

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

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

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 16, 2020 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order  
Approval of the [June 2, 2020 Minutes](#)  
Additions to the Agenda  
Limited Public Comment

1. Facilities Department
  - a. Resolution to Authorize a Purchase Order be Issued to Trane U.S. Inc. for the HVAC Split Unit at the Ingham County [Jail's Transport Supervisor's Office](#)
  - b. Resolution to Authorize an Agreement with [Roof Connect](#) for the Roof Repairs at the Ingham County Jail's Training Center
  - c. Notice of Emergency Purchase Order for [Chilled and Heated Water](#) Line Repair between the Mason Courthouse and Hilliard Building
2. Human Resources Department
  - a. Resolution Approving [COVID-19 Related MERS](#) Temporary Modification to Benefit Provisions
  - b. Grievance Hearing
  - c. Closed Session
3. Ingham County Board of Commissioners - Resolution Honoring Ingham County's Covid-19 [Essential Workers](#)

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE

June 2, 2020

Draft Minutes

Members Present: Sebolt, Celentino, Grebner, Koenig, Stivers, and Maiville.

Members Absent: Naeyaert.

Others Present: Teri Morton, Becky Bennett, Patrick Lindemann, Paul Pratt, Paul Stauder, Roger Swets, Sue Graham, Dillon Rush, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. virtually via Zoom in accordance with the Governor's Executive Order 2020-75 regarding the Open Meetings Act.

Approval of the May 19, 2020 Minutes

CHAIRPERSON SEBOLT STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MAY 19, 2020 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Naeyaert

Additions to the Agenda

Substitute –

1. Drain Commissioner – Resolution Pledging Full Faith and Credit to Montgomery Drain Drainage District Bonds
  
7. Controller's Office – Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse

Late –

8. Board of Commissioners – Resolution Designating the Month of June, 2020 as LGBTQ Pride Month in Ingham County

Limited Public Comment

Dillon Rush, Lansing Economic Area Partnership Tri-County Development & Placemaking Manager, stated that he was available to answer any of the questions that the County Services Committee had about Agenda Item No. 3.

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

2. Financial Services Department – Resolution to Authorize a Business Associate Agreement with Plante and Moran, PLLC Relative to the Annual Audit

3. Ingham County Brownfield Redevelopment Authority - Resolution to Expend Brownfield Fund 240 Bond Proceeds for Environmental Remediation & Redevelopment Purposes
4. Road Department
  - a. Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2023
  - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
5. Facilities Department
  - a. Resolution to Authorize an Agreement with Tower Pinkster for the Architectural and Engineering Design Services at the Ingham County Probate Court Office
  - b. Resolution to Authorize an Agreement with Du-All Cleaning Inc. for Janitorial Services at Several County Facilities
6. Health Department
  - a. Resolution to Convert the Clinical Data Analyst Position from ICEA 08 to ICEA 07
  - b. Resolution to Authorize the Extended Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors
7. Controller's Office – Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse
8. Board of Commissioners – Resolution Designating the Month of June, 2020 as LGBTQ Pride Month in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

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

1. Drain Commissioner – Resolution Pledging Full Faith and Credit to Montgomery Drain Drainage District Bonds

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

Commissioner Celentino stated that had a conversation with Dion'trae Hayes, Lansing Township Supervisor, to talk about the Montgomery Drain Drainage District Bonds, among other topics. He further stated that he wanted to refer to the memo that the Commissioners received from the Drain Commissioner in terms of why the cost increased from nearly \$36 million to \$56 million. He asked what the City of Lansing and the Michigan Department of Transportation (MDOT) wanted done and was that still a commitment to them that the City of Lansing and MDOT would bear the costs of the \$16.1 million with the budgetary problems that municipalities faced.

Paul Pratt, Deputy Drain Commissioner, stated that the full amount of that request had not been made yet. He further stated that the City of Lansing wanted the County to do sanitary/sewer work and road paving in the Frandor Hills subdivision, on the east side of Coolidge Road.

Mr. Pratt stated that the County would be tearing up part of the road for new storm sewers, and so it made sense to do that work at the same time. He further stated that there was a binding contract signed that may need to be updated, but they had committed to pay that portion of the costs.

