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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, MARCH 4, 2020 AT 6:30 P.M.,  
IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR,  
LANSING.

Agenda

Call to Order

Approval of the [February 19, 2020 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – Montgomery Drain Update
2. Law & Courts Committee – Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services ([911 Services](#))
3. Parks Department – Resolution to Authorize a Contract with [Brock & Associates Inc.](#) for a New Dock at Lake Lansing South Park
4. Health Department
  - a. Resolution to Authorize [Amendment #2](#) to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services
  - b. Resolution to Authorize an Agreement with [Verity Stream, Inc.](#) to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals
5. Farmland and Open Space Preservation Board
  - a. Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle [Ranking and Recommendation](#) to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties
  - b. Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on [Vandermeer, Rogers, Launstein and Arend Trust](#)
  - c. Resolution to Authorize a Contract with [Cinnaire Title Services](#)
6. Facilities Department
  - a. Resolution to Authorize a Two Year Contract Extension with [Capitol Walk Parking LLC.](#) for the Parking Spaces Located at Lenawee and Chestnut in Lansing
  - b. Resolution to Authorize an Agreement with Trane US Inc to Replace [Roof Top](#) Unit #3 at the Forrest Community Health Center
  - c. Resolution to Authorize Amending the Contract with Superior Electric of Lansing Inc. for the Mason Courthouse Uninterrupted [Power Supply](#) System
  - d. Resolution to Authorize a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring [Alarm System](#) at the 55<sup>th</sup> District Court

7. Innovation & Technology Department – Resolution to Approve Purchase of Courtview Training from Equivant
8. Road Department
  - a. Resolution to Retain As-Needed [Material Testing](#) and Fabrication Inspection Services
  - b. Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded [Bridge Projects](#) Located at Howell Road Bridge over Doan Creek Olds Road Bridge over Perry Creek Olds Road Bridge over Huntoon Lake Extension Drain
9. 9-1-1 Central Dispatch – Resolution to Approve Fiber Install from [Western Tel-Com](#)
10. Controller/Administrator’s Office – Resolution Establishing the [Budget Calendar](#) for 2021

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  
February 19, 2020  
Draft Minutes

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

Members Absent: None.

Others Present: Rick Terrill, Bill Conklin, Scott Hughes, Jared Cypher, Michael Tanis, and others.

The meeting was called to order by Chairperson Morgan at 6:30 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of February 5, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE FEBRUARY 5, 2020 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Sheriff's Office
  - a. Resolution to Establish an Imprest Cash Account for the Ingham County Sheriff's Office Detective Bureau
  - b. Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office
  - c. Resolution to Purchase a Transport Van Containment System for the ICSO Transport Division
2. Prosecuting Attorney's Office – Resolution to Accept an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office Under the 2020 Stop Violence Against Women Grant
3. Public Defenders' Office – Resolution to Authorize the Conversion of Clerk Public Defender Position to Full-Time

4. Facilities Department – Resolution to Authorize a Contract Extension with Boynton Fire Safety Services, LLC for Fire Prevention Services at Several County Facilities
5. Road Department
  - a. Resolution to Authorize an Engineering Design Services Contract
  - b. Resolution to Authorize a Letter of Understanding Regarding Weighmaster Uniforms with Office & Professional Employees International Union (OPEIU), Local 512, Technical-Clerical Unit (TCU)
6. Human Resources
  - a. Resolution to Approve Generic Service Credit Purchase for County Employee: Rene Franco
  - b. Resolution Amending Resolution #19-061 Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals
7. 55<sup>th</sup> District Court – Resolution to Authorize the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Authorize Subcontracts
8. Controller/Administrator’s Office – Resolution to Authorize Planned Annual Continuing Education Program for MUNIS

THE MOTION CARRIED UNANIMOUSLY.

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

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:31 p.m.

## MARCH 4, 2020 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

2. **Law and Courts Committee** – *Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)*

This resolution will authorize submitting to a vote of the electorate the renewal of the special millage for up to 0.85 mills providing comprehensive emergency telephone services on the August 4, 2020 ballot. In the past, this millage has been authorized for a four year time period each time it was approved. This renewal would be requested for a ten year period. The only drawback of a longer term millage is that, depending on future years' Headlee Rollback factors (should there be any), the actual mills available to be levied may be less than the authorized millage, until it is renewed. This resolution was tabled at the January 30 Law and Courts Committee to further consider the financial implications of a longer term millage.

See memo for details.

3. **Parks Department** – *Resolution to Authorize a Contract with Brock & Associates Inc. for a New Dock at Lake Lansing South Park*

This resolution authorizes a contract with Brock & Associates Inc. in the amount of \$450,400 plus a contingency of \$22,520 (5%) for a total construction cost not to exceed \$472,920 to enter into a contract for the purpose of making accessible improvements to Lake Lansing South Park. The project will include the following improvements:

- Removal of the existing dock near the pedal boat rental
- Replacement of the dock with a pier that will contain boat slips, fishing access and pedal boat slips
- Solar Lighting on the Pier
- Amenities will include a recycled plastic bench, a recycled plastic trash receptacle and an interpretive sign

The bulk of the project \$300,000 is funded through a Michigan Department of Natural Resources Trust Fund grant.

- 4a. **Health Department** - *Resolution to Authorize Amendment #2 to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services*

This resolution authorizes Amendment # 2 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2019 through September 30, 2020. The amendment makes the following specific changes in the budget:

Family Planning Services: increase of \$150,000 from \$289,223 to \$439,223

Public Health Emergency Preparedness (PHEP): increase of \$578 from \$115,362 to \$115,940

Tuberculosis Control (TB): decrease of \$4,307 from \$12,504 to \$8,197

Breast & Cervical Cancer Control Coordination (BCCCP): decrease of \$12,600 from \$126,225 to \$113,625

**4b. Health Department - Resolution to Authorize an Agreement with Verity Stream, Inc. to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals**

This resolution agreement with VerityStream, Inc in an amount not to exceed \$91,500 effective January 10, 2020 through January 9, 2025. VerityStream will be providing verification of professional credentials of physicians and allied health professionals.

**5a. Ingham County Farmland and Open Space Preservation Board – Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties**

This resolution will approve the 2019 Farmland and Open Space Application Ranking as attached, and approve the Farmland and Open Space Preservation (FOSP) Board to proceed with negotiations on the top ranked properties. In 2012 the Board of Commissioners established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2019 ranked applications will go through the Purchasing Department’s Bid process to negotiate easement values. Michigan State University RS&GIS evaluates the applications, both new and old, and places them in ascending order according to the “model” score. The “model” is the system developed by MSU that utilizes the FOSP Board’s approved selection criteria by assigning numerical values to each criterion.

Costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs, are included in the 2020 budget.

See memo for details.

**5b. Ingham County Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Vandermeer, Rogers, Launstein and Arend Trust**

This resolution will approve proceeding to close on the Vandermeer, Rogers, Launstein and Arend Trust properties at a price not to exceed the amount listed in the chart below:

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>
Vandermeer	105.2	\$ 160,000.00
Rogers	150.6	\$ 245,000.00
Launstein	86.65	\$105,000.00
Arend Trust	182.8	\$604,000.00*

\*(Federal Match \$218,400.00, State Match \$285,600.00)

The Farmland and Open Space Preservation (FOSP) Board received applications for the 2018 cycle from May 1 to July 31, 2018. Resolution #19-013 approved the ranking of the 2018 farmland and open space preservation programs application cycle ranking and recommendation to purchase permanent conservation easement deeds on the top ranked properties. Through the process established in 2002, whereby the Purchasing Department is responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement, three open space properties (Vandermeer, Rogers and Launstein) and one farmland property (Arend Trust), were recommended for purchase. Funds are budgeted to close on the properties and cover all closing costs.

See memo for details.

**5c. Ingham County Farmland and Open Space Preservation Board – Resolution to Authorize a Contract with Cinnaire Title Services**

This resolution will authorize a five-year contract with Cinnaire Title Services for the purpose of conducting professional services on properties approved for purchase through the Ingham County Farmland and Open Space Preservation (FOSP) Program. The rate will be \$125/parcel tax ID and policy is determined by the rate of filing and the amount of insurance required.

The FOSP Board utilizes the services of many contractors to carry out the due diligence portion of closing Conservation Easement Deeds. The Board must pull preliminary title work on properties that have been selected for purchase through the scoring process. Through the preliminary title commitment process, the FOSP program clears all clouds or encumbrances that may adversely affect the conservation values of the property. And finally, a HUD approved settlement statement is developed, and title insurance is proposed. Through County procurement process, Cinnaire was selected as the Title Company with which to contract.

