

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

**COUNTY SERVICES COMMITTEE**

EMILY STIVERS, CHAIR  
VICTOR CELENTINO  
MARK GREBNER  
RYAN SEBOLT  
DERRELL SLAUGHTER  
ROBERT PEÑA  
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 2, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/83265117699>.

Agenda

Call to Order

Approval of the [February 16, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Historical Commission – Interviews
2. LEAP – Resolution to Authorize [Final Grant](#) Application and Certifying Officer for State Community Development Block Grant Site Readiness Funding
3. Sheriff's Office – Resolution to Authorize a [Reorganization](#) within the Ingham County Sheriff's Office
4. Purchasing Department – Resolution to Amend the [Purchasing Policy](#)
5. Road Department
  - a. Resolution to Authorize a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State and Federally Funded Project on [Bellevue Road](#) from Onondaga Road to Hull Road
  - b. Resolution to Authorize the Extension of Resolution #18-200 Authorizing Purchases as Needed of Various Sizes of Helically [Corrugated Steel Pipe](#) with Aluminized Coating
  - c. Resolution to Authorize the Purchase of 2021 Seasonal Requirement of Hot Mix [Asphalt](#) (HMA) Mixtures for the Ingham County Road Department
  - d. Resolution to Authorize an Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State Funded Project on [Lake Lansing Road](#) from Wood Street to West Road
  - e. Resolution to Authorize a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a Federally Funded Project at the [Wood Street Roundabout](#) at Sam's Way
  - f. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
6. Controller's Office – Resolution to Approve a Quit Claim Deed for the City of Mason [Library](#) Property

Announcements  
Public Comment  
Adjournment

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

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

## COUNTY SERVICES COMMITTEE

February 16, 2021

### Draft Minutes

The meeting was called to order by Chairperson Stivers at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Stivers (Ingham County), Celentino (Ingham County), Grebner (Ingham County), Sebolt (Ingham County), Slaughter (arrived at 6:57 p.m.; Ingham County), Peña (Ingham County), and Naeyaert (Ingham County).

Members Absent: None.

Others Present: Gregg Todd, Becky Bennett, Sue Graham, Teri Morton, Jared Cypher, Richard Terrill, Brian Fisher, Kelly Jones, Joel Murr, Craig Lyons, Janice Dooley, Cynthia Wagner, and Michael Tanis.

### Approval of the February 2, 2021 Minutes

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. PEÑA, TO APPROVE THE MINUTES OF THE FEBRUARY 2, 2021 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter.

### Additions to the Agenda

Late –

9. Road Department – Resolution to Enter into a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a Federally Funded Project on Waverly Road over Grand River (SN 3870)

### Limited Public Comment

None.

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

2. Women's Commission – Resolution to Approve a Revised Mission Statement for the Ingham County Women's Commission
3. Innovation and Technology Department – Notice of Emergency Purchase Order to Repair Cooling Unit in Mason Datacenter

4. Facilities Department
  - a. Resolution Creating a Project Manager Position in the Facilities Department
  - b. Resolution to Authorize an Agreement Amendment with Safety Systems Inc. to Monitor the Two Additional Temperature Sensors at the Human Services Building
  - c. Resolution to Authorize an Agreement with Wolverine Engineers & Surveyors, Inc. for Architectural and Engineering Services for the Asphalt Surface at the Ingham County Fair Grounds
5. Health Department – Resolution to Amend the FY2021 Contract with Mid-State Health Network
6. Human Resources Department
  - a. Resolution Authorizing Enrollment in Davenport University’s Certificate of Management Program (Cohort Two)
  - b. Resolution to Authorize MERS Adoption Agreement Addendums
8. Board of Commissioners
  - a. Resolution in Honor of the 2021 State Arbor Day Celebration
  - b. Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham
  - c. Resolution Honoring Dean L. Poggiali on the Event of His Retirement
9. Road Department – Resolution to Enter into a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a Federally Funded Project on Waverly Road over Grand River (SN 3870)

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter.

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

1. Department Head Update – Human Resources Update by Sue Graham

Sue Graham, Human Resources Director, provided an update to the County Services Committee.

7. Controller’s Office
  - a. Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse

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

Commissioner Grebner asked if this would be a regular practice of repeatedly borrowing funds to fix things.

Gregg Todd, County Controller, stated that it was a Capital Improvement Plan (CIP) clean up to address lingering County projects. He further stated that he did not think of it as a yearly activity, but rather it provided an opportunity to fund these lingering projects.

Commissioner Grebner asked if the interests on these were tax-sheltered.

Mr. Todd stated that he did not know the answer. He further stated that he would have an answer at the next meeting of the Finance Committee.

Commissioner Grebner asked if it was plausible that the County would be paying 120 basis points.

Mr. Todd stated that he was correct.

Commissioner Grebner asked if the Controller's Office had a plan for the \$250,000 going to debt service for the Grady Porter Building.

Teri Morton, Deputy Controller, stated that she imagined that it would be figured into the finances available for the 2022 budget process.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter.

7. Controller's Office  
b. Minimum Wage to \$15.00/hour (*Discussion*)

Chairperson Stivers stated that there was discussion at the federal level in regards to a \$15.00/hour minimum wage, so she wanted the County to be prepared in the event that it became federal law.

Chairperson Stivers stated that the Board of Commissioners might decide that it was not the right time based on the County budget, but she wanted to get the ball rolling so the County was prepared.

Mr. Todd provided background information about the financial impact of a \$15.00/hour minimum wage.

Chairperson Stivers stated that fair amounts of those positions were in the Parks Department, and the Parks Commission was having this discussion in regards to a \$15.00/hour minimum wage for Parks Department employees.

Commissioner Celentino stated that the Living Wage Requirement dealt with contracting with the County for \$50,000 or more worth of services.

Commissioner Celentino asked how the Living Wage Requirement would comply with temporary and seasonal employees who were County employees.

Mr. Todd stated that the policy was directed toward contracting. He further stated that their thought was to amend the policy to address the County's temporary and seasonal employees.

Commissioner Celentino asked if there could be a separate policy for dealing with temporary and seasonal employees' wages.

Mr. Todd stated that it could be a separate policy if that was the direction of the County Services Committee.

Commissioner Sebolt stated that he supported updating the Living Wage Requirement to include temporary and seasonal employees, and for lifting the County's standard to \$15.00/hour minimum wage or the living wage standard set for contractors regardless of the actions at the federal level. He further stated that they were talking about minor costs to the County, but the additional dollars for employees could make a difference in people's lives.

Commissioner Grebner stated that while there were 125,000 people in the labor market in Ingham County, the discussion was about setting a 15.00/hour minimum wage for 28 people who worked for the Parks Department or the Potter Park Zoo. He further stated that some counties in the United States had the power to set minimum wages because of ordinance powers, but Ingham County did not have those powers.

Commissioner Grebner stated that there were some positions in the County that were deliberately created low-wage because those who applied for them were high school students, unemployed, or not successful in the job market. He further stated that he did not have a preference either way, but thought giving those people who did not make much money a little bit more money was acceptable.

Commissioner Sebolt stated that regardless of what the County assumed of the educational or skill level of the people applying for certain jobs, they still deserved basic compensation for their work.

Chairperson Stivers stated that whether it was a high school student or someone who supported a family, their circumstances were irrelevant because their wages should be a living wage.

Commissioner Slaughter arrived at 6:57 p.m.

Commissioner Grebner stated that he was not referring to people hired at low levels of payroll, but rather the County might create a low-wage position for someone who had unemployment problems and the position had lower standards. He further stated that if the County said that everyone was a regular employee and was expected to provide regular services, then the County was saying that it would never have a transitional employment program in the future.

Commissioner Sebolt stated that even if the County had a transitional employment program, those working in the program still deserved to earn a living wage.

**Chairperson Stivers asked for a resolution to be prepared for the next meeting of the County Services Committee, specifically noting that the \$15.00/hour minimum wage was for County employees.**

8. Board of Commissioners  
d. Resolution Amending the Ingham County Board Rules

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

Commissioner Celentino asked for information about the proposed resolution to assign the liaison committee responsibility for the Potter Park Zoo and Potter Park Zoo Board to the Human Services Committee.

Mr. Todd stated that after looking at liaison committees, the Potter Park Zoo and Potter Park Zoo Board had similarities to the Parks Department. He further stated that he and Jared Cypher, Deputy Controller, talked to Commissioner Crenshaw about it, and then proposed a resolution to the Board of Commissioners.

Commissioner Celentino asked if the Human Services Committee had been consulted beforehand.

Mr. Cypher stated that he had notified Commissioner Tennis, Chairperson of the Human Services Committee, of the proposed resolution. He further stated that Commissioner Tennis thanked him for keeping him informed.

Commissioner Celentino asked if County Services Committee would be approving the resolution before the Human Services Committee.

Mr. Cypher stated yes.

Commissioner Grebner stated that historically, the County Services Committee dealt with physical resources. He further stated that the County needed to rebalance committees, particularly because the Road Commission was now part of the County Services Committee.

Commissioner Grebner stated that because the Potter Park Zoo and Potter Park Zoo Board were intertwined with the Parks Department, it did not make sense for them to be separated into different committees.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

### Adjournment

The meeting was adjourned at 7:07 p.m.



**MARCH 2, 2021 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**2.     LEAP Resolution to Authorize Final Grant Application and Certifying Officer for State Community Development Block Grant Site Readiness Funding**

This resolution authorizes the County Controller as the designated person to authorize final application, grant agreement, payment requests, and other additional documents, if the grant is approved by the Michigan Strategic Fund.

See memo for details.

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

This reorganization has been discussed at Law and Courts as per the reorganization policy where there was overwhelming support. The reorganization consists of the following:

1. Convert the Jail Administrator, Major to a Captain level position
2. Inmate Program Coordinator increase in pay (formally Intake Referral Coordinator)
3. Add two Deputies to assist in facilitating inmate programming services

See memo for details.

**4.     Purchasing Department – *Resolution to Amend the Purchasing Policy***

This resolution would approve amending the Ingham County Purchasing Policy in the following manner.

Acquisition Process				Approval Process	
Entity	Dept. Level Purchases	Written Quotes	Sealed Formal RFP or ITB	Services Contract Approval	Goods Approval
Ingham County	Up to <del>\$2,500</del> <b>\$4,999</b>	<del>\$2,500</del> <b>\$5,000</b> to \$25,000	Over \$25,000	Over <del>\$5,000</del> <b>\$14,999</b> requires BOC approval; Short Form may be used	<del>\$2,500</del> <b>\$4,999</b> to \$25,000 approved by Purchasing Director and Controller; over \$25,000 requires BOC approval

These recommendations are based on a recently conducted evaluation by the Purchasing Department of other Michigan counties with similar populations and departmental structures to ascertain their acquisition and bidding thresholds

See memo for details.

**5a. Road Department– Resolution to Authorize a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State and Federally Funded Project on Bellevue Road from Onondaga Road to Hull Road**

This resolution authorizes a second party agreement between MDOT and Ingham County for rehabilitation of Bellevue Road from Onondaga Road to Hull Road. The Road Department has received state Transportation Economic Development Fund, Category “D” (TEDD) funding and federal Surface Transportation Program (STP) funding for this project. Funding is as follows:

Transportation Economic Development Fund, Category D (TEDD):	\$ 136,557
2021 Surface Transportation Program (STP):	\$ 1,403,000
2022-2023 Surface Transportation Program (STP):	\$ 1,049,682
Local Participation:	<u>\$ 1,033,561</u>
TOTAL	\$ 3,622,800

MDOT will enter into a first party contract with the Contractor, which ensures that all the federal and state construction requirements are defined. The second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations.

See memo for details.

**5b. Road Department – Resolution to Authorize the Extension of Resolution #18-200 Authorizing Purchases as Needed of Various Sizes of Helically Corrugated Steel Pipe with Aluminized Coating**

This resolution extends Resolution #18-200 per the optional two-year renewal with Contech Engineered Solutions, LLC. The Road Department uses helically corrugated steel pipe with aluminized coating to replace various failing culverts to provide proper drainage to protect the integrity of the roads and the safety of the public driving Ingham County roads.

See memo for details.

**5c. Road Department – Resolution to Authorize the Purchase of 2021 Seasonal Requirement of Hot Mix Asphalt (HMA) Mixtures for the Ingham County Road Department**

This resolution authorizes contracts with three Hot Mix Asphalt (HMA) contractors to provide approximately 50,000-55,000 tons of various HMA mixtures. The contractors are:

1. Reith-Riley Construction 4150 S. Creyts Road Lansing , MI. 48917 and 2325 Kipp Road Mason, MI. 48854
2. Michigan Paving & Materials 16777 Wood St. Lansing, Michigan 48906 and 1600 N. Elm Road Jackson, Michigan 49202
3. Capital Asphalt LLC 3888 S. Canal Road, Lansing Michigan 48917

The decision on where the HMA will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for Ingham County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed at the time, and availability of required material, with preference based on lowest qualifying bid unit price per ton.

See memo for details.

**5d. Road Department – Resolution to Authorize an Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State Funded Project on Lake Lansing Road from Wood Street to West Road**

This resolution approves a second party agreement between MDOT and Ingham County for rehabilitation to Lake Lansing Road from Wood Street to West Road in Lansing Township. The scope of work includes hot mix asphalt milling and overlay, as well as concrete pavement and joint repairs.

Ingham County Road Department received state Transportation Economic Development Fund, Category “F” (TEDF) funding for this project. The project funding is as follows:

Transportation Economic Development Fund, Category “F” (TEDF):	\$ 375,000
Local Participation:	<u>\$ 1,203,179</u>
TOTAL	\$ 1,578,179

A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the funding.

See memo for details.

**5e. Road Department – Resolution to Authorize a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a Federally Funded Project at the Wood Street Roundabout at Sam’s Way**

This resolution approves a second party agreement between MDOT and Ingham County for safety improvements at the Wood Street Roundabout at Sam’s Way in Lansing Township. The scope of work includes geometric corrections to the existing roundabout islands and the application of a high friction surface treatment. The project has been designed pursuant to applicable federal, state, and local design specifications.

Ingham County Road Department received federal Highway Safety Improvement Program (HSIP) funding for this project. The project funding is as follows:

Highway Safety Improvement Program (HSIP):	\$ 163,962
Local Participation:	<u>\$ 38,258</u>
TOTAL	\$ 202,220

A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the funding.

See memo for details.

**5f. Road Department– Resolution to Approve the Special and Routine Permits for the Ingham County Road Department**

This resolution approves routine permits.

