

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
EMILY STIVERS
RANDY SCHAFER
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 3, 2021 AT 6:00 P.M.
THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/87384509601>.

Agenda

Call to Order

Approval of the [February 17, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – [4th Quarter](#) Investment Report
2. Sheriff's Office
 - a. Resolution to Authorize the Sheriff's Office to Contract with United States [Marshal Service](#) for Federal Inmate Detention Services
 - b. Resolution to Authorize a [Reorganization](#) within the Ingham County Sheriff's Office
3. Office of Homeland Security and Emergency Management
 - a. Resolution to Authorize an Equipment Purchase Agreement with [Motorola Solutions, Inc.](#) for the Purchase of One All-Band Emergency Operations Center Dispatch Radio and Twenty Power Adaptors and Antennas
 - b. Resolution to Authorize an Equipment Purchase Agreement with [All Traffic Solutions, Inc.](#) for the Purchase of Two InstAlert 24 Mobile Message Boards
4. Circuit Court – General Trial Division – Resolution to Authorize a Contract with [Global Eagle](#) Company Business Transformation Specialists for the General Trial Division
5. Circuit Court – Friend of the Court – Resolution to Authorize a Contract with [Global Eagle](#) Company Business Transformation Specialists for the Friend of the Court
6. Health Services Millage – Resolution to Authorize an Amendment to Resolution #20-512 to Add a Behavioral Health Benefit to the Health Services Millage Contract with the Ingham Health Plan Corporation ([IHPC](#))
7. Fair Office
 - a. Resolution to Authorize a Contract with [Iverson Electrical, Inc.](#) for As-Needed Electrical Services at the Ingham County Fairgrounds
 - b. Resolution to Authorize an Amendment to the Contract with [Skerbeck Entertainment Group](#)

8. Health Department
 - a. Resolution to Authorize an Agreement for Public Health [Ethics Consulting Services](#)
 - b. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs ([LARA](#)) to Accept the 2021 Michigan Medical Marihuana Operation and Oversight Grant
 - c. Resolution to Authorize [Amendments to Resolution #20-138 and Resolution #18-494](#)
9. LEAP – Resolution to Authorize [Final Grant Application](#) and Certifying Officer for State Community Development Block Grant Site Readiness Funding
10. Purchasing Department – Resolution to Amend the [Purchasing Policy](#)
11. 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
 - 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
12. Controller/Administrator
 - a. Resolution Establishing the [Budget Calendar](#) for 2022
 - b. 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.

FINANCE COMMITTEE
February 17, 2021
Draft Minutes

The meeting was called to order by Chairperson Grebner at 6:00 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: Grebner (Ingham County), Tennis (Ingham County), Crenshaw (Ingham County), Polsdofer (Ingham County), Stivers (Ingham County), Schafer (Ingham County), and Maiville (Ingham County).

Members Absent: None.

Others Present: Treasurer Eric Schertzing, Michael Townsend, Gregg Todd, Teri Morton, Nicole Wallace, Tim Morgan, Richard Terrill, Janice Dooley, Alan Fox, Terri Thornberry, Kelly Jones, Scott LeRoy, Lindsey McKeever, Eric Thelen, and Michael Tanis.

Approval of February 3, 2021 Minutes

CHAIRPERSON GREBNER STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE FEBRUARY 3, 2021 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Late –

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

1. Treasurer's Office – Resolution Authorizing Transfer of a Surplus from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund
2. Circuit Court – Resolution to Amend Contract for Graphic Sciences, Inc. for Supplies and Packing of Circuit Court Files

3. Circuit Court – Family Division
 - a. Resolution to Authorize a Contract with Child and Family Charities for Recruiting and Licensing a Foster Home
 - b. Resolution to Authorize a Vehicle Lease Agreement between Ingham County and Highfields, Inc.
4. Community Corrections – Resolution to Authorize Revisions to Originally Approved FY 2020-2021 State Funded Community Corrections Program Subcontract Allocations
5. 9-1-1 Dispatch Center – Resolution to Renew the Contract with 911 Solutions
6. Parks Department
 - a. Resolution to Authorize an Amendment to the Agreement with Miller’s American Rentals dba American Rentals, Inc. to Provide Sanitation Services for the Ingham County Parks Department and Ingham County Fairgrounds
 - b. Resolution to Authorize Use of the Parks General Fund Balance for a Mountain Bike Skills Park at Burchfield Park
 - c. Resolution to Authorize an Amendment to the Contract with F.D. Hayes for a Generator System at Burchfield Park
 - e. Resolution to Authorize an Amendment to the Contract with Spicer Group, Inc. to Provide Consulting Services for a Phase II Feasibility Study for the Holt to Mason Trail Project
7. Health Department
 - a. Resolution to Authorize an Agreement for 0.1 FTE Psychiatry Services with Dr. Afiah Arshan
 - b. Resolution to Authorize Agreement with Azara Healthcare, LLC for UDS Quality Improvement
 - c. Resolution to Authorize an Agreement with LinkedIn Learning
 - d. Resolution to Amend the FY2021 Contract with Mid-State Health Network
 - e. Resolution to Authorize an Agreement with Turning Corners Consulting
 - f. Resolution to Authorize an Agreement with MiCHWA
 - g. Resolution to Amend Resolution #19-159 for an Infectious Disease Physician Services Agreement with the College of Osteopathic Medicine at Michigan State University
8. 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

9. 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
11. 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.

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

6. Parks Department
 - d. Resolution to Approve the Application Form, Scoring Criteria for the Trails and Parks Millage, and Declaring that a Seventh Round of Applications for the Trails and Parks Millage Funds will be Taken Beginning March 1, 2021

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

Chairperson Grebner asked what the major projects were, how far the County was into the projects, and what the next round of applications would bring to the Board of Commissioners.

Nicole Wallace, Trails and Parks Millage Coordinator, stated that the City of Lansing had several large projects coming up. She further stated that construction on multiple bridges would start this year, including three of them starting in April 2021.

Chairperson Grebner asked if the projects would be completed this year or if they were multi-year projects.

Ms. Wallace stated that she expected construction on five of the bridges to wrap up this year.

Chairperson Grebner asked when the Board of Commissioners originally approved the projects.

Discussion.

Tim Morgan, Parks Director, stated that several bridges in the City of Lansing took additional time due to environmental studies. He further stated that as of today, the fund balance of the Trails and Parks Millage was just over \$6.5 million.

Chairperson Grebner asked if he was correct that it did not include winter taxes.

Mr. Morgan stated that the fund balance included all of 2020 and the first pull of 2021.

Ms. Wallace started that the Board of Commissioners originally approved the projects in 2018. She further stated that Meridian Township had continuing work with the Michigan State University (MSU) to Lake Lansing Connector as well as additional projects.

Chairperson Grebner asked when the East Lansing to Lake Lansing Connector would be expected to be finished.

Ms. Wallace started that it would be about 2024 for the final phase.

Mr. Morgan stated that the south part of the connector would be finished in 2023 or 2024, and the north part would be finished in 2024 or 2025.

Commissioner Polsdofer asked where the County was in terms of the landowners north of the river.

Mr. Morgan started that he would email the details to the Finance Committee.

Mr. Morgan stated that Delhi Charter Township to Mason Trail was another exciting project. He further stated that the beginning of construction would start this year.

Discussion.

Chairperson Grebner asked if he hoped the County was beating the bush to general law townships to propose projects.

Ms. Wallace stated that the Parks Department took the Finance Committee's advice and added ten points to the criteria if a small community applied. She further stated that they would be making a special effort to invite small communities to apply for the next round.

Chairperson Grebner stated that in the last round of applications, the Board of Commissioners had funded everything regardless of points. He further stated that he hoped the Parks Department was not simply waiting for communities to apply, but even suggested projects.

Mr. Morgan stated that he encouraged Commissioners to let people know in their districts to apply.

Commissioner Stivers stated that the Board of Commissioners had funds to approve most projects, but there was a symbolic edge that people might feel by being offered additional points. She further stated that she had full confidence in the Parks Department staff to provide the support to small municipalities to complete the application process.

Mr. Morgan stated that if Commissioners had contacts to share, to share them with Ms. Wallace.

Chairperson Grebner stated that a handful of municipalities had engineering departments and those municipalities did not have issues with the application process.

THE MOTION CARRIED UNANIMOUSLY.

8. Facilities Department

a. Resolution Creating a Project Manager Position in the Facilities Department

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

Commissioner Schafer stated that while he supported the Project Manager position, he thought the pay was inadequate for the responsibilities. He further stated that he had spoken with Gregg Todd, County Controller, about asking the Human Resources Department to reexamine it.

Commissioner Stivers stated that since this was also a problem in other departments, it would be nice not to have to reorganize a department in a couple of years. She further stated that she would be interested in hearing from the Human Resources Department about how the position was rated.

Mr. Todd stated that he would take care of that.

Commissioner Maiville asked if the position would be similar to other grant-funded positions.

Richard Terrill, Facilities Director, stated that intent of the position was for it to be funded through projects. He further stated that the position would be funded through the \$3 million bond, and then through future Capital Improvement Plan (CIP) projects.

Teri Morton, Deputy Controller, stated that the first-year funding for the position would be through the bond, and then incorporated into the budget as an ongoing position funded through surcharges to major projects.