See memo for details.

**6a. Facilities Department – Resolution to Authorize a Two Year Contract Extension with Capitol Walk Parking, LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing**

This resolution will authorize a two year contract extension with Capitol Walk Parking LLC. for the 111 parking spaces located at Lenawee and Chestnut in Lansing. These spaces are for county employees working at the Grady Porter Building and Veterans Memorial Courthouse. The current agreement expires on June 30, 2020. This contract extension would be through June of 2022, at the current monthly bill rate of \$6,660.00. Funds for this expense are included in the 2020 budget.

**6b. Facilities Department – Resolution to Authorize an Agreement with Trane US Inc. to Replace Roof Top Unit #3 at the Forrest Community Health Center**

This resolution will authorize entering into an agreement with Trane US Inc. for the replacement of roof top unit #3 at the Forrest Community Health Center for an amount not to exceed \$90,000.00, which includes a \$1,000.00 contingency. This unit services the dental area, break room and Ryan White Program area. This roof top unit is over 25 years old, is in need of constant repair and has outlived its useful life. The purchasing is being made utilizing the US Communities Contract #15-JLP-023. Funds for this project are available in the capital budget.

**6c. Facilities Department – Resolution to Authorize Amending the Contract with Superior Electric of Lansing for the Mason Courthouse Uninterrupted Power Supply System**

This resolution will authorize amending the contract with Superior Electric of Lansing Inc. for the change order for the step down transformer and platform to support the Uninterrupted Power Supply system at the Mason Courthouse in the amount of \$12,614.76. The original contract was approved through Resolution 19-333 for an amount not to exceed \$35,050.00, including a contingency of \$3,550.00. Upon installing the new UPS System, it was discovered that the addition of a step down transformer would be necessary to complete the tie in to the new system. In addition to the transformer, there is a safety concern with the structural integrity of the floor to support the new system, and a structural engineer recommended a platform be built. A change order for \$12,614.76 was submitted by Superior Electric for the step down transformer and platform. A line item transfer of \$10,000.00 from the Mason Courthouse Clock Tower repair fund will cover the additional cost and leave a contingency of \$935.24.

See memo for details.

**6d. Facilities Department** – *Resolution to Authorize a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring Alarm System at the 55<sup>th</sup> District Court*

This resolution will authorize entering into an agreement with Safety Systems, Inc. for the installation of new equipment for an amount not to exceed \$1,634.00 and monitoring services for \$948.00 per year. Currently, the intrusion and fire monitoring system at the 55<sup>th</sup> District Court communicates through the County network. This purchase would provide for a back-up wireless system, as exists in other buildings, to ensure the monitoring of the building is maintained in the event that the network is down.

See memo for details.

**7. Innovation and Technology Department** – *Resolution to Approve Purchase of CourtView Training from Equivant*

This resolution will authorize the purchase of training from Equivant in the amount not to exceed \$7,200.00 to be paid out of the Innovation and Technology's Consulting account. This will provide four days of CourtView training and associated travel expense. Equivant supports the CourtView system in various criminal justice areas including our Courts and Prosecuting Attorneys' office. Due to turnover in staffing, there has been a loss of institutional knowledge of the application. This training will address the associated difficulties. It will also allow IT to bring an additional person up to speed with the various aspects of the system to ensure proper support.

**8a. Road Department** – *Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services*

This resolution will authorize retaining Soil and Materials Engineers, Inc., Professional Service Industries, Inc., and TUV Rheinland Industrial Solutions, to provide needed material testing and fabrication inspection services. Ingham County Road Department (ICRD) must rely on consultants to supplement staff because many times during the construction season, there is not enough staff, equipment, or expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide the services on an as-needed basis and received four proposals. Based on the full breadth of services, testing and inspection needs, and the wide range of expertise the consultants have, ICRD recommends the three respondents listed above be retained to provide the requested as-needed material testing and/or fabrication inspection services. The cost to hire consultants to perform as-needed material testing and/or fabrication inspection services is included in the 2020 Budget.

See memo for details.

**8b. Road Department** – *Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek, and Olds Road Bridge over Huntoon Lake Extension Drain (MDOT Contract #19-5599)*

This resolution will authorize entering into an amended contract (MDOT Contract #19-5599) with the State of Michigan/MDOT to correct an error in the funding distribution described in the executed MDOT Contract #19-5019 for the Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain with a total estimated cost of \$1,005,300 consisting of a revised \$797,800 in state Local Bridge Program funding and a revised \$207,500 in Road Department funds. The net result of this change is that the Road Department estimated match for the overall project has increased by \$138,400, which has been accounted for in the 2020 budget.



See memo for details.

**9. 9-1-1 Central Dispatch – Resolution to Approve Fiber Install from Western Tel-Com**

This resolution will authorize the purchase of fiber installation from Western Tel-com in the amount not to exceed \$44,000.00.

**10. Controller/Administrator's Office – Resolution Establishing the Budget Calendar for 2021**

As provided by Public Act 621 of 1978, this resolution will establish the schedule for preparation of the 2021 budget.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

**1. Drain Commissioner – Montgomery Drain Update**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** February 18, 2020  
**SUBJECT:** Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)  
For the meeting agendas of February 27 and March 4

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**BACKGROUND**

Ingham County has established and maintained financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years and the millage funds were approved by the electorate to operate countywide 9-1-1 emergency telephone and dispatch services since 1988. Authorization for the most recent millage renewal expired on December 31, 2019. This resolution will authorize submitting to a vote of the electorate the renewal of the special millage providing comprehensive emergency telephone services on the August 4, 2020 ballot.

In the past, this millage has been authorized for a four year time period each time it was approved. At the January 16 Law and Courts Committee meeting, the Committee recommended that the renewal be requested for a ten year period, as presented in the attached resolution.

**ALTERNATIVES**

This millage provides approximately 75% of the operating and capital funds for the 9-1-1 Dispatch Center. Without these funds, some other source(s) of funding would need to be sought in order to continue providing emergency telephone services.

**FINANCIAL IMPACT**

Based on current taxable value, this millage is projected to provide around \$6.5 million in revenue for 2020. As stated previously, this is the largest revenue source for providing 9-1-1 services to Ingham County.

**OTHER CONSIDERATIONS**

In order to be included on the August 4, 2020 ballot, this ballot language must be approved to the County Clerk by May 12.

When considering the renewal for a ten year period, the Board of Commissioners should consider the possibility of future Headlee Rollbacks. Since the passage of the Headlee Amendment, units of government are required to annually calculate a Headlee rollback factor. This rollback factor is then applied to the originally authorized millage. Depending on the rollback factor, the actual mills available to be levied may be less than the authorized millage. Once a millage is renewed, it can be returned to its originally authorized rate. Due to low inflation rates and reductions in property values in the recent past, the County has not experienced a Headlee Rollback in several years. Should rollbacks once again become frequent, a millage approved for a longer term may be less desirable, as it would take longer to be returned to its originally authorized rate.

This resolution was tabled at the January 30 Law and Courts Committee meeting to further consider the financial implications of a longer term millage.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of a resolution submitting to a vote of the electorate a special millage for continuing 911 Services on the August 4, 2020 ballot.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE A SPECIAL MILLAGE  
FOR CONTINUING COMPREHENSIVE EMERGENCY TELEPHONE SERVICES  
(911 SERVICES)**

WHEREAS, Ingham County has established and maintained financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years; and

WHEREAS, the 911 emergency telephone and dispatch services are of substantial benefit to the citizens of the County of Ingham; and

WHEREAS, the millage funds were approved by the electorate to operate countywide 911 emergency telephone and dispatch services since 1988 and that millage authorization expires on December 31, 2019.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the election to be held on August 4, 2020.

**EMERGENCY TELEPHONE SERVICE (911 SERVICE)  
MILLAGE RENEWAL QUESTION**

For the purpose of renewing funding for a comprehensive countywide 911 Emergency Telephone and Dispatch System at the same millage level previously approved by the voters in 1996, 2000, 2004, 2008, 2012 and in 2016, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 0.8500 mills, \$0.85 per \$1,000 of taxable value, be continued and renewed for a period of ten (10) years (2020-2029) inclusive? If approved and levied in full, this millage will raise an estimated \$6,530,454 for the countywide 911 Emergency Telephone and Dispatch System in the first calendar year of the levy based on taxable value.

YES [  ]

NO [  ]

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

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the August 4, 2020 ballot and to be prepared and distributed in the manner required by law.

