

CHAIRPERSON
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VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
EMILY STIVERS
MARK GREBNER
RYAN SEBOLT
CAROL KOENIG
RANDY MAIVILLE
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 19, 2019
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 5, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Historical Commission – Interviews
2. Drain Commissioner – Resolution Pledging Full Faith and Credit to [Aurelius and Delhi](#)
Consolidated Drain Drainage District Bonds
3. Facilities
 - a. Resolution to Authorize an Agreement with [Trane US Inc](#) to Replace Roof Top
Unit #1 at the Forrest Community Health Center
 - b. Resolution to Authorize an Agreement with [Williams & Works](#) for the
Engineering Services for both the Human Services Building Parking Lot and the
Veterans Memorial Courthouse Visitor Lot
 - c. Notice of Emergency Purchase Order to Repair [Elevator](#) at the Jail
 - d. Facilities Department Overview (*Discussion, materials to be distributed*)
4. Potter Park Zoo – Resolution to Authorize a Contract with [Shane's Camels](#)
5. Road Department
 - a. Notice of Emergency PO Request for Used 2007 International [Plow Truck](#) for the
Road Department
 - b. Resolution to Approve and Certify the Ingham County [2018 Public Road Mileage
Report](#)

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE

March 5, 2019

Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:10 p.m.) (departed at 7:30 p.m.)
Maiville, Naeyaert, Sebolt and Stivers.

Members Absent: None.

Others Present: Commissioner Bryan Crenshaw, Clerk Barb Byrum, Treasurer Eric Schertzing, Russel Church, Becky Bennett, Tim Dolehanty, Sue Graham, Alan Fox, Bill Conklin, Rick Terrill, Ron Lester, Steve Walters, Charlaine Stevenson, Liz Noel, Michelle Wright, Tyler A Smith, and others.

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

Approval of the February 19, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE FEBRUARY 19, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

Substitutes –

10. Controller's Office

- b. Resolution Approving Transfer of Reimbursement Agreement from Ingham County Brownfield Redevelopment Authority to Meridian Township Brownfield Redevelopment Authority

10. Controller's Office

- d. Resolution Adopting Ordinance Amending Ordinance Regulating Parking in County Parking Lots

Limited Public Comment

Barb Byrum, County Clerk, read a statement which is included in the minutes as Attachment A.

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

- 2. Farmland and Open Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds

4. Equalization Department
 - a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
 - c. Resolution to Award Contracts for Peer Review Group Members
5. Public Defenders Office
 - a. Resolution Creating Positions for the Public Defenders Office
 - b. Resolution to Authorize a Lease Agreement with 320 North Washington Partners and Ingham County
6. Innovation and Technology Department
 - a. Resolution to Approve the Purchase of Wireless Access Points and Associated Licenses from Sentinel Technologies, Inc.
7. Health Department – Resolution to Amend Agreement with MDHHS for HIV Care Coordination
8. Road Department – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
9. Human Resources Department – Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program, Inc. Supervisory Unit
10. Controller's Office
 - a. Resolution to Approve an Inter-Local Agreement Granting Limited Waiver of Exemption of Property Taxes from Capture by Meridian Charter Township Downtown Development Authority
 - b. Resolution Approving Transfer of Reimbursement Agreement from Ingham County Brownfield Redevelopment Authority to Meridian Township Brownfield Redevelopment Authority
11. Board of Commissioners Office
 - a. Resolution Declaring March 31, 2019 as “Cesar E. Chavez Day” in Ingham County
 - b. Resolution Establishing a Roadways Subcommittee

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

1. Women's Commission – Interviews

Charlaine Stevenson interviewed for a position on the Women's Commission.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, TO RECOMMEND THE APPOINTMENT OF CHARLAINE STEVENSON TO THE WOMEN'S COMMISSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

3. Treasurer's Office – Resolution to Authorize a Reorganization within the Ingham County Treasurer's Office

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

Commissioner Grebner stated that if this resolution had been part of the regular budget, it would have consumed the entire discretionary budget of the Board of Commissioners. He further stated that there was no right way to organize the budget, but that this was a very substantial 26% or 30% increase in the base cost of running the Treasurer's Office.

Discussion.

Treasurer Eric Schertzing stated that the funding the Treasurer's Office received from the County general fund was about \$600,000.

Commissioner Koenig arrived at 6:10 p.m.

Commissioner Grebner stated that this was a big deal, and that simply consenting it would not be a good idea. He further stated that at the Veterans' Memorial Courthouse there was often a sign in the Treasurer's Office service window that stated that there was no one to staff the window, which indicated some level of under-staffing.

Commissioner Grebner stated that he did not have much of an opinion on this because he was close to the Treasurer and the Chief Deputy Treasurer. He further stated that he still wanted to bring up the fact that this was a big decision, and that if this were the Sheriff's Office, it would be equivalent to adding 20 new positions or building a new jail.

Commissioner Naeyaert stated that it would cost the County a lot of money, but that it was a change that was needed in the Treasurer's Office, and would effect a positive environment. She further stated that there was no reason why the Treasurer's Office could not be successful with these additions, which were long overdue.

Commissioner Koenig stated that she did not know whether what was going on under the reorganization had been discussed.

Treasurer Schertzing stated that the complexity of the Treasurer's Office's work had grown tremendously in the years he had been in Office. He further stated that his Office had not had sufficient staff for many years, especially in the Lansing location.

Treasurer Schertzing stated that the Treasurer's Office was funded from the County general fund and the Delinquent Tax Revolving Fund, and that the reorganization would expand the number of positions funded from the Delinquent Tax Revolving Fund. He further stated that there had been issues in 2017, which were ultimately his responsibility, but some of which might have been prevented if there had been adequate staffing. He further stated that the reorganization would allow the Treasurer's Office to get to a much better place.

Treasurer Schertzing stated that recently, the Treasurer's Office had collected approximately \$10,000 by enforcing County dog licensing requirements. He further stated that processing dog licenses took time, and had fallen by the wayside.

Treasurer Schertzing stated that his Office at one time had a position which spent half of the time doing dog licensing. He further stated that the Treasurer's Office had a lot of responsibilities that had grown in complexity due to changes in federal, state and local law and practices.

Treasurer Schertzing stated he had had staff screaming at him about needing staffing at various times in the past, and that Commissioner Grebner had once said that few problems were solved by spending less money. He further stated that he wanted to thank Alan Fox, Deputy Treasurer, for helping fit a reorganization process into day-to-day office operations.

Commissioner Grebner stated that the Committee should understand that the delinquent tax fund and the general fund were essentially fungible, in accordance with a complicated set of legal rules. He further stated that it seemed that short-staffing at the Treasurer's Office had resulted in additional burdens on other County entities, which had to pick up where the Treasurer had left off.

Commissioner Grebner stated that providing staffing to the Treasurer's Office should unburden several other County entities, including the Land Bank, Financial Services, and Animal Control.

Commissioner Sebolt stated that the reorganization appeared to have been thoroughly prepared, unlike some past reorganization proposals. **He further stated that he would be interested in a report from the Treasurer on the successes of the Foreclosure Prevention Specialist, and that the increased revenue from keeping people in their homes and paying property taxes might mean the position paid for itself.**

Treasurer Schertzing stated that much of the work his Office did was social services.

THE MOTION CARRIED UNANIMOUSLY.

4. Equalization Department

b. Resolution to Award Contracts for Remonumentation Project Surveyors

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

Commissioner Grebner stated that the new Equalization Director was not available to come to this meeting, and was not to blame for old problems. He further stated that the County had put interesting people in the Equalization Director position, some of whom had deliberately created a rigged process for hiring surveyors.

Commissioner Grebner stated that one director told bidders how much to bid, and how many hours to accept. He further stated that he had told that director that what he was doing was criminal, and he supposedly stopped.

Commissioner Grebner stated that under the resolution, there were six firms, each of which wanted the exact same amount of money and hours. He further stated that instead of doing this in a way that was efficient for the County, the County had allocated a bit of the money granted to it for the purpose of remonumentation to each of several firms.

Commissioner Grebner stated that it must be extremely inefficient to contract with multiple firms over just \$12,400 apiece. He further stated that he had tried to convince the Equalization Department for years to simply put all the money in one contract with one party, or at least try to get the best deal for the County.

Commissioner Grebner stated that the County ought to be trying to get the most out of the money, and should not tolerate the rigged process. He further stated that he had fought with this for years, and had proposed methods of proceeding in the past.

Commissioner Grebner stated that he wanted to table this resolution until somebody came back with bids that did not match across six firms. He further stated that somebody would come up with a proper process.

Commissioner Naeyaert stated that she agreed with Commissioner Grebner, and that the funds were grants given to the surveyors.

Commissioner Grebner stated that the money was received as a grant, but that the contracts were with individuals.

Commissioner Sebolt asked whether there was a timeframe on spending the money and doing the remonumentation.

Mr. Dolehanty stated that the grant expired at the end of the calendar year.

Commissioner Sebolt stated that the Committee could delay things a couple months, but not much longer.