6. **Controller's Office**– *Resolution to Approve a Quitclaim Deed with the City of Mason for its Library Property*

This resolution approves a quit claim deed with the City of Mason for the library property. Per the 1984 deed that transferred the property to the City of Mason from Ingham County, there was the provision that if the City changed the use to something other than a library, the property would revert to the County. If the County did not maintain it as a library, it would revert to the Mason School District with Vevay Township holding deed.

The City of Mason would like to make much needed capital improvements to the building but is reluctant to without clear title. This quit claim deed would remove Ingham County and any previous provisions from the title.

**TO: INGHAM COUNTY BOARD OF COMMISSIONERS**  
**FROM: LANSING ECONOMIC AREA PARTNERSHIP**  
**DATE: TUESDAY, FEBRUARY 16, 2021**  
**RE: AUTHORIZING RESOLUTION FOR INGHAM COUNTY SITE READINESS**  
**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

**BACKGROUND**

Ingham County has been invited by the Michigan Economic Development Corporation to apply for \$120,500 in grant funding for industrial site readiness activities. If awarded, Lansing Economic Area Partnership (LEAP), under its contract for economic development services with Ingham County, will manage site readiness activities on four vacant and underutilized industrial sites in Ingham County.

Specific grant activities include a traffic study, an infrastructure analysis, a subarea master plan and geotechnical work. Matching dollars are provided through the related property owners and/or local municipal partners. Ingham County is not liable for any matching funds.

The proposed grant is through the Community Development Block Grant (CDBG) planning program, which requires a public process for formal approval. The public hearing was held with due notice on February 23<sup>rd</sup> at 6:30pm.

Now, the Ingham County Board of Commissioners must consider a final authorizing resolution as part of the CDBG compliance to designate a specific person (in this case, it is proposed to be the Controller) to authorize the final application, grant agreement, payment requests, and other additional documents, if the grant is approved by the Michigan Strategic Fund.

**RECOMMENDATIONS**

I respectfully recommend approval of the attached resolution authorizing Ingham County's CDBG Site Readiness Planning Grant Application.



Dillon Rush  
Tri-County Development & Placemaking Manager  
Lansing Economic Area Partnership (LEAP)

## IDENTIFICATION OF UNIT OF GENERAL LOCAL GOVERNMENT (UGLG)

**Planning Project Title/Name: Ingham County Site Readiness Planning 2021**

UGLG CONTACT INFORMATION		FUNDING SOURCES (indicate all funding sources)											
Unit of General Local Government	Ingham County	CDBG Grant	\$ 120,500										
Chief Elected Official	Name: <b>Bryan Crenshaw</b> Title: <b>Chair, Board of Commissioners</b>	CLP/RLF	\$										
Chief Elected Official Phone and Email	Ph. <b>517.676.7200</b> Fx. <b>bcrenshaw@ingham.org</b>	UGLG	\$										
Street/PO Box	<b>P.O. Box 319</b>	Private	\$ 5,000										
City	<b>Mason</b>	Local UGLG	\$ 32,500										
State/Zip	<b>MI 48854</b>	Other	\$ 2,500										
County	<b>Ingham</b>	<b>TOTAL</b>	<b>\$ 160,500</b>										
UGLG Project Contact (PC)	Name: <b>Dillon Rush</b> Title: <b>Tri-County Development Manager</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">UGLG INFORMATION</th> </tr> </thead> <tbody> <tr> <td colspan="2">UGLG DUNS # 04-057-4592 <a href="http://www.dnb.com/duns-number.html">http://www.dnb.com/duns-number.html</a></td> </tr> <tr> <td colspan="2">UGLG Federal ID # 88-6005629</td> </tr> <tr> <td colspan="2">UGLG Fiscal Year Jan to Dec (month start and end)</td> </tr> <tr> <td colspan="2" style="height: 100px;"></td> </tr> </tbody> </table>		UGLG INFORMATION		UGLG DUNS # 04-057-4592 <a href="http://www.dnb.com/duns-number.html">http://www.dnb.com/duns-number.html</a>		UGLG Federal ID # 88-6005629		UGLG Fiscal Year Jan to Dec (month start and end)			
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UGLG Federal ID # 88-6005629													
UGLG Fiscal Year Jan to Dec (month start and end)													
UGLG PC Phone and Email	Ph. <b>517.331.0069</b> Fx. <b>dillon@purelansing.com</b>												
Street/PO Box	<b>1000 S. Washington Ave. Suite 201</b>												
City	<b>Lansing</b>												
State/Zip	<b>MI 48910</b>												
County	<b>Ingham</b>												
Application Preparer	Name: <b>Dillon Rush</b> Title: <b>Tri-County Development Manager</b>												

STATE GOVERNMENT REPRESENTATION			
Senator Name	Curtis Hertel	Senate District	<b>23</b>
Representative Name	Kara Hope	House District	<b>67</b>

FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Elissa Slotkin	Congressional District	<b>8</b>

**NATIONAL OBJECTIVE ELIGIBILITY**

The project must meet a National Objective via a Planning Grant with potential future related LMI Job Creation.

**PROJECT DESCRIPTION**

Provide a project narrative, include the following:

- A. Identify the need for this project
- B. How does project fulfill an intended goal outlined in either the UGLG's Master Plan, CIP, or other associated community plan?
- C. Identify the intended outcome of the project
- D. The current or past use of the building/property, whether its residential or commercial, if applicable
- E. Identify any community support for this project, including support from local partnerships
- F. Outline activities necessary to complete the project

Ingham County partners with the Lansing Economic Area Partnership (LEAP) to enhance its county's economic development efforts, especially boosting priorities of local communities. Through the county's and LEAP's efforts, the Lansing region has made strides in advancing its underutilized sites in recent years, and both continue to focus on progressing its sites forward to Build Ready status knowing its importance for the tax base, jobs, housing and more. This project narrative will break down Ingham County's application into four sites in distinct municipalities:

**City of Mason, Temple Rd. Site:**

City of Mason is currently foreseeing financial constraints due to the COVID-19 pandemic. Previously, the city budget planned to finance this study with the mission to better understand how industrial development can best occur on the sites. However, the city budget must now balance short- and long-term demands. Nonetheless, City of Mason believes activating these sites can be a positive solution in both the near and distant future, which have sat vacant for years, and requests MEDC support now to help facilitate solutions required for development.

City of Mason generally anticipates the following pathway to transforming the sites into "build ready":

- ZoomProspector profile completed, partnership with Lansing Economic Area Partnership (LEAP)
- Electric & gas analysis completed, Consumers Energy
- Sub-area planning study
- Environmental & soil surveys
- Infrastructure analysis (re: Temple St. reconfiguring)
- Talent profile
- Community readiness (engaged in RRC)

At this time, the above mentioned planning study is critical to moving forward with the sites' "build ready" transformation. Once solutions are provided regarding the planning feasibility, providing potential prospects with key information upfront, such as geotechnical and environmental information, local and regional asset profiles, and ultimately the City's developing Redevelopment Ready Communities process, will hopefully draw investment and jobs to the sites in an efficient and effective manner. City of Mason will be providing a 50% match to complete the sub-area planning study to hopefully result in conceptual building envelopes (GIS will be used to identify potential building envelopes, environmental concerns such as well-head protection zones, stormwater and floodplain areas) and preliminary engineering schematics for recommended infrastructure improvements to accommodate increased vehicle traffic and loads to serve the sites.

**Vevay Township, Frederick's Property:**

Allen S. Frederick Farm, LLC is the owner of the 130 acres known as the Frederick's Property in Vevay Township. Currently, the site is being farmed but sits within Vevay Township's DDA district, and has been a point of discussion over the last year for potential light industrial development. Many steps need to occur to prepare the site; first, as the DDA and Township continue to ponder the possibility of industrial zoning, which exists in the current masterplan, Ingham County and LEAP would like to better understand

the buildable nature of the site through a wetland delineation, geotechnical reports (ALTA / TOPO), and environmental assessments to be funded through the Lansing Regional Brownfield Coalition. A utility infrastructure analysis has already been completed by the DDA, and with US-127 frontage and close proximity to its access point, this location could serve as a major distribution center or logistics hub for the region, being one of the few single-owner large parcels remaining.

An outline of its build ready development is below:

- Online profile completed, featured property (in partnership with Lansing Economic Area Partnership)
  - Utility infrastructure analysis completed (~2015) by the DDA as one of their proactive priorities
  - Wetland Delineation
  - Geotechnical reports (ALTA / TOPO)
  - Environmental assessments (potential oil well(s) on site)
  - Next steps: currently zoned ag and master planned for light industrial, prepare conceptual site plan for pre-approval; prepare utilities/infrastructure using 2015 study; traffic study; talent profile
- LEAP has committed EPA Assessment funds to support the environmental assessment step as well (pending EPA approval).

City of Williamston, I-96 Industrial Park:

Granger Construction owns approximately 50 acres of industrially-zoned land within the Williamston I-96 Industrial Park in the City of Williamston. The City of Williamston and Granger Construction would like to better prepare the Industrial Park for development by understanding current and future sewer capacity demands. The Industrial Park is served by public water, wastewater, and stormwater systems, with the wastewater system initially planned, designed, and constructed via a phased approach.

In accordance with the City's two phased plan for providing cost-effective sanitary sewer service to the Industrial Park, a 1999 Linn Road Lift Station construction project included a force main discharge/connection to the nearest sanitary sewer (at Linn Road/Williamston Road). The City's long-term approach included monitoring growth/development within the Industrial Park in conjunction with ongoing operation/maintenance of the Lift Station/force main system and to identify/evaluate improvements for implementation based on sanitary sewer system capacity requirements.

As such, the proposed project will include the identification and evaluation of alternatives for improvements to the Linn Road Lift Station and force main, including a monetary/non-monetary analysis to review the lift station/force main hydraulics, force main routes, and pertinent sanitary sewer capacities for determination of the most practicable solution for implementation. The proposed project will also include preparing a conceptual design with preliminary alignments and profiles for the selected alternative. Additional benefits of the proposed project may include auxiliary development of other commercial and/or industrial properties, which are located adjacent/contiguous to the Industrial Park.

The City's proactive planning approach of its utilities and road infrastructure includes an asset management program and annual capital improvement plans. The City utilized Michigan's recent Stormwater, Asset Management and Wastewater (SAW) Grant Program to develop a dynamic, GIS-based asset management program, including asset identification, condition assessment, criticality/risk analysis, and capital improvement planning. The SAW Grant Program also funded a sanitary sewer system computer model, which is a valuable planning tool. The City's aggressive, all-inclusive asset management program provides a mechanism for the prudent investment, including planning and construction, of critical infrastructure needs. Based on its diligent planning efforts, with the assistance of the Site Readiness Grant, the City will be able to utilize its 'toolbox' to efficiently/cost-effectively complete the proposed project, which, in addition to defining the most practicable alternative, will include an implementation schedule and provide a basis for identifying/pursuing future funding opportunities. The Site Readiness Grant will allow/support the City's efforts to invest in and to facilitate growth/development within the Industrial Park, as well as for potential auxiliary development of adjacent commercial and/or industrial properties.

The City is not able to finance this site ready activity alone. Yet, the City understands the opportunity cost of losing a potential project because of lack of clarity caused by the sewer capacity concerns. The



City has diligently partnered with Lansing Economic Area Partnership (LEAP) and Martin Commercial Properties, Granger Construction's broker, to market the property for industrial development. Structurally, the industrial park is prepared for development with utilities at the ready, appropriately classed roads, and flexible land split options, given the natural shape of the park. However, in recent years, interested prospects continue to pass on the industrial park. City of Williamston, LEAP, Martin Commercial, and Granger Construction believe that a comprehensive study demonstrating current and future sewer capacity needs will demonstrate to interested prospects a clear path forward for industrial development – one that illumines a collaborative and competent partnership with the mission to provide an efficacious route to development completion. Thus, the City commits a \$7,500 match to help finance this work with the intent to prepare the site for industrial investment in the coming months and years.

**Delhi Township, Mid-Michigan Mega Site:**

DTN Management owns approximately 400 acres collectively known as the Mid Michigan Mega Site in Delhi Township. Delhi Township DDA, in partnership with DTN, Ingham County, and LEAP, would like to conduct a traffic study to better attract and prepare the site for industrial development. The site has multiple access points; understanding traffic impacts and any necessary upgrades have been identified as integral build-ready steps by the MEDC-commissioned report conducted by Olsson in 2019.

As one of the region's largest plots of land under one owner, DTN and Delhi Township DDA understand the importance of preparing the site for development. However, the site, as highlighted in the Olsson study, has had to undertake numerous initiatives to become more build ready over the past few years, such as a wetland delineation, ALTA and TOPO surveys and more. In order to achieve the site's build ready status in an efficient manner, especially considering the financial constraints faced currently, partnership with the MEDC is requested to complete the traffic study. DTN has committed to matching a grant with \$5,000 towards the traffic study.

As a key site in the region, DTN, DDA, LEAP and MEDC have made progress collectively in becoming more build ready, as outlined below:

- Online profile completed (in partnership with LEAP, MEDC's Site Readiness drone video)
- Zoned for planned development
- Geotechnical reports completed
- Wetland delineation completed
- Utility infrastructure analysis completed
- Traffic study needed
- Wastewater capacity study needed (in partnership with Delhi Township)
- Potential Redevelopment Ready Communities initiative

Check all that apply as it pertains to the Historic Status of the property(s) involved:

- ☐ Listed in the National Register of Historic Properties
- ☐ Potentially eligible to be listed in the National Register of Historic Properties
- ☐ Listed in a state or local inventory of historic places
- ☐ Designated as a state or local landmark or historic district
- ☒ None of the above
- ☐ Not applicable

Provide the address(es) of the benefited property(s)/building(s)/businesses. Indicate whether commercial and/or residential:

Nearby reference addresses:

Temple Rd. Site: 1262 E. Kipp Rd. Mason, MI (zoned exempt)

Frederick's Property: 575 Jewett Rd. Mason, MI (zoned ag-vacant)

I-96 Industrial Park: 2 Industrial Park Dr. Williamston, MI (zoned industrial-vacant)

Mid-MI Mega Site: 1775 Holloway Dr. Holt, MI (zoned commercial-vacant)

What is the total square footage impacted by this project?

28,531,800square feet

Provide the **name(s) of the private property/building owner(s)** seeking to participate as a sub-recipient of funds. Include all individuals that have ownership of the property/building(s). State if the building/property owner has acknowledged that the result of this planning grant could result in economic development activities being completed on the property identified in this application.