Chairperson Grebner stated that it would be similar to the Innovation and Technology Department.

Chairperson Grebner asked for what department the position would be housed.

Ms. Morton stated that it would be housed in the Facilities Department.

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. STIVERS, TO TABLE THE RESOLUTION UNTIL THE NEXT MEETING OF THE FINANCE COMMITTEE TO ALLOW THE HUMAN RESOURCES DEPARTMENT TO LOOK AT THE POSITION'S PAY RATE.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Schafer stated that the Facilities Department had been on the low-end of pay scale for a while and he thought the entire department should be reevaluated.

10. Controller/Administrator – Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse

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

Chairperson Grebner asked Mr. Todd to explain what the County would be doing here long-term.

Mr. Todd stated that the County looked to go to the bond market because the County had nearly \$2.6 million in CIP projects that had not been addressed. He further stated that the interest on the projects was tax-exempt.

Chairperson Grebner stated that in the past, the County tried to fund small CIP projects on a pay-as-you-go basis. He further stated that if the County borrowed money at 1.2 percent, it made sense to borrow the money.

Chairperson Grebner stated that the County had to deal with projects that were boring. He further stated that for example, the tunnel between the Hilliard Building and Mason Historical Courthouse needed to be completed.

Chairperson Grebner stated that Mr. Todd proposed for the County to announce projects, produce a bunch of money, and then let the Controller's Office put together a priority list for the Board of Commissioners.

Chairperson Grebner asked if he was correct that Mr. Todd was not sure if this approach would be done in the future.

Mr. Todd stated that while bond rates were good, the County could look every three to five years to the bond market to complete some of these projects.

Chairperson Grebner stated that since of the Board of Commissioners had to budget for bonds, this approach forced projects to be locked into the budget. He further stated that he thought this was a great way to discipline the Board of Commissioners to complete these projects.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Grebner stated that he thought the Finance Committee should expose to the Board of Commissioners changes to approaches to educate and involve Commissioners because otherwise, the County ran without the participation of the Board of Commissioners in the process of change.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:36 p.m.

MARCH 3, 2021 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

2a. Sheriff's Office – *Resolution to Authorize the Sheriff's Office to Contract with United States Marshal Service for Federal Inmate Detention Services*

This resolution will formalize and expand the existing relationship for housing of federal inmates between the Ingham County Sheriff's Office (ICSO) and the Department of Justice on behalf of the United States Marshals Service (USMS). For many years, ICSO has held federal inmates for the USMS for short term stays under a federal default minimum reimbursement agreement. With the creation of a federal district criminal court in downtown Lansing, the USMS has asked the ICSO to house pre-trial detainees awaiting federal due process. The current agreement pays \$30 per day. The proposed contract will pay \$55 per day, with additional reimbursement for guarding and transporting federal inmates. The estimated revenue increase from this agreement is around \$431,000. The contract period will be for 36 months and is not expected to affect the number of local beds available.

See memo for details.

2b. Sheriff's Office – *Resolution to Authorize a Reorganization within the Ingham County Sheriff's Office*

The proposed reorganization would add two new Corrections Deputies dedicated to the administration of inmate programming, reclassify the Major – Jail Administrator to a Captain, and reclassify the Inmate Referral Coordinator to an Inmate Programming Coordinator. This reorganization is projected to improve the effectiveness of the Sheriff's Office in managing both the workforce and corrective programming services for the inmate population at the Ingham County Jail. The long term cost of this reorganization is around \$293,000, and funding is available in the Justice Millage and the new contract with the United States Marshal Service for Federal Inmate Detention Services (see agenda item 1a.)

Per the County's Reorganization Procedure, the proposed reorganization was presented as a discussion item at the February 11 Law and Courts Committee meeting.

See memo for details.

3a. Office of Homeland Security and Emergency Management – *Resolution to Authorize an Equipment Purchase Agreement with All Traffic Solutions, Inc. for the Purchase of Two InstAlert 24 Mobile Message Boards*

This resolution will authorize the purchase of two InstAlert 24 message boards, portable stands, and hitch mounts from All Traffic Solutions, Inc., for \$17,590.00, utilizing funding from the FY2018 Homeland Security Grant. This equipment will be used for quick deployment during emergent or prolonged incidents handled or supported by the Ingham County Emergency Operations Center. All Traffic Solutions, Inc. is a sole source provider for this equipment.

See memo for details.

3b. Office of Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of One All-Band Emergency Operations Center Dispatch Radio and Twenty Power Adaptors and Antennas

This resolution will authorize the purchase of one All-Band Dispatch Radio and twenty power adaptors and antennas from Motorola Solutions, Inc., for \$6,835.46, utilizing funding from the FY2018 Homeland Security Grant. This equipment will be used for the workstations at the Ingham County Emergency Operations Center. This is part of the ongoing project to replace the Ingham County Public Safety Radio System.

See memo for details.

4. Circuit Court – General Trial Division – Resolution to Authorize a Contract with Global Eagle Company Business Transformation Specialists for the General Trial Division

5. Circuit Court – Friend of the Court Division – Resolution to Authorize a Contract with Global Eagle Company Business Transformation Specialists for the Friend of the Court

These resolutions will authorize contracts with Global Eagle Company Business Transformation Specialists for online training for the time period of April 1, 2021 through March 31, 2022. The General Trial Division contract will be for a not to exceed amount of \$5,508 and the Friend of the Court Division contract will be for a not to exceed amount of \$4,536.

The Court has conducted periodic staff training to ensure staff is prepared to perform duties in a fluid environment, and to support the overall health of employees. As a result of COVID-19, the General Trial and Friend of the Court Divisions have suspended all in-person training. In order to address the ongoing and changing needs of staff and the public, the Court is proposing to contract with Global Eagle Company Business Transformation Specialists to provide an online training platform. The contracts would grant the Court access to more than 1,000 training videos. The contracts will also allow for the Court to develop specific training curriculums for managers and staff. The training courses will allow staff to safely continue training on topics such as but not limited to: Leadership, Unconscious Bias, Sexual Harassment, Decision Making, Communication, Safety, Team Building, and Coronavirus Return to Work.

See memos for details.

6. Health Services Millage - Resolution to Authorize an Amendment to Resolution #20-512 to Add a Behavioral Health Benefit to the Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)

This resolution amends Resolution #20-512 to approve a limited behavioral health benefit for members enrolled in Ingham Health Plan (eligibility: low-income Ingham County residents who are not eligible for Medicaid, and who do not have medical insurance) for the period of July 1, 2021 through December 31, 2021. Approving this benefit would not require any additional millage funds be allocated to Ingham Health Plan Corporation for 2021. Approximately \$250,000 of the 2021 budget was designated for this possible behavioral health expansion. The existing contract approved by Resolution #20-512 is for an amount not to exceed \$2,240,816.

7a. Fair Office - Resolution to Authorize a Contract with Iverson Electrical, Inc. for As-Needed Electrical Services at the Ingham County Fairgrounds

This resolution authorizes a three year contract, with an additional two year extension option, with Iverson Electrical, Inc., effective July 1, 2020, for as needed electrical services at the Ingham County Fairgrounds at a cost not to exceed \$6,450 for year one, \$6,550 for year two and \$6,650 for year three, and an hourly rate for any additional as needed electrical work at a cost not to exceed \$57 per hour. The expenses associated with this contract have been budgeted and approved in the 2021 operational budget.

7b. Fair Office - Resolution to Authorize an Amendment to the Contract with Skerbeck Entertainment Group

This resolution authorizes an amendment to the contract with Skerbeck Entertainment Group to provide three food booths with some fall themed food as well as Halloween specific merchandise for the Jack O' Lanterns Unleashed Halloween event. Additionally, Skerbeck Entertainment Group could provide rides if mutually agreed upon between the Fairgrounds Events Director and Skerbeck. The Fairgrounds will collect 20% of the gross receipts from Skerbeck Entertainment Group for all food, merchandise, games, and ride sales.

8a. Health Department - Resolution to Authorize an Agreement for Public Health Ethics Consulting Services

This resolution authorizes an agreement for public health ethics consulting services with Dr. Jeffrey Byrnes, PhD, effective February 1, 2021 through June 1, 2021 in an amount not to exceed \$7,000. Funding for this agreement will be covered through upcoming Michigan Department of Health and Human Services (MDHHS) COVID-19 Vaccination funding and any additional costs over this amount will be covered by ICHD's Health Equity & Social Justice project's FY 2021 contractual services.

8b. Health Department - Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2021 Michigan Medical Marihuana Operation and Oversight Grant

This resolution authorizes an agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act, in an amount totaling \$26,268 effective January 1, 2021 through September 15, 2021.

8c. Health Department - Resolution to Authorize Amendments to Resolution #20-138 and Resolution #18-494

This resolution authorizes amending Resolutions #20-138 and #18-494, to ensure compliance with the grant funded by the U.S. Department of Health and Human Services' HRSA under Section 330 of the Public Health Act for the operation of FQHCs, effective upon approval.

9. 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.

10. 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 \$2,500 \$2,500 \$4,999	\$2,500 \$5,000 to \$25,000	Over \$25,000	Over \$5,000 \$14,999 requires BOC approval; Short Form may be used	\$2,500 \$4,999 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.

11a. 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.

11b. 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.

11c. 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.

11d. 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.

11e. 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.