Ron Lester, County Representative for Remonumentation, stated that he had been in his position since 1992, and the contracts had been mandated to be awarded using quality-based selection. He further stated that the County had had to come up with its own plan, which had been accepted by the Board of Commissioners at the time.

Mr. Lester stated that the key thing was that all the choices in hiring the surveyors were done by quality-based selection, and that there were six contractors in the County who were qualified.

Mr. Lester stated that he had worked in the County as a surveyor since 1971, and that the original survey was in 1835, and no program to maintain or replace the section corners was begun until 1993. He further stated that at one time, county surveyors were appointed in each county, but most ceased to exist because they cost money, and because a private individual could petition the Surveyor for a survey, which would be billed to the County, gradually losing favor with the public.

Mr. Lester stated that the Ingham County Surveyor had been abolished 45 years ago, and that there had been no maintenance or attention to the section corners. He further stated that in 1989 to 1990, this was becoming a big problem across the state, because high-dollar properties were being sold without a good way to determine how big the properties were, or where the boundaries were.

Mr. Lester stated that remonumentation at that time had been funded by deed recordation fees. He further stated that 40% of those fees went to the County that recorded the deed, with the rest being distributed by a formula to ensure that small counties got some funds.

Chairperson Celentino asked why each bid was exactly \$12,400.

Mr. Lester stated that every year, he recommended to the grant administrator who to hire to do the work under the quality-based selection process, and that the grant varied every year. He further stated that these firms were the best in the area, because they were more efficient and faster than larger companies.

Mr. Lester stated that the head surveyors of these companies worked in the field themselves, which eliminates unnecessary hours. He further stated that the rate was the same for all of them, which he had set.

Mr. Lester stated that he put out an RFP, and used the lowest hourly rate from that for the standard pay rate.

Commissioner Koenig stated that the County had been doing this since 1990, and asked why the County was doing this every year.

Mr. Lester stated that there were approximately 3,000 section corners in the County.

Commissioner Koenig asked if the contractors were rotating through them all and redoing them over time.

Mr. Lester stated that since 1993, they had been working to get through them all, but that 279 corners were remaining. He further stated that crews could complete 70 to 75 corners per year or so, and had completed 2,355 of them since 1993.

Commissioner Koenig asked what the hourly pay rate for the contractors was.

Mr. Lester stated that it started at \$100 per hour for one professional surveyor, with two-man crew time at \$120 to \$130 per hour.

Commissioner Naeyaert asked why, if the firms were hired on a quality basis, one firm would not be equipped to do everything needed. She further stated that it would have been helpful to see what each firm was doing under the resolution.

Mr. Lester stated that each firm brought a lot of expertise and knowledge to the table, but that they had a lot of turnover. He further stated that new surveyors were not familiar with the history of the County, which was important to the job because it appeared some of the original surveyors had made fraudulent surveys, among other things.

Commissioner Grebner stated that Mr. Lester's contract had already been approved, and that this resolution was about whether the Committee approved of the distribution of the grant money in equal proportion to six firms. He further stated that, if nothing else, tabling the resolution would get people to come in and talk about it.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY.

6. Innovation and Technology Department
 - b. Resolution to Authorize Planned Annual Continuing Education Program from MUNIS

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

Commissioner Naeyaert stated that the County should not approve a continuing education program until a review of the Munis system implementation had been done.

Tim Dolehanty, Controller, stated that this resolution was like the driver's education course, while the Resolution to Authorize an Independent Review of MUNIS Software and County Processes was the mechanics of the "car." He further stated that Munis had been upgraded in March of 2018, and that this package would provide for a certain number of hours of direct instruction from Munis, along with a few registrations to the Munis conference.

Mr. Dolehanty stated that it would be a good idea to approve this resolution regardless of whether or not the Resolution to Authorize an Independent Review of MUNIS Software and County Processes was approved.

Steve Walters, IT Department Senior Network Administrator, stated that he had to use Munis as a supervisor, and that there had been no training in how to use it. He further stated that he picked up his knowledge of the software by talking to others about it.

Mr. Walters stated that he used Munis infrequently, and it was hard to get information about how to use it. He further stated that everyone who had been working for the County when Munis was implemented had left, including Jill Rhode, Former Financial Services Director, who he had relied on as a resource for information about Munis.

Commissioner Naeyaert stated that if County departments wanted to get the best usage out of the investments, a representative from the Innovation and Technology Department (IT) should be present at meetings between department heads regarding Munis.

Mr. Dolehanty stated that the IT Director had been present at those meetings.

Commissioner Naeyaert asked whether someone who had trouble with Munis should call IT for help.

Mr. Walters stated that IT maintained the back end and the servers, and were not trained on Munis. He further stated that anyone experiencing issues with Munis should call support for whatever specific issue they were having.

Commissioner Maiville asked how much the County paid for Munis every year.

Mr. Dolehanty stated that the County paid \$177,926 each year.

Commissioner Maiville asked why Munis could not tell the County that they were not fully using the program. He further asked why, if Plante Moran had already done some auditing, they did not have recommendations on how to get more out of the program.

Mr. Dolehanty stated that the recommendations in the Resolution to Authorize an Independent Review of MUNIS Software and County Processes would go to the way data was organized in the server. He further stated that the current resolution would get training to the employees in basic functions like printing W2s and budget projections, or estimating reorganization costs.

Commissioner Sebolt stated that he was now more confused. He further asked whether the current resolution provided for training for IT.

Mr. Dolehanty stated the resolution would provide training for employees across the County.

Commissioner Sebolt asked whether, if Plante Moran came through and recommended using certain functions not covered by Munis's training sessions, the County would need to arrange for additional training.

Mr. Dolehanty stated that if both resolutions were approved, the Controller would make the resolutions work together, and would not let the County get ahead of itself.

Commissioner Sebolt asked why Munis could not do the training itself.

Mr. Dolehanty stated that the Munis helpline was not responsive, and that technicians were booked three months in advance. He further stated that the Resolution to Authorize an Independent Review of MUNIS Software and County Processes would help get through that maze to get customer service.

Mr. Dolehanty stated that the current resolution had already been budgeted for.

Commissioner Sebolt asked why the County should pay Munis anything more if it was not getting the customer service it needed.

Mr. Dolehanty stated that the County had already expended \$2 million to implement and use Munis.

Commissioner Sebolt asked whether the County should look at the contract and have the County Attorney write a letter demanding better service. He further stated that if he had a customer relationship with somebody who was not providing what was promised, the last thing he would do is give them more money.

Mr. Dolehanty stated that the \$177,000 was for the license to use Munis software, and for technical support, but did not provide a way to train employees.

Commissioner Naeyaert asked how long the County had been using Munis.

Mr. Dolehanty stated that the County had been using Munis since 2004.

Commissioner Naeyaert stated that the County had been paying \$178,000 per year in addition to its \$2 million investment, and could not print W2s.

Mr. Walters stated that the issue with printing W2s was due to a change in directors, with no training for the successor.

Commissioner Naeyaert stated that she did not understand why the County was receiving no help from Munis after making such a significant investment in its software.

Commissioner Grebner stated that the Committee should understand that Munis was an application, and that IT was not to blame. He further stated that Munis was like a large building the County owned, and that if it stopped using Munis now, it would take at least three years to get something else, bring it up, train people, and switch over to it.

Commissioner Grebner stated that the County needed to act as if Munis was the immediate future, because it was a huge investment. He further stated that he had been around when software systems were switched, and that it was anything but trivial.

Commissioner Stivers stated that the County was not getting its money's worth out of Munis, and that she invited Clerk Byrum to speak further about her concerns.

Clerk Byrum stated that it was her impression that the lack of full utilization of Munis was not IT's fault, but the choice of Jill Rhode, Former Financial Services Director, not to change the process she was used to. She further stated that the County had had the capability to use electronic timecards for years, and that she personally supported IT having continuing education on Munis.

Clerk Byrum stated that IT was severely understaffed, and that Munis had not been utilized properly because the former Financial Services director did not accept it, not because of any lack of interest or enthusiasm on the part of IT or the Clerk's Office. She further stated that all departments and County-wide elected officials used Munis to pay bills, among other functions.

Clerk Byrum stated that for every bill or invoice, she checked for accuracy, Clerk staff entered data from the paper bill into the computer, the paper bill or invoice was signed, arranged according to the preferences of the former Financial Services Director, and walked over to Financial Services, who it seemed pressed one button to pay the bill. She further stated that Clerk's Office staff was doing much of Financial Services's and Munis's job.

Clerk Byrum stated that she frequently got callbacks from Munis on her direct line that were meant for other Offices, so she knew that Munis was in fact returning calls. She further stated that she had been generally satisfied with the performance of Munis and Eagle Recorder, another program from Tyler Technologies.

Clerk Byrum stated that she had emailed the County contract with Tyler Technologies to Commissioners who had requested it. She further stated that the problems with Munis were the fault of leadership at the County who had not held departments accountable for forward-thinking.

Mr. Walters stated that one of his first projects when he started at the County was converting from the old software to Munis, and that the two pieces of software had different methods of organizing data. He further stated that Tyler Technologies forced Munis to match the old system rather than updating the old data.

