

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

**LAW & COURTS COMMITTEE**  
DERRELL SLAUGHTER, CHAIR  
MARK POLSDOFER  
VICTOR CELENTINO  
BRYAN CRENSHAW  
RYAN SEBOLT  
CHRIS TRUBAC  
RANDY SCHAFFER

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 ax (517) 676-7264*

THE LAW & COURTS COMMITTEE WILL MEET THURSDAY, MAY 14, 2020 AT 6:00 P.M.  
THE MEETING WILL BE HELD VIRTUALLY <https://ingham.zoom.us/j/95954677988>

Agenda

Call to Order

Approval of the [April 30, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Circuit Court – Resolution to Amend Contract for [Graphic Sciences, Inc.](#) for the Continued Storage and Retrieval of Circuit Court Files
2. Sheriff's Office – Resolution to Honor the Service of [Canine Smoke and Deputy Narlock](#) and to Approve the Sale of Smoke to Deputy Narlock
3. Facilities Department
  - a. Resolution Authorizing an Agreement with [Guardian Alarm](#) Company for the Building Alarm System at the 9-1-1 Center's Backup Location
  - b. Resolution Authorizing an Agreement with [Vidcom Solutions](#) for the Access Control System at the 9-1-1 Center's Backup Location
4. 9-1-1 Dispatch Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Port Telephone [Lines/Numbers from AT&T](#) to the Ingham County Cisco Telephone System
5. Controller's Office – Resolution Updating Various [Fees](#) for County Services

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE  
April 30, 2020  
Draft Minutes

Members Present: Slaughter, Polsdofer, Celentino, Crenshaw, Sebolt (arrived at 6:00 p.m.), Trubac.

Members Absent: Schafer.

Others Present: Teri Morton, Russell Church, Heidi Williams, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Slaughter at 6:00 p.m. virtually via Zoom in accordance with the Governor's Executive Order 2020-48 regarding the Open Meetings Act.

Approval of the March 12, 2020 Minutes

Commissioner Sebolt arrived at 6:00 p.m.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE MARCH 12, 2020 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Circuit Court/Family Division – Resolution Authorizing Board Chairperson to Sign Necessary Documents Related to 2017 Dodge Caravan Insurance Claim
2. Animal Control – Resolution to Honor Roxann Wilkinson, Volunteer at the Ingham County Animal Control & Shelter for Her Outstanding Contribution to Animal Fostering
3. Public Defenders Office – Resolution to Convert a Senior Assistant Public Defender to a Deputy Chief Public Defender
4. Controller's Office
  - a. Resolution Authorizing Adjustments to the 2020 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer

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

4. Controller's Office
  - b. 2021 Update of County Fees (*Discussion*)

Teri Morton, Deputy Controller, stated that for the first round of the fee process, the Controller's Office wanted to present everything as a discussion item because there was a lot of data involved. She further stated that the more detailed spreadsheet showed the calculations, while the last page showed the fees that were recommended for an increase for 2021.

Ms. Morton stated that there was a memo that explained the variances from the cost calculations. She further stated that there was a formulaic way every year of updating the fees that was sent to Department Heads to see what they had as far as recommendations.

Ms. Morton stated that, in some cases, the Department Heads did not want to see increased fees for whatever reason. She further stated that this was an opportunity for the Commissioners to ask any questions before the item was brought back as an action item.

Commissioner Crenshaw stated that he appreciated the breakdown of the increased fees. He further stated that he saw a majority of the increased fees were from Animal Control. He asked Ms. Morton why the County was raising fees so much for Animal Control.

Ms. Morton stated that these were all fees that fell onto the Law & Courts Committee and it was based on a formula. She further stated that the Controller's Office looked at the cost and then increased that cost by the inflationary factor being used for this year, which was 1.9 percent, and that calculated the 2021 cost.

Ms. Morton stated that the Board of Commissioner had passed their target percent. She further stated that, for example, dog-licensing fees were not meant to be fully recoupable as it was understood to be a public good, so the County only recouped a percentage of the cost, and then based on that cost, calculate a fee recommendation.

Ms. Morton stated that Animal Control happened to have a lot of fees that fell onto the schedule.