12a. Controller / Administrator – Resolution Establishing the Budget Calendar for 2022

As provided by Public Act 621 of 1978, this resolution will establish the schedule for preparation of the 2022 budget.

12b. Controller / Administrator – 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.

PRESENTATION/DISCUSSION/OTHER ITEM:

1. Treasurer’s Office – 4th Quarter Investment Report

**INGHAM COUNTY
POOLED CASH AND INVESTMENTS
DECEMBER 31, 2020**

	PURCHASE		INTEREST	BALANCE
	DATE	MATURITY	RATE	DECEMBER 31,
				2020
OPERATING BANK ACCOUNTS				7,090,271.53
CERTIFICATES OF DEPOSIT				
LAFCU	12/27/2020	12/27/2023	0.70	1,014,867.19
LAFCU	12/27/2019	12/27/2022	2.15	1,000,000.00
MSUFCU	12/22/2020	12/22/2023	0.80	1,000,000.00
MSUFCU	12/22/2020	12/22/2024	0.90	500,000.00
MSUFCU	12/26/2018	12/26/2021	3.01	1,000,000.00
MSUFCU	3/4/2019	3/4/2022	3.01	1,000,000.00
MSUFCU	5/30/2019	5/30/2021	2.81	1,000,000.00
MSUFCU	7/1/2019	7/1/2022	2.76	1,000,000.00
MSUFCU	7/2/2020	7/2/2024	1.25	1,000,000.00
CHOICE ONE BANK	11/14/2020	11/14/2021	0.26	1,000,000.00
CIBC	8/18/2020	8/18/2021	0.40	1,000,000.00
CIBC	9/14/2020	9/17/2021	0.33	1,500,000.00
COMERICA BANK	9/28/2020	3/15/2021	0.15	5,000,000.00
LEVEL ONE BANK	8/17/2020	2/17/2022	0.40	1,000,000.00
HORIZON BANK	5/27/2020	9/27/2021	0.58	1,000,000.00
INDEPENDENT BANK	9/28/2020	6/25/2021	0.20	2,000,000.00
INDEPENDENT BANK	9/28/2020	9/17/2021	0.20	2,000,000.00
FLAGSTAR BANK	8/18/2020	2/18/2022	0.40	1,000,000.00
FLAGSTAR BANK	9/30/2020	10/15/2021	0.27	3,000,000.00
FLAGSTAR BANK	9/30/2020	6/15/2022	0.35	4,000,000.00
FNB BANK	10/8/2020	9/8/2022	0.55	1,000,000.00
FNB BANK	7/9/2019	7/9/2021	2.00	1,000,000.00
TOTAL CERTIFICATES OF DEPOSIT				33,014,867.19
RESERVE AND SAVINGS				
LAFCU			0.25	173,229.57
MSUFCU			0.20	313,596.89
DART			0.85	1,806,967.76
DART				200,000.00
SMALL ACCOUNTS				32.19
MICHIGAN CLASS				50,879,101.55
TOTAL RESERVE AND SAVINGS				53,372,927.96
FEDERAL AGENCY COUPON SECURITIES				
Federal Farm Credit Bank	3/17/2020	3/25/2025	1.20	2,000,000.00
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,135.56

Federal Farm Credit Bank	10/1/2020	4/8/2022	0.14	3,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Bank	9/2/2020	3/17/2025	0.50	1,000,000.00
Federal Home Loan Bank	9/10/2020	9/15/2023	0.30	1,000,000.00
Federal Home Loan Bank	9/10/2020	6/24/2024	0.41	1,000,000.00
Federal Home Loan Bank	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	9/28/2020	10/5/2022	0.17	10,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Bank	10/8/2020	12/28/2026	0.75	1,000,000.00
Federal Home Loan Bank	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
Federal Home Loan Bank	3/25/2020	3/25/2025	1.20	2,000,000.00
TOTAL FED AGENCY COUPON SECURITIES				30,000,135.56

COMMERCIAL PAPER

ABN AMBRO FUNDING USA	9/30/2020	5/26/2021		4,993,388.89
AMERICAN ELEC POWER CO	12/10/2020	2/12/2021		2,998,880.00
COLLAT COMM PAPER V CO	9/28/2020	4/28/2021		4,995,597.23
CREDIT SUISSE (NY BRANCH)	10/1/2020	6/25/2021		4,992,212.50
DBS BANK LTD	9/30/2020	3/23/2021		4,995,891.67
DUKE ENERGY CORP	10/1/2020	2/2/2021		4,996,383.33
FIRST ABU DHABI BANK	12/7/2020	3/8/2021		4,997,724.44
HSBC USA INC	9/17/2020	4/1/2021		1,997,044.44
LVMH MOET HENNESSY VUITTON	12/17/2020	10/22/2021		1,996,394.66
NATIXIS (NY Branch)	5/28/2020	2/22/2021		1,993,400.00
NATIXIS (NY Branch)	9/28/2020	6/25/2021		4,993,250.00
TORONTO-DOMINION BANK	9/28/2020	3/24/2021		4,996,583.33
WALT DISNEY COMPANY	5/29/2020	1/22/2021		1,993,388.90

TOTAL COMMERCIAL PAPER **50,940,139.39**

MUNICIPAL BONDS

Haslett Schools	5/24/2017	5/1/2021	2.01	250,405.40
South Lyon Community Schools	5/15/2013	5/1/2022	2.69	302,625.00
State of Michigan A REG	6/19/2017	11/1/2022	1.97	709,669.97
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
TOTAL MUNICIPAL BONDS				1,700,250.49

TOTAL POOLED INVESTMENTS **169,028,320.59**

TOTAL POOLED CASH AND INVESTMENTS **176,118,592.12**

Eric A. Schertzing, Ingham County Treasurer

Agenda Item 2a

TO: Finance & Law & Courts Committees
FROM: Darin J. Southworth, Chief Deputy – Sheriff's Office
DATE: February 12, 2021
SUBJECT: U.S. Marshals Service agreement to house, guard, transport, and obtain mileage reimbursement for federal inmates

BACKGROUND

Ingham County, on behalf of the Ingham County Sheriff's Office, hereafter Sheriff's Office, and the Department of Justice on behalf of the United States Marshals Service, hereafter USMS, are seeking to formalize and expand our existing relationship for housing of federal inmates. For many years, the Sheriff's Office has held federal inmates for the Bureau of Prisons and USMS for short term stays under a federal default minimum reimbursement agreement. With the advent of a federal district criminal court in downtown Lansing (9/2020), the USMS has asked the Sheriff to house pre-trial detainees awaiting federal due process. The Sheriff's Office has the capacity to support the USMS at this time and believe it is the right action to take in light of being the most conveniently located jail for the federal court.

FINANCIAL IMPACT

Current agreement

- Pays only \$30/day per federal inmate and we have no established mechanism to bill for personnel hours.

Future agreement would include:

- Target maximum of 25 inmates, male and female
- \$55/day per inmate housing reimbursement
- \$40/hour per deputy guarding/transporting reimbursement
 - Current hourly straight time rate of pay for ICSO deputy is \$29/hr
- Mileage reimbursement at the current federal rate (\$.56 2/2021)

Projected Annual Reimbursement:

Housing-

- Average of 15 inmates/day X \$55 X 365 = \$301,125
- Average of 20 inmates/day X \$55 X 365 = \$401,500
- Average of 25 inmates/day X \$55 X 365 = \$501,875

Approximate Employee Hours Recovered-

- Two deputies/trip, Mason to Lansing round trip 2 X + transition time = 4 hrs
 - 4hrs X \$40 X 3 times/wk = \$480 X 52 = \$24,960
 - 4hrs X \$40 X 4 times/wk = \$640 X 52 = \$33,280

Mileage-

- Mason to Lansing round trip = 56mi X \$.56 X 3/week = \$94.08 X 52=\$4,892

Approximate Predictable Reimbursement Projection per year = \$431,000

ALTERNATIVES

Remain at the same reimbursement rate without a new agreement and fulfill what may be required of us by federal courts for pretrial detainees anyway.

OTHER CONSIDERATIONS

Local beds. The Ingham County Jail has a current capacity of 444. Our average daily population has trended downward: ADP of 415 for 2018, ADP of 370 for 2019, ADP of 354 for 2020 January-March 24, pre-COVID response. Since COVID our ADP is 275.

In light of bond reform, others in progress and pending criminal justice reforms, and the current “state of policing,” we do not anticipate any infringements on local bed allocation or observing incarcerations that test our capacity.

We would enter a 36-month contract with USMS that would be just shy of fulfillment within the existing county jail. We would need to transition all inmates, including federal, to the new facility toward the end of the first contract period. The new facility will have a lesser capacity, about 420. If society changes during that period, timing will be right to renegotiate the federal inmate maximum, if needed.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the Resolution to enter agreement with USMS for reimbursement of services rendered for federal inmates in the custody of the Ingham County Sheriff.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE SHERIFF'S OFFICE TO CONTRACT WITH
UNITED STATES MARSHAL SERVICE FOR FEDERAL INMATE DETENTION SERVICES**

WHEREAS, the United States Department of Justice, United States Marshal Service (USMS), contacted the Ingham County Sheriff's Office (Sheriff's Office) requesting to enter an Intergovernmental Agreement relating to federal inmates due to the addition of a federal district court in Lansing; and

WHEREAS, the Sheriff's Office has, historically and currently, provided housing for federal inmates at a minimal reimbursement rate of \$30/day; and

WHEREAS, the USMS has proposed financial reimbursement to the Sheriff's Office for daily housing, \$55/day, deputy time for guarding/transporting, \$40/hour, and mileage reimbursement at the current federal rate; and

WHEREAS, this agreement with USMS would also cover inmates assigned to us by the Federal Bureau of Prisons to address probation and parole violators; and

WHEREAS, the Ingham County Jail operational practices meet Federal Detention Standards, meet the needs of federal inmates, and meet the needs of our federal justice system partners operating in Ingham County; and

WHEREAS, the USMS anticipates housing up to 25 inmates in the Ingham County Jail at any given point generating a significant revenue stream while facilitating needed criminal due process efficiently.