Mr. Walters stated that various features of Munis were not used simply because people had not used them in the past. He further stated that County supervisors had molded Munis to match legacy systems in many ways, and that seeing where the County was not using Munis the way it was meant to be used would be a good start.

Mr. Walters stated that the training called for in this resolution was for County staff generally, but not IT employees.

THE MOTION CARRIED UNANIMOUSLY.

10. Controller's Office

- c. Resolution to Authorize an Independent Review of MUNIS Software and County Processes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, TO APROVE THE RESOLUTION.

Commissioner Naeyaert stated that there was language in the resolution that prompted her to wonder why the County would be paying Plante Moran to conduct an independent review of Munis. She further asked whether this was something that the Controller or somebody in that Office should be doing, instead of hiring Plante Moran.

Mr. Dolehanty stated that he had had meetings with a group of six directors to discuss that. He further stated that they had concluded that the Munis system had been built in the image of the old system, leading to inefficiencies.

Mr. Dolehanty stated that there were many directors present, who had stated that Munis did not work well enough, with budget projections taking hours, for example. He further stated that he was proposing using Plante Moran because they knew the County, and how County employees used the system.

Mr. Dolehanty stated that the Plante Moran technicians knew Munis, and had the right knowledge to help make things work better. He further stated that the group of six directors dealt with finances as their main responsibility, and that they felt there must be a better way.

Commissioner Naeyaert stated that it sounded as if Mr. Dolehanty wanted the group of six directors to tell Plante Moran that so they could tell Munis.

Mr. Dolehanty stated that Plante Moran would do an independent review. He further stated that Munis did not help very much, whereas Plante Moran would help the County use the system in the most efficient way.

Mr. Dolehanty stated that the Road Department, for example, needed to have its data precisely entered, and that a former electronic timecard system would not allow them to enter their timecards in a way that aligned with their specific accounting practices regarding grant monies. He further stated that Plante Moran would be able to tell staff what they need to know.

Commissioner Maiville stated that he felt similarly to Commissioner Naeyaert. He further stated that if Munis was providing services for so many other government entities, one would think the timecard-grant issue would be easily fixed without needing a strange workaround. He further stated he did not understand why Munis could not fix the issue, and that it did not make sense to spend more money to have Plante Moran come in and fix it while Munis appeared to be fleecing the County.

Commissioner Stivers asked whether the County had approached Munis for a high-level talk about the whole County's systems, rather than just specific issues. She further asked whether County personnel were being trained to use the whole system.

Mr. Dolehanty stated that the training provided under the Resolution to Authorize Planned Annual Continuing Education Program from MUNIS would cover how to do things the right way.

Commissioner Stivers asked why the County needed to bring in Plante Moran, in that case.

Mr. Dolehanty stated that Plante Moran was needed because the system the County had built was not the way Munis was meant to work.

Commissioner Sebolt stated that he felt the Committee was talking in circles. He further stated that, if the County was going to have Munis come in, it should have Munis fix all of the issues instead of paying Plante Moran and then bringing in Munis anyway. He further stated that he felt Plante Moran would likely simply say to use Munis the way it was meant to be used, and that the County would pay \$60,000 to two companies just to tell County leadership what it already knew.

Alan Fox, Chief Deputy Treasurer, stated that it was a mistake to think of Munis as a piece of software with one problem that could be fixed. He further stated that fixing Munis was like the old tale about the blind men and the elephant, in that each department saw a different problem, and proposed a different solution.

Mr. Fox stated that the Budget Office took two hours to print a report, Human Resources had to constantly reenter data, and other departments and offices experienced other problems. He further stated that some of these problems were a result of the program having been structured strangely in 2004, and some were the result of people deciding to do things the way they wanted instead of the way the program was built to function.

Mr. Fox stated that there was a clear need to look at Munis systematically and determine what solutions fit what issues, and that Munis was a very complex program, even compared to other computer systems. He further stated that County administration was also very complex, with different needs in different offices, and that until there was a systematic way of going through things office by office, there would not be a solution.

Mr. Fox stated that he did not know whether this was the right way to do that, but that the County did need a systematic look at Munis, Eagle Recorder, BS&A, and Courtview. He further stated that a lot of reentry of data by hand was being done in all departments, and that the County needed someone from outside of Tyler Technologies to look at all of this.

Commissioner Koenig stated that Munis was a customizable system that got built up over time, like a city, and that the County needed a consultant to determine what to take out. She further stated that Munis always just wanted to sell the County more products, and that the Community Mental Health Authority had experienced Munis issues in the past.

Commissioner Koenig stated that the County was not the only entity having trouble with Munis, and that she agreed with Mr. Fox that the system needed to be looked over. She further stated that there would be no simple fix for it, that these were very complex systems, and that she wanted to hear from IT.

Mr. Walters stated that the current version of Munis was Version 15, and that the County was still using Version 11.3. He further stated that the County had done upgrades based on the lowest version that Munis still supported at all.

Commissioner Koenig asked why the County did not upgrade to Version 15.

Mr. Walters stated that ultimately that was because Jill Rhode, Former Financial Services Director, had not wanted to upgrade, and that Financial Services had been in charge of what happened with Munis since Day 1. He further stated that IT did not decide these things, and that the departments did.

Chairperson Celentino left at 7:17 p.m.

Commissioner Naeyaert stated that IT could advise departments, but that if the department did not want to comply, IT could not do much in response.

Mr. Walters stated that at a certain point, IT would refuse to let devices running old, non-secure software onto the County network.

Chairperson Celentino returned at 7:19 p.m.

Commissioner Naeyaert stated that Plante Moran's letter to the Controller laid out 7 objectives, 5 of which she could answer right now based on the discussion. She further asked why the County was letting the Finance Director make decisions for the entire County.

Commissioner Naeyaert asked why the County was not listening to what Mr. Walters was recommending, and why the County needed Plante Moran when it knew what some of the answers were now. She further stated that it was unacceptable to pay for a support contract from Munis and not get support.

Mr. Dolehanty stated that the support contract only covered enough support to keep the system running.

Mr. Walters stated that IT could only get support from Munis by having a department call the problem in.

Clerk Byrum stated that IT had come a long way in six years, and that many County Offices and Departments contracted with an IT vendor without involving the IT Department in the discussion. She further stated that she did not know if IT was involved in discussions with Munis in 2004.

Clerk Byrum stated that Munis called her back when she had issues or ideas, and that one would think that Munis would want customers to use their products well in order to maintain a good reputation. She further stated that she preferred the “silos” within the Munis system because they protected vital records from threats like viruses originating from malicious email messages opened by employees of other departments.

Commissioner Naeyaert stated that it seemed that Plante Moran was suggesting they do something that was not their job, and that this was a communication issue. She further stated that County administration should know what was happening in their departments.

Commissioner Naeyaert stated that everyone who utilized the system knew what the problems were, and it might be better to have those people tell Munis what the problems were directly. She further stated she would not support the resolution.

Chairperson Celentino asked what the alternative was if the resolution did not pass.

Mr. Dolehanty stated that the alternative would be “status quo.”

Chairperson Celentino asked whether Mr. Dolehanty would reconvene the group of six directors he had been speaking with.

Mr. Dolehanty stated that they had been very good to work with, and that they would all work with the system as best they could.

Commissioner Grebner stated that it appeared that confusion had arisen. He further stated that Munis had been customized to meet the needs of the County 15 years earlier, and that Plante Moran could bring an outside perspective to figure out what parts to eliminate or remake completely. He further stated that a big-picture view on how to reconfigure Munis was needed, and that millions of dollars had already been invested in Munis.

Commissioner Grebner stated that hundreds of employees depended on Munis for their work, and that its functions were not easily replaced. He further stated that the standard by which software was judged was that developers should try first and foremost to avoid disasters.

Commissioner Grebner stated that Lansing Community College’s (LCC) enrollment system had crashed and cost them \$25 million in the recent past, and that the State had had some serious issues. He further stated that the County has never had an issue like that.

Commissioner Grebner stated that it seemed the resolution would “put duct tape” on the problem, and that he would be willing to throw a little money to fix the problem, in order to protect the huge investment the County had made in Munis. He further stated that if hundreds of employees used Munis, that was millions of dollars of training and software invested.

Commissioner Grebner stated that there were so many dysfunctions now because the software was very old, and that the plumbing underneath all of the upgrades and improvements still dated

back to 2004. He further stated that leaving Munis entirely and switching to something new would be a tremendous project.

Commissioner Sebolt stated that he was very frustrated, and that for the Controller to state that the alternative to adopting the resolution was “status quo” was unacceptable. He further stated that that should never be the answer to the question.

Commissioner Sebolt stated that he was not disagreeing that the County did not need to spend more money to make the system work, and that the Committee already knew the system needed to be upgraded. He further asked why the County did not just pay Munis up front to fix things.

Commissioner Koenig left at 7:30 p.m.

Commissioner Sebolt stated that he was aware that money would need to be spent to fix this issue, but it seemed that there was no need to bring in Plante Moran as a middleman between the County and Munis.