**NA**

Will the project result in the <b>demolition or conversion</b> of residential dwelling units, both occupied and vacant? If Yes, explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Are there any <b>local, state and federal permits</b> required for implementation of the proposed project? If Yes, will permit requests delay the proposed project or influence the timeline?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Are there <b>acquisitions, leases, easements, or property option/purchase agreements</b> necessary to complete the project activities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Are there <b>current or incoming residential or commercial tenants</b> ? If Yes, provide the number of tenants and whether they are residential, commercial or both:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Will there be any <b>temporary or permanent relocation</b> of businesses, non-profit organizations, homeowners, or tenants needed to complete the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA

PROJECT TIMELINE		
Provide the tentative Start and End dates for activities associated with completing the project		
ACTIVITIES	START DATE (mm/yr)	END DATE (mm/yr)
Temple Rd. Sub-Area Planning Study	06/21	06/22
Frederick's Property GeoTech / Environmental Work	06/21	12/21
I-96 Industrial Park Sewer Study	06/21	06/22
Mid-MI Mega Site Traffic Study	06/21	12/21

PROJECT BUDGET					
ACTIVITY COSTS	CDBG	LOCAL	PRIVATE	OTHER	TOTAL
Structural Analysis	\$	\$	\$	\$	\$
Lead/Asbestos Testing	\$	\$	\$	\$	\$
Environmental Assessments	\$	\$	\$	\$	\$
Traffic Study	\$	\$	\$	\$	\$
Infrastructure Analysis	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Temple Rd. Sub-Area Planning Study	\$25,000	\$25,000	\$	\$	\$50,000
Frederick's Property Wetland Delineation	\$10,000	\$	\$	\$	\$10,000

Frederick's Property ALTA / TOPO Survey	\$30,000	\$	\$	\$	\$30,000
Frederick's Property Environmental (LEAP match)	\$	\$	\$	\$2,500	\$2,500
I-96 Industrial Park Sewer Study	\$35,500	\$7,500	\$	\$	\$43,000
Mid-MI Mega Site Traffic Study	\$20,000	\$	\$5,000	\$	\$25,000
	\$	\$	\$	\$	\$
<b>GRAND TOTAL</b>	<b>\$120,500</b>	<b>\$32,500</b>	<b>\$5,000</b>	<b>\$2,500</b>	<b>\$160,500</b>

Are there **other funding sources** available to contribute to the proposed project? Provide inquiries made and the responses provided by associated funding sources.

NA

#### UGLG CAPACITY AND CONFLICT OF INTEREST

Who will provide the administrative capacity for the proposed grant?

- ☐ UGLG Staff  
☒ Third Party Administrator/Consultant/EDO/EDC

Will local officials and staff, or immediate family, be a party to any **contract involving the procurement of goods and services** assisted with CDBG funds?  
If Yes, describe:

☐ Yes ☒ No ☐ NA

Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a **financial interest or benefit** from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter?  
If Yes, describe:

☐ Yes ☒ No ☐ NA

#### Supporting Documentation\*

Exhibit I	Project Location Map	Attached <input checked="" type="checkbox"/>
Exhibit III	Independent 3 <sup>rd</sup> Party Estimate	Attached <input checked="" type="checkbox"/>
Exhibit IV	Financial Commitment Letter(s)	Attached <input checked="" type="checkbox"/>
Exhibit V	Site Control – Deed or Lease Agreement	Attached <input checked="" type="checkbox"/>
Exhibit XII	Background Check Form (filled out for processing); A form for each building owner(s) and whoever is authorized to manage and sign for the grant	Attached <input checked="" type="checkbox"/>
Exhibit XIII	Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions <a href="https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp">https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp</a>	Attached <input checked="" type="checkbox"/>
Exhibit XIV	System Award Management (SAM) Certification <a href="https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf">https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf</a>	Attached <input checked="" type="checkbox"/>
CDBG Compliance 1	Publication Affidavit and Public Hearing with Meeting Minutes	Attached <input type="checkbox"/>

CDBG Compliance 2	CDBG Authorizing Resolution	Attached <input type="checkbox"/>
CDBG Compliance 3	NEPA Environmental Review	Attached <input type="checkbox"/>
CDBG Compliance 4	UGLG Procurement Procedure	Attached <input type="checkbox"/>
CDBG Compliance 5	SIGMA Vendor Self-Service (VSS) System	Attached <input checked="" type="checkbox"/>

Please attach all supporting documents in the order they are requested. If submitting electronically, label each supporting document appropriately.

This list is not all inclusive. Additional compliance documentation will be sought post-application.

\*Note, some exhibits not related to planning activities have been removed.

The UGLG agrees to adhere to HUD, CDBG and MEDC rules, regulations and the Grant Administration Manual (GAM) policies, procedures and reporting requirements. In agreeing to this, the UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration.

AUTHORIZED UGLG OFFICIAL		
Name and Title	Bryan Crenshaw, Chairperson Ingham County Board of Commissioners	
Signature		
Date		

APPROVED AS TO FORM  
FOR COUNTY OF INGHAM  
COHL, STOKER & TOSKEY, P.C.

By:   
Timothy M. Perrone

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FINAL GRANT APPLICATION AND CERTIFYING OFFICER  
FOR STATE COMMUNITY DEVELOPMENT BLOCK GRANT SITE READINESS FUNDING**

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Community Development Block Grant (CDBG) Program to support the Michigan Economic Development Corporation (MEDC) Site Readiness Improvement Program; and

WHEREAS, Ingham County is an eligible Unit of General Local Government and desires to request \$120,500 in CDBG funds to better prepare key vacant industrial sites for development in the townships of Vevay and Delhi and the cities of Mason and Williamston; and

WHEREAS, the relevant property owners, municipalities, and project partners have committed local funds in the estimated amount of \$40,000 to \$52,500; and

WHEREAS, Ingham County is not liable for any matching funds, and grant management, if awarded, would fall under the auspices of the Economic Development Corporation, currently managed by the Lansing Economic Area Partnership (LEAP); and

WHEREAS, the proposed project is consistent with each municipality's goals for its respective site as described in the Application, which includes various site readiness activities such as a traffic study, sub-area master planning, utility infrastructure analysis, and geotechnical survey; and

WHEREAS, the proposed project will benefit all residents of the project area and approximately 44 percent of the residents of Ingham County are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham hereby designates the Ingham County Controller as the Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

BE IT FURTHER RESOLVED, that the Board of Commissioners of the County of Ingham authorizes the Controller to make the necessary budget adjustments to receive the funds, create the necessary accounts, make necessary transfers and complete other administrative actions in accordance with the requirements of the grantor.

BE IT FURTHER RESOLVED, that should any section, clause or phrase of this Resolution be declared by the Courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid and all resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

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

**TO:** Law & Courts, County Services and Finance Committees  
**FROM:** Andrew Bouck, Undersheriff and Darin Southworth, Chief Deputy  
**DATE:** February 16, 2021  
**SUBJECT: RESOLUTION TO AUTHORIZE A REORGANIZATION WITHIN THE  
INGHAM COUNTY SHERIFF'S OFFICE**

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The Sheriff's Office recognizes the financial limitations of personnel growth within the County budget. We have identified a few sought after efficiencies that if approved are projected to improve our effectiveness in managing both the workforce and corrective programming services for the inmate population. On behalf of Sheriff Scott Wriggelsworth, we submit the following for Board consideration:

**PROPOSAL**

4. Convert the Jail Administrator, Major to a Captain level position
5. Inmate Program Coordinator increase in pay (formally Intake Referral Coordinator)
6. Add two Deputies to assist in facilitating inmate programming services

**IDENTIFIED PROBLEMS**

Captain, Jail Administrator:

- The Sheriff's Office has two clearly defined Divisions, Corrections and Field Services
- Elimination of positions in recent years has created an imbalanced hierarchy
- The current Major of Corrections being an MCF "at will" discourages internal interest of qualified personnel, particularly related to retirement concessions
- It is important for the Jail Administrator to possess Corrections related supervisory to administrative experience as it is an extremely complex environment
- There is a \$54,910 salary/benefit disparity between Captain and Major over the five step pay scale

Inmate Program Coordinator:

- Responsibilities for this position have evolved and increased significantly as a result of the Justice Millage
- Title change to reflect the true job description were adopted in 2020
- This position serves the organization and inmate population best by supervising and coordinating movement, progress, and people employed by ICSO and working in concert with ICSO
- The incumbent and that position is often regarded as a civilian lieutenant overseeing integral services, programs and people
- Judiciary ordered program attendance has increased, which increases demand on ICSO
- Current scale for this position is ICEA Pro6, tops at \$108,158
- Recommended increase is to Pro7, tops at \$116,215
- Difference of \$8,057

Two (2) Deputies:

- Justice Millage programming has dramatically changed the day and evening operation of the Ingham County Jail, M-F

- COVID-19 response efforts have also impacted our operation to include expansion of virtual environments to facilitate criminal and civil due process and inmate services and programs
  - It is anticipated that when this health emergency has reached its end, many facets of society, will maintain a strong virtual communication medium due to new found efficiencies
  - Virtual court, services and programs for inmates will predictably be continued
- While virtual meetings have become highly efficient for outside entities and certain aspects of the ICSO operation e.g. outside movement of inmates, the Jail has not observed the benefits directly
  - Virtual environments still require inmates to be moved internally to private, recorded, or otherwise secure settings to facilitate the required service
  - Without a trained program provider on site, an ICSO employee must remain in much closer attendance to maintain security during sessions
  - ICJ must also facilitate inmate-attorney visits both virtually and in specified areas of the jail, each requiring staff to move them
- Judiciary ordered program attendance and desired virtual progress reports have increased movement within the facility
- Virtual court and programming facilitation has become an untenable demand within existing staffing allocation
- We have realigned staff assigned to VMC to assist in facilitating virtual court at ICJ
  - When SCAO allows trials to commence, ~4/5/21, court security demand will force this deputy back to VMC

## **PROJECTED BENEFITS**

Captain, Corrections Administrator:

- Balanced rank of Division Commanders
- Creates another union position (CCLP Supervisory Unit)
  - Another career ladder position for Corrections professionals to aspire
  - Providing this option communicates trust and confidence in ICSO staff
- Sheriff will know the capabilities of the next Captain, Corrections Administrator vs. an outsider
  - Shorter learning/transition curve for internal Captain
  - The Justice Complex creates a dynamic, especially in this phase, where enduring a transition with an outsider could impact efficiency
- Captain (from a Lt. rank) would have pronounced Justice Complex knowledge
- We have explored outside options informally and the interest and pool of more qualified options are both shallow
- Cost difference solution has been identified

Inmate Program Coordinator:

- Clearly functions best as and has become a supervisory position
- Compensation becomes commensurate with job responsibilities
- Employee retention
- Cost solution has been identified

Two (2) Deputies:

- Improved span of control for line staff responsibilities related to Jail Operations
  - Services and programs less likely to be delayed or cancelled
- Dedicated vs. rotating staff to fulfill regular services and programs protocols
- Expanded hours of services and programs
- Cost solution has been identified



### **FINANCIAL IMPACT / FUNDING SOURCES IDENTIFIED**

- Major to Captain \$54,910
  - Funding Source: anticipated (on this same Agenda / pending in this Committee / Board cycle), new revenue from Intergovernmental Agreement w/ the United States Marshal Service
- Two deputies \$229,830
  - Funding Source: Justice Millage
- Inmate Program Coordinator \$8,057
  - Funding Source: Justice Millage

Per year Total: ~\$292,797

Controller's Office has evaluated, and is supportive of, the proposed funding solutions

### **STRATEGIC PLANNING IMPACT**

- Balanced hierarchy / Chain of Command
- Improve ability to be more humane and expand programming
- Reduce incarceration

**Agenda Item 3**

TO: Andrew Bouck, Undersheriff

FROM: Joan Clous, Human Resources Specialist

DATE: February 8, 2021

RE: Memo of Analysis for the reorganization within the Sheriff's Office

---

Regarding the reorganization, Human Resources can confirm the following information:

1. The change of the Intake Referral Coordinator classified from ICEA County Pro Level 6 (\$49,542.52 to \$59,473.88) to an Inmate Program Coordinator at an ICEA County Pro Level 7 (\$54,220.00 to \$65,091.67).
2. Captain – no change
3. Correction Deputy – no change.

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

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

## Andrew Bouck

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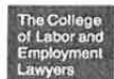
**From:** Jeffrey Donahue <jdonahue@whiteschneider.com>  
**Sent:** Monday, February 8, 2021 12:57 PM  
**To:** Joan Clous; Robert Gengler  
**Cc:** Andrew Bouck  
**Subject:** RE: Change to Captain JD

Joan, we are fine with the changes. Thank you. Jeff

Jeffrey S. Donahue  
White Schneider PC  
1223 Turner Street, Suite 200  
Lansing, Michigan 48906  
[www.whiteschneider.com](http://www.whiteschneider.com)  
P: 517/347-7225  
F: 517/349-8295



White Schneider PC



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**From:** Joan Clous <JClous@ingham.org>  
**Sent:** Friday, February 5, 2021 8:28 AM  
**To:** Robert Gengler <RGengler@ingham.org>; Jeffrey Donahue <jdonahue@whiteschneider.com>  
**Subject:** Change to Captain JD

Please review the attached the JD for changes, there is no change to salary level.

Joan

**Joan Clous SHRM-CP**  
Human Resources Specialist  
**Ingham County**

## Andrew Bouck

---

**From:** Joan Clous  
**Sent:** Monday, February 8, 2021 09:52 AM  
**To:** Andrew Bouck  
**Subject:** FW: Inmate Program Coord

Andy,

Please use this email in your packet as proof of approval by the ICEA Pro.

Joan

**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Monday, February 8, 2021 9:37 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Inmate Program Coord

It wasn't clear if I needed to approve but if so, approved.

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, February 8, 2021 9:34 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** RE: Inmate Program Coord

As soon as the Sheriff's Office can get it to the BOC.

**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Monday, February 8, 2021 8:49 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Inmate Program Coord

Do you know when the change will be made?