Commissioner Celentino stated that he knew a lot of the countywide elected officials and other Department Heads who decided to keep fees as-is because of the uncertainty around COVID-19 and the County's financial standing. He asked Ms. Morton if the increased fees fell under statutory requirements or if Heidi Williams, Animal Control Director, supported the increased fees.

Discussion.

Ms. Morton stated that not all fees were recommended for increase. She further stated that, for example, the Animal Control Director did not want increased licensing fees because the cost was higher in Ingham County than compared to the rest of the area.

Commissioner Celentino stated that he saw that some of the increased fees were for a dollar.

Ms. Morton stated that was the point of yearly increased fees because, for example, if the County looked at the fees every few years, it would be a big increase. She further stated that the County did smaller annual incremental fee increases rather than having a big increase all at once.

Discussion.

Commissioner Celentino asked Ms. Williams for her rationale to support the increased fees.

Ms. Williams stated that one of the fees that would have the most dramatic increase was the spay and neuter certificate because the Animal Control's cost for that certificate had increased. She further stated that the Capital Area Humane Society and Southside Veterinarian Clinic were actually the two companies that provided the spay and neuter surgeries, while the Animal Control sold the vouchers for those companies, and their costs had increased for this year.

Ms. Williams stated that Animal Control had not increased their costs for this program since its inception, or so she had been told, so they felt a small increase of \$10 per voucher was reasonable considering the fact that people were getting a really good deal even with that increased fee. She further stated that it allowed the Animal Control to recuperate a small percent of what was being paid out.

Commissioner Crenshaw stated that he saw the \$10 increase on the spreadsheet but not what the additional revenue would be.

Ms. Williams stated that it would not be revenue because Animal Control technically lost money on these voucher programs. She further stated that they had a spay and neuter budget, which a lot of it came from shelter funds, which helped to pay for these low-cost spay and neuter certificates, and so the County would be losing a little less money.

Discussion.

Chairperson Slaughter stated that Ms. Morton would bring this back before the Law & Courts Committee as a resolution that would be voted on.

### Announcements

Commissioner Crenshaw stated that the next meeting was scheduled for May 14, 2020 and, as the Commissioners were aware, the Governor's Executive Order on remote meetings ended on May 12, 2020. He further stated that the Governor's stay-at-home order ended on May 15, 2020, so unless that order was lifted or the Executive Order regarding remote meetings was extended, the Law & Courts Committee might not be having a meeting on May 14, 2020.

Commissioner Celentino asked Commissioner Crenshaw to clarify whether the Law & Courts Committee would not be having a remote meeting or a meeting at all.

Chairperson Slaughter stated that, as Commissioner Crenshaw said, the Governor's Executive Order allowing local municipalities to conduct remote meetings ended on May 12, 2020, but also the Governor's stay-at-home order was extended until May 15, 2020. He further stated that the next Law & Courts Committee meeting was May 14, 2020, so the meeting could not be conducted in-person under the stay-at-home order.

Commissioner Celentino stated that he understood.

Ms. Morton stated that, if there was a Law & Courts Committee meeting, it was scheduled for May 13, 2020 because there was an event on May 14, 2020.

Commissioner Celentino stated that Ms. Morton was correct.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:10 p.m.

**MAY 14, 2020 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Deputy Controller recommends approval of the following resolutions:**

1. *Circuit Court – Resolution to Amend Contract for Graphic Sciences, Inc. for the Continued Storage and Retrieval of Circuit Court Files*

This resolution will authorize an amendment to the agreement between Ingham County Circuit Court and Graphic Sciences, Inc. by increasing the dollar amount from \$8,405.04 to \$9,338.88 per year to store and retrieve Circuit Court files. This increase equates to \$0.032 per box per month (from \$0.288 to \$0.32 per box per month.)

Graphic Sciences, Inc. is a current State of Michigan contractor and requested the rate increase as a result of prices included in the State of Michigan contract for digital scanning services, microfilming services and record storage services. This rate will remain in effect until June of 2023. It is requested that the cost change be effective January 1, 2020. Funds are budgeted for this increase in the Circuit Court's budget.

See memo for details.