Commissioner Maiville agreed that “status quo” was not an acceptable answer. He further stated that he did not understand why the County could not just bring in Munis to fix their own system.

Mr. Dolehanty stated that when he said “status quo,” he did not mean that the County would do nothing, but that while pursuing Munis, the County would have to do it the way they had been doing it. He further stated that if the resolution was voted down, the County would try to figure something else out.

Commissioner Maiville asked why the County could not implement electronic timecards on its own.

Mr. Dolehanty stated that he did not know, and had never used the Munis software for that.

Commissioner Grebner stated that the County was setting too high a standard, and that the real way to solve the problem was a terribly painful process of switching to an entirely new software system. He further stated that avoiding disaster was the first priority, and throwing money could do that.

Commissioner Maiville stated that the County should fix what it had, and that he was not sure it needed Plante Moran to come in in order to do that. He further stated that it seemed the County could fix things on its own with Munis’s help.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY.

Absent: Commissioner Koenig.

Chairperson Celentino stated that it was the consensus of the Committee that staff should discuss other options and return to a future meeting of the Committee with a wide-ranging consensus recommendation.

Clerk Byrum stated that she was not an IT professional, but that she would suggest doing all upgrades for Munis as a first step. She further stated that the committee of six directors with whom Mr. Dolehanty had been meeting should consider whether it was acceptable for one department head to control whether or not IT would be allowed to upgrade Munis.

Commissioner Stivers stated that Clerk Byrum or someone from her office should be a member of that committee.

10. Controller's Office

- d. Resolution Adopting Ordinance Amending Ordinance Regulating Parking in County Parking Lots

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:36 p.m.

Attachment A – Submitted by Clerk Barb Byrum

Thank you for the opportunity to speak during Public Comment as I would like to flag Agenda item 10c for your review. I am not here to argue whether we, Ingham County, utilize Munis to its fullest capabilities as I know the answer is no. For example, I have been asking to utilize electronic time cards for over six years. I have it on very good authority that through the Munis upgrades, it has been possible to do this for years.

It is important to note the Munis is owned by Tyler Technologies, which also owns Eagle Recorder, the document management system that my Office utilizes. I have found Tyler to be very accommodating and accessible. One would think that Munis would want their customers, Ingham County, to utilize every component of their product.

It seems like we should have conversations amongst ourselves, department-heads and county-wides, before we contract with a third party. Why is the Controller bringing this resolution to contract with Plante Moran for \$37,000? Has Munis been contacted, and have questions been posed regarding what modules Ingham County is not using that other counties utilize? Does Plante Moran have more knowledge about the Munis System than Munis? Is it cheaper to contract with Plante Moran to do this proposed independent review than it is with Munis? Does Munis even do such a review?

It is important to note that this resolution has not been discussed with County-wides, but in the proposal Plante Moran has indicated that they plan to do onsite interviews (up to 4 days with 2 consultants) with key County stakeholders, which include each County-wide, along with department heads. This feels like the Space Utilization Study, the Hay Study (which was about county compensation) and the Strategic Plan all over again. These initiatives cost the County \$400,000. And this amount does not include the 100s of staff hours from each and every Office and department in the County. From those initiatives, I did not see the County move forward, and therefore, I am suspicious of this initiative as well.

I feel that there is not enough attention paid to the details and I worry that this resolution is just throwing more money at a problem before even looking within for, at a minimum, some solutions.

MARCH 19, 2019 COUNTY SERVICES AGENDA

STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Historical Commission** – *Interviews*

Candidates for appointment to the Historical Commission will be present to respond to questions from Committee members.

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

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to the Aurelius and Delhi Consolidated Drain Maintenance and Improvement Project. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District's bonds in an amount not to exceed \$5,500,000. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

3a. **Facilities Department** – *Resolution to Authorize an Agreement with Trane US Inc. to Replace Roof Top Unit #1 at the Forrest Community Health Center*

Rooftop air handling unit #1 at the Forrest Community Health Center services the main seating area and clinical space. This rooftop unit is over 30 years old and has outlived its useful life resulting in constant repair missions. The Facilities Department recommends approval of a resolution to authorize an agreement with Trane US Inc. for the replacement of roof top unit #1 at Forrest Community Health Center for a total cost of \$86,313.13 which includes a \$5,000.00 contingency.

3b. **Facilities Department** – *Resolution to Authorize an Agreement with Williams & Works for the Engineering Services for both the Human Services Building Parking Lot and the Veterans Memorial Courthouse Visitor Lot*

The northeast section of the back parking lot at the Human Services Building is in disrepair and raising safety concerns. The visitor parking lot across from the Veterans Memorial Courthouse which visitors, jurors and those who require court services use is in a similar state of disrepair. Williams & Works submitted the lowest responsive and responsible bid for Engineering Services for the replacement of both parking lots. The Facilities Department recommends approval of a resolution to authorize an agreement with Williams & Works for Engineering services related to replacement of parking lots at a cost not to exceed \$29,800.

3c. Facilities Department – *Notice of Emergency Purchase Order to Repair Elevator at the Jail*

An emergency purchase order was issued to Schindler Elevator Corp. in the amount of \$14,991 to furnish and install a power unit motor and the soft start of a jail elevator. Water from a flood on the second floor leaked into the first floor elevator room and shorted out the elevator motor. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

3d. Facilities Department – *Facilities Department Overview* (Discussion, materials to be distributed)

The Facilities Department Director will be in attendance to provide an overview of department functions.

4. Potter Park Zoo – *Resolution to Authorize a Contract with Shane's Camels*

Potter Park Zoo has determined the camel ride enhances guest experience by offering diversity in visitor activities at the Zoo. Shane's Camels has over 20 years of experience working with camels and is highly recommended by other Association of Zoos and Aquarium member facilities. Potter Park Zoo recommends approval of a revenue contract with Shane's Camels wherein the Zoo will receive 25% of gross revenue from the camel ride services.

5a. Road Department – *Notice of Emergency PO Request for Used 2007 International Plow Truck for the Road Department*

An emergency purchase order was issued to Magnum Towing Inc. in the amount of \$37,000 to replace a 2001 Freightliner plow truck that was involved in a traffic accident on January 20. Appraisers for the Michigan Municipal Risk Management Authority determined that the 2001 Freightliner plow truck was totaled in the mishap. Loss of this vehicle had an immediate negative impact on the Road Department's winter maintenance program. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

5b. Road Department – *Resolution to Approve and Certify the Ingham County 2018 Public Road Mileage Report*

Public Act 51 of 1951, as amended (being MCL 247.659a (9)), requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. With a net increase of 0.47 mile of public road mileage in 2018, the centerline mileage of Ingham County roads is 1,254.73 miles. This reported road mileage is used to apportion Michigan Transportation Fund revenue to public road agencies in the state. The Road Department recommends approval of a resolution to grant authorization to sign the annual report.

TO: County Services and Finance Committees

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

RE: Aurelius and Delhi Consolidated Drain Maintenance and Improvement Project

DATE: March 5, 2019

I am requesting that the Board of Commissioners grant Full Faith and Credit of the County for the bonds that will finance the Aurelius and Delhi Consolidated Drain Maintenance and Improvement Project (the “Project”). Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of a drainage district who are liable to pay for the benefits of a drain project. The Aurelius and Delhi Consolidated Drain (the “Drain”) and Aurelius and Delhi Consolidated Drain Drainage District (the “Drainage District”) are located within the Township of Aurelius and the Charter Township of Delhi (please see the location of the Drain and Drainage District on the attached Project map). There are 275 properties and 2,747 acres within the Aurelius and Delhi Consolidated Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for this Project include the Township of Aurelius, the Charter Township of Delhi, and the County of Ingham.

