
  - c. Resolution to Authorize an Agreement with [MSDS Online](#) to Manage Material Safety Data Sheets
11. Road Department
- a. Resolution to Approve [Local Road Agreements](#) with Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak and Williamstown Townships
  - b. Resolution to Authorize the [Extension of RFP #61-17](#), Purchase of Equipment Needed for New Tandem Axle Truck Chassis
12. Human Resources – Resolution to Approve Ingham County Employees’ Association Agreement for the [Park Rangers](#) Unit Reclassification Request
13. Controller/Administrator’s Office
- a. Resolution to Authorize [Budget Adjustments](#) for 2018 Based on the Annual Evaluation of the County’s Financial Reserve Policy
  - b. Resolution to Adopt the 2019 [Juvenile Justice Community Agency Process Calendar](#)
  - c. Resolution to Amend the [Emergency Purchases](#) Section of the Purchasing Procedures Policy
  - d. Closed Session to Discuss Pending Litigation with the County Attorney (*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](http://www.ingham.org).

FINANCE COMMITTEE  
June 20, 2018  
Draft Minutes

Members Present: Grebner, Crenshaw, Anthony, Louney, Koenig, and Schafer

Members Absent: Tennis

Others Present: Scott LeRoy, Sarah Deprez, Bill Conklin, Tim Dolehanty, Michael Townsend, Lindsey LaForte, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of the June 6, 2018 Meeting Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE JUNE 6, 2018 FINANCE COMMITTEE MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Tennis

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Sheriff's Office
  - a. Resolution to Authorize a Reorganization of the Sheriff's Office Field Services Division
  - b. Resolution to Authorize a Contract to Lease the Ingham County Jail Kitchen for Modernized Food Preparation, Packaging, and Delivery
2. Circuit Court – Juvenile Division – Resolution to Authorize a Reorganization in the Juvenile Division
3. Facilities Department
  - a. Resolution to Authorize A&E Services for Mason Courthouse Clock Tower Repairs
  - b. Resolution to Authorize an Agreement to Replace Entrance Doors and Sidelights
  - c. Resolution to Authorize an Agreement to Provide Pest Control Services at Several County Locations
  - d. Resolution to Authorize an Agreement to Evaluate and Present a Scope of Work for 9-1-1 Center Mechanical Sound Reduction

4. Innovation and Technology Department
  - a. Resolution to Approve the Renewal of MUNIS Software Annual Support Agreement from Tyler Technologies
  - b. Resolution to Approve the Support Renewal for Hardware through Avalon Technologies
  
5. Road Department
  - a. Resolution to Approve Local Road Agreement with Meridian Township
  - b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Items I & III of Bid Packet #115-18 and Rejection of All Bids Received for Items II & IV of Bid Packet #115-18 Various County Primary & Local Road Projects
  - c. Resolution to Authorize Reclassification of Existing, Currently Vacant, Non-Bargaining Position

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

WITHOUT OBJECTION, THE MOTION WAS RECONSIDERED.

WITHOUT OBJECTION, THE FOLLOWING CONSENT AGENDA WAS APPROVED:

Absent: Commissioner Tennis

1. Sheriff's Office
  - a. Resolution to Authorize a Reorganization of the Sheriff's Office Field Services Division
  - b. Resolution to Authorize a Contract to Lease the Ingham County Jail Kitchen for Modernized Food Preparation, Packaging, and Delivery
  
3. Facilities Department
  - a. Resolution to Authorize A&E Services for Mason Courthouse Clock Tower Repairs
  - b. Resolution to Authorize an Agreement to Replace Entrance Doors and Sidelights
  - c. Resolution to Authorize an Agreement to Provide Pest Control Services at Several County Locations
  - d. Resolution to Authorize an Agreement to Evaluate and Present a Scope of Work for 9-1-1 Center Mechanical Sound Reduction
  
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  - a. Resolution to Approve the Renewal of MUNIS Software Annual Support Agreement from Tyler Technologies
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  - a. Resolution to Approve Local Road Agreement with Meridian Township
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  - c. Resolution to Authorize Reclassification of Existing, Currently Vacant, Non-Bargaining Position

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

2. Circuit Court – Juvenile Division – Resolution to Authorize a Reorganization in the Juvenile Division

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION

Scott LeRoy, Juvenile Division Deputy Court Administrator, stated that their division was under a 16 year reform of the Juvenile Justice program in Ingham County. He further stated that this reorganization would be considered to be a part of that reform.

Mr. LeRoy stated that in 2007, the Juvenile Division started the Ingham Academy, and in 2008 they started the Ingham County Family Center. He further stated that they had one supervisor when they opened and were serving maybe 60 youth.

Mr. LeRoy stated that they grew quickly and the Ingham Academy had about 100 high-risk children coming in and out of the center daily. He further stated that the hours of operation were 8:00 a.m. to 8:00 p.m.

Mr. LeRoy stated that there was a critical need for a supervisor covering all shifts. He further stated that they had a supervisor working from noon to 8:00 p.m. but lacked coverage from 8:00 a.m. until noon and that was not best practice.

Commissioner Koenig asked when the Juvenile Justice Millage was implemented.

Mr. LeRoy stated that it was adopted in 2002.

Commissioner Koenig asked how many graduates had been through the Ingham Academy.

Mr. LeRoy stated that it was close to 60 graduates, although he did not have the exact number.

Commissioner Koenig asked how the salary difference was calculated between the new and old positions.

Mr. LeRoy stated that it was the difference between both positions at the top of scale for salary.

Commissioner Koenig what if they were close to completing this reorganization.

Mr. LeRoy stated that this was the final Committee to approve the reorganization as they had already presented the information at the Law & Courts meeting and County Services had approved the resolution.

Commissioner Koenig asked if this was a formality which would change the job position for a current employee.

Mr. LeRoy stated that this created a second supervisor position and it would be a new position, although they hoped to promote from within.

Commissioner Koenig asked what would happen to the Court Officer whose position was being eliminated.

Mr. LeRoy stated that the position had been vacant since March 2018, so there would not be an impact.

Commissioner Koenig asked how many Juvenile Court Officers were on staff.

Sara Deprez, Juvenile Programs Director, stated that there were 28 Juvenile Court Officers currently and this change would bring the total to 27.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

6. Controller/Administrator's Office – Resolution to Rescind Resolution #18-099 and to Authorize a Mentor Period for the Financial Services Director Position

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

Tim Dolehanty, Controller, stated that in November 2017 the Financial Services Director announced her retirement and a search for her replacement had begun around January 2018. He further stated that the position had been posted twice but they had not been able to find a qualified replacement.

Mr. Dolehanty stated that they interviewed three candidates to fill this position but did not find any of them to be a qualified choice. He further stated that they did not have the answers to some basic questions that were asked.

Mr. Dolehanty stated that the Financial Services Department Accountant in the office had all the qualifications for the Financial Services Director position, but had not applied because they were not comfortable with the whole job, including the annual audit process. He further stated that the Financial Services Department Accountant was not necessarily a Deputy Director position but it came very close to meeting those qualifications so they had a lot of experience with various duties that were expected of the Director.

Mr. Dolehanty stated that Jill Rhode, Financial Services Director, somewhat reluctantly agreed to stay on and mentor the Financial Services Department Accountant. He further stated that she would be changing her retirement plans which would cost the County about \$30,000.

Mr. Dolehanty stated that overall, there would be some savings by allowing Ms. Rhode to stay on and train the Financial Services Department Accountant to fill the position of Financial Services Director. He further stated that this would be achieved because they would no longer be overlapping Ms. Rhode's service with a new Director's service for 6 months.

Mr. Dolehanty stated that plan "B" to fill this role would be that they would need a recruiting agency because it was difficult to find people qualified for this position. He further stated that some recruiting agencies charged the equivalent to a whole year's salary.

Mr. Crenshaw asked what the additional cost would be.

Mr. Dolehanty stated that it would be a \$30,000.

Chairperson Grebner asked if this would be a full time position. He also asked if this meant Ms. Rhode was delaying her retirement.

Mr. Dolehanty stated that she would still be working as the Financial Services Director and receive her full salary plus \$30,000 to stay on.

Commissioner Koenig asked if the additional salary was in order to compensate Ms. Rhode for delaying her retirement. She asked how much she was currently paid.

Mr. Dolehanty stated that Ms. Rhode's salary was currently about \$99,000. He further stated that the additional compensation was to encourage her to delay her retirement and made up for the difference in what she would have been receiving if she left the County in November 2018.

Commissioner Koenig asked if this would be called a bonus.

Mr. Dolehanty not sure what it would be called, but he would work with the County Attorney.

Commissioner Koenig stated that only other alternative would have been to post this position again.

Mr. Dolehanty stated that it would be an option.

Commissioner Koenig stated that there had already been two rounds of postings for this position.

Mr. Dolehanty stated that first round did not yield any quality candidates and they had interviewed candidates after the second posting but they were not a good fit.

Commissioner Crenshaw asked if Ms. Rhode would stay without the additional \$30,000.

Mr. Dolehanty stated that Ms. Rhode would not necessarily stay without the additional compensation.



Chairperson Grebner asked if there would be a savings because Ms. Rhode would not be collecting her retirement next year. He asked how long she had been employed by the County.

Commissioner Koenig stated that she had been employed for 10 years, but this would not really result in a retirement savings. She further stated that it was unclear if this was a fair amount to be giving for additional compensation considering she was also still receiving a full salary and other compensation from the County.

Mr. Dolehanty stated that it was \$80,000 for eight months in the position of Financial Services Director.

Chairperson Grebner stated that it was his opinion that Department Heads should come to answer the questions and then let them run their own departments. He further stated that if there was a problem more than once it was probably to find someone else to run the department.

Commission Koenig stated that this was an interesting quandary to have been in.

Discussion.

Commissioner Koenig asked if it was the Financial Services Director's idea to promote the Financial Services Department Accountant.

Mr. Dolehanty stated that he was not sure whose idea it was, but that Ms. Rhode had faith and confidence that the Financial Services Department Accountant could perform this job well.

Commissioner Schafer stated that the County did not pay a competitive salary for this position so it was difficult to find qualified candidates.

**THE MOTION CARRIED. Yeas:** Grebner, Louney, Koenig, and Schafer  
**Nays:** Crenshaw and Anthony. **Absent:** Tennis

#### Announcements

None.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:23 p.m.

## JULY 18, 2018 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

The Controller's Office recommends approval of the following resolutions:

- 1c. Financial Services Department** – *Resolution to Change the Retiree Health Insurance Expense Accounting Treatment for the Community Health Network Fund and to Amend the 2018 Budgets to Reflect this Change*

This resolution formalizing the transfer of the retiree health insurance expense and amending the budget to reduce the general fund contribution and transferring the retiree health insurance expense for the Clinic Fund for 2018. It is the plan that this will be a permanent change and that all future budgets will be adopted using this payment method.

- 1d. Financial Services Department** – *Resolution to Authorize the Annual Retiree Health Care Actuarial Study and Second Year Update*

Generally accepted accounting principles require municipalities to report the value of liability for retiree health care. An actuarial-calculated amount must be determined on at least a bi-annual basis. However, for municipalities as large and complex as Ingham County, it is recommended that the liability value should be calculated annually. The last valuation was conducted for the year ended December 31, 2016.

The Financial Services Department recommends approval of a resolution to award a contract to Gabriel Roeder Smith and Company (GRS) to determine retiree health care liability because they performed this service in the past. They are familiar with County employee groups, benefit levels, and financial reporting. For the current year, the County is required to implement Government Accounting Standards Board (GASB) rule 75 which changes the way other post employee benefits (OPEB) are reported. It would be very difficult to change actuaries during this implementation. The cost for the December 31, 2017 valuation is \$25,000. In addition to the valuation, current accounting standards require that the numbers be updated as of December 31, 2018 at a cost of \$10,000.

- 1e. Financial Services Department** – *Resolution to Transfer Additional Funding to the Brownfield Fund for Debt Service*

This resolution authorizes the transfer from the General Fund of \$200,000 to the Lansing Brownfield Fund (Fund 240) in 2018 to provide the needed funding for debt services. This resolution is supported by the Financial Services Director and the County Treasurer.

- 1f. Financial Services Department** – *Resolution to Authorize Additional Payment to Plante Moran for the 2017 Audit*

This resolution authorizes an additional payment of \$11,300 to Plante Moran for 2017 audit costs.

2. **Prosecuting Attorney** – *Resolution to Authorize an Amended Memorandum of Understanding between the Ingham County Prosecutor’s Office and the Department of the Attorney General and a Subcontract between the Ingham County Prosecutor’s Office and End Violent Encounters (EVE)*

This resolution will authorize the Ingham County Prosecutor’s Office to enter into an amended Memorandum of Understanding with the Department of the Attorney General’s Office allowing the Office to enter into a Subcontract with End Violent Encounters (EVE) to provide advocacy services for sexual assault victims. The Attorney General has indicated that they have additional funds for these services, making this proposal cost neutral to Ingham County.

See attached memo for details.

3. **Homeland Security and Emergency Management** – *Resolution to Purchase 2018 Ford Transit 350 Diesel Command/Communications Van and Upfitted by Kodiak Emergency Vehicles*

This resolution will authorize the purchase of the following equipment using Homeland Security Grant Program (HSGP) funding from FY2016 and FY2017:

- 2018 Ford Transit diesel van with a high roof, extended body, not to exceed the cost of \$42,000.00 using the State of Michigan contract.
- The van conversion would be completed by Kodiak Emergency Vehicles, not to exceed the cost of \$61,000.00, with a contingency of 10 percent in the event of any unforeseen costs.

FY2016 and FY2017 Region 1 Homeland Security Funds were originally authorized by Resolutions #16-451 and #17-467.

4. **Law & Courts Committee** – *Resolution Submitting to a Vote of the Electorate Authorization of the Telephone Surcharge for Emergency Telephone Services*

This resolution would submit to a vote of the electorate of Ingham County at the General Election to be held November 6, 2018 a request to increase the current telephone surcharge for emergency telephone services (9-1-1 Services). The increase would be from the current \$0.42 per service user per month to \$1.80 per service user for month (a monthly increase of \$1.38). The estimated annual increase in revenue of \$3.7 million would be used to fund replacement of the current public safety radio system. It is projected that the new system will cost \$30 million to be financed over 10 years.

See memo for details.

5. **Community Agencies** – *Resolution to Terminate a Community Agency Contract with Greater Lansing Housing Coalition and Authorize a New Contract with Capital Area Housing Partnership*

This resolution terminates the 2018 Tuesday Toolmen community agency contract with Greater Lansing Housing Coalition and authorizes a new contract for Tuesday Toolmen with Capital Area Housing Partnership. Capital Area Housing Partnership has been operating the Tuesday Toolmen program since May 21, 2018.

- 6a. **Parks Department** - *Resolution to Authorize a Contract with Moore Trosper Construction Company*

This resolution authorizes a contract with Moore Trosper for the purpose of entering into a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park. The boardwalk and docks were damaged by ice and flooding in the winter/spring of 2018 and have become unsafe. The cost will not exceed \$49,740 and will be paid for from the insurance fund.

**6b. Parks Department - Resolution to Authorize a Contract With L. J. Trumble Builders, LLC**

This resolution approves entering into a contract with L. J. Trumble Builders, LLC. in the total amount not to exceed \$72,000 for installing a new metal roof on the Maintenance Building at Hawk Island County Park. There is \$55,000 that was previously approved in line item #228-75999-976000-8P02. This resolution authorizes an additional \$17,000 from the Trails and Parks Millage reserve fund to be able to complete this project.

**6c. Parks Department - Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant**

This resolution approves entering into a Project Agreement to accept the \$244,700 Michigan Natural Resources Trust Fund Grant for accessibility improvements throughout the park which include paved parking spaces, restroom improvements for ADA, and paved walkways to connect facilities within the park for people of all abilities at Lake Lansing Park North, located in Meridian Township.

**6d. Parks Department - Resolution to Authorize a Contract with Bornor Restoration, Inc.**

This resolution authorizes a contract with Bornor Restoration, Inc. to install a new asphalt roof on the Band Shell at Lake Lansing Park South in a total amount not to exceed \$25,000. Funds for the project are available in the Parks Department 2018 budget.

**7a. Health Department - Resolution to Amend Resolution #16-233 Agreement with Cross Country Staffing, Inc.**

This resolution extends the agreement with CCS, authorizing per diem professional staffing for medication passing services at the Ingham County Jail. This agreement includes amended terms for staffing rates and late fees, will be effective upon execution through July 31, 2020, and will renew automatically on an annual basis. Funds for this agreement are included in the 2018 budget.

**7b. Health Department - Resolution to Amend to Resolution #18 – 158**

This resolution is an amendment to Resolution #18-158, changing the term of the dental service contracts to be effective July 1, 2018 through June 30, 2019 and increasing the hourly rate of pay for contracts with licensed dentists to \$82.50 - \$83.75.

**7c. Health Department - Resolution to Authorize Amendment #3 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services**

This resolution authorizes an amendment to increase the agreement for Comprehensive Local Health Services from \$5,440,644 to \$5,535,802, an increase of \$95,158. The amendment makes the following specific changes in the budget:

Public Health Emergency Preparedness (PHEP) 7/01/18 – 9/30/18: increase of \$37,204 from \$0 to \$37,204

Public Health Emergency Preparedness (PHEP) 10/01/17 – 6/30/18: increase of \$9,515 from \$117,037 to \$126,552

Family Planning Services: increase of \$58,000 from \$256,392 to \$314,392

Childhood Lead Poisoning Education & Outreach: increase of \$10,000 from \$10,000 to \$20,000

TB Control – Federal: increase of \$2,432 from \$12,513 to \$14,945

Vapor Intrusion: increase of \$8,507 from \$0 to \$8,507

WISEWOMAN: decrease of \$25,400 from \$41,400 to \$16,000

Michigan Colorectal Cancer Screening Program: decrease of \$5,100 from \$5,100 to \$0

**7d. Health Department - Resolution to Enter Agreement with RegLantern™**

This resolution authorizes a 3-year agreement with RegLantern™ for use of their web-based compliance documentation platform. This platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act. The cost of this agreement will be \$10,280.00 for the first year which includes the yearly rate of \$4,800.00, a one-time start-up fee of \$500.00 and a one-time document review fee of \$4,980.00. After the first year, the cost of this agreement will be the annual rate of \$4,800.00. The total cost of this agreement will be \$19,880.

**7e. Health Department - Resolution to Enter Agreement with Messagemakers**

This resolution authorizes approval of an agreement with MessageMakers for communication services effective July 15, 2018 through September 30, 2018 in an amount not to exceed \$30,000. Funds for this agreement are available through a previously approved Kresge grant.

**7f. Health Department - Resolution to Authorize a Short Term Lease with VOA-MI Dental Clinic**

This resolution authorizes a short term lease agreement with the Volunteers of America Michigan for 1,300 square feet of dental clinic space, located at 430 N. Larch Street in Lansing, along with furnishings, equipment, and electronic dental record access, at a rate of \$1,193 a month for three months, totaling \$3,578, to be effective July 1, 2018 through September 30, 2018.