THEREFORE BE IT RESOLVED, that the Sheriff's Office will be authorized to contract with the Department of Justice, USMS to provide housing, transportation, and guarding services.

BE IT FURTHER RESOLVED, that the Department of Justice, USMS has proposed a 36-month agreement upon signing.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the Sheriff are authorized to sign any necessary contract amendment documents consistent with this resolution and approved 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**

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

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

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 2b

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

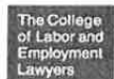
From: Jeffrey Donahue <jdonahue@whiteschneider.com>
Sent: Monday, February 8, 2021 12:57 PM
To: Joan Clous; Robert Gengler
Cc: Andrew Bouck
Subject: RE: Change to Captain JD

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
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>
Sent: Monday, February 8, 2021 9:37 AM
To: Joan Clous <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>
Sent: Monday, February 8, 2021 9:34 AM
To: Desiree Cook <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>
Sent: Monday, February 8, 2021 8:49 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Inmate Program Coord

Do you know when the change will be made?

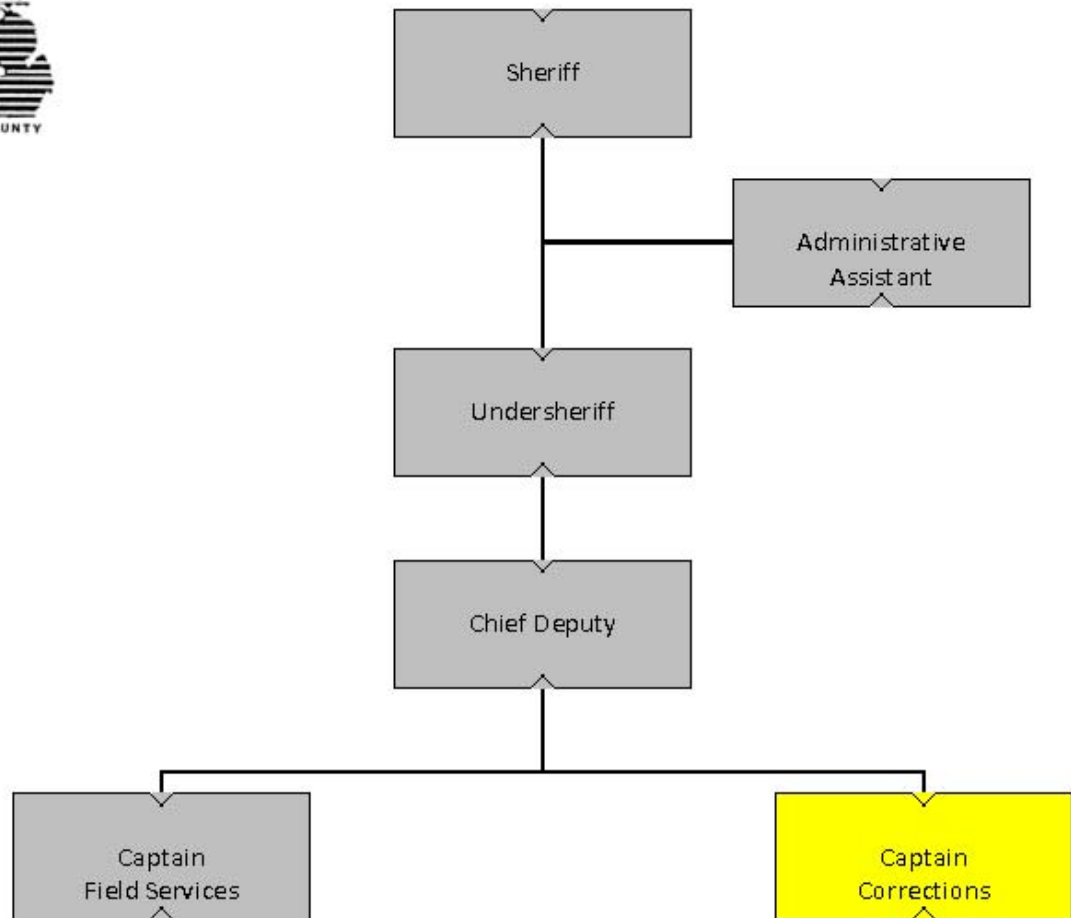
From: Joan Clous <JClous@ingham.org>
Sent: Monday, February 8, 2021 6:44 AM
To: Desiree Cook <DCook@ingham.org>
Subject: Inmate Program Coord

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

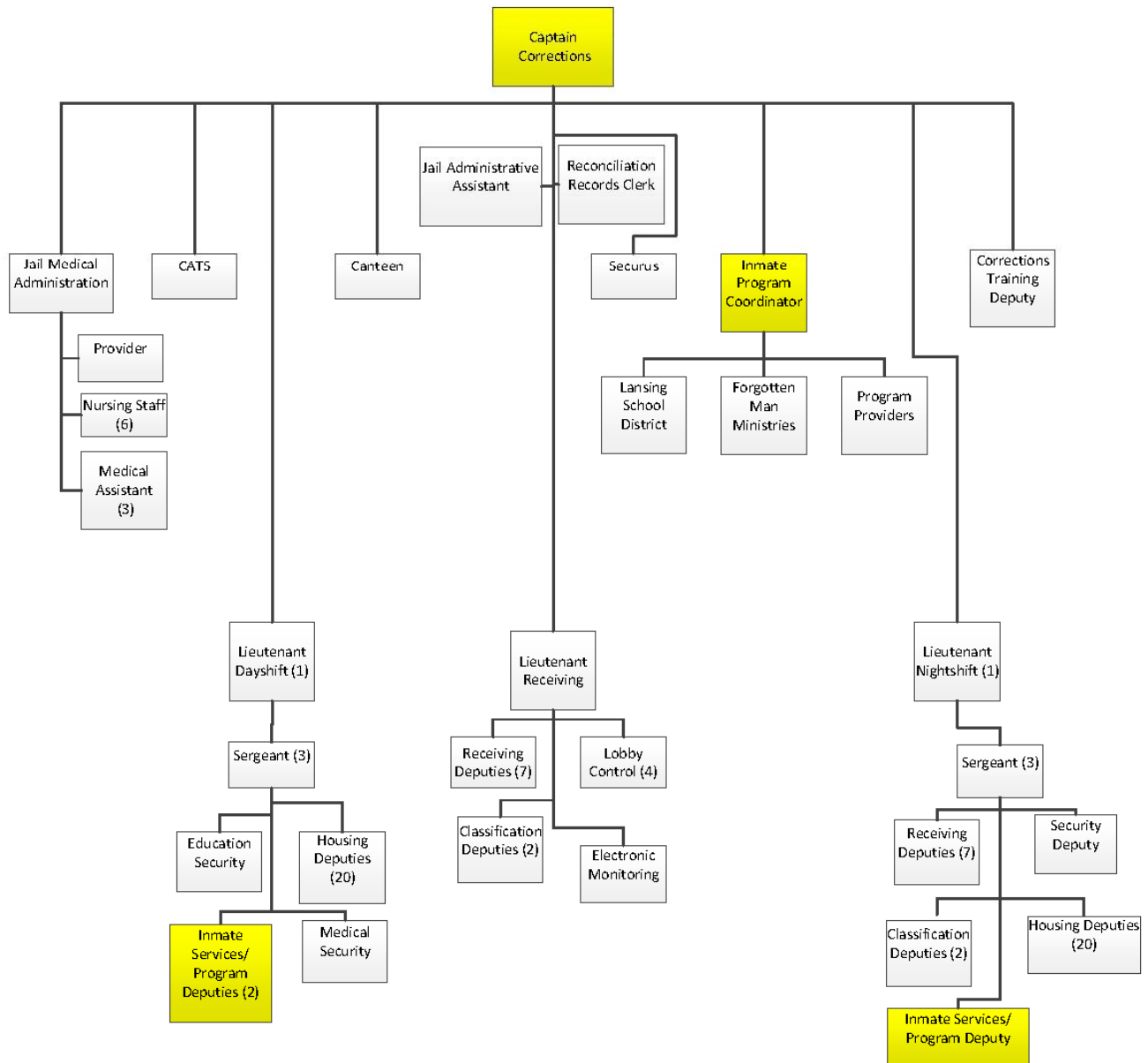
Joan Clous SHRM-CP





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 to sign up to take the test.

The Physical Agility test schedule information 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 Programing 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 Programing 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 3a

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management
DATE: February 16, 2021
SUBJECT: Resolution to authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the purchase of one All-Band Emergency Operations Center Dispatch Radio and twenty power adaptors and antennas.