## Agenda Item 3

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** February 18, 2020  
**SUBJECT:** Contract with Brock & Associates Inc.  
For the meeting agenda of 3/2/20 Human Services and 3/4/20 Finance

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### **BACKGROUND**

The county received a 2018 Michigan Natural Resource Trust Fund Grant from the Michigan Department of Natural Resources for improvements at Lake Lansing South Park. The Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing South Park.

The project will include the following improvements:

- Removal of the existing dock near the pedal boat rental
- Replacement of the dock with a pier that will contain boat slips, fishing access and pedal boat slips
- Solar Lighting on the Pier
- Amenities will include a recycled plastic bench, a recycled plastic trash receptacle and an interpretive sign

### **ALTERNATIVES**

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not complete the project.

### **FINANCIAL IMPACT**

Board of Commissioners Resolution 19-287 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of \$300,000, plus a local match of \$156,600. In addition to this amount, \$15,000 is available in line item 228-75999-974000-9P10 for the topographic survey as previously authorized in the 2019 Capital Improvement Funds list, for a total project amount of \$471,600. The DNR does not allow the topographical survey to be included in the grant funding's financial commitment, this has to be done separately with local funds. Board of Commissioners Resolution #19-307 authorized a contract with the prime professional, ROWE Professional Services Company in the amount of \$31,800. An additional amount of \$3,785 is for permitting. This leaves \$436,015 remaining for the construction.

The Evaluation Committee recommends that a contract be awarded to the low bidder Brock & Associates Inc. in the amount of \$450,400 plus a contingency of \$22,520 (5%) for a total construction cost not to exceed \$472,920. This resolution authorizes an additional an additional \$36,905 from the Trails and Parks Millage fund balance to be able to complete this project.

### **STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission will review this resolution at their February 24, 2020 meeting.

**RECOMMENDATION**

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

**Agenda Item 3**

TO: Tim Morgan, Parks Director  
FROM: James Hudgins, Director of Purchasing  
DATE: February 11, 2020  
RE: Memorandum of Performance for RFP No. 2-20 Lake Lansing South Park Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing South Park. The county has retained ROWE Professional Services Company as a consultant on this project.

The general scope of work includes, but is not limited to, construction of boardwalk and helical piers, concrete sidewalk, abutment and restoration. State or federal funds are being used to assist in construction and relevant State or federal requirements will apply.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	44	13
Vendors attending pre-bid/proposal meeting	3	3
Vendors responding	3	2

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	Total Cost for Completing Work
Brock & Associates	No, Novi MI	<del>\$455,800.00</del>
After review, adjustment from 30 CYD to 3 CYD, Abutment approach:		<b>\$450,400.00</b>
Laux Construction	Yes, Mason MI	<del>\$546,455.68</del>
After review, adjustment from 30 CYD to 3 CYD, Abutment approach:		<b>\$534,305.68</b>
Gordon Construction Services	Yes, Lansing MI	\$562,704.00
After review, No adjustment required from 30 CYD to 3 CYD, Abutment approach:		<b>\$562,704.00</b>

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH BROCK & ASSOCIATES INC.  
FOR A NEW DOCK AT LAKE LANSING SOUTH PARK**

WHEREAS, Board of Commissioners Resolution #19-287 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement for the grant application titled Lake Lansing South Park Improvements #TF18-0104 in the amount of \$300,000, plus a local match of \$156,600; and

WHEREAS, in addition to this amount, \$15,000 is available in line item 228-75999-974000-9P10 for the topographic survey as previously authorized in the 2019 Capital Improvement Funds list, for a total project amount of \$471,600; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing South Park; and

WHEREAS, the general scope of work includes, but is not limited to, construction of boardwalk and helical piers, concrete sidewalk, abutment and restoration; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Brock & Associates Inc. in the amount of \$450,400 plus a contingency of \$22,520 (5%) for a total construction cost not to exceed \$472,920.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with the low bidder Brock & Associates Inc. in the amount of \$450,400 plus a contingency of \$22,520 (5%) for a total construction cost not to exceed \$472,920 to enter into a contract for the purpose of making accessible improvements to Lake Lansing South Park.

BE IT FURTHER RESOLVED, that the term of the contract shall be from the date of execution until June 1, 2020.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to carry over/transfer the remaining 2019 funds in line item 228-75999-974000-9P10 to 2020.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$36,905 from the Trails and Parks Millage fund balance for the project and the Controller is authorized to transfer \$36,905 from the Trails and Parks Millage fund balance into line item 228-75999-974000-9P10.

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



**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 22, 2020  
**SUBJECT:** FY 20 State of Michigan Comprehensive Agreement Amendment # 2  
For the meeting agendas of March 2nd, 2020 and March 4th, 2020

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend the FY2019-2020 Comprehensive Agreement by increasing the agreement from \$6,220,004 to \$6,353,675, for an increase of \$133,671, effective October 1, 2019 through September 30, 2020. ICHHD currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2019-2020 Comprehensive Agreement through Resolution #19-309 and Amendment #1 through Resolution #19-471.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$6,220,004 to \$6,353,675, an increase of \$133,671. The amendment makes the following specific changes in the budget:

- Family Planning Services: increase of \$150,000 from \$289,223 to \$439,223
- Public Health Emergency Preparedness (PHEP): increase of \$578 from \$115,362 to \$115,940
- Tuberculosis Control (TB): decrease of \$4,307 from \$12,504 to \$8,197
- Breast & Cervical Cancer Control Coordination (BCCCP): decrease of \$12,600 from \$126,225 to \$113,625

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 2 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2019-2020 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, the Ingham County Health Department (ICHHD) wishes to amend the FY2019-2020 Comprehensive Agreement by increasing the agreement from \$6,220,004 to \$6,353,675, for an increase of \$133,671, effective October 1, 2019 through September 30, 2020; and

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

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

WHEREAS, MDHHS and ICHHD have entered into a 2019-2020 comprehensive agreement authorized by Resolution #19-309 and Amendment #1 in Resolution #19-471; and

WHEREAS, MDHHS has proposed Amendment #2 to the current agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize Amendment #2 to the 2019-2020 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Comprehensive Agreement funding shall increase from \$6,220,004 to \$6,353,675 for a total increase of \$133,671.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

Family Planning Services: increase of \$150,000 from \$289,223 to \$439,223  
Public Health Emergency Preparedness (PHEP): increase of \$578 from \$115,362 to \$115,940  
Tuberculosis Control (TB): decrease of \$4,307 from \$12,504 to \$8,197  
Breast & Cervical Cancer Control Coordination (BCCCP): decrease of \$12,600 from \$126,225 to \$113,625.

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

BE IT FURTHER RESOLVED, that the Health Officer, or her designee, is authorized to submit Amendment #2 of the 2019-2020 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 14th, 2020  
**SUBJECT:** Agreement with VerityStream, Inc.  
For the meeting agendas of March 2<sup>nd</sup>, 2020 & March 4<sup>th</sup>, 2020

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with VerityStream Inc in an amount not to exceed \$91,500 effective January 10, 2020 through January 9, 2025. VerityStream, Inc. is a credentials verification organization that provides verification of the professional credentials of physicians and allied health professionals through the collection and verification of the authenticity of documents. As a Health Center Program Grantee of the Health Resources and Services Administration's Bureau of Primary Health Care (BPHC), ICHD is required to follow the requirements of the HRSA BPHC Compliance Manual.

HRSA BPHC Compliance Manual states that a Health Center must verify that its licensed or certified health care practitioners possess the requisite skills and expertise to manage and treat patients and to perform the medical procedures that are required to provide these authorized services.

**ALTERNATIVES**

ICHD must credential health care providers in order to maintain compliance with HRSA BPHC's credentialing requirements. This software communicates seamlessly with ICHD's existing HealthStream Learning Management System for employees. It is the only credentialing option offered by HealthStream.

