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VICE-CHAIRPERSON  
RYAN SEBOLT

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ROBIN NAEYAERT

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
THOMAS MORGAN  
TODD TENNIS  
BRYAN CRENSHAW  
MARK POLSDOFER  
RANDY SCHAFFER  
RANDY MAIVILLE

## INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 8, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [April 24, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Presentation – Pre-Audit Communication
2. Circuit Court – Juvenile Division
  - a. Resolution to Authorize a Contract for [Attorney Services](#) for the Juvenile Division
  - b. Resolution to Authorize Funds to Purchase a New [Transport Vehicle](#) for the Ingham County Family Center
3. Public Defenders Officer – Resolution Creating [Clerk and Technical Support](#) Position for the Public Defenders Office
4. Facilities Department
  - a. Resolution to Authorize a Purchase Order to LJ Trumble Group for the [Hand Rails](#) in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse
  - b. Resolution to Authorize a Purchase Order to Replace the Domestic [Hot Water Storage Tank](#) at the Ingham County Jail
  - c. Resolution to Authorize a Purchase Order to Replace the [Sewage Ejector Pump](#) at the Grady Porter Building
5. Animal Control – Resolution to Accept [Bissell Pet Foundation](#) Empty the Shelters Free Adoption Grants on an Ongoing Basis
6. 9-1-1 Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the [Solacom Product](#) Guardian, Equipment, System Support, Training, and Optional Equipment
7. Fair Office – Resolution to Accept a Grant from the Michigan Department of [Agriculture and Rural Development](#)

8. Health Department
  - a. Resolution to Amend the [Mother and Infant Oral Health](#) Pilot Project Grant
  - b. Resolution to Accept Funding from Michigan State University's [College of Human Medicine](#)
  
9. Parks Department
  - a. Resolution to Authorize an Amendment to [Meridian Township's](#) Trails and Parks Millage Agreements
  - b. Resolution to Authorize an Amendment to the [City of Lansing and the Village of Stockbridge](#) Trails and Parks Millage Agreements
  - c. Resolution to Authorize a Contract with [L.J. Trumble Builders, LLC](#).
  
10. Farmland and Open Space Preservation Board – Resolution to Authorize a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct [Mapping Services](#) for the Farmland and Open Space Selection Criteria of the FOSP Board
  
11. Road Department
  - a. Resolution to Approve Local Road Agreement with [Lansing Township](#)
  - b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and Rejection of All Bids Received for Item IV of Bid Packet #72-19 [Recycling & Resurfacing](#) of Various County Primary Roads
  - c. Resolution to Replace [Roof](#) at the Road Department Eastern District Garage
  
12. Controller/Administrator's Office – Resolution Updating Various [Fees](#) for County Services

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  
April 24, 2019  
Draft Minutes

Members Present: Grebner, Crenshaw, Maiville, Morgan, Polsdofer and Schafer

Members Absent: Tennis

Others Present: Derrick Quinney, Bill Fowler, Becky Bennett, Tracy Smith, Michael Townsend, Beth Foster, 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 April 3, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE APRIL 3, 2019 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Tennis

Additions to the Agenda

Removed –

2. Clerk's Office
  - b. Resolution to Revise the Ingham County Contract Procedures
  
14. Controller/Administrator's Office
  - b. Resolution to Accept the 2018 – 2022 Strategic Plan

Substitutes –

9. Innovation & Technology Department
  - a. Resolution to Enter into an Agreement for Local and Long Distance Phone Services from Granite
  
13. Human Resources Department
  - a. Resolution to Approve Managerial and Confidential Employee Reclassification Levels

Limited Public Comment

Derrick Quinney, Register of Deeds, commented on Managerial and Confidential (MC) reclassifications. He stated he had questions for which he wanted answers and he noticed those questions were not answered to his satisfaction during the County Services Committee meeting on April 23, 2019.

Register Quinney stated that he wanted to go on record having expressed frustration with the reclassification process and asked to be directed to the proper forum to have those concerns addressed.

Chairperson Grebner stated that when something was in front of the Finance Committee it was more to look at the money, where the County Services Committee looked at procedure.

Discussion.

Commissioner Crenshaw requested that the Finance Chairperson ask the County Services Chairperson to look into this matter on behalf of the Register of Deeds. He further stated that he agreed it was a valid concern that they are not fully participatory from the Human Resources Department in the process and that it needed to be cleared up.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO REQUEST THE FINANCE CHAIRPERSON SEND A LETTER TO THE COUNTY SERVICES CHAIRPERSON THAT CONCERN HAD BEEN RAISED REGARDING THE RECLASSIFICATION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

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

1. Board of Commissioners Office – Resolution Adjusting Compensation for Various Appointed Boards and Commissions
2. Clerk’s Office
  - a. Resolution Establishing Compensation for the Ingham County Board of Canvassers
4. Sheriff’s Office
  - a. Resolution to Continue Support Service Agreement with Carousel Industries for the Jail & Training Rooms Audio & Video Systems
  - b. Resolution to Authorize an Amendment to a Current Contract with the Michigan Department of Health and Human Services for Transport Services of Specific Juveniles by Sheriff’s Deputies
  - c. Resolution to Approve the Letter of Understanding with Capitol City Labor Program (CCLP) Corrections Unit
5. Friend of the Court/Prosecuting Attorney/Innovation & Technology Department – Resolution to Authorize a Contract with Rehmann Consulting to Assist the Friend of the Court, Prosecuting Attorney, and Innovation & Technology Departments in Implementing the Independent Security Audit Requirement as Set Forth in Michigan Office of Child Support IV-D Memorandum 2017-011

6. Equalization/Tax Mapping
  - b. Resolution Designating County Representatives at State Tax Commission Hearings
7. Veterans Affairs – Resolution to Authorize Acceptance of the 2019 County Veteran Service Grant
8. Health Department
  - a. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
  - b. Resolution to Accept Funds for the Healthy Start Grant
9. Innovation & Technology Department
  - a. Resolution to Enter into an Agreement for Local and Long Distance Phone Services from Granite
  - b. Resolution to Approve the Purchase of Dark Fiber from Zayo Group
  - c. Resolution to Approve the Purchase of Cisco Networking Equipment
10. Facilities Department
  - a. Resolution to Authorize an Agreement with Tower Pinkster to Provide Engineering Services for Both the Fire Suppression and Humidification Systems for the File Storage and Election Rooms in the Hilliard Building
  - b. Resolution to Authorize an Agreement with WGI Michigan Inc. for Architectural & Engineering Services for Tuck Pointing the Front Terrace of the Hilliard Building
11. Farmland and Open Space Preservation Board – Resolution to Amend Resolution #19-082 Approve Proceeding to Close Permanent Conservation Easement Deeds
12. Road Department
  - a. Resolution to Authorize Contracts with Rieth-Riley Construction Company, Inc. for Items I & II of Bid Packet #37-19 and Michigan Paving & Materials Company for Item III of Bid Packet #37-19 Recycling & Resurfacing of Various County Primary and Local Roads
  - b. Resolution to Authorize the Purchase of 2019 Seasonal Requirement of Slag and Crushed Natural Aggregates
  - c. Resolution Setting Engineering Charges on Special Assessment Subdivision Street Resurfacing Projects
  - d. Resolution to Approve an Agreement between the Michigan Department of Transportation and Ingham County in Relation to Road Resurfacing Projects for Lake Lansing Road from Hagadorn Road to Saginaw Highway, Hagadorn Road from Lake Lansing Road to its Northern Terminus at Birch Row Drive, and Birch Row Drive from Hart Street to Hagadorn Road
13. Human Resources Department
  - b. Resolution to Amend Personnel Policy 107: Special Part-Time, Temporary or Seasonal Employee Sick Leave Policy

14. Controller/Administrator's Office
  - a. Resolution Authorizing Adjustments to the 2019 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

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

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

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

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

Commissioner Schafer stated that he would vote against the resolution because he objected to lease arrangements.

Discussion.

THE MOTION CARRIED. **Yeas:** Grebner, Crenshaw, Maiville, Morgan, Polsdofer  
**Nays:** Schafer **Absent:** Tennis

6. Equalization/Tax Mapping
  - a. Resolution to Adopt the 2019 County Equalization Report as Submitted with the Accompanying Statements (*Report to be Distributed at Meeting*)

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

Bill Fowler, Equalization Director, stated that he wanted to go on record having thanked his staff for all the hard work they did. He further stated that anyone who had the chance to review the report would have seen that the County was making small steps to capture back the market value that was lost after the subprime collapse.

Chairperson Grebner stated that the wonderful thing about equalization was that if everything was done right there was not anything to say about it.

Mr. Fowler stated that the County was equalizing as assessed.

Commissioner Crenshaw stated that he remembered the City of Lansing looking into the County taking over assessments for the City. He asked if the current Lansing City Assessor was a permanent or temporary position.

Mr. Fowler stated that as he understood she was hired on a contractual basis. He further stated that that discussion happened while he was still the Assessor and it was his position then and when he left the City of Lansing that the County did not have the resources to take on the assessment of all the parcels in the City.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

13. Human Resources Department

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

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

Chairperson Grebner stated that each position in the County goes up one grade, on average, every 10-15 years because positions became more complex but also because it was easier to level up than down. He further stated that reclassifications were just a slow increase built into the County's base spending rate.

Commissioner Morgan asked if it was known if the folks filling these positions had received job offers elsewhere, or if the County was having trouble maintaining staffing in these positions.

Chairperson Grebner stated that that would not be the normal situation. He further stated that the normal situation was when somebody went to their department head and said they want to put in for reclassification because their position had new responsibilities added to it, that was when a request for reclassification would occur.

Chairperson Grebner stated that in theory, the reclassification process had nothing to do with the individual, but rather the position itself that existed on the allocation list.

Becky Bennett, Board of Commissioners Director, stated that much like the unions that had the opportunity to renegotiate contracts, Managerial and Confidential employees were given the opportunity submit a request for reclassification because their position had changed.