2. *Sheriff's Office – Resolution to Honor the Service of Canine Smoke and Deputy Narlock and to Approve the Sale of Smoke to Deputy Narlock*

This resolution will approve the transfer of ownership of Canine Smoke from the County of Ingham to his handler Deputy Paul Narlock upon Canine Smoke's retirement, which is effective June 18, 2020. Deputy Narlock has provided a caring home for Smoke for the past 5 years, and Smoke is too old to reassign. Due to the dog's police training it is important that he be turned over to his handler upon retirement.

See memo for details.

- 3a. *Facilities Department – Resolution Authorizing an Agreement with Guardian Alarm Company for the Building Alarm System at the 9-1-1 Center's Backup Location*

This resolution will authorize entering into an agreement with Guardian Alarm Company for the installation and three years of monitoring services for the building alarm at the 9-1-1 Center's backup location for an amount not to exceed \$3,313.20. Three written quotes were sought and received from vendors, and the lowest responsive and responsible proposal is being recommended. Funds are available in the 9-1-1 Fund for this purchase.

- 3b. *Facilities Department – Resolution Authorizing an Agreement with Vidcom Solutions for the Access Control System at the 9-1-1 Center's Backup Location*

This resolution will authorize entering into an agreement with Vidcom Solutions for the access control system at the 9-1-1 Center's backup location for an amount not to exceed \$8,428.33. Three written quotes were sought and received from vendors. Vidcom Solutions did not submit the lowest proposal, but they are the current vendor for the access controls at the 9-1-1 Center and it was recommended that we use the same vendor for the backup location. This will enable the new system to integrate into our existing Galaxy System. Funds are available in the 9-1-1 Fund for this purchase.

4. 9-1-1 Dispatch Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Port Telephone Lines/Numbers from AT&T to the Ingham County Cisco Telephone System

This resolution will authorize the porting of 9-1-1 center voice non-emergency telephone lines from AT&T copper to Ingham County's Cisco telephone system as quoted for \$5,940.00, and approves a not to exceed cost of \$8,940.00 for this project.

With the installation of the new Solacom 9-1-1 telephone system, we are now in a position to move all of our 10-digit telephone lines from AT&T (copper lines) to Ingham County's Cisco telephone system at a significant cost savings to Ingham County. No equipment needs to be purchased for this move. We received a quote from Sentinel Technologies (Ingham County's vendor for the Cisco telephone system) in the amount of \$5,940.00 in professional services to design and implement moving the lines. We don't believe there are any charges from AT&T to port the telephone numbers to the Ingham County Cisco system, but are asking for an additional \$3,000.00 be approved to cover costs with AT&T should they be incurred.

See memo for details.

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

This resolution authorizes various fee increases effective the start of the 2021 County fiscal year. The Controller's Office annually prepares for the Board's review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information was presented at a previous round of committee meetings as a discussion item for input from the Board. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. If approved as presented, this will generate additional annual revenue of approximately \$70,000.

See memo for details.

## Agenda Item 1

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Janice Dooley, Deputy Court Administrator, General Trial Division

DATE : April 28, 2020

SUBJECT: Resolution Amending Contract with Graphic Sciences, Inc.  
Transport, Storage and Retrieval of Circuit Court Files

For the meeting agendas of May 14, 2020 and May 20, 2020

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### **BACKGROUND**

The resolution attached with this memorandum is requesting the authority to amend and increase the cost of Circuit Court files storage with Graphic Sciences, Inc. from .288 to .32 per box per month, which is an increase of .032 per box per month. In 2015, Ingham County Circuit Court was granted funding and entered into an ongoing annual contract with Graphic Sciences, Inc., not to exceed \$20,341 per year, to store and retrieve Circuit Court files (Resolution #15-422). The unit price per box per month for storage is .288. Currently, 2,432 boxes are stored for a total monthly storage cost of \$700.42.

Graphic Sciences, Inc. is a current State of Michigan contractor and requested a rate increase of .032 per box per month in 2018. The increase is a result of prices included in the State of Michigan contract for digital scanning services, microfilming services and record storage services. This rate will remain in effect until June of 2023. Therefore, the cost to change the per box per month rate from .288 to .32 would result in a total increase of \$77.82 for a total monthly Circuit Court files storage cost of \$778.24. It is requested that the cost change be effective January 1, 2020.