**FINANCIAL IMPACT**

The proposed cost of this five-year agreement shall not exceed \$91,500. The annual cost shall not exceed \$16,000 per year. In addition, there is a one-time implementation costs of \$11,500. The costs will be funded by current year operations.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with VerityStream, Inc in an amount not to exceed \$91,500 effective January 10, 2020 through January 9, 2025.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH VERITY STREAM, INC. TO PROVIDE VERIFICATION OF PROFESSIONAL CREDENTIALS OF PHYSICIANS AND ALLIED HEALTH PROFESSIONALS**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with VerityStream, Inc. in an amount not to exceed \$91,500 effective January 10, 2020 through January 9, 2025; and

WHEREAS, ICHD is a Health Center Program Grantee of the Health Resources and Service Administration's (HRSA) Bureau of Primary Health Care (BPHC); and

WHEREAS, ICHD is required to follow the requirements of the HRSA BPHC Compliance Manual; and

WHEREAS, HRSA BPHC Compliance Manual states that a Health Center must verify that its licensed or certified health care practitioners possess the requisite skills and expertise to manage and treat patients and to perform the medical procedures that are required to provide these authorized services; and

WHEREAS, this software communicates seamlessly with ICHD's existing HealthStream Learning Management System for employees and is the only credentialing option offered by HealthStream; and

WHEREAS, VerityStream, Inc. can provide these services and has proposed a five-year agreement; and

WHEREAS, the costs of these services will not exceed \$91,500 for the five-year agreement which consist of annual cost not to exceed \$16,000 and a one-time implementation cost of \$11,500; and

WHEREAS, the costs for these services will be funded from current operations; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a contract between VerityStream, Inc. for providing verification of professional credentials of physicians and allied health professionals in an amount not to exceed \$91,500 effective January 10, 2020 through January 9, 2025.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract between Ingham County and VerityStream, Inc for providing verification of professional credentials of physicians and allied health professionals in an amount not to exceed \$91,500 effective January 10, 2020 through January 9, 2025.

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: COUNTY SERVICES AND FINANCE COMMITTEES

FROM: STACY BYERS, DIRECTOR, INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

DATE: February 18, 2020

SUBJECT: APPROVAL OF 2019 APPLICATION CYCLE RANKING

**BACKGROUND**

- This resolution approves the 2019 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2019 ranked applications will go through the Purchasing Department’s Bid process to negotiate easement values.
- MSU RS&GIS evaluates the applications, both new and old, and places them in ascending order according to the “model” score. The “model” is the system developed by MSU that utilizes the FOSP Board’s approved selection criteria by assigning numerical values to each criterion.

**FISCAL IMPACT**

- There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2020 budget.

**STRATEGIC PLANNING IMPACT**

- Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. Approving the 2019 score and rank helps to further that goal.

**RECOMMENDATION**

- The FOSP Board recommends approval of the 2019 score and rank and proceeding to negotiate on the top ranked properties.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RANKING OF THE 2019 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES**

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills and renewed that millage in 2018 for the purpose of funding the Farmland and Open Space Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2019 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2019 Farmland and Open Space Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

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.

OBJECTID	Applicant	Riparian	Wetland	Rare Species	Parcel Size	PCA	Road Frontage	Forest Land	Open Land	Aquifer Recharge	Proximity to Urban	Proximity to Other Protected Property	Block Application	Applicant Score
3	Barnett	20	14.9	0	18.2	8	2.0	8.7	1.2	0.0	0	4	0	76.97
12	Davis	20	3.0	5	20.0	8	2.0	2.3	0.0	0.4	0	10	0	70.76
27	Launstein OS3	20	15.5	2	18.4	0	2.0	4.8	4.1	0.0	0	4	0	70.66
2	Balmer	20	0.1	2	18.2	6	2.0	0.9	0.0	0.0	15	0	0	64.24
31	Lyon 2	20	6.5	0	15.8	6	1.6	5.3	0.1	0.0	0	6	1.583	62.81
24	Launstein Boyko	20	2.7	2	20.0	6	2.0	1.6	1.5	0.0	0	6	0	61.82
37	Sheff	20	0.6	2	8.0	8	1.6	3.3	6.5	0.0	0	10	0	59.99
19	Hewitt	20	4.9	2	9.4	8	1.9	3.4	1.8	0.0	0	8	1.8	59.46
38	Thomas	20	7.6	2	8.2	8	2.0	4.7	5.3	0.0	0	0	0	57.81
9	Boring	20	4.0	2	20.0	6	2.0	2.6	0.3	0.0	0	0	0	56.91
36	Rumorhr Trust	20	4.9	0	5.4	0	1.8	8.1	0.0	0.0	5	10	0	55.16
1	Austin	0	3.0	2	9.9	0	1.6	4.6	0.7	1.6	20	10	1.4928	54.89
30	Linn J	20	0.4	2	8.1	6	1.6	0.2	1.2	0.0	15	0	0	54.47
23	Khourri	0	10.5	0	4.6	4	1.0	3.0	7.0	0.0	20	4	0	54.19
1	Austin	0	3.0	2	9.9	0	1.6	4.6	0.7	1.6	20	10	0	53.39
22	Jeffrey	20	2.4	2	16.4	6	1.6	2.4	0.8	0.0	0	0	0	51.60
20	Hill	0	6.2	2	18.6	6	1.4	4.5	0.8	0.0	10	0	1.825	51.30
17	Harris	0	2.6	2	7.9	6	1.0	3.6	2.6	6.3	10	8	0	49.99
16	Gruber	0	1.2	2	8.0	0	2.0	0.1	3.4	6.0	20	6	0	48.77
40	Wild	20	2.9	0	13.1	6	0.0	3.2	1.3	0.0	0	0	0	46.48
25	Launstein OS1	0	17.8	2	7.6	6	2.0	3.2	6.1	0.0	0	0	0	44.66
39	Waldron	0	0.7	0	20.0	6	2.0	1.0	0.0	3.7	0	4	3.5189	40.93
21	Imlay	0	2.2	0	16.2	6	2.0	0.1	7.6	0.0	0	6	0	40.14
32	Lyon 2_1	0	0.0	0	16.7	8	1.2	0.7	0.3	0.5	0	10	0	37.41
8	Bond Family LLC	0	6.4	2	7.6	0	1.3	0.9	2.9	0.0	15	0	0	36.09
14	Every	0	0.1	0	15.0	6	1.6	3.2	0.0	0.0	5	0	1.6775	32.58
7	Bergeon and Osterle	0	3.5	0	7.5	6	0.7	7.7	0.0	0.0	5	0	1.309	31.81
18	Hekler	0	4.1	0	13.9	6	1.1	1.7	0.6	0.0	0	4	0	31.32
26	Launstein OS2	0	4.0	2	8.1	6	2.0	2.1	6.8	0.0	0	0	0	31.02
5	Bergeon	0	2.8	0	15.8	0	2.0	6.2	0.0	0.5	0	0	1.309	28.61
34	Nack	0	7.2	0	7.3	6	0.8	4.6	1.2	0.0	0	0	0	27.08
15	Every 2	0	0.0	0	19.0	0	2.0	0.4	0.0	0.0	5	0	0	26.40
33	McCarthy	0	0.2	2	11.8	6	1.2	4.3	0.0	0.0	0	0	0	25.45
11	Culver	0	3.3	2	2.1	6	0.1	3.5	6.4	0.0	0	0	0	23.42
28	Leonard	0	1.4	2	10.3	0	1.3	1.3	0.0	0.6	0	6	0	22.97
4	Benjamin	0	0.5	0	12.7	0	2.0	0.0	0.0	0.0	0	0	0	15.25
6	Bergeon #2	0	0.0	0	2.9	0	1.3	0.0	0.4	6.5	0	0	0	11.14