Discussion.

Chairperson Grebner stated that because there was not any system in place for keeping job descriptions up to date, and needed changes were not discovered until someone noticed and requested a change.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

14. Controller/Administrator's Office

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

Commissioner Schafer stated that fees charged by the Environmental Health Department for inspecting temporary food licenses were so high that for small organizations selling food to raise money, there were almost no profit margins. He further stated he would like to see those fees lowered.

Commissioner Crenshaw asked what fee number in the attached table he was referring to.

Commissioner Schafer stated he was talking about fee number 34 in the table (Human Services Committee 2020 Fee Analysis Attachment A) and also 38, in the same table, which carried an additional late fee.

Commissioner Morgan asked Commissioner Schafer if it was his desire to lower the fee for small organizations.

Commissioner Schafer stated that he would like to see it lowered dramatically.

Chairperson Grebner stated the Health Department incurred cost and someone still had to pay.

Discussion.

Chairperson Grebner mentioned that he found the fee reduction for the jail per diem interesting.

Discussion.

Commissioner Morgan stated that in essence a mother selling cookies to fund a pom pom trip to Pennsylvania, might be out several hundred dollars.

Chairperson Grebner stated that he thought some items did not require an inspection.

Discussion.

Chairperson Grebner suggested keeping an eye on the resolution as it moved forward through Committees and get with the proper liaison to voice any concerns because the Finance Committee probably would not do much with it.

#### Announcements

None.

#### Public Comment

None.



Adjournment

The meeting was adjourned at 6:25 p.m.

## MAY 8, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

**2a. Circuit Court – Family Division – Resolution to Authorize a Contract for Attorney Services for the Juvenile Division**

This resolution will authorize a contract with Attorney Annette Skinner to provide Lawyer/Guardian Ad Litem representation for children at a rate of \$4,040 a month, not to exceed \$34,340, for the time period of April 15 through December 31, 2019. The Court has entered into these Lawyer/Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees and provide consistent and efficient representation for children. The Court is presenting this resolution because a current attorney has accepted a position in the Public Defenders Office effective April 15, 2019, terminating his contract with the Court. See memo for details.

**2b. Circuit Court – Family Division – Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center**

This resolution would authorize the purchase of a transit wagon for use at the Ingham County Family Center to transport juveniles to and from the Ingham Academy and Pride Evening Reporting Programs. This vehicle will replace a van purchased in 2010, with more than 173,000 miles.

At the end of 2018, the reserve fund for van replacement had accumulated approximately \$71,000. These funds are accumulated as the County is able to receive 50% reimbursement from the State's Child Care Fund for mileage accrued by transporting juveniles to and from programs when the program is part of the juvenile's treatment plan. The cost of the new vehicle should not exceed \$30,000 and would be purchased through the State government purchasing contract as has been past practice.

**3. Public Defenders Office – Resolution Creating Clerk and Technical Support Position for the Public Defenders Office**

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

See memo for details.

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

This resolution will authorize a purchase order with LJ Trumble Group, to furnish and install hand rails in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse for an amount not to exceed \$9,950, which includes a contingency amount of \$250. These hand rails are needed to provide safety from falls in the 30<sup>th</sup> Circuit Court Room at the Mason Courthouse. Funds for this project are available within the Public Improvement Fund.

See memo for details.

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

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

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

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

**5. Animal Control – Resolution to Accept a Bissell Pet Foundation Empty the Shelters Free Adoption Grants on an Ongoing Basis**

This resolution will approve acceptance of forthcoming funding from the BISSELL Pet Foundation on an ongoing basis for amounts to be determined by the number of adoptions on individual event dates. Ingham County Animal Control and Shelter (ICACS) has participated in the BISSELL Pet Foundation Empty the Shelters program about twice per year for several years. These grants have been routinely approved by the Board of Commissioners on a recurring basis and ICACS seeks Board of Commissioners authorization to accept these grants on an ongoing basis.

See memo for details.

**6. 9-1-1 Central Dispatch Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the Solacom Product Guardian, Equipment, System Support, Training, and Optional Equipment**

This resolution will authorize a contract with Solacom Technologies for equipment and support for a Next Generation (i3) Communication System. Next Generation 9-1-1 is an internet protocol (IP) network that is more reliable, redundant, resilient, and has the capacity and capability to send more data with the voice call to the appropriate 9-1-1 Center. In order to make the transition from the current analog copper 9-1-1 network to an IP-based Next Generation 9-1-1 (NG911) infrastructure, Ingham County 9-1-1 will need a communication system that can support this technology. This technology will provide advancements in call routing and call location, thereby decreasing response time.

Following an RFP process, the evaluation team unanimously chose Solacom Technologies and its Guardian product.

This contract will include purchase of the Guardian product, equipment necessary to support the geo-diverse system design, training, and customer support. Other optional items will be negotiated with the company for enhancement of Ingham County Central Dispatch's service. The cost of this purchase is not to exceed \$1,041,504.69.

Funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund. In addition, the Ingham County Central Dispatch Management team is currently pursuing a federal E-911 grant through the State of Michigan to mitigate the expense of this system, equipment, training, and any other allowable expenses within the grant parameters.

See memo for details.

**7. Fair Office – Resolution to Accept a Grant from the Michigan Department of Agriculture and Rural Development**

This resolution authorizes the acceptance of the \$40,000 CIP grant from the Michigan Department of Agriculture and Rural Development for the *Horse Complex Improvement Project*.

**8a. Health Department - Resolution to Amend the Mother and Infant Oral Health Pilot Project Grant**

This resolution authorizes extending the Mother and Infant Oral Health (MIOH) Project Grant with the University of Detroit (U of D) allowing \$13,850 of unspent funds already allocated to be used for the continuation of grant reporting effective October 1, 2018 through September 30, 2019.

**8b. Health Department - Resolution to Accept Funding from Michigan State University's College of Human Medicine**

This resolution accepts \$6,000 of funding from Michigan State University's College of Human Medicine (MSU's CHM) for clinical teaching effective December 1, 2018 through February 28, 2019.

**9a. Parks Department - Resolution to Authorize an Amendment to Meridian Township's Trails and Parks Millage Agreements**

This resolution authorizes approval of a request by Meridian Township to reallocate trails and parks millage funds for projects previously approved by the Board of Commissioners. This reallocation is necessary because of differences in the initial cost estimates in the comprehensive report versus what the final cost estimates are. A detailed memorandum from Meridian Township that explains the specifics of the changes is included in the agenda packet. No additional funds are requested.

**9b. Parks Department - Resolution to Authorize an Amendment to the City of Lansing and the Village of Stockbridge Trails and Parks Millage Agreements**

This resolution authorizes a redistribution of funds for a change in scope for the projects for the Village of Stockbridge and the City of Lansing. No additional funds are requested.

**9c. Parks Department - Resolution to Authorize a Contract with L.J. Trumble Builders, LLC.**

This resolution authorizes a contract with L.J. Trumble Builders for the purpose of supplying and installing standing seam metal roofs on six buildings at Ingham County Parks for the base bid \$112,100, and a contingency not to exceed 5% or \$5,605 to include replacing OSB Sheathing, if needed at a cost of \$5.50 per square foot for a total amount not to exceed of \$117,705. Funds for the projects are available in the 2019 CIP budget.

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

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

**11a. Road Department** – *Resolution to Approve Local Road Agreement with Lansing Township*

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

**11b. Road Department** – *Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Reith-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and Rejection of All Bids Received for Item IV of Bid Packet #72-19 Recycling and Resurfacing of Various County Primary Roads*

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

**11c. Road Department** – *Resolution to Replace Roof at the Road Department Eastern District Garage*

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

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

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

**PRESENTATION/DISCUSSION/OTHER ITEM:**

**1. Presentation – *Pre-Audit Communication***

TO: Law and Courts and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: April 23, 2019

SUBJECT: **RESOLUTION TO AUTHORIZE A CONTRACT WITH ATTORNEY ANNETTE SKINNER**

The Resolution attached with this memo is requesting the authority for the Circuit Court Juvenile Division to enter into a contract with attorney Annette Skinner for legal representation of children in neglect and abuse cases. The Court has entered into these Lawyer/Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees and provide consistent and efficient representation for children.

The Circuit Court Juvenile Division is presenting this resolution because Attorney Keith Watson has accepted a position in the Public Defender's Office effective 04/15/2019; therefore, terminating his contract with the Court. The Judiciary selects specific attorneys for these contacts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients.

The contracts will be in effect from April 15, 2019 through December 31, 2019, unless otherwise noted. Funds to support these contracts have been allocated in the existing 2019 budget and will be recommended in the 2020 budget. No additional funding is required.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR ATTORNEY SERVICES  
FOR THE JUVENILE DIVISION**

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer/Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, in order to reduce costs for attorney fees and provide consistent and efficient legal services for children, has contracted with specific attorneys to provide Lawyer/Guardian Ad Litem representation; and

WHEREAS, the 2019 budget approved by the Board of Commissioners, authorized funds to contract with specific attorneys to provide Lawyer/Guardian Ad Litem representation; and

WHEREAS, the current Lawyer/Guardian Ad Litem providing this representation for Judge Lawless has accepted a position in the Public Defender's Office, thus resigning his position as a Lawyer/Guardian Ad Litem; and

WHEREAS, the Circuit Court Juvenile Division recommends offering a contract to Attorney Annette Skinner to provide Lawyer/Guardian Ad Litem representation for children in neglect and abuse cases, effective April 15, 2019 through December 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Attorney Annette Skinner to provide Lawyer/Guardian Ad Litem representation for children at a rate of \$4,040.00 a month, not to exceed \$34,340.00, effective 04-15-2019 through 12-31-2019.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioner is authorized to sign any necessary contractual documents consistent with this Resolution and approved to form by the County Attorney.