Mr. Pratt stated that, in terms of their work with MDOT, they were constructing storm sewers that would take water from part of the Montgomery Drain District, west of US-127. He further stated that most of construction was in Lansing Township and was connected in the 1960s, when US-127 was built, over to the main Drainage District by a syphon.

Mr. Pratt stated that the syphon was dangerously old, so MDOT was paying them to take the water down Howard Street, and under US-127 with a normal pipe to the Red Cedar Park, where it would be part of their storm water treatment system. He further stated that the agreement was signed by Patrick Lindemann, Drain Commissioner, and the Drainage Board, and was awaiting signature by MDOT, and it was all agreed to.

Mr. Pratt stated that there were a couple of issues that the City of Lansing had talked about, but they would have to be covered by a binding agreement before they borrowed the money. He further stated that they were determined to make sure that the \$16.1 million cost include the engineering that they do and the cost of issuance of that portion of the bonds, and it was not meant to be a subsidy in anyway by the Drainage District.

Chairperson Sebolt stated that while the full price would be going under the County's Full Faith and Credit, there was a mechanism to have the City of Lansing and MDOT pay their costs. He asked if that was correct.

Mr. Pratt stated yes.

Commissioner Celentino asked Mr. Lindemann to elaborate on the last statement in the provided memo, where he stated that he was optimistic that he and his team could make the projects happen at a lower price than was stated. He further asked what steps they would be taking in the future to address that.

Commissioner Celentino stated that he knew that all that was being asked from the Commissioners tonight was to pledge Full Faith and Credit. He further stated that, in talking to Supervisor Hayes who had voted against it, and knowing that they did not have the authority to stop the project, if the Commissioners did not pledge Full Faith and Credit, that did not give the Drain Commissioner the tool needed to try to receive lower interest rates, which would benefit all of the constituents

Commissioner Celentino stated that Lansing Township would pass on the cost to people who lived in the township, and those in the City of Lansing would be bearing the cost. He further stated that it was not a good time to pass the cost onto the taxpayers, however, getting the best interest rates would help them in the long-run.

Mr. Lindemann stated that they did not have all of the bids in yet, and this was a very complicated project that had a lot of different parts to it, but it would come together to equal one number. He further stated that they anticipated more than one borrowing.

Mr. Lindemann stated that the Full Faith and Credit was based upon an estimated figure, which was \$56.125 million, and that number was made up of all of the different components that Mr. Pratt discussed earlier. He further stated that they anticipated the whole project to be \$34.9 million, but it could be \$35 million because they did not have all of the bids together yet.

Mr. Lindemann stated that, as soon as they had all of the bids together, they would know what that section costs. He further stated the City of Lansing had not yet made a decision on the final plans for the sewage project.

Mr. Lindemann stated the City of Lansing had a special benefit package to work with other property owners in the area that they wanted to participate in. He further stated that they had not received the numbers for what the Highway Department wanted.

Mr. Lindemann stated that \$56.125 million equaled what they thought the outside costs could be. He further stated that, during the whole process of taking these bids and reexamining the scope of the project every day, they looked at different ways to build and constantly did value engineering, which brought down the costs.

Mr. Lindemann stated that there had been a lot of talk about slowing down the project. He further stated that based on every study he had read on the legal ramifications for stopping the project, it could add another third to the total cost, which was not something they wanted.

Mr. Lindemann stated that financing was something they could work with, and they had talked to the City of Lansing about it, and so they were flexible about doing that. He further stated that this came at the worst time due to COVID-19, as the shutdown was hard on every person, but stopping the project would make things worse.

Mr. Lindemann stated that there were nearly 2,000 jobs that went along with this project, and all of those people depended on the work. He further stated that this was a good project to start up the economy.

Mr. Lindemann stated that, throughout this whole process, they had done everything they could to minimize the costs and still get the removal of as much as they could to the river and rebuild the dilapidated system that currently existed. He further stated that he could not tell the Commissioners the final numbers, but they strived to make it be as low as possible.

Mr. Lindemann stated that, hopefully, the project would come in less than \$34 million for the drain portion of the project. He further stated that the \$16.1 million figure, which was the special

benefits package for the highway, depended on how the City of Lansing decided to use their special benefit, and that could be \$10 million instead of \$16.1 million.