For the meeting agenda of *February 25, 2021, March 3, 2021*

BACKGROUND

This Resolution is for the approval to utilize FY2018 Homeland Security Grant Program Funding as part of an ongoing project to replace the Ingham County Public Safety Radio System. Specifically, grant funding will be used to purchase one all-band Dispatch Radio and twenty power adaptors and antennas for the workstations at the Ingham County Emergency Operations Center (EOC) at a cost of \$6,835.46.

ALTERNATIVES

Ingham County contracted with Motorola Solutions, Inc. for the Ingham County Public Safety Radio replacement project (Resolutions #18-260, #18-550, #18-552).

FINANCIAL IMPACT

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal. The FY2018 HSGP funding was approved in Resolution #18-546.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the EOC to maintain effective communications during an EOC activation to deliver timely, potentially life-saving services; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the EOC Dispatch Radios to the new radio communications system.

OTHER CONSIDERATIONS

The EOC Dispatch console serves as an alternate Dispatch station that can be utilized during an EOC activation. The power adaptors and antennas will better facilitate the use of portable radios at EOC workstations in the event of an EOC activation.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of one all-band EOC Dispatch Radio and twenty power adaptors and antennas.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH MOTOROLA SOLUTIONS, INC. FOR THE PURCHASE OF ONE ALL-BAND EMERGENCY OPERATIONS CENTER DISPATCH RADIO AND TWENTY POWER ADAPTORS AND ANTENNAS

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2018 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the Ingham County Public Safety Radio System is being replaced with the MPSCS/Motorola system; and

WHEREAS, the Ingham County Board of Commissioners, with Resolution #18-550, previously contracted with Motorola Solutions, Inc. for the replacement of the Ingham County Public Safety Radio System; and

WHEREAS, the grant funding will be used to purchase one all-band Dispatch Radio and twenty power adaptors and antennas for the Ingham County EOC; and

WHEREAS, the Dispatch Radio serves as an alternate Dispatch Station in the event of an EOC Activation and the power adaptors and antennas are necessary at workstations during an EOC activation; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is \$6,835.46.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of one All-Band EOC Dispatch Radio and twenty power adaptors and antennas from Motorola Solutions, Inc., for \$6,835.46, utilizing funding of \$6,835.46 from the FY2018 Homeland Security Grant Funding.

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

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

Agenda Item 3b

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Bob Boerkoel, Sergeant, Office of Homeland Security and Emergency Management
DATE: February 16, 2021
SUBJECT: Resolution to authorize an Equipment Purchase Agreement with All Traffic Solutions, Inc. for the purchase of two InstAlert 24 mobile message boards.

For the meeting agenda of *February 25, 2021, March 3, 2021*

BACKGROUND

This Resolution is for the approval to utilize FY2018 Homeland Security Grant Program Funding for the purchase of rapid deployment message boards. Specifically, grant funding will be used to purchase two foldable, mobile InstAlert 24 message boards, portable stands, hitch mounts and software for quick deployment and use during emergent or prolonged incidents handled or supported by the Ingham County Emergency Operations Center (EOC) at the cost of \$17,590.00.

ALTERNATIVES

All Traffic Solutions, Inc. is a sole source provider.

FINANCIAL IMPACT

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal. The FY2018 HSGP funding was approved in Resolution #18-546.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the EOC to provide rapid, effective communications at scenes during an EOC activation, emergent situation, or prolonged scene in order to deliver timely, potentially life-saving services; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County.

OTHER CONSIDERATIONS

These message boards would be eligible to be utilized for a variety of occasions and applications, to include non-emergent situations. Messages are customizable to be able to provide messages to the public, responders, or for general traffic management.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of two InstAlert 24 message boards, portable stands, and hitch mounts.



Wednesday, February 10, 2021

Sg. Bob Boerkoel
Ingham County Sheriff's Office
630 North Cedar Street
Mason, MI 48854

Dear Sg. Boerkoel,

The instALERT® variable message sign is a proprietary product solely engineered and manufactured by Intuitive Control Systems, LLC, the parent company of All Traffic Solutions. All Traffic Solutions products are manufactured within the United States using domestic labor and components.

Unique instALERT features include:

- **Compact:** Built for ease of installation, the sign can be mounted and removed in seconds.
- **Portable:** Designed specifically for quick deployment, it folds to fit in the trunk of a car for maximum portability (*instALERT 24 only*).
- **Flexible:** Permanent or portable, it mounts almost anywhere and accommodates almost any power source so a single sign can be used to address a wide range of situations.
- **Simple to Use:** Easily manage with onboard buttons, a wireless PDA or remotely using web-based services.
- **Internal Radar:** Adding internal radar allows for complete speed-dependent messaging and the ability to record data.
- **Web-based Apps:** User interface automatically updates to the most current, feature-rich version. Optional Smart Apps allow for centralized, web-based management of all signs and reporting functions, including GPS mapping and remote diagnostics. Only our radar speed and message signs include wireless communication capability as a standard feature maximizing reliability. All Traffic Solutions holds the Patent for "collecting data on side of road, transmitting to a server, and reporting the data wirelessly". **US Patent 8,417,442**

We appreciate your interest in All Traffic Solutions traffic safety products. Please direct further inquiries to my attention (Toll Free) +1 (866) 366-6602, ext. 250 or by e mail at lstyskin@alltrafficsolutions.com

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Styskin".

Julie Styskin
Senior Sales Manager – CO, MI, NJ, NM, OR, PA, WA

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT
WITH ALL TRAFFIC SOLUTIONS, INC. FOR THE PURCHASE OF
TWO INSTALERT 24 MOBILE MESSAGE BOARDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2018 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the grant funding will be used to purchase two InstAlert 24 rapid deployment message boards, stands, hitch mounts, and software for the Ingham County Emergency Operations Center from All Traffic Solutions, Inc.; and

WHEREAS, all Traffic Solutions, Inc. is a sole source provider for this purchase; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is \$17,590.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of two InstAlert 24 message boards, portable stands, and hitch mounts from All Traffic Solutions, Inc., for \$17,590.00, utilizing funding of \$17,590.00 from the FY2018 Homeland Security Grant Funding.

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

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

TO: Board of Commissioners; Law & Courts and Finance Committees
FROM: Janice Dooley, Deputy Court Administrator, General Trial Division
DATE: 02/12/2021
SUBJECT: Resolution Authorizing the General Trial Division to Enter into a Contract with Global Eagle Company Business Transformation Specialists

BACKGROUND

The resolution attached with this memorandum requests the authority to contract with Global Eagle Company Business Transformation Specialists for staff training. For the past several years, the General Trial Division has conducted staff training periodically throughout the year. Training topics have included: Working Effectively with Others, Implicit Bias, Suicide Prevention, Blood Borne Pathogens, Safety in the Workplace, Dealing with Stress and Self Care, along with a host of other training topics related to working with the public and supporting the General Trial Division. These trainings are conducted to ensure our Division is prepared to perform duties in a fluid environment, and to support the overall health of our employees. As a result of COVID-19, the General Trial Division has suspended all in-person training.

In order to address the ongoing and changing needs of our staff and the public, the General Trial Division is interested in contracting with Global Eagle Company Business Transformation Specialists to provide an online training platform. The contract would grant the General Trial Division access to 1,000+ training videos, utilizing a proprietary knowledge retention system to enhance and support the successful transfer of knowledge to employees. The contract will allow for the General Trial Division to develop specific training curriculums for managers and staff. The training courses allow the General Trial Division staff to safely continue training on topics such as but not limited to: Leadership, Unconscious Bias, Sexual Harassment, Decision Making, Communication, Safety, Team Building, and Coronavirus Return to Work.

ALTERNATIVES

If the resolution is not approved, the General Trial Division, which includes some judicial suite staff and Court Clerks Office employees, would have a significant training gap during the COVID-19 crisis.

FINANCIAL IMPACT

The General Trial Division has funds in the existing FY21 budget proposal to support this request. The annual total cost of the training is \$5,508.00 or \$81.00 per user.

STRATEGIC PLANNING IMPACT

The contract supports Ingham County's values listed in the Strategic Plan, specifically: Quality resident services; diversity, equity and inclusion; honesty, integrity and ethics; and creativity and innovation. Furthermore, the contract supports the goals listed in the strategic plan, specifically: Services to Residents, Communication, Management Finance and Governance, and Human Resources and Staffing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to contract with Global Eagle Company Business Transformation Specialists for staff training.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH GLOBAL EAGLE COMPANY BUSINESS TRANSFORMATION SPECIALISTS FOR THE GENERAL TRIAL DIVISION

WHEREAS, the General Trial Division traditionally performs in-person staff training periodically throughout the year; and

WHEREAS, all in-person staff trainings have been suspended due to the COVID-19 pandemic; and

WHEREAS, the General Trial Division believes that it is critical to continue staff training by moving to an online platform; and

WHEREAS, Global Eagle Company Business Transformation Specialists provides highly effective award-winning training videos using proprietary software to enhance and support the successful transfer of knowledge to employees; and

WHEREAS, Global Eagle Company Business Transformation Specialists can provide specific training curriculums for both managers and staff.

THEREFORE BE IT RESOLVED, that the Ingham County Circuit Court, General Trial Division, is hereby authorized to enter into a contract, not to exceed \$5,508.00, with Global Eagle Company Business Transformation Specialist for online training for the time period of April 1, 2021 through March 31, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2021 budget necessary to properly budget and account for these expenditures.