## Agenda Item 2b

TO: Law and Courts and Finance Committees

FROM: Scott LeRoy, Deputy Court Administrator

DATE: April 23, 2019

SUBJECT: **Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center**

This resolution requests authorization to replace one of the vans at the Ingham County Family Center by purchasing a new 2019 Ford Transit XLT Passenger Wagon. The vehicles at the Family Center are used to transport juveniles to and from the Ingham Academy and Pride Evening Reporting Programs. The van being replaced was purchased in 2010 and currently has over 173,000 miles.

Ingham County is able to receive 50% reimbursement from the State's Child Care Fund for mileage accrued by transporting juveniles to and from programs, when the program is part of the juvenile's treatment plan. The reimbursement funds are put in a reserve account which is used for van replacements. At the 2018 year end, the fund had accumulated roughly \$71,000.

It is believed a new van would not exceed \$30,000 in cost. If authorized, the new vehicle will be purchased through the state government purchasing contract as previously done with the other Family Center vehicles.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FUNDS TO PURCHASE A NEW TRANSPORT VEHICLE  
FOR THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Juvenile Division has a fleet of ten vehicles used to transport juveniles to and from the Ingham Academy as well as the Pride Evening Reporting Program; and

WHEREAS, one of the ten vehicles is in need of replacement as it was purchased in 2010 and has over 173,000 miles; and

WHEREAS, the Juvenile Division's budget includes a line item for van replacement; and

WHEREAS, the funds deposited in this reserve come from the Child Care Fund's reimbursement for each van's usage, transporting youth to and from community programs; and

WHEREAS, the year end fund balance for this account in 2018 was roughly \$71,000; and

WHEREAS, a request is made to purchase a new 2019 Ford Transit XLT Passenger Wagon at a cost not to exceed \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new 2019 Ford Transit XLT Passenger Wagon at a cost not to exceed \$30,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budget transfers from the van replacement reserve in the 2019 Juvenile Division budget.

## Agenda Item 3

**TO:** Law & Courts, County Services and Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** April 23, 2019

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

For the meeting agendas of May 2, 7 and 8

### **BACKGROUND**

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

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

### **FINANCIAL IMPACT**

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

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

The UAW union supports this job description and classification.

### **RECOMMENDATION**

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

**Agenda Item 3**

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

FROM: Joan Clous, Human Resources Specialist

DATE: April 22, 2019

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

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

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

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

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**CLERK AND TECHNICAL SUPPORT**

**General Summary:**

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

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

**Essential Functions:**

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

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

**Other Functions:**

Other duties as assigned

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

**Employment Qualifications:**

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

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

**Other Requirements:**

None

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

**Working Conditions:**

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

**Physical Requirements:**

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

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

***April 4, 2019  
UAW H***

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

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Here is the UAW's email in support.

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

Joan,

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

Brad Prehn  
UAW Chairperson

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

Brad,

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

**Joan Clous**

Human Resources Specialist

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

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



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

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

**Agenda Item 4a**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 23, 2019

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

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

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**BACKGROUND**

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

**ALTERNATIVES**

There are no alternatives for this project.

**FINANCIAL IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations for this project.

**RECOMMENDATION**

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

**Agenda Item 4a**

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

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

The Purchasing Department can confirm the following:

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

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

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

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

**Agenda Item 4b**

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

For the meeting agendas of: May 7 & 8

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**BACKGROUND**

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

**ALTERNATIVES**

There are no alternatives for this project.

**FINANCIAL IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations for this project.

**RECOMMENDATION**

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

**Agenda Item 4b**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: April 22, 2019  
RE: Memorandum of Performance for Packet No. 109-19 Domestic Water Storage Tank

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

The Purchasing Department can confirm the following:

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

A summary of the vendors' costs:

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

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

For the meeting agendas of: May 7 & 8

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**BACKGROUND**

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

**ALTERNATIVES**

There are no alternatives for this project.

**FINANCIAL IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations for this project.

**RECOMMENDATION**

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



**Agenda Item 4c**

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 18, 2019

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

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

The Purchasing Department can confirm the following:

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

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

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

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

## Agenda Item 5

**TO:** Board of Commissioners, Finance and Law & Courts Committee  
**FROM:** Jodi Lebombard; Director; Ingham County Animal Control  
**DATE:** April 17<sup>th</sup>, 2019  
**SUBJECT:** Resolution to continually accept Bissell Pet Foundation Funding  
For the meeting agendas of: May 2, 8, and 14

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### **BACKGROUND**

For several years Ingham County Animal Control and Shelter, as well as a majority of other Michigan Animal Shelters, have participated in the BISSELL Pet Foundation Empty the Shelters program about two times a year (spring/ fall). This BISSELL program allows shelters to offer FREE or reduced cost adoptions to the public with Bissell Pet Foundation reimbursing the shelter for the adoption cost via a follow up check after the event.

ICACS uses their regular adoption application, screening process and adoption agreement for adoptions done as part of these events. The grants facilitate an increase in adoptions as well as help with marketing of ICACS's adoption program in the community.

The amount of each reimbursement check is always determined by the number of adoptions that occurred but generally does not exceed \$5,000 per event.

### **ALTERNATIVES**

If these funds are not accepted, ICACS will adopt animals at the regular adoption fees that date and likely wouldn't see the influx of adoptions on that date.

### **FINANCIAL IMPACT**

Accepting the grants will enhance ICAC adoption revenue.

### **OTHER CONSIDERATIONS**

Previous Bissell Foundation adoption events have been successful and ultimately increased adoptions from ICACS.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept all forthcoming Bissell Pet Foundation funding as a result of continuous involvement in the events.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT BISSELL PET FOUNDATION EMPTY THE SHELTERS  
FREE ADOPTION GRANTS ON AN ONGOING BASIS**

WHEREAS, Ingham County Animal Control and Shelter, as well as a majority of other Michigan Animal Shelters, have participated in the BISSELL Pet Foundation Empty the Shelters program about two times a year (spring/ fall) for several years; and

WHEREAS, this BISSELL program allows shelters to offer FREE or reduced cost adoptions to the public with Bissell Pet Foundation reimbursing the shelter for the adoption cost via a follow up check after the event; and

WHEREAS, the amount of each reimbursement check is always determined by the number of adoptions that occurred but generally does not exceed \$5,000 per event; and

WHEREAS, these grants have been routinely approved by the Board of Commissioners on a recurring basis; and

WHEREAS, Ingham County Animal Control and Shelter seeks Board of Commissioners authorization to accept these grants on an ongoing basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of forthcoming funding from the BISSELL Pet Foundation on an ongoing basis for amounts to be determined by the number of adoptions on individual event dates.

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

## Agenda Item 6

**TO:** Board of Commissioners Law & Courts and Finance Committee  
**FROM:** Barb Davidson, 9-1-1 Staff Services Manager/Interim Director  
**DATE:** April 21, 2019  
**SUBJECT:** Purchase of Next Generation (i3) Communication system  
For the meeting agenda of May 2, 2019

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### **BACKGROUND**

Advances in telecommunications technology and mobility have put the nation's 9-1-1 system at a crossroads. The growing market penetration of both wireless telephones and Voice over Internet Protocol (VoIP) underscore the limitations of the current 9-1-1 infrastructure. Next Generation 9-1-1 is an IP network that is more reliable, redundant, resilient, and has the capacity and capability to send more data with the voice call to the appropriate 9-1-1 Center. In our goal to make the transition from our current analog copper 9-1-1 network to an Internet Protocol (IP)-based Next Generation 9-1-1 (NG911) infrastructure, Ingham County 9-1-1 will need a communication system that can support this technology. This technology will give advancements in call routing and call location which will decrease responder response time. This purchase will allow our PSAP (Public Safety Answering Point) to begin this transition.

An RFP- Packet No. 17-19: Next Generation 9-1-1 (i3) Communication System- was available on January 15, 2019. Proposals were submitted on March 25, 2019. Seven vendors submitted proposals. After evaluating their proposals, five vendors were invited to participate in demonstrations of their products at the 9-1-1 Center on April 15 and 16, 2019. The Ingham County team was comprised of: three dispatchers, one dispatch supervisor, one representative from Ingham County IT, Bruce Gaukel, our Systems Manager, and Barb Davidson, Interim Director of the 9-1-1 Center.

After all five demonstrations were viewed and discussed by the Ingham County team, further questioning was done with the two top demonstrations. After this was complete, our Ingham County team unanimously chose Solacom Technologies and their product Guardian.

Solacom with their Guardian product were moderately priced. Their proposal and cost breakdown covered both of the sites and equipment we would be using to create a geo-diverse redundant system. Solacom was able to provide features now without having to enhance their system which include: Text from 9-1-1, ease of use for transferring calls, a true touch screen environment, and local service support. Further, we contacted their references who said they would highly recommend this company.

### **ALTERNATIVES**

We viewed and questioned SolaCom Technologies, Central Square Technologies, Carousel Industries, Zetron Inc., and West Safety Service's proposals/demonstrations. Each were evaluated by our team and were not recommended for price, features that were lacking or needed to be developed, and concerns about support.

### **FINANCIAL IMPACT**

Solacom – Guardian system proposal  
Base purchase 476,538.00 (826,538 – 350,000 incentive discount)  
Prepaid maintenance 315,490.00 (years 2-5, includes remote active monitoring)  
Total: \$792,028.00

Purchase includes all central equipment at both A and B, all PSAP equipment at the 9-1-1 Center (19 positions) and our backup facility (12 positions) and includes year one maintenance with active remote monitoring. Purchasing a five year prepaid maintenance plan with remote monitoring would be recommended for further cost savings.

Portable call taker answering points quoted as optional (\$9,064.63 each x 4 = \$36,258.52). Options would be to suggest replacing positions at backup with laptops keeping them at the 9-1-1 Center and have docks/monitors as backup for them. This recommendation will also be a cost savings.

Many other specifics to negotiate (i.e., they list 24" touchscreens – we want to stipulate ELO (brand name) monitors).

Funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund.