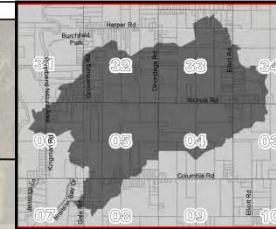
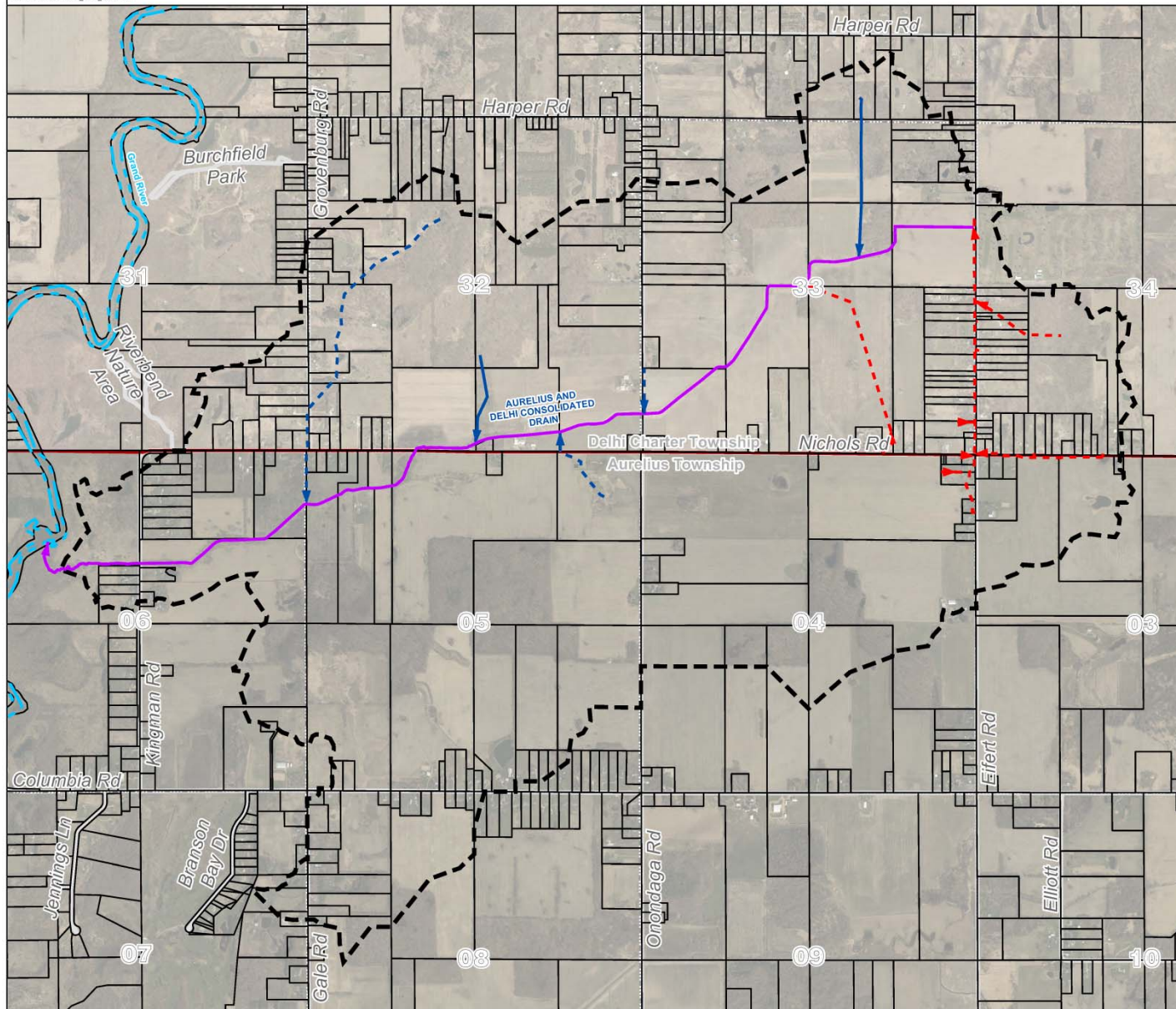
The Project results from a November 14, 2016 petition submitted by landowners within the Drainage District. Petitioners wanted the drainage improved to alleviate the repeated flooding of properties, homes, and roads. On March 8, 2017, the petition was found necessary by a statutory Board of Determination. A summary of the work included in the Project is attached, along with pictures of some of the flooding problems. Project construction is expected to commence in Spring, 2019 and be completed in Fall, 2019.

The Project will contain contract requirements for nondiscrimination and prevailing wage pursuant to my adopted policies and consistent with the Board of Commissioners’ resolutions.

Please note that while Project bids will be opened on March 14, 2019 (see attached Notice of Letting of Drain Contract), the total Project computation of cost will not be completed by the time of the Committee meetings. As a result, the attached Full Faith and Credit Resolution includes a “not-to-exceed” amount instead of an exact amount. This “not to exceed” amount (\$5.5 million) is also used in the attached SEV Analysis which is customarily submitted with these Full Faith and Credit requests.

I will be in attendance at your Committee meetings on March 19th and 20st to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request.

It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.



PRELIMINARY

LEGEND

TYPE OF WORK

- NO WORK TO EXISTING OPEN CHANNEL
- NO WORK TO EXISTING STORM SEWER
- OPEN CHANNEL MAINTENANCE AND CROSSING IMPROVEMENTS
- STORM SEWER IMPROVEMENTS
- OTHER WATERCOURSES
- DRAINAGE DISTRICT
- MUNICIPAL BOUNDARIES
- SECTION BOUNDARIES
- ROADS



0 800 1,600 2,400 Feet

<p>PATRICK E. LINDEMANN INGHAM COUNTY DRAIN COMMISSIONER</p> <p>707 BUHL AVENUE P.O. BOX 220 MASON, MI 48854 PHONE: (517)-676-8395 FAX: (517)-676-8364</p>	
<p>AURELIUS AND DELHI CONSOLIDATED DRAIN PROJECT AURELIUS TOWNSHIP AND DELHI CHARTER TOWNSHIP INGHAM COUNTY MICHIGAN</p>	
<p>A15-66</p>	
<p>COVER</p>	

Aurelius and Delhi Consolidated Drain Project Summary of Work

The Aurelius and Delhi Consolidated Drain Drainage District serves 2,747 acres of Ingham County including 1,451 acres of Aurelius Township and 1,296 acres of Delhi Charter Township. In total, the Drainage District encompasses 275 residential and agricultural properties.

The primary focus of the Project is to reduce flooding of county roads and the adjacent residential and agricultural land in the upper portion of the Drainage District. Most of the flooding is located near the intersection of Nichols and Eifert Roads. Nichols Road east of the intersection with Eifert Road is subjected to regular flooding for long periods of time due to lack of an outlet for the water and locally heavy soils. To quantify the duration of flooding and existing hazardous road conditions, the residence time is great enough to regularly allow ice formation over the asphalt road surfaces during the winter months and create flooded conditions during other months. Affected properties in the flooded areas, all of which are served by septic systems and wells, currently have ponding for days and even weeks.

To determine a solution to the flooding problems, a hydraulic sanitary and storm sewer analysis (SSA) model was created in conjunction with an open channel Hydrologic Engineering Center's River Analysis System (HEC-RAS) model. The models were utilized to illustrate existing conditions and model several proposed solutions. A refined solution was obtained minimizing the cost and maximizing the flood control benefit of the proposed system. The solution assures the 100 yr 24 hr storm, 5.3 inches of rainfall, will not overtop Nichols Road and that the residential flooding is limited to a 6-hour duration in a 4-inch rainfall event (25 yr 24 hr storm event).

To alleviate the flooded areas near the roads and road intersection, 2.2 miles of storm sewer will be installed, 1,580 linear feet of existing storm sewer will be removed and replaced with a two-stage meandering channel to lower the hydraulic grade line by nearly two vertical feet, and 69 drainage structures will be installed to collect surface water (Including 3 structures to regulate surface water elevations in existing wetlands). The infrastructure improvements will provide a drainage outlet for the approximately 336 acres of the upper portion of the Drainage District. To better convey this flow and to better serve District properties, the existing main channel from its outlet near the Grand River to the beginning of the new drain construction will be cleaned out and cleared.

In addition, trenching to construct the storm sewer will result in the restoration and improvement of approximately 3,700 linear feet of Nichols and Eifert Roads. Eifert Road serves as a primary road for Ingham County. This road restoration includes the repaving of the intersection of Nichols and Eifert Roads. Roads will be closed to through traffic during the construction period. A detour plan has been coordinated with the Ingham County Road Department to assure that traffic is properly maintained within the vicinity. All efforts will be made to minimize inconvenience to residents and travelling public.

To accommodate the additional discharge from the intersection area, 14 culverts are being improved (upsized) and 2 are being removed along the existing main channel of the Aurelius and Delhi Consolidated Drain. Many of these crossings that need improvement are old and in poor condition anyway. Among the 14 improved culverts, is the Onondaga Road culvert. Onondaga Road serves as a primary road for Ingham County.

Construction of the Aurelius and Delhi Consolidated Drain Project is expected to start in the spring of 2019. The assessment for the Project would begin in 2019, and be levied over twenty years.



March 2, 2017 - Ponding Over Nichols Road



February 8, 2017 - Ponding on Properties Adjacent to Eifert Road



March 2, 2017 - Ponding Adjacent to Eifert Road



February 19, 2019 - Ice Forming Over Nichols Road



February 19, 2019 - Ice Over Nichols Road

**NOTICE OF LETTING OF DRAIN CONTRACT AND
DAY OF REVIEW OF APPORTIONMENTS**

**Ingham County Drain Commissioner
Patrick E. Lindemann**

AURELIUS AND DELHI CONSOLIDATED DRAIN

LETTING OF DRAIN CONTRACT

NOTICE IS HEREBY GIVEN that I, Patrick E. Lindemann, Ingham County Drain Commissioner, will receive sealed construction bids on **Thursday, March 14, 2019**, at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, Michigan 48854, until 10:00 a.m. local time. Bids will be opened and publicly announced at 10:00 a.m. for the construction, maintenance and improvement of a certain drain known and designated as the "Aurelius and Delhi Consolidated Drain." Bids must be delivered to 707 Buhl Avenue, Mason, MI 48854 within the timeframes listed above in accordance with the Bidding Documents.

