

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
ROBERT PEÑA, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
SIMAR PAWAR
KARLA RUEST
MONICA SCHAFER

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, FEBRUARY 6, 2024
AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR,
LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [January 16, 2024](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Historical Commission – Interviews
2. Women's Commission – Interviews
3. Treasurer's Office
 - a. Resolution to Authorize the Housing Trust Fund Committee to Update and Administer [Down Payment Assistance Program](#), As Needed
 - b. Resolution to [Amend Resolution #23-492](#) Authorizing Community Development Block Grant Housing Improving Local Livability Program Application
 - c. Resolution to Approve a [Contingency Fund](#) for Housing Trust Fund Competitive Grant Projects
 - d. Resolution to [Change the Site](#) of a Housing Trust Fund Project
 - e. Resolution to Create a Housing Trust Fund [Grants Administrator Position](#) in the Treasurer's Office
4. Drain Commissioner – Resolution to Set a [Public Hearing](#) on Repair Alternatives for Lake Lansing Level Control Structure
5. Innovation & Technology Department – Resolution to Approve Renewal of Support from [Core Technology](#)
6. Facilities Department
 - a. Notice of Emergency Purchase Order for Human Services Building Automatic [Door Opener](#)
 - b. Notice of Emergency Purchase Order for [Panic Buttons](#) at Veterans Affairs Office
 - c. Notice of Emergency Purchase Order for Sheriff's Office Vehicle [Lift Replacement](#)
 - d. Resolution to Authorize an Agreement with [Facilities 360](#) for Carpet Cleaning Services at Several Ingham County Facilities
 - e. Resolution to [Amend Resolution #22-559](#) for the Renovations to the Families Forward Space at the Human Services Building
 - f. Resolution to [Amend Resolution](#) Regarding DHHS

7. Road Department
 - a. Resolution to Authorize Purchase Orders for [Hot Mix Asphalt Mixtures](#)
 - b. Resolution to Authorize Purchase Orders for [Emulsified Asphalts](#)
 - c. Resolution of Commitment and Support for the [Bridge Investment Program Grant](#) for the Michigan Department of Transportation Statewide Local Agency Bridge Bundle Program
8. Controller's Office – Resolution to Approve Funding for [Broadband State Mapping Challenge Citizen Outreach](#)
9. Board of Commissioners – Resolution Honoring [James Hudgins, Jr.](#) on the Event of His Retirement

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE
January 16, 2024
Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner, Schafer, Pawar, and Ruest.

Members Absent: None.

Others Present: Treasurer Alan Fox, Paul Pratt, Kelly Jones, Susan Metcalf, Lauren Swanson-Aprill, Rick Metcalf, Becky Bennett, Gregg Todd, Sue Graham, Madison Hughes, and others.

The meeting was called to order by Chairperson Peña at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the December 5, 2023 Minutes

CHAIRPERSON PEÑA STATED, WITHOUT OBJECTION, THE MINUTES OF THE DECEMBER 5, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

Additions to the Agenda

None.

Limited Public Comment

Treasurer Alan Fox, County Treasurer, stated they were present as there were three items for the Treasurer's Office on the agenda. Treasurer Fox stated they were available if anyone had questions or needed explanation.

Discussion.

Susan Metcalf, Okemos resident, read a statement to the Committee. The statement is included in the minutes as Attachment A.

Lauren Swanson-Aprill, Ingham County resident, read a statement to the Committee. The statement and accompanying documents are attached in the minutes as Attachment B.

Rick Metcalf, Ingham County resident, read a statement to the Committee. The statement is included in the minutes as Attachment C.

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

1. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District
2. Sheriff's Office – Authorization to Start an Employee Above Step 2
3. Treasurer's Office
 - a. Resolution to Provide Funding for Low Income Tax Preparation
 - c. Resolution to Approve the Policies And Procedures for Affordable Housing Development Gap Subsidy Grants for New Construction and Rehab Projects Utilizing Housing Trust Fund Dollars
5. Health Department
 - a. Resolution to Authorize the Creation of a Community Health Worker - Pathways to Housing Position
 - b. Resolution to Authorize the Creation of an Advance Peace Resource Navigation Program Specialist
6. Parks Department – Notice of Emergency Purchase for asbestos abatement at Lake Lansing Park South Restroom
7. Road Department
 - a. Resolution to Authorize Purchase Orders for 34CS Slag, CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates
 - b. Resolution to Authorize Purchase Orders for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand
8. Human Resources Department
 - b. Resolution to Authorize the Transfer of the Human Resources Department Budget Line Item for Employee Service Awards to the Diversity, Equity, and Inclusion Office
9. Board of Commissioners Office
 - a. Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