### **OTHER CONSIDERATIONS**

In 2012, the NG911 Advancement Act of 2012 (Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. 112-96, Title VI, Subtitle E (codified at 47 U.S.C. 942)) enacted changes to the current 9-1-1 grant program. The NG911 Advancement Act modifies the 9-1-1 Grant Program to incorporate Next Generation 9-1-1 (NG911) services, among other things, while preserving the basic structure of the program. The NG911 Advancement Act broadens the eligible uses of funds and provides new funding for grants to be used for the implementation and operation of 9-1-1 services, E-911 services, migration to an IP-enabled emergency network, and adoption and operation of NG911 services and applications; the implementation of IP-enabled emergency services and applications enabled by Next Generation 9-1-1 services, including the establishment of IP backbone networks and the application layer software infrastructure needed to interconnect the multitude of emergency response organizations; and training public safety personnel, including call-takers, first responders, and other individuals and organizations who are part of the emergency response chain in 9-1-1 services. The State of Michigan applied to be awarded money from this grant. It's a non-competitive grant. The 9-1-1 Grant Program requires cost sharing, also known as a matching funds requirement. The federal share of the total cost of any activity carried out under the Grant Program may not exceed 60% of the eligible cost of carrying out grant activities. We are in communication with the State 9-1-1 Director on this subject. With the Federal government shutdown, the timeline of this grant has been delayed. We will continue to pursue this grant to help mitigate the cost of this system.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of the SolaCom product Guardian, equipment, training, and customer support.

**Agenda Item 6**

TO: Lance Langdon, 911 Director  
FROM: James Hudgins, Director of Purchasing  
DATE: March 27, 2019  
RE: Memorandum of Performance for RFP No. 17-19 Next Generation 9-1-1 (i3) Communication System  
CC: Bruce Gaukel, 911 Systems Manager  
Barb Davidson, 911 Staff Services Manager

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to provide and to install a Next Generation 9-1-1 (i3) (NG9-1-1) ready Communications System. The new System will be used to process, answer and direct all calls, texts, and multi-media placed to, and initiated by, the Ingham County 9-1-1 Central Dispatch Center.

The scope of work includes, but is not limited to, providing new hardware and software, installation, training, shipping, program management, and services. Vendors must also provide the following options: host other Public Safety Answering Points (PSAPs), remote monitoring, extended maintenance, portable call taker answering position, emergency backup IP telephones, remote positions, wall board display hardware, programmable keypads, and workstation status lights.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	0
Vendors attending pre-bid/proposal meeting	13	1
Vendors responding	7	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Base Bid
Frontier Comm.	Yes, Stockbridge, MI	\$412,329.23
Solacom Technologies Inc.	No, Amherst, OH	\$476,538.00
CentralSquare Technologies	No, Lake Mary, FL	\$496,685.17
Carousel Industires	No, Brighton, MI	\$507,771.14
Carrier & Gable Inc. / Zetron Inc.	No, Farmington Hills, MI	\$529,546.00
West Safety Services	No, Chicago, IL	\$602,997.08
Motorola Solutions	No, Chicago, IL	\$622,679.20



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER TO PURCHASE THE SOLACOM PRODUCT GUARDIAN, EQUIPMENT, SYSTEM SUPPORT, TRAINING, AND OPTIONAL EQUIPMENT**

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the majority of the call delivery is utilized by wireless and Voice over Internet Protocol (VoIP), the current 9-1-1 infrastructure is being taxed; and

WHEREAS, to improve our level of service and to address the strain being placed on the current system, moving to a NG911 (Next Generation 9-1-1) communication system is recommended; and

WHEREAS, it has been determined a NG911 communication system is more reliable, redundant, resilient, and has the capacity and capability to send more data with the voice call to the appropriate 9-1-1 Center, as well as enhanced location capabilities; and

WHEREAS, our current communication/phone system is not capable of supporting these enhancements to service, an RFP seeking a replacement was issued and a team of dispatchers, dispatch supervisor, IT, and executive team members from the 9-1-1 Center evaluated the proposals and demonstrations; and

WHEREAS, the Ingham County Central Dispatch Management team with the evaluation team are unanimously recommending that the Ingham County Board of Commissioners authorize the purchase of Solacom's Guardian product, training, equipment, and support services to replace its current communication/phone system; and

WHEREAS, funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund; and

WHEREAS, the Ingham County Central Dispatch Management team will continue to pursue a federal E911 grant through the State of Michigan to mitigate the expense of this system, equipment, training, and any other allowable expenses within the grant parameters.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Solacom Technologies for the purchase of the Guardian product, equipment necessary to support the geo-diverse system design, training, and customer support.

BE IT FURTHER RESOLVED, that optional items are to be negotiated with the company for enhancement of Ingham County Central Dispatch's service.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a total purchase amount not to exceed \$1,041,504.69.

BE IT FURTHER RESOLVED, that incidental costs of up to \$5,000 will be covered from within the 9-1-1 Central Dispatch Center operating budget.

BE IT FURTHER RESOLVED, that the 9-1-1 Director is authorized to sign change orders with Solacom Technologies, provided that the change orders do not increase the total cost of the project as approved by this resolution.

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 Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract/purchase order documents that are consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 7

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Carol Carlson, Interim Fair Manager  
**DATE:** 04/24/2019  
**SUBJECT: Authorization to accept grant funding**  
For the meeting agendas of 05/06/2019 and 05/08/2019

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### **BACKGROUND**

The fair receives a significant portion of its off-season revenue from horse shows. There are four (4) new barns that need various upgrades to compete with larger more prestigious shows. Each year the Michigan Department of Agriculture and Rural Development has been able to fund Capital Improvement Grants. This year they were able to offer up to \$40,000 with a 0 cent on the dollar match. The cost of the project far exceeds the required match.

### **ALTERNATIVES**

If the grant is not accepted, the full cost of the project will have to be borne by the fair.

### **FINANCIAL IMPACT**

This frees up monies for other, much needed projects on the fairgrounds, in addition to becoming a more desired location for big shows.

### **STRATEGIC PLANNING IMPACT**

This resolution supports Goal A: Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy A1. Strive to make facilities and services user-friendly.

### **OTHER CONSIDERATIONS**

This grant has not been awarded to the Ingham County Fair in prior years. This projects fits perfectly in the scope of the grant criteria.

### **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 ACCEPT A GRANT FROM THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

WHEREAS, the Ingham County Fair Board wishes to accept a grant in the amount of \$40,000 for assistance in upgrading the four (4) newest Horse Barns on the fairgrounds; and

WHEREAS, a significant portion of the Fair's off-season revenue comes from horse shows; and

WHEREAS, enhanced facilities will attract bigger and more prestigious shows; and

WHEREAS, an RFP has been published with an estimated cost of \$190,000; and

WHEREAS, the Grant will help offset the cost of the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the acceptance of the \$40,000 grant from the Michigan Department of Agriculture and Rural Development for the *Horse Complex Improvement Project*.

BE IT FURTHER RESOLVED, that the term for the grant is May 1, 2019 thru February 29, 2020.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make any necessary budget amendments 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:** April 3, 2019  
**SUBJECT:** Resolution to Extend the Mother and Infant Oral Health Pilot Project Grant  
For the meeting agendas of May 6<sup>th</sup> and May 8th, 2019

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend the agreement with University of Detroit (U of D) to extend participation and grant reporting through the Mother and Infant Oral Health (MIOH) Project Grant from October 1, 2018 through September 30, 2019. Through an approval of a no-cost one-year extension granted by the State of Michigan, this extension will allow \$13,850 of unspent funds from the initially awarded \$83,080 in the first year of funding (authorized through Resolution #17-461), to be available through the duration of the extended grant period. This offer to amend the term of the initial agreement was made available to ICHD in March of 2019, after approvals to extend the funding and terms were accomplished through the State of Michigan and U of D.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

There is no cost to 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 that the Ingham County Board of Commissioners authorize extending the Mother and Infant Oral Health (MIOH) Project Grant with the University of Detroit (U of D) allowing \$13,850 of unspent funds already allocated to be used for the continuation of grant reporting effective October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE MOTHER AND INFANT ORAL HEALTH  
PILOT PROJECT GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the agreement with University of Detroit (U of D) to extend participation and grant reporting through the Mother and Infant Oral Health (MIOH) Project Grant effective October 1, 2018 through September 30, 2019; and

WHEREAS, through an approval of a no-cost one-year extension granted by the State of Michigan, this extension will allow \$13,850 of unspent funds from the initially awarded \$83,080 (through Resolution #17-461), to be available through the duration of the extended grant period; and

WHEREAS, there is no cost to ICHD; and

WHEREAS, 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; and

WHEREAS, the Ingham Community Health Center Board of Directors supports extending the MIOH Project Grant with the U of D allowing \$13,850 of unspent funds from the initially awarded \$83,080 to be available for continued grant reporting effective October 1, 2018 through September 30, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize extending the Mother and Infant Oral Health (MIOH) Project Grant with the University of Detroit (U of D) allowing \$13,850 of unspent funds from the initially awarded \$83,080 to be available for continued grant reporting effective October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an extension to the Mother and Infant Oral Health (MIOH) Project Grant with the University of Detroit (U of D), allowing \$13,850 of unspent funds from the initially awarded \$83,080 to be available for continued grant reporting effective October 1, 2018 through September 30, 2019.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any 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:** April 15, 2019  
**SUBJECT:** Authorization to Accept Funding from Michigan State University's College of Human Medicine  
For the meeting agendas of May 6 and May 8, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept funding from Michigan State University's College of Human Medicine (CHM) for clinical teaching effective December 1, 2018 through February 28, 2019. As part of a new Early Clinical Experience curriculum (ECE) project, first year CHM students need to complete and present scholarly projects. ICHHD has been identified as a teaching site that will allow for ECE to occur. This agreement is for the current academic year and will be terminated February 28, 2019. MSU's CHM will pay for each student (12 students total) on site which will allow for teaching and project implementation.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Michigan State University's College of Human Medicine (MSU CHM) will pay \$500 per CHM student which will allow for teaching and project implementation. ICHHD will have 12 students on site which will total \$6,000 paid by MSU CHM to ICHHD.