ID	Applicant_	Agricultural Productivity	Size of Parcels	Additional Ag Income	Proximity to Livestock Farm	Proximity to Water/Sewer	Proximity to Population Centers	Road Frontage	Location to Protected Property	Block Applications	Additional Ag Characteristics	MAEAP	Final Applicant Score
69	Powell	14.0	15.0	15	5	10	25	8	20	8	0	0	120.0
5	Beery	14.2	10.2	15	5	10	25	0	20	0	5	5	109.4
56	Osterle 2	14.8	15.0	15	3	10	2	8	20	0	0	5	92.8
55	Osterle 1	16.2	15.0	15	5	10	10	4	0	8	0	5	88.2
61	Osterle 5	14.4	11.9	15	3	7	10	8	5	8	0	5	87.3
42	Laycock Trust	15.5	15.0	0	5	10	20	8	5	6	0	0	84.5
64	Osterle Trust 2	10.8	15.0	15	5	5	0	4	15	8	0	5	82.8
62	Osterle 6	14.2	15.0	15	0	5	10	4	5	8	0	5	81.2
60	Osterle 4	14.4	8.7	15	3	5	10	6	5	8	0	5	80.1
3	Balmer	14.9	9.2	15	3	5	20	6	0	0	0	5	78.1
41	Launstein FL3	10.8	15.0	15	5	10	8	8	0	5	0	0	76.8
29	Hill	15.0	9.2	15	5	5	15	0	0	5	0	5	74.2
16	Cheney #2	11.1	15.0	0	5	10	10	8	15	0	0	0	74.1
37	Launstein Boyko	11.0	15.0	0	5	10	4	8	10	5	5	0	73.0
50	Minnis D	15.2	11.2	15	5	5	2	4	15	0	0	0	72.3
70	Rogers J	14.8	15.0	15	0	5	0	4	10	8	0	0	71.8
51	Minnis Trust	9.5	15.0	0	5	10	20	0	5	6	0	0	70.5
63	Osterle Trust 1	14.5	7.3	15	0	7	10	6	5	0	0	5	69.8
46	Lyon 3	17.0	12.0	0	5	5	5	4	20	0	0	0	68.0
14	Cavanaugh	7.0	15.0	15	5	5	0	6	10	0	5	0	68.0
59	Osterle 3	14.7	6.8	15	3	10	8	0	5	0	0	5	67.5
58	Osterle 2_2	16.2	9.9	15	5	5	0	8	5	0	0	5	67.1
26	Haynes #4	15.8	8.0	0	5	5	2	6	20	0	5	0	66.8
25	Hackworth Burley	4.0	15.0	15	5	5	0	4	10	8	0	0	66.0
44	Linn J	10.8	10.0	15	5	5	20	0	0	0	0	0	65.8
15	Chamberlain	15.7	13.5	0	0	7	0	4	20	5	0	0	65.2
21	DeForest	11.7	15.0	0	0	10	0	8	15	5	0	0	64.7
36	Kubiak Farms	14.1	15.0	15	5	5	2	8	0	0	0	0	64.1
81	Ware	12.3	7.6	0	5	7	25	0	5	0	0	0	61.9
19	Clark	15.3	5.3	15	0	5	0	0	15	5	0	0	60.6
22	Every 2	14.7	9.3	0	5	10	10	8	0	0	0	0	57.1
27	Hekler	13.9	6.9	0	5	7	10	0	5	8	0	0	55.7
82	Warfle	15.0	4.7	15	5	5	0	4	0	0	5	0	53.7
18	Cheney R	13.4	4.0	0	5	5	2	4	20	0	0	0	53.4
71	Rogers MD	12.2	15.0	0	0	0	0	8	10	8	0	0	53.2
30	HunterBrooke Land LLC	15.8	9.0	0	3	5	15	0	0	5	0	0	52.8
24	Graf	9.6	15.0	15	5	0	0	8	0	0	0	0	52.6
9	Bigg	9.9	10.3	0	0	7	0	0	20	5	0	0	52.2
32	Irwin	14.5	7.4	0	0	10	0	0	20	0	0	0	51.9
31	Imlay	9.3	8.0	0	0	10	8	6	10	0	0	0	51.3
10	Blair	14.5	7.2	0	0	7	10	4	0	8	0	0	50.6
49	Miner	17.2	9.5	0	5	5	0	8	5	0	0	0	49.7
77	Swan	15.3	10.0	0	0	5	2	8	10	0	0	0	48.3
34	Khour	12.5	0.0	0	0	5	25	0	5	0	0	0	47.5
57	Osterle 2_1	15.0	0.0	15	0	10	2	0	0	0	0	5	47.0
33	Jeffrey	13.7	8.2	15	5	5	0	0	0	0	0	0	46.9
47	Mayes	12.3	0.0	0	0	10	0	4	15	5	0	0	46.3
38	Launstein Boyko_1	14.8	5.1	0	3	10	8	0	5	0	0	0	45.9
54	Nelton Jr.	15.9	0.0	0	3	10	2	0	15	0	0	0	45.9
23	Fitzgerald	12.2	5.6	15	3	5	0	4	0	0	0	0	44.8
76	Stewart	11.2	8.0	0	5	10	10	0	0	0	0	0	44.2
79	Waldron	16.0	13.9	0	5	0	0	4	5	0	0	0	43.9
17	Cheney D	4.7	8.0	0	3	10	8	0	10	0	0	0	43.7
66	Otis, Mullins	11.2	7.8	0	5	10	0	4	5	0	0	0	43.0
6	Bergeon	13.6	7.8	0	3	5	8	4	0	0	0	0	41.4
65	Osterle Trust 3	15.0	0.0	15	0	0	0	0	5	0	0	5	40.0
39	Launstein FL1	14.6	7.2	0	3	5	6	4	0	0	0	0	39.8
20	Collar	15.2	4.0	0	0	5	15	0	0	0	0	0	39.2
28	Heriney	6.4	6.4	0	0	5	0	6	15	0	0	0	38.8
4	Baumer	15.0	0.0	0	3	0	0	0	20	0	0	0	38.0
8	Bergeon and Osterle	13.0	0.0	0	5	10	10	0	0	0	0	0	38.0
73	Sheff	8.5	4.1	0	5	0	0	0	20	0	0	0	37.6



13	Brake	15.6	7.5	0	5	5	4	0	0	0	0	0	0	37.1
11	Bond Family LLC	11.9	0.0	0	0	5	20	0	0	0	0	0	0	36.9
53	Morehouse	17.0	10.9	0	0	0	0	4	0	0	5	0	0	36.8
40	Launstein FL2	13.3	4.2	0	0	5	0	4	10	0	0	0	0	36.5
12	Bonng	7.6	15.0	0	0	0	0	8	0	0	5	0	0	35.0
80	Wamhoff	14.9	6.7	0	0	0	0	8	5	0	0	0	0	34.6
75	Steward	11.1	0.0	0	5	10	8	0	0	0	0	0	0	34.1
67	Pidd Family 1	12.0	11.5	0	5	0	0	4	0	0	0	0	0	33.3
2	Ball	15.3	0.0	0	5	5	4	0	0	0	0	0	0	29.3
7	Bergeon #2	15.9	0.0	0	0	5	8	0	0	0	0	0	0	28.9
74	Smith	16.6	2.2	0	0	0	0	4	0	0	0	0	0	28.8
45	Livingstone	6.9	15.0	0	0	0	0	4	0	0	0	0	0	25.9
43	Leonard	3.5	5.0	0	0	5	0	0	10	0	0	0	0	23.5
1	Andrus	16.9	6.5	0	0	0	0	0	0	0	0	0	0	23.4
68	Pidd Family 2	4.0	15.0	0	0	0	0	4	0	0	0	0	0	23.0
48	McCarthy	3.4	5.9	0	0	10	2	0	0	0	0	0	0	21.3
35	Klicker	17.0	4.1	0	0	0	0	0	0	0	0	0	0	21.1
84	Zimmerman	12.4	8.2	0	0	0	0	0	0	0	0	0	0	20.6
83	Wild	3.4	8.5	0	0	0	0	0	0	0	0	0	0	9.9
78	Thomas	0.5	4.0	0	0	0	0	4	0	0	0	0	0	8.5

To: Ingham County, County Services and Finance Committees  
From: Stacy Byers, Director Ingham County Farmland and Open Space Preservation Board  
Date: February 18, 2020  
Subject: Resolution authorizing closing conservation easement deeds on the Vandermeer, Rogers, Launstein and Arend Properties.  
For the meeting agendas of Tuesday March 3, and Wednesday March 4, 2020

**BACKGROUND**

- The Farmland and Open Space Preservation Board received applications for the 2018 cycle from May 1 to July 31, 2018. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2018 Open Space selection criteria. The Board of Commissioners approved resolution #19-013 approving the ranking of the 2018 farmland and open space preservation programs application cycle ranking and recommendation to purchase permanent conservation easement deeds on the top ranked properties
- In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, three open space properties, (Vandermeer, Rogers and Launstein) and one farmland property, (Arend Trust), were recommended for purchase by the Purchasing Department.

**FINANCIAL IMPACT**

- The FOSP Board has money in the budget to close on the open space properties and cover all closing costs.

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>
Vandermeer	105.2	\$ 160,000.00
Rogers	150.6	\$ 245,000.00
Launstein	86.65	\$ 105,000.00
Arend Trust	182.8	\$ 604,000.00 ( <i>Federal Match</i> )
<b><i>\$218,400.00; State Match \$285,600.00</i></b>		

**STRATEGIC PLANNING IMPACT**

- Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. Purchasing Conservation Easement Deeds on these five properties will further that goal.