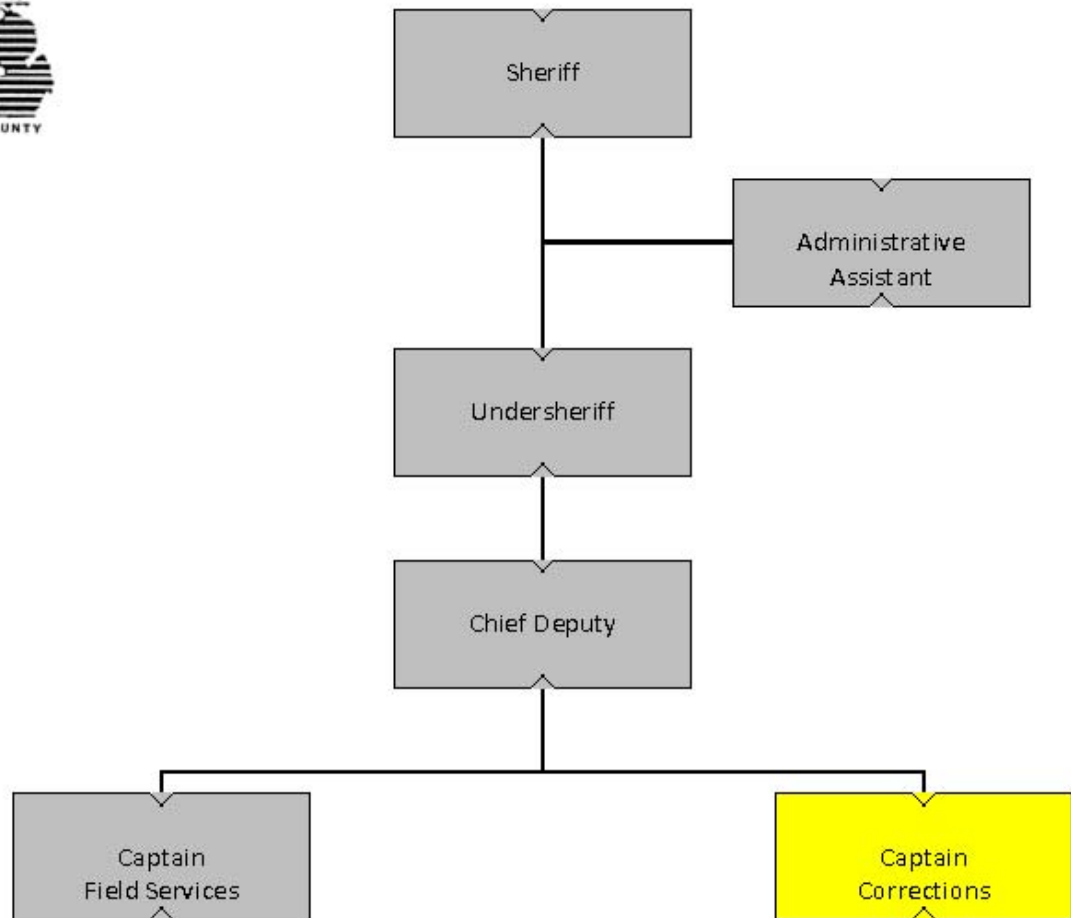
**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, February 8, 2021 6:44 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** Inmate Program Coord

Desiree,

We factored out the Inmate Position, we came in at an ICEA Pro 7, which has a salary range of \$54,222.00 - \$65,091.67. Please Let me know if you have any questions.

Thanks,  
Joan

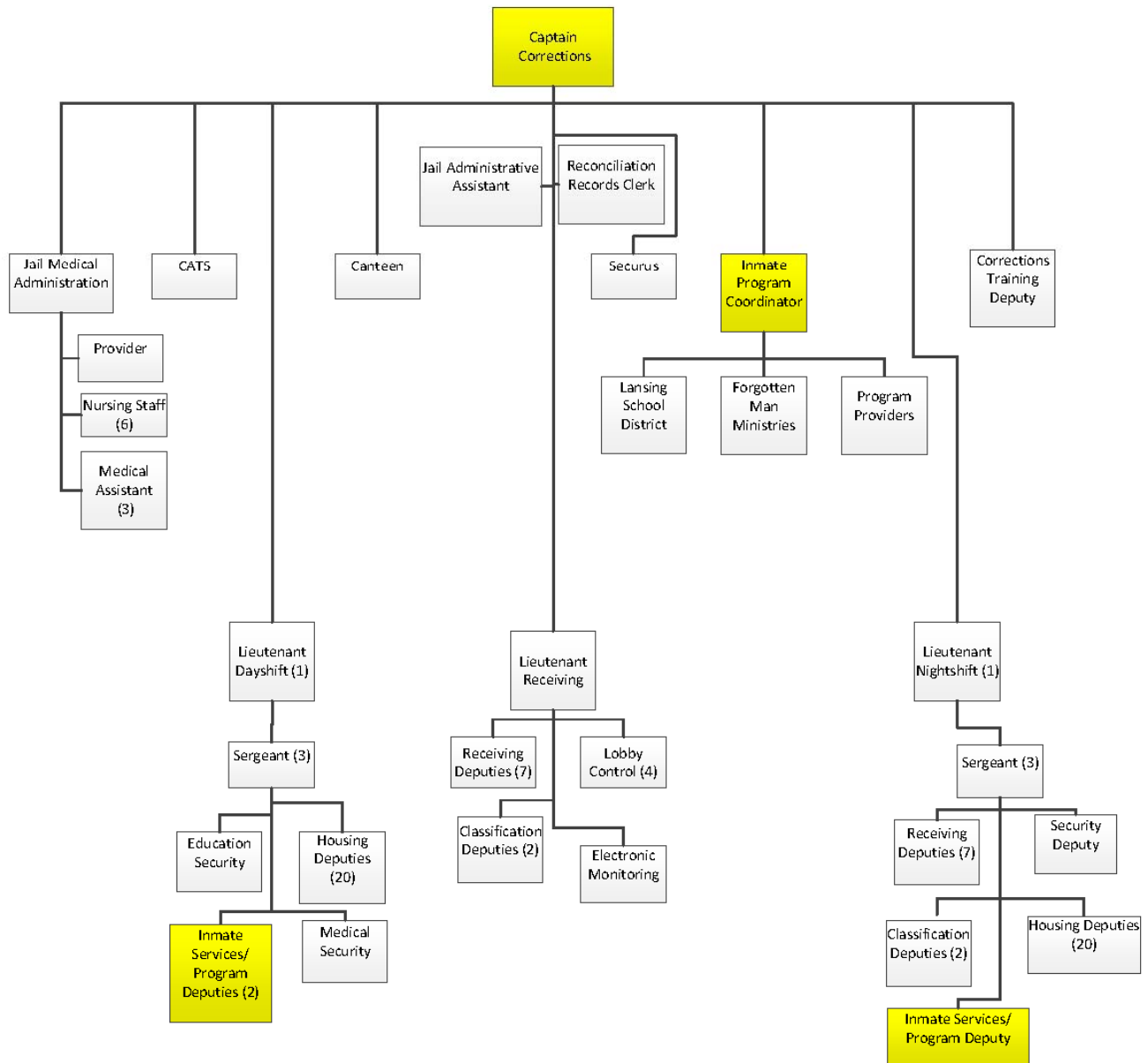
Joan Clous SHRM-CP





# Ingham County Sheriff's Office

## Corrections Division



## **INGHAM COUNTY JOB DESCRIPTION**

### **CAPTAIN**

#### **GENERAL SUMMARY:**

A Captain is appointed by the Sheriff to serve as a Division Commander. The Division Commander shall be responsible to the Sheriff via the established chain of command. Captains will remain proficient in the knowledge, skills, and abilities required of line staff. The Division Commanders shall be responsible for the handling of all duties assigned within their Division and for the dissemination and enforcement of all rules and regulations, policies and procedures, and local, state and Federal laws.

#### **TYPICAL DUTIES:**

1. Assists in the formulation of the budget for the Division.
2. Plans, directs, and coordinates the activities of the Division, which includes the management of all personnel and operations involving internal and external resources.
3. Supervises all subordinate staff within the Division to ensure duties are being properly, effectively, and consistently carried out.
4. Establishes staffing requirements and assures that appropriate work schedules are disseminated as required.
5. Implements and maintains industry best practices for organizational efficiency and effectiveness.
6. Serves as Department liaison for news media and other agencies.
7. Prepares reports, reviews data, and conducts research for a variety of Divisional objectives.
8. Identifies needed training for personnel and facilitates implementation in coordination with the Training Unit, Human Resources and other entities as needed.
9. Manages personnel performance and conduct through administrative investigations and discipline processes as needed.
10. Inspects physical plant and associated assets to ensure safety, security, and functionality are maintained for constant operational readiness.
11. Manages Strategic Planning for the division.

#### **ESSENTIAL JOB FUNCTIONS:**

- With or without accommodations, will be required to communicate verbally and effectively by listening to people and by giving information, directions, and commands.

- Must be able to perform the duties required of the Division to include working various shifts and schedules and attend training to remain proficient in job specific knowledge, skills and abilities, required of the position.
- Is required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Must be capable of physically restraining persons involved in police actions and inmates if necessary.
- Must be capable of reading and comprehending rules, regulations, policies, and performing enforcement activities.
- Must meet all physical qualifications associated with a field services and corrections officer position as listed:
  - Weight must be in proportion to height as determined by physical examination.
  - Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses.
  - No greater than 20/40 vision in each eye correctable to 20/20 with glasses.
  - Must not be color blind.
  - Must have no prior felony conviction (includes expunged convictions).
  - Must possess and maintain a valid Michigan driver's license.

### **EDUCATION/EXPERIENCE:**

- High school graduate or equivalent. College degree or course completion ~~training~~ in Criminal Justice preferred.
- Must currently hold the department rank of Lieutenant and have completed the probation ~~to~~ period of that rank.
- 

If certification is required by the State for either corrections or law enforcement, the applicant must meet the requirements of those certifications. Corrections Captain must be M.S.C.T.C. Corrections Academy certified. Field Services Captain must be M.C.O.L.E.S. certified.

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

**Note:** This is a position designated as a career ladder position by a collective bargaining agreement. If three (3) or more eligible members from within the unit apply, this position will be closed to outside applicants.

February, 2021  
CCLP-SUPERVISORS



**INGHAM COUNTY**  
**JOB DESCRIPTION**

**CORRECTIONS DEPUTY**

**General Summary:**

Corrections Deputies are assigned to the Corrections Division of the Ingham County Sheriff's Office. Corrections Deputies must maintain custody and control of the inmates at all times, in a firm but fair manner; with emphasis on maintaining their health, welfare and safety.

Corrections Deputies are under the direct supervision of the Correctional Command Staff. Corrections Deputies are expected to perform any and all duties assigned to them by Command officers. Corrections Deputies are expected to conduct themselves in an exemplary manner both on and off duty.

**Essential Functions:**

1. Conduct inspections to assure that all inmates are accounted for and properly secured, according to their housing classification.
2. Assist in meeting the inmates' personal needs, requests and problems, in a fair, humane manner, following established policies.
3. Monitor, control, and document the movement of all persons on and off the officers assigned duty station-
4. Coordinate the movement and participation of inmates to and from the various programs within the facility and maintain security of programming staff.
5. Assist in maintain records, gather data, prepare reports specific for grants, Justice Millage, and other correctional related needs.
6. Maintain a chronological record of daily activity.
7. Responsible to assure all inmates receive meals, medication, mail, personal property (as allowed), and clean laundry as provided for in policies.
8. Escort and search inmates as policies dictate.
9. Maintain key control and inspect safety equipment daily.
10. Write reports relating to inmate rule violations and other situations.
11. Maintain competency in the use of the security radios.
12. Respond promptly to calls for back-up from co-workers.
13. Administer first aid, CPR and otherwise render aid for injuries and medical emergencies.
14. Attend court on and off duty when required by a subpoena.

15. Attend and participate in Sheriff's Office authorized training, including Corrections Academy if not certified prior to hiring.
16. Work mandatory overtime when directed by a supervisor.
17. Follow the lawful orders from their superior officers concerning all aspects of the Sheriff's Office pertaining to assignments, duties and tasks.

### **Employment Qualifications:**

**Education:** High school graduate or equivalent required. College degree or course completion in Law Enforcement, Criminal Justice or Corrections preferred. Michigan Corrections Academy certification preferred.

**Experience:** Prior corrections work or Military experience preferred, not required.

### **Other Requirements:**

- Weight must be in proportion to height as determined by physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind.
- Must have no prior felony convictions (includes expunged convictions).
- Must be a minimum of 18 years of age.
- Must meet entrance requirements for Sheriff's Office as stated above.
- Must pass a security clearance.

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

### **Physical Requirements/Working Conditions:**

- Required to communicate verbally and effectively by listening to people and by giving information, direction, and commands.
- Must be able to perform Corrections Deputy functions while working rotating shifts and unanticipated overtime.
- Required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Must be capable of controlling physical resistance and counter assaultive behavior through employment of trained skills, when necessary.
- Must be capable of reading and comprehending rules, regulations, policies, and procedures for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the inmates.
- Must be capable of performing tasks which require lifting, carrying, dragging people or heavy objects while performing cell checks, rescues or other general corrections functions.

### **Michigan Sheriff's Coordinating Training Council Minimum Standards (MSCTC):**

Effective 1/1/2013 all corrections deputies in the State of Michigan must meet several standards developed by the MSCTC that include:

- Physical Agility Test\*
- Reading and Writing Test
- Psychological Test\*\*
- Pass a comprehensive illegal substance test
- Must not be less than 18 years of age
- Must be a United States Citizen
- Must have earned a high school diploma or General Education Degree equivalent
- Must have no prior felony convictions
- Must possess a valid Michigan Operator's License

Those who apply for this position must pass the Reading and Writing test that is administered by EMPCO which is a test contractor for the Michigan Corrections Council. Your application must be accompanied with a certificate that you have passed this testing. Go to [www.empcoco.net](http://www.empcoco.net) to sign up to take the test.

The Physical Agility test schedule information [http://www.misctc.org/downloads/LCOPAT\\_Schedule.pdf](http://www.misctc.org/downloads/LCOPAT_Schedule.pdf)

The Psychological testing will be provided to any applicant after they pass a thorough background investigation and final interview, if given a conditional job offer.

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

**CCLP/Corrections**  
**0401**  
**01/2021**

**INGHAM COUNTY  
JOB DESCRIPTION**

**INMATE PROGRAM COORDINATOR**

**General Summary**

Under the supervision of the Corrections Administrator, coordinates inmate activities within the jail. Coordinates, facilitates and supervises several jail rehabilitative programs and their facilitators. Screens and classifies inmates for placement in educational, recreational, treatment, and community support programs. Consult with outside agencies and family regarding inmate programs. Prepares a variety of activity written proposals, activity/status reports and documents for court, medical, behavioral health, administration and Board of Commissioners review. Researches/monitors national "best practices" for program implementation here at Ingham County. Contributes to the design and content of the Sheriff's Office Web site.