**7g. Health Department - Resolution to Fund Support Staff for the Ingham County Youth Commission**

This resolution transfers \$2,000 in funds from the contingency budget to cover costs of an ICHD employee serving as support to the Ingham County Youth Commission on behalf of the Ingham County Board of Commissioners

**7h. Health Department - Resolution to Convert Two Part-Time Nurse Positions**

This resolution will convert two part-time Health Center Nurse Positions to a single full-time Health Center Nurse Positions which will result in a \$2,979 decrease in costs.

**7i. Health Department - Resolution to Amend Resolution #18-159 to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program**

This resolution authorizes an agreement whereby UM-Flint will provide ICHD with up to \$60,000 in funding to implement the Engaged Father Program for the period of April 1, 2018 through September 30, 2018.

**8. Special Transportation Millage - Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020**

This resolution authorizes the fourth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of

services which will be effective from October 1, 2018 through September 30, 2019. For the period October 1, 2018 through September 30, 2019 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,544,944 will be used to pay the actual expenses of operating, administering, and marketing Spec-Tran. A maximum of \$663,675 of the funds will be used to pay for the actual expenses of operating, administering, and marketing CATA Rural Services. The amount of \$131,568 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2019 Fiscal Year.

**9. Farmland and Open Space Preservation Board – Resolution to Submit a Renewal of the Special Millage for Farmland and Open Space Preservation to a Vote of the Electorate**

The Farmland and Open Space Preservation Board requests that the Board of Commissioners place renewal of the Farmland and Open Space Preservation millage on the November 2018 ballot. The current millage expired this year. Millage dollars are targeted at protection of farmland and other open space lands, including waterways, wildlife habitat, wetlands and other natural lands, and to encourage urban development.

**10a. Facilities Department – Resolution to Authorize Professional A&E Services for Replacing Two Chillers at the Jail**

This resolution will authorize an agreement with Tower Pinkster to provide professional architectural and engineering services for replacing two chillers at the Jail for a not to exceed cost of \$18,930.00. The existing chillers are 24 years old, having been repaired several times; the threat of the chillers failing and leaving the facility without a cooling system needs to be addressed. Tower Pinkster submitted the lowest proposal. Funds are available for this expense within the 2018 capital budget. See memo for details.

**10b. Facilities Department – Resolution to Authorize an Agreement to Replace the Flooring in the DHHS Lobby**

The Facilities Department has determined that flooring in the DHHS lobby area at the Human Services Building has reached the end of its useful life. Many tiles have shrunk leading to dirt collection in between the gaps, they are discolored and worn. Lansing Tile & Mosaic, Inc., an authorized installer, has proposed to remove and dispose of existing flooring and to prepare, furnish, and install new floor tile, transitions, and accent strips at a cost not to exceed \$22,000. The Facilities Department has offered a resolution to authorize an agreement to complete this project.

**10c. Facilities Department – Resolution to Authorize an Agreement with MSDS Online to Manage Material Safety Data Sheets**

Employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace. The complexity of administering numerous material data safety sheets (MSDS) across multiple departments exposes the County to the risk of being out of compliance with Michigan Occupational Safety and Health Administration (MiOSHA) regulations. The Facilities Department requests approval of a new three (3) year agreement with the current vendor for this online service, MSDS Online, for management of the required MSDS notices. If approved, the new agreement will be effective from September 15, 2018 through August 14, 2021 at a total cost not to exceed cost of \$16,760.64.

**11a. Road Department** – Resolution to Approve Local Road Agreements with Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak, and Williamstown Townships

The Road Department recommends approval of a resolution to approve local road agreements with 12 townships. Road Department match amounts totaling \$802,200 are included in the adopted 2018 road fund budget. Projects included are as follows:

2018 Local Road Program Match Amounts, Projects & Estimated Costs							
Township	Prior Match Remaining	2018 Road dept. Match	Total 2018 Match Available	Proposed 2018 Local Road Projects	Estimated Total Project Cost	Estimated Township Cost	Estimated Road dept. Cost
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Full maintenance pave Hulett, Sandhill to I-96; Chip-seal all following: Stillman, Dobie/Sandhill - Meridian; Harper, Okemos - Wolverine; Wolverine, Harper - Howell; Lamb, Hagadorn - Walline. Total of aprox. 11 miles.	\$165,000.00	\$120,000.00	\$45,000.00
Aurelius	\$682.09	\$33,300.00	\$33,982.09	Full maintenance pave Bunker & Curtice roads, both from Gale to Onondaga roads, total of 2 miles.	\$90,000.00	\$56,017.91	\$33,982.09
Bunkerhill	\$22,200.00	\$33,300.00	\$55,500.00	Skip-paving as necessary & Chip-sealing all following: Williams, DeCamp - Ewers (double chip seal); DeCamp, Williams - Haynes; Friermuth, Fitchburg - DeCamp; Baseline, Bunker Hill - Friermuth. Total of aprox. 6.25 miles.	\$135,500.00	\$80,000.00	\$55,500.00
Delhi	\$151,104.24	\$99,000.00	\$250,104.24	Township electing to pass this year.			
Ingham	\$0.00	\$33,300.00	\$33,300.00	Full maintenance pave Dakin, Clark - Williamston, 1 mile; Skip-pave as necessary & Chip-seal Osborne, Columbia - Howell, 1 mile.	\$66,600.00	\$33,300.00	\$33,300.00
Lansing	\$76,518.73	\$60,000.00	\$136,518.73	Township electing to pass this year.			
Leroy	\$0.00	\$33,300.00	\$33,300.00	Skip-paving various roads where needed, to be determined with township.	\$78,300.00	\$45,000.00	\$33,300.00
Leslie	\$9,514.70	\$36,000.00	\$45,514.70	Skip-paving as necessary & Chip-sealing following: Ingalls, Tuttle - Churchill; Dutch, County line to Olds. Total aprox. 2 miles	\$91,029.40	\$45,514.70	\$45,414.70
Locke	\$0.00	\$33,300.00	\$33,300.00	Skip-paving where needed on: Royce, Morrice - Herrington; Corey, Bell Oak - Haslett; Harris, Sherwood - Bell Oak; Bell Oak, Shaftsburg - Harris.	\$118,300.00	\$85,000.00	\$33,300.00
Meridian	\$0.00	\$172,500.00	\$172,500.00	Separate previous resolution.			
Onondaga	\$71,000.00	\$33,300.00	\$104,300.00	Township electing to pass this year.			
Stockbridge	\$0.00	\$33,300.00	\$33,300.00	Township electing to pass this year.			
Vevay	\$41,488.72	\$45,000.00	\$86,488.72	Full maintenance pave Hull, Tomlinson - Barnes. Aprox. 2 miles.	\$100,000.00	\$50,000.00	\$50,000.00
Wheatfield	\$0.00	\$33,300.00	\$33,300.00	Full maintenance pave Noble, Burkley - Zimmer. Aprox. 1.5 miles.	\$66,600.00	\$33,300.00	\$33,300.00
White Oak	\$51,999.51	\$33,300.00	\$85,299.51	Maintenance skip-paving of all following: losco, Meech - Searls; Searls, losco to aprox. Half mile north; Cooper aprox. half mile in low areas between M-52 & Brogan. Total aprox. 6 miles. Absorbs and replaces 2017 work which was not completed due to seasonal limitations.	\$170,599.02	\$85,299.51	\$85,299.51
Williamstown	\$0.00	\$45,000.00	\$45,000.00	Complete any remaining paving prep and chip-seal previously paved/prepared all of following: Barry, Shoeman - Lounsbury; Gulick, Shoeman - Zimmer; Turner, Burkley-Meridian; a total of aprox. 5 miles. Paving and prep all of following: Milton, Zimmer to Bentley; Burkley, Twp line to Grand River; Barton, Sherwood to Haslett; Epley, Zimmer to Shaftsburg; Milton, Williamston-Twp line; a total of aprox. 7.4 miles; Chip-seal with minor prep Corwin, Twp line/CSX RR to Grand River, aprox. 0.2 miles. This will absorb any work remaining uncompleted from prior years.	\$453,000.00	\$408,000.00	\$45,000.00
Totals		\$802,200.00	\$1,226,707.99		\$1,534,928.42	\$1,041,432.12	\$493,396.30
		<b>50% Increase</b>		Chip-seal applications shown above are single course unless otherwise noted.	Costs for materials only, labor by ICRD.		

**11b. Road Department** – *Resolution to Authorize the Extension of RFP #61-17, Purchase of Equipment Needed for New Tandem Axle Truck Chassis*

On May 9, 2017 the Board of Commissioners approved the Resolution #17-180 to approve the purchase of hydraulic equipment and components needed to build three new tandem axle dump trucks. Required equipment and components, to be installed by the Road Department Maintenance Shop, are purchased separate from the truck chassis. The three tandems axle trucks were designed to meet the needs for snow plowing and maintaining county roads. The Road Department recommends approval of a resolution to extend the current agreement with Certified Power Inc. of Perrysburg Ohio to include hydraulic tanks, pumps and valves, controls, spreader controls and several other hydraulic components, at a total cost of \$56,682.

**12. Human Resources Department** – *Resolution to Approve Ingham County Employees’ Association Agreement for the Park Rangers Unit Reclassification Request*

The current collective bargaining agreement with the ICEA Park Rangers Unit includes provisions allowing employees in the unit to request reclassification in accordance with the Human Resources (HR) Department standard operating procedure. This process was initiated in January and concluded on June 19, 2018 with agreement on the analysis of the HR Department. Upon approval of a resolution submitted by the HR Department, implementation of the results would be in accordance with language of the collective bargaining agreement pursuant to Article 15, Reclassification.

The financial impact (wages and fringe benefit costs) associated with each position seeking reclassification and the cumulative impact of all positions is as follows:

<u>Position</u>	<u>Immediate (2018) Annual Cost</u>	<u>Long Term Annual Cost</u>
Assistant Park Manager (759005)	\$ 5,987	\$ 5,987
Assistant Park Manager (759011)	\$ 7,800	\$ 14,866
Assistant Park Manager (759003)	\$ 6,692	\$ 14,866
Park Ranger (759007)	\$ 3,254	\$ 7,645
Park Ranger (759010)	\$ 5,073	\$ 7,645
Total	<u>\$ 28,806</u>	<u>\$ 51,009</u>

**13a. Controller/Administrator’s Office** – *Resolution to Authorize Budget Adjustments for 2018 based on the Annual Evaluation of the County’s Financial Reserve Policy*

This resolution authorizes a transfer of \$850,000 from the General Fund unassigned balance to the Public Improvements Fund and \$1.1 million from the General Fund unassigned balance to Machine and Equipment Fund in order to provide adequate funds for infrastructure maintenance and improvements and machinery and equipment.

After review of Ingham County’s Financial Reserve Policy and a review by the Controller’s Office, based on 2017 year end balances, this report with this recommendation is given to the Finance Committee.



**13b. Controller/Administrator's Office** – *Resolution to Adopt the 2019 Juvenile Justice Community Agency Process Calendar*

This resolution will authorize the adoption of the 2018 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount. The Law & Courts Committee has traditionally recommended \$100,000 (on an annual basis) out of Juvenile Justice Millage funds for this program. See attached memo for details.

**13c. Controller/Administrator's Office** – *Resolution to Amend the Emergency Purchases Section of the Purchasing Procedures Policy*

This resolution approves changes to Section J of the Purchasing Procedures Policy to read as follows:

- J. Emergency Purchases. Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential 1) to prevent detrimental delays in the work of any department; 2) which might involve danger to life and/or damage to County property, or 3) to correct a pending/actual mechanical failure that might otherwise result in an unbearable work environment. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections [F.4](#) and [F.5](#). All such emergency purchases shall be covered by a subsequent purchase order.

**PRESENTATION/DISCUSSION ITEM:**

- 1a. Financial Services** - *Presentation of the December 31, 2017 Audit and Financial Statements (Please Bring the Comprehensive Annual Financial Report Previously Mailed)*
- 1b. Financial Services** – *Quarterly Statement: General Fund –Budget to Actual Report (Informational Item)*
- 13d. Controller/Administrator's Office** – *Closed Session to Discuss Pending Litigation with the County Attorney (Closed Session)*

Ingham County  
 General Fund - Budget Actual Report  
 Year To Date as of June 30, 2018

	Amended Budget (Unaudited)	Actual	Percentage
<b>Revenues</b>			
Taxes	\$ 50,234,805	\$ 24,927,791	0.50
State Revenue	12,139,134	4,281,658	0.35
Register of Deeds Revenue	2,033,544	1,129,665	0.56
Police Contract	3,117,205	1,498,603	0.48
Indirect Costs	1,345,000	310,796	0.23
Investment earning (loss)	350,000	155,760	0.45
Transfer In From Other Funds	3,684,704	1,532,988	0.42
Other	9,376,871	3,101,956	0.33
<b>Total revenues</b>	<u>82,281,263</u>	<u>36,939,217</u>	
<b>Expenditures</b>			
Wages and Fringes	44,562,024	20,312,029	0.46
Supplies and Postage	2,506,613	780,374	0.31
Contractual Services	5,346,466	2,180,259	0.41
Building and Equip Maintenance	707,661	336,260	0.48
Building Rental	1,656,490	870,704	0.53
Community Service	504,683	296,966	0.59
Drain Assessment	520,000	467,164	0.90
Utilities and Telephone	1,374,889	508,261	0.37
IT Services	2,608,301	840,470	0.32
Mental Health and Substance Abuse	2,729,219	1,145,737	0.42
Other Expenditures	584,503	223,056	0.38
Transfer Out To Other Funds	20,320,978	12,514,099	0.62
Contingency	75,471		
Capital Outlay	268,196	51,401	0.19
<b>Total expenditures</b>	<u>83,765,494</u>	<u>40,526,780</u>	
<b>Revenues over expenditures</b>	<u>\$ (1,484,231)</u>	<u>\$ (3,587,563)</u>	

Prepared July 2, 2018 - additional activity will be recorded after this date

**Notes:**

1. These statements are prepared on a cash basis and have not been reviewed for accruals
2. 50% of the July 1 tax levy has been included as tax revenue
3. 50% of the transfer in from the Delinquent Tax Fund has been recognized even though the actual transfer will not occur until December
4. The majority of the transfers to other funds represents 75% of the annual appropriation since many of the receiving funds have a September year end
5. The budget does not include the 2nd quarter adjustments recommended to the Board of Commissioners

**INGHAM COUNTY**  
**Financial Services Department**

Jill Rhode, Director

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P.O. Box 319 □ Mason, MI. 48854 □ Phone: (517) 676-7328 □ Fax: (517) 676-7337

TO: Finance Committee

FROM: Jill Rhode, Director of Financial Services

DATE: June 5, 2018

RE: Clinic Fund OPEB Liability

In 2018, the GASB is requiring a change in the way OPEB (other post-employee liabilities) is reported on a governmental entity's financial statement. This will impact all of the County's Enterprise funds along with the County's fully accrued governmental fund statement. I am concerned about the major impact this will have on the Health Department's Clinic Enterprise fund and I have researched alternatives to reporting this approximately \$12.2 million liability on their balance sheet.

When the same issue arose with pension liability, we did find an alternative. If the General Fund pays the retiree health insurance expense (including the OPEB trust prefunding) directly for these employees, the corresponding liability will be reported along with all other governmental type employees and will not be required to be reported on the balance sheet for the Clinic Fund. Since the General Fund subsidy to the Clinic Fund far exceeds the retiree health insurance costs, this can be accomplished with just a few accounting entries. This change will have no impact on the budgeted condition of either fund. However, it will have a material impact on the balance sheet for the Clinic Fund which would be reporting a \$10 million unrestricted deficit.

The administration believes it is in the County's best interest to make this change. Attached is a resolution formalizing the transfer of the retiree health insurance expense and amending the budget to reduce the general fund contribution and transferring the retiree health insurance expense for the Clinic Fund for 2018. It is the plan that this will be a permanent change and that all future budgets will be adopted using this payment method.

I realize this is very complex and will answer any questions you have at the committee meeting.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CHANGE THE RETIREE HEALTH INSURANCE EXPENSE ACCOUNTING TREATMENT FOR THE COMMUNITY HEALTH NETWORK FUND AND TO AMEND THE 2018 BUDGETS TO REFLECT THIS CHANGE**

WHEREAS, GASB 75 which changes the accounting for the OPEB (other post-employment benefits) liability for governmental entities will impact the County for the year ended December 31, 2018; and

WHEREAS, if the accounting for retiree health insurance expense for the Community Health Network Fund is not changed this will result in an approximately \$12.2 million liability being recorded on this fund's balance sheet; and

WHEREAS, the County's financial staff has reviewed alternatives and found an option which will allow the liability to be reported in the same manner as all other governmental type employees; and

WHEREAS, this change requires the General Fund to pay the retiree health insurance (including the OPEB trust prefunding expense) for the employees of the Community Health Network Fund directly rather than providing this same amount as a subsidy to the fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the change in accounting for the retiree health insurance expense for the employees working for the Community Health Network Fund to pay the expense directly from the General Fund rather than providing the same amount as a subsidy.

BE IT FURTHER RESOLVED, the 2018 General Fund and Community Health Network Fund budgets will be amended as follows:

511-60000-716035 (Clinic Fund retiree health insurance expense)	(570,000)
511-60000-716040 (Clinic Fund contribution to OPEB trust)	(450,000)
511-60000-699000 (Transfer in from the General Fund)	1,020,000
101-60100-716035 (General Fund retiree health insurance expense)	570,000
101-60100-716040 (General Fund contribution to OPEB Trust)	450,000
101-60100-999511 (Transfer out to the Clinic Fund)	(1,020,000)

## Agenda Item 1d

TO: Ingham County Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: June 8, 2018

RE: Gabriel Roeder Smith & Company – Retiree Health Care Actuarial Valuation

### **BACKGROUND**

Generally accepted accounting principles require a municipality to have the value of its liability for retiree health care actuarially calculated on at least a bi-annual basis but for entities as large and complex as Ingham County, it is recommended to be calculated annually. The last valuation was conducted for the year ended December 31, 2016.

Gabriel Roeder Smith and Company (GRS) was selected since they have performed our valuation in the past. They are familiar with our employee groups, our benefit levels and our financial reporting. For the current year, the County will need to implement GASB 75 which changes the way other post employee benefits (OPEB) are reported. It would be very difficult to change actuaries during this implementation. I strongly recommend we do not make a change at this time.

The cost for the December 31, 2017 valuation is \$25,000 which is down from the \$28,500 for the 2016 report. In addition to the valuation, current accounting standards require that the numbers be updated as of December 31, 2018 at a cost of \$10,000

### **ALTERNATIVE**

This calculation must be conducted if the County is to report its 2018 financial statements in accordance with generally accepted accounting principles. If this calculation was conducted by a firm other than GRS, it would be much more time consuming and difficult to implement the changes required under GASB 75.