Mr. Lindemann stated that, in case the figure did come in at \$16.1 million, what the County had heard from them of what they want was in that figure. He further stated that they might not do all of that, therefore, it may be less.

Commissioner Maiville stated that he and Commissioner Schafer had been on the Drain Board for approximately a year. He further stated that the drain was 115 years old, and there was a component that went under US-127 that no one knew the condition of because they could not get a camera to see it.

Commissioner Maiville stated that there had been concerns from the Lansing Regional Chamber of Commerce about the cost of the project, but as Mr. Lindemann said, the \$35 million was theirs, and what was being asked was for the additional work. He further stated that they were doing a lot of open drainage work, which cheaper to do and easier to maintain in the long-run.

Commissioner Maiville stated that this project had been underway since 2014, and it was not like the train had left the station, but rather a rollercoaster had left the station. He further stated that to stop now, as Mr. Lindemann said, would add an additional 25% to 33% cost, so he would be voting in favor of the project.

Commissioner Grebner stated that, in the first place, he wondered if he should recuse himself since his residence was 50 feet from Randy Park, and so he benefited from the project. He further stated that, although he was part of the Drainage District, he was not specifically taxed from the City of East Lansing, so he was not taxed more than anyone on the other side of town.

Discussion.

Commissioner Grebner stated that he thought the Commissioners should articulate the situation because the Lansing Regional Chamber of Commerce kept raising these points, and so they should explicitly say that the Board of Commissioners had a decision of pledging the County's Full Faith and Credit for these bonds, but not involving whether the project went ahead. He further stated that, in the past, he guessed that there would be a one hundred basis point difference in the bonds as the County issued them as they would be issued by the Drainage District.

Commissioner Grebner stated that the actual difference of the basis point difference was about half of one hundred, but they were still talking about several hundred thousand dollars in interests costs. He further stated that their real decision was whether to give this project their blessing or not.

Commissioner Grebner stated that he had grave doubts about the scope of this project, but that was irrelevant, because it was entirely within the Drain Commissioner's powers and the rollercoaster had left the station. He further stated that if the Lansing Regional Chamber of

Commerce thought that the Board of Commissioners had a vote on this, then someone needed to explain this to them more patiently than it had already been explained.

Commissioner Grebner stated that their decision was to brace this enough that they were issued as Ingham County bonds, which he was in favor of. He further stated that, if someone had a plan and wanted to derail this project, it would be doubtful in his mind because they had already spent \$12 million, and had committed nearly another \$5 million in enforceable obligations.

Commissioner Grebner stated that, in terms of the drain portion of the project, there was only \$20 million left, because \$15 million had already been spent or committed. He further stated that to do anything that involved stopping it would be a train wreck.

Commissioner Grebner stated that that there was not much money left to save. He further stated that the question one could ask was how one could spend \$15 million to get to this point without moving so much as a shovel full of dirt. He further stated that they were about to proceed to spend many shovels full of soil around the site.

Commissioner Grebner stated that he was in favor of it, but he had a long personal history with the Drain Commissioner's Office, and so he hoped that no one believed that he generally thought what they were doing was sensible. He further stated that no one believed that.

Mr. Pratt stated that they had moved forward on two of the divisions that had been bid and were projects that were time sensitive, in that MDOT wanted their syphon connections started so that it did not interfere with their rebuild of US-127 in a couple of years. He further stated that the other problem was that there were portions of their improvements that were under permits of the now Michigan Department of Environment, Great Lakes, and Energy (EGLE) that expired next year.

Mr. Pratt stated that they needed to give people time to move forward with that, so he did not think that it was necessary to revisit the discussions of the project since 2014. He further stated that the fact was they needed to get it done, and so they had started it and needed to continue it.

Mr. Pratt stated that he thought it would be less expensive if the Board of Commissioners pledged the County's Full Faith and Credit.

Roger Swets, Dickinson Wright Bond Counsel, stated that, to comment on Commissioner Grebner's statement, his first instinct was mostly correct in that the lack of the County's Full Faith and Credit would increase interest rates. He further stated that the bigger hardship for the municipalities would be the plan to allow them to have time so that their annual payments were not overly burdensome as to pay back the bond over 30 years.