**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 Ingham County Board of Commissioners accept funding from Michigan State University's College of Human Medicine (MSU's CHM) for clinical teaching effective December 1, 2018 through February 28, 2019.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FUNDING FROM MICHIGAN STATE UNIVERSITY'S  
COLLEGE OF HUMAN MEDICINE**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from Michigan State University's College of Human Medicine (CHM) for clinical teaching effective December 1, 2018 through February 28, 2019; and

WHEREAS, as part of a new Early Clinical Experience Curriculum (ECE) project, first year CHM students need to complete and present scholarly projects; and

WHEREAS, ICHD has been identified as a teaching site that will allow for ECE to occur; and

WHEREAS, this agreement is for the current academic year and will be terminated February 28, 2019; and

WHEREAS, MSU's CHM will pay \$500 per CHM student which will allow for teaching and project implementation; and

WHEREAS, ICHD will have 12 students on site which will total \$6,000 paid by MSU CHM to ICHD; and

WHEREAS, the Health Officer recommends approval accept funding from Michigan State University's College of Human Medicine (CHM) for clinical teaching effective December 1, 2018 through February 28, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accept funding of \$6,000 from Michigan State University's College of Human Medicine (CHM) for clinical teaching effective December 1, 2018 through February 28, 2019.

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

BE IT FURTHER RESOLVED, that 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:** April 23, 2019  
**SUBJECT:** Amendment to Meridian Township Millage Agreements  
For the meeting agenda of 5/6/19 Human Services and 5/8/19 Finance

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**BACKGROUND**

Board of Commissioners Resolution 16-257, 16-328, 17-275, 18-186, and 19-047 authorized entering into contracts with Meridian Township for the following millage projects: TR002, TR021, TR022, TR023, TR024, TR025, TR026, TR027, TR049 and TR054. Meridian Township is requesting a reallocation of funds for these projects as detailed in Exhibit A. Additionally, Meridian Township is requesting an amendment to Agreements TR002, TR021, TR022, TR023, TR024, TR025, TR026, TR027 for an extension to December 31, 2019 to complete the projects.

**ALTERNATIVES**

The Park Commission considered this request at their April 22<sup>nd</sup> meeting and recommended this approach.

**FINANCIAL IMPACT**

This resolution requests reallocating funds. No additional funds are requested.

**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) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their April 22, 2019 meeting.

**RECOMMENDATION**

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

**Exhibit A:**



**Meridian Township**  
5151 Marsh Road  
Okemos, MI 48864

P 517.853.4000  
F 517.853.4096

**Township Board:**

**Ronald J. Styka**  
*Township Supervisor*

**Brett Dreyfus**  
*Township Clerk*

**Phil Deschaine**  
*Township Treasurer*

**Patricia Herring Jackson**  
*Township Trustee*

**Dan Opsommer**  
*Township Trustee*

**Kathy Ann Sundland**  
*Township Trustee*

**Courtney Wisinski**  
*Township Trustee*

**Frank L. Walsh**  
*Township Manager*

04/18/2019

Ms. Melissa Buzzard  
Trails & Parks Millage Program Coordinator  
Ingham County Parks Department  
121 E. Maple St.  
P.O. Box 178  
Mason, MI 48854

Dear Ms. Buzzard:

Subject: Meridian Township Millage Reallocation Request

Please accept this letter of explanation as an addendum to our Millage reallocation request spreadsheet.

Very broadly speaking, the primary reason behind our request for reallocation between Millage projects is that the cost estimates included in the Comprehensive Report were, in most cases, far in excess of the actual costs to perform the work, with a few falling a little short. In accordance with the attached spreadsheet, the amount and reasoning behind the reallocation for each project is detailed below.

TR002 – Meridian Township Trail Rehabilitation

**Award Amount: \$88,000; Final Estimate: \$173,000**

**Adjustment: \$85,000 (\$53,000 from TR025 and \$32,000 from TR022)**

The original project and estimate included large amounts of preventative maintenance (crack sealing) and light rehabilitation (thin asphalt overlay). While this has proved suitable for many of the trails included in the project, there are very large portions of two of the trails (Trail ID#12 & 16) which have structurally failed and cannot accept an asphalt overlay. As such, they require extensive asphalt replacement, which is more expensive than simple maintenance and rehabilitation.

TR021 – MT-07-MIP-DR, East of Okemos Road

**Award Amount: \$140,000; Final Estimate: \$146,000**

**Adjustment: \$6,000 from TR027**

The original estimate for this project was very close and only requires a minor adjustment. The primary cause of the increase came from increased pavement replacement. The replacement was necessary to align the trail with the new culvert and to replace a section of the trail which was damaged during construction.

TR022 – MT-03-PK-DR, Central Park South

**Award Amount: \$101,000; Final Estimate: \$51,000**

**Adjustment: -\$50,000 (Allocate \$32,000 to TR002 and \$18,000 to TR023)**

The original estimate for this project was very far in excess of the actual cost to replace a bridge of this type. The final estimate includes the cost of the bridge and all associated paving and restoration, which has been completed.

TR023 – MT-05-PK-DR, Nancy L. Moore Community Park (Nemoke Trail Drive)

**Award Amount: \$50,000; Final Estimate: \$68,000**

**Adjustment: \$18,000 from TR022**

While fairly close, the actual cost to replace the concrete culvert, including the backfill, fence, and pavement, was slightly higher than the estimate. All of the work, except minor restoration, has been completed.

TR024 – MT-04-PK-DR, Nancy L. Moore Community Park (Behind Ball Fields)

**Award Amount: \$70,000; Final Estimate: \$28,000**

**Adjustment: -\$42,000 (Allocate to MSU to Lake Lansing Connector, Phase II [Approved 2019])**

The original estimate for this project was very far in excess of the actual cost to replace a boardwalk and bridge members of this type. The final estimate includes the cost of the complete boardwalk reconstruction, bridge member replacement, new fencing, and pavement replacement. All of the work, except minor restoration, has been completed.

TR025 – MT-02-MIP-DR, West of Okemos Road

**Award Amount: \$68,000; Final Estimate: \$15,000**

**Adjustment: -\$53,000 (Allocate to TR002)**

The original estimate for this project was very far in excess of the actual cost to replace bridge members of this type. Additionally, some of the asphalt replacement that was included in this project was completed separately with an adjacent Ingham County Drain project. The final estimate includes the cost of replacing all of the bridge timbers, new fencing, reduced asphalt replacement, and restoration. All of the work, except the limited asphalt paving, has been completed.

TR026 – MT-01-PK-SWL, Hartrick Park

**Award Amount: \$136,000; Final Estimate: \$25,000**

**Adjustment: -\$111,000 (Allocate to TR049)**

The original estimate for this project was very far in excess of the actual cost to replace a boardwalk of this type. The final estimate includes the cost of the complete boardwalk reconstruction (with the addition of new benches and railings), asphalt replacement, and restoration. All of the boardwalk work has been completed. Minor restoration and the asphalt paving remain.

TR027 – MT-06-MIP-DR, West of Okemos Road, Meridian Interurban Pathway

**Award Amount: \$10,000; Final Estimate: \$4,000**

**Adjustment: -\$6,000 (Allocate to TR021)**

The scope of this project was very limited, and the actual cost will not be far off from the original estimate. The extent of the necessary bank restoration and pavement replacement was less than originally anticipated.

TR049 – Okemos Road Pedestrian Boardwalk

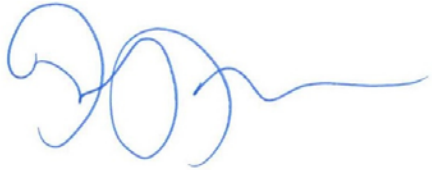
**Award Amount: \$1,300,000; Final Estimate: \$1,410,000**

**Adjustment: \$111,000 from TR026**

While construction on this project has just begun, we are concerned about the potential for increased costs due to the excessively bad soils which were found during the soil investigation (after the project was awarded). If the boardwalk piles cannot reach the necessary bearing capacity at the anticipated depths, then additional engineering and construction costs would likely be substantial. We would like to be prepared for this potential by utilizing surplus funds which have already been obligated.

If there are any questions about our request or the work thus far completed, please feel free to reach out to me.