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

3. Treasurer's Office
 - b. Resolution to Adopt an Ingham County Citizen Participation Plan for Michigan Community Development Block Grant Funding

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

Treasurer Fox stated that the resolution was required as a condition of the Community Development Block Grant (CDBG) funding, and was a federal requirement that was administered through the Michigan State Housing Development Authority (MSHDA). Treasurer Fox further stated that the Board of Commissioners had previously approved a skeleton plan that allowed the County to apply for the funds, and now that they were approved by the State, the County needed a further resolution that was specific to the County and its procedures.

Commissioner Pawar asked if the plan was available for citizens to review, and how it would be made available.

Treasurer Fox stated the document was available via the Freedom of Information Act (FOIA), and there would also be a section added to the Treasurer's Office website regarding the plan. Treasurer Fox further stated that there was a further State requirement that had not been made clear previously that affected about half of the grant funds.

Treasurer Fox stated that this was entirely housing rehabilitation money and the details would include how to apply for the money, and at some point would include information on which projects had received funding, but it would not be at a point that the public could critique which projects were chosen. Treasurer Fox further stated that the timeline to spend the money was very tight, and their Office was working with the State on what it was the State was looking for in those requirements.

Treasurer Fox stated that their Office was also working with the State to see if other rehabilitation funds that the Board of Commissioners had approved for the Housing Trust Fund could be combined with these funds, but there had been some reluctance from the CDBG Office on this front. Treasurer Fox further stated that more phone calls would be made, as the CDBG Office wanted the County to create a separate program out of nothing, when the County already had a program that could work.

Commissioner Pawar asked how vendor selection would work for this grant.

Treasurer Fox stated the County and cities of Lansing and East Lansing have relied on Capital Area Community Services (CACS) to perform a qualification screening and CACS had a Memorandum of Understanding with the Capital Area Housing Partnership (CAHP) to find contractors, bid the projects, and oversee the work done, which had been successful. Treasurer Fox stated that the State of Michigan wanted the County to bid this process out and look for other organizations that had no experience doing that.

Treasurer Fox stated that if the State of Michigan wanted this money spent quickly, then they thought it was a waste of time and government resources to put it out for bid when there was already a system in place that worked. Treasurer Fox further stated that the County had spent time over the last year, working with CAHP to expand their pool of contractors for the various specialties, which CAHP had done to a greater degree than they had realized.

Treasurer Fox stated that CAHP usually put projects out for at least two bids, and it was not a general contractor but rather specialty contractors that were bid out separately. Treasurer Fox further stated that the projects were usually \$25,000 and under, which meant that not every repair would be made on a house and a choice would have to be made on which repairs were made.

Treasurer Fox stated that the projects were being bid out to local businesses, and CAHP had indicated that the bottleneck was no longer due to finding contractors to do the work. Treasurer Fox further stated that CAHP was also now allowing homeowners to bring in their own contractors to bid on the projects, which expanded the pool of available contractors for future projects and helped to lower the cost of projects.

Commissioner Pawar asked if CAHP would be selecting the vendors.

Treasurer Fox stated CAHP would select the vendors that would actually do the work on projects.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

4. Drain Commissioner – Resolution Reaffirming Resolution #22-204 and Adopting a Revised Memorandum of Agreement Governing the Greater Lansing Regional Committee for Stormwater Management Dated September 11, 2023

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

Commissioner Grebner stated they did not understand what the resolution was about. Commissioner Grebner asked if there was a requirement for a coordinating agency that approved of a plan that was submitted elsewhere.

Paul Pratt, Deputy Drain Commissioner, stated that the Greater Lansing Regional Committee for Stormwater Management was the liaison between all of the 21 permittees in the Lansing area, and had performed the service well since 2004. Pratt further stated that last year, there was new staff assigned to it that got upset that the County Attorney had crossed out the illegal indemnification clause in the agreement.

Pratt stated that the staff had found that the committee had also been deficient in Open Meetings Act rules, and the officers of the committee had to be clarified.

Commissioner Grebner asked if this resolution was updating the bylaws.

Pratt stated confirmation, and that an explanation of the reason for the resolution had been omitted from the Committee's packet because it had not been in an attached memo, but rather in the body of the email. Pratt further stated that the Drain Commissioner felt that the revisions to the memorandum of agreement (MOA) were housekeeping matters and there were no cost implications in the revised MOA.