### **FINANCIAL IMPACT**

The cost to the employee benefit fund would be \$25,000 in 2018 and \$10,000 in 2019

### **RECOMMENDATION**

The County administration strongly recommends that GRS conduct the retiree health insurance liability calculation as of December 31, 2017 during 2018 and the second year update during early 2019.

Please let me know if you have any questions.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ANNUAL RETIREE HEALTH CARE ACTUARIAL STUDY  
AND SECOND YEAR UPDATE**

WHEREAS, Ingham County has historically used Gabriel Roeder Smith and Company to conduct its actuarial reporting; and

WHEREAS, generally accepted accounting principles require that an actuarial valuation of retiree health care be prepared at least bi-annually but with the implementation of GASB 75, it is recommended to have the report be completed every year; and

WHEREAS, the last actuarial report was issued for the year ended December 31, 2016; and

WHEREAS, Gabriel Roeder Smith and Company, One Town Square, Suite 800, Southfield, MI. 48076-3723 has agreed to conduct this valuation for the year ended December 31, 2017 at a cost of \$35,000 which includes the annual investment update to 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Gabriel Roeder Smith and Company to conduct this annual retiree health care valuation and the second year update.

BE IT FURTHER RESOLVED, the total cost of \$25,000 in 2018 and \$10,000 in 2019 will be paid from the Employee Benefit Fund.

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.

**INGHAM COUNTY**  
**Financial Services Department**

Jill Rhode, Director

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P.O. Box 319 □ Mason, MI. 48854 □ Phone: (517) 676-7328 □ Fax: (517) 676-7337

TO: Ingham County Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: July 3, 2018

RE: Additional Funding for Brownfield Bonds

**BACKGROUND**

In 2011, bonds were issued for the Lansing Brownfield Plan and the debt service was to be funded from brownfield capture revenue. Due to the downturn in the real estate market, the amount of revenue available was not as large as originally estimated. The debt schedule was designed so that the payments increased over time. There was enough revenue to make the debt service until 2017. The fund ended the year with an \$180,000 negative operating fund balance and the estimate for 2018 shows a similar loss. It appears that development may be occurring which will provided additional funding but this is still in the planning stage and may be several years off.

The administration is recommending a General Fund transfer of \$200,000 to provided funding for 2018 and to use the remainder to reduce the deficit (See enclosed working paper entitled “Resolution for Transfer”).

**ALTERNATIVE**

The fund could continue to operate as a deficit which is in violation of State law.

**FINANCIAL IMPACT**

The cost to the General Fund would be \$200,000.

**RECOMMENDATION**

The County administration recommends that \$200,000 be transferred from the General Fund to provide additional funding for the Brownfield bonds for the Lansing Only Plan.

Please let me know if you have any questions.

Lansing Only Brownfield Fund (240 Fund)

2017 Revenue	\$	109,127
2017 Debt Service		(289,890)
Difference		(180,763)
Fund Balance 1/1/17		266
Fund Deficit 12/31/17	\$	<b>(180,497)</b>
2017 Revenue - Estimated		120,000
2018 Debt Service		(305,887)
Estimated Fund Deficit 12/31/18 Without Transfer		(366,384)
Proposed Transfer from General Fund		200,000
Estimated Fund Deficit 12/31/18	\$	<b>(166,384)</b>



Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TRANSFER ADDITIONAL FUNDING TO THE BROWNFIELD FUND  
FOR DEBT SERVICE**

WHEREAS, in 2011, bonds were issued for the Lansing Brownfield Plan and the debt service was to be funded from brownfield capture revenue; and

WHEREAS, the debt services is currently exceeding the Brownfield revenue by \$185,000 a year; and

WHEREAS, this fund is currently operating with a fund deficit and additional funding is needed to reduce the deficit; and

WHEREAS, this requires an annual contribution from the County to subsidize the required debt payments and provide funding to reduce the deficit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer from the General Fund of \$200,000 to the Lansing Brownfield Fund (Fund 240) in 2018 to provide the needed funding.

BE IT FURTHER RESOLVED, that the 2018 General Fund budget is amended to use an additional \$200,000 of fund balance and to add a transfer to the Brownfield Fund expenditure in the amount of \$200,000.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ADDITIONAL PAYMENT TO PLANTE MORAN  
FOR 2017 AUDIT**

WHEREAS, Ingham County has contracted with Plante Moran to conduct the audit for 2017; and

WHEREAS, additional services were needed to audit the Community Development Block Grant at a cost of \$3,800; and

WHEREAS, the Drain Commission engaged in a Federal loan program which required single audit review at a cost of \$7,500; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an additional payment of \$11,300 to Plante Moran for 2017 audit costs.

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

## Agenda Item 2

TO: Law and Courts Committee and Finance Committee

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Memorandum of Understanding involving Untested Criminal Sexual Conduct (CSC) kits

DATE: July 2, 2018

The Ingham County Prosecutor's Office is requesting authorization to enter into an Amended Memorandum of Understanding with the Attorney General's Office to address the 126 untested CSC kits in Ingham County that have been sent to the Michigan Crime Lab for testing.

As discussed in previous Resolution #17-511, these cases are currently pending and now that the testing is starting to be complete it is necessary that an attorney familiar with these types of sophisticated investigations review the cases to see if they are viable for criminal prosecutions.

The Attorney General has indicated that they have additional funds for the Ingham County Prosecutor's office to enter into a sub contract with End Violent Encounters (EVE) to provide a community based Advocate for sexual assault victims arising from this project. This advocate will go with the detective to provide support during the victim notification process and will also provide support during the court process if charges are issued. The agreement will cover wages, fringe benefits, worker's compensation and unemployment insurance, training, and any other funds that are necessary and approved by the Attorney General's office.

This resolution is cost neutral.

**FIRST AMENDED  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF ATTORNEY GENERAL  
AND THE INGHAM COUNTY PROSECUTOR'S OFFICE**

2015 PA 84 appropriated an additional \$1.7 million to the Department of Attorney General to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits in 82 Michigan counties, including Ingham County. To achieve this goal and establish a sound framework governing expenditures from the \$1.7 million, the Michigan Department of Attorney General (Department) and the Ingham County Prosecutor's Office (ICPO) agree to the following Memorandum of Understanding (MOU).

**Purpose:**

This MOU establishes the cooperative responsibilities and roles each signatory has with respect to investigations and prosecutions arising from the testing of previously untested sexual assault kits funded under Section 316(1) of 2015 PA 84.

This MOU also contains provisions necessary to ensure that the Department has access to the information needed to meet all obligations and controls required to spend the \$1.7 million appropriation. The ICPO may use these funds only to augment existing staffing levels. The monies may not be used to retain existing staffing levels by offsetting any General Fund or Restricted Fund monies within their respective offices, but may be used to transfer staff from outside of their respective offices. A copy of the Spending Plan is attached to this MOU (Attachment A).

Nothing in this MOU restricts or enhances the powers or duties of the parties working cooperatively under this MOU. All staff will continue to be supervised by their respective departments but will work cooperatively to achieve the goals of expediting the investigation and prosecution of criminal cases identified through the testing of previously untested sexual assault kits. Ingham County prosecutions will continue to be managed by the ICPO.

**Ingham County Prosecutor's Office Responsibilities:**

The ICPO will also provide one community-based Advocate for Sexual Assault Victims. The services will be provided on an as-needed, part-time basis at a cost not to exceed \$ 14,919 per fiscal year.

Fees incurred for travel and vehicle costs may be billed at a cost not to exceed \$20,000 per fiscal year for both the Special Assistant Attorney General and the Community based Advocate. Actual costs for the staff, travel, and vehicles shall be invoiced to the Department under this MOU pursuant to the Support of Salary & Wages section below.

Only travel expenses incurred in accordance with the State of Michigan travel requirements, that are found at [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html), will be reimbursed. This includes, but is not limited to, mileage, meals, and lodging.

The ICPO will also share all data regarding investigations along with prosecutorial statistics as requested.

The ICPO staff will, at all times, be supervised by the Ingham County Prosecutor's Office.

**Agreement Period and Termination:**

This agreement is in full force and effect for services provided through December 31, 2018. Either party may withdraw from this agreement by giving sixty (60) days written notice, stating the reasons for withdrawal and the desired effective date of the withdrawal.

**Costs:**

All amounts billed against this MOU will be based only on actual costs incurred.

**Support of Salaries and Wages billed to the Department:**

Each individual whose compensation costs are invoiced under this MOU must complete and submit a copy of a Biweekly Certification Statement that attests to the amount of work time said employee spent. This certification must be provided, along with the billings, to the Department of Attorney General biweekly at:

Department of Attorney General  
Fiscal Management – 7th Floor  
525 West Ottawa Street  
PO Box 30252  
Lansing, MI 48909

The certification must include the following elements:

- A statement that indicates the time the employee worked under this MOU,
- Identification of the time period worked, and
- Signature of the employee and his or her direct supervisor.

**Contacts:**

For the Department of Attorney General:  
John Pallas  
First Assistant  
Criminal Appellate Division  
G. Mennen Williams Building, 4th Floor  
525 W. Ottawa Street  
P.O. Box 30217  
Lansing, MI 48909  
(517) 373-4875  
Facsimile (517) 373-4916

The ICPO will identify an appropriate contact person or contract manager from its organization and provide that information to the Department's contact identified immediately above.

**Amendments:**

This MOU may be amended upon written approval of the parties at any time. This MOU contains all of the general terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this MOU will bind any of the parties.

**Closeout:**

When this MOU is concluded or terminated, ICPO shall provide the Department within thirty (30) days after conclusion or termination with all financial, performance, and other reports required as a condition of the MOU.

**DEPARTMENT OF ATTORNEY GENERAL**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Attorney General, or his designee

**INGHAM COUNTY PROSECUTING ATTORNEY'S OFFICE**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Carol Siemon  
Ingham County Prosecuting Attorney

## ATTACHMENT A

Spending Plan:

### Personnel Costs

Classification	Max Yearly Cost & Benefit Expenditures
1 Limited Term SAAG assigned to the ICPO	\$115,000.00
1 Limited Term Advocate for Sexual Assault Victims	\$14,919.00
<b>Total Yearly Personnel Expenditure</b>	<b>\$129,919.00</b>

### Miscellaneous Other Costs

Type of Cost	Estimated Yearly Cost
Travel/Vehicle Costs	\$20,000
Equipment Costs	\$10,000
Supply Costs	\$15,000
Misc. Prosecution Costs	\$25,000
<b>Total Yearly Miscellaneous Costs</b>	<b>\$70,000</b>

**Note:** Money will remain in a work project until used for its appropriated purposes, which is approximately three years.

## **INDEPENDENT CONTRACTOR AGREEMENT**

**THIS AGREEMENT**, made and entered into this \_\_\_\_day of July, 2018 between Ingham County, a municipal corporation and political subdivision of the State of Michigan, the Prosecuting Attorney of Ingham County (hereafter referred to as Prosecutor), and End Violent Encounters or EVE (hereinafter referred to as the Contractor).

### **WITNESSETH:**

**WHEREAS**, 2015 PA 84 appropriated an additional \$1.7 million to the Department of Attorney General to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits in 82 Michigan counties, including Ingham County. To achieve this goal and establish a sound framework governing expenditures from the \$1.7 million, the Michigan Department of Attorney General (Department) and the Ingham County Prosecutor's Office (ICPO) agreed to a Memorandum of Understanding, which provides for a community based Sexual Assault Victim Advocate.

**WHEREAS**, the Contractor is able to provide Limited Term Advocacy Services for Sexual Assault Victims to the ICPO and Contractor will provide specialized training to the individual employed by Contractor in order to provide these services.

**THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** by and between the parties as follows:

- I. **INDEPENDENT CONTRACT AGENCY**. Subject to the terms and condition of this Agreement, Ingham County and the Prosecutor of Ingham County hereby engages the Contractor to perform victim advocacy services for sexual assault victims as set forth herein, and the Contractor hereby accepts such engagement.
  
- II. **SERVICES TO BE PROVIDED BY THE CONTRACT AGENCY**. The Contractor shall provide the ICPO with victim advocacy services for sexual assault victims as necessary and requested under the terms of this contract. Any multi-disciplinary team meetings are deemed confidential. The Contractor agrees not to disclose any facts or circumstances learned during the process of team discussions regarding the investigation, victim or any matter.
  
- III. **COMPENSATION**. The Contractor must complete and submit a Biweekly Certification Statement that attests to the amount of time worked providing sexual assault victim advocacy services. This certification will be provided to the ICPO for approval and submitted to the County for payment. Upon proof of payment by the County, the ICPO will seek reimbursement from the Department of the Attorney General for reimbursement as provided in the MOU. Contractor shall receive an hourly rate of \$ 13.00 for each hour certified not to exceed 20 hours per week from July \_\_, 2018 through December 31, 2018. Also, Contractor shall receive costs for fringe benefits including FICA/Medicare in the amount of 7.65%, Unemployment Insurance and Worker's Compensation. Services may be provided on or off-site as determined in the reasonable



discretion of the Contractor. Should the compensation paid by Contractor to its employee be increased at any time during the term of this Agreement, based upon annual performance reviews or change in pay grade, this Agreement will be amended in writing to reflect the increased compensation to be paid by Ingham County to Contractor for its employee.

IV. **NONDISCRIMINATION.** Ingham County and the Contractor, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs. Ingham County and the Contractor shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the Elliott-Larsen Civil Rights Act, 1975 PA 453 amended; the Persons with Disabilities Civil Rights Act, 1976 PA 220 as amended; Section 504 of the Federal Rehabilitation Act of 1973 as amended, P.L. 93-112, 87 Stat 355 as amended, the Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USCA § 12101 et seq.), as amended, and regulations promulgated thereunder. Breach of this section shall be regarded as a material breach of the Agreement.

V. **CONTRACT AGENCY**

**A. Contract Agency Status.** The parties acknowledge that this agreement does not create an employee/employer relationship between Ingham County and the Contractor or the employees of Contractor. Neither Contractor, nor its employees, shall be entitled to participate in any plans, arrangements, or distributions by Ingham County pertaining to or in the connection with any fringe, pension, bonus, or similar benefits for Ingham County's regular employees.

Ingham County will not withhold or pay any sums, state, federal, or local taxes, social security (FICA), retirement, unemployment (MESIC) insurance, or worker's compensation insurance and Contractor agrees to hold Ingham County harmless for the payment of any such sum.

Under this contract, the parties agree, and the Contractor represents the following:

- Contractor will accept all assignments from the Prosecutor or his designee, which are required by the 2015 PA 84 appropriation, subject to the dollar limitations described herein. Upon receipt of an assignment, the Contractor will work in coordination with the Ingham County Prosecutor's Office Sexual Assault Kit Investigation Team, subject to the protocol adopted by the Team.
- The Prosecutor's rights of supervision shall be limited to the assignments of tasks, as described above, and an evaluation of the quality of the work performed, upon completion. The Prosecutor's sole remedy for unsatisfactory work shall be termination at any time of this Contractor Agreement, as provided herein.

- Contractor has the right to perform the services required by this Agreement at any place or location and at such times as Contractor may determine.
- Contractor is responsible to provide office space and other equipment, such as computer hardware or file access to the employee hired by the Contractor to provide the services required under this contract. Contractor recognizes and agrees that security of confidential records, and maintaining the integrity of the records are the responsibility of the Contractor.
- The Contractor is free to perform other services, for other clients, so long as there is no conflict of interest with the terms set forth under this agreement.

**B. Fringe Benefits.** This reimbursement agreement includes the hourly pay for the Contractor's employee for services performed under this agreement, as well as reimbursement for any benefits that may be offered through the Contractor.

**C. Workers' Compensation.** Ingham County shall not provide workers' compensation insurance on behalf of Contractor.

**D. Unemployment Compensation.** Ingham County shall make no state or federal unemployment compensation payments on behalf of Contractor.

**E. Insurance.** Contractor agrees to indemnify, defend, and hold harmless Ingham County from any and all liability arising out of or in any way related to Contractor's performance of services during the term of this Agreement, including any liability resulting from intentional or reckless acts or the acts of the employees or agents of the Contractor.

## VI. TRAVEL.

**A. Reimbursement for Expenses:** Contractor will be reimbursed for all contract-related expenses at the current State of Michigan travel reimbursement rate in effect at the time of travel, not to exceed \$5,000 for this contract. Contractor is to submit an itemized travel list to Ingham County Prosecutor's Office for reimbursement. The Department of the Attorney General will reimburse the Ingham County Prosecutor's Office at the state rate upon proof of payment to the Contractor, and will provide notice to the County and Contractor upon a change in travel reimbursement. Only travel expenses incurred in accordance with the State of Michigan travel requirements, that are found at

[http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html), will be reimbursed. This includes, but is not limited to, mileage, meals, and lodging.

**B. Conference Attendance:** It is expected that the individual employed by the Contractor will receive specialized training related to victim notification, trauma, and other topics related to the impact of sexual assault on survivors, including a basic knowledge of victim's legal rights as related to sexual assault. Pre-authorization by the Department of the Attorney General, through First Assistant Attorney General John Pallas or his designee, is required prior to attendance if reimbursement will be sought. The same reimbursement process as described in Paragraph A shall be utilized, and requires original receipts be submitted to the Department of the Attorney General.

**C. Liability:** When traveling to and from Ingham County or on behalf of Ingham County the Contract Agency shall be deemed to be acting in the performance of its responsibilities under this Agreement. In the event of death, bodily injury, personal injury, or property damage arises from such travel to the extent not covered by the vehicle's liability insurance coverage, Ingham County shall not be deemed responsible for any damages, lawsuits, cost, and expenses arising therefrom. Nothing herein shall be deemed to be a waiver of governmental immunity provided to Ingham County by statute or court decisions.

- VII. **WAIVERS.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power, or privilege shall operate as a waiver nor shall a single or partial exercise of any right, power, or privilege preclude any other further exercise of any other rights, power, or privilege.
- VIII. **MODIFICATION OF AGREEMENT.** Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties.
- IX. **AGREEMENT DURATION.** This Agreement shall become effective from July \_\_\_\_, 2018 through December 31, 2018.
- X. **TERMINATION.** Notwithstanding any other provision in this Agreement to the contrary, either party may terminate this Agreement prior to the termination date set forth herein (1) immediately upon the loss or total depletion of the money provided to the Ingham County Prosecutor under the 2015 PA 84, or the termination of that program by the Department of the Attorney General if notice is given in writing to the other party at least thirty (30) days prior to the date on which such termination becomes effective. In the event of early termination, the Contractor shall be compensated for all services performed up to the effective date of termination.
- XI. **COMPLETE AGREEMENT.** This Agreement and any additional or supplemental documents incorporated by specific reference contains all the terms and conditions agreed by the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or bind either party.
- XII. **INVALID PROVISIONS.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any state or federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

XIII. **CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT**. The persons signing this Agreement on behalf of the parties certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

**IN WITNESS WHEREOF**, the authorized representatives of the parties have signed this instrument on the day and year first above written.