Sincerely,



**Nyal Nunn, CFM**

Senior Project Engineer/DPW

[nunn@meridian.mi.us](mailto:nunn@meridian.mi.us)


W 517.853.4468 | F 517.853.4095


5151 Marsh Road | Okemos, MI 48864


[meridian.mi.us](http://meridian.mi.us)

Project #	BOC Res.	Project Name	Approved Amt.	Final Estimate	Adjustment
TR002	16-257	Meridian Township Trail Rehabilitation 2016	\$88,000.00	\$173,000.00	\$85,000.00
TR021	16-328	MT-07-MIP-DR, East of Okemos Road	\$140,000.00	\$146,000.00	\$6,000.00
TR022	16-328	MT-03-PK-DR, Central Park South	\$101,000.00	\$51,000.00	-\$50,000.00
TR023	16-328	MT-05-PK-DR, Nancy L. Moore Community Park	\$50,000.00	\$68,000.00	\$18,000.00
TR024	16-328	MT-04-PK-DR, Nancy L. Moore Community Park	\$70,000.00	\$28,000.00	-\$42,000.00
TR025	16-328	MT-02-MIP-DR, West of Okemos Road	\$68,000.00	\$15,000.00	-\$53,000.00
TR026	16-328	MT-01-PK-SWL, Hartrick Park	\$136,000.00	\$25,000.00	-\$111,000.00
TR027	16-328	MT-06-MIP-DR, West of Okemos Road, Meridian Interurban Pathway	\$10,000.00	\$4,000.00	-\$6,000.00
TR047	17-275	Old Raby Culvert Replacement	\$110,000.00	\$110,000.00	\$0.00
TR049	18-186	Okemos Road Pedestrian Boardwalk	\$1,300,000.00	\$1,410,000.00	\$111,000.00

 - Reallocate TR025 (\$53k) to TR002

 - Reallocate \$32k from TR022 to TR002  
Additionally, reallocate \$18k from TR022 to TR023

 - Reallocate TR027 (\$6k) to TR021

 - Reallocate TR026 (\$111k) to TR049 (Okemos Road Pedestrian Boardwalk)

- Reallocate TR024 (\$42k) to MSU to Lake Lansing Connector, Phase II (Approved 2019, no project # yet)

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO MERIDIAN TOWNSHIP'S TRAILS AND PARKS MILLAGE AGREEMENTS**

WHEREAS, Board of Commissioners Resolution 16-257, 16-328, 17-275, 18-186 and 19-047 authorized entering into contracts with Meridian Township to fund the below projects; and

<b>Contract Title</b>	<b>Project #</b>	<b>Begins</b>	<b>Ends</b>	<b>Resolution</b>
Meridian Township Trail Rehabilitation	TR002	08/29/16	07/30/19	16-257
MT-07-MIP-Dr, East of Okemos Road	TR021	10/18/16	06/18/19	16-328
MT-03-PK-DR, Central Park South	TR022	10/18/16	06/18/19	16-328
MT-05-PK-DR, Nancy L. Moore Community Park	TR023	10/18/16	06/18/19	16-328
MT-04-PK-DR, Nancy L. Moore Community Park	TR024	10/18/16	06/18/19	16-328
MT-02-MIP-DR, West of Okemos Road	TR025	10/18/16	06/18/19	16-328
MT-01-PK-SWL, Hartrick Park	TR026	10/18/16	06/18/19	16-328
MT-06-MIP-DR, W. of Okemos Rd., Meridian Interurban Pathway	TR027	10/18/16	06/18/19	16-328
Okemos Road Pedestrian Boardwalk	TR049	07/24/18	07/24/20	18-186
MSU to Lake Lansing Connector, Phase 2	TR054	TBD	TBD	19-047

WHEREAS, Meridian Township is requesting an amendment to Agreement #TR002, TR021, TR022, TR023, TR024, TR025, TR026, TR027 and TR049 due to cost estimated in the comprehensive report were in excess or falling short depending on the case of the amount originally requested and awarded; and

WHEREAS, based on actual bids, TR002 is over budget by \$85,000, TR021 is over budget by \$6,000. TR023 is over budget by \$18,000, TR022 is under budget by \$50,000, TR024 is under budget by \$42,000, TR025 is under budget by \$53,000, TR026 is under budget by \$111,000 and TR049 is over budget by \$111,000; and

WHEREAS, Meridian Township is requesting the fund balance from TR025 for \$53,000 and TR022 for \$32,000 be reallocated to TR002 for a total amount of \$85,000 to complete this project; and

WHEREAS, Meridian Township is requesting the fund balance from TR027 for \$6,000 be reallocated to TR021 to complete this project; and

WHEREAS, Meridian Township is requesting the fund balance from TR022 for \$18,000 be reallocated to TR023 to complete this project; and

WHEREAS, Meridian Township is requesting the fund balance from TR024 for \$42,000 be reallocated to the MSU to Lake Lansing Connector TR054; and

WHEREAS, Meridian Township is requesting the fund balance from TR026 for \$111,000 be reallocated to TR049 to complete this project; and

WHEREAS, Agreements TR002, TR021, TR022, TR023, TR024, TR025, TR026 and TR027 expire in June or July of 2019 and need to be extended to complete these projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with Meridian Township.

<b>Contract Title</b>	<b>Project #</b>	<b>Begins</b>	<b>Ends</b>	<b>Resolution</b>
Meridian Township Trail Rehabilitation	TR002	08/29/16	07/30/19	16-257
MT-07-MIP-Dr, East of Okemos Road	TR021	10/18/16	06/18/19	16-328
MT-03-PK-DR, Central Park South	TR022	10/18/16	06/18/19	16-328
MT-05-PK-DR, Nancy L. Moore Community Park	TR023	10/18/16	06/18/19	16-328
MT-04-PK-DR, Nancy L. Moore Community Park	TR024	10/18/16	06/18/19	16-328
MT-02-MIP-DR, West of Okemos Road	TR025	10/18/16	06/18/19	16-328
MT-01-PK-SWL, Hartrick Park	TR026	10/18/16	06/18/19	16-328
MT-06-MIP-DR, W. of Okemos Rd., Meridian Interurban Pathway	TR027	10/18/16	06/18/19	16-328
Okemos Road Pedestrian Boardwalk	TR049	07/24/18	07/24/20	18-186
MSU to Lake Lansing Connector, Phase 2	TR054	TBD	TBD	19-047

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR025 for \$53,000 and TR022 for \$32,000 be reallocated to TR002 to complete this project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR027 for \$6,000 be reallocated to TR021 to complete this project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR022 for \$18,000 be reallocated to TR023 to complete this project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR024 for \$42,000 be reallocated to the MSU to Lake Lansing Connector TR054.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the fund balance transfer from TR026 for \$111,000 be reallocated to TR049 to complete this project.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the extension for Agreements TR002, TR021, TR022, TR023, TR024, TR025, TR026 and TR027 until December 31, 2019.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$53,000 from line item 228-62800-967000-TR025 into line item #228-62800-967000-TR002.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$32,000 from line item 228-62800-967000-TR022 into line item #228-62800-967000-TR002.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$6,000 from line item 228-62800-967000-TR027 into line item #228-62800-967000-TR021.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$18,000 from line item 228-62800-967000-TR022 into line item #228-62800-967000-TR023.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$42,000 from line item 228-62800-967000-TR024 into line item #228-62800-967000-TR054.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$111,000 from line item 228-62800-967000-TR026 into line item #228-62800-967000-TR049.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement #TR002, TR021, TR022, TR023, TR024, TR025, TR026, TR027, TR049 and TR054 shall remain unchanged.

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 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 Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** April 23, 2019  
**SUBJECT:** Amendment to City of Lansing and the Village of Stockbridge Millage Agreements  
For the meeting agenda of 5/6/19 Human Services and 5/8/19 Finance

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**BACKGROUND**

Board of Commissioners Resolution #18-110 authorized entering into a contract with the Village of Stockbridge for millage project TR048 Lakelands Trail Resurfacing. The Village of Stockbridge is requesting a change in scope for the project as detailed in Exhibit A.

Board of Commissioners Resolution #17-109 authorized entering into a contract with the City of Lansing for millage project TR029 Grand River North Section - Bank Stabilization. The City of Lansing is requesting a change in the scope for the project. Originally, the project was approved to stabilize the bank and use rip rap. This resolution authorizes using the \$100,000 for steps instead of rip rap, as shown in Exhibit B. Agreement TR029 expires on May 1, 2019 and needs to be extended to December 31, 2019.

**ALTERNATIVES**

The Park Commission considered these requests at their April 22<sup>nd</sup> meeting and recommended this approach.

**FINANCIAL IMPACT**

This resolution requests a redistribution of funds for a change in scope for the projects for the Village of Stockbridge and the City of Lansing. No additional funds are requested.

**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) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their April 22, 2019 meeting.

**RECOMMENDATION**

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

**Exhibit A:**



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
LANSING



DANIEL EICHINGER  
DIRECTOR

April 15, 2019

Melissa Buzzard  
Trails & Parks Millage Program Coordinator  
Ingham Co. Parks Department  
121 E. Maple St.  
Mason, MI 48854

Dear Ms. Buzzard,

SUBJECT: Stockbridge Millage Funds Award

This letter is to request a redistribution of the funds awarded to the Village of Stockbridge for rehabilitation and development of the Mike Levine Lakelands Trail in Ingham County. In the initial application it was noted the awarded \$809,980 would be split between two projects on the Lakelands Trail: \$733,390 for the trail east of M-52 which is being constructed by the Village and \$76,290 for the trail west of M-52 which is being constructed by the DNR.

I was able to cover the allotted \$76,290 with other funds so am requesting the entire \$809,980 be allocated to the trail project east of the M-52 managed by the Village. The total request does not change, this request is simply to narrow the scope of work. All funds will be used by the Village of Stockbridge for trail design/construction.

I have discussed this with Molly Howlett, Village President and she agrees to the shift in funding. If you have any questions, please contact Molly or me.

Sincerely,

Nikki Van Bloem, Trail Specialist  
517 388-7043

CC: Molly Howlett, Village of Stockbridge  
Matt Pegouskie, 5HT  
John Calvert, Mike Levine Representative  
Chuck Dennison, DNR  
Dakota Hewlett, DNR

Exhibit B:

ROTARY PARK  
PLAZA CONCEPT



View looking northeast



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CITY OF LANSING AND THE VILLAGE OF STOCKBRIDGE TRAILS AND PARKS MILLAGE AGREEMENTS**

WHEREAS, Board of Commissioners Resolution 17-109 authorized entering into a contract with the City of Lansing for Agreement TR029 Grand River North Section - Bank Stabilization; and

WHEREAS, Board of Commissioners Resolution 18-110 authorized entering into a contract with the Village of Stockbridge for Agreement TR048 Lakelands Trail Resurfacing; and

WHEREAS, the City of Lansing is requesting an amendment to Agreement TR029 to change the scope of the project to use the \$100,000 for steps instead of rip rap; and

WHEREAS, Agreement TR029 expires on May 1, 2019 and needs to be extended to complete the project; and

WHEREAS, the Village of Stockbridge is requesting an amendment to Agreement TR048 to narrow the scope of the project so that the entire \$809,980 be allocated to the trail project east of M-52.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing and the Village of Stockbridge:

Contract Title	Project #
City of Lansing - Grand River North Section - Bank Stabilization	TR029
Stockbridge - Lakelands Trail Resurfacing	TR048

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Agreement TR029 to change the scope of the project to use the \$100,000 for steps instead of rip rap.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension for Agreement TR029 to December 31, 2019.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amendment to Agreement TR048 to narrow the scope of the project so that the entire \$809,980 be allocated to the trail project east of M-52.