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

Agenda Item 5

TO: Board of Commissioners; Law & Courts and Finance Committees
FROM: Helen Walker, Deputy Court Administrator/FOC Director
DATE: February 12, 2021
SUBJECT: Resolution Authorizing the Friend of Court to Enter into a Contract with Global Eagle Company Business Transformation Specialists

BACKGROUND

For the past several years, Ingham County Friend of the Court staff have attended in-person seminars, conferences and trainings on topics such as professionalism and ethics, implicit bias, diversity and inclusion, advanced customer service training, and the like. However, due to health concerns surrounding COVID-19, all in-person trainings have been suspended since March 2020.

In order to expand training opportunities in an effort to keep staff sharp and up-to-date, the Friend of Court is interested in contracting with Global Eagle Company Business Transformation Specialists to provide an online training platform. The contract would grant the Friend of Court access to 1,000+ training videos, utilizing a proprietary knowledge retention system to enhance and support the successful transfer of knowledge to employees. The contract will allow the Friend of Court to develop specific training curriculums for managers and staff on topics such as: Leadership, Professional Development, Professional Productivity, Unconscious Bias, Sexual Harassment, Workplace Bullying, Decision Making, Communication, Safety, Team Building, and Coronavirus Return to Work, just to name a few.

ALTERNATIVES

If the resolution is not approved, the training opportunities available to Friend of Court staff will be limited due to health concerns surrounding COVID-19.

FINANCIAL IMPACT

The Friend of Court has funds in the existing FY21 budget proposal to support the request. The total cost of the training for one year would be \$4,536 annually or \$81 per user. Additionally, the contract would be eligible to receive 66% reimbursement under the Cooperative Reimbursement Program (CRP) rules.

STRATEGIC PLANNING IMPACT

The contract supports Ingham County's values listed in the Strategic Plan, specifically: Diversity, Equity and Inclusion; Honesty, Integrity and Ethics; and Creativity and Innovation. Furthermore, the contract supports the goals listed in the strategic plan, specifically: Services to Residents, Communication, Management Finance and Governance, and Human Resources and Staffing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

That the resolution be authorized

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH GLOBAL EAGLE COMPANY BUSINESS TRANSFORMATION SPECIALISTS FOR THE FRIEND OF THE COURT

WHEREAS, the Friend of Court staff traditionally attend in-person training on a variety of topics throughout the year; and

WHEREAS, all in-person staff trainings have been suspended due to the COVID-19 pandemic; and

WHEREAS, the Friend of Court feels it absolutely necessary to continue staff training by moving to an online platform; and

WHEREAS, Global Eagle Company Business Transformation Specialists provides highly effective award-winning training videos using proprietary software to enhance and support the successful transfer of knowledge to employees; and

WHEREAS, Global Eagle Company Business Transformation Specialists can provide specific training curriculums for both managers and staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract not to exceed \$4,536 with Global Eagle Company Business Transformation Specialist for online training for the time period of April 1, 2021 to March 31, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2021 budget necessary to properly budget and account for these expenditures.

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

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: February 17, 2021

SUBJECT: Resolution to Authorize an Amendment to the Contract with Ingham Health Plan Corporation

For the meeting agendas of March 1 and March 3

BACKGROUND

This resolution amends Resolution #20-512 to approve a limited behavioral health benefit for members enrolled in Ingham Health Plan (eligibility: low-income Ingham County residents who are not eligible for Medicaid, and who do not have medical insurance) for the period of July 1, 2021 through December 31, 2021.

Covered services will be:

- **screening** & identification of individuals with behavioral health needs (mental health and substance use disorders),
- provision of **brief behavioral health interventions**,
- **referrals** to ongoing treatment for identified individuals.
- limited behavioral health **treatment** from a qualified behavioral health treatment provider (with prior authorization)

ALTERNATIVES

Without this amendment, millage eligible residents of Ingham County would not have these benefits available to them and it may become a barrier to receiving treatment.

FINANCIAL IMPACT

Approving this benefit would not require any additional millage funds be allocated to Ingham Health Plan Corporation for 2021. Approximately \$250,000 of the 2021 budget was designated for this possible behavioral health expansion. The existing contract approved by Resolution #20-512 is for an amount not to exceed \$2,240,816.

STRATEGIC PLANNING IMPACT

This resolution addresses the County's overarching long-term objective of "Assuring Accessible Health Care".

OTHER CONSIDERATIONS

This amendment was reviewed preliminarily by the County Attorney's office, who foresaw no major issues in implementation.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #20-512 TO ADD A
BEHAVIORAL HEALTH BENEFIT TO THE HEALTH SERVICES MILLAGE CONTRACT
WITH THE INGHAM HEALTH PLAN CORPORATION (IHPC)**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in March 2020, the electorate approved a reauthorization of the countywide health services millage at a level of 63/100 (.63) of one mill for a period of four years (2020-2023) to be used for the purpose of providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services and essential care such as preventive testing and treatment for cancer, diabetes, heart disease and other serious illnesses; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance; and

WHEREAS, Ingham County Board of Commissioners Resolution #20-512 authorized a contract with IHPC for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage; and

WHEREAS, Ingham Health Plan is exploring adding a limited behavioral health benefit for members enrolled in Ingham Health Plan (eligibility: low-income Ingham County residents who are not eligible for Medicaid, and who do not have medical insurance).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the 2021 Health Services Millage contract with IHPC to include a limited behavioral health benefit (described in Attachment A) effective July 1, 2021.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #20-512 remain unchanged.

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



Behavioral Health Benefit Description – Attachment A

Ingham Health Plan is exploring adding a limited behavioral health benefit for members enrolled in Ingham Health Plan (eligibility: low-income Ingham County residents who are not eligible for Medicaid, and who do not have medical insurance).

Adding this benefit would align with the following objectives:

- 1) assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and
- 2) identify behavioral health conditions (mental health and substance use) through the use of brief, standardized, validated tool for screening; and 3) better support primary care providers in addressing patients' behavioral health needs through Screening, Brief Intervention and Referral to Treatment (SBIRT). The SBIRT model is an evidence-based approach that encourages mental health and substance abuse screenings as a routine preventive service in healthcare.

The goal would be to implement this limited behavioral health benefit beginning July 1, 2021. The Health Services Millage funds would be used to pay providers for the services. Approving this benefit would not require any additional millage funds be allocated to Ingham Health Plan Corp for 2021. Approximately \$250,000 of the 2021 budget was designated for this possible behavioral health expansion.

Brief Overview of Services:

The screening (S) for behavioral health conditions (depression, anxiety, substance use and trauma) is completed within the primary care setting. All patients would be screened and then referred to behavioral health resources based on that screening diagnosis.

The provision of brief intervention (BI) could include providing patient materials related to the mental health or substance use issue, a brief therapy session within the existing visit or subsequent therapy at another visit.

Lastly, a referral to treatment (RT) is made when a patient has a positive screen for mental health issues (depression, anxiety, trauma) or substance use issues (alcohol or other drugs) needing additional support outside the primary care setting. This is where the community based behavioral health organizations (ie Community Mental Health or other behavioral health specialists) would provide more intensive services.

Under limited circumstances, for individuals determined to require ongoing services, and who do not qualify for other community benefits, these funds may be used to provide a limited behavioral health benefit from a qualified behavioral health treatment provider. These services would need to be prior-authorized and would only be authorized to a limited subset of providers approved to provide any ongoing behavioral health services when other community resources are not available.

IHP is requesting that the Board of Commissioners approve utilization of millage funds for these expanded services and amend the 2021 Agreement to reflect these services.

AMENDED COVERED SERVICES

Behavioral Health Services

Copay: \$5.00

Services must be provided in an office or outpatient setting.

- **screening** & identification of individuals with behavioral health needs (mental health and substance use disorders),
- provision of **brief behavioral health interventions**, and
- **referrals** to ongoing treatment for identified individuals.
- limited behavioral health **treatment** from a qualified behavioral health treatment provider (with prior authorization)

Agenda Item 7a

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: February 16, 2021
SUBJECT: Resolution authorizing a contract with Iverson Electrical, Inc., for as needed electrical maintenance at the Ingham County Fairgrounds

BACKGROUND

The Fairgrounds hosts over 100 events annually which includes six days of the fair and 13 nights of Jack O' Lanterns Unleashed that require electrical demands. The Purchasing Department sought proposals for qualified electricians to provide as-needed services at the Fairgrounds. The Fair Board recommends moving forward with Iverson Electrical, Inc. They will charge \$6,450 for year one, \$6,550 for year two and \$6,650 for year three of the contract during Fair week. Although this was not the lowest bid received, Iverson Electrical, Inc. will provide non-fair week electrical services at \$57 per hour which is \$32.75 cheaper than the next lowest respondent for Fair week. Additionally, Iverson Electrical Inc., was the only respondent to charge 0% upcharge on materials or equipment needed. For those reasons, the Fair Board has recommended the Fairgrounds enters into contract with Iverson Electrical, Inc.

ALTERNATIVES

The Fairgrounds could choose a respondent who was more expensive than Iverson Electric, Inc.