**INGHAM COUNTY**

\_\_\_\_\_  
Chairperson, Ingham County Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk/Register, Ingham County

\_\_\_\_\_  
Date

**PROSECUTOR OF INGHAM COUNTY**

\_\_\_\_\_  
Carol Siemon  
Prosecuting Attorney

\_\_\_\_\_  
Date

**CONTRACT AGENCY**

\_\_\_\_\_  
, Director of Eve  
EVE

\_\_\_\_\_  
Date

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDED MEMORANDUM OF UNDERSTANDING BETWEEN THE INGHAM COUNTY PROSECUTOR'S OFFICE AND THE DEPARTMENT OF THE ATTORNEY GENERAL AND A SUB CONTRACT BETWEEN THE INGHAM COUNTY PROSECUTOR'S OFFICE AND END VIOLENT ENCOUNTERS (EVE)**

WHEREAS, there are 126 untested sexual assault kits in Ingham County that have been sent to the Michigan State Crime Lab for testing; and

WHEREAS, the Department of the Attorney General has indicated that they have funds to assist local prosecutors with investigations and prosecutions and victim notification of viable cases arising from the testing of previously untested sexual assault kits; and

WHEREAS, the Attorney General would designate an attorney as a Special Assistant Attorney General to review these investigations and determine the viability of the prosecutions of these untested sexual assault kits; and

WHEREAS, the Special Assistant Attorney General will be working out of the Ingham County Prosecutor's office; and

WHEREAS, the Special Assistant Attorney General will be paid by funds from the Attorney General's office including but not limited to salary, computers, phones, training, mileage, and any other funds approved by the Department of the Attorney General. All expenses excluding salary will be processed by Ingham County but will be paid for by the Department of the Attorney General's office; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a sub contract with End Violent Encounters (EVE) to provide advocacy services for sexual assault victims.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into a Memorandum of Understanding with the Department of the Attorney General's Office consistent with this resolution and authorizes the Ingham County Prosecutor's Office to enter into a Sub-contract with End Violent Encounters (EVE).

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.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments consistent with this resolution.

**Agenda Item 3**

TO: Law & Courts Committee  
Finance Committee

FROM: Sergeant Mary Hull, Ingham County Office of Homeland Security and  
Emergency Management

DATE: June 15, 2018

RE: RESOLUTION TO PURCHASE A 2018 FORD TRANSIT VAN AND  
CONVERSION FOR USE AS A COMMAND / COMMUNICATIONS  
VEHICLE FOR THE INGHAM COUNTY OFFICE OF HOMELAND  
SECURITY & EMERGENCY MANAGEMENT.

The Ingham County Office of Homeland Security and Emergency Management has applied for and has been approved for FY2016-FY2017 Region 1 Homeland Security Funds (Resolution #16-451 and #17-467). A portion of funds from both FY2016 and FY2017 will be used to purchase a Ford Transit van to be converted to a command/communications vehicle for the Office of Homeland Security & Emergency Management. This command/communications van would allow for a temporary command post for law enforcement and provide for interoperability with local and regional partners during a mutual aid response.

TO: Sergeant Mary Hull, Emergency Management Program Manger  
 Rob Dale, Emergency Management Planner

FROM: James Hudgins, Director of Purchasing

DATE: April 23, 2018

RE: Memorandum of performance for RFP No. 3-18 Mobile and Communications Vehicle Conversion

Per your request, the Purchasing Department sought proposals for converting a County-supplied vehicle into a mobile command and communications vehicle for the Ingham County Office Homeland Security and Emergency Management.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	21	0
Vendors responding	6	0

The following grid is a summary of the vendors' costs:

VENDOR NAME	LOCAL PREF	TOTAL BID
Kodiak Emergency Vehicles	No - Grand Ledge, MI	\$57,844.00
CGS Premier Inc.	No - Muskego, WI	\$66,979.00
Gerling & Associates, Inc.	No - Sunbury, OH	\$77,113.07
TechOps Specialty Vehicles LLC	No - Stevensville, MD	\$86,665.00
MBF Industries Inc.	No - Sandford, FL	\$97,278.00
LDV Inc.	No - Burlington, WI	\$107,524.00

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PURCHASE 2018 FORD TRANSIT 350 DIESEL  
COMMAND/COMMUNICATIONS VAN AND UPFITTED BY KODIAK EMERGENCY VEHICLES**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has previously applied for and was approved to receive pass through grant funds from the FY2016 and FY2017 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of the grant funds is to purchase and convert a command/communications vehicle to provide Homeland Security & Emergency Management the ability to respond to large complex incidents, and to allow for interoperability with Ingham County EOC; and

WHEREAS, the command/communications vehicle and its conversion requests have been submitted and approved by the Michigan State Police Emergency Management and Homeland Security Division; and

WHEREAS, the purchase and conversion of the command/communications vehicle would be used for the purpose of responding to incidents that require a temporary command post for law enforcement personnel; and

WHEREAS, the command/communications vehicle and conversion purpose includes assisting Ingham County and would support Region 1 Homeland Security & Emergency Management agencies in the event of a large complex incident and allow for interoperability with Region 1 partners and partner EOC's.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the purchase of the following equipment using the Homeland Security Grant Program (HSGP) funding from FY2016 and FY2017:

- 2018 Ford Transit diesel van with a high roof, extended body, not to exceed the cost of \$42,000.00 using the state contract.
- The van conversion would be completed by Kodiak Emergency Vehicles, not to exceed the cost of \$61,000.00, with a contingency of 10 percent in the event of any unforeseen costs.

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



## Agenda Item 4

**TO:** Law and Courts and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** July 5, 2018  
**SUBJECT:** Resolution Submitting to a Vote of the Electorate Authorization of the Telephone Surcharge for Emergency Telephone Services (9-1-1 Services)

For the meeting agendas of July 12 and 18

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### **BACKGROUND**

As has been discussed by the Law and Courts Committee, the 9-1-1 Advisory Board has recommended the replacement of the current public safety radio system. It is estimated that the replacement system will cost \$30 million to be financed over ten years, for an annual cost of approximately \$3.7 million. The Board of Commissioners has indicated its desire to seek funding for this project through a November 2018 ballot proposal to increase the current telephone surcharge for emergency telephone services.

### **ALTERNATIVES**

If the Board of Commissioners were to choose not to request additional funding for the purpose of replacing the public safety radio system, the County would not have sufficient funding to move forward with this project. The County could instead upgrade the current system at an estimated cost of under \$10 million. There is no support for this from the membership of the 9-1-1 Advisory Board. The main concern is for Ingham County to have seamless interoperability with neighboring counties and the State of Michigan. The current maintenance agreement for Infrastructure Only with Harris Corporation for the 9-1-1 Public Safety Radio Communication System is approved through September 30, 2021, and the current system must be replaced or upgraded by that date.

### **FINANCIAL IMPACT**

In order to levy the \$3.7 million annually to fund the new radio system, the requested surcharge increase is \$1.38 per service user per month, from the current \$0.42 to the requested \$1.80.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of supporting public safety, specifically section C 3. (d) of the Action Plan – Consider the 9-1-1 Advisory Committee recommendation to submit to the electorate a supplemental 9-1-1 Operational Millage to build up a fund balance to upgrade or replace the current Public Safety Communications System.

### **OTHER CONSIDERATIONS**

If this higher surcharge level is authorized, the County would still need to submit verification each May of the funding level needed for the next year to the State 911 Office on its forms. Collection would begin July 1, 2019. The surcharge funds may only be used for the State 911 Committee authorized purposes and are subject to an annual audit. (These are the same requirements that currently exist for the \$0.42 now being charged.)

A November ballot question would need to be certified by the County Clerk by August 14. This resolution will need to be passed by the Law and Courts Committee at its July 12 meeting and by the full Board of Commissioners at its July 24 meeting in order to meet this deadline.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to increase the telephone surcharge for emergency telephone services in order to provide sufficient funding to replace the public safety radio system.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE  
AUTHORIZATION OF THE TELEPHONE SURCHARGE FOR EMERGENCY  
TELEPHONE SERVICES (9-1-1 SERVICES)**

WHEREAS, Ingham County has established a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the County; and

WHEREAS, the 9-1-1 emergency telephone and dispatch services are of substantial benefit to the citizens of the County of Ingham; and

WHEREAS, pursuant to the Emergency Telephone Service Enabling Act, Section 401b(1), being MCL 484.1401b(1), the Ingham County Board of Commissioners may with voter approval authorize a telephone surcharge of up to \$3.00 for each service user, except for users of prepaid wireless communications service, for recurring emergency telephone operation costs and charges; and

WHEREAS, under the Emergency Telephone Services Enabling Act the County is currently charging \$0.42 for each service user; and

WHEREAS, the Board of Commissioners believes a monthly telephone surcharge at the level of up to \$1.80 for each service user (a \$1.38 per month increase) is necessary to provide an adequate and equitable financing mechanism for the needs for the Ingham County 9-1-1 Dispatch Center.

THEREFORE BE IT RESOLVED, that the following proposal be submitted to a vote of the electorate of Ingham County at the General Election to be held November 6, 2018.

**INGHAM CENTRAL DISPATCH  
PROPOSITION FOR 9-1-1 EMERGENCY SERVICE SYSTEM FUNDING**

Shall the County of Ingham, Michigan, be authorized to assess a charge on all landline, wireless, and voice over internet protocol service users located in Ingham County of up to \$1.80 per month to be used exclusively for the funding of 9-1-1 emergency telephone call answering and dispatch services within Ingham County, including facilities, infrastructure, equipment and maintenance, and operating costs?

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 cause the proposed to be stated on the November 6, 2018 ballot and to be prepared and distributed in the manner required by law.

## Agenda Item 5

**TO:** Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** July 9, 2018  
**SUBJECT:** Tuesday Toolmen Community Agency Contract

For the meeting agendas of July 16 and July 18

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### **BACKGROUND**

This resolution terminates the 2018 Tuesday Toolmen community agency contract with Greater Lansing Housing Coalition and authorizes a new contract for Tuesday Toolmen with Capital Area Housing Partnership. Capital Area Housing Partnership has been operating the Tuesday Toolmen program since May 21, 2018.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The original contract for 2018 was \$3,800. The first payment of \$1,900 was already made to Greater Lansing Housing Coalition, so this contract will be for the remaining \$1,900 through December 31, 2018.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long term objective of assisting in meeting basic needs.

### **OTHER CONSIDERATIONS**

N/A.

### **RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TERMINATE A COMMUNITY AGENCY CONTRACT WITH  
GREATER LANSING HOUSING COALITION AND AUTHORIZE A NEW CONTRACT WITH  
CAPITAL AREA HOUSING PARTNERSHIP**

WHEREAS, the Greater Lansing Housing Coalition is closing after approximately 30 years of serving the Lansing area; and

WHEREAS, Ingham County has a 2018 community agency contract with the Greater Lansing Housing Coalition for the Tuesday Toolmen program; and

WHEREAS, effective May 21, 2018 the Tuesday Toolmen program is now being managed and operated by the Capital Area Housing Partnership.

THEREFORE BE IT RESOLVED, the 2018 community agency contract for Tuesday Toolmen with Greater Lansing Housing Coalition is terminated.

BE IT FURTHER RESOLVED, that a contract with Capital Area Housing Partnership is authorized not to exceed \$1,900 for the Tuesday Toolmen program with Capital Area Housing Partnership for the period of May 21, 2018 through December 31, 2018.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** June 26, 2018  
**SUBJECT:** Contract with Moore Trosper Construction Company  
For the meeting agenda of 7/16/18 Human Services and 7/18/18 Finance

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**BACKGROUND**

The two fishing docks and the boardwalk along the south end of the lake at Hawk Island experienced extensive damage due to the winter/spring severe flooding coupled with ice damage that occurred. After inspecting the damage, it has been determined that removal of the structures are necessary.

The Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park. The project scope includes the complete removal and legally dispose of one (1) 375' in-lake wood boardwalk and two (2) 20'x40' wood fishing docks at Hawk Island County Park. Removal and haul away includes all dock structures including pilings.

**ALTERNATIVES**

Extensive damage has made it necessary to remove the boardwalk and fishing docks to ensure visitor safety.

**FINANCIAL IMPACT**

The Evaluation Committee recommends that a contract be awarded to Moore Trosper Construction Company in an amount not to exceed \$49,740.

The County can pay for this from the insurance fund as instructed by the Director of Financial Services.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their June 25, 2018 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Moore Trosper Construction Company.

TO: Tim Morgan, Parks Director  
 FROM: James Hudgins, Director of Purchasing  
 DATE: May 15, 2018  
 RE: Memorandum of Performance for RFP #117-18: Demolition and Disposal Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park. The County requested that the materials are to be reused and/or recycled as much as possible instead of deposited into a landfill.

The Purchasing Department can confirm the following:

Function	Overall Number Of Vendors	Number Of Local Vendors
Vendors invited to propose	64	21
Vendors responding	3	2

The following grid is a summary of the vendors' costs:

Vendor Name	Local Pref	Total Bid
Moore Trospen Construction Co.	Yes, Holt MI	\$49,740.00
Wonsley Tree Service Inc.	No, Alma MI	\$64,000.00
LJ Trumble Builders LLC	Yes, Lansing MI	\$99,477.00

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH  
MOORE TROSPER CONSTRUCTION COMPANY**

WHEREAS, the two fishing docks and the boardwalk along the south end of the lake at Hawk Island experienced extensive damage due to the winter/spring severe flooding coupled with ice damage; and

WHEREAS, after inspecting the damage, it has been determined that removal of the structures are necessary; and

WHEREAS, proposals were solicited for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park; and

WHEREAS, the project scope includes the complete removal and legally dispose of one (1) 375' in-lake wood boardwalk and two (2) 20'x40' wood fishing docks at Hawk Island County Park. Removal and haul away includes all dock structures including pilings; and

WHEREAS, the Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment, services and permits to perform and complete all work required for the project; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Moore Trospen Construction Company, the low bidder.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Moore Trospen Construction Company for a cost not to exceed \$49,740 for the purpose of entering into a contract for the demolition and legal disposal of a boardwalk and two fishing docks at Hawk Island County Park.

BE IT FURTHER RESOLVED, the contract shall be effective the date of execution through December 31, 2018.

BE IT FURTHER RESOLVED, costs will be paid from the insurance fund as instructed by the Director of Financial Services.

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



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** June 26, 2018  
**SUBJECT:** Contract with L. J. Trumble Builders, LLC.  
For the meeting agenda of 7/16/18 Human Services and 7/18/18 Finance

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**BACKGROUND**

The Parks Department owns and maintains the buildings at Hawk Island. The Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs. The Purchasing Department solicited proposals from qualified and experienced roofing contractors for installing a new metal roof on the Maintenance Building at Hawk Island County Park.

**ALTERNATIVES**

The Parks Department owns and maintains the building at Hawk Island that are in need of roof replacement. Failure to address these needs could result in damage to the building and contents within.

**FINANCIAL IMPACT**

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to L. J. Trumble Builders, LLC. for the base bid in a total amount not to exceed \$72,000 which includes authorizing the cost to replace damaged roof sheathing-substrate, if needed at a cost of \$3.00 per square foot, total contingency of \$2,200.

There is \$55,000 that was previously approved in line item #228-75999-976000-8P02. This resolution authorizes an additional \$17,000 from the Trails and Parks Millage reserve fund to be able to complete this project.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their June 25, 2018 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with L. J. Trumble Builders, LLC.

**TO:** Tim Morgan, Parks Director  
**FROM:** James Hudgins, Director of Purchasing  
**DATE:** April 18, 2018  
**RE:** Memorandum of Performance for RFP No. 78-18: Installation of Metal Roof

Per your request, the Purchasing Department sought proposals from qualified and experienced roofing contractors for installing a new metal roof on the Maintenance Building at Hawk Island County Park.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	44	16
Vendors responding	4	1

The following grid is a summary of the vendors’ costs:

VENDOR NAME	LOCAL PREF	BASE BID Supply & Install New 26-Gauge Metal Roof on Maintenance building at Hawk Island	ALTERNATE BID Total Cost for Supplying and Installing a New 24-Gauge Metal Roof on the Maintenance Bld. at Hawk Island	ITEM PRICING Cost/SF to replace damaged roof sheathing-substrate, if needed.
L.J. Trumble Builders LLC	Yes, Lansing, MI	\$69,800.00	\$75,000.00	\$3.00
McDonald Roofing & Sheet Metal	No, Jackson, MI	\$72,948.00	\$75,143.00	\$3.25
Superior Services RSH Inc.	No, Clinton County MI	\$75,500.00	\$84,400.00	\$4.00
Silverline Contracting LLC	No, Howell MI	\$88,900.00	\$91,900.00	\$7.00

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Hawk Island County Park; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors for installing a new metal roof on the Maintenance Building at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with L. J. Trumble Builders, LLC. in the total amount not to exceed \$72,000 for installing a new metal roof on the Maintenance Building at Hawk Island County Park, including replacing damaged roof sheathing-substrate, if needed at a cost of \$3.00 per square foot.

BE IT FURTHER RESOLVED, \$55,000 is available in line item #228-75999-976000-8P02.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional \$17,000 from the Trails and Parks Millage reserve fund for the project.

BE IT FURTHER RESOLVED, this agreement shall be effective the date of execution through December 31, 2018.

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

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** June 26, 2018  
**SUBJECT:** Lake Lansing North Grant  
For the meeting agenda of 7/16/18 Human Services and 7/18/18 Finance

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**BACKGROUND**

Board of Commissioners Resolution #17-107 authorized the submission of a Michigan Natural Resources Trust Fund Grant for park and accessibility and roadway improvements at Lake Lansing Park North. The Michigan Natural Resources Trust Fund recommended this project for funding. This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund grant.

The project will provide accessibility improvements throughout the park. These improvements will include paved parking spaces, restroom improvements, paved walkways to connect facilities within the park for people of all abilities, etc. Below is a detailed list of the improvements:

- Replacement of approximately 800 feet of the entrance drive.
- Path widening at Oak Knoll, Sandhill, and Main shelter areas.
- New 6-foot-wide path at Oak Knoll and Sandhill areas.
- ADA paved parking spaces at Oak Knoll, Sandhill, and Main shelter areas.
- Boardwalk replacement and new bench at the Oak Knoll area.
- Replacement of drinking fountains with ones that include a dog bowl and concrete approach at Sandhill and Main shelter areas.
- Native landscaping at the Oak Knoll area.
- Restroom renovations at the Sandhill and Main shelter locations, includes various replacements and reconfigurations of concrete entry slabs, interior walls, partitions and other features.

**ALTERNATIVES**

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. This grant will allow for accessibility improvements throughout the park which include paved parking spaces, restroom improvements for ADA and paved walkways to connect facilities within the park for people of all abilities. The only alternative is to not accept the grant.

**FINANCIAL IMPACT**

The grant award is in the amount of \$244,700, matched with a financial commitment to the project in the amount of \$114,900, authorized in Board of Commissioners Resolution #17-107.