**RECOMMENDATION**

- It is the recommendation of the Farmland and Open Space Preservation Board to approve purchasing Conservation Easement Deeds on the four above listed properties

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON VANDERMEER, ROGERS, LAUNSTEIN AND AREND TRUST**

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

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Board of Commissioners established promoting environmental protection, smart growth and conservation as overarching and long term priorities; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2018 cycle and of which, said rankings were approved by Resolution #19-013; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Vandermeer, Rogers, Launstein and Arend Trust properties at a price not to exceed the amount listed in the chart below:

<b>Landowner Name</b>	<b>Acreage</b>	<b>Easement Value</b>
Vandermeer	105.2	\$ 160,000.00
Rogers	150.6	\$ 245,000.00
Launstein	86.65	\$105,000.00
Arend Trust	182.8	\$604,000.00 ( <i>Federal Match</i> )
<b><i>\$218,400.00; State Match \$285,600.00</i></b>		

BE IT FURTHER RESOLVED, that the County 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: Ingham County, County Services and Finance Committees

From: Stacy Byers, Director Ingham County Farmland and Open Space Preservation Board

Date: February 18, 2020

Subject: Resolution authorizing a contract with Cinnaire Title Co.,  
For the meeting agendas of Tuesday March 3, and Wednesday March 4, 2020

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**BACKGROUND**

- The FOSP Board utilizes the services of many contractors to carry out the due diligence portion of closing Conservation Easement Deeds. The Board must pull preliminary title work on properties that have been selected for purchase through the scoring process. Through the preliminary title commitment process, the FOSP program clears all clouds or encumbrances that may adversely affect the conservation values of the property. And finally, a HUD approved settlement statement state is developed, and title insurance is purposed. Through County procurement process, Cinnaire was selected as the Title Company to enter into a contract with.
- The Contract shall be a 5-year contract beginning January 1, 2020 and commencing December 31, 2025.
- The FOSP has a long history of working with Cinnaire. They understand conservation easements, their impacts on the chain of title and how to best close easement deeds.

**ALTERNATIVES**

- The FOSP board must use an accredited Title Company to close their easements, therefore no alternatives exist.
- If the contract is not approved the FOSP Board will not be able to close pending easements.

**FINANCIAL IMPACT**

- The resolution authorizes a five- year contract with Cinnaire at a rate of \$125/parcel tax ID and policy is determined by the rate of filing and the amount of insurance required.
- The FOSP Board has budgeted for this service and has money to execute a contract with Cinnaire for Title Work Services.

**STRATEGIC PLANNING IMPACT**

- Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. The contract with Cinnaire will further this goal.

**RECOMMENDATION**

- It is the recommendation of the County Purchasing Department (see memo) and the Farmland and Open Space Preservation Board the a 5-year contract between Cinnaire and Ingham County FOSP Board be authorized.

**Agenda Item 5c**

TO: Stacy Byers, Director of the  
Ingham County Farmland and Open Space Preservation Board (FOSPB)

FROM: James Hudgins, Director of Purchasing

DATE: April 24, 2019

RE: Memorandum of Performance for RFP No. 87-19 Title Searches for the Ingham County  
Farmland Open Space Planning Board.

Per your request, the Purchasing Department on behalf of the Ingham County Farmland and Open Space Preservation Board sought proposals from qualified firms or individuals for the annual preparation of up to twelve (12) title searches related to various conservation easements. Title searches will be ordered on an “as needed” basis.

The scope of work includes, but is not limited to, title searches up to a 40-year search and reporting of their findings that is to include a copy of the last recorded deed of the property and any recorded interest(s) affecting the property; which, includes any transfer of property outside the chain of title.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	45	14
Vendors responding	2	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Preliminary Commitment for each farm application per tax parcel number for search fees.		
Cinnaire Title Services, LLC	Yes, Lansing, MI	\$125.00		
Vendor Name	Local Pref	Title Search Only	Title Property Profile	Informational commitment/No
eTitle Services Inc.	No, Troy, MI	\$500.00	\$600.00	\$600.00

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH CINNAIRE TITLE SERVICES**

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

WHEREAS, appraisals, title searches, baseline reports, and surveys are required due diligence to close conservation easements; and

WHEREAS, the Purchasing Department sought proposals from experienced contractors, and after review and evaluation, the Evaluation Team is recommending that a five year contract be issued with Cinnaire Title Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a five-year contract with Cinnaire Title Services for the purpose of conducting professional services on properties approved for purchase through the Ingham County Farmland and Open Space Preservation Program.

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 6a**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** February 18, 2020

**RE:** Resolution Authorizing a Two Year Contract Extension with Capitol Walk Parking, LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing

For the meeting agendas of: March 3 & 4

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**BACKGROUND**

We currently lease 111 parking spaces at the corner of Lenawee and Chestnut in Lansing for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse. The current agreement expires on June 30, 2020. The Facilities Department would like to extend the contract with Capitol Walk Parking thru June of 2022. They have agreed to hold their current monthly bill rate of \$6,660.00 for the two year agreement.

**ALTERNATIVES**

The alternative would be to pay for spaces at the south parking ramp at a cost of \$115 per space per month versus \$60 per space per month.

**FINANCIAL IMPACT**

Funds are available in the appropriate 861001 parking lot line items.

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of for this agreement.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a two year contract extension with Capitol Walk Parking LLC for the 111 parking spaces located at Lenawee and Chestnut in Lansing.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A TWO YEAR CONTRACT EXTENSION WITH  
CAPITOL WALK PARKING LLC. FOR THE PARKING SPACES LOCATED  
AT LENAWEE AND CHESTNUT IN LANSING**

WHEREAS, Ingham County currently leases 111 parking spaces located at the corner of Lenawee and Chestnut in Lansing; and

WHEREAS, parking spaces are needed for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department would like to exercise a two year contract extension with Capitol Walk Parking LLC, through June of 2022; and

WHEREAS, Capitol Walk Parking LLC, has agreed to hold their current monthly bill rate of \$6,660.00; and

WHEREAS, funds are available in the appropriate 861001 parking lot line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a two year contract extension with Capitol Walk Parking LLC., 2152 Commons Parkway, Okemos, Michigan 48864 for the 111 parking spaces located at Lenawee and Chestnut in Lansing.

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 6b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** February 18, 2020

**RE:** Resolution for an agreement with Trane US Inc. to Replace Roof Top Unit #3 at the Forrest Community Health Center.

For the meeting agendas of: March 3 & 4

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### **BACKGROUND**

Roof top unit #3 at Forrest Community Health Center that services the dental area, break room and Ryan White Program area. This roof top unit is over 25 years old, is in need of constant repair and has outlived its useful life.

### **ALTERNATIVES**

The alternative would be to postpone the replacement.

### **FINANCIAL IMPACT**

We are utilizing the US Communities Contract #15-JLP-023 so three quotes were not required per the County's purchasing requirements. Trane US Inc. submitted a quote of \$89,000.00. We are requesting a contingency of \$1,000.00 for any uncovered conditions. Funds for this project are available through CIP # 245-60199-978000-20F19 which has a balance of \$90,000.00.

### **OTHER CONSIDERATIONS**

We are not aware of any other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Trane US Inc. for the replacement of roof top unit #1 at Forrest Community Health Center for a total cost of \$90,000.00 which includes a \$1,000.00 contingency.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE US INC TO REPLACE  
ROOF TOP UNIT #3 AT THE FORREST COMMUNITY HEALTH CENTER**

WHEREAS, roof top unit #3 at the Forrest Community Health Center is in need of replacement; and

WHEREAS, it is the recommendation of the Facilities Departments to enter into an agreement with Trane US Inc., a registered vendor who submitted the quote of \$89,000.00, to replace roof top unit #3; and

WHEREAS, the Facilities Department would like to ask for a \$1,000.00 contingency for any uncovered conditions that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-60199-978000-20F19 which has an available balance of \$90,000.00 for a new roof top unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane US Inc., 5335 Hill 23 Dr., Flint, Michigan, 48657, for the replacement of roof top unit #3 at the Forrest Community Health Center for an amount not to exceed \$90,000.00 which includes a \$1,000.00 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:** February 18, 2020

**RE:** Resolution Authorizing Amending the Contract with Superior Electric of Lansing for the Mason Courthouse Uninterrupted Power Supply System

For the meeting agendas of: March 3 & 4

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**BACKGROUND**

The contract with Superior Electric of Lansing for the Mason Courthouse Uninterrupted Power Supply (UPS) System was approved through Resolution 19-333 for an amount not to exceed \$35,050.00 which includes a contingency of \$3,550.00. Upon installing the new UPS System, it was discovered that the addition of a step down transformer would be necessary to complete the tie in to the new system. In addition to the transformer, there is a safety concern with the structural integrity of the floor to support the new system, a structural engineer recommended a platform be built. A change order for \$12,614.76 was submitted by Superior Electric for the step down transformer and platform, we are requesting a line item transfer of \$10,000.00 from the Mason Courthouse Clock Tower repair fund to cover the costs leaving a contingency of \$935.24.