**Essential Functions**

1. Analyzes inmate program requests based on expressed need, correctional demographics, social, emotional, medical, educational, and vocational and substance abuse history. Determines eligibility of inmates for programs in accordance with jail policy and procedure.
2. Refers inmates to appropriate programs within the jail to match expressed needs as well as eligibility requirements.
3. Meets regularly with inmates to encourage their participation in recommended programs and to review their status.
4. Produces custom reports from the record management system or other reporting software.
5. Compiles a variety of weekly documents, which are used for recreation and educational programs. Provides program reports and other data for administrative/BOC status reports and inclusion in the Sheriff Office annual report.
6. Manages and coordinates the staff and programming occurring in the education wing of the Correctional Center.
7. Meets regularly with the local Adult and Alternative Continuing Education staff to evaluate educational programming and to maximize class offerings.
8. Prepares a variety of correspondences to document educational achievements and to respond to other correctional facilities' requests for inmate educational records. Enters and updates information into the computer database.
9. Directly supervises several volunteers, college interns and inmates relating to program content, program attendance, movement of inmates, the garden project and other duties.
10. Consults with inmate family members, community agencies, educational institutions, and correctional facilities in reference to inmate programs.
11. Assists inmates with enrollment procedures into Lansing Adult Education classes. Administers diagnostic academic testing.

12. Contributes to the design and content of the Sheriff's Office Web Site.
13. Maintains a variety of records on inmate group meetings, testing, and other program areas.
14. Attends and contributes to monthly Corrections Command meetings.
15. Serve as a liaison between Sheriff's Office personnel and civilian service providers.
16. Trains new civilian staff, volunteers and interns in the safe and effective practices for working in the correctional setting.
17. Manages the inmate greenhouse and garden projects to include material procurement, maintenance, and consultation with experts and produce delivery.

### **Other Functions**

None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

### **Employment Qualifications**

**Education:** Possession of a Bachelor's Degree in Sociology, Psychology, Criminal Justice or a related area.

**Experience:** Two or more years' experience working in a correctional setting or in a capacity translatable to correctional system programs and operations.

**Other Qualifications:** Certification as a G.E.D. tester and supervisory experience are desirable.

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

### **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as shovels, hoes, spades and other gardening tools

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, stooping/crouching, squatting, kneeling crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, twisting, bending, lifting, carrying, reaching, and grasping.

- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**11/25/2020**  
**ICEA COUNTY PRO 07**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION WITHIN  
THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office has identified a reorganization projected to improve its effectiveness in managing both the workforce and corrective programming services for the inmate population; and

WHEREAS, the reorganization proposes to convert the Major – Jail Administrator to a Captain, reclassify the Intake/Referral Coordinator to an Inmate Programming Coordinator, and to add two new Corrections Deputies to assist in facilitating inmate programming services; and

WHEREAS, converting the Major – Jail Administrator to a Captain will create a balanced rank of Division Commanders and add another career ladder position for Corrections professionals, among other benefits; and

WHEREAS, reclassifying the Intake/Referral Coordinator to an Inmate Programming Coordinator will recognize the added responsibilities of the position with the expansion of the programming provided through Justice Millage funding; and

WHEREAS, adding two Corrections Deputies to assist in facilitating inmate programming services will improve the span of control for line staff responsibilities related to Jail Operations, provide for fewer delays and cancelations in services and programs, and allow for expanded hours of services and programs; and

WHEREAS, Justice Millage funds will be used to fund the increased cost of the Inmate Programming Coordinator reclassification and two new Corrections Deputies; and

WHEREAS, newly identified revenue within the Sheriff's general fund budget will be used to fund the increased cost of the conversion of the Major – Jail Administrator to a Captain; and

WHEREAS, the Human Resources Department has reviewed the proposed reorganization, analyzed the responsibilities of each position, approved the new job descriptions, and submitted a Memo of Analysis; and

WHEREAS, the Capitol City Labor Program Supervisory Unit, the Capitol City Labor Program Corrections Unit and the Ingham County Employees' Association have reviewed and are in support of the reorganization proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Ingham County Sheriff's Office.

BE IT FURTHER RESOLVED, that position number 301218, Intake Referral Coordinator is reclassified from ICEA 6 (\$49,542.52 - \$59,473.88) to Inmate Program Coordinator ICEA 7 (\$54,222.00 - \$65,091.67).

BE IT FURTHER RESOLVED, that position number 301006, Major – Jail Administrator is eliminated.

BE IT FURTHER RESOLVED, that a new Captain position CCLP Supervisor (\$84,564.54 - \$87,066.03) is created.

BE IT FURTHER RESOLVED, that two new Corrections Deputy positions CCLP Corrections (\$38,655.10 - \$60,847.07) are created.

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



## Agenda Item 4

TO: County Services and Finance Committees

FROM: James C. Hudgins, Jr., Director of Purchasing

DATE: February 17, 2021

SUBJECT: Amending the Purchasing Policy

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### **BACKGROUND**

Purchasing policies need to be reviewed periodically to take into consideration inflation and other changing circumstances so that goods and services are purchased in an efficient manner consistent with departments' needs. The Purchasing Department recently conducted an evaluation of other Michigan counties with similar populations and departmental structures to ascertain their acquisition and bidding thresholds. County contracts in \$5,000 increments from 2017 through 2020 were also reviewed and analyzed. Reviews of purchasing policies were last conducted in 2002 and 2009. The attached supplemental information details the findings.

### **ALTERNATIVES**

The Board of Commissioners may elect to change the recommended acquisition and award thresholds or not adopt this amendment to the purchasing policy in its entirety, thereby continuing the current acquisition and approval processes.

### **FINANCIAL IMPACT**

The financial impact in enacting this resolution should be minimal. A small amount of time and resources will be needed to update the Purchasing Department's website, forms, and boilerplates.

### **OTHER CONSIDERATIONS**

Increasing the acquisition and approval dollar thresholds will greatly streamline the purchasing process for departments and elected officials, many of whom view the current purchasing policy as cumbersome and outdated.

### **STRATEGIC PLANNING IMPACT**

The proposed resolution supports the Ingham County Board of Commissioners' Strategic Plan's long-term goal to provide easy access to quality, innovative, and cost-effective services that promote well-being and quality of life for residents of Ingham County.

### **RECOMMENDATION**

Having conducted a review of County contracts and other counties' acquisition and bidding thresholds and consulted with department heads, I respectfully recommend the following changes contained in the attached resolution.

## Supplemental Information

### Ingham County Contract Review

Contract Dollar Value Range	Number of Contracts*	Percentage
\$0-\$4,999	186	20%
\$5,000-\$9,999	134	15%
\$10,000-\$14,999	96	10%
\$15,000-\$19,999	58	6%
\$20,000-\$24,999	33	4%
+ \$25,000	408	45%
Totals	915	100%

\* Represents contracts entered into the Munis Contract Management module since 2017.

### Acquisition and Approval Process Review

Acquisition Process				Approval Process	
Entity & Population	Dept. Level Purchases	Written Quotes	Sealed Formal RFP or ITB	Services Contract Approval	Goods Approval
Ingham County, 290,587	Up to \$2,500	\$2,501 to \$25,000	Over \$25,000	Over \$5,000 requires BOC approval	\$2,500 to \$25,000 approved by Purchasing Director and Controller; over \$25,000 requires BOC approval
City of Lansing, 118,210	Up to \$5,000	\$5,001 to \$14,999	Over \$15,000	Goods and services up to \$14,999 approved by the Purchasing Manager; over \$15,000 requires Mayor approval	
Livingston County, 191,995	Up to \$3,000	\$3,001 to \$25,000	Over \$25,000	Goods and services up to \$3,000 approved by department head; \$3,001 to \$25,000 approved by County Administrator or designee; \$25,001 to \$100,000 (budgeted) approved by County Administrator; \$25,001 to \$100,000 (unbudgeted) and over \$100,000 approved by BOC	
Kalamazoo County, 262,745	Up to \$2,000	\$2,001 to \$19,999	Over \$20,000	County Administrator authorizes contracts up to \$75,000 and facility maintenance and improvement contracts up to \$150,000; contracts exceeding these amounts are approved by the BOC	
Ottawa County, 286,558	Up to \$2,499	\$2,500 to \$35,000	Over \$35,000	Ottawa County did not provide this requested information.	

Washtenaw County, 367,601	Up to \$5,000	\$5,001 to \$25,000	Over \$25,000	Washtenaw County did not provide this requested information.
Genesee County, 407,875	\$101 to \$4,999 (still need 3 quotes)	\$5,000 to \$29,999	Over \$29,999	Goods and services up to \$9,999 approved by the Purchasing Manager; over \$10,000 requires BOC approval

Recommended Changes (in bold text)

Acquisition Process				Approval Process	
Entity	Dept. Level Purchases	Written Quotes	Sealed Formal RFP or ITB	Services Contract Approval	Goods Approval
Ingham County	Up to <del>\$2,500</del> <b>\$4,999</b>	<del>\$2,500</del> <b>\$5,000</b> to \$25,000	Over \$25,000	Over <del>\$5,000</del> <b>\$14,999</b> requires BOC approval; Short Form may be used	<del>\$2,500</del> <b>\$4,999</b> to \$25,000 approved by Purchasing Director and Controller; over \$25,000 requires BOC approval

Purchasing Exceptions: Cooperative purchasing agreements, real estate, **vaccines, pharmaceuticals, animals**, emergency purchases, sole sources, professional services (e.g. doctors, architects, engineers, etc.) and transactions between other governmental units are exempt from the competitive bidding requirements.

Introduced by the Administrative Services/Personnel and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION # 01-313 TO CHANGE THE COUNTY'S PURCHASING  
POLICIES AND PROCEDURES**

**RESOLUTION #02-178**

WHEREAS, in 2001 the Ingham County Board of Commissioners amended policies and procedures regarding the purchase of goods and services for County funded Departments; and

WHEREAS, specific changes to purchasing policies and procedures have been recommended to reflect increases in dollar values as a result of inflation, and other changing circumstances; and

WHEREAS, these recommended changes will facilitate the operation of the Purchasing Department by streamlining various approval processes; and

WHEREAS, these recommended changes are consistent with the purchasing policies and procedures of other city and county governmental organizations within the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution No. 01-313 in accordance with the following:

1. The minimum dollar level at which a County purchase order is required is increased from \$500 to \$2,500; and
2. Goods and services shall be competitively procured where the anticipated cost exceeds \$2,500; and
3. Three (3) written quotes shall be obtained when the anticipated cost is at least \$2,500 but less than \$10,000 with final approval from the Purchasing Director; and
4. Three (3) written quotes shall be obtained when the anticipated cost is at least \$10,000 but less than \$25,000 with final approval from the County Controller and the Purchasing Director; and
5. Formal sealed advertised bids and proposals shall be obtained by the Purchasing Department when the anticipated cost is over \$25,000 with final approval by the Board of Commissioners; and
6. The maximum dollar amount for which the Short Form Authorization (service contracts) can be used is increased from \$20,000 to \$25,000. Approval of the Purchasing Director, Controller, Liaison Chairperson and Finance Chairperson is required. A contract over \$25,000 requires approval by Board Resolution. All contracts must be approved as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorize the Purchasing Department to proceed with implementing a procurement card program.

BE IT FURTHER RESOLVED, that the competitive bidding requirement shall not be applicable to any transactions between Ingham County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases.

BE IT FURTHER RESOLVED, that the purchase of goods and services through Cooperative Purchasing Agreements, such as the State of Michigan Extending Purchasing Program, which selects its vendors through an open competitive process, shall not be subject to the aforementioned purchasing policy.

**ADMINISTRATIVE SERVICES/PERSONNEL: Yeas:** Swope, De Leon, Celentino, Severino  
**Nays:** None **Absent:** Lynch **Approved 7/16/02**

**FINANCE: Yeas:** Grebner, Stid, Swope, Krause, Hertel, Schafer  
**Nays:** None **Absent:** Minter **Approved 7/17/02**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #02-178 BY REDUCING THE MAXIMUM AMOUNT  
ALLOWED FOR SHORT FORM AUTHORIZATION AND THE PURCHASE OF SERVICES**

**RESOLUTION #09-095**

WHEREAS, Resolution #02-178 amended the policies and procedures regarding the purchase of services for County funded departments by increasing the maximum amount for services and the Short Form Authorizations for contracts from \$20,000 to \$25,000; and

WHEREAS, departments may use the Short Form Authorization to enter into contracts in the amount of \$25,000 or less with the approval of the Purchasing Director, Department Head, Controller/Administrator, and chairs of the Liaison Committee, Finance Committee and Full Board.

WHEREAS, due to difficult financial times facing Ingham County, the Board wishes to reduce the maximum dollar amount allowed for the Short Form Authorization and the purchase of services without a Board resolution from \$25,000 to \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #02-178 in accordance with the following:

Established purchasing policies will be followed when the anticipated cost is at least \$2,500 but less than \$5,000 with final approval from the Purchasing Director and Controller/Administrator. The purchase of services over \$5,000 requires approval by Board resolution.

The maximum dollar amount for which the Short Form Authorization (service contracts) can be used is \$5,000. Approval of the Purchasing Director, Controller/Administrator, Liaison Chairperson, Finance Chairperson, and the Chairperson of the Board of Commissioners is required. A contract over \$5,000 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the policy and dollar requirements for the purchase of goods is not affected by this resolution.