Mr. Swets stated that if they did not have the County's Full Faith and Credit, he thought that they would have to cut their timeframe in half and cause them to have to pay back over 15 or 20

years. He further stated that, in that case, it would be a significant hardship over what was planned.

Chairperson Sebolt stated that he knew the Lansing Regional Chamber of Commerce in a letter that criticized the project for growing in scope, but he thought it sounded like that was not due to the Drain Commissioner, but rather outside entities. He further stated that it made sense to rip things up if there was an opportunity to fix other things all at once, and end up saving money in the long-run by combining some of these features.

Chairperson Sebolt asked if they had any idea of what percentage of the workforce would be local or broadly local that might be working on the project.

Mr. Lindemann stated that the hired contractors were from Ingham County or if someone added up all of the counties surrounding Ingham County, it would equal 7 counties. He further stated that their workforce was from the 7 surrounding counties within a 20-minute driving range.

Mr. Lindemann stated that none of the contractors were from out of the 7 surrounding counties. He further stated that most of their workforce lived in or close to Ingham County, including, for example, Jackson County.

Chairperson Sebolt asked if there was a very high percentage of regional workers.

Mr. Lindemann stated yes. He further stated that there were some exceptions, including pieces of equipment that came from Toledo, Ohio, and those pieces might be installed by manufacturers outside of the 7 surrounding counties, but the construction workers, carpenters, cement workers, and so on, were within the 7 surrounding counties.

Chairperson Sebolt stated that he liked to hear that because, coming out of the COVID-19 situation, a project like this could benefit the local workforce.

Commissioner Grebner stated that Mr. Pratt told him recently that intermediate term notes were sold at a rate of nearly 1.6% between 1 and 2 years, but he could be wrong. He further stated that, if that was correct, they suggested their credit worthiness and access to bond market was good enough that they would not pay a large premium.

Commissioner Grebner stated that it was a moot point as they would never experience that reality, but they were playing here for a few hundred thousand dollars a year in excess costs. He further stated that, as Mr. Swets said, the short terms of the bonds would force the repayment at a much higher rate, and so the individual taxpayer would face a substantial increase in cash flow for 15 years.

Mr. Swets stated that it might be helpful for the Commissioners to know that the \$56 million was not an increase over the \$34.9 million. He further stated that the supplemental benefits were always contemplated and the estimates that were given out at the time that the apportionments were done for this project included numbers close to that \$56 million figure for the supplemental benefits.

Mr. Swets stated that it was not really an increase, but rather it was not part of the project that was focused on because that was not a part that gets assessed to municipalities without their consent.

Mr. Pratt stated that he and Commissioner Grebner had had theological discussions regarding the difference between bonds and notes, but regardless of that, they were talking about two different sources of money. He further stated that he was clear to brag to him that in the most recent 1.69% Drainage District note they had gotten, it was because Mr. Swets and others had worked hard to cultivate relations with half a dozen banks in Lower Michigan that bought their short-term notes and those banks were familiar with Ingham County and the Drain Commissioner's Office.

Mr. Pratt stated that that he believed they got a better rate that they would not be subject to getting in a bond situation. He further stated that it was likely that Mr. Swets was right that it was the bigger number of basis points, and it was that they managed to cultivate good relations and be a preferred client.

Mr. Lindemann stated that he had a 45-page document with the legal ramifications involved in stopping the project, including the additional costs. He further stated that he had other documents that showed projects that were delayed for a variety of reasons and how their costs had increased.

Mr. Lindemann stated that whatever they could do to facilitate everyone, to make sure everyone was happy, and to get these people back to work, and to make this project move forward at the lowest possible price, was their goal.

Chairperson Sebolt thanked Mr. Lindemann for his comments.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent:  
Commissioner Naeyaert

Announcements

None.

Public Comment

None.

Adjournment

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

**JUNE 16, 2020 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

- 1a. Facilities Department – Resolution to Authorize a Purchase Order be Issued to Trane U.S. Inc. for the HVAC Split Unit at the Ingham County Jail’s Transport Supervisor’s Office*

This resolution will authorize a purchase order to be issued to Trane U.S. Inc. for the HVAC split unit at the Ingham County Jail’s Transport Supervisor’s office for an amount not to exceed \$8,292.00, which includes a \$500.00 contingency. The split HVAC unit no longer functions as it has outlived its useful life and is in need of replacement. Trane submitted a proposal of \$7,792.00 for the unit, materials and installation. Trane is on the US Communities contract therefore three quotes were not required per the County’s purchasing policy. Funds for this project were approved in the 2019 capital budget, which were carried over to 2020.