**ALTERNATIVES**

The alternatives for this project would be to cancel the current contract and rebid the project.

**FINANCIAL IMPACT**

\$10,000.00 to be transferred from line item # 245-90212-976000-8F02 to 664-23303-976000-9F06.

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends the approval of the attached resolution to amend the contract with Superior Electric of Lansing for the Mason Courthouse Uninterrupted Power Supply System for the change order and transfer of funds.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDING THE CONTRACT WITH  
SUPERIOR ELECTRIC OF LANSING INC. FOR THE MASON COURTHOUSE  
UNINTERRUPTED POWER SUPPLY SYSTEM**

WHEREAS, the Uninterrupted Power Supply system that provides backup power for the life safety systems in the event of an emergency was approved in Resolution 19-333; and

WHEREAS, the Uninterrupted Power Supply System needs an additional step down transformer and platform built to support the new system; and

WHEREAS, it is the recommendation of the Facilities Department to amend the contract with Superior Electric of Lansing Inc. who submitted a change order for \$12,614.76 for the step down transformer and platform to support the Uninterrupted Power Supply System at the Mason Courthouse; and

WHEREAS, the Facilities Department is requesting a line item transfer of \$10,000.00 from line item number 245-90212-976000-8F02 to line item number 664-23303-976000-9F06; and

WHEREAS, the fund transfer of \$10,000.00 plus the approved contingency of \$3,550.00 will be used to cover the costs of the change order, leaving \$935.24 for a contingency balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the contract with Superior Electric of Lansing Inc., 212 West Sheridan Road, Lansing, Michigan 48906 for the change order for the step down transformer and platform to support the Uninterrupted Power Supply system at the Mason Courthouse in the amount of \$12,614.76.

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 6d

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** February 18, 2020

**RE:** Resolution Authorizing a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring Alarm System at the 55<sup>th</sup> District Court

For the meeting agendas of: February 27, March 3 & 4

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### **BACKGROUND**

The intrusion and fire monitoring system at the 55<sup>th</sup> District Court currently communicates through the County network. The Facilities Department would like to install a back-up wireless system as we have done in other buildings, to ensure the monitoring of the building is maintained in the event that the network is down. Safety Systems submitted a proposal of \$1,634.00 for the new equipment and \$948.00 per year for the monitoring services, which is an increase of \$180.00 per year.

### **ALTERNATIVES**

The alternative would be to put this out for bid which would require the replacement of all end devices which would include; door contacts, alarm panels, etc.

### **FINANCIAL IMPACT**

Funds for this project and monitoring are available through the 101-23303-931100 maintenance contractual line item number.

### **OTHER CONSIDERATIONS**

To leave the system as it is.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract amendment with Safety Systems Inc., for the upgrades to the intrusion and fire monitoring system at the 55<sup>th</sup> District Court.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT AMENDMENT WITH SAFETY SYSTEMS, INC.  
FOR UPGRADES TO INTRUSION AND FIRE MONITORING ALARM SYSTEM AT THE  
55<sup>TH</sup> DISTRICT COURT**

WHEREAS, the intrusion and fire monitoring system currently only communicates through the County's network; and

WHEREAS, in the event the County's network is down the wireless back-up would provide continuous monitoring of the building; and

WHEREAS, it is the recommendation of the Facilities Department to amend the current contract with Safety Systems, Inc. for \$1,634.00 for the new equipment and \$948.00 per year for the intrusion and fire monitoring services at the 55<sup>th</sup> District Court; and

WHEREAS, funds for this project and monitoring are available through the 101-23303-931100 maintenance contractual line item number.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Safety Systems, Inc., 2075 Glenn St., Lansing, Michigan 48906, for the installation of new equipment for an amount not to exceed \$1,634.00 and monitoring services for \$948.00 per year.

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 7

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

FROM: Deb Fett, CIO

DATE: 02/20/2020

SUBJECT: Courtview Training  
For the meeting agendas of March 3rd, 2020 and March 4th, 2020

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### **BACKGROUND**

Equivant is the company that supports the CourtView system in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. As staffing has changed in various areas there has been loss of institutional knowledge of the application causing difficulties which this training should help rectify. This will also allow the Innovation and Technology department (ITD) to bring an additional person up to speed with the various aspects of the system to ensure proper support. This request is for 4 days of Courtview training and associated travel expense.

### **ALTERNATIVES**

As this training is particular to a specific software in use there are no alternative vendors. Although we could rely on our users to train each other or to forego training, this has proven to be ineffective in the past.

### **FINANCIAL IMPACT**

The funding for the \$7,200.00 total will come from the County's Innovation and Technology Department's Consulting Fund #636-95800-802000.

### **STRATEGIC PLANNING IMPACT**

This authorization supports Goal D – Information Technology, specifically Strategy 1 – Support well-trained IT managers and staff current with emerging trends and best practices.

### **OTHER CONSIDERATIONS**

In order to ensure our users can utilize the application effectively, it is important to continue to train them as the system evolves.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Equivant for CourtView training in the amount of \$7,200.00.



Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PURCHASE OF COURTVIEW TRAINING FROM EQUIVANT**

WHEREAS, Equivant is the company that supports the CourtView system in our various criminal justice areas;  
and

WHEREAS, well trained users and support staff are required to effectively and efficiently utilize said system;  
and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Equivant in the amount not to exceed \$7,200.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Consulting Fund #63695800-802000.

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

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

## Agenda Item 8a

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

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

**DATE:** February 18, 2020

**SUBJECT:** Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services  
  
For the meeting agendas of March 3 and 4

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### **BACKGROUND**

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects. As a result, we must rely on consultants to supplement ICRD staff.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide the services on an as-needed basis and received four (4) proposals. The four proposals included one proposal from a firm that only provides fabrication inspection services and three proposals from firms that provide both material testing and fabrication services. ICRD staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, expertise, and overall value to the county. Based on the full breadth of services, our testing and inspection needs, and the wide range of expertise the consultants have, ICRD recommends the following respondents be retained to provide the requested as-needed material testing and/or fabrication inspection services:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan  
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan  
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

### **ALTERNATIVES**

None, unless staffing levels are increased in the future.

### **FINANCIAL IMPACT**

The cost to hire consultants to perform as-needed material testing and/or fabrication inspection services are included in the Road Fund Budget. When retaining the required services, ICRD staff will strive to retain the lowest cost consultant whenever possible.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution and acceptance of the unit price service proposals from the listed consultants.

**Agenda Item 8a**

TO: Kelly Jones, Director of Engineering/County Highway Engineer  
FROM: James Hudgins, Director of Purchasing  
DATE: February 13, 2020  
RE: Memorandum of Performance for RFP No. 14-20: 2020-2021 As-Needed Material Testing and/or Fabrication Inspection Services.

Per your request, the Purchasing Department sought proposals from qualified and experienced engineering firms for the purpose of entering into a contract to provide 2020 and 2021 as-needed material testing and/or fabrication inspection services.

The scope of work includes, but is not limited to; material testing and/or fabrication inspection services for Ingham County Road Department federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan. Staffing will be on-site in the field or in-plant on an as-needed; full-time or part-time basis.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	45	11
Vendors responding	4	3

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

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

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

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

SUMMARY OF VENDOR'S COST

Vendor Name	SME	PSI	TUV Rhenland	MTC
<b>Local</b>	Yes, Eaton Rapids MI	Yes, Lansing MI	No Caledonia	Yes, Holt MI
<b>Density Tech &amp; Concrete Technician</b>	70.00/hr	N/A	N/A	65.00/hr
<b>HMA Plant &amp; Aggregate Sampling Technician</b>	90.00/hr	56.00/hr	N/A	\$65.00/hr
<b>Certified Welding Inspector, Level II NDT Tech.</b>	95.00/hr	N/A	N/A	\$90.00/hr
<b>NACE CIP-1 or 2 Coatings Specialist</b>	95.00/hr	N/A	N/A	N/A
<b>Field/Project Assistant</b>	75.00/hr	N/A	N/A	48.00/hr
<b>Non-Pressed Precast Fabrication Inspector/Visual Inspection</b>	85.00/hr	72.00/hr	75.00/hr	N/A
<b>Pressed Precast Fabrication Shop Inspector/In-plant Inspection</b>	85.00/hr	72.00/hr	72.00/hr	75.00/hr
<b>Certified Welding Inspecto</b>	110.00/hr	N/A	N/A	N/A
<b>Project Consultant</b>	1,140.00/hr	105.00/hr	98.00/hr	120.00/hr
<b>Project Management/Reports</b>	15% of each invoice	N/A	N/A	N/A
<b>Overtime Rates</b>	Standard Rate 1.5%	Standard Rate 1.5%	105.00/hr & 108.00/hr	Standard Rate 1.3%
<b>Concrete Compressive Strength Cylinders</b>	19.00/each	21.00/each	N/A	16.00/each
<b>Washed Gradations</b>	190.00/each	N/A	N/A	N/A
<b>HMA Extraction/Gradation</b>	295.00/each	185.00/each	N/A	300.00/each
<b>Crushed Content</b>	85.00/each	N/A	N/A	\$40.00/each
<b>Sieve Analysis</b>	N/A	80.00/each	N/A	145.00/each