The Drain project consists of the *installation of enclosed storm sewer, open channel excavation, two-stage channel excavation, drainage structures, culvert removal and installation, site clearing, water level control structures, and road construction work including base aggregate, and HMA paving. The construction, maintenance and improvement of said Drain is described as follows, each section having the average length, depth, and width as set forth:*

Containing six sections total. Two open sections having a length, average depth, and average width of: 1,580 ft long, 5.4 ft deep, and 28 ft wide; 146 ft long, 1.1 ft deep, and 8.5 ft wide. Four closed sections: Eifert Road Storm Sewer – 5,374 ft of 12 to 36 Inch Dia. storm sewer with a 7.9 ft average depth; Nichols Road Storm Sewer – 2,613 ft of 12 to 36 Inch Dia. storm sewer with an 8.7 ft average depth; Chellison's Branch Storm Sewer – 2,848 ft of 12 to 24 Inch Dia. storm sewer with a 5.0 ft average depth; East Eifert Road Storm Sewer – 958 ft of 12 to 36 Inch Dia. storm sewer with a 7.0 ft average depth.

In the construction, maintenance and improvement of said Drain, the project consists of furnishing all supplies and installation and construction of the following quantities for major items of work and character of tile or pipe, with appurtenances, and the contract let for the same. The following quantities are approximate and final payment will be made on measured quantities:

<u>Estimated</u>		
<u>Qty</u>	<u>Units</u>	<u>Description</u>
1580	Ft	<u>Two-Stage Meandering Channel Excavation</u>
146	Ft	<u>Open Channel Excavation</u>
700	Ft	<u>Misc. Channel Cleanout</u>
16	Ea	<u>6" to 12" Field Tile Outlet</u>
4	Ea	<u>12" - 36" Flared End Sections</u>
5709	Ft	<u>12" - 36" R.C.P. Storm Sewer</u>
6084	Ft	<u>12" - 36" H.D.P.E. Dual Wall Storm Sewer</u>
9	Ea	<u>Prefabricated Bends and End Caps</u>

<u>47</u>	<u>Ea</u>	<u>Misc. Drain Structures, 30" - 84" Dia.</u>
<u>3</u>	<u>Ea</u>	<u>30" Dia. Water Level Control Structures</u>
<u>19</u>	<u>Ea</u>	<u>12" - 24" Inlet Tees</u>
<u>33</u>	<u>Ea</u>	<u>4" - 12" Field Tile Connections</u>
<u>3275</u>	<u>Syd</u>	<u>Full Depth Bituminous Road Removal</u>
<u>1350</u>	<u>Syd</u>	<u>2.5" Pavement Milling</u>
<u>1250</u>	<u>Tons</u>	<u>MDOT 4E3, Bituminous Road Paving</u>
<u>6000</u>	<u>Sft</u>	<u>6" Gravel Drive Restoration</u>
<u>1000</u>	<u>Sft</u>	<u>6" Concrete Drive Restoration</u>
<u>160</u>	<u>Tons</u>	<u>Bituminous Drive Restoration</u>
<u>1000</u>	<u>Tons</u>	<u>Shoulder, 21AA, 6 Inch</u>
<u>16</u>	<u>Ac</u>	<u>Various Seeding</u>
<u>940</u>	<u>Syd</u>	<u>Plain Riprap, Fieldstone</u>
<u>200</u>	<u>Syd</u>	<u>Plain Riprap / Grass Spillways</u>
<u>1</u>	<u>LS</u>	<u>Traffic Control</u>
<u>30</u>	<u>Ea</u>	<u>Tree Plantings</u>
<u>Misc.</u>		<u>Soil Erosion and Sediment Control Measures</u>

All stations are 100 feet apart. There are no bridges. There are 16 culverts in this contract at the following locations:

1. Crossing No. 4, Sta. 43+67, 31 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
2. Crossing No. 5, Sta. 47+80, Remove Existing Crossing
3. Crossing No. 6, Sta. 56+55, 42 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
4. Crossing No. 7, Sta. 60+25, 42 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
5. Crossing No. 8, Sta. 64+38, 30 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
6. Crossing No. 9, Sta. 67+37, 30 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
7. Crossing No. 11, Sta. 81+30, Remove Existing Crossing
8. Crossing No. 12, Sta. 89+38, 42 linear feet of 128" Span X 83" Rise C.M.P.A., 3" X 1" Corr., 10 Ga., with 1:1 Beveled Ends
9. Crossing No. 13, Sta. 108+80, 98 linear feet of 10' Span X 6' Rise Concrete Box w/ Tapered End Sections
10. Crossing No. 14, Sta. 135+72, 42 linear feet of 6 ft Dia. C.M.P., 3" x 1" Corr., 14 Ga., 1.5:1 Beveled Ends
11. Crossing No. 15, Sta. 155+84, 40 linear feet of 73" x 53" C.M.P.A., 3" x 1" Corr., 12 Ga., 1:1 Beveled Ends
12. Eifert Road, Crossing No. 1, Sta. 5+05, 30 linear feet of 18" C.M.P., 2 2/3" X 1/2" Corr., 14 Ga., 2:1 Beveled Ends
13. Eifert Road, Crossing No. 2, Sta. 11+52, 34 linear feet of 18" C.M.P., 2 2/3" X 1/2" Corr., 14 Ga., 2:1 Beveled Ends
14. Eifert Road, Crossing No. 3, Sta. 12+67, 38 linear feet of 18" C.M.P., 2 2/3" X 1/2" Corr., 14 Ga., 2:1 Beveled Ends

15. Branch No. 3, Crossing No. 1, Sta. 0+32, 44 linear feet of 30" C.M.P., 2 2/3" X 1/2" Corr., 14 Ga., 1:1 Beveled Ends
16. Chellison's Branch, Crossing No. 1, Sta. 32+88, 54 linear feet of 24" C.M.P., 2 2/3" x 1/2" Corr., 16 Ga. 2:1 Beveled Ends

Plans and Bidding Documents are on file and may be examined beginning on **Monday, February 25, 2019 at 8:00 a.m.** local time at the office of the Ingham County Drain Commissioner, 707 Buhl Avenue, Mason, Michigan 48854, (517) 676-8395 and at the offices of Spicer Group, Inc., 1400 Zeeb Dr., St. Johns, MI 48879, (989) 224-2355. Bidders wishing to download the Plans and Specifications at NO COST may do so by registering at the Spicer Group website at <http://bidding.spicergroup.com/>. For bidders wishing to purchase the plans and specifications, a fee of Seventy-Five Dollars (\$75.00) will be required for each set of proposed plans and specifications and will not be refunded. A mailing fee of Twenty-Five Dollars (\$25.00) to cover handling and postage will be charged to anyone wishing to receive the plans and specifications via United Parcel Service.

A MANDATORY pre-bid conference will be held on **Thursday, February 28, 2019 at 10:00 a.m.** local time at the Ingham County Department of Roads Board Room (Administrative Building), 301 Bush Street, Mason, Michigan 48854. Representatives of the Ingham County Drain Commissioner and Engineer will be present to discuss the contract. Prospective Bidders are required to attend and participate in the pre-bid conference. All prospective Bidders must sign in by name of attendee, business represented, and email address. Prospective Bidders who fail to attend and register at the pre-bid conference will be considered non-responsive and will be disqualified from bidding on the Contract. The Engineer will transmit to all prospective Bidders of record such Addenda as the Engineer considers necessary in response to questions. Oral statements may not be relied upon and will not be binding or legally effective.

This Contract will be let in accordance with the Contract Documents now on file in the Office of the Ingham County Drain Commissioner and available to interested parties. Bids will be made and received in accordance with these documents. A contract will be made with the lowest responsible Bidder giving adequate security for the performance of the work. I reserve the right to reject any and all bids, and to adjourn such bid letting to such time and place as I shall publicly announce.

The date for the substantial completion of such contract is **October 15, 2019**, with final completion by **November 15, 2019**, and the terms of payment are contained in the contract specifications. Any responsible person wanting to bid on the above-mentioned work will be required to deposit bid security in the amount specified in the bidding documents as a guarantee that they will enter into a contract and furnish the required bonds as prescribed by the contract specifications and applicable law. All bids shall remain open for ninety (90) days after the day of the bid opening, but I reserve the right at my sole discretion to release any bid and bid security before that date.

Bidders shall comply with the Ingham County policies regarding the payment of Prevailing Wages, and Equal Opportunity/Nondiscrimination, as set forth in Ingham County Board of Commissioners Resolutions #02-263 and #02-283, respectively.

DAY OF REVIEW OF APPORTIONMENTS

NOTICE IS HEREBY GIVEN that on **Thursday, April 4, 2019**, the apportionments for benefits to the lands comprised within the "Aurelius and Delhi Consolidated Drain Special Assessment District" will be subject to review for one day from 9:00 a.m. until 5:00 p.m. at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, Michigan 48854, or at such other time and place to which I may adjourn. At the meeting to review the apportionment of benefits, I will have the tentative apportionments against parcels and municipalities within the drainage district available to review. At said review, the computation of costs for construction, maintenance and improvement of the Drain will also be open for inspection by any interested parties.