BE IT FURTHER RESOLVED, that all other terms and conditions Agreement TR029 and TR048 shall remain unchanged.

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 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 Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** April 23, 2019  
**SUBJECT:** Contract with L. J. Trumble Builders, LLC.  
For the meeting agenda of 5/6/19 Human Services and 5/8/19 Finance

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**BACKGROUND**

The Parks Department owns and maintains the buildings at Hawk Island, Burchfield Park, Lake Lansing North, and Lake Lansing 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 to enter into a contract for the purpose of supplying and installing standing seam metal roofs on six buildings at Ingham County Parks.

**ALTERNATIVES**

The Parks Department owns and maintains the building at Hawk Island, Burchfield Park, Lake Lansing North, and Lake Lansing 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 L. J. Trumble Builders, LLC. for the base bid \$112,100, and a contingency not to exceed 5% or \$5,605 to include replacing OSB Sheathing, if needed at a cost of \$5.50 per square foot for a total amount not to exceed of \$117,705.

**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 April 22, 2019 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.

**Agenda Item 9c**

TO: Tim Morgan, Parks Director  
FROM: James Hudgins, Director of Purchasing  
DATE: April 11, 2019  
RE: Memorandum of Performance for RFP No. 67-19 Supplying and Installing Standing Seam Metal Roofs for Six (6) Buildings

Per your request, the Purchasing Department sought proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of supplying and installing standing seam metal roofs on six (6) buildings at various Ingham County Parks.

The scope of work includes, but is not limited to, acquiring all necessary permits, preparing roof for the metal roof installation, environmentally disposing and hauling materials/debris away, repairing roofing boards/sheathing as determined by the park manager, supply and install all new roofing material matching the eaves trough and flashing. Vendor is to repair and/or replace any damage to turf, trees, or park facilities.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	99	22
Vendors responding	2	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Name of Building or Shelter	Vendor Name: Local Preference:	Superior Services RSH, Inc. No, Clinton County	LJ Trumble Builders LLC Yes, Lansing
Peregrine Picnic Shelter (Hawk Island)	TOTAL BID	\$22,100.00	\$19,400.00
Kestrel Picnic Shelter (Hawk Island)	TOTAL BID	\$13,000.00	\$12,900.00
Boat Rental Building (Hawk Island)	TOTAL BID	\$15,800.00	\$11,500.00
Winter Sports Building (Burchfield)	TOTAL BID	\$39,400.00	\$47,200.00
Boat Rental Building (Lake Lansing South)	TOTAL BID	\$10,500.00	\$15,800.00
Sandhill Picnic Shelter (Lake Lansing North)	TOTAL BID	\$11,300.00	\$11,200.00
<b>GRAND TOTAL BID</b>		<b>\$112,100.00</b>	<b>\$118,000.00</b>

The Local Purchasing Preference Policy Resolution 05-044, as amended by Resolution #10-359 allows for a registered local vendor who submits a responsive proposal/bid within 10% of the lowest responsive proposal/bid the opportunity to reduce its proposal/bid to meet the lowest responsive proposal/bid, and upon doing so shall be considered to be the lowest responsive proposal/bid.

- LJ Trumble Builders LLC, a local register vendor, has agreed to match the lowest responsive proposal; therefore, is considered the lowest responsive bidder.

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, Burchfield Park, Lake Lansing North, and Lake Lansing 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 to enter into a contract for the purpose of supplying and installing standing seam metal roofs on six buildings at Ingham County Parks; and

WHEREAS, L. J. Trumble Builders, LLC., a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy; 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. for the base bid in the amount of \$112,100 for supplying and installing standing seam metal roofs on six buildings at Ingham County Parks, and a contingency not to exceed 5% or \$5,605 to include replacing OSB Sheathing, if needed at a cost of \$5.50 per square foot for a total amount not to exceed of \$117,705.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through November 22, 2019.

BE IT FURTHER RESOLVED, that there are funds available in the approved CIP line items as detailed below:

<b>Roof</b>	<b>Line Item</b>	<b>Price</b>	<b>Contingency if Needed</b>		<b>CIP Approved</b>
			<b>OSB</b>	<b>Total</b>	
Peregrine Shelter (Hawk)	208-75200-976000-9P07	\$19,400	\$970	\$20,370	\$40,000
Kestrel Shelter (Hawk)	208-75200-976000-9P08	\$12,900	\$645	\$13,545	\$25,000
Sandhill Shelter (LLN)	208-75200-976000-9P09	\$11,200	\$560	\$11,760	\$30,000
Winter Sports Bldg. (BUR)	228-75999-976000-9P20	\$41,300	\$2,065	\$43,365	\$30,000
Boat House Rentals (Hawk)	228-75999-978000-9P22	\$11,500	\$575	\$12,075	\$20,000
Boat House Rentals (LLS)	228-75999-978000-9P23	\$15,800	\$790	\$16,590	\$15,000

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 Controller/Administrator is authorized to transfer \$7,925 from 228-75999-978000-9P22 into line item #228-75999-976000-9P20 to cover the cost for the Winter Sports Building roof.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$5,440 from 208-75200-976000-9P07 into line item #228-75999-976000-9P20 to cover the remaining cost for the Winter Sports Building roof.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$1,590 from 208-75200-976000-9P07 into line item #228-75999-978000-9P23 to cover the remaining cost for the Lake Lansing South Boat House Rentals roof.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the remaining \$12,600 from 208-75200-976000-9P07 into line item # 228-75999-978000-9P21 for a future project for the Red Tail Shelter roof at Hawk Island that is being bid out separately.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the remaining \$11,455 from 208-75200-976000-9P08 into line item # 228-75999-978000-9P21 for a future project for the Red Tail Shelter roof at Hawk Island that is being bid out separately.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the remaining \$18,240 from 208-75200-976000-9P09 into line item # 228-75999-978000-9P21 for a future project for the Red Tail Shelter roof at Hawk Island that is being bid out separately, providing a total balance of \$62,295 for the roof for the Red Tail Shelter.

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: County Services and Finance Committee

Date: April 22, 2019

From: Stacy Byers, Director FOSP Board

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

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**Project Description**

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

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

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

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

**Financial Implications**

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

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

## Agenda Item 11a

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: April 22, 2019

RE: Resolution for 2019 Local Road Program Agreement with Lansing Township

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

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

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

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

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

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

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Agenda Item 11b

To: County Services & Finance Committees

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

Date: April 16, 2019

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

### **BACKGROUND & FINANCIAL INFORMATION**

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

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

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

### **CURRENT REQUEST**

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

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

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

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

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

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

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

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

**RECOMMENDATION**

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



## Agenda Item 11b

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

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

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

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

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

**AND**

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

**AND**

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

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

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

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

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

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

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

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

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

and;

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

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

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

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

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

## Agenda Item 11c

TO: County Services and Finance Committees

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

DATE: April 19, 2019

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

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

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

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

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

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

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

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

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

**Agenda Item 11c**

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

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

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

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

The Purchasing Department can confirm the following:

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

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

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

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

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



## Agenda Item 12

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 23, 2019

SUBJECT: Resolution Updating Various Fees for County Services

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

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

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

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

Attachments

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

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

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

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

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

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

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

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

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

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

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

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

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

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

2020 County Fees Analysis  
Law and Courts Committee

ATTACHMENT A

Location of Service	Fee Description	Target Percent	2019 Fee	Department Recommend.
Animal Control	Animal Redemption - 1st offense	60.0%	\$25.00	\$26.00
Animal Control	Animal Redemption - 2nd offense	100.0%	\$51.00	\$52.00
Animal Control	Animal Redemption - after 3rd offense	100.0%	\$155.00	\$160.00
Animal Control	Over Ten Dog Kennel Inspection Fee	100.0%	\$180.00	\$190.00
Animal Control	Owner Pick-up Fee	100.0%	\$46.00	\$47.00
Animal Control	Tranq. At-Large Fee	100.0%	\$46.00	\$47.00
Animal Control	Rabies vaccination on redeemed dogs	100.0%	\$21.00	\$22.00
Animal Control	Bordatella Vaccination-redeemed dogs	100.0%	\$19.00	\$20.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	100.0%	\$81.00	\$82.00
Pros Atty	Diversion - Initial Interview	50.0%	\$36.00	\$37.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$470.00	\$480.00
Pros Atty	Diversion - Felony Offender	50.0%	\$820.00	\$830.00
Pros Atty	Costs-eligible convictions - Guilty Plea	75.0%	\$110.00	\$115.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$240.00	\$245.00
Jail	Day Rate	100.0%	\$56.00	\$8.00
Sheriff	Costs for Command per hour	100.0%	\$66.98	\$68.58
Sheriff	Costs for Deputy per hour	100.0%	\$60.07	\$61.51
Sheriff	False Alarm Fee- third offense	100.0%	\$44.00	\$45.00

**Attachment B - Fees Which Adjustment is Recommended**  
**Law and Courts Committee**

<b>Location of Service</b>	<b>Fee Description</b>	<b>Target Percent</b>	<b>2019 Fee</b>	<b>Department Recommend.</b>
<b>Circuit Court</b>	<b>Show Cause - Probation</b>	<b>100.0%</b>	<b>\$190.00</b>	<b>\$200.00</b>
<b>Circuit Court</b>	<b>GTD Bench Warrants</b>	<b>100.0%</b>	<b>\$150.00</b>	<b>\$155.00</b>
<b>Family Division</b>	<b>Delinquency Court Costs</b>	<b>100.0%</b>	<b>\$290.00</b>	<b>\$300.00</b>
<b>Family Division</b>	<b>Traffic - Fail to Appear</b>	<b>25.0%</b>	<b>\$27.00</b>	<b>\$28.00</b>