FINANCIAL IMPACT

The expenses associated with this contract have been budgeted and approved in the 2021 operational budget.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

Agenda Item 7a

TO: Lindsey McKeever, Fairgrounds Event Director

FROM: James Hudgins, Director of Purchasing

DATE: January 19, 2021

RE: Memorandum of Performance for RFP No. 3-21 As-Needed Electrical Services for the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from qualified, licensed and experienced vendors to submit proposals for entering into a three (3) year agreement with an option to extend for two (2) additional years, for the purpose of furnishing and providing emergency electrical repairs of nonfunctioning services on the fairgrounds on an as-needed basis.

The Contractor shall provide all necessary work in accordance with the current state and local adopted codes, repair service laws and/or ordinances.

The scope of work under the direction and supervision of the Ingham County Fairgrounds Events Director includes, but is not limited to:

1. Providing emergency response on an as-needed basis to Ingham County Fairgrounds by way of inspection, repair and/or replacement of nonfunctioning electrical components ensuring operational service throughout the years of the contract.
2. Provide electrical support and perform the necessary repairs and services during the annual Ingham County Fair. Making electrical connections for food and commercial vendors along with repairing any nonfunctioning electrical components to ensure services are operational.
3. The Contractor shall respond within two (2) hours to all emergency service calls. The Fairgrounds Event Director reserves the right to determine what constitutes an emergency service call.
4. The Contractor shall warranty all services for a minimum of not less than one (1) year from the date of repair.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	59	10
Vendors responding	6	1
Non-Responsive	1	1

SUMMARY OF VENDORS' COSTS

Vendor Name	R. M. Electric Inc.	Iverson Electrical Inc.	Lakeland Electrical Services	FD Hayes Electric Co.	H & R Electrical Contractors LLC	Newkirk Electric Associates Inc.
Local Preference	No, Lansing MI (Clinton County)	No, Eaton Rapids MI (Eaton County)	No, Comstock Park MI	Yes, Lansing MI	No, Dewitt MI	No, Lansing MI (Eaton County)
Total Labor Cost During the Fair						
Year 1	\$4,667.00	\$6,450.00	\$7,980.00	\$8,372.00	\$8,566.72	\$10,185.00
Year 2	\$4,823.00	\$6,550.00	\$8,380.00	\$8,609.00	\$8,785.30	\$10,618.00
Year 3	\$4,979.00	\$6,650.00	\$8,800.00	\$8,849.00	\$9,015.68	\$11,063.00
Hourly Rate, as-needed						
Year 1	\$89.75	\$57.00	\$74.00	\$91.50	\$80.50	\$87.48
Year 2	\$92.75	\$57.00	\$77.00	\$94.00	\$82.49	\$90.86
Year 3	\$95.75	\$57.00	\$80.00	\$97.50	\$84.51	\$94.35
Material Markup %						
Year 1	15.00%	0.00%	10.00%	15.00%	10.00%	15.00%
Year 2	15.00%	0.00%	10.00%	15.00%	10.00%	15.00%
Year 3	15.00%	0.00%	10.00%	15.00%	10.00%	15.00%
*Mid Michigan Electrical Solutions LLC is non-responsive because required forms were not submitted						

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH IVERSON ELECTRICAL, INC. FOR
AS-NEEDED ELECTRICAL SERVICES AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fairgrounds hosts over 100 events annually, which includes the six days of the Ingham County Fair and 13 nights of Jack O' Lanterns Unleashed; and

WHEREAS, the Ingham County Fairgrounds can experience immediate electrical support demands during one of the numerous events; and

WHEREAS, on-call or as-needed services are not always readily available through conventional electrical service companies; and

WHEREAS, the electrical demands are greatest during the six days of the Ingham County Fair when there are thousands of vendors, rides and patrons utilizing the complex supply system; and

WHEREAS, the need to have an as-needed electrician on-site will save countless dollars and allow an immediate response to ensure the annual fair goes on have a seamless experience; and

WHEREAS, Jack O' Lanterns Unleashed has tremendous electrical requirements and an as-needed electrician on-site will be needed to ensure the event is setup properly; and

WHEREAS, the current contract with Iverson Electrical, Inc., expires on June 30, 2021; and

WHEREAS, after careful review of bids, the Ingham County Fair Board recommends that a contract be awarded to Iverson Electrical, Inc., who submitted the most qualified bid of \$6,450 for year one, \$6,550 for year two and \$6,650 for year three for as-needed electrical repairs on the Ingham County Fairgrounds for the Ingham County Fair and in the off season for \$57 per hour for additional electrical work; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2021 operational budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract for three years with an additional two year extension option, to Iverson Electrical, Inc., effective July 1, 2020, for as-needed electrical services at the Ingham County Fairgrounds at a cost not to exceed \$6,450 for year one, \$6,550 for year two and \$6,650 for year three, and an hourly rate for any additional as needed electrical work at a cost not to exceed \$57 per hour.

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

Agenda Item 7b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: February 16, 2021
SUBJECT: Resolution to authorize amendment to the contract with Skerbeck Entertainment Group

BACKGROUND

The Fairgrounds is producing Jack O' Lanterns Unleashed in October 2021. There is a need to provide food and other attractions as part of this experience. It is necessary to amend the existing Fair Week contract with Skerbeck Entertainment Group to include Jack O' Lanterns Unleashed. Skerbeck Entertainment Group will provide three food booths with some fall themed food as well as Halloween specific merchandise. Additionally, Skerbeck Entertainment Group could provide rides if mutually agreed upon between the Fairgrounds Events Director and Skerbeck. The profit share will be 20% of gross receipts to the Fair.

ALTERNATIVES

The Fairgrounds forgoes the option to provide rides at this event and does not make an amendment to the existing Fair week contract with Skerbeck Entertainment Group.

FINANCIAL IMPACT

The Fairgrounds will collect 20% of the gross receipts from Skerbeck Entertainment Group for all food, merchandise, games, and ride sales. This will help the Fairgrounds reach the budgeted income amount of \$13,000 in concessions.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH
SKERBECK ENTERTAINMENT GROUP**

WHEREAS, the Ingham County Fairgrounds hosts multiple events annually in support of the Ingham County Board of Commissioners strategic goal to provide recreational activities to the community; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #20-384 authorizing a contract with Debbi Katz Productions to produce a Halloween themed event called Jack O' Lanterns Unleashed at the Fairgrounds; and

WHEREAS, it is necessary to enhance Jack O' Lanterns Unleashed with food and souvenirs; and

WHEREAS, the ability to further enhance Jack O' Lanterns Unleashed with carnival rides is an additional revenue source; and

WHEREAS, the Fair Board entered into an agreement with Skerbeck Entertainment Group to provide midway and carnival operations during Fair Week through 2024 and has recommended an amendment be made to the Fair Week contract to include Jack O' Lanterns Unleashed; and

WHEREAS, Skerbeck Entertainment Group agreed to pay the Ingham County Fairgrounds 20% of their gross receipts from the Jack O' Lanterns Unleashed event.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Skerbeck Entertainment Group to include Jack O' Lanterns Unleashed.

BE IT FURTHER RESOLVED, that Skerbeck Entertainment Group will provide three food booths with some fall themed food as well as Halloween specific merchandise, including an option to provide carnival rides if mutually agreed upon between the Fairgrounds Events Director and Skerbeck Entertainment Group.

BE IT FURTHER RESOLVED, that Skerbeck Entertainment Group will pay the Ingham County Fairgrounds 20% of their gross receipts from the Jack O' Lanterns Unleashed event.

BE IT FURTHER RESOLVED, that all other terms and conditions of the current contract with Skerbeck Entertainment Group remain unchanged.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 15, 2021
SUBJECT: Authorization to Enter Agreement for Public Health Ethics Consulting Services
For the meeting agendas of March 1, 2021 and March 3, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with public health ethics consultant, Dr. Jeffrey Byrnes, PhD, for the purpose of further planning, review and evaluation of mass vaccination efforts effective February 1, 2021 through June 1, 2021 in an amount not to exceed \$7,000. ICHHD is currently engaged in COVID-19 mass vaccine distribution and related planning. One of the primary goals of ICHHD's mass vaccination plan is to ensure ethical and equitable distribution that is accessible to all Ingham County residents. To assist with achieving this goal, Dr. Jeffrey Byrnes, PhD, will provide these consulting services for further planning, review, and evaluation of mass vaccination efforts.

ALTERNATIVES

ICHHD could move forward with vaccination efforts without the assistance of an ethics consultant.