This resolution authorizes an additional \$100 from the parks general fund to correct the local match to 30% instead of 29.99%. This will bring our local match to a total of \$115,000, which is 30% of the total project.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their June 25, 2018 meeting.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT  
FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT**

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the amount of \$244,700 for the grant application titled Lake Lansing North Park Improvements #TF17-0157 to the Michigan Natural Resources Trust Fund for accessibility improvements throughout the park for people of all abilities at Lake Lansing Park North, located in Meridian Township; and

WHEREAS, these improvements will include paved parking spaces, restroom improvements, paved walkways to connect facilities within the park for people of all abilities, native landscaping, replacement of drinking fountains, path widening, and replacement of approximately 800 feet of the entrance drive, etc.; and

WHEREAS, the required matching funds of \$114,900 will come from previously appropriated County funds reserved for this purpose in Resolution #17-107.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an additional \$100 from the Parks general fund for the matching funds for the project.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, approves entering into a Project Agreement to accept the \$244,700 Michigan Natural Resources Trust Fund Grant for the time period of June 5, 2018 through June 30, 2020 for accessibility improvements throughout the park which include paved parking spaces, restroom improvements for ADA and paved walkways to connect facilities within the park for people of all abilities at Lake Lansing Park North, located in Meridian Township.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement for grant # TF17-0157 as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide one hundred fifteen thousand (\$115,000) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this resolution.

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

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** June 26, 2018  
**SUBJECT:** Contract with Bornor Restoration, Inc.  
For the meeting agenda of 7/16/18 Human Services and 7/18/18 Finance

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**BACKGROUND**

The Parks Department owns and maintains the buildings at Lake Lansing Park South. The Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs. The Purchasing Department solicited proposals from qualified and experienced roofing contractors for installing a new asphalt roof on the Band Shell at Lake Lansing Park South.

**ALTERNATIVES**

The Parks Department owns and maintains the building at Lake Lansing Park South that are in need of roof replacement. Failure to address these needs could result in damage to the building and contents within.

**FINANCIAL IMPACT**

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Bornor Restoration, Inc. to install a new asphalt roof on the Band Shell at Lake Lansing Park South in a total amount not to exceed \$25,000 which includes authorizing roof sheathing/substrate replacement if necessary at a cost of \$4.50 per square foot, total contingency of \$2,622.

Funds are available in previously approved line item #228-75999-976000-8P04.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their June 25, 2018 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Bornor Restoration, Inc.



TO: Tim Morgan, Parks Director  
 FROM: James Hudgins, Director of Purchasing  
 DATE: May 16, 2018  
 RE: Memorandum of Performance for RFP No. 122-18: Installation of Asphalt Roof

Per your request, the Purchasing Department sought proposals from qualified and experienced roofing contractors to install a new asphalt roof on the Band Shell at Lake Lansing Park South.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	107	24
Vendors responding	2*	1

\*One (1) bid non-responsive, did not submit bid-bond.

The following grid is a summary of the vendors’ costs:

Vendor Name	Local Pref	Bid Bond	Total Bid	COST/SF to replace damaged roof sheathing/substrate, if needed
Bornor Restoration Inc.	Lansing MI	Yes	\$22,378.00	\$4.50/SF
Rasmussen LLC	Walker MI	No	Non-responsive (Missing Bid Bond)	

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH BORNOR RESTORATION, INC.**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Lake Lansing Park South; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors for installing a new asphalt roof on the Band Shell at Lake Lansing Park South; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Bornor Restoration, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Bornor Restoration, Inc. in the total amount not to exceed \$25,000 for installing a new asphalt roof on the Band Shell at Lake Lansing Park South, including roof sheathing/substrate replacement if necessary at a cost of \$4.50 per square foot, effective the date of execution through December 31, 2018.

BE IT FURTHER RESOLVED, that funds are available in line item #228-75999-976000-8P04.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** June 28, 2018  
**SUBJECT:** Amendment to Agreement with Cross Country Staffing, Inc.  
For the meeting agendas of July 16<sup>th</sup> and July 18<sup>th</sup>, 2018

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**BACKGROUND**

Ingham County Health Department (ICHHD) is seeking approval to extend the agreement with Cross Country Staffing (CCS) authorizing per diem professional staffing for medication passing services at the Ingham County Jail through July 31, 2020. ICHHD currently provides medical services and medications to inmates within the Ingham County Sheriff's Office (ICSO) correctional facility. Medication passing is necessary for the delivery of high quality and efficient health care services to inmates. Resolution #16-233, authorized an extension to the agreement between ICHD and CCS to provide per diem professional staffing for medication passing services at the ICSO correctional facility through July 28, 2018. This amendment to the agreement will include the following amended terms:

- The rates for a LPN increased to \$7/hour, a RN increased to \$5.50/hr., and a CNA increased to \$3/hr. These lower rates have not been updated since 2013, hindering recruitment and leading to vacancies that interrupt services.
- A charge of 18% or the highest maximum lawful rate per annum will be added to the outstanding amount unpaid for thirty days or more.
- The terms of this agreement will renew automatically on an annual basis

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The total costs of this agreement will not exceed what is budgeted for this line item in the budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to extend the agreement with CCS, authorizing per diem professional staffing for medication passing services at the Ingham County Jail. This agreement includes amended terms for staffing rates and late fees, will be effective upon execution through July 31, 2020, and will renew automatically on an annual basis.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #16-233 AGREEMENT WITH  
CROSS COUNTRY STAFFING, INC.**

WHEREAS, Ingham County Health Department (ICHD) extended the agreement with Cross Country Staffing (CCS) for per diem professional staffing for medication passing services at the Ingham County Jail through July 31, 2020; and

WHEREAS, ICHD currently provides medical services and medications to inmates within the Ingham County Sheriff's Office (ICSO) correctional facility; and

WHEREAS, Resolution #16-233, authorized an extension to the agreement between Ingham County Health Department (ICHD) and CCS, for per diem professional staffing for medication passing services at the ICSO correctional facility; and

WHEREAS, the current agreement with CCS expires on July 28, 2018; and

WHEREAS, medication passing is necessary for the delivery of high quality and efficient health care services inmates; and

WHEREAS, this amendment includes the following amended terms:

- The rates for a LPN increased to \$7/hour, a RN increased to \$5.50/hr., and a CNA increased to \$3/hr. These rates had not been updated since 2013, hindering recruitment and leading to vacancies that interrupt services.
- A charge of 18% or the highest maximum lawful rate per annum will be added to the outstanding amount unpaid for thirty days or more.
- That the terms of the agreement will renew automatically on an annual basis; and

WHEREAS, the increases in cost associated with the increases in the hourly rates for staff are minimal, and assist in recruiting to fulfill the per diem positions; and

WHEREAS, the total costs of this agreement will not exceed what is budgeted for this service line item; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board recommend extending the agreement with CCS through July 31, 2020.

THEREFORE BE IT RESOLVED, that an extension of the agreement between ICHD and CCS for per diem professional staffing for medication passing services at the ICSO correctional facility is authorized through July 31<sup>th</sup>, 2020.

BE IT FURTHER RESOLVED, that the amended agreement includes the following terms: Rates for a LPN be increased to \$7/hour, a RN increased to \$5.50/hr., and a CNA increased to \$3/hr.

- A charge of 18% or the highest maximum lawful rate per annum will be added to the outstanding amount unpaid for thirty days or more.
- The terms of the agreement will renew automatically on an annual basis.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** June 23, 2018  
**SUBJECT:** Authorization to Amend Resolution 18-158  
For the meeting agenda of July 16<sup>th</sup> and July 18<sup>th</sup> , 2018

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend Resolution #18-158, changing the terms of the contract by increasing the hourly rate of pay for contracts with licensed dentists to \$82.50 - \$83.75, and by changing the effective date to July 1, 2018 through June 30, 2019. ICHD's Ingham Community Health Centers (IHCs) provide dental services through its Forest and Cedar Community Health Center locations. Resolution #18-158, authorized IHC dental services contract agreements for the period of January 1, 2018 through December 31, 2018, to be paid at the rate of \$64.66 - \$66.14 per hour for licensed dentists, and \$30.88 - \$36.63 per hour for licensed dental hygienists, for a total amount not to exceed \$172,596. The IHCs have not been able to successfully recruit dentists through staff or contractual positions, and thus 1.5 FTE Dentist positions remain vacant. However, ICHD and Volunteers of America Michigan (VOA MI) are currently negotiating the possible transfer of the dental clinic operated by VOA MI, co-located with the Ingham Community Health Centers' Sparrow -VOA Health Center location at 430 N. Larch St., Lansing, to the ICHD's Human Services building. Through this potential transfer, there is an opportunity to contract with the licensed dentists currently employed and or contracted at the VOA MI dental clinic at a rate of \$82.50 - \$83.75 per hour. These contractual dentists would fulfill the existing vacant 1.5FTE dentist positions within the IHC's budget. The addition of these contractual dentists would sustain dental services for patients at the 430 N. Larch St., Lansing location, and provide needed revenue-generating capacity for billable services.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Licensed dentists generate needed revenue to support medical and oral health services through the IHCs. Unless IHCs are able to secure the licensed dental providers currently providing dental services at the VOA MI dental clinic for a full year at their current rate of pay, IHCs will continue to lose revenue from the unfilled 1.5 FTE Licensed dentist positions. In addition, IHCs need to be successful in recruiting these contractual dentists in order to maintain ongoing access to on-site dental services at 430 N. Larch St., Lansing. The licensed dentists contracted under this amended resolution would also be able to provide services across IHC's mobile dental operation and at Forest Community Health Center-Dental, assisting in capturing the maximum revenue from billable visits provided at these locations.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorizing an amendment to Resolution #18-158, changing the term of the dental service contracts to be effective July 1, 2018 through June 30, 2019 and increasing the hourly rate of pay for contracts with licensed dentists to \$82.50 - \$83.75.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH LICENSED DENTISTS AND HYGIENISTS**

**RESOLUTION # 18-158**

WHEREAS, Ingham Community Health Centers (IHC) of the Ingham County Health Department (ICHD) provides dental services through its Forest and Cedar Community Health Center locations; and

WHEREAS, in 2018, one full-time dentist and one full-time hygienist position will be vacant, due to retirements and staff resignations; and

WHEREAS, historically, filling dental and hygienist positions has taken many months and the extended vacancies lead to reductions in capacity to meet patient demand and revenue goals; and

WHEREAS, ICHD's 2018 Budget includes \$172,596 in remaining salary allocations from the vacated positions; and

WHEREAS, contracting services from local licensed dentists and hygienists will enable the ICHD to maintain capacity for service delivery and revenue generation until the time that the permanent positions can be successfully filled; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes dental services contracts with licensed Dentists for the period of January 1, 2018 through December 31, 2018, at the rate of \$64.66 - \$66.14 per hour; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes dental services contracts with licensed Dental Hygienists for the period of January 1, 2018 through December 31, 2018, at the rate of \$30.88 - \$36.63 per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes IHC dental services contract agreements for the period of January 1, 2018 through December 31, 2018, which shall be paid at the rate of \$64.66 - \$66.14 per hour for licensed Dentists, and \$30.88 - \$36.63 per hour for licensed Dental Hygienists, for a total amount not to exceed \$172,596.

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

**HUMAN SERVICES: Yeas:** Banas, Tennis, Sebolt, Nolan, Louney

**Nays:** None **Absent:** Koenig, Naeyaert **Approved 04/02/2018**

**FINANCE: Yeas:** Grebner, Anthony, Crenshaw, Tennis, Koenig, Louney, Schafer

**Nays:** None **Absent:** None **Approved 04/04/2018**



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND TO RESOLUTION #18-158**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) provide dental services through its Forest and Cedar Community Health Center locations; and

WHEREAS, Resolution #18-158, authorized ICHC's dental services contract agreements for the period of January 1, 2018 through December 31, 2018, to be paid at the rate of \$64.66 - \$66.14 per hour for licensed dentists, and \$30.88 - \$36.63 per hour for licensed Dental Hygienists, for a total amount not to exceed \$172,596; and

WHEREAS, ICHCs have not been able to successfully recruit contractual dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant; and

WHEREAS, ICHHD and Volunteers of America MI (VOA MI) are currently negotiating the possible transfer of the dental clinic operated by VOA MI, co-located with the ICHCs' Sparrow VOA Health Center location at 430 N. Larch St., Lansing, to ICHHD's Human Services building; and

WHEREAS, there is an opportunity to contract with licensed Dentists currently employed and or contracted at the VOA MI dental clinic at a rate of \$82.50 - \$83.75 per hour to fulfill the existing vacant 1.5FTE Dentist positions within ICHCs and sustain dental services for patients at the 430 N. Larch St., Lansing location; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment changing the term of the dental service contracts to be effective July 1, 2018 through June 30, 2019, and increasing the rate of pay for contracts with licensed Dentists to \$82.50 - \$83.75 per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment to Resolution #18-158 changing the term of the dental service contracts to be effective July 1, 2018 through June 30, 2019 and increasing the hourly rate of pay for contracts with licensed dentists to \$82.50 - \$83.75.

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

**TO:** Board of Commissioners Human Services and Finance Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** June 25th, 2018  
**SUBJECT:** FY 18 State of Michigan Comprehensive Agreement Amendment # 3  
For the meeting agendas of July 16, 2018 and July 18, 2018

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend the Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) by increasing the funding received by \$95,158. Ingham County Health Department (ICHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits state and federal funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2017-2018 Comprehensive Agreement through Resolution #17-293 and Amendment # 1 through Resolution # 18-024 and Resolution # 18-081 and Amendment # 2 through Resolution 18-155. This amendment is effective October 1, 2017 through September 30, 2018.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

This amendment will increase the agreement for Comprehensive Local Health Services from \$5,440,644 to \$5,535,802, an increase of \$95,158. The amendment makes the following specific changes in the budget:

- Public Health Emergency Preparedness (PHEP) 7/01/18 – 9/30/18: increase of \$37,204 from \$0 to \$37,204
- Public Health Emergency Preparedness (PHEP) 10/01/17 – 6/30/18: increase of \$9,515 from \$117,037 to \$126,552
- Family Planning Services: increase of \$58,000 from \$256,392 to \$314,392
- Childhood Lead Poisoning Education & Outreach: increase of \$10,000 from \$10,000 to \$20,000
- TB Control – Federal: increase of \$2,432 from \$12,513 to \$14,945
- Vapor Intrusion: increase of \$8,507 from \$0 to \$8,507
- WISEWOMAN: decrease of \$25,400 from \$41,400 to \$16,000
- Michigan Colorectal Cancer Screening Program: decrease of \$5,100 from \$5,100 to \$0

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2017 through September 30, 2018.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT # 3 TO THE 2017-2018 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2017-2018 Comprehensive Agreement authorized in Resolution #17-293; and Amendment # 1 in Resolution #18-024 and Resolution #18-081 and Amendment # 2 in Resolution 18-155; and

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

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment # 3 to the 2017-2018 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from \$5,440,644 to \$5,535,802, an increase of \$95,158.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

Public Health Emergency Preparedness (PHEP) 7/01/18 – 9/30/18: increase of \$37,204 from \$0 to \$37,204

Public Health Emergency Preparedness (PHEP) 10/01/17 – 6/30/18: increase of \$9,515 from \$117,037 to \$126,552

Family Planning Services: increase of \$58,000 from \$256,392 to \$314,392

Childhood Lead Poisoning Education & Outreach: increase of \$10,000 from \$10,000 to \$20,000

TB Control – Federal: increase of \$2,432 from \$12,513 to \$14,945

Vapor Intrusion: increase of \$8,507 from \$0 to \$8,507

WISEWOMAN: decrease of \$25,400 from \$41,400 to \$16,000

Michigan Colorectal Cancer Screening Program: decrease of \$5,100 from \$5,100 to \$0

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment #3 of the 2017-2018 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** June 29, 2018  
**SUBJECT:** Resolution to Authorize an Agreement with RegLantern™  
For the meeting agenda of July 16<sup>th</sup> and July 18<sup>th</sup>, 2018

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**BACKGROUND**

Ingham Community Health Centers (CHCs) wishes to enter into a 3-year agreement with RegLantern™ for use of their web-based compliance documentation platform. This platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act. This agreement will provide access to the web-based platform, review of documents submitted, and consultation identifying ‘met’, and ‘unmet’ requirements which help establish and maintain compliance with legislation and regulations. During the last two operational site visits (2014 and 2017), CHCs were found to have more than four areas of non-compliance, which required excess staff time to complete corrective actions. Future findings of non-compliance may pose risk to the health department’s good standing and access to HRSA funds. RegLantern™ services meet and exceed the needs of CHCs by demonstrating exceptional performance in compliance expertise and overall value for their services. Therefore, Ingham County Health Department (CHD) is requesting authorization to enter an agreement with RegLantern™ for the use of their web-based compliance documentation effective July 31, 2018 through July 31, 2021 in an amount not to exceed \$19,880.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The cost this agreement will be \$10,280.00 for the first year which includes the yearly rate of \$4,800.00, a one-time start-up fee of \$500.00 and a one-time document review fee of \$4,980.00. After the first year, the cost of this agreement will be the annual rate of \$4,800.00. The total cost of this agreement will be \$19,880.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to enter an agreement with RegLantern™ for use of their web-based platform effective July, 31, 2018 through July 31, 2021 in an amount not to exceed \$19,880.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER AGREEMENT WITH REGLANTERN™**

WHEREAS, Ingham Community Health Centers (ICHCs) wishes to enter into a 3-year agreement with RegLantern™ for use of their web-based compliance documentation platform; and

WHEREAS, this platform is designed to help establish and maintain compliance with health center program regulations, authorized by section 330 of the Public Health Service (PHS) Act; and

WHEREAS, this agreement will provide access to the web-based platform, review of documents, and consultation identifying ‘met’, and ‘unmet’ requirements which help establish and maintain compliance with legislation and regulations; and

WHEREAS, during the last two Operational Site Visits, in 2014 and 2017, ICHCs were found to have more than four areas of non-compliance requiring excess staff time to complete corrective actions; and

WHEREAS, future findings of non-compliance may pose risk the health department’s good standing and access to HRSA funds; and

WHEREAS, RegLantern™ services meet and exceed the needs of ICHCs by demonstrating exceptional performance in compliance expertise and overall value for their services; and

WHEREAS, Ingham County Health Department (ICHHD) is requesting authorization to enter into an agreement with RegLantern™ for the use of their web-based documentation platform, effective July 31, 2018 through July 31, 2021, in an amount not to exceed \$19,880; and

WHEREAS, the Health Officer and ICHCs Board of Directors recommend entering a contractual agreement with RegLantern™ for use of their web-based platform.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering an agreement with RegLantern™ for the use of their web-based documentation platform, effective July 31, 2018 through July 31, 2021, in an amount not to exceed \$19,880.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** June 28, 2018  
**SUBJECT:** Agreement with MessageMakers  
For the meeting agendas of July 16 and July 18, 2018

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**BACKGROUND**

Ingham County Health Department, (ICHHD) wishes to enter into an agreement with MessageMakers (MM) for communication services. In 2017, ICHD was awarded a grant from the Kresge Foundation for the proposed project of creating a designation of best practice for exemplifying Health Equity and Social Justice (HESJ) in everyday practice and service. Under this grant, ICHD was challenged to establish a new, transformative role within the community it serves. ICHD chose the role of transformation through assisting human service agencies with the ability to assess their policies, procedures and practices through a health equity lens. This goal necessitates developing a health equity assessment, health equity tools, a health equity report, a retrofit brand, and messaging for ICHD.