Pursuant to Section 155 of the Michigan Drain Code of 1956, any owner of land within the Aurelius and Delhi Consolidated Drain Special Assessment District or any city, village, township, district or county feeling aggrieved by the apportionment of benefits made by the Drain Commissioner may appeal the apportionment within ten (10) days after the day of review of apportionment by making an application to the Ingham County Probate Court for the appointment of a Board of Review.

Any drain assessments against land will be collected in the same manner as property taxes. If drain assessments against land are collected by installment, the landowner may pay the assessments in full with any interest to-date at any time and thereby avoid further interest charges.

The following is a condensed description of the land constituting the "Aurelius and Delhi Consolidated Drain Special Assessment District." The description of area that is served by the Aurelius and Delhi Consolidated Drain consists of lands situated in Sections 3, 4, 5, 6, 7, and 8 of Aurelius Township, *T.2N.-R.2W* and Sections 28, 31, 32, 33, and 34 of Delhi Charter Township, *T.3N.-R.2W*, in Ingham County, Michigan.

In Aurelius Township *T.2N.-R.2W*:

In Section 3 – The Northwest $\frac{1}{4}$ of the Section

In Section 4 – The North $\frac{3}{4}$ of the Section

All of Section 5

In Section 6 – The Northeast $\frac{1}{4}$ and the East $\frac{1}{2}$ of the Southeast $\frac{1}{4}$ and the East $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of the Section

In Section 7 – The East $\frac{1}{2}$ of the Northeast $\frac{1}{4}$ of the Section

In Section 8 – The Northwest $\frac{1}{4}$ and the North $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ and the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ and the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of the Section

In Delhi Charter Township *T.3N.-R.2W*:

In Section 28 – The South $\frac{1}{2}$ of the Southeast $\frac{1}{4}$ and the East $\frac{1}{2}$ of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of the Section

In Section 31 – The Southeast $\frac{1}{4}$ and the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of the Section

All of Section 32

All of Section 33

In Section 34 – The West ½ of the Section

In addition to the parcels and tracts of land listed above, the County of Ingham, County Road Department, Aurelius Township, and Delhi Charter Township will be specially assessed at-large for benefits in the maintenance and improvement of the Drain.

NOW THEREFORE, all unknown and non-resident persons, owners and persons interested in the above described lands, and you:

Clerk of Ingham County;
Chairperson of the Ingham County Board of Commissioners;
Managing Director of the Ingham County Department of Roads;
Supervisor and Clerk of Aurelius Township;
Supervisor and Clerk of Delhi Charter Township;

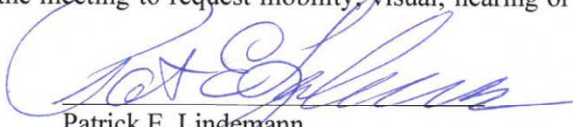
are hereby notified that at the time and place aforesaid, or at such other time and place thereafter to which said day of letting of contract may be adjourned, I shall proceed to receive bids for the construction, maintenance and improvement of the “Aurelius and Delhi Consolidated Drain” in the manner hereinbefore stated; and, also, that at such time and place as stated above from 9:00 a.m. until 5:00 p.m., the apportionment for benefits and the lands comprised within the “Aurelius and Delhi Consolidated Drain Special Assessment District” will be subject to review.

AND YOU AND EACH OF YOU, owners, municipalities and persons interested in the aforesaid lands are hereby cited to appear at the time and place of such reviewing of the apportionments as aforesaid, and be heard with respect to such special assessments and your interests in relation thereto, if you so desire.

This notice is pursuant to Section 154 of the Michigan Drain Code of 1956, as amended.

Proceedings conducted at the pre-bid conference, bid opening and day of review of apportionments are subject to the Michigan Open Meetings Act. Persons with disabilities needing accommodations for effective participation in the meeting should contact Patrick E. Lindemann, the Ingham County Drain Commissioner at (517) 676-8395, or through the Michigan Relay Center at 711 (TTY) at least 24 hours in advance of the meeting to request mobility, visual, hearing or other assistance.

Dated: February 14, 2019



Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue, Mason, MI 48854
(517) 676-8395



February 5, 2019

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

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

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Aurelius and Delhi Consolidated Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Aurelius Township, Delhi Charter Township, and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2018 property tax records found on the Ingham County web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2018 equalization report available at:

<http://eq.ingham.org/Portals/DP/Equalization/2018%20Equalization%20Report.pdf>

The requested full faith and credit amount is \$5,500,000. The total SEV for Aurelius Township is \$181,808,700. The total SEV for the Delhi Charter Township is \$802,595,400. The estimated SEV for the lands within the special assessment district is \$24,782,400. Additionally, the total SEV for all of Ingham County is \$8,351,502,165. The Aurelius and Delhi Consolidated Drain Drainage District is comprised of 275 parcels, representing 6.20% of the land and 13.63% of the SEV of Aurelius Township and 7.02% of the land and 3.09% of the SEV of Delhi Charter Township. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount = \$5,500,000			
Estimated SEV of the lands in the special assessment district	\$24,782,400	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.	22.19%
Aurelius Township SEV	\$181,808,700	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Municipality.	3.03%
Delhi Charter Township SEV	\$802,595,400	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Municipality.	0.69%
Ingham County SEV	\$8,351,502,165	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.07%



ENGINEERS • SURVEYORS • PLANNERS

Please contact our office at (989) 224-2355 with any questions or concerns.

Sincerely,

Spicer Group, Inc.

A handwritten signature in blue ink, appearing to read "Chuck R. Smith", written in a cursive style.

Charles R. Smith, PE, CFM
Project Manager

SPICER GROUP, INC.
1400 Zeeb Drive
St. Johns, MI 48879
Phone: (989) 224-2355
Cell: (586) 383-8244

Stronger. Safer. Smarter. **Spicer.**

WWW.SPICERGROUP.COM

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
AURELIUS AND DELHI CONSOLIDATED DRAIN DRAINAGE DISTRICT BONDS**

RESOLUTION # _____

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

PRESENT: Commissioners _____

ABSENT: Commissioners _____

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

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

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed \$5,500,000.00 pursuant to the Act; and

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

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

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$5,500,000.00. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

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

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

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

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

FINANCE:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

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

Date: _____, 2019

Barb Byrum, Clerk
County of Ingham

Agenda Item 3a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 5, 2019

RE: Resolution for an agreement with Trane US Inc. to replace roof top unit #1 at the Forrest Community Health Center.

For the meeting agendas of: March 19 & 20

BACKGROUND

Roof top unit #1 at the Forrest Community Health Center that services the main seating area and clinical space is failing and is need of constant repair. This roof top unit is over 30 years and has outlived its useful life.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

We are utilizing the US Communities Contract #15-JLP-023 so three quotes were not required. Trane US Inc. submitted a quote of \$81,318.13. We are requesting a contingency of \$5,000.00 for any uncovered conditions. Funds for this project are available through CIP # 245-60199-976000-9F10 which has a balance of \$90,000.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Purchasing and 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 \$86,313.13 which includes a \$5,000.00 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 #1 AT THE FORREST COMMUNITY HEALTH CENTER**

WHEREAS, roof top unit #1 at the Forrest Community Health Center is in need of replacement; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with Trane US Inc., a registered vendor who submitted the quote of \$81,313.13, to replace roof top unit #1; and

WHEREAS, the Facilities Department would like to ask for a \$5,000.00 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 245-60199-976000-9F10 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 #1 at the Forrest Community Health Center for an amount not to exceed \$86,313.13 which includes a \$5,000.00 contingency.

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

Agenda Item 3b

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 5, 2019

RE: Resolution for an agreement with Williams & Works for Engineering Services for the replacement of both the Human Services Building parking lot and Veterans Memorial Courthouse visitor parking lot

For the meeting agendas of: March 19 & 20

BACKGROUND

The northeast section of the back parking lot at the Human Services Building is the final section to be replaced. The remaining section is in disrepair and raising safety concerns. The visitor parking lot across from the Veterans Memorial Courthouse which visitors, jurors and those who require court services use is in disrepair and raising safety concerns. Williams & Works submitted the lowest responsive and responsible bid for Engineering Services for the replacement of the northeast parking lots area the Human Services Building and the visitor parking lot across from the Veterans Memorial Courthouse.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Williams & Works submitted the lowest bid of \$29,800.00. Funds for this project are available through CIP Line Item 631-23304-931000-9F17 which has a balance of \$130,000 for HSB and CIP Line Item 245-26710-931000-9F15 which has a balance of \$64,000.00 for VMC.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities and Purchasing Department respectfully recommends approval of the attached resolution to support an agreement with Williams & Works for the Engineering services for the replacement of the northeast section of the back parking lot at the Humans Services Building and the visitor parking lot across from the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WILLIAMS & WORKS FOR THE
ENGINEERING SERVICES FOR BOTH THE HUMAN SERVICES BUILDING PARKING LOT AND
THE VETERANS MEMORIAL COURTHOUSE VISITOR LOT**

WHEREAS, the northeast section of the back parking lot at the Human Services Building needs to be replaced;
and

WHEREAS, the visitors parking lot across from the Veterans Memorial Courthouse is in need of replacement;
and

WHEREAS, it is the recommendation of both the Facilities and Purchasing Departments to enter into an agreement with Williams & Works who submitted the lowest responsive and responsible bid of \$29,800.00, for engineering services for the northeast section of the back parking lot at the Human Services Building and the visitors parking lot across from the Veterans Memorial Courthouse; and

WHEREAS, funds for this project are available within the approved CIP Line Item 631-23304-931000-9F17 for HSB and CIP Line Item 245-26710-931000-9F15 for VMC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, Michigan, 49503, for the engineering services for the northeast section of the back parking lot at the Human Services Building and the visitors parking lot across from the Veterans Memorial Courthouse for an amount not to exceed \$29,800.00.