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RETAIN AS-NEEDED  
MATERIAL TESTING AND FABRICATION INSPECTION SERVICES**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis and received four (4) proposals; and

WHEREAS, the Road Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, expertise, and overall value to the county; and

WHEREAS, when retaining as-needed testing services, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain the following respondents to provide the requested as-needed material testing and fabrication inspection services:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan  
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan  
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan; Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan; and TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan to provide the needed material testing and fabrication inspection services.

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

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

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

**DATE:** February 18, 2020

**SUBJECT:** Resolution to Amend a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek, and Olds Road Bridge over Huntoon Lake Extension Drain (MDOT Contract #19-5599)

For the meeting agendas of March 3 and 4

**BACKGROUND**

The Ingham County Road Department received Local Bridge Program funding to perform bridge rehabilitation work on the Howell Road Bridge over Doan Creek and bridge replacements for the Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain. These three projects were packaged together as a single construction contract in 2019. A second party agreement between MDOT and Ingham County was executed on March 14, 2019, which defined the Road Department’s administration and financial responsibilities for the bridge projects. The Board of Commissioners adopted Resolution #19-059 on February 26, 2019 authorizing the execution of the above referenced MDOT contract (Contract 19-5019).

Recently MDOT discovered an error in the executed Contract 19-5019 related to the funding distribution amount for the Olds Road Bridges and has requested a new contract be executed (Contract 19-5599). Contract 19-5019 incorrectly stated the funding participation ratio was to be applied at 95% of the eligible construction costs, without being capped. The amended contract (Contract 19-5599) states the funding will be applied to eligible construction costs at a participation ratio of 95% up to an amount equal to \$478,800 and any remaining costs exceeding the \$478,800 shall be the responsibility of the Road Department.

Per Exhibit 1 of the associated MDOT contracts, the estimated costs for the projects are as follows:

	<b>Contract 19-5019</b>	<b>Contract 19-5599</b>	<b>Difference</b>
State Local Bridge Funding:	\$ 936,200	\$ 797,800	(\$ 138,400)
Road Department Match:	<u>\$ 69,100</u>	<u>\$ 207,500</u>	<u>\$ 138,400</u>
Total Estimated Cost:	\$1,005,300	\$1,005,300	\$ -

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The Road Department estimated match for the overall project has increased by \$138,400 and has been accounted for in the Road Fund Budget.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to amend the MDOT Contract for this project as described in Contract 19-5599.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO STATE FUNDED BRIDGE PROJECTS LOCATED AT HOWELL ROAD BRIDGE OVER DOAN CREEK OLDS ROAD BRIDGE OVER PERRY CREEK OLDS ROAD BRIDGE OVER HUNTOON LAKE EXTENSION DRAIN**

**MDOT CONTRACT NO. 19-5599**

WHEREAS, the Road Department received Local Bridge Program funding to perform bridge rehabilitation work on the Howell Road Bridge over Doan Creek and bridge replacements for the Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain; and

WHEREAS, the PROJECT was undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, entered into a second party agreement (MDOT Contract #19-5019) with the State of Michigan/MDOT on March 14, 2019, consistent with the requirement for state funding requirements; and

WHEREAS, the Board of Commissioners adopted Resolution #19-059 on February 26, 2019 authorizing the execution of MDOT Contract #19-5019; and

WHEREAS, the MDOT discovered an error in the executed MDOT Contract #19-5019 related to the funding distribution for the Olds Road Bridges and has requested a new contract be executed (MDOT Contract #19-5599) to amend the funding distribution; and

WHEREAS, the amended MDOT Contract #19-5599 states the funding will be applied to eligible construction costs at a participation ratio of 95% up to an amount equal to \$478,800, with any remaining costs exceeding the \$478,800 being the responsibility of the Road Department; and

WHEREAS, per Exhibit 1 of the associated MDOT contracts, the estimated costs for the projects are as follows:

	Contract 19-5019	Contract 19-5599	Difference
State Local Bridge Funding:	\$ 936,200	\$ 797,800	(\$ 138,400)
Road Department Match:	<u>\$ 69,100</u>	<u>\$ 207,500</u>	<u>\$ 138,400</u>
Total Estimated Cost:	\$1,005,300	\$1,005,300	\$ -

WHEREAS, the Road Department match is included in the 2020 Road Department budget.



THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an amended contract (MDOT Contract #19-5599) with the State of Michigan/MDOT to correct an error in the funding distribution described in the executed MDOT Contract #19-5019 for the Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain with a total estimated cost of \$1,005,300 consisting of a revised \$797,800 in state Local Bridge Program funding and a revised \$207,500 in Road Department funds.

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

## Agenda Item 9

TO: Board of Commissioners, Law & Courts Committee, and Finance Committee

FROM: Deb Fett, CIO and Terri Thornberry, 9-1-1 Director

DATE: 02/25/2020

SUBJECT: Fiber Install from Western Tel-com

For the meeting agendas of February 27th, 2020 and March 4th, 2020

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### **BACKGROUND**

Ingham County 9-1-1 Center is creating a backup site which will need to have a dedicated connection to the County network. Innovation & Technology has been working with Western Tel-com (#43137) under the State of Michigan MiDeal contract.

### **ALTERNATIVES**

In exploring the options it was clear that the option chosen must be extremely reliable and robust to ensure that the site is not only operable but reliable when it is needed. As alternatives, a telecom provider could be used where you pay a monthly fee forever which is determined by the bandwidth used. It is projected that the dedicated fiber would pay for itself over this method within 5 years with only minimal support and pole rental costs continuing.

### **FINANCIAL IMPACT**

The funding for the \$43,180.00 total and \$920 contingency amount will come from the 9-1-1 Emergency Telephone fund balance. MiDeal contract #071B3200106.

### **STRATEGIC PLANNING IMPACT**

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

### **OTHER CONSIDERATIONS**

By installing our own fiber now, it will also allow us to easily replace the fiber connection that will be lost when the current Sheriff's Office site is moved or demolished. By planning this expense in this manner it is a lesser cost than doing the entire project when the new facility is constructed.

### **RECOMMENDATION**

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber installation from Western Tel-com in the amount not to exceed \$44,000.00.

**Agenda Item 9**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE FIBER INSTALL FROM WESTERN TEL-COM**

WHEREAS, Ingham County 9-1-1 Center is creating a backup site which will need to have a dedicated connection to the County network; and

WHEREAS, it is projected that the dedicated fiber would pay for itself within 5 years with only minimal support and pole rental costs continuing; and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of fiber installation from Western Tel-com in the amount not to exceed \$44,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 9-1-1 Emergency Telephone fund balance.

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

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

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2021**

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2021 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.

## 2021 BUDGET CALENDAR

March 4	Finance Committee recommends 2021 budget calendar.
March 10	Board of Commissioners approves 2021 budget calendar.
April 16 - 22	Liaison and Finance Committees review Ingham County Strategic Plan for 2017 through 2022
April 16 - 22	Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2021.
April 28	Board of Commissioners adopts amendments to the Ingham County Strategic Plan for 2017 through 2022.
April 30 – May 6	Committees may make recommendations for increases to fees for various county services to be effective January 1, 2021.
May 12	Board of Commissioners considers updates to fees for various county services to be effective January 1, 2021.
May 22	Department heads, elected officials and agencies, submit operating and capital budgets.
June 8 - 26	Controller holds budget meetings with departments.
July 31 (tentative)	Community agencies submit applications for 2021 funding.
August 17	Controller's Recommended Budget distributed to the Board of Commissioners.
August 24 – 27	Liaison Committees hold hearings on operating and capital budget recommendations.
September 9	Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
October 27	Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and millages.