**COUNTY SERVICES: Yeas:** Celentino, Koenig, Holman, Copedge, Grebner  
**Nays:** None      **Absent:** Vickers      **Approved 4/7/09**

**FINANCE: Yeas:** Grebner, Nolan, Bahar-Cook, Tennis, Davis, Dougan  
**Nays:** None      **Absent:** None      **Approved 4/13/2009**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE PURCHASING POLICY**

WHEREAS, the Ingham County Purchasing Department purchases goods and services for county departments and offices; and

WHEREAS, dollar bidding thresholds have been established to ensure that the County is receiving the best value and, at the same time, reducing the time for acquiring needed goods and services; and

WHEREAS, acquisition and approval dollar threshold should be reviewed periodically to account for changes in inflation and other considerations; and

WHEREAS, the Purchasing Department reviewed and analyzed other Michigan counties' acquisition and approval dollar thresholds; and

WHEREAS, the Purchasing Department desires to streamline the bidding process so that departments may operate more efficiently.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve amending the purchasing policy to include the following dollar thresholds:

- The minimum dollar level at which a Purchase Order is required is increased from \$2,500 to \$5,000; and
- Three (3) written bids shall be obtained where the anticipated aggregate cost of the goods and/or services exceeds \$4,999; and
- Formal Request for Proposals or Invitation for Bids shall be issued for any cost of good or service that exceeds \$25,000 with final approval from the Board of Commissioners; and
- The maximum dollar level for which the Short Form Authorization (service contracts) may be used is increased from \$5,000 to \$14,999. Approval of the Purchasing Director, Controller/Administrator, Liaison Chairperson, Finance Chairperson, and the Chairperson of the Board of Commissioners is required. The purchase of services over \$14,999 requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.

BE IT FURTHER RESOLVED, that all resolutions inconsistent with these changes herein are hereby rescinded.

BE IT FURTHER RESOLVED, that cooperative purchasing agreements, real estate, vaccines, pharmaceuticals, animals, emergency purchases, sole sources, professional services (e.g. doctors, architects, engineers, etc.) and transactions between other governmental units are exempt from the competitive bidding requirements.

BE IT FURTHER RESOLVED, that upon effective passage of this resolution, the Board directs the Purchasing Department to issue to all County departments and offices and legal counsel a copy of this resolution.

## Agenda Item 5a

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

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

**DATE:** February 16, 2021

**SUBJECT:** Proposed Resolution to Enter into a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State and Federally Funded Project on Bellevue Road from Onondaga Road to Hull Road

For the meeting agendas on March 2, 3 and 9

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### **BACKGROUND**

The Ingham County Road Department has received state Transportation Economic Development Fund, Category “D” (TEDD) funding and federal Surface Transportation Program (STP) funding to rehabilitate Bellevue Road from Onondaga Road to Hull Road in Sections 21-28 of Onondaga Township and Sections 19-21 & 28-30 of Leslie Township. The scope of work includes full depth pavement recycling and rehabilitation work including hot mix asphalt resurfacing, aggregate shoulders, traffic signal installation, and other necessary related work. The project has been designed pursuant to applicable federal, state, and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: the Michigan Department of Transportation (MDOT) will enter into a first party contract with the Contractor, which basically ensures that all the federal and state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the funding.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The STP funding is not capped and pays for 80% of the construction costs, the TEDD funding pays for construction costs up to the capped amount of \$136,557 and can be used as a portion of the Local Agency’s match for the STP funds, with the remaining construction costs being the responsibility of the Local Agency. This project is also utilizing advance construction STP funds from the 2022 and 2023 fiscal years in the amount of \$1,049,682. The Road Department is required to make a deposit in the amount of \$500,000 for use of these advance construction funds, which can be reimbursed as early as the 2022 MDOT fiscal year. The estimated construction funding responsibilities for the project are as follows:

Transportation Economic Development Fund, Category D (TEDD):	\$ 136,557
2021 Surface Transportation Program (STP):	\$ 1,403,000
2022-2023 Surface Transportation Program (STP):	\$ 1,049,682
Local Participation:	<u>\$ 1,033,561</u>
	\$ 3,622,800



The Road Department would be responsible for the estimated local participation costs of \$1,033,561 shown above, plus the temporary \$500,000 deposit to use advance construction STP Funds, for a total anticipated cost of \$1,533,561. However, the deposit reimbursement can be requested in October 2021 at the start of the MDOT 2022 fiscal year, so the use of the deposited funds will be minimized. The local costs as described above have been included in the 2021 Road Budget.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second party agreement with MDOT as described in Contract 21-5023.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT BETWEEN  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)  
AND INGHAM COUNTY IN RELATION TO A STATE AND FEDERALLY FUNDED PROJECT ON  
BELLEVUE ROAD FROM ONONDAGA ROAD TO HULL ROAD**

WHEREAS, the Ingham County Road Department received state Transportation Economic Development Fund, Category “D” (TEDD) funding and federal Surface Transportation Program (STP) funding to rehabilitate Bellevue Road from Onondaga Road to Hull Road in Sections 21-28 of Onondaga Township and Sections 19-21 & 28-30 of Leslie Township; and

WHEREAS, the STP funding pays for 80% of the actual construction costs and the TEDD funding pays up to the capped amount of \$136,557, with the remaining funding being the responsibility of the Road Department; and

WHEREAS, the project is also utilizing advance construction STP funds from the 2022 and 2023 fiscal years in the amount of \$1,049,682, requiring a deposit from the Road Department in the amount of \$500,000, which shall be eligible for reimbursement from STP funds in the 2022-2023 fiscal years; and

WHEREAS, the estimated construction funding responsibilities for the project are as follows:

Transportation Economic Development Fund (TEDD):	\$ 136,557
2021 Surface Transportation Program (STP):	\$ 1,403,000
2022-2023 Surface Transportation Program (STP):	\$ 1,049,682
Local Participation:	<u>\$ 1,033,561</u>
	\$ 3,622,800; and

WHEREAS, the anticipated local participation for the construction costs and the STP advance construction deposit are included in the 2021 Road Budget; and

WHEREAS, the project will be undertaken pursuant to a contract between the Michigan Department of Transportation (MDOT) and the Contractor; and

WHEREAS, the County, on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with MDOT consistent with state and federal funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 21-5023 with the Michigan Department of Transportation (MDOT) for the rehabilitation of Bellevue Road from Onondaga Road to Hull Road in Sections 21-28 of Onondaga Township and Sections 19-21 & 28-30 of Leslie Township, for a total estimated cost of \$3,622,800, consisting of a capped amount of \$136,557 in Transportation Economic Development Fund Category “D” funding, \$1,403,000 in 2021 Surface Transportation Program funding, \$1,049,682 in 2022-2023 Surface Transportation Program funding, and \$1,033,561 in Ingham County Road Department funds, which has been included in the 2021 Road Budget.

BE IT FURTHER RESOLVED, that the Ingham County Road Department will provide MDOT with a \$500,000 deposit for use of advance construction funds from the 2022-2023 Surface Transportation Program, with the deposit being eligible for reimbursement during the 2022-2023 MDOT fiscal years.

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

To: Ingham County Board of Commissioners

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

Date: February 12, 2021

Re: Extension of Resolution #18-200, helically corrugated steel pipe with aluminized coating

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**BACKGROUND**

The purpose of this correspondence is to support the attached resolution, to extend the current Resolution #18-200, passed by the Board of Commissioners in 2018, for purchasing helically corrugated steel pipe with aluminized coating. The purchase order will be for a two-year renewal period, beginning from date of the purchase order execution.

In 2018, the Purchasing Department released bid packet #57-18 and received sealed, competitive bid proposals for supplying various sizes and types of culvert pipe products for a three-year period, with an option for a two-year renewal.

The Road Department periodically needs to install new or replace various failing culverts to provide proper drainage to protect the integrity of the roads and the safety of the public driving our Ingham County roads. We specify all new metal culverts to have an aluminized coating to help prevent corrosion of the steel pipe. Resolution #18-200 also authorized purchase of various sizes of plastic pipe from the low bidder for this product in 2018, ADS Drainage Systems. However, ADS has not agreed to extend their prior bid. Plastic pipe will be rebid for best pricing as needed.

**ALTERNATIVES**

Non-aluminized coated steel pipe can be purchase and installed, but would fail quickly due to the corrosion of the pipe. Replacing culverts in our roads is a time consuming task that requires staffing, equipment, and funds for each project. The longer these new pipes last, the more funds will be available for other future projects. The Road Department has been using helically corrugated steel pipe with aluminized coating for road maintenance for decades and it has proven to be a strong and long lasting product.

**FINANCIAL IMPACT**

The Road Department's adopted 2021 budget includes controllable expenditures and funds for culvert purchases. The Road Department will have sufficient funds budgeted for the 2022 construction season for any pipe purchases. Please refer to the original Memo of Performance for the individual pricing for each size of pipe purchased.

Budget account #	Beginning Allocation	Current Balance	Request Amount	Remaining Balance at the end of the 2021 construction season
#767000 Culvert	\$160,000	\$160,000	\$160,000	\$0

The Purchasing Department received bids in 2018 from qualified and experienced vendors for the purpose of supplying various sizes of helically corrugated steel pipe with aluminized coating to the Road Department for a three year period. The bids were evaluated by Purchasing Department per ITB #57-18 in 2018. It remains their recommendation, with the concurrence of the Road Department, to extend Resolution #118-200 for two years, with the lowest qualified bidder indicated below that could meet the specifications of bid proposal request.

Contech Engineer Solutions, LLC, 661 Jerico Drive Mason, Michigan 48854 for helically corrugated steel pipe with aluminized coating.

**OTHER CONSIDERATIONS**

The lowest qualifying bidder, Contech Engineering Solutions LLC in Mason, Michigan, is a local vendor. The decision on the size and lengths of the corrugated pipes purchased on any given operation will be based on ICRD judgment, as to which product is most advantageous for the County. This decision will be based on a combination of engineering, availability of required material, with preference based on lowest qualifying bid unit price.

**RECOMMENDATION-**

Therefore, approval to extend the terms of the original Resolution #18-200 is recommended, to authorize a new resolution for two years, for the purchase of the required supply of helically corrugated steel pipe with aluminized coating as needed from Contech Engineering Solutions, LLC.

## Agenda Item 5b

TO: Tom Gamez, Road Department

FROM: James Hudgins, Director of Purchasing

DATE: March 29, 2018

RE: Memorandum of Performance for RFP No. 57-18 Smooth-lined Polyethylene Pipe and Helically Corrugated Steel Pipe

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing smooth-lined polyethylene pipe and helically corrugated steel pipe for the Ingham County Road Department, for a period of three (3) years with an option for a two-year renewal. Prices will remain constant with no yearly price increases for the initial three-year term of the contract.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	14	1
Vendors responding	4	1

A summary of the vendors' costs is on the following pages:

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

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

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

## VENDOR COSTS

Vendor	6" DW Plastic Pipe	8" DW Plastic Pipe	10" DW Plastic Pipe	12" DW Plastic Pipe	15" DW Plastic Pipe	18" DW Plastic Pipe	24" DW Plastic Pipe	30" DW Plastic Pipe	36" DW Plastic Pipe	4" Plastic Flex Pipe	6" Plastic Flex Pipe	8" Plastic Flex Pipe	4" External Coupler	6" External Coupler	8" External Coupler	10" External Coupler	12" External Coupler	15" External Coupler
Year 1																		
ADS	\$1.48	\$2.30	\$3.32	\$4.05	\$5.42	\$7.94	\$13.09	\$20.62	\$25.50	\$0.26	\$0.73	\$1.39	\$8.82	\$7.61	\$11.56	\$15.19	\$39.61	\$58.67
Contech	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
St. Regis	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Jensen Bridge	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Vendor	18" External Coupler	24" External Coupler	30" External Coupler	36" External Coupler	4" Internal Coupler	6" Internal Coupler	8" Internal Coupler	10" Internal Coupler	4" 30 Degree DW Elbow	6" 30 Degree DW Elbow	8" 30 Degree DW Elbow	10" 30 Degree DW Elbow	12" 30 Degree DW Elbow					
Year 1																		
ADS	\$103.44	\$157.05	\$349.74	\$480.46	\$1.86	\$3.71	\$6.20	\$7.44	\$7.79	\$12.73	\$20.26	\$28.92	\$44.54					
Contech	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid					
St. Regis	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid					
Jensen Bridge	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid					
Vendor	8" Aluminized Type 2 - 14	12" Aluminized Type 2 - 14	15" Aluminized Type 2 - 14	18" Aluminized Type 2 - 14	24" Aluminized Type 2 - 14	30" Aluminized Type 2 - 14	36" Aluminized Type 2 - 14	48" Aluminized Type 2 - 14	60" Aluminized Type 2 - 14	72" Aluminized Type 2 - 14	12" Aluminized Connecting Band	24" Aluminized Connecting Band						
Year 1																		
ADS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid						
Contech	No Bid	\$11.36	\$14.28	\$17.05	\$22.75	\$28.40	\$34.05	\$45.30	\$76.95	\$98.50	\$22.55	\$45.50						
St. Regis	No Bid	\$10.80	\$13.50	\$16.20	\$21.60	\$27.00	\$32.40	\$43.20	\$72.90	\$21.60	\$43.20							
Jensen Bridge	No Bid	\$12.65	\$15.77	\$18.92	\$23.53	\$31.52	\$37.37	\$52.00	\$87.20	\$111.43	\$30.00	\$50.00						
Vendor	6" DW Plastic Pipe	8" DW Plastic Pipe	10" DW Plastic Pipe	12" DW Plastic Pipe	15" DW Plastic Pipe	18" DW Plastic Pipe	24" DW Plastic Pipe	30" DW Plastic Pipe	36" DW Plastic Pipe	4" Plastic Flex Pipe	6" Plastic Flex Pipe	8" Plastic Flex Pipe	4" External Coupler	6" External Coupler	8" External Coupler	10" External Coupler	12" External Coupler	15" External Coupler
Year 2																		
ADS	\$1.48	\$2.30	\$3.32	\$4.05	\$5.42	\$7.94	\$13.09	\$20.62	\$25.50	\$0.26	\$0.73	\$1.39	\$8.82	\$7.61	\$11.56	\$15.19	\$39.61	\$58.67
Contech	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
St. Regis	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Jensen Bridge	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Vendor	18" External Coupler	24" External Coupler	30" External Coupler	36" External Coupler	4" Internal Coupler	6" Internal Coupler	8" Internal Coupler	10" Internal Coupler	4" 30 Degree DW Elbow	6" 30 Degree DW Elbow	8" 30 Degree DW Elbow	10" 30 Degree DW Elbow	12" 30 Degree DW Elbow					
Year 2																		
ADS	\$103.44	\$157.05	\$349.74	\$480.46	\$1.86	\$3.71	\$6.20	\$7.44	\$7.79	\$12.73	\$20.26	\$28.92	\$44.54					
Contech	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid					
St. Regis	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid					
Jensen Bridge	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid					