Ingham County’s Purchasing department issued a Request for Proposals (RFP) for communication services. While all of the proposals received were from companies with high levels of experience and expertise, the proposal submitted by MessageMakers offered the most comprehensive set of deliverables. The cost of this agreement totaling \$30,000 is completely funded by the Kresge Grant and will be effective July 15, 2018 through September 30, 2018.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

There is no financial impact as all costs associated with this agreement will be completely funded by the Kresge grant, approved by Resolution #17-385.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based upon the information presented, I respectfully recommend approval of the attached resolution to enter an agreement with MessageMakers in the amount of \$30,000.00, effective July 15, 2018 through September 30, 2018.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER AGREEMENT WITH MESSAGEMAKERS**

WHEREAS, Ingham County Health Department (ICHD) was awarded a grant from the Kresge Foundation for the proposed project of creating a designation of best practice for exemplifying Health Equity and Social Justice (HESJ) in everyday practice and service; and

WHEREAS, under the Kresge grant, ICHD has taken the initiative to establish a new, transformative role of assisting human service agencies with the ability to assess their policies, procedures and practices through a health equity lens; and

WHEREAS, this goal necessitates developing a Health Equity Assessment, Health Equity Tools a Health Equity Report, and a retrofit brand identity and messaging; and

WHEREAS, in order for ICHD to reach these objectives, the Kresge Foundation recommends and supports communications consulting to help build the capacity to implement this transformative role; and

WHEREAS, the Ingham County Purchasing Department issued a Request for Proposals (RFP) for communication services; and

WHEREAS, MessageMakers proposed a comprehensive set of communication services in response to the RFP Packet 98-19 that meets the needs of the Kresge grant; and

WHEREAS, the cost of this agreement totaling \$30,000 is completely funded by the Kresge grant and approved by Resolution #17-385; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes approval of an agreement with MessageMakers for communication services effective July 15, 2018 through September 30, 2018 in an amount not to exceed \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes approval of an agreement with MessageMakers for communication services effective July 15, 2018 through September 30, 2018 in an amount not to exceed \$30,000.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** June 28, 2018  
**SUBJECT:** Authorization for Short Term Lease With VOA-MI Dental Clinic  
For the meeting agendas of July 16<sup>th</sup> and July 18<sup>th</sup>, 2018

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**BACKGROUND**

Volunteers of America of MI (VOAMI), located at 430 N. Larch Street, in Lansing, Michigan is ceasing its dental clinic operations effective July 1, 2018. Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) is seeking an agreement to continue providing dental services at the 430 N. Larch location, which will be billable under the SMG-VOA Community Health Center, co-located in an adjacent space at this same address. ICHD has the capacity to absorb the existing VOAMI dental staff through existing vacant positions in the FY 2018 Budget (1.0 FTE Dental Assistant, 1.0 FTE Dental Hygienist and 1.5 FTE Dentists). In order to avoid a disruption in dental service delivery to patients at the 430 N. Larch Street location, ICHD wishes to enter a short term lease. This short term lease will include dental clinic space, equipment, furnishings and electronic dental record licenses necessary to operate the dental clinic through September 30, 2018, while terms of the comprehensive transfer and lease agreements are negotiated for an effective date of October 1, 2018. Should long term lease/transfer agreement terms for the dental clinic space not be reached by October 1, 2018, ICHD will not incur financial risk, as the staff will continue to fulfill budgeted positions and continue billable services provided through the Forest Community Health Center and the Mobile Dental programs. The cost of the short term lease (Effective July 1, 2018 through September 30, 2018) would be at the rate of \$5/square foot for 1,300 square feet (totaling \$6,500 divided by 12 months = \$542.00) a month, plus \$1.00 a month lease for equipment and furnishings, and a \$650 monthly fee for electronic dental record access in the VOA dental clinic, for a total of \$1,193/month.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The cost of the short term lease (Effective July 1, 2018 through September 30, 2018) will be at the rate of \$5/square foot for 1,300 square feet (totaling \$6,500 divided by 12 months = \$542.00) a month, plus \$1.00 a month lease for dental clinic space, equipment and furnishings, and a \$650 monthly fee for electronic dental record access used in the VOA Dental Clinic, totaling \$1,193 per month. The total costs not budgeted for the three month lease will total \$3,578.00 and will be covered through billable visits generated from services provided at the VOA Dental Clinic.

**OTHER CONSIDERATIONS**

There are no other considerations.

**STRATEGIC PLAN IMPACT**

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

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorization to enter a short term lease agreement with the Volunteers of America Michigan for 1,300 square feet of dental clinic space, located at 430 N. Larch Street in Lansing, along with furnishings, equipment, and electronic dental record access, at a rate of \$1,193 a month for three months, totaling \$3,578, to be effective July 1, 2018 through September 30, 2018.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FOR SHORT TERM LEASE WITH VOA-MI DENTAL CLINIC**

WHEREAS, Volunteers of America of MI (VOAMI) is ceasing its operation of the dental clinic located at 430 N. Larch Street in Lansing, Michigan effective July 1, 2018; and

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) are pursuing an agreement to continue providing dental services at the 430 N. Larch Street location, which will be billable under the SMG-VOA Community Health Center, which is co-located in an adjacent space at this address; and

WHEREAS, ICHD has the capacity to absorb the existing VOAMI dental staff through existing vacant positions in the FY 2018 Budget (1.0 FTE Dental Assistant, 1.0 FTE Hygienist and 1.5 FTE Dentists); and

WHEREAS, in order to avoid a disruption in service delivery to patients at the 430 N. Larch Street location, ICHD wishes to enter a short term lease for space, equipment, furnishings and electronic dental record licenses necessary to operate the dental clinic through September 30, 2018, while terms of comprehensive transfer and lease agreements are negotiated for an effective date of October 1, 2018; and

WHEREAS, should long term lease/transfer term agreements for the dental clinic space not be reached by October 1, 2018, ICHD would not incur financial risk, as the staff would continue to fulfill budgeted positions and would continue billable services provided through the Forest Community Health Center and the Mobile Dental programs; and

WHEREAS, the cost of the short term lease would be at the rate of \$5/square foot for 1,300 square feet (totaling \$6,500 divided by 12 months = \$542.00) a month, plus \$1.00 a month lease for equipment and furnishings, and a \$650 monthly fee for electronic dental record used in the VOA dental clinic; and

WHEREAS, the total monthly cost of the short term lease would be at \$1,193/month for three months, effective July 1, 2018 through September 30, 2018, for a total unbudgeted cost of \$3,576.00; and

WHEREAS, the unbudgeted costs will be covered through billable visit revenue for services provided at the VOA Dental Clinic; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board supports entering a short term lease agreement with VOAMI for the dental clinic space, equipment and electronic dental record access.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a lease agreement with VOAMI for dental clinic space, equipment and electronic dental record access effective July 1, 2018 through September 30, 2018 at the rate of \$5/square foot for 1,300 square feet (totaling \$6,500 divided by 12 months = \$542.00) a month, plus \$1.00 a month lease for equipment and furnishings, and a \$650 monthly fee for electronic dental record used in the VOA dental clinic.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments consistent with this resolution.

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

**TO:** Board of Commissioners Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** July 3, 2018  
**SUBJECT:** Resolution to Fund Support Staff to Youth Commission  
For the meeting agendas of July 16, July 17 and July 18, 2018

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**BACKGROUND**

Ingham County Health Department (ICHHD) is seeking funding for an ICHHD employee to serve as support staff and advisor to the Ingham County Youth Commission (ICYC) on behalf of the Ingham County Board of Commissioners (BOC). The Ingham County BOC requested that ICHHD appoint a staff member to serve in this capacity to assist and advise the ICYC. ICHHD selected an employee with qualifications and experience to serve in this capacity, but because this employee is in a grant funded position, other funds would be necessary to cover non-grant funded work by this employee. ICHHD is requesting the estimated cost of \$2,000 to cover work related to supporting the ICYC, be provided through funds from the contingency balance. This agreement will be in effect upon approval and be ongoing.

**ALTERNATIVES**

BOC finds other means to support the Ingham County Youth Commission.

**FINANCIAL IMPACT**

If approved, all funding to cover this support staff position in the amount of \$2,000 would be provided through funds from the contingency budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support transferring \$2,000 in funds from the contingency budget to cover costs of an ICHHD employee serving as support to the Ingham County Youth Commission on behalf of the Ingham County Board of Commissioners, effective upon approval and ongoing.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO FUND SUPPORT STAFF FOR THE INGHAM COUNTY YOUTH COMMISSION**

WHEREAS, Ingham County Health Department (ICHD) is seeking funding for an ICHD employee to serve as support staff and advisor to the Ingham County Youth Commission (ICYC) on behalf of the Ingham County Board of Commissioners (BOC); and

WHEREAS, the Ingham County BOC requested that ICHD appoint an employee to serve in this capacity to assist and advise the ICYC; and

WHEREAS, ICHD selected an employee with qualifications and experience to serve in this capacity, but because this employee is in a grant funded position, other funds would be necessary to cover non-grant funded work by this employee; and

WHEREAS, ICHD is requesting the estimated cost of \$2,000 to cover work related to supporting the ICYC, be provided through funds from the contingency balance; and

WHEREAS, the Health Officer recommends that the estimated costs of \$2,000 to cover the work related to supporting the ICYC, be provided through funds from the contingency balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes transferring \$2,000 in funds from the Contingency budget to cover costs of an ICHD employee serving as support to the Ingham County Youth Commission on behalf of the Ingham County Board of Commissioners.

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

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

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** June 28, 2018  
**SUBJECT:** Authorization to Convert Two Part-Time Nurse Positions  
For the meeting agenda of July 16<sup>th</sup> and July 18<sup>th</sup>, 2018

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**BACKGROUND**

Ingham County Health Department wishes to convert two vacant part-time Health Center Nurse positions into a single full-time Health Center Nurse position in order to successfully recruit and fill a full 1.0 FTE. Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) delivers pediatric and women's health services through its Cedar Community Health Center location at 5303 S. Cedar Street in Lansing. Cedar Community Health Center recently had two part-time Health Center Nurses retire from its operation: position #601283 (Cedar Pediatrics) and #601247 (Women's Health). Half-time positions have been historically less attractive to potential candidates and can result in prolonged vacancies. This can hinder capacity to deliver high quality patient care and meet operational needs. Merging the two part-time positions to create a single full-time Health Center Nurse position increases the likelihood of timely success in filling the full 1.0 FTE, and better supports operational capacity to meet patient care needs. Current staffing levels will be sustained by the full-time Health Center Nurse dividing time between the Women's Health and Cedar Pediatric clinics of the Cedar Community Health Center.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The conversion of Health Center Nurse positions #601283 and #601247 into a single 1.0 FTE Health Center Nurse (MNA Grade 6/ Step 5) will result in a \$2,979 decrease in costs incurred by ICHD.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to convert the two part-time Health Center Nurse Positions to a single full-time Health Center Nurse Positions. Which will result in a \$2,979 decrease in costs incurred by ICHD.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT TWO PART-TIME NURSE POSITIONS**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) delivers pediatric and women's health services through its Cedar Community Health Center location at 5303 S. Cedar Street in Lansing; and

WHEREAS, Cedar Community Health Center recently had two part-time Health Center Nurses retire from its operation: (position #601283 at Cedar Pediatrics and #601247 at Women's Health); and

WHEREAS, ICHD wishes to convert these two vacant part-time Health Center Nurse positions into a single full-time Health Center Nurse position in order to successfully recruit and fill a full 1.0 FTE; and

WHEREAS, half-time positions have been historically less attractive to candidates and can result in prolonged vacancies, which hinder capacity to deliver high quality patient care and meet operational needs; and

WHEREAS, merging the two part-time positions to create a single full-time Health Center Nurse position increases the likelihood of timely success in hiring to fulfill the full 1.0 FTE, and better supports operational capacity to meet patient care needs; and

WHEREAS, current staffing levels will be sustained by the full-time Health Center Nurse dividing time between the Women's Health and Cedar Pediatric clinics of the Cedar Community Health Center; and

WHEREAS, the Health Officer recommends, and the Ingham Community Health Center Board supports the conversion of Health Center Nurse positions #601283 and #601247 into a single 1.0 FTE Health Center Nurse (MNA Grade 6/ Step 5) will result in a \$2979.00 decrease in costs incurred by ICHD.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the two vacant part-time Health Center Nurse positions (#601283 and #601247) into a single 1.0 FTE Health Center Nurse (MNA Grade 6/ Step 5).

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** July 11, 2018  
**SUBJECT:** Agreement with University of Michigan Flint for Engaged Father Program  
For the meeting agendas of July 16 & 18, 2018

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to partner with UM-Flint to implement the Engaged Father Program Logic Model at seven Michigan Healthy Start home visitation sites, including Ingham County Health Department (ICHD) Healthy Start in order to promote infant wellbeing by providing expectant and new fathers with parent education, support, and access to resources during their transition to parenthood. The University of Michigan-Flint (UM-Flint) was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes by significantly improving the provision of services to expectant and new fathers within Michigan. These funds from MHEF and Medicaid Match will be used for evaluation of the Dads Matter initiative and will be further used for training of the Fatherhood Facilitator in the 24/7 Dad Curricula, and for the design and printing of program literature. Key outcomes of the Engaged Father Program include increased participation in Healthy Start home visitation, increased knowledge of infant health and infant safe care, and improved infant health outcomes such as reduced infant mortality, infant low birth weight, and infant preterm birth.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Under this subcontract, UM-Flint will provide ICHD with up to \$60,000 in funding to implement the Engaged Father Program for the period of April 1, 2018 through September 30, 2018. This funding was not anticipated in the ICHD FY 2018 budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend the Board of Commissioners approve the attached resolution authorizing an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of April 1, 2018 through September 30, 2018.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #18-159 TO AUTHORIZE AN AGREEMENT  
WITH UNIVERSITY OF MICHIGAN-FLINT FOR IMPLEMENTATION OF THE  
ENGAGED FATHER PROGRAM**

WHEREAS, the University of Michigan-Flint (UM-Flint) was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes by significantly improving the provision of services to expectant and new fathers within Michigan; and

WHEREAS, the project includes implementation of the Engaged Father Program at seven Michigan Healthy Start home visitation sites, including Ingham County Health Department (ICHHD) Healthy Start; and

WHEREAS, the project will utilize the Engaged Father Program Logic Model to promote infant wellbeing by providing expectant and new fathers with parent education, support, and access to resources during their transition to parenthood; and

WHEREAS, key outcomes of the Engaged Father Program include increased participation in Healthy Start home visitation, increased knowledge of infant health and infant safe care, and improved infant health outcomes such as reduced infant mortality, infant low birth weight, and infant preterm birth; and

WHEREAS, UM-Flint has requested to subcontract with ICHD for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of April 1, 2018 through September 30, 2018; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of April 1, 2018 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of April 1, 2018 through September 30, 2018.

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

BE IT FURTHER RESOLVED, that the Controller/Administrative is authorized to make any necessary budget adjustments consistent with this resolution.

## Agenda Item 8

**TO:** Human Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** June 15, 2018

**SUBJECT:** Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

For the meeting agendas of July 16 and July 18

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### **BACKGROUND**

This resolution authorizes the fourth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of services which will be effective from October 1, 2018 through September 30, 2019. For the period October 1, 2018 through September 30, 2019 the County will reimburse CATA as set forth in the attached Scope of Services.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,544,944 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$663,675 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$131,568 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2019 Fiscal Year.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long term objectives of assisting in meeting basic needs, promoting accessible healthcare and fostering economic wellbeing.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE FOURTH AMENDMENT TO THE AGREEMENT  
WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2016  
THROUGH DECEMBER 31, 2020**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2020; and

WHEREAS, in August 2016, the electorate approved a countywide public transportation millage level of 60/100 (.60) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2018 through September 30, 2019 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

## **INGHAM COUNTY PROPOSED SCOPE OF SERVICE**

**For October 1, 2018 through September 30, 2019**

For fiscal year 2019, Ingham County projects tax revenue in the amount of \$4,340,187 from the Special Transportation Millage. As the County's contractor, CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. CRS also refers to the Mason Connector, Williamston-Webberville Connector and Mason Redi-Ride routes. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$663,675 of funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum \$3,544,944 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.
4. The amount of \$131,568 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2019 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SUBMIT A RENEWAL OF THE SPECIAL MILLAGE FOR FARMLAND AND OPEN SPACE PRESERVATION TO A VOTE OF THE ELECTORATE**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

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

WHEREAS, citizens of Ingham County approved the Farmland and Open Space Preservation Millage on August 5, 2008; and

WHEREAS, it has been determined that a Millage Renewal is the most appropriate funding source to ensure adequate implementation of the Purchase of Development Rights Ordinance.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the General Election to be held on November 6, 2018:

**INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION INITIATIVE  
MILLAGE QUESTION**

For the purpose of protecting farmland and other open space lands, including waterways, wildlife habitat, wetlands, and other natural lands, and to encourage urban development, 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 0.1400 mills (\$0.14 per \$1,000 of taxable value) for a period of ten (10) years (2019-2028) inclusive? (If approved and levied in full, this Millage will raise an estimated additional \$1,001,127 for farmland and open space preservation 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 renewal proposal on the November 6, 2018 ballot and to be prepared and distributed in the manner required by law.

**TO:** Board of Commissioners, Law & Courts and Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** June 4, 2018  
**SUBJECT:** Professional A&E services for replacing two chillers at the Jail  
For the meeting agendas of: June 14 & June 20

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**BACKGROUND**

The existing chillers are 24 years old, having been repaired several times, the threat of the chillers failing and leaving the facility without a cooling system needs to be addressed. Tower Pinkster not only submitted the lowest proposal, they have decades of experience working as a consultant for correctional facilities on this type of project.

**ALTERNATIVES**

There are no alternatives to this request.

**FINANCIAL IMPACT**

Tower Pinkster submitted the lowest proposal amount of \$18,930.00. Funds are available in the 2018 approved CIP line item# 245-30199-976000-8F04 which has a balance of \$450,000.00 for chiller replacement.

**STRATEGIC PLANNING IMPACT**

This resolution supports the objective of developing a maintenance plan to extend the life of county facilities specifically E.1 (c) of the action plan.

**OTHER CONSIDERATIONS**

The Facilities Department is requesting A&E services from Tower Pinkster for the replacement of two Jail chillers as well as the 911 Center sound reduction project. Using the same company for both projects and scheduling meetings back to back will lead to time and cost savings and improving labor, travel and mileage efficiency.

**RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Tower Pinkster to provide professional A&E services for replacing two chillers at the Jail.



**Agenda Item 10a**

TO: Richard Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: May 25, 2018  
RE: Memorandum of Performance for RFP No. 103-18 Architectural and Engineering Services for Replacing Two Chillers at the Ingham County Jail

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Per your request, the Purchasing Department sought proposals from experienced and qualified architectural and engineering consultants for the purpose of entering into a professional services contract for replacing two (2) chillers at the Ingham County Jail.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	89	30
Vendors attending pre-proposal meeting	8	2
Vendors responding	4	0

The following grid is a summary of the vendors' costs:

Vendor Name	Local Pref	<u>Phase I Cost</u> Not to exceed	<u>Phase I</u> # of meetings	<u>Phase II Cost</u> Not to exceed	<u>Phase II</u> # of meetings	Grand Total
TowerPinkster	No. Grand Rapids, MI	\$6,020.00	3	\$12,910.00	6	\$18,930.00
DiClemente Siegel Design Inc.	No. Southfield, MI	\$10,400.00	4	\$24,100.00	8	\$34,500.00
IMEG Corp.	No. Wixom, MI	\$11,000.00	4	\$24,525.00	8	\$35,525.00
MacMillan Assoc. Inc.	No. Bay City, MI	\$10,200.00	2	\$29,300.00	5	\$39,500.00

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PROFESSIONAL A&E SERVICES FOR REPLACING  
TWO CHILLERS AT THE JAIL**

WHEREAS, the existing chillers are 24 years old and have been repaired several times; and

WHEREAS, the threat of the chillers failing and leaving the facility without a cooling system needs to be addressed; and

WHEREAS, Tower Pinkster has decades of experience working as a consultant for correctional facilities on this type of project; and

WHEREAS, Tower Pinkster submitted the lowest proposal amount of \$18,930.00; and

WHEREAS, funds are available in the 2018 approved CIP line item #245-30199-976000-8F04 which has a balance of \$450,000.00 for chiller replacement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Tower Pinkster, 4 East Fulton Street, Suite 200, Grand Rapids, Michigan 49503 to provide professional A&E services for replacing two chillers at the Jail for a not to exceed cost of \$18,930.00.

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

## Agenda Item 10b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 28, 2018

**SUBJECT:** Resolution to authorize an agreement with Lansing Tile & Mosaic, Inc. to replace the flooring in the DHHS lobby  
For the meeting agendas of: July 17 & July 18

---

### **BACKGROUND**

The flooring in the lobby area of DHHS is old and past its useful life. Over the years tiles have shrunk leading to dirt collection in between the gaps. They are discolored, worn and in need of replacement. Lansing Tile & Mosaic, Inc., an authorized installer, will remove and dispose of existing flooring, prep, furnish and install new floor tile, transitions and accent strips.

### **ALTERNATIVES**

The only alternative is to not move forward with replacing the flooring.

### **FINANCIAL IMPACT**

Lansing Tile & Mosaic, Inc. an authorized installer, is on the state contract therefore three quotes were not required. Their bid was for a not to exceed cost of \$22,000.00. Funds are available in the 2018 approved CIP line item #631-23304-931000-8F07 which has a balance of \$22,000.00 for DHS lobby floor.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the objective of developing a maintenance plan to extend the life of county facilities, specifically E.1 (c) of the action plan.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Lansing Tile & Mosaic, Inc. to remove and dispose of existing flooring, prep, furnish and install new floor tile, transitions and accent strips in the DHHS lobby.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT TO REPLACE THE FLOORING  
IN THE DHHS LOBBY**

WHEREAS, the flooring in the lobby area of DHHS is old and past its useful life; and

WHEREAS, over the years tiles have shrunk leading to dirt collection in between the gaps, they are discolored, worn and in need of replacement; and

WHEREAS, Lansing Tile & Mosaic, Inc., an authorized installer, will remove and dispose of existing flooring, prep, furnish and install new floor tile, transitions and accent strips; and

WHEREAS, Lansing Tile and Mosaic, Inc. is on the state contract therefore, three quotes are not required; and

WHEREAS, Lansing Tile and Mosaic, Inc. submitted a bid amount not to exceed \$22,000.00; and

WHEREAS, funds for said services are located within the 2018 approved CIP Line Item #631-23304-931000-8F07 which has a balance of \$22,000.00 for DHHS lobby flooring.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Lansing Tile & Mosaic, Inc., an authorized installer, 2210 Apollo Drive, Lansing, Michigan, 48906, to install new tile flooring in the DHHS lobby, under the State of Michigan contract, for a not to exceed cost of \$22,000.00.

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

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 28, 2018

**SUBJECT:** Resolution to authorize an agreement with MSDS Online to manage material safety data sheets  
For the meeting agendas of: July 17 & July 18

---

**BACKGROUND**

Employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace. The complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MI OSHA regulations. Our current agreement expires September 14, 2018. The Facilities Department is requesting a new three (3) year agreement, with a (2) two year renewal option, for the management of the MSDS. The new agreement will be effective September 15, 2018 through August 14, 2021 for a total not to exceed cost of \$16,760.64.

**ALTERNATIVES**

There are no alternatives to this request.

**FINANCIAL IMPACT**

Funds for the three year total of \$16,760.64 are available within the Workers Compensation Fund. The cost of the previous three year contract, for these services, from 9/15/15 – 9/14/18, was \$15,260.64.

**STRATEGIC PLANNING IMPACT**

This resolution supports the goals and strategies which address our service to the community, and employees alike.

**OTHER CONSIDERATIONS**

There are no other considerations for this project.

**RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval of the attached resolution to authorize an agreement with MSDS Online to manage material safety data sheets.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MSDS ONLINE TO  
MANAGE MATERIAL SAFETY DATA SHEETS**

WHEREAS, employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace; and

WHEREAS, the complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MI OSHA regulations; and

WHEREAS, our current agreement expires September 14, 2018; and

WHEREAS, the Facilities Department is requesting a new three (3) year agreement, with a (2) year renewal option, for the management of the MSDS; and

WHEREAS, the new agreement will be effective September 15, 2018 through August 14, 2021 for a total not to exceed cost of \$16,760.64; and

WHEREAS, funds for said services are located within the Workers Compensation Fund.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with MSDS Online, 222 Merchandise Mart Plaza, Suite 1750, Chicago, Illinois, 60654, to manage material safety data sheets for a (3) three year period, with a (2) year renewal option, for a total not to exceed cost of \$16,760.64.

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

**Agenda Item 11a**

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director  
Ingham County Road Department

DATE: June 26, 2018

RE: Resolutions for 2018 Local Road Program Agreements with Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak, and Williamstown Townships

Attached is a proposed resolution for authorizing 2018 Local Road Program Agreements with the referenced Townships to perform, and share costs for local road improvements in the respective Townships. The road department has worked with each Township to determine what local road projects are most needed and desired by the given township. The resolution includes a table of the proposed road improvements and funding.

The total of the road department match indicated in the resolution is included in the adopted/amended 2018 road fund budget. With the recent increased road funding, for 2018 and going forward, the typical annual match allocation to each township has been increased 50% over the respective townships' prior amounts. The work listed in the table is proposed to be done by Road department crews. The estimated costs are for materials only as the Road department does not charge the townships for road department labor.

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH  
ALAIEDON, AURELIUS, BUNKER HILL, INGHAM, LEROY, LESLIE, LOCKE, VEVAY,  
WHEATFIELD, WHITE OAK, AND WILLIAMSTOWN TOWNSHIPS**

WHEREAS, 2018 Local Road Program Agreements are proposed for the following Townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak, and Williamstown Townships; and

WHEREAS, the Road department has worked with each Township to determine what local road projects are most needed and desired by the given township; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by road department crews, to contribute road department labor without charge on the above projects, and to pay for portions of the cost of said improvements from the County Road Fund as indicated for each Township in the table below; and

WHEREAS, total Road Department funding match amount indicated in the table below is included in the adopted/amended 2018 Road Department budget; and

WHEREAS, in the event the final cost of any of the projects is more than the estimates provided in the table below, for any final costs less than twice the maximum Road Department match amount set forth in the table below, the additional cost will be split evenly between the respective Township and the Road department, and for any final costs greater than the twice the maximum Road Department match amount set forth in the table below, the additional cost will be paid entirely by the respective Township; and

WHEREAS, in the event the final cost of any of the projects is less than the estimates provided in the table below, for any final cost amount greater than twice the maximum Road Department match amount set forth in the table below, the savings will first accrue to the Township, and then for any final costs below twice the maximum Road Department match amount set forth in the table below, the savings will be split evenly between the respective Township and the Road Department; and

WHEREAS, the respective Townships are willing to pay the respective Township's portion of the cost of said improvements as shown in the table below and as further detailed above, provided, however, that the respective Township excess payments will not exceed 10 percent (10%) of the Township contribution amounts established in the respective Agreements, unless the respective Township agrees otherwise, or may reduce the scope of described road improvement projects per the respective Township's available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2018 Local Road Program Agreements with the following Townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak, and Williamstown Townships.



BE IT FURTHER RESOLVED, the Road Department is authorized to contribute match funds to the respective projects per the amounts shown in the table below and/or as may be necessary for any final project costs differing from estimates as provided above.

BE IT FURTHER RESOLVED, the Road Department shall invoice each Township for its contribution as provided above.

BE IT FURTHER RESOLVED, that the Road Department shall cause the improvements identified in the table below to be performed by Road Department crews without charge to the respective projects for road department staff labor during the construction season of the 2018 calendar year subject to final approval by, or as modified by, each Township.

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

**2018 Local Road Program Match Amounts, Projects & Estimated Costs**

Township	Prior Match Remaining	2018 Road dept. Match	Total 2018 Match Available	Proposed 2018 Local Road Projects	Estimated Total Project Cost	Estimated Township Cost	Estimated Road dept. Cost
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Full maintenance pave Hulett, Sandhill to I-96; Chip-seal all following: Stillman, Dobie/Sandhill - Meridian; Harper, Okemos - Wolverine; Wolverine, Harper - Howell; Lamb, Hagadorn - Walline. Total of aprox. 11 miles.	\$165,000.00	\$120,000.00	\$45,000.00
Aurelius	\$682.09	\$33,300.00	\$33,982.09	Full maintenance pave Bunker & Curtice roads, both from Gale to Onondaga roads, total of 2 miles.	\$90,000.00	\$56,017.91	\$33,982.09
Bunkerhill	\$22,200.00	\$33,300.00	\$55,500.00	Skip-paving as necessary & Chip-sealing all following: Williams, DeCamp - Ewers (double chip seal); DeCamp, Williams - Haynes; Friemuth, Fitchburg - DeCamp; Baseline, Bunker Hill - Friemuth. Total of aprox. 6.25 miles.	\$135,500.00	\$80,000.00	\$55,500.00
Delhi	\$151,104.24	\$99,000.00	\$250,104.24	Township electing to pass this year.			
Ingham	\$0.00	\$33,300.00	\$33,300.00	Full maintenance pave Dakin, Clark - Williamston, 1 mile; Skip-pave as necessary & Chip-seal Osborne, Columbia - Howell, 1 mile.	\$66,600.00	\$33,300.00	\$33,300.00
Lansing	\$76,518.73	\$60,000.00	\$136,518.73	Township electing to pass this year.			
Leroy	\$0.00	\$33,300.00	\$33,300.00	Skip-paving various roads where needed, to be determined with township.	\$78,300.00	\$45,000.00	\$33,300.00
Leslie	\$9,514.70	\$36,000.00	\$45,514.70	Skip-paving as necessary & Chip-sealing following: Ingalls, Tuttle - Churchill; Dutch, County line to Olds. Total aprox. 2 miles	\$91,029.40	\$45,514.70	\$45,414.70
Locke	\$0.00	\$33,300.00	\$33,300.00	Skip-paving where needed on: Royce, Morrice - Herrington; Corey, Bell Oak - Haslett; Harris, Sherwood - Bell Oak; Bell Oak, Shaftsbury - Harris.	\$118,300.00	\$85,000.00	\$33,300.00
Meridian	\$0.00	\$172,500.00	\$172,500.00	Separate previous resolution.			
Onondaga	\$71,000.00	\$33,300.00	\$104,300.00	Township electing to pass this year.			
Stockbridge	\$0.00	\$33,300.00	\$33,300.00	Township electing to pass this year.			
Vevay	\$41,488.72	\$45,000.00	\$86,488.72	Full maintenance pave Hull, Tomlinson - Barnes. Aprox. 2 miles.	\$100,000.00	\$50,000.00	\$50,000.00
Wheatfield	\$0.00	\$33,300.00	\$33,300.00	Full maintenance pave Noble, Burkley - Zimmer. Aprox. 1.5 miles.	\$66,600.00	\$33,300.00	\$33,300.00
White Oak	\$51,999.51	\$33,300.00	\$85,299.51	Maintenance skip-paving of all following: losco, Meech - Searls; Searls, losco to aprox. Half mile north; Cooper aprox. half mile in low areas between M-52 & Brogan. Total aprox. 6 miles. Absorbs and replaces 2017 work which was not completed due to seasonal limitations.	\$170,599.02	\$85,299.51	\$85,299.51
Williamstown	\$0.00	\$45,000.00	\$45,000.00	Complete any remaining paving prep and chip-seal previously paved/prepared all of following: Barry, Shoeman - Lounsbury; Gulick, Shoeman - Zimmer; Turner, Burkley-Meridian; a total of aprox. 5 miles. Paving and prep all of following: Milton, Zimmer to Bentley; Burkley, Twp line to Grand River; Barton, Sherwood to Haslett; Epley, Zimmer to Shaftsbury; Milton, Williamston-Twp line; a total of aprox. 7.4 miles; Chip-seal with minor prep Corwin, Twp line/CSX RR to Grand River, aprox. 0.2 miles. This will absorb any work remaining uncompleted from prior years.	\$453,000.00	\$408,000.00	\$45,000.00
Totals		\$802,200.00	\$1,226,707.99		\$1,534,928.42	\$1,041,432.12	\$493,396.30
		<b>50% Increase</b>		Chip-seal applications shown above are single course unless otherwise noted.	Costs for materials only, labor by ICRD.		

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: June 28, 2018

SUBJECT: Extension of Resolution #17-180: Purchase of new equipment for 3 new tandem axle truck chassis.

---

The purpose of this correspondence is to support the attached resolution to extend the Board of Commissioners approved Resolution #17-180 adopted on May 9, 2017, approving the purchase of hydraulic components and equipment from Certified Power per RFP 61-17, to purchase the new equipment required for building 3 new tandem axle dump trucks.

The Road Department has purchased 3 new tandem axle truck chassis from the State of Michigan MIDEAL program. The required hydraulic equipment and components are purchased separately from the truck chassis. The ICRD Maintenance Shop will install all of these components on the 3 new tandem axle truck chassis.

The 3 new tandems axle trucks are designed to meet the needs for snow plowing and maintaining county roads.

It is the Purchasing and Road Departments have determined which products are most advantageous for the County. This decision was based on a combination of engineering, design of equipment, availability of equipment, inventory requirements, proven reliability, cost of labor and materials to assemble on the tandem axle trucks.

The Road Department's adopted 2018 budget which was amended per Resolution 18-254 on June 12, 2018, includes capital road equipment expenditures and funds for this purchase, as it is also included in the 2018 road equipment replacement plan included in Resolution 18-254.

Bids for equipment required to complete the 3 new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #61-17 in 2017, and it is their recommendation, with the concurrence of Road Department staff, to extend the Board approved Resolution 17-180 and purchase equipment from the same vendor in 2018:

Certified Power, Inc. 26495 South point Road Perrysburg, Ohio 43551; 3 Hydraulic tanks, 3 Hydraulic pumps & valves, 3 Hydraulic controls, 3 Spreader controls and several other hydraulic components, with a total cost of \$56,682.00 for all 3 new trucks.

Therefore approval of the attached resolution is recommended, to authorize purchasing of the Road Department's 2018 hydraulic equipment required for building 3 new tandem axle trucks.



26495 Southpoint Road  
Perrysburg, OH 43551  
419-873-7411 | cpi\_oh@certifiedpower.com  
www.certifiedpowersolutions.com

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Bobbie Mayes  
Ingham County Road Commission  
Mason, MI

6-27-18

RE: Contract Extension 2018

Bobbie,  
This letter is to inform you of our willingness to extend the contract executed by your purchase order #95459 dated 5-09-17 in response to your RFQ 61-17.

We will extend the pricing as proposed and accepted previously for a maximum of 5 additional systems for delivery before December 14, 2018. Current delivery from us is 10-12 weeks so additional orders will need to be placed by September 14, 2018 or sooner, with requested delivery date noted on the purchase order.

All terms and conditions associated with your purchase order #95459 will be accepted into an extension of this agreement. A new purchase order number will be required for this extension.

I am providing 2 new quotations #18321551 (system components) and #18321552 (reservoirs) with a quantity of 1 on each. You may order up to 5 systems individually from these quotations as extensions of the original submission by Certified Power Inc. to Ingham County, MI.

For convenience both quotations can be accepted by one purchase order per system. They were previously accepted by one purchase order each but were separated on previous invoices on our end for freight purposes.

Sincerely,  
*Don Nichols*

Don Nichols  
Certified Power Inc.  
Perrysburg, Ohio

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE EXTENSION OF RFP #61-17,  
PURCHASE OF EQUIPMENT NEEDED FOR NEW TANDEM AXLE TRUCK CHASSIS**

WHEREAS, the Road Department needs to replace three of its existing tandem axle dump trucks, which have aged past the point of economical serviceability; and

WHEREAS, the Road Department adopted, amended per Resolution #18-254 on June 12, 2018. the 2018 budget includes in capital road equipment expenditures and funds for this purchase as it is also included in the 2018 road equipment replacement plan; and

WHEREAS, equipment and components are needed to complete the three new tandem axle truck chassis; and

WHEREAS, the Board of Commissioners approved the Resolution #17-180 adopted on May 9, 2017, approving the purchase of hydraulic equipment and components from Certified Power per RFP 61-17; and

WHEREAS, bids for equipment to complete the three new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department in 2017, and it is their recommendation, with the concurrence of Road Department staff, to extend the agreement with Certified Power Inc. of Perrysburg OH for hydraulic equipment and components at a total cost not to exceed \$56,682.00 for all 3 truck chassis in 2018.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the extension of Board Resolution #17-180 that authorizes the purchase of hydraulic components and equipment required to complete the three new tandem axle truck chassis from:

Certified Power, Inc. of Perrysburg, Ohio; 3 Hydraulic tanks, 3 Hydraulic pumps & valves, 3 Hydraulic controls, 3 Spreader controls and several other hydraulic components, with a total cost of \$56,682.00 for 3 new trucks.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** July 6, 2018  
**SUBJECT:** Resolution to Approve ICEA Park Rangers Unit Reclassification Requests  
For the meeting agenda of July 17, 2018

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**BACKGROUND**

During recent negotiations resulting in a December 28, 2017 tentative agreement with the ICEA Park Rangers Unit, the process for reclassification was discussed. The tentative agreement included allowing employees in the unit to request reclassification in accordance with Human Resources standard operating procedure. This process was initiated in January and concluded on June 19, 2018 with the Unit concurring with the analysis from Human Resources.