Commissioner Grebner asked if this was required by State or Federal Law.

Pratt stated this was not required by State or Federal Law, it just saved everyone money.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

8. Human Resources Department

- a. Resolution to Approve UAW TOPS and ICEA Court Professional Reclassification Requests
- c. Resolution to Approve Reclassification of the UAW TOPS Public Defender's Office Clerk Levels II & III

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTIONS.

Commissioner Sebolt disclosed that UAW-TOPS was a local union that was affiliated with their employer, the AFL-CIO.

THE MOTION TO APPROVE THE RESOLUTIONS CARRIED UNANIMOUSLY.

9. Board of Commissioners Office

- b. Resolution Re-Establishing a Roadways Subcommittee

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

Commissioner Grebner provided clarification on their goal for the Roadways Subcommittee. Commissioner Grebner further stated that they did not want the Subcommittee to review every Road Department-related resolution, but rather only convene when there were issues like concerned citizens or employee issues regarding the Road Department.

Commissioner Grebner stated the Board of Commissioners had a lot of discretion regarding roads, but 2/3 of the Board of Commissioners did not have County roads in their district and so they just did not care about the roads. Commissioner Grebner further stated that the people on the Roadways Subcommittee should be those that actually had money and constituents in the fight, and the Director of the Road Department should use the Subcommittee as a resource to meet with community organizations.

Commissioner Celentino stated that the resolution had a blank that would need to be completed to decide how many members should be on the Roadways Subcommittee.

Discussion.

Commissioner Grebner stated they intended to amend the resolution to have five members on the Roadways Subcommittee.

Commissioner Sebolt asked if the number of Roadways Subcommittee members needed to be decided on tonight, or if it could wait until next week at the Board of Commissioners meeting. Commissioner Sebolt stated that they cautioned other Commissioners to not use “we” when making comments about Commissioners caring about the County roads.

Commissioner Schafer asked if the Roadways Subcommittee would only be made up of County Services Committee members, or if it could be opened up to other Board of Commissioners members.

Becky Bennett, Board of Commissioners Director, stated that the Committee could amend the resolution to whatever the Committee decided.

Discussion ensued regarding the makeup of the Roadways Subcommittee.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. RUEST, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby re-establishes a Roadways Subcommittee consisting of up to 5 members of the County Services Committee.

BE IT FURTHER RESOLVED, that additional, non-voting County Commissioners may be appointed to the Roadways Subcommittee.

Commissioner Celentino clarified that Commissioners not on the County Services Committee would not have voting rights but could be part of deliberations on the Roadways Subcommittee.

Commissioner Grebner stated that the Subcommittee would likely be acting with unanimous consent, and therefore anybody sitting at the table would have equal influence.

Discussion ensued regarding the name and makeup of the Roadways Subcommittee.

Commissioner Schafer asked if the Chair of the Roadways Subcommittee would come from the County Services Committee.

Chairperson Peña stated it was recommended that the Chair of the Roadways Subcommittee would be a member of the County Services Committee.

Discussion continued regarding the amendment to the resolution.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Announcements

Commissioner Grebner stated the Chairperson Peña had chaired their first Committee meeting.

Discussion ensued regarding running Committee meetings.

Commissioner Celentino asked for clarification of what had happened with the Okemos School Board and the proposal to add an entrance to Hiawatha Elementary School.

Discussion ensued regarding the various proposals heard by the Okemos Public Schools Board.

Commissioner Schafer stated that the Martin Luther King Jr. presentation at the Lansing Center was amazing and neat to see, with a number of former County Commissioners present at the event. She further stated that there were 1,500 people present and there was a great poetry reading from Commissioner Pawar's niece.

Commissioner Schafer stated the event had been a great showing for Lansing.

Public Comment

Susan Metcalf stated that the Okemos community had not been involved with the initial proposal heard by the Okemos Public Schools Board, so the School Board was taking that back. Metcalf further stated that the first proposal was off of Jolly Road, and there was a huge distance between Summergate Lane and Fairhills Drive.

S. Metcalf stated that in the meetings it was indicated that the Ingham County Road Department had said "no" to a Jolly Road entrance, but private engineers were saying that a Jolly Road entrance should be considered. Metcalf further stated that they were asking the Board of Commissioners to get involved because putting the roads in the neighboring subdivisions would put their neighbors and residents at risk.

S. Metcalf stated that John Hood, Okemos Public Schools Superintendent, had encouraged residents to reach out to the Board of Commissioners, as the Superintendent indicated their voice had not been heard either and the School District's first preference was an entrance off of Jolly Road.