Vendor	8" Aluminized Type 2 - 14	12" Aluminized Type 2 - 14	15" Aluminized Type 2 - 14	18" Aluminized Type 2 - 14	24" Aluminized Type 2 - 14	30" Aluminized Type 2 - 14	36" Aluminized Type 2 - 14	48" Aluminized Type 2 - 14	60" Aluminized Type 2 - 14	72" Aluminized Type 2 - 14	12" Aluminized Connecting Band	24" Aluminized Connecting Band						
Year 2																		
ADS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid						
Contech	No Bid	\$11.36	\$14.28	\$17.05	\$22.75	\$28.40	\$34.05	\$45.30	\$76.95	\$98.50	\$22.55	\$45.50						
St. Regis	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid						
Jensen Bridge	No Bid	\$14.54	\$18.13	\$21.75	\$27.05	\$36.24	\$42.97	\$59.80	\$100.28	\$128.14	No Bid	No Bid						
Year 3																		
Vendor	6" DW Plastic Pipe	8" DW Plastic Pipe	10" DW Plastic Pipe	12" DW Plastic Pipe	15" DW Plastic Pipe	18" DW Plastic Pipe	24" DW Plastic Pipe	30" DW Plastic Pipe	36" DW Plastic Pipe	4" Plastic Flex Pipe	6" Plastic Flex Pipe	8" Plastic Flex Pipe	4" External Coupler	6" External Coupler	8" External Coupler	10" External Coupler	12" External Coupler	15" External Coupler
Year 3																		
ADS	\$1.48	\$2.30	\$3.32	\$4.05	\$5.42	\$7.94	\$13.09	\$20.62	\$25.50	\$0.26	\$0.73	\$1.39	\$8.82	\$7.61	\$11.56	\$15.19	\$39.61	\$58.67
Contech	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
St. Regis	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Jensen Bridge	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Year 3																		
Vendor	18" External Coupler	24" External Coupler	30" External Coupler	36" External Coupler	4" Internal Coupler	6" Internal Coupler	8" Internal Coupler	10" Internal Coupler	4" 30 Degree DW Elbow	6" 30 Degree DW Elbow	8" 30 Degree DW Elbow	10" 30 Degree DW Elbow	12" 30 Degree DW Elbow					
Year 3																		
ADS	\$103.44	\$157.05	\$349.74	\$480.46	\$1.86	\$3.71	\$6.20	\$7.44	\$7.79	\$12.73	\$20.26	\$28.92	\$44.54					
Contech	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid					
St. Regis	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid					
Jensen Bridge	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid					
Year 3																		
Vendor	8" Aluminized Type 2 - 14	12" Aluminized Type 2 - 14	15" Aluminized Type 2 - 14	18" Aluminized Type 2 - 14	24" Aluminized Type 2 - 14	30" Aluminized Type 2 - 14	36" Aluminized Type 2 - 14	48" Aluminized Type 2 - 14	60" Aluminized Type 2 - 14	72" Aluminized Type 2 - 14	12" Aluminized Connecting Band	24" Aluminized Connecting Band						
Year 3																		
ADS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid						
Contech	No Bid	\$11.36	\$14.28	\$17.05	\$22.75	\$28.40	\$34.05	\$45.30	\$76.95	\$98.50	\$22.55	\$45.50						
St. Regis	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid						
Jensen Bridge	No Bid	\$16.75	\$20.84	\$25.01	\$31.10	\$41.67	\$49.41	\$68.77	\$115.32	\$147.36	No Bid	No Bid						

**Local: No**      **Advanced Drainage Systems Inc., 770 S. Chestnut St., Owosso, MI 48867**  
**Local: Yes**    **Contech Engineered Solutions LLC, 661 Jerico Drive, Mason MI 48854**  
**Local: No**      **Jensen Bridge & Supply Co., 400 Stoney Creek Dr., Sandusky MI 48471**  
**Local: No**      **St. Regis Culvert Inc., 202 Morrell St., Charlotte MI 48813**





TRANSMITTAL SHEET

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Contech Engineered Solutions, L.L.C.  
1071 Thorn Ridge Drive  
Howell, Mi 48843  
Phone: 810-217-9156

Date: 1-25-21	Number of pages (w/cover ) 1
To: Bobby Mayes, Purchasing Agent Ingham County Road Department, Mason, Mi .	From: Anthony Nestor, P.E.
Regarding: Ingham County Road Department, Annual CMP Bid from March 28, 2018.	

To: Bobbie Mayes

From the initial bid from March 28, 2018 Contech has provided a three-year contract from the original bid date of March 28, 2018.

Based on the pricing within the original quote for year three, Contech would like to extend the current culvert and band contract for an additional 2 years.

This would extend our contract for culverts and bands through December 31, 2022.

Please contact me at (810) 217-9156 if you have additional questions or need more information regarding this request for a contract extension through December 31, 2022.

Sincerely,

*Contech Engineered Solutions, L.L.C.*

Anthony S. Nestor

Anthony S. Nestor, P.E.  
Regional Sales Engineer.

CC: Sean Tapocik – Contech Engineered Solutions, LLC

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF SEASONAL REQUIREMENTS OF  
SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE AND HELICALLY CORRUGATED  
STEEL PIPE WITH ALUMINIZED COATING**

**RESOLUTION # 18 - 200**

WHEREAS, the Road Department annually purchases approximately 4000 lineal feet of various sizes of both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating for use as road drainage culverts and piping; and

WHEREAS, the Road Department's adopted 2018, 2019 and 2020 budgets will include controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe with aluminized coating for 3 years with the option for two-year renewal, were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of Road Department, to award this bid and purchase on an as-needed, unit price basis smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe with aluminized coating from Contech Engineered Solutions, LLC.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase on an as-needed, unit price basis of smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe with aluminized coating from Contech Engineered Solutions, LLC.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with Advanced Drainage Systems for smooth lined corrugated polyethylene pipe and Contech Engineered Solutions, LLC, for helically corrugated steel pipe with aluminized coating, as needed and budgeted for 3 years, with the option of a 2 year renewal.

**COUNTY SERVICES: Yeas:** Nolan, Sebolt, Grebner, Celentino, Hope, Maiville, Naeyaert  
**Nays:** None **Absent:** None **Approved 05/01/2018**

**FINANCE: Yeas:** Grebner, Crenshaw, Koenig, Schafer  
**Nays:** None **Absent:** Anthony, Tennis, Louney **Approved 05/02/2018**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE EXTENSION OF RESOLUTION #18-200 AUTHORIZING PURCHASES AS NEEDED OF VARIOUS SIZES OF HELICALLY CORRUGATED STEEL PIPE WITH ALUMINIZED COATING**

WHEREAS, the Ingham County Road Department (ICRD) periodically needs to install new or replace helically corrugated steel pipe with aluminized coating on the County road system; and

WHEREAS, in 2018 the Purchasing Department released bid packet #57-18 and received sealed, competitive bid proposals for various sizes of helically corrugated steel pipe with aluminized coating for three years, with an option for a two year renewal; and

WHEREAS, the Board of Commissioners, per resolution #18-200 passed in 2018, authorized purchasing helically corrugated steel pipe with aluminized coating as needed; and

WHEREAS, it is the Purchasing Department's recommendation, with the concurrence of the ICRD, to extend the current purchase order with the lowest qualified bidder on bid packet #57-18 for various sizes of helically corrugated steel pipe with aluminized coating, Contech Engineered Solutions LLC, 661 Jerico Drive, Mason, Michigan 48854; and

WHEREAS, the ICRD's 2021 budget in controllable expenditures account #767000 includes, and the 2022 budget request will include, \$160,000 for this expense; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the extension of Resolution #18-200, and authorizes the Purchasing Department to process purchase orders with Contech Engineered Solutions LLC, for two additional years for various sizes of helically corrugated steel pipe with aluminized coating as needed by ICRD.

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

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: February 15, 2021

SUBJECT: ITB No.24-21: Hot Mix Asphalt (HMA) Mixtures with optional trucking.

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### **BACKGROUND**

The Road Department annually purchases approximately 50,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy and Quad axle trucking (truck and driver) furnished by the supplier at an hourly rate to assist Road Department crews for greater productivity.

The purpose of this correspondence is to support the attached resolution to purchase 13A, 13A Top, 1100 T, and 36A HMA for the scheduled 2021 HMA maintenance program and various other road maintenance agreements. The four different types of HMA are designed to meet the various needs for building and repairing county roads by Road Department staff in various road maintenance operations.

### **ALTERNATIVES**

There are other HMA mixtures available from the three HMA suppliers, but the design of these other HMA mixtures may not meet the standards or performance requirements set by the Michigan Department of Transportation (MDOT) HMA production manual for the type of road maintenance performed by the ICRD.

### **FINANCIAL IMPACT**

The Road Department's adopted 2021 budget included in controllable expenditures, funds for this and other maintenance material purchases.

Bids for 13A, 13A Top, 1100T, and 36A HMA were solicited and evaluated by the Ingham County Purchasing Department per ITB #24-21, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 13A, 13A Top, 1100T, and 36A HMA on an as-needed, unit price per ton basis from all three vendors.

1. Reith-Riley Construction 4150 S. Creyts Road Lansing , MI. 48917 and 2325 Kipp Road Mason, MI. 48854

	HMA per ton	Trucking per hour
13A	\$44.00	
13A Top	\$50.75	
1100T	\$44.00	
36A	\$48.50	
Winter grade 36A	N/A	
Flowboy trucking		\$170.00
Quad-axle Trucking		\$135.00

2. Michigan Paving & Materials 16777 Wood St. Lansing, Michigan 48906 and 1600 N. Elm Road Jackson, Michigan 49202

	HMA per ton	Trucking per hour
13A	\$48.00	
13A Top	\$52.00	
1100T	\$49.00	
36A	\$49.00	
Winter grade 36A	N/A	
Flowboy trucking		\$160.00
Quad-axle Trucking		\$115.00

3. Capital Asphalt, LLC 3888 S. Canal Road, Lansing Michigan 48917

	HMA per ton	Trucking per hour
13A	\$46.50	
13A Top	\$46.50	
1100T	\$45.50	
36A	\$47.00	
Winter grade 36A	\$125.00	
Flowboy trucking		\$155.00
Quad-axle Trucking		\$110.00

The decision on where the HMA will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for Ingham County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material, with preference based on lowest qualifying bid unit price per ton.

#### **OTHER CONSIDERATIONS**

The Hot Mix Asphalt (HMA) shall meet or exceed the specifications from the HMA production manual, Marshall HMA mixture according to the "Special Provision for Marshall Hot Mix Asphalt Mixtures", the MDOT Standard Specifications for Construction, Section 501, and the Invitation to Bid (ITB) packet #24-21, Section 8 Specifications.

#### **RECOMMENDATION**

Therefore, approval of the attached resolution is recommended to authorize the purchase of the Road Department's 2021 seasonal supply of HMA, with the option of provided Flow-boy and Quad axle trucking.

**Agenda Item 5c**

TO: Tom Gamez, Director of Operations, Road Department

FROM: James Hudgins, Director of Purchasing

DATE: February 12, 2021

RE: Memorandum of Performance for ITB No. 24-21 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing the Road Department's 2021 seasonal requirement of hot mix asphalt mixtures, in addition to furnishing flow boys or quad axle trucks on an as-needed basis.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors
Vendors invited to propose	61
Vendors responding	3

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

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

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

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

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Total Bid Price	Flow Boy & Driver Trucking Rental	Quad Axle & Driver Trucking Rental	How far in advance does the Flow Boy/Quad Axle need to be requested
			Rate / Hour	Rate / Hour	Hours in Advance
Rieth-Riley	N/A	\$2,752,500.00	\$170.00	\$135.00	18
Capital Asphalt LLC	N/A	\$2,810,000.00	\$155.00	\$110.00	24
Michigan Paving & Materials / Stoneco of MI	N/A	\$2,940,000.00	\$160.00	\$115.00	48
N/A: In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.					

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
2021 SEASONAL REQUIREMENT OF HOT MIX ASPHALT (HMA) MIXTURES**

WHEREAS, the Road Department annually purchases approximately 50,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures 13A, 13A Top, 1100T, and 36A, with needed supplier furnished Flowboy and Quad-axle trucking, for placement by Road Department crews in various road maintenance operations; and

WHEREAS, the Road Department's adopted 2021 budget included, in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for maintenance HMA and related trucking by the asphalt suppliers were solicited and evaluated by the Ingham County Purchasing Department per ITB #24-21, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HMA of the various types on an as-needed, unit price per ton basis from all three responding bidders: Michigan Paving & Materials, Reith-Riley, and Capital Asphalt LLC with trucking provided at bid hourly cost when requested by Road Department staff; and

WHEREAS, a blanket purchase order shall be processed for HMA purchases from the three vendors based on availability of required material, trucks, and location, with preference based on lowest qualifying bid unit price per ton; and

WHEREAS, this decision of supplier from which to purchase at a given time will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for given operation based on combination of bid unit price, supplier proximity to the work being performed at the time, and availability of required material and trucks.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids and authorizes the purchase of HMA at the bid unit prices per ton listed below, with furnished trucking on an as-needed basis, at bid hourly trucking rate from all three respondents to ITB #24-21.

BE IT FURTHER RESOLVED, that purchases will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on a combination of bid unit price, supplier proximity to the work being performed at the given time, and availability of required material:

1. Reith-Riley Construction 4150 S. Creyts Road Lansing , MI. 48917 and 2325 Kipp Road Mason, MI. 48854

	HMA per ton	Trucking per hour
13A	\$44.00	
13A Top	\$50.75	
1100T	\$44.00	



36A	\$48.50	
Winter grade 36A	N/A	
Flowboy trucking		\$155.00
Quad-axle Trucking		\$110.00

2. Michigan Paving & Materials 16777 Wood St. Lansing, Michigan 48906 and 1600 N. Elm Road Jackson, Michigan 49202

	HMA per ton	Trucking per hour
13A	\$48.00	
13A Top	\$52.00	
1100T	\$49.00	
36A	\$49.00	
Winter grade 36A	N/A	
Flowboy trucking		\$160.00
Quad-axle Trucking		\$115.00

3. Capital Asphalt LLC 3888 S. Canal Road, Lansing Michigan 48917

	HMA per ton	Trucking per hour
13A	\$46.50	
13A Top	\$46.50	
1100T	\$45.50	
36A	\$47.00	
Winter grade 36A	\$125.00	
Flowboy trucking		\$155.00
Quad-axle Trucking		\$110.00

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

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

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

**DATE:** February 16, 2021

**SUBJECT:** Proposed Resolution to Enter into an Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State Funded Project on Lake Lansing Road from Wood Street to West Road

For the meeting agendas on March 2, 3 and 9

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**BACKGROUND**

The Ingham County Road Department has received state Transportation Economic Development Fund, Category “F” (TEDF) funding to rehabilitate Lake Lansing Road from Wood Street to West Road in Section 2 of Lansing Township. The scope of work includes hot mix asphalt milling and overlay, as well as concrete pavement and joint repairs. The project has been designed pursuant to applicable federal, state, and local design specifications.