- 1b. Facilities Department – Resolution to Authorize an Agreement with Roof Connect for the Roof Repairs at the Ingham County Jail’s Training Center*

This resolution will authorize entering into an agreement with Roof Connect for the roof repairs at the Ingham County Jail’s Training Center for an amount not to exceed \$38,920.00, which includes a \$5,000.00 contingency. The roof that covers the Jail’s Training Center has multiple leaks which is causing damage to the ceiling and building below. Roof Connect submitted a proposal of \$33,920.00 for the repairs. Roof Connect is on the US Communities contract therefore three quotes are not required per the County’s purchasing policy. Funds for this project were approved in the 2017 capital budget, which were carried over to 2020.

- 2a. Human Resources Department – Resolution Approving COVID-19 Related MERS Temporary Modification to Benefit Provisions*

Ingham County is participating in a Work Share Program that reduces employee work schedules from June 1, 2020 through July 31, 2020. The Michigan Employees’ Retirement System (MERS) is allowing temporary adjustments to the definition of compensation by employers provided that such adjustments do not result in a diminishment of benefit for participants. Making adjustments so that MERS will skip the months of June 2020 and July 2020 when determining an employee’s final average compensation for benefit calculation will prevent a negative impact in benefit calculation. Ingham County Labor Unions support approval of this adjustment.

See memo for details.

**OTHER ITEMS:**

- 1c. Facilities Department – Notice of Emergency Purchase Order for Chilled and Heated Water Line Repair between the Mason Courthouse and Hilliard Building*

An emergency purchase order was issued to Myers Plumbing for a total cost of \$8,420.39. This was necessary because the chilled and heated water lines that run from the Hilliard Building that feed into the Mason Courthouse were leaking. This caused heating and cooling issues for both the Mason Courthouse and Hilliard Building. This was repaired on a Saturday so it would minimize the impact on the County departments working.

Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

*2b. Human Resources Department – Grievance Hearing*

Immunization Nurses were provided contact tracing work while the Immunization Clinic was closed as a result of the COVID-19 outbreak. The MNA filed a grievance asserting this is a temporary assignment to a higher pay grade requiring additional compensation. However, the tasks performed by the Immunization Nurses during the state of emergency are consistent with their existing job description which provides, “During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.” The contact tracing performed by Immunization Nurses has allowed them to continue working during this public health emergency and the task is consistent with the essential functions of their position. As a result, the work performed does not constitute a temporary assignment to a higher pay grade and there is no violation of the collective bargaining agreement.

The next step in the MNA grievance procedure requires that the County Services Committee “review the facts as they relate to the interpretation and application” of the Agreement.

*2c. Human Resources Department – Closed Session*

The Sheriff and a representative from the County Attorney’s Office will be present to discuss a proposed grievance settlement agreement.

**HONORARY RESOLUTION:**

*3. Ingham County Board of Commissioners – Resolution Honoring Ingham County’s Covid-19 Essential Workers*

**AGENDA ITEM 1A**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 2, 2020

**RE:** Resolution to Authorize a Purchase Order be Issued to Trane U.S, Inc. for the Replacement Split Unit at the Ingham County Jail's Transport Supervisor's Office

For the meeting agendas of: June 16 & 17

---

**BACKGROUND**

The split HVAC unit in the Jail's Transport Supervisor's Office no longer functions as it has outlived its useful life and is in need of replacement. Trane submitted a proposal of \$7,792.00 for the unit, materials and installation. Trane is on the US Communities contract therefore three quotes were not required per the County's purchasing policy.

**ALTERNATIVES**

The alternative would be to put this out for a formal RFP, prolonging the discomfort of Jail staff within the office space.