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

Agenda Item 3c

TO: County Services Committee

FROM: Rick Terrill, Facilities Director

DATE: March 6, 2019

SUBJECT: Emergency Purchase Order to Repair Elevator at the Jail

This memo is to inform you of an emergency repair that was made prior to receiving board approval.

At the Jail there was flood in the second floor janitor closet that leaked into the elevator equipment room located below it on the first floor. There was a broom handle that had fallen and depressed the dispenser button on the cleaning chemical dilution dispenser. By the time anyone noticed the water running had leaked down into the first floor elevator room and shorted out the elevator motor and soft start.

Schindler Elevator Corp. submitted a quote of \$14,991.00 to furnish and install the power unit motor and the soft start.

Funds for the elevator repairs are available through the liability insurance fund with line item # 667-85112-890200.

TO: Board of Commissioners County Services and Finance Committees
FROM: Cynthia Wagner
DATE: 03-05-2019
SUBJECT: Potter Park Zoo Camel Ride Services
For the meeting agendas of 03-19-2019 and 3-20-2019

BACKGROUND

The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society's mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events and fundraising.

The Potter Park Zoological Society also managed the Zoo encounters until a new operations structure in 2016 resulted in numerous significant changes to the structure at Potter Park Zoo. A new agreement between the County and Zoological Society was adopted on March 14, 2017, #17-069, which placed the County responsible for the operation of the Zoo encounters including the camel rides.

The County purchasing department sent out RFP #9-19 and Shane's Camels was the only vendor to submit a proposal.

ALTERNATIVES

Due to the impending summer season as well as a limited number of vendors offering these services, there is not an alternative for camel rides at Potter Park Zoo for 2019.

FINANCIAL IMPACT

The contract with Shane's Camels would provide an additional revenue source for Potter Park Zoo. Potter Park Zoo will receive 25% of the gross revenue from camel rides.

STRATEGIC PLANNING IMPACT

This proposed experience will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through amusement services such as camel rides, the Zoo is able to improve visitor experience and promote key services and opportunities at the Zoo through the local media.

OTHER CONSIDERATIONS

Guests frequently requested camel rides in 2018 when they were not present at the zoo. Shane's camels has operated the camel ride at John Ball Zoo since 2007.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with Shane's Camels.

Agenda Item 4

TO: Cynthia Wagner, Director Potter Park Zoo

FROM: James Hudgins, Director of Purchasing

DATE: January 31, 2019

RE: Memorandum of performance for RFP No. 9-19: Amusement Services (Camel Rides) for Potter Park Zoo

Per your request, the Purchasing Department sought proposals from experienced and qualified camel ride vendors for the purpose of entering into a three-year (3) contract to provide and operate camel ride services at Potter Park Zoo from May 1st through Labor Day.

The scope of services includes but is not limited to providing 1 outdoor camel ride operation, animal handling staff, equipment, merchandise, security, permits, safety protocols, insurance and all other items normally required with this type of business.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	7	1
Vendors responding	1	0

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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Camel Ride Price/Ride 2019	Camel Ride Price/Ride 2020	Camel Ride Price/Ride 2021	Photograph Price/Photo 2019	Photograph Price/Photo 2020	Photograph Price/Photo 2021	Revenue Share Percentage of Gross Revenue 2019	Revenue Share Percentage of Gross Revenue 2020	Revenue Share Percentage of Gross Revenue 2021
Shane's Camels	Sheridan, MI	\$6.00	\$6.00	\$6.00	\$5.00	\$5.00	\$5.00	25%	Open to negotiate	Open to negotiate

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH SHANE'S CAMELS

WHEREAS, the Potter Park Zoological Society previously managed the operation of Zoo encounters; and

WHEREAS, the new agreement between the County and the Zoological Society, Resolution #17-069, transfers operations of encounters including the camel ride to the County; and

WHEREAS, the camel ride experience enhances guest experience by offering diversity in activities at the Zoo for visitors; and

WHEREAS, Shane's camels has over 20 years of experience working with camels and is highly recommended by other AZA facilities; and

WHEREAS, the Zoo Director and Purchasing Director reviewed the bid submitted by Shane's camels and found it to meet the criteria necessary for camel rides at Potter Park Zoo; and

WHEREAS, this contract will be a revenue contract with the Zoo receiving 25% of the gross revenue from the camel ride services.

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby authorizes awarding a contract for three years with an additional two year extension option, to Shane's camels for the camel ride experience at Potter Park Zoo, based on its proposal dated January 30th, 2019.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

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

TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations ICRD

DATE: March 1, 2019

SUBJECT: Emergency PO request, Used 2007 International plow truck for the Road Department

The purpose of this correspondence is to request approval for an emergency PO for a used 2007 International 7400 tandem axle snowplow truck with a underbody blade and a stainless steel live bottom dump box from Magnum Towing. This snowplow truck will be at a cost of \$37,000.

The Ingham County Road Department (ICRD) is in need of a front line snowplow truck to replace a 2001 Freightliner single axle snowplow truck that was involved in an accident.

On January 20, 2019, ICRD truck #351, a 2001 Freightliner plow truck with 39,000 miles, including an underbody blade, front mounted plow frame, dump box with an inserted 5 yard stainless steel sander, was involved in an accident on Aurelius Road in Delhi Township. A commercial snowplow contractor backed out in front of the ICRD plow truck and this resulted in a collision with ICRD truck #351. This collision forced the ICRD truck off the road and in to a direct hit into a tree. The ICRD truck received major damage to the truck and some of truck mounted components. The ICRD Fleet Manager and the Ingham County insurance carrier (MMRMA) have determined that truck #351 is a total lost, due to the cost involved to complete the repairs. The County insurance provider MMRMA has provided funds of \$23,500 for the totaled truck chassis of truck #351 and has agreed the truck will remain with the ICRD until all salvageable parts are removed, for use on other ICRD plow trucks.

The loss of this front line truck has affected our winter maintenance program. There is an essential need to replace truck #351 as soon as possible to provide safe roads for the public. To delay purchasing a replacement snowplow truck thru the standard Ingham County purchasing procedures could affect the quality of service in the ICRD winter maintenance program.

The Purchasing Dept., ICRD Fleet Manager, and the ICRD Director of Operations have been involved in conducting a thorough research for a replacement snowplow truck, that meets the needs of the ICRD and all concur that this 2007 International 7400 truck meets all the requirements and has all the necessary components required for winter maintenance.

The Road Department's adopted 2019 budget includes funds for this and other maintenance material purchases. We will work with Financial Services to reimburse the Road Dept. budget, with funds from the Insurance Proceeds account as the purchase becomes final.

This emergency PO request has also been approved by the Purchasing Department Director and County Controller subject to approval of County Services and Finance Committee approval per the emergency purchase procedures.

Therefore, approval to purchase a used 2007 International 7400 tandem axle snowplow truck with a underbody blade, front mounted plow frame and a stainless steel live bottom dump box from Magnum Towing Inc. 29420 Wixom Road, Wixom, Michigan 48393 is requested.

Agenda Item 5b

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: February 26, 2019

SUBJECT: Ingham County 2018 Public Road Mileage Certification

For the County Services Committee meeting agenda in March 19, 2019
For the Finance Committee meeting agenda in March 20, 2019
For the BOC meeting agenda in March 26, 2019

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition of roads because of new subdivisions or jurisdiction transfers and by subtraction of roads because of abandonments or jurisdiction transfers. There was a net increase of 0.47 miles of public road mileage in 2018. The mileage increase was due to three new subdivision roads dedicated for the use of the public. Our road centerline mileage is currently 1,254.73 miles.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

The subject of this memo is the Public Road Mileage Report that covers the period from January 1, 2018 through December 31, 2018.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY THE
INGHAM COUNTY 2018 PUBLIC ROAD MILEAGE REPORT**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments, discovered errors, or jurisdiction transfers; and

WHEREAS, Ingham County realized a net increase of 0.47 miles of public road centerline mileage in 2018. The mileage increase was due to three new subdivision roads dedicated for the use of the public. Our road centerline mileage is currently 1,254.73 miles; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes the Board Chairperson to sign three copies of the 2018 Public Road Mileage Report document that is consistent with this resolution.