### **ALTERNATIVES**

The Circuit Court contracted with Graphic Sciences, Inc. in 2015 to store files because the previous storage locations in the Annex and Hilliard buildings had deteriorated, causing files to be exposed to elements detrimental to their preservation and safekeeping. The Circuit Court does not have an alternate location where the files can be stored, accessible, and which provides a secure environment.

### **FINANCIAL IMPACT**

Funding is available through the Contractual Services line item of the Circuit Court budget, (101-13001-818000). The increase in cost for storage of the 2,432 boxes is \$77.82 per month, or a yearly total increase of \$933.84. This change is contemplated in the original resolution, in which the language states that, "the Ingham County Circuit Court is authorized to enter into a contract with Graphic Sciences, Inc. not to exceed \$20,341 per year to store and retrieve Circuit Court files." With this increase, the total annual cost of storing Circuit Court files increases from \$8,405.04 to \$9,338.88, well below the \$20,341 upper limit threshold.

### **STRATEGIC PLANNING IMPACT**

Continued contracting with Graphic Sciences, Inc. for the storage of Circuit Court files furthers the overarching County priority of enhancing access to and the safekeeping of County records.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the increase of Circuit Court files storage cost from .288 to .32 per box per month.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND CONTRACT FOR GRAPHIC SCIENCES, INC. FOR THE  
CONTINUED STORAGE AND RETRIEVAL OF CIRCUIT COURT FILES**

WHEREAS, 2,432 boxes of Circuit Court files are currently stored with Graphic Sciences, Inc. per contract and Resolution #15-422; and

WHEREAS, it is necessary that the contract continues as Graphic Sciences Inc. provides a safe and secure environment within which to store the Circuit Court files; and

WHEREAS, the Ingham County Circuit Court has no alternative storage locations for the files currently stored by Graphic Sciences, Inc.; and

WHEREAS, Graphic Sciences Inc. has proposed a rate increase from \$0.288 to \$0.032 per box per month; and

WHEREAS, the proposed rate increase results in a total annual increase in costs for file storage of approximately \$933.84; and

WHEREAS, the total annual cost of files storage will be approximately \$9,338.88; and

WHEREAS, Graphic Sciences, Inc.'s total files storage cost of \$9,338.88 is well below Ingham County Circuit Court contract's annual "not to exceed" limit of \$20,341; and

WHEREAS, money has been approved in the Ingham County Circuit Court 2020 budget, line item 101-13001-818000 - Contractual Services Record Storage and Retrieval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the agreement between Ingham County Circuit Court and Graphic Sciences, Inc. by increasing the dollar amount from \$8,405.04 to \$9,338.88 per year to store and retrieve Circuit Court files.

BE IT FURTHER RESOLVED, that the Ingham County Circuit Court is hereby authorized to amend the ongoing contract with Graphic Sciences, Inc. to pay the increased amount of \$0.032 per box per month for file storage, effective January 1, 2020 with funds to be taken from line item 101-13001-818000 - Contractual Services Record Storage and Retrieval.

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

## Agenda Item 2

**TO:** Board of Commissioners Law and Courts Committee  
**FROM:** Lt. Andy Daenzer  
**DATE:** April 27, 2020  
**SUBJECT:** Retirement and purchase of Canine Smoke  
For the meeting agenda of May 14, 2020

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### **BACKGROUND**

The Ingham County Sheriff's Office would like to approve the transfer of ownership of Canine Smoke for \$1 to his handler Deputy Paul Narlock from the County of Ingham upon Canine Smoke's retirement that is official June 18, 2020.

### **ALTERNATIVES**

There are no viable options other than transferring ownership. Deputy Narlock has provided a caring home for Smoke for the past 5 years, and he is too old to reassign. Due to the dogs police training it is important that he be turned over to his handler upon retirement.

### **FINANCIAL IMPACT**

There is no financial impact.

### **STRATEGIC PLANNING IMPACT**

This does not affect the strategic plan.