**FINANCIAL IMPACT**

Funds are available in the approved 2019 CIP line item #245-31199-979000-9F20 which has a balance of \$29,148.00. We are requesting a contingency of \$500.00 for unforeseen circumstances.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support issuing a purchasing order Trane U.S. Inc. for the split unit at the Jail's Transport Supervisor's Office.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER BE ISSUED TO  
TRANE U.S. INC. FOR THE HVAC SPLIT UNIT AT THE INGHAM COUNTY JAIL'S  
TRANSPORT SUPERVISOR'S OFFICE**

WHEREAS, the HVAC unit at the Ingham County Jail's Transport Supervisor's Office has outlived its useful life and needs to be replaced; and

WHEREAS, because Trane U.S. Inc. is on the US Communities contract, three quotes were not required; and

WHEREAS, it is the recommendation of the Facilities Department to issue a purchase order to Trane U.S. Inc. who submitted the proposal of \$7,792.00 for HVAC split unit at the Ingham County Jail's Transport Supervisor's office; and

WHEREAS, the Facilities Department is requesting a contingency of \$500.00 for unforeseen circumstances; and

WHEREAS, funds for this project are available through the approved 2019 CIP line item #245-31199-979000-9F20.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to be issued to Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911 for the HVAC split unit at the Ingham County Jail's Transport Supervisor's office for an amount not to exceed \$8,292.00 which includes a \$500.00 contingency.

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

**AGENDA ITEM 1B**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** June 2, 2020  
**RE:** Resolution to Authorize a Contract with Roof Connect for the Roof Repairs to the Ingham County Jail's Training Center's Roof

For the meeting agendas of: June 16 & 17

---

**BACKGROUND**

The roof that covers the Jail's Training Center has multiple leaks which is causing damage to the ceiling and building below. Roof Connect submitted a proposal of \$33,920.00 for the repairs. Roof Connect is on the US Communities contract therefore three quotes are not required per the County's purchasing policy.

**ALTERNATIVES**

The alternative is to put out for a formal RFP, prolonging building damage and extra costs for the repairs to the roof.

**FINANCIAL IMPACT**

Funds are available in the approved 2017 CIP line item # 245-31199-976000-7FC02 which has a balance of \$47,255.99. We are requesting a contingency of \$5,000.00 for any unforeseen circumstances.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract with Roof Connect for roof repairs at the Ingham County Jail's Training Center.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROOF CONNECT  
FOR THE ROOF REPAIRS AT THE INGHAM COUNTY JAIL'S TRAINING CENTER**

WHEREAS, the roof of the Jail's Training Center has multiple leaks and needs repairs; and

WHEREAS, because Roof Connect is on the US Communities contract, three quotes were not required; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Roof Connect who submitted the proposal of \$33,920.00 for the roof repairs at the Ingham County Jail's Training Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$5,000.00 for unforeseen circumstances; and

WHEREAS, funds for this project are available through CIP line item #245-31199-976000-7FC02.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Roof Connect, 44 Grant 65, Sheridan, Arkansas 72150 for the roof repairs at the Ingham County Jail's Training Center for an amount not to exceed \$38,920.00 which includes a \$5,000.00 contingency.

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

**AGENDA ITEM 1C**

TO: County Services Committee  
FROM: Rick Terrill, Facilities Director  
DATE: May 29, 2020  
SUBJECT: Chilled and Heated Water Line Repair between the Mason Courthouse and Hilliard Building

This memo is to inform you of an emergency repair that was made prior to receiving approval from the County Services and Finance Committees.

The chilled and heated water lines that run from the Hilliard Building that feed into the Mason Courthouse were leaking. This caused heating and cooling issues for both the Mason Courthouse and Hilliard Building. This was repaired on a Saturday so it would minimize the impact on the County departments working.

Due to the effect on the building indoor temperatures this required immediate attention, an emergency purchase order was issued to Myers Plumbing for a total cost of \$8,420.39 which includes materials and labor.

Funds for this purchase order are available in Line Item 101-23303-931000.

Both the Interim Controller and Purchasing Director approved this purchase.