FINANCIAL IMPACT

The agreement will be effective February 1, 2021 through June 1, 2021, in an amount not to exceed \$7,000. Funding for this agreement will be covered through upcoming Michigan Department of Health and Human Services (MDHHS) COVID-19 Vaccination funding and any additional costs over this amount will be covered by ICHHD's Health Equity & Social Justice project's FY21 contractual services.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement for public health ethics consulting services with Dr. Jeffrey Byrnes, PhD, effective February 1, 2021 through June 1, 2021 in an amount not to exceed \$7,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR
PUBLIC HEALTH ETHICS CONSULTING SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with public health ethics consultant, Dr. Jeffrey Byrnes, PhD, for the purpose of further planning, review and evaluation of mass vaccination efforts effective February 1, 2021 through June 1, 2021 in an amount not to exceed \$7,000; and

WHEREAS, ICHD is currently engaged in COVID-19 mass vaccine distribution and related planning; and

WHEREAS, one of the primary goals of ICHD's mass vaccination plan is to ensure ethical and equitable distribution that is accessible to all Ingham County residents; and

WHEREAS, to assist with achieving this goal, Dr. Jeffrey Byrnes, PhD, will provide these consulting services for further planning, review, and evaluation of mass vaccination efforts; and

WHEREAS, this agreement will be covered through upcoming Michigan Department of Health and Human Services (MDHHS) COVID-19 Vaccination funding and any additional costs over this amount will be covered by ICHD's Health Equity & Social Justice project's FY 2021 contractual services line item; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an agreement for public health ethics consulting services with Dr. Jeffrey Byrnes, PhD, effective February 1, 2021 through June 1, 2021 in an amount not to exceed \$7,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement for public health ethics consulting services with Dr. Jeffrey Byrnes, PhD, effective February 1, 2021 through June 1, 2021 in an amount not to exceed \$7,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 11, 2021
SUBJECT: Resolution to Accept 2021 Michigan Medical Marihuana Operation and Oversight Grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA)
For the meeting agendas of March 1, 2021 and March 3, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$26,268 effective January 1, 2021 through September 15, 2021. Public Act 166 of 2020 section 901 directs funds appropriated for grants in the Michigan Medical Marihuana Act, MCL 333.26421 to counties for education and outreach relating to the Michigan medical marihuana program. Grants are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county. Grants are for education, communication, and outreach regarding the Michigan medical marihuana act. Grants may not be used for law enforcement purposes. ICHHD previously received this grant in 2019 and 2020 (Resolution #19-115 and Resolution #20-070).

ALTERNATIVES

ICHHD could opt not to engage in additional education, communication and outreach regarding medical marihuana in 2021.

FINANCIAL IMPACT

The amount of this agreement will not exceed \$26,268. These funds will cover the entire cost of the agreement.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached form authorizing an agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act, in an amount totaling \$26,268 effective January 1, 2021 through September 15, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA) TO ACCEPT THE
2021 MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$26,268 effective January 1, 2021 through September 15, 2021; and

WHEREAS, the Michigan Legislature has appropriated funds for the Medical Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 to 333.26430; and

WHEREAS, Public Act 166 of 2020 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act; and

WHEREAS, grants, which are available to counties, are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, grants may not be used for law enforcement purposes; and

WHEREAS, ICHD previously received this grant in 2019 and 2020 (Resolutions #19-115 and Resolution #20-070); and

WHEREAS, ICHD seeks to engage in activities such as providing education to adolescents, patients, caregivers and community members through targeted advertising/marketing and to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public; and

WHEREAS, ICHD seeks to engage in the aforementioned activities with objectives to:

- Educate medical marihuana patients and others about safe storage and provide lock bags to those who have need
- Educate medical marihuana patients and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others about risks associated with cannabis use during pregnancy and breastfeeding
- Increase perception of risk for adolescent recreational marijuana use
- Measure the self-reported use of medical marihuana; and

WHEREAS, the Health Officer recommends authorizing an agreement with LARA in an amount not to exceed \$26,268 effective January 1, 2021 to September 15, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a grant agreement with LARA for education, communication and outreach regarding the Michigan Medical Marihuana Act, in an amount not to exceed \$26,268 effective January 1, 2021 to September 15, 2021.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 25, 2021
SUBJECT: Authorization to Amend Resolution: # 20-138, and Resolution #18-494
For the meeting agendas of March 1, 2021 and March 3, 2021

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wishes to amend the following resolutions:

#20-138 Agreement with MSU Health Team for Establishing a Collaborative Care Model for Psychiatry Services
#18-494 Collaborative Services and Referral Agreement with CMH-CEI

to include compliance elements required in any contract or referral agreement paid for, or, in part by a Health Center grant funded by the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) under Section 330 of the Public Health Act for the operation of Federally Qualified Health Centers (FQHCs). HRSA requires the following compliance elements:

- Description of activities, services, or goods to be provided as well as how services will be documented in the Electronic Health Record
- Process for referral tracking and management
- Expectations for initial and ongoing staffing licensure, credentialing, certification and privileging
- Provisions for a sliding fee scale in line with Federal Poverty Guidelines (FPG)
- Provisions for contract monitoring, data reporting and record retention, access, and management

ALTERNATIVES

The refusal to making changes to the existing resolutions will result in non-compliance with the Health Center award.

FINANCIAL IMPACT

There is no financial impact

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolutions #20-138 and #18-494, to ensure compliance with the grant funded by the U.S. Department of Health and Human Services' HRSA under Section 330 of the Public Health Act for the operation of FQHCs, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENTS TO RESOLUTION #20-138
AND RESOLUTION #18-494**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wishes to amend the following resolutions:

- #20-138 Agreement with MSU Health Team for Establishing a Collaborative Care Model for Psychiatry Services
- #18-494 Collaborative Services and Referral Agreement with CMH-CEI; and

WHEREAS, these changes are compliance elements required in any contract or referral agreement paid for, or, in part by a Health Center grant funded by the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) under Section 330 of the Public Health Act for the operation of Federally Qualified Health Centers (FQHCs); and

WHEREAS, HRSA requires the following compliance elements:

- Description of activities, services, or goods to be provided as well as how services will be documented in the Electronic Health Record
- Process for referral tracking and management
- Expectations for initial and ongoing staffing licensure, credentialing, certification, and privileging
- Provisions for a sliding fee scale in line with Federal Poverty Guidelines (FPG)
- Provisions for contract monitoring, data reporting and record retention, access, and management; and

WHEREAS, these changes will ensure that ICHD's CHCs remain in compliance with its Health Center funding; and

WHEREAS, the Ingham Community Health Center Board of Directors and Health Officer support amending Resolutions #20-138 and #18-494 to ensure compliance with the grant funded by the U.S. Department of Health and Human Services' HRSA under Section 330 of the Public Health Act for the operation of FQHCs, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners support amending Resolutions #20-138 and #18-494 to ensure compliance with the grant funded by the U.S. Department of Health and Human Services' HRSA under Section 330 of the Public Health Act for the operation of FQHCs, effective upon approval.

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

TO: 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 23rd 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: Bryan Crenshaw Title: Chair, Board of Commissioners	CLP/RLF	\$										
Chief Elected Official Phone and Email	Ph. 517.676.7200 Fx. bcrenshaw@ingham.org	UGLG	\$										
Street/PO Box	P.O. Box 319	Private	\$ 5,000										
City	Mason	Local UGLG	\$ 32,500										
State/Zip	MI 48854	Other	\$ 2,500										
County	Ingham	TOTAL	\$ 160,500										
UGLG Project Contact (PC)	Name: Dillon Rush Title: Tri-County Development Manager	<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 http://www.dnb.com/duns-number.html</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 http://www.dnb.com/duns-number.html		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. 517.331.0069 Fx. dillon@purelansing.com												
Street/PO Box	1000 S. Washington Ave. Suite 201												
City	Lansing												
State/Zip	MI 48910												
County	Ingham												
Application Preparer	Name: Dillon Rush Title: Tri-County Development Manager												

STATE GOVERNMENT REPRESENTATION			
Senator Name	Curtis Hertel	Senate District	23
Representative Name	Kara Hope	House District	67

FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Elissa Slotkin	Congressional District	8

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 demolition or conversion 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 local, state and federal permits 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 acquisitions, leases, easements, or property option/purchase agreements necessary to complete the project activities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Are there current or incoming residential or commercial tenants ? 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 temporary or permanent relocation 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
	\$	\$	\$	\$	\$
GRAND TOTAL	\$120,500	\$32,500	\$5,000	\$2,500	\$160,500

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 rd 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 https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp	Attached <input checked="" type="checkbox"/>
Exhibit XIV	System Award Management (SAM) Certification https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf	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: County Services and Finance Committees

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

DATE: February 17, 2021

SUBJECT: Amending the Purchasing Policy

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 \$2,500 \$4,999	\$2,500 \$5,000 to \$25,000	Over \$25,000	Over \$5,000 \$14,999 requires BOC approval; Short Form may be used	\$2,500 \$4,999 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 11a

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

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

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 11b

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 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						
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
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					
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

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.

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 11c

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 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

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.

Agenda Item 11e

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

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 Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2022

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

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

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2022 budget process be adopted.

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

2022 BUDGET CALENDAR

March 3	Finance Committee recommends 2022 budget calendar.
March 9	Board of Commissioners approves 2022 budget calendar.
April 15 - 21	Liaison and Finance Committees review Ingham County Strategic Plan for 2017 through 2022
April 15 - 21	Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2022.
April 27	Board of Commissioners adopts amendments to the Ingham County Strategic Plan for 2017 through 2022.
April 29 – May 5	Committees may make recommendations for increases to fees for various county services to be effective January 1, 2022.
May 11	Board of Commissioners considers updates to fees for various county services to be effective January 1, 2022.
May 24	Department heads, elected officials and agencies, submit operating and capital budgets.
June 10 - 28	Controller holds budget meetings with departments.
July 30 (tentative)	Community agencies submit applications for 2022 funding.
August 12	Controller's Recommended Budget distributed to the Board of Commissioners.
August 26 – 31	Liaison Committees hold hearings on operating and capital budget recommendations.
September 8	Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
October 26	Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and millages.

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

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: _____

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A QUIT CLAIM 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.