2020 County Fees Analysis  
Human Services Committee

Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Comm. Health	MIHP Tran. Bus/Van	100%	\$36.78	\$21.20
Comm. Health	MIHP - Trans Taxi	100%	\$33.64	\$21.31
Comm. Health	MIHP Trans. Volunteer	100%	\$0.36	\$0.20
Comm. Health	Compreh Envir Investigation	100%	\$310.00	\$315.00
Imm. Clinic	Internat'l Travel Consult	100%	\$64.00	\$65.00
Env. Health	Category 1 (see definition below) - License Fee	80%	\$475.00	\$480.00
Env. Health	Category 1 (see definition below) - Full Plan Review	80%	\$980.00	\$985.00
Env. Health	Category 1 (see definition below) - New Owner/Eval	80%	\$525.00	\$530.00
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	80%	\$630.00	\$635.00
Env. Health	Category 2 (see definition below) - License Fee	80%	\$655.00	\$660.00
Env. Health	Category 2 (see definition below) - Full Plan Review	80%	\$1,360.00	\$1,370.00
Env. Health	Category 2 (see definition below) - New Owner/Eval	80%	\$735.00	\$740.00
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	80%	\$770.00	\$775.00
Env. Health	Category 3 (see definition below) - License Fee	80%	\$925.00	\$935.00
Env. Health	Category 3 (see definition below) - Full Plan Review	80%	\$1,955.00	\$1,965.00
Env. Health	Category 3 (see definition below) - New Owner/Eval	80%	\$1,065.00	\$1,075.00
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	80%	\$1,180.00	\$1,190.00
Env. Health	Mobile - License Fee	80%	\$370.00	\$375.00
Env. Health	Mobile - Full Plan Review	80%	\$505.00	\$510.00
Env. Health	Mobile - New Owner/Eval.	80%	\$420.00	\$425.00
Env. Health	STFU - Full Plan Review	80%	\$505.00	\$510.00
Env. Health	STFU - New Owner/Eval	80%	\$455.00	\$460.00
Env. Health	Seasonal Facilities - License Fee	50%	\$280.00	\$285.00
Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	100%	\$195.00	\$200.00
Env. Health	Inspection fee for STFU	24%	\$90.00	\$90.00
Env. Health	Contstruction/Remodeling that begins without approved plans	80%	\$800.00	\$805.00
Env. Health	Food Service plan review re-evaluation or re-submission	100%	\$505.00	\$515.00
	Enforcement Food Service Program Fees			
Env. Health	Informal Hearing Fee	100%	\$1,200.00	\$1,210.00
Env. Health	Formal Hearing Fee	100%	\$1,200.00	\$1,210.00
Env. Health	Follow Up inspection to assess compliance for critical violations	100%	\$150.00	\$155.00
Env. Health	Fee for new owner operating without new license	80%	\$660.00	\$665.00
Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	90%	\$390.00	\$395.00
Env. Health	Septic - new or repair permit for residential or commercial	90%	\$860.00	\$870.00
Env. Health	Combined - well & septic	90%	\$1,060.00	\$1,070.00
Env. Health	Well - Sanitary survey, public non community Type II - transient well	90%	\$435.00	\$440.00
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	90%	\$505.00	\$510.00
Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	90%	\$395.00	\$400.00
Env. Health	Septic Evaluation - plan review for engineered system	90%	\$315.00	\$320.00
Env. Health	NEW - Township Requested Evaluation	100%	\$0.00	\$100.00
Env. Health	Full plan review	80%	\$440.00	\$445.00
Env. Health	Permanent Campground	100%	\$425.00	\$430.00
Env. Health	Point of Sale - On-site evaluation of well & septic	75%	\$455.00	\$460.00
Env. Health	Point of Sale - Waste treatment evaluation	100%	\$355.00	\$360.00
Env. Health	Point of Sale - 1 Year Extension NEW	100%	\$0.00	\$100.00

Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Env. Health	Additional pool at the same location	100%	\$105.00	\$110.00
Env. Health	Re-inspection fee after violation	100%	\$180.00	\$185.00
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	100%	\$122.00	\$125.00
Env. Health	Tobacco & E - cigarette sales license vending machine	100%	\$345.00	\$350.00
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	50%	\$72.00	\$73.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	50%	\$360.00	\$365.00
Parks	Administrative -Returned Check Fee	100.0%	\$33.00	\$34.00
Parks	Cancellation Fee (for all park reservations)	100.0%	\$21.00	\$22.00
Parks	Winter Sports Building (100 Person Capacity)	100.0%	\$96.00	\$97.00
Parks	Winter Sports Building - reservation fee/non operational hrs	100.0%	\$30.00	\$31.00
Parks	Lake Lansing South Lakeview	100.0%	\$80.00	\$81.00
Parks	Lake Lansing North Oak Knoll	100.0%	\$80.00	\$81.00
Parks	Lake Lansing North Sandhill	100.0%	\$80.00	\$81.00
Parks	Hawk Island Kestrel	100.0%	\$80.00	\$81.00
Parks	Burchfield Deer Run	100.0%	\$80.00	\$81.00
Parks	Burchfield Pine Knoll	100.0%	\$80.00	\$81.00
Parks	Burchfield Southridge	100.0%	\$80.00	\$81.00
Parks	Lake Lansing - North - 1/2 of Main	100.0%	\$105.00	\$110.00
Parks	Burchfield 1/2 of North Bluff	100.0%	\$105.00	\$110.00
Parks	Burchfield 1/2 of Woodsong	100.0%	\$105.00	\$110.00
Parks	Lake Lansing - South - 1/2 of Main	100.0%	\$105.00	\$110.00
Parks	Lake Lansing - North - Main	100.0%	\$190.00	\$195.00
Parks	Burchfield - North Bluff	100.0%	\$190.00	\$195.00
Parks	Burchfield - Woodsong	100.0%	\$190.00	\$195.00
Parks	Lake Lansing - South - Main	100.0%	\$190.00	\$195.00
Parks	Burchfield - Overlook	100.0%	\$190.00	\$195.00
Parks	Hawk Island - Red Tail	100.0%	\$265.00	\$275.00
Parks	Hawk Island	100.0%	\$80.00	\$81.00
Parks	Lake Lansing South	100.0%	\$80.00	\$81.00
Parks	Abandonment Recovery Fee	100.0%	\$42.00	\$43.00
Parks	Canoe/Kayak Trips - Eaton Rapids	100.0%	\$30.00	\$31.00
Parks	Boat Launch - Annual	100.0%	\$50.00	\$55.00
Parks	Resident Monday-Friday 9am-4pm	100.0%	\$97.00	\$100.00
Parks	Resident Mon-Fri 7:30am-5:30pm	100.0%	\$130.00	\$135.00
Parks	Moonwalk	100.0%	\$290.00	\$300.00
Parks	Dunk Tank	100.0%	\$240.00	\$250.00
Parks	Giant Slide	100.0%	\$420.00	\$430.00
Parks	Band Shell Rental	100.0%	\$100.00	\$105.00
Parks	Snow Shoe Rental Adult	100.0%	\$7.00	\$5.00
Fair	PER DAY, includes janitorial fees and facility fee	100%	\$600.00	610.00
Fair	PER Water Dump	100%	\$60.00	61.00
Fair	Main Arena Full Day Use - Shooting Sports No charge for 3 hours or less Mon-Thurs ONLY as long as it isn't rented	100%	\$600.00	610.00
Fair	Monday-Thursday if there is food (no food is free) 4H	100%	\$90.00	91.00
Fair	Saturday 4H	100%	\$900.00	920.00
Fair	Sunday-Friday All others (Deposit Required)	100%	\$425.00	450.00
Fair	Saturday All others (Deposit Required)	100%	\$925.00	950.00
Fair	Main Arena - Single Day Rental	100%	\$2,000.00	2,040.00
Fair	Main Arena - Weekend Rental	100%	\$4,500.00	4,600.00
Fair	Facility Fee - for organizations that hold 1-3 shows per yr	100%	\$300.00	305.00
Fair	Facility Fee - for organizations that hold >4 shower per yr	100%	\$400.00	405.00
Fair	North End w/ Main Arena Bldg. (min for 2 or 3 day show)	100%	\$4,500.00	4,600.00

Location of Service	Fee Description	Target Percent	2019 Fee	2020 Fee
Fair	w/ extra barn fees Comm. South, Barn A or Barn B	100%	\$300.00	305.00
Fair	w/ extra barn fees All other North End Barns	100%	\$250.00	255.00
Fair	South End with Outside Arena (min for 2 or 3 day show)	100%	\$2,750.00	2,800.00
Fair	w/ extra barn fees UU or VV Barns	100%	\$300.00	305.00
Fair	w/ extra barn fees All other South End Barns	100%	\$250.00	255.00
Fair	Covered Practice Arena Per Show	100%	\$500.00	510.00
Fair	Covered Practice Arena Per Dump for Watering Arena and Drag	100%	\$60.00	61.00
Fair	Infield Arena Per Day	100%	\$450.00	460.00
Fair	Infield Arena Per Day Per Dump for Watering Arena	100%	\$60.00	61.00
Fair	Entire Grounds minimum for 2 to 3 day show	100%	\$6,750.00	6,900.00
Fair	w/ extra barn fees Comm South, Barn A & Barn B, VV or UU	100%	\$300.00	305.00
Fair	w/ extra barn fees All other Barns	100%	\$250.00	255.00
Fair	Dumps/Drags North End w/ Main Arena and Entire Grounds 2 or 3 Day cost will be incurred after 2 times	100%	\$60.00	61.00
Fair	Brick Building Rental Fee	100%	\$250.00	255.00
Fair	Concessions & Blacksmiths - per day for 2 or 3 day shows	100%	\$75.00	76.00



2020 County Fees Analysis  
County Services Committee

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

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