### **OTHER CONSIDERATIONS**

Deputy Narlock's family has built a strong bond with Canine Smoke. They will continue to provide a loving home for him during his retirement years.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support both the honoring and the transferring of ownership of Smoke to Deputy Narlock for \$1.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR THE SERVICE OF CANINE SMOKE AND DEPUTY NARLOCK  
AND TO APPROVE THE SALE OF SMOKE TO DEPUTY NARLOCK**

WHEREAS, Canine Smoke was a member of the Ingham County Sheriff's Office with his handler Deputy Paul Narlock for the past 5 years where his duties entailed narcotics detection and patrol work; and

WHEREAS, Deputy Narlock and Canine Smoke assisted every agency within Ingham County; and

WHEREAS, Deputy Narlock and Canine Smoke were well known by the area school children after several demonstrations done for local schools; and

WHEREAS, Deputy Narlock and Canine Smoke participated in many sweeps of local schools and county facilities including the Jail and the House of Commons; and

WHEREAS, Canine Smoke will be officially retired from the Ingham County Sheriff's Office on June 18, 2020; and

WHEREAS, Canine Smoke has formed an inseparable bond with Deputy Narlock and his family; and

WHEREAS, the Sheriff's Office would like to transfer ownership of Canine Smoke to Deputy Narlock for \$1 to ensure he has an enjoyable retirement; and

WHEREAS, Ingham County gives up all ownership rights and any liabilities and responsibilities that pertain to Canine Smoke effective June 18<sup>th</sup>, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Deputy Paul Narlock and Canine Smoke for their contributions they have made to the Sheriff's Office and the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board approves the transfer of ownership of Canine Smoke to Deputy Narlock for \$1.

**Agenda Item 3a**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 30, 2020

**RE:** Resolution to Authorize an Agreement with Guardian Alarm Company for the Building Alarm at the 9-1-1 Center's Backup Location

For the meeting agendas of: May 14, 19 & 20

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**BACKGROUND**

9-1-1 Center's backup location at the Road Dept. does not currently have a building alarm system and will need one to keep the backup center secure. Guardian Alarm Company submitted the lowest responsive and responsible proposal for the new system and monthly monitoring for a total of \$3,313.20 which includes 3 years of monitoring services.

**ALTERNATIVES**

The alternative would be to not install a building alarm system.

**FINANCIAL IMPACT**

Funds are available from the 9-1-1 Emergency Telephone Fund.

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize an agreement with Guardian Alarm Company for the building alarm and monitoring services.

**Agenda Item 3a**

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 30, 2020

RE: Memorandum of Performance for Purchasing Packet No. 98-20: 9-1-1 Center/Road Department Security Alarm and Monitoring System.

The Purchasing Department can confirm that three written quotes were sought and received from vendors for the purpose of installing and monitoring a security alarm system for the 9-1-1 backup center.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	0
Vendors responding	3	0

A summary of the vendors' costs:

Company Name	Local Preference	Quoted Amount	Annual Monitoring
VidCom Solutions	No, Lansing (Clinton County)	\$2,171.61	\$479.40
Safety Systems	No, Lansing (Clinton County)	\$1,673.00	\$672.00
Guardian Alarm	No, Southfield MI	\$795.00	\$839.40

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH GUARDIAN ALARM COMPANY FOR THE BUILDING ALARM SYSTEM AT THE 9-1-1 CENTER'S BACKUP LOCATION**

WHEREAS, the 9-1-1 Center's backup location does not currently have a building alarm system; and

WHEREAS, the 9-1-1 Center's backup location will need a building alarm system to keep it secure; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Guardian Alarm Company who submitted the lowest responsive and responsible proposal of \$3,313.20 for the new building alarm system and three years of monitoring services at the 9-1-1 Center's backup location; and

WHEREAS, funds for this project are available through the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Guardian Alarm Company, 20800 Southfield Road, Southfield, Michigan 48075 for the installation and three years of monitoring services for the building alarm at the 9-1-1 Center's backup location for an amount not to exceed \$3,313.20.