Implementation of the results would be in accordance with language of the collective bargaining agreement pursuant to Article 15, Reclassification.

**ALTERNATIVES**

The Board of Commissioners may elect to approve all of or any portion of the recommendation or not approve the changes recommended.

**FINANCIAL IMPACT**

The financial impact (wages and fringe benefit costs) associated with each position seeking reclassification and the cumulative impact of all positions is as follows:

<u>Position</u>	<u>Immediate (2018) Annual Cost</u>	<u>Long-term Annual Cost</u>
Asst. Park Manager (759005)	\$ 5,987	\$ 5,987
Asst. Park Manager (759011)	\$ 7,800	\$ 14,866
Asst. Park Manager (759003)	\$ 6,692	\$ 14,866
Park Ranger (759007)	\$ 3,254	\$ 7,645
Park Ranger (759010)	\$ 5,073	\$ 7,645
Total	\$ 28,806	\$ 51,009

**STRATEGIC PLAN CONSIDERATIONS**

The reclassification recommendations are 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**

Reclassification requests for employees in other bargaining units and for the Managerial and Confidential Employee group have been previously approved.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve ICEA Parks Reclassification Requests.

Parks

	Current Scale			New Scale	
	Park Ranger I	Assistant Park Manager I	Assistant Park Manager II	Park Ranger	Assistant Park Manager
	Step 1	Step 1	Step 1	Step 1	Step 1
FICA	35,004	41,147	41,764	39,052	46,598
DENTAL	2,678	3,148	3,195	2,987	3,565
VISION	922	922	922	922	922
PHP/MED	124	124	124	124	124
MERS 0292	14,894	14,894	14,894	14,894	14,894
UNEMPLYMT	2,923	3,436	3,487	3,261	3,891
RTEE CHG B	175	206	209	195	233
SEPARATE	3,447	3,447	3,447	3,447	3,447
RET/HLTH/T	613	770	731	683	815
CARES (EAP)	1,575	1,852	1,873	1,757	2,097
LIFE 30K	33	33	33	33	33
<b>Total</b>	<b>62,473</b>	<b>70,613</b>	<b>70,771</b>	<b>67,442</b>	<b>76,705</b>

	Current Scale			New Scale	
	Park Ranger	Park Ranger	Assistant Park Manager	Park Ranger	Assistant Park Manager
	Step 2	Step 2	Step 2	Step 2	Step 2
FICA	36,651	43,135	45,307	40,809	49,066
DENTAL	2,804	3,200	3,466	3,122	3,754
VISION	922	922	922	922	922
PHP/MED	124	124	124	124	124
MERS 0292	14,894	14,894	14,894	14,894	14,894
UNEMPLYMT	3,060	3,602	3,783	3,408	4,037
RTEE CHG B	183	216	227	204	245
SEPARATE	3,447	3,447	3,447	3,447	3,447
RET/HLTH/T	641	755	793	714	859
CARES (EAP)	1,649	1,841	2,039	1,836	2,208
LIFE 30K	33	33	33	33	33
<b>Total</b>	<b>64,494</b>	<b>72,454</b>	<b>75,120</b>	<b>69,599</b>	<b>79,734</b>

	Current Scale			New Scale	
	Park Ranger	Park Ranger	Assistant Park Manager	Park Ranger	Assistant Park Manager
	Step 3	Step 3	Step 3	Step 3	Step 3
FICA	38,159	45,640	48,846	42,650	51,660
DENTAL	2,919	3,446	3,737	3,263	3,952
VISION	922	922	922	922	922
PHP/MED	124	124	124	124	124
MERS 0292	14,894	14,894	14,894	14,894	14,894
UNEMPLYMT	3,186	3,761	4,567	3,561	4,830
RTEE CHG B	191	225	244	213	258
SEPARATE	3,447	3,447	3,447	3,447	3,447
RET/HLTH/T	668	788	855	746	904
CARES (EAP)	1,717	2,027	2,198	1,919	2,325
LIFE 30K	33	33	33	33	33
<b>Total</b>	<b>66,345</b>	<b>74,792</b>	<b>79,953</b>	<b>71,859</b>	<b>83,435</b>

	Current Scale			New Scale	
	Park Ranger	Park Ranger	Assistant Park Manager	Park Ranger	Assistant Park Manager
	Step 4	Step 4	Step 4	Step 4	Step 4
FICA	39,669	46,886	52,417	44,574	56,299
DENTAL	3,035	3,594	4,013	3,410	4,307
VISION	922	922	922	922	922
PHP/MED	124	124	124	124	124
MERS 0292	14,894	14,894	14,894	14,894	14,894
UNEMPLYMT	3,312	3,923	4,901	3,722	5,264
RTEE CHG B	198	235	262	223	281
SEPARATE	3,447	3,447	3,447	3,447	3,447
RET/HLTH/T	694	822	917	780	985
CARES (EAP)	1,785	2,114	2,359	2,006	2,533
LIFE 30K	33	33	33	33	33
<b>Total</b>	<b>68,199</b>	<b>77,181</b>	<b>84,372</b>	<b>74,221</b>	<b>89,176</b>

	Current Scale			New Scale	
	Park Ranger	Park Ranger	Assistant Park Manager	Park Ranger	Assistant Park Manager
	Step 5	Step 5	Step 5	Step 5	Step 5
FICA	41,215	48,836	55,956	46,585	59,275
DENTAL	3,153	3,744	4,281	3,564	4,535
VISION	922	922	922	922	922
PHP/MED	124	124	124	124	124
MERS 0292	14,894	14,894	14,894	14,894	14,894
UNEMPLYMT	3,441	4,086	4,672	3,890	4,949
RTEE CHG B	206	245	283	233	296
SEPARATE	3,447	3,447	3,447	3,447	3,447
RET/HLTH/T	721	856	979	815	1,037
CARES (EAP)	1,855	2,202	2,518	2,096	2,667
LIFE 30K	33	33	33	33	33
<b>Total</b>	<b>70,097</b>	<b>79,574</b>	<b>88,192</b>	<b>76,689</b>	<b>92,266</b>

	Current Scale			New Scale	
	Park Ranger	Park Ranger	Assistant Park Manager	Park Ranger	Assistant Park Manager
	Step 6	Step 6	Step 6	Step 6	Step 6
FICA	42,453	50,404	57,637	48,680	62,514

FICA	3,248	3,856	4,409	3,724	4,782
DENTAL	922	922	922	922	922
VISION	124	124	124	124	124
PHIP MED	14,894	14,894	14,894	14,894	14,894
MERS 0292	3,545	4,209	4,813	4,065	5,220
UNEMPLYMT	212	252	288	243	313
RTEE CHGB	3,447	3,447	3,447	3,447	3,447
SEPARATE	743	882	1,009	852	1,094
RET/HLTH/T	1,910	2,268	2,594	2,191	2,813
CARES (EAP)	33	33	33	33	33
LIFE 30K	86	86	86	86	86
<b>Total</b>	<b>71,616</b>	<b>81,376</b>	<b>90,255</b>	<b>79,261</b>	<b>96,242</b>



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE INGHAM COUNTY EMPLOYEES’ ASSOCIATION AGREEMENT FOR THE PARK RANGERS UNIT RECLASSIFICATION REQUEST**

WHEREAS, an agreement has been reached between the Ingham County Employees’ Association for the Park Rangers Unit through December 31, 2020; and

WHEREAS, the Human Resources Department executed the process for reclassification requests from employees in the unit; and

WHEREAS, the current wage scale for Asst. Park Manager I is \$41,147 to \$50,404 and the current wage scale for Asst. Park Manager II is \$41,764 to \$57,637 and the current wage scale for Park Ranger is \$35,004 to \$42,453; and

WHEREAS, all reclassification requests were processed in a manner consistent with the collective bargaining agreement; and

WHEREAS, the Human Resources Department and representatives of the ICEA Park Rangers Unit completed the review and agreed upon the proposed results.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby establishes the that new consolidated wage scale for Asst. Park Manager is \$46,598 to \$62,514 and the new wage scale for Park Ranger is \$39,052 to \$48,680.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
759005	Asst. Parks Manager	Move from Current Scale Step 6 to New Scale Step 6
759011	Asst. Parks Manager	Move from Current Scale Step 6 to New Scale Step 4
759003	Asst. Parks Manager	Move from Current Scale Step 1 to New Scale Step 1
759007	Parks Ranger	Move from Current Scale Step 3 to New Scale Step 2
759010	Parks Ranger	Move from Current Scale Step 6 to New Scale Step 5

BE IT FURTHER RESOLVED, that the change(s) will be effective the first pay period following approval by the Board of Commissioners.

July 10, 2018

TO: Finance Committee  
FROM: Michael A. Townsend, Budget Director  
RE: Financial Reserve Status

In 2002, the Board of Commissioners adopted a policy on financial reserves. The purpose of the policy is to maintain adequate financial reserves so as to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuation of a strong credit rating. Reserves addressed in the policy are the General Fund, the Budget Stabilization Fund, and the Public Improvement Fund.

**RESERVE STATUS AS OF 12/31/17**

The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/17 total \$27.9 million. This equates to 12% of the \$233.3 million in total budgeted expenditures for 2018. As of 12/31/17 the General Fund has \$11.8 million more than the policy's minimum target and the Public Improvement Fund has \$.8 million more than the policy minimum. The Budget Stabilization Fund is \$240,959 above its minimum target level.

The policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.

Attached please find a copy of the policy, and an analysis of funds as required. The analysis shows:

- The balance in the Budget Stabilization Fund as of 12/31/17 is \$10.6 million, or 13.3% of the average of the last five years' General Fund budgets. It is above the desired minimum of 13%. The maximum allowable amount as defined by policy is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at around 14%. It should be noted that Public Act 169 of 2016 increased the legally allowed maximum to 20%.
- The unassigned balance in the General Fund as of 12/31/17 is \$15.7 million, or 20% of the previous year's total General Fund expenditures. The desired minimum is 5%, or \$3.9 million. Last year's balance at the time of the analysis was \$8.1 million. Overall, General Fund revenues and expenditures were almost even in 2017, with expenditures slightly higher by \$316,000.
- The balance in the Public Improvement Fund as of 12/31/17 is \$1.6 million. It is \$.85 million above the minimum desired level of \$783,042, which is equivalent to 1/10 mill of the property tax levy. The Public Improvement Fund is used for major capital improvements to county facilities, which includes more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

**GENERAL FUND BALANCE THROUGH 2018**

The amended 2017 budget had assumed the use of \$4.8 million in General Fund unreserved fund balance. The actual change in General Fund unreserved balance was an increase of around \$7.6 million (from \$8.1 to \$15.7 million.) In addition to the 2017 expenses being below budget, the revenues increased due to unbudgeted State of Michigan PPT and the return of \$5 million advanced to the Drain Revolving Fund in 2016.

The 2018 budget assumes the use of \$1.9 million in General Fund surplus. Of this amount \$1.4 million will be used to offset part of the cost of the County's OPEB contribution. The remaining \$.5 million will be used for various projects that have arisen in 2018. The 2019 budget continual use of fund balance is anticipated.

## **RECOMMENDATIONS**

- Although it is currently below its historical level of 14% of the General Fund budget, the Budget Stabilization Fund is still above the minimum target. With the expected use of General Fund balance as part of the operating budget for the next few years, no transfer to the Budget Stabilization Fund is being recommended.
- Due to the large number of capital requests for 2019 and a projected fall below our minimum target, a transfer of \$850,000 to the Public Improvement Fund is being recommended. This will allow up to \$800,000 to be used for 2019 capital projects (\$858,561 is budgeted in 2018), while maintaining the targeted amount.
- It is planned that the 2019 Controller Recommended Budget will include a continued use of fund balance.
- Due to the large number of Machine and Equipment request a transfer of \$1.1 million is being recommended. This would allow \$900,000 to be used for 2019 projects (1.2 is budgeted for 2018), while maintaining fund balance.

## **SUMMARY**

A transfer of \$2.0 million is recommended as part of this year's Financial Reserve Policy Review. As currently projected, the General Fund unassigned reserves could be as low as \$11.8 million at the end of 2019. Based on past history, the \$11.8 million should be sufficient to cover any use of fund balance resulting from unanticipated expenses or revenue shortfalls. The \$11.8 million represents 15% of the previous year's (2017) General Fund expenditures. The \$10.56 million in the Budget Stabilization Fund will remain intact.

These significant reserves would still allow Ingham County to sustain our bond rating, address ongoing revenue uncertainties, and allow the county to continue to budget a relatively insignificant portion of the fund balance to offset projected annual shortfalls.

Another reason for Ingham County to maintain a relatively high fund balance in the General Fund and the Budget Stabilization Fund is to address cash flow issues. As of 2007, the County collects its General Fund property tax revenue in July, therefore, this revenue is not available until eight or nine months after the start of the fiscal year. Maintaining our current level of reserves provides additional cash. If these reserves were not available, the County would be forced to issue tax anticipation notes in order to continue operations until the taxes are collected.

Please contact me if you have any questions.

cc: Tim Dolehanty  
Teri Morton  
Jill Rhode

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2018 BASED ON THE ANNUAL EVALUATION OF THE COUNTY'S FINANCIAL RESERVE POLICY**

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller's Office, based on 2017 year end balances, and a report with recommendations has been given to the Finance Committee.

THEREFORE BE IT RESOLVED, that the 2018 budget be amended to authorize a transfer of \$850,000 from the General Fund unassigned balance to the Public Improvements Fund and \$1.1 million from the General Fund unassigned balance to Machine and Equipment Fund in order to provide adequate funds for infrastructure maintenance and improvements and machinery and equipment.

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

**TO:** Law & Courts and Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** July 9, 2018

**SUBJECT:** Resolution to Adopt the 2019 Juvenile Justice Community Agency Process Calendar

For the meeting agendas of Law & Courts July 12 and Finance July 18

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**BACKGROUND**

This resolution would authorize the adoption of the attached 2019 Juvenile Justice Community Agency Process calendar to establish time lines and a budgeted amount for the process. The Board of Commissioners has reserved a portion of the Juvenile Justice Millage annually to enable this grant process. This process partners with local agencies to provide some preventive services to eligible at-risk county youth outside the formal judicial process to help reduce the Court’s formal dockets.

**ALTERNATIVES**

This is a discretionary program and is not required.

**FINANCIAL IMPACT**

The Board of Commissioners has traditionally funded this program at \$100,000 annually from the Juvenile Justice Millage proceeds. The 2017 year end audited fund balance is \$2,554,549 for the Juvenile Justice Millage Fund.

**OTHER CONSIDERATION**

Grant awards for 2018 were in the amount of \$117,214:

- Child and Family Charities – Nexus Program \$ 39,600
- Child and Family Charities - Teen Court \$ 26,114
- Resolution Services Center of Central Michigan \$ 32,500
- Small Talk Children’s Assessment Center \$ 19,000

**RECOMMENDATION**

I recommend approval of the attached resolution after the Board of Commissioners establishes an amount for the 2019 Juvenile Justice Millage Community Agency Process along with the attached calendar.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE 2019 JUVENILE JUSTICE  
COMMUNITY AGENCY PROCESS CALENDAR**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2019 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$ ----- for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2019 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

## 2019 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 24, 2018	The Board of Commissioners adopts the 2019 Juvenile Justice Community Agency Process Calendar Resolution.
July 25, 2018	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 21, 2018 at 5:00pm.
August 24, 2018	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 24, 2018	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 25, 2018 Board of Commissioners' Meeting)
September 27, 2018	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by resolution to the Finance Committee.
October 3, 2018	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 9, 2018	The Board of Commissioners authorizes a resolution for the 2019 Juvenile Justice Community Agency grant awards.
October 12, 2018	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 12, 2018	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
December 2018	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2019	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 12, 2019	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.

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

**FROM:** Timothy J. Dolehanty, Controller/Administrator

**DATE:** July 10, 2018

**SUBJECT:** Resolution to Amend the Emergency Purchases Section of the Purchasing Procedures Policy

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### **BACKGROUND**

Section J of the Purchasing Procedures Policy (Financial Policy No. 412) allows for emergency purchases to be made outside of the normal process that requires advance approval of standing subcommittees and Board of Commissioners. Such purchases must have approval of the Purchasing Director and authorization of the Controller.

Current policy states an emergency purchase must be “essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property.” A recent series of emergency purchases, while certainly urgent, only loosely matched the established threshold of the established criteria. This proposed change to the emergency purchases section (see below) is intended to address urgent purchases necessary prevent creation of an unbearable working environment due to a pending or actual mechanical failure.

J. **Emergency Purchases.** Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential **1) to prevent detrimental delays in the work of any department; 2) which might involve danger to life and/or damage to County property, or 3) to correct a pending/actual mechanical failure that might otherwise result in an unbearable work environment.** In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections [F.4](#) and [F.5](#). All such emergency purchases shall be covered by a subsequent purchase order.

### **ALTERNATIVES**

Current practice of addressing pending and actual mechanical failures will likely continue without a policy change in order to sustain operations and service delivery.

### **FINANCIAL IMPACT**

There is no direct financial impact associated with the proposed change. The change does impact a purchasing procedure, but also reflects current practice.

### **STRATEGIC PLAN CONSIDERATIONS**

The proposed change is consistent with the Management, Finance and Governance strategy to periodically review and revise policies and contracting procedures to reflect current best practices.

### **RECOMMENDATION**

I respectfully recommend approval of the attached resolution to amend the emergency purchases section of the Purchasing Procedures Policy.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE EMERGENCY PURCHASES SECTION  
OF THE PURCHASING PROCEDURES POLICY**

WHEREAS, Section J of the Purchasing Procedures Policy (Financial Policy No. 412) allows for emergency purchases to be made outside of the normal process that requires advance approval of standing subcommittees and Board of Commissioners; and

WHEREAS, a recent series of emergency purchases, while certainly urgent, only loosely matched the established threshold of the established criteria for such purchases; and

WHEREAS, the Board of Commissioners wishes to amend the emergency purchases section of the Purchasing Procedures Policy to address urgent purchases necessary prevent creation of an unbearable working environment due to a pending or actual mechanical failure; and

WHEREAS, the proposed amendment is consistent with the Strategic Plan's Management, Finance and Governance strategy to periodically review and revise policies and contracting procedures to reflect current best practices.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves changes to Section J of the Purchasing Procedures Policy to read as follows:

- J. Emergency Purchases. Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential 1) to prevent detrimental delays in the work of any department; 2) which might involve danger to life and/or damage to County property, or 3) to correct a pending/actual mechanical failure that might otherwise result in an unbearable work environment. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections [F.4](#) and [F.5](#). All such emergency purchases shall be covered by a subsequent purchase order.