This project will be utilizing the Direct Grant process, in lieu of the standard Michigan Department of Transportation (MDOT) administered process, which is a unique option for this specific funding program. Once the MDOT Contract is executed, the project will be advertised for construction bids through the Ingham County Purchasing Department, to be awarded to a Contractor, and the TEDF funds will be distributed to the County as a lump sum payment for use in the project. This project will be fully administered by the Road Department with minimal involvement by MDOT. An agreement between the County and the selected Contractor will be necessary in the future, as is the case for all locally-let projects.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The TEDF funding is capped at \$375,000, with the remaining project costs being the responsibility of the Local Agency. The local costs for this project have been included in the 2021 Road Budget. The estimated construction cost responsibilities for the project are as follows:

Transportation Economic Development Fund, Category “F” (TEDF):	\$ 375,000
Local Participation:	<u>\$ 1,203,179</u>
	\$ 1,578,179

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with MDOT as described in Contract 20-5544.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)  
AND INGHAM COUNTY IN RELATION TO A STATE FUNDED PROJECT  
ON LAKE LANSING ROAD FROM WOOD STREET TO WEST ROAD**

WHEREAS, the Ingham County Road Department received state Transportation Economic Development Fund, Category “F” (TEDF) funding to rehabilitate Lake Lansing Road from Wood Street to West Road in Section 2 of Lansing Township; and

WHEREAS, the TEDF funding pays for construction costs up to the capped amount of \$375,000, with the remaining construction costs being the responsibility of the Road Department; and

WHEREAS, the estimated construction cost responsibilities for the project are as follows:

Transportation Economic Development Fund (TEDF):	\$ 375,000
Local Participation:	<u>\$ 1,203,179</u>
	\$ 1,578,179; and

WHEREAS, the local participation for the construction costs are included in the 2021 Road Budget; and

WHEREAS, the project will be utilizing the Direct Grant process, allowing for the TEDF funds to be provided to the Road Department in a lump sum payment in exchange for the Road Department fully administering the project; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with MDOT consistent with state and federal funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 20-5544 with the Michigan Department of Transportation for the rehabilitation of Lake Lansing Road from Wood Street to West Road in Section 2 of Lansing Township for a total estimated cost of \$1,578,179, consisting of a capped amount of \$375,000 in Transportation Economic Development Fund, Category “F” Direct Grant funding and \$1,203,179 in Ingham County Road Department funds, which has been included in the 2021 Road Budget.

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

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

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

**DATE:** February 16, 2021

**SUBJECT:** Proposed Resolution to Enter into a Second Party Agreement between the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a Federally Funded Project at the Wood Street Roundabout at Sam's Way

For the meeting agendas on March 2, 3 and 9

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### **BACKGROUND**

The Ingham County Road Department has received federal Highway Safety Improvement Program (HSIP) funding to make safety improvements at the Wood Street Roundabout at Sam's Way in Sections 2 and 3 of Lansing Township. The scope of work includes geometric corrections to the existing roundabout islands and the application of a high friction surface treatment. The project has been designed pursuant to applicable federal, state, and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: the Michigan Department of Transportation (MDOT) will enter into a first party contract with the Contractor, which basically ensures that all the federal and state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and obligations for the funding.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The HSIP funding pays for 90% of the actual construction costs up to the capped amount of \$163,962, with the remaining 10% funding match and any overages beyond the capped amount being the responsibility of the Local Agency. The local costs for this project have been included in the 2021 Road Budget. The estimated construction cost responsibility for the project are as follows:

Highway Safety Improvement Program (HSIP):	\$ 163,962
Local Participation:	<u>\$ 38,258</u>
	\$ 202,220

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second party agreement with MDOT as described in Contract 20-5545.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT BETWEEN  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)  
AND INGHAM COUNTY IN RELATION TO A FEDERALLY FUNDED PROJECT  
AT THE WOOD STREET ROUNDABOUT AT SAM'S WAY**

WHEREAS, the Ingham County Road Department received federal Highway Safety Improvement Program (HSIP) funding to make safety improvements at the Wood Street Roundabout at Sam's Way in Sections 2 and 3 of Lansing Township; and

WHEREAS, the HSIP funding pays for 90% of the actual construction costs up to the capped amount of \$163,962, with the remaining 10% funding match and any overages beyond the capped amount being the responsibility of the Road Department; and

WHEREAS, the estimated construction cost responsibility for the project are as follows:

Highway Safety Improvement Program (HSIP):	\$ 163,962
Local Participation:	<u>\$ 38,258</u>
	\$ 202,220; and

WHEREAS, the local participation for the construction costs are included in the 2021 Road Budget; and

WHEREAS, the project will be undertaken pursuant to a contract between the Michigan Department of Transportation (MDOT) and the Contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with MDOT consistent with state and federal funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 20-5545 with the Michigan Department of Transportation for the safety improvements at the Wood Street Roundabout at Sam's Way in Sections 2 and 3 of Lansing Township for a total estimated cost of \$202,220, consisting of a capped amount of \$163,962 in Highway Safety Improvement Program funding and \$38,258 in Ingham County Road Department funds, which has been included in the 2021 Road Budget.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated February 16, 2021, as submitted.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE: FEBRUARY 2, 2021

LIST OF CURRENT PERMITS ISSUED

<b>ROW PERMIT#</b>	<b>APPLICANT/ CONTRACTOR</b>	<b>WORK</b>	<b>LOCATION</b>	<b>CITY/ TWP</b>
2020-012	FRONTIER	CABLE – UG	ONONDAGA RD	AURELIUS
2020-013	FRONTIER	CABLE – UG	KINNEVILLE RD	AURELIUS
2020-851	COMCAST	CABLE OH-UG	OKEMOS RD	MERIDIAN
2020-857	COMCAST	CABLE – OH, UG	DELL RD	DELHI
2020-863	123 NET	CABLE – UG	DUNCKEL RD	DELHI
2020-872	CONSUMERS	ELEC –OH	MT HOPE RD	MERIDIAN
2021-002	EXPRESS TREE SERV	TREE REMOVAL	CATHOLIC CH RD	STOCKBRIDGE
2021-005	MDOT	DETOUR	KIPP RD	VEVAY
2021-006	ITC HOLDINGS	ANNUAL BLANKET	VARIOUS	VARIOUS
2021-007	ITC HOLDINGS – METC	ANNUAL BLANKET	VARIOUS	VARIOUS
2021-008	CONSUMERS	GAS	BEECHWOOD DR	WHEATFIELD
2021-009	METRO FIBERNET	CABLE UG/OH	S WASHINGTON	DELHI
2021-010	LBWL	WATERMAIN COMM	FONTAINE TRAIL	DELHI
2021-011	LBWL	WATERMAIN COMM	DELL RD	DELHI
2021-015	COMCAST	CABLE – UG	HASLETT RD	MERIDIAN
2021-016	ACD.NET	CABLE – UG	GRAND RIVER/OKEMOS RD	MERIDIAN
2021-017	AT & T	ANNUAL BLANKET	VARIOUS	VARIOUS
2021-020	CONSUMERS	DRAIN PROJ – ELEC	GRIMES RD	STOCKBRIDGE
2021-021	IC PARKS DEPT	ANNUAL BLANKET	VARIOUS	VARIOUS
2021-022	FRONTIER	CABLE – UG	HOUSE RD	LEROY
2021-023	CONSUMERS	GAS	MACON AVE	LANSING
2021-024	CONSUMERS	GAS	SNOWGLEN LN	LANSING

2021-025	CONSUMERS	GAS	SPRINGBROOK LN	LANSING
2021-026	CONSUMERS	GAS	NORTHWIND DR	MERIDIAN
2021-027	CONSUMERS	GAS	TOLLAND AVE	DELHI
2021-030	COMCAST	CABLE – UG	SACRAMENTO WAY	MERIDIAN
2021-033	MCIMETRO ACCESS	ANNUAL BLANKET	VARIOUS	VARIOUS
2021-035	CONSUMERS	GAS	NEW SALEM AVE	MERIDIAN
2021-036	CONSUMERS	GAS	NEW SALEM AVE	MERIDIAN
2021-037	CONSUMERS	GAS	DONOVAN PL	MERIDIAN
2021-038	CONSUMERS	GAS	STONER RD	LANSING
2021-039	CONSUMERS	GAS	AURELIUS RD	AURELIUS
2021-041	CITY OF EAST LANS	TWP PROJ DETOUR	LAKE LANSING RD	MERIDIAN
2021-042	CONSUMERS	GAS	CEDAR ST	ALAIEDON
2021-043	CONSUMERS	GAS	WAVERLY RD	LANSING
2021-046	NEXT CHAPTER CONST	LANE CLOSURE	TOLES RD	AURELIUS
2021-047	CONSUMERS	GAS	MACON AVE	LANSING
2021-050	CONSUMERS	GAS	BARRY RD	WILLIAMSTOWN
2021-051	LBWL	WATERMAIN COMM	GROVENBURG RD	DELHI
2021-052	LBWL	WATERMAIN COMM	CIRCLE DR	DELHI
2021-053	LBWL	WATERMAIN COMM	WITHERSPOON WAY	DELHI
2021-054	CONSUMERS	GAS	HOGSBACK RD	ALAIEDON
2021-055	CONSUMERS	GAS	SKYLINE CT	MERIDIAN
2021-056	CONSUMERS	GAS, ROAD CUT	WALNUT ST	DELHI
2021-057	CONSUMERS	GAS, ELEC – OH	HULETT RD	MERIDIAN

Director of Engineering & County Highway Engineer: \_\_\_\_\_  
Kelly R. Jones



**TO:** Board of Commissioners County Services Committee  
**FROM:** Gregg Todd, Controller  
**DATE:** March 2, 2021

**SUBJECT: RESOLUTION TO APPROVE A QUITCLAIM DEED FOR THE CITY OF MASON  
LIBRARY PROPERTY**  
For the meeting agendas of March 2 and 3, 2021

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**BACKGROUND**

In 1938, the Hall family donated property in Mason to Ingham County for use as a library. The deed(s) contained provisions that if the property ceased to be used as a library it would revert to Mason Public Schools with Vevay Township holding the title. In 1984 the property was conveyed from Ingham County to the City of Mason with the provision that if the City changed the use to something other than a library, the property would revert to the County. Therefore, in theory the property would go from the City of Mason, to Ingham County, then to the Mason School District with Vevay Township holding deed if the city changed the use.

The City of Mason has recently had the property inspected and has determined that a significant capital investment is needed to bring the facility up to ADA compliance. The City of Mason intends to continue to use the facility as a library, but is reluctant to invest city funds into a property without clear title.

The City of Mason has asked the County to “Quit Claim” deed the property to the City to clear up the County’s entanglement in the deed. Legal counsel has reviewed and approved the proposed quit claim deed.

**ALTERNATIVES**

Leave the property deed as is.

**FINANCIAL IMPACT**

No financial impact to the County save the \$1.00 we will make from the transfer.

**OTHER CONSIDERATIONS**

N/A

**STRATEGIC PLANNING IMPACT**

N/A

**RECOMMENDATION**

Respectfully recommend that the County sign the quitclaim deed for the library property to the City of Mason.

### QUIT CLAIM DEED

Grantor, County of Ingham, a Michigan body politic and corporate, whose address is Ingham County Courthouse, P.O. Box 319, Mason, MI 48854, **quit-claim(s)** all of its rights and interest, pursuant to MCL 554.111, including those rights as established in deeds dated October 26, 1938 and recorded at Liber 410, Page 1, October 17, 1946 and recorded at Liber 570, Page 188, and May 9, 1984 and recorded at Liber 1472, Page 59, to the City of Mason, a Michigan municipal corporation, whose address is 201 West Ash Street, Mason, MI 48854, the following described premises situated in the City of Mason, Ingham County, Michigan:

The North 74 feet of Lots 1 and 2 in Block 16 in the City of Mason, Ingham County, Michigan, according to the recorded plat thereof, together with furniture, furnishings and equipment.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act.

for the sum of One Dollar (\$1.00).

This deed is exempt from real estate transfer tax pursuant to MCL 207.505(h) and MCL 207.526(h).

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021.

Signed and sealed:

\_\_\_\_\_  
Bryan Crenshaw, Chairperson, Ingham County  
Board of Commissioners, Grantor

)ss

Notary Public

Ingham County, Michigan  
Commission expires: \_\_\_\_\_

601 Abbot Road  
East Lansing, MI 48823  
517/351-0280

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A QUITCLAIM DEED FOR THE  
CITY OF MASON LIBRARY PROPERTY**

WHEREAS, Ingham County acquired property in the City of Mason for a library in 1938; and

WHEREAS, the deeds to the property in 1938 and 1946 placed a condition on the property that it be used for public library purposes; and

WHEREAS, if the property were not used for public library purposes, it would revert to the City of Mason, and if the City of Mason did not use it for library purposes, it would revert to the Mason School District and Vevay Township; and

WHEREAS, Ingham County conveyed the property to the City of Mason in 1984, subject to the reversionary interests; and

WHEREAS, the City of Mason is interested in making much needed ADA improvements to the facility to better serve the library patrons; and

WHEREAS, the City of Mason would like to ensure clear title on the property before investing in capital improvements to the facility; and

WHEREAS, to help clear the title, the City of Mason has requested Ingham County to sign and notarize a Quit Claim Deed to convey any remaining interests of the County in the property to the City of Mason; and

WHEREAS, MCL 554.111 allows for the conveyance of reversionary interests.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall convey by Quit Claim Deed all of its rights and interest in the property, pursuant to MCL 554.111, including those rights as established in deeds dated October 26, 1938 and recorded at Liber 410, Page 1, October 17, 1946 and recorded at Liber 570, Page 188, and May 9, 1984 and recorded at Liber 1472, Page 59, to the City of Mason, in consideration of \$1.00.

BE IT FURTHER RESOLVED, that the property description is the North 74 feet of Lots 1 and 2 in Block 16 in the City of Mason, Ingham County, Michigan, according to the recorded plat thereof, together with furniture, furnishings, and equipment.

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