Respectfully,

*Richard Terrill*

Rick Terrill  
Ingham County Facilities Director

## AGENDA ITEM 2A

**TO:** County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** June 2, 2020  
**SUBJECT:** Resolution Approving COVID-19 Related MERS Temporary Modification to Benefit Provisions  
For the meeting agendas of June 16 and June 17

---

### **BACKGROUND**

In recognition of the impact to local units of government and adjustments to their workforce to maintain essential services and comply with the “Stay Home, Stay Safe” directive and the Families First Coronavirus Response Act, the Michigan Employees’ Retirement System (MERS) is allowing temporary adjustments to the definition of compensation by employers provided that such adjustments do not result in a diminishment of benefit for participants. Ingham County is participating in a Work Share Program authorized by Resolution #20-227 which reduces employee work schedules from June 1, 2020 through July 31, 2020. Making adjustments so that MERS will skip the months of June 2020 and July 2020 when determining an employee’s final average compensation for benefit calculation will have the result such that the reduction in wages experienced by employees does not negatively impact that benefit calculation. Ingham County Labor Unions support approval of such adjustment.

### **ALTERNATIVES**

If approval is not authorized, reduced wage information for June 2020 and July 2020 will be included when determining an employee’s final average compensation for benefit calculation.

### **FINANCIAL IMPACT**

The benefit calculation for an employee’s final average calculation will be made without including the reduced wages for June 2020 and July 2020.

### **STRATEGIC PLAN CONSIDERATIONS**

The adoption of a Health Advisory Leave Policy is in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

### **OTHER CONSIDERATIONS**

Ingham County Labor Unions support approval of such an adjustment.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve COVID-19 Related MERS Temporary Modification to Benefit Provisions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING COVID-19 RELATED MERS TEMPORARY  
MODIFICATION TO BENEFIT PROVISIONS**

WHEREAS, the COVID-19 outbreak has caused significant disruption in the normal conduct of life for many Ingham County employees and their families which may result in significant financial hardship; and

WHEREAS, in recognition of the impact to local units of government and adjustments to their workforce to maintain essential services and comply with the “Stay Home, Stay Safe” directive and the Families First Coronavirus Response Act, the Michigan Employees’ Retirement System (MERS) is allowing temporary adjustments to the definition of compensation by employers provided that such adjustments do not result in a diminishment of benefit for participants; and

WHEREAS, Ingham County is participating in a Work Share Program authorized by Resolution #20-227 which reduces employee work schedules from June 1, 2020 through July 31, 2020; and

WHEREAS, making adjustments so that MERS will skip the months of June 2020 and July 2020 when determining an employee’s final average compensation for benefit calculation will have the result such that the reduction in wages experienced by employees during the Work Share Program does not negatively impact that benefit calculation; and

WHEREAS, Ingham County Labor Unions support approval of such modification; and

WHEREAS, the Ingham County Board of Commissioners desires to approve such modification.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves such modification.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes any amendment of retirement plans necessary to include such modification.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement(s) upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, thzt the Ingham County Board of Commissioners authorizes the Controller/Administrator to sign any forms and correspondence necessary for activity authorized by this resolution.

**AGENDA ITEM 3**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING INGHAM COUNTY'S COVID-19 ESSENTIAL WORKERS**

WHEREAS, Executive Orders issued by Michigan Governor Gretchen Whitmer in response to the COVID-19 outbreak to protect the health and safety of the public have ordered multiple closures, including the closure of schools, businesses and other places of employment, including many Ingham County departments and offices; and

WHEREAS, Ingham County employees were compensated under the County's Suspension of Operations and Health Advisory Policies; and

WHEREAS, some employees were deemed essential and continued to work at their assigned work locations and other employees were able to continue several County operations by working remotely, while still being able to "Stay Home, Stay Safe;" and

WHEREAS, many Ingham County employees are currently participating in the Michigan Work Share program, which will allow for a payroll savings to the County while still benefitting these employees and their families; and

WHEREAS, those employees who are deemed essential are not able to work remotely, and/or may not participate in the Michigan Work Share program; and

WHEREAS, without these employees, Ingham County would not have been able to respond to the COVID-19 outbreak with the level of service it has, continuing to provide for the health and safety of Ingham County residents, as well as other Ingham County employees, while also continuing to provide vital services to the public.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors these essential Ingham County employees, and extends its sincere appreciation for their continued dedication, sacrifice and commitment to Ingham County.

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to each employee who was deemed essential and continued to work during these times as an additional token of our appreciation for their dedication, sacrifice and commitment during this pandemic.