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 3b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 30, 2020

**RE:** Resolution to Authorize an Agreement with Vidcom Solutions for the Access Controls at the 9-1-1 Center's Backup Location

For the meeting agendas of: May 13, 19 & 20

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### **BACKGROUND**

9-1-1 Center's backup location at the Road Dept. does not currently have access controls and we will need the system to keep the backup center secure from unauthorized personnel. Though Vidcom Solutions did not submit the lowest proposal, they are our current vendor for the access controls at the 9-1-1 Center and it was recommended that we use the same vendor for the backup location as well. This will enable the new system to integrate into our existing Galaxy System. Vidcom Solutions submitted the proposal for the new access control system for a total of \$8,428.33.

### **ALTERNATIVES**

The alternative would be to go through a formal RFP and bid process which would prolong the ability for 9-1-1 to operate out of the space.

### **FINANCIAL IMPACT**

Funds are available from the 9-1-1 Emergency Telephone Fund.

### **OTHER CONSIDERATIONS**

Other considerations would be to use lock sets with keys.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize an agreement with Vidcom Solutions for the access control system at the 9-1-1 Center's backup location.

**Agenda Item 3b**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: April 30, 2020  
RE: Memorandum of Performance for Purchasing Packet No. 92-20: 9-11-  
Center/Road Department Access System

The Purchasing Department can confirm that three written quotes were sought and received from vendors for the purpose of installing an access control system at the Road Department for the 9-1-1 Center.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	0
Vendors responding	3	0

A summary of the vendors' costs:

Company Name	Local Preference	Quoted Amount
Guardian Alarm	No, Southfield MI	\$7,494.00
Safety Systems	No, Lansing (Clinton County)	\$7,740.18
VidCom Solutions	No, Lansing (Clinton County)	\$8,428.33

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH VIDCOM SOLUTIONS FOR THE  
ACCESS CONTROL SYSTEM AT THE 9-1-1 CENTER'S BACKUP LOCATION**

WHEREAS, the 9-1-1 Center's backup location does not currently have an access control system; and

WHEREAS, the 9-1-1 Center's backup location will need an access control system to keep it secure from unauthorized personnel; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Vidcom Solutions who submitted a responsive and responsible proposal of \$8,428.33 for the new access control system at the 9-1-1 Center's backup location; and

WHEREAS, funds for this project are available through the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Vidcom Solutions, 15559 South US 27, Lansing, Michigan 48906 for the access control system at the 911 Center's backup location for an amount not to exceed \$8,428.33.

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 4

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

**FROM:** Terri Thornberry, Director 9-1-1

**DATE:** May 6, 2020

**SUBJECT:** Costs to move our AT&T telephone lines/numbers to Ingham County Cisco system  
*For meeting agendas of Law & Courts May 14, 2020 and Finance May 20, 2020*

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### **BACKGROUND**

With the installation of our new Solacom 9-1-1 telephone system we are now in a position to move all of our 10-digit telephone lines from AT&T (copper lines) to Ingham County's Cisco telephone system at a significant cost savings to Ingham County. Our current 9-1-1 telephone system couldn't support this move and cost savings.

### **ALTERNATIVES**

Keep our telephone lines on AT&T copper and continue paying higher monthly costs.

### **FINANCIAL IMPACT**

No equipment needs to be purchased for this move. We received a quote from Sentinel Technologies (Ingham County's vendor for the Cisco telephone system) in the amount of \$5,940.00 in professional services to design and implement moving the lines.

Our best estimate at this point is that we will save approx. \$1,500.00 per month (at a minimum) in telephone costs now paid to AT&T for the same telephone lines/numbers.

We don't believe there are any charges from AT&T to port the telephone numbers to the Ingham County Cisco system, but are asking for an additional \$3,000.00 be approved to cover costs with AT&T if incurred.

We therefore ask for the approval of a not to exceed project cost of \$8,940.00.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the 9-1-1 Center porting the vast majority of our AT&T lines to the Ingham County Cisco telephone system.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER TO PORT TELEPHONE LINES/NUMBERS FROM AT&T TO THE INGHAM COUNTY CISCO TELEPHONE SYSTEM**

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

WHEREAS, the Ingham County 9-1-1 Central Dispatch Center now has an opportunity to save significant monthly recurring telephone costs with our move to a new Solacom 9-1-1 telephone system; and

WHEREAS, our current 9-1-1 telephone system could not support this change, and the new Solacom system will support moving our voice non-emergency telephone lines from AT&T copper lines to the Ingham County Cisco telephone system; and