Swanson-Aprill stated that they would like to address the sight distance issue with the entrance to Hiawatha Elementary School, as they understood that the entrance on Summergate Lane was perfect for sight distance when turning right or left, but the sight distance was different on Fairhills Drive due to a hill. Swanson-Aprill further stated they had personal experience with the poor sight distance on Fairhills Drive, where they thought they could turn, but then suddenly realizing it was not yet safe to turn due to the hill and speed of oncoming cars.

Swanson-Aprill stated that it would be ridiculous to make that an entrance for 300 to 600 parent cars for student drop offs or busses. Swanson-Aprill further stated that they understood the police wanted a second entrance for safety reasons and they could understand that concern.

Swanson-Aprill stated their appreciation for the Committee's consideration of the issue and the formation of the Roadways Subcommittee, as it should not just be a department making decisions.

Kelly Jones, Road Department Director, stated they would like to clarify information regarding the project to create a second entrance at Hiawatha Elementary School and the meeting the Road Department had with Okemos Public Schools. Jones stated that the school district presented a proposal to put an entrance to the school on Jolly Road, but due to the frontage of the school along Jolly Road, it did not meet sight distance requirements.

Jones stated that in order for an entrance to the school to be along Jolly Road, the school would need to reconstruct Jolly Road to remove the hill that was there. Jones further stated that the school district then proposed an entrance to the school off of the adjacent subdivision road, Fairhills Drive, which met requirements the County had for approving a driveway.

Jones stated that the Road Department had only seen the two alternatives they mentioned so far, and the Road Department could not approve the entrance on Jolly Road due to safety concerns, unless the road were to be reconstructed. Jones further stated that while Fairhills Drive had less sight distance than the current entrance to the school on Summergate Lane, it did meet the minimum requirements for sight distance at the posted speed limit.

Jones stated the Road Department had not yet received a speed limit reduction request from the School District, though there have been conversations about the desire to do so. Jones further stated that as a result of the meeting, last week, with the school and community, the School District had postponed any decision on an entrance until an alternative could be proposed, but no other alternatives had been presented to the Road Department.

Rick Metcalf cited Rule 3.11 of the Ingham County Road Commission's Rules, Standards and Procedures for Driveways, Banners and Parades Upon or Over Ingham County Road Commission Right of Way. Metcalf stated that based on Table 4 of the Rule, the stopping sight distance for a combination truck two-lane road with a speed limit of 45 miles per hour was 360 feet, which was dramatically less than the 765 feet required of the intersection sight distance.

R. Metcalf stated that the length of roadway between Fairhills Drive and Summergate Lane was 950 feet, which was more than enough room based on the Road Department's rules and regulations. Metcalf further stated the community was at an impasse because it appeared the rules were not being followed and no one would look to see if it allowed for a variance.

Adjournment

The meeting was adjourned at 6:56 p.m.

Okemos Road Commission Meeting

I am here as a concerned Okemos resident. OPS is trying to put a second entrance into Hiawatha Elementary located at 1900 Jolly road. A new proposed entrance would be on Hiawatha property, located on Jolly road, between Summergate and Fairhills Drive. A secondary entrance has been requested for separating the car and bus loop, and for access in case of a school emergency.

Apparently any idea of a Jolly road entrance has been shot down by the Ingham County Road Department. Simply saying it’s a NO....the school and community WANT ANSWERS. Why isn’t this possible? Having an entrance directly off Jolly would help elevate the neighboring car traffic in residential neighborhoods. The burden of the schools car or bus traffic would be directed through their property..on their land...rather than putting additional traffic on neighboring subdivision roads.

OPS has also asked for a school zone to be placed in front of Hiawatha elementary. We have yet to hear any outcome from that request.

OPS and the community would like YOU to help US work with the road department to get this done.

OPS HAS ASKED THE COMMUNITY TO GET INVOLVED, that’s why we are here. We need help by getting past the “red tape”, getting answers, maybe even a variance if needed to get the curb cut on Jolly.

I see on your agenda about reestablishing a committee to help with road issues. Maybe this could be their first project.

So please help us, the Okemos community, to help achieve our goal, an entrance off Jolly Road, for the safety of our students.

ATTACHMENT B – Lauren Swanson-Aprill's statement and accompanying documents regarding
a new entrance to Hiawatha Elementary School

January 16, 2024

Ingham County Services Committee
P.O. Box 319
Mason, MI 48854

RE: Okemos Hiawatha School Proposed Car/Loop/Road Proposal

Thank you for giving me the opportunity to provide public comment this evening. I am here to share with you ongoing concerns regarding the Okemos Public School (OPS) Board's proposed plan to build a large car/loop/road in the Okemos Spring Lake neighborhood with the support of the Ingham County Road Department and without a thorough review. First, I would like to thank Commissioners Pena and Polsdofer, and the Ingham County Road Department staff for attending the special OPS public meeting held last week to discuss the issues. This was appreciated by all who attended.

Secondly, following over 100 community members attending the special meeting, speaking against the proposal, and offering alternative solutions, the OPS Board did decide to regroup and review alternative proposals. However, I remain deeply concerned that the Road Department will not support the OPS Board if they request an alternative second entrance to the school off of Jolly Road, and will continue to support placing the second entrance on Fairhills Dr. A Fairhills Drive reconfiguration will create safety concerns for parents dropping off/picking up their children as well as for the Spring Lake neighbors trying to enter or leave the subdivision due to the increased amount of traffic on Fairhills Drive.

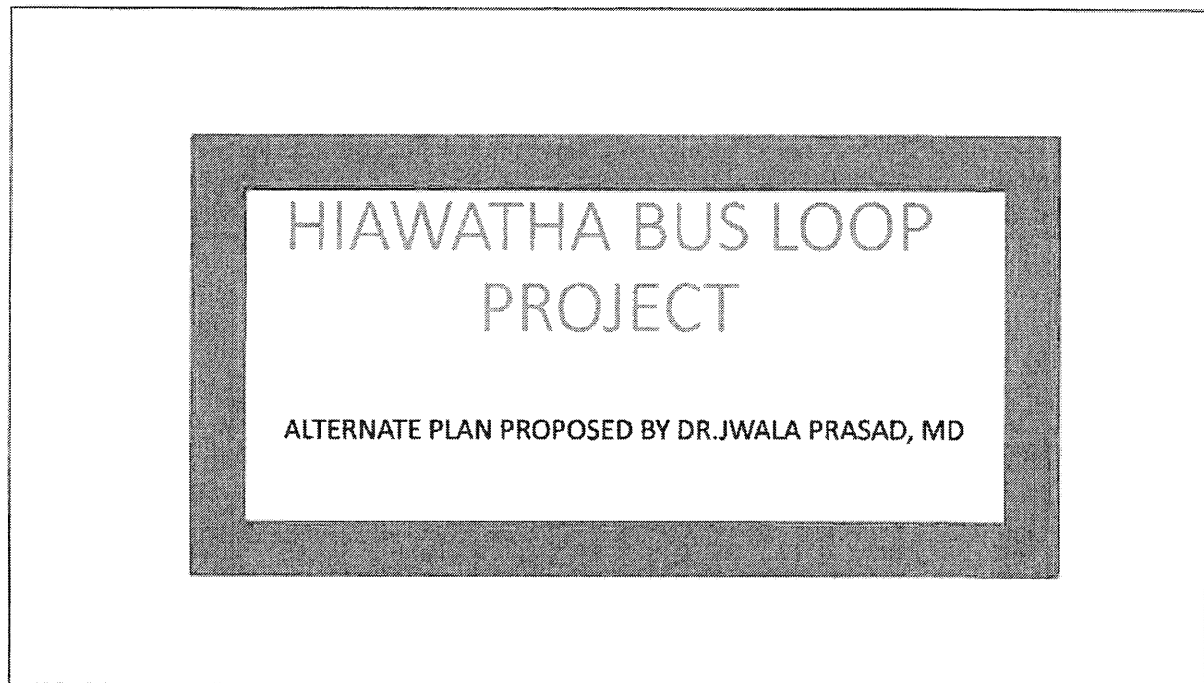
Making the left-hand turn North onto Fairhills Dr. is challenging due to the oncoming traffic driving West over the crest of the hill on Jolly Rd. with limited site line distance. Most of the time, there is considerable traffic, and it takes a few minutes to safely be able to make the turn. The best site line distance is from Summergate and the second is from Jolly Rd.

We urge you and the Ingham County Road Department to avoid approving such a plan if it is reconsidered by the OPS Board. Instead, it will be important to alter the Summergate entrance with a wider entrance to better accommodate both buses and parents dropping off/picking up their children. Additionally, short-term safety approaches include placing no parking signs on Summergate, adding blinking lights and school zone signage, and lowering the speed limit only during the morning and afternoon drop off/pickup times. Additionally, any reconfiguration plans should include maintaining the integrity of the Spring Lake neighborhood.

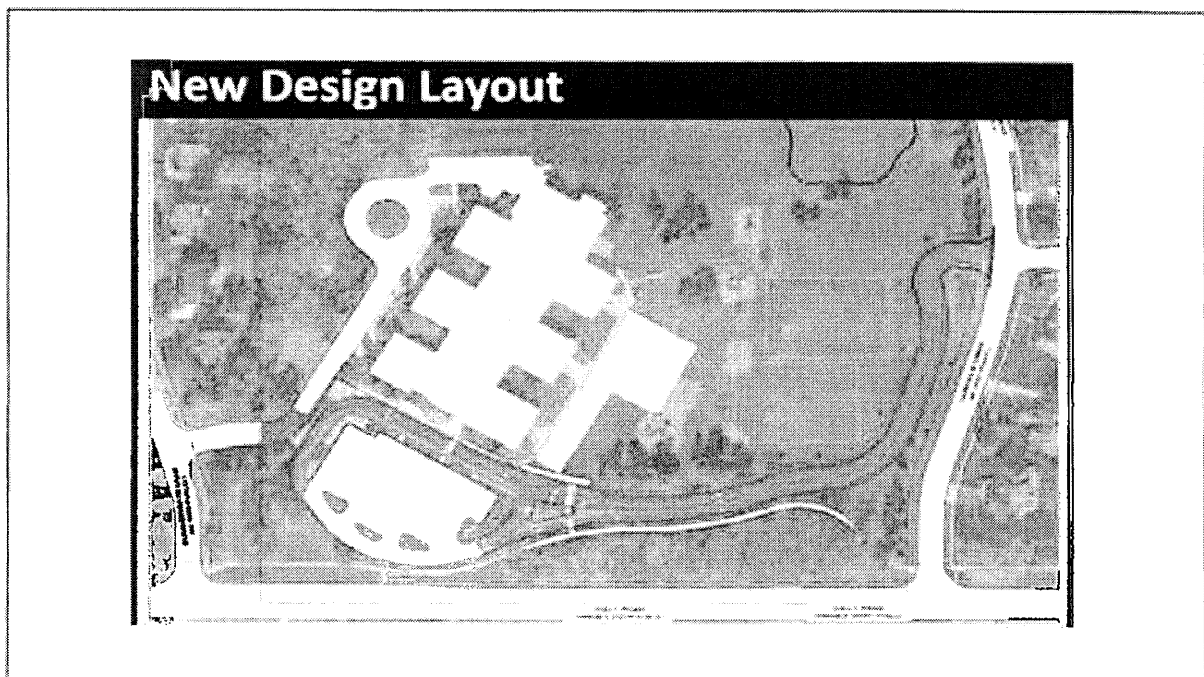
I realize these solutions may need variances, and time to include in the FY 25 budget, but I ask you to research and figure out how this can be done rather than simply saying that it is not doable. We need to think outside of the box and collaborate with our community, OPS Board, Meridian Township Police, the Ingham County Road Department, and you to develop and implement the best safety measures possible without destroying the neighborhood. Please also review a proposed alternative plan (attached) by neighbor DR. JWALA (Jay) PRASAD, M.D. I look forward to continued discussions about this matter.

Thank you.

Lauren Swanson-Aprill
3590 Fairhills Dr.
Okemos, MI 48864
517-230-8259
zta76@comcast.net

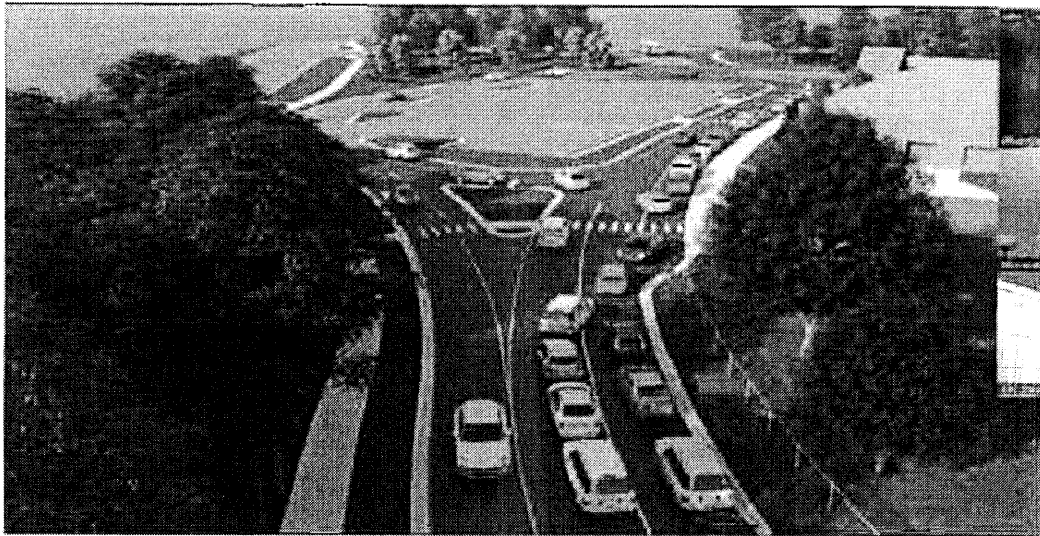


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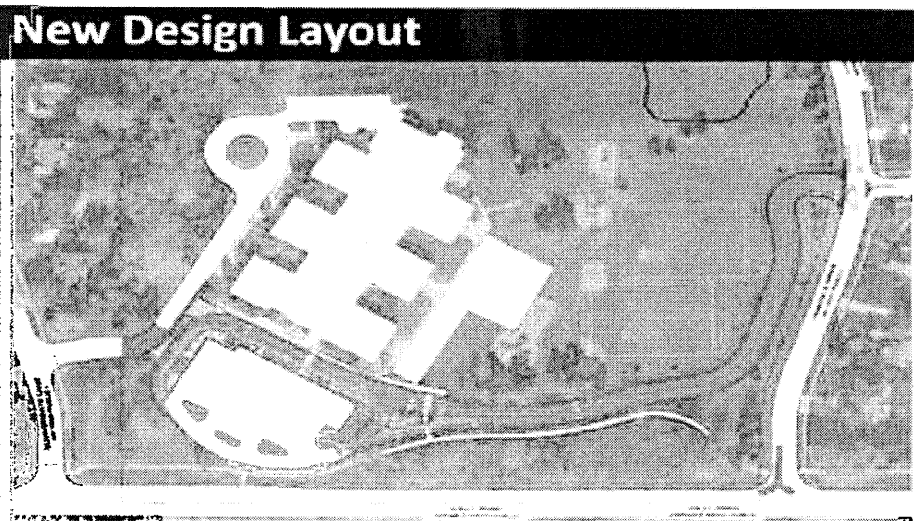
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BOTTLE NECKS AT ENTRANCE AND EXIT AND AT JOLLY FAIRHILLS INTERSECTION, SLOW TRAFFIC FLOW



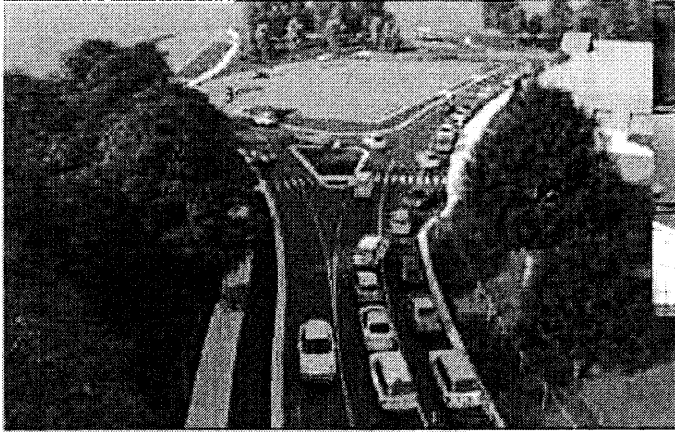
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TRAFFIC PROBLEMS ON FAIRHILLS BY CHANGING 3 WAY INTERSECTION TO 4



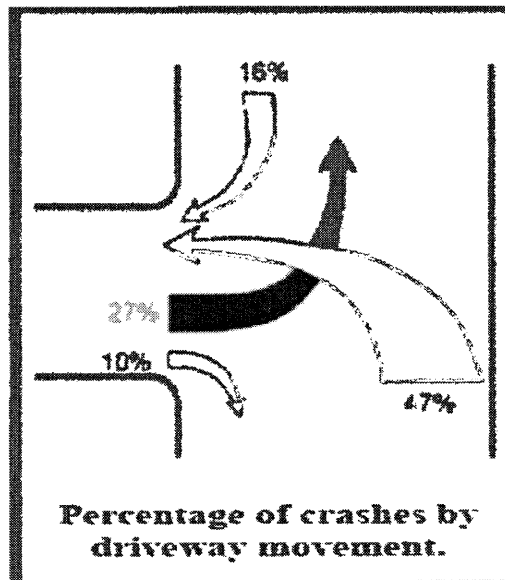
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PROBLEMS WITH PROPOSED NEW DESIGN



- LEFT TURN ENTRANCE FOR TRAFFIC FROM JOLLY INCREASES RISK OF ACCIDENTS AND TRAFFIC JAMS.
- LANE CHANGING PROBLEMS, EXAMPLES: HIGHWAYS, AIRPORTS
- TRAFFIC GOING LEFT AND STRAIGHT. STOP AND GO
- TWO WAY TRAFFIC
- EXIT BOTTLENECK AT THE INTERSECTION WITH FAIRHILLS
- BACKUP AT FAIRHILLS AND JOLLY INTERSECTION WITH CARS TRYING TO TURN LEFT AND RIGHT.
- THIS COULD RESULT IN CLOGGING FAIRHILLS DRIVE.

5



6

**Percent of
Total Crashes at
Commercial Driveways**

Left-turning vehicles:

Entering business driveways 43% to 78%

Exiting business driveways 14% to 31%

Right-turning vehicles:

Entering business driveways 6% to 15%

Exiting business driveways 2% to 15%

Source: Paul Box and Associates, 1998.

Why is this important?

Although the results from Illinois varied widely by community, two main conclusions can be drawn:

1. Left-turning vehicles (exiting and entering) are involved in the majority of driveway-related crashes.
2. The movement responsible for more than 40 percent of all the crashes at a commercial driveway involves entering vehicles turning left.

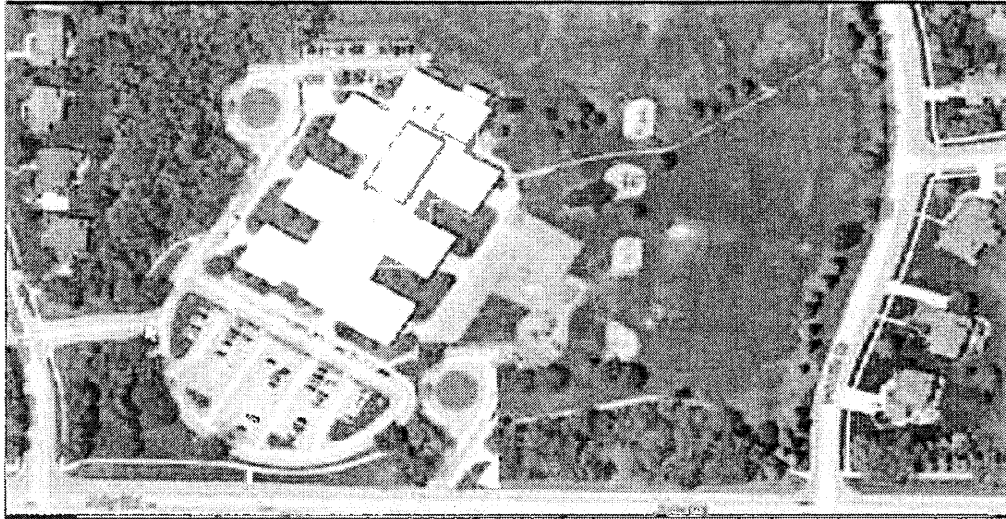
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PROBLEMS WITH NEW DESIGN

- SHIFTING TRAFFIC PROBLEM FROM SUMMERGATE LANE TO FAIRHILLS DRIVE. SOME ARE WONDERING IF THERE IS A CONFLICT OF INTEREST!
- INCREASED TRAFFIC TRAVERSING FROM SUMMERGATE TO BIRCHBLUFF AND TO FAIRHILLS TO APPROACH THE ENTRANCE AS A RIGHT TURN.
- RAIN WATER DUE TO NEW DESIGN CONSTRUCTION WILL DRAIN OVER TO ELK LANE AND FAIRHILLS DRIVE TOWARDS THE LAKE.
- TRAFFIC FLOW WILL NOT BE AS SMOOTH AND AS FAST AS BEING PRESENTED AND EXPECTED.
- MAY CAUSE MORE HARM THAN GOOD, DUE TO CHANGES IN TOPOGRAPHY, FENCING AND TRAFFIC CLOSE TO KIDS PLAYGROUND. POSSIBILITY OF KIDS GETTING HURT DUE TO ACCIDENTS.
- VALUES OF PROPERTIES ON ELK, FAIRHILLS AND BIRCHBLUFF COULD DECREASE CAUSING FINANCIAL LOSSES TO CURRENT OWNERS.