WHEREAS, moving the lines to the Cisco telephone system is a sound solution and will result in significant savings in monthly telephone charges; and

WHEREAS, the quote from Sentinel Technologies, the Cisco vendor serving Ingham County, for the costs to make these changes is \$5,940.00; and,

WHEREAS, although there have not been costs charged by AT&T to port numbers from their lines in the past, we are asking that an additional \$3,000.00 be approved to cover AT&T costs if incurred; and,

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the porting of 9-1-1 center voice non-emergency telephone lines from AT&T copper to Ingham County's Cisco telephone system as quoted for \$5,940.00, and approves a not to exceed cost of \$8,940.00 for this project.

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

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

## Agenda Item 5

TO: Finance and Liaison Committees

FROM: Jill Bauer, Administrative Analyst Budget Office

DATE: May 5, 2020

SUBJECT: Resolution Updating Various Fees for County Services

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This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2020, for the Park and Zoo winter seasonal fees on November 1, 2020, and for all other departments with the exception of the Zoo, on January 1, 2021. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2021 cost was calculated by multiplying the 2020 cost by the 2021 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at the previous round of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$70,000. Any additional revenue will be recognized in the 2021 Controller Recommended Budget.

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

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

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES**

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

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

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2021 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2020, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2020.

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

2021 County Fees Analysis  
Law and Courts Committee

Attachment A

Location of Service	Fee Description	Target Percent	2020 Fee	2021 Fee
Animal Control	Boarding Fee-Dangerous Animals	100.0%	\$77.00	\$78.00
Animal Control	Boarding Fee per day-others	75.0%	\$35.00	\$36.00
Animal Control	Adoption Fee			
Animal Control	Dogs(under six years of age)	75.0%	\$75.00	\$76.00
Animal Control	Dogs(six years or older)	75.0%	\$19.00	\$20.00
Animal Control	Puppies(age-four months or less)	75.0%	\$110.00	\$115.00
Animal Control	Cats(under six years of age)	75.0%	\$64.00	\$65.00
Animal Control	Cats(six years or older)	75.0%	\$25.00	\$26.00
Animal Control	Animal Redemption - 1st offense	60.0%	\$26.00	\$27.00
Animal Control	Animal Redemption - 2nd offense	100.0%	\$52.00	\$53.00
Animal Control	Animal Redemption - 3rd offense	100.0%	\$100.00	\$105.00
Animal Control	Animal Redemption - after 3rd offense	100.0%	\$160.00	\$165.00
Animal Control	Euthanasia Fee	100.0%	\$135.00	\$145.00
Animal Control	Ten Dog Kennel Inspection Fee	100.0%	\$155.00	\$165.00
Animal Control	Over Ten Dog Kennel Inspection Fee	100.0%	\$190.00	\$195.00
Animal Control	Owner Surrender	100.0%	\$46.00	\$47.00
Animal Control	Owner Pick-up Fee	100.0%	\$47.00	\$48.00
Animal Control	Tranq. At-Large Fee	100.0%	\$47.00	\$48.00
Animal Control	Bordatella Vaccination-redeemed dogs	100.0%	\$20.00	\$21.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	100.0%	\$82.00	\$83.00
Animal Control	Spay & Neuter Program Fees - Vouchers			
Animal Control	Dogs-Male	85.0%	\$45.00	\$55.00
Animal Control	Dogs-Female	85.0%	\$50.00	\$60.00
Animal Control	Cats-Male	85.0%	\$20.00	\$30.00
Animal Control	Cats-Female	85.0%	\$30.00	\$40.00
Pros Atty	Diversion - Initial Interview	50.0%	\$37.00	\$38.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$480.00	\$485.00
Pros Atty	Diversion - Felony Offender	50.0%	\$830.00	\$840.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$245.00	\$250.00

2021 County Fees Analysis  
Law and Courts Committee

Fees Suggested to Increase

Attachment B

Location of Service	Fee Description	Target Percent	2020 Fee	2021 Fee
Circuit Court	GTD Bench Warrants	100.0%	\$155.00	\$160.00
Family Division	Delinquency Court Costs	100.0%	\$300.00	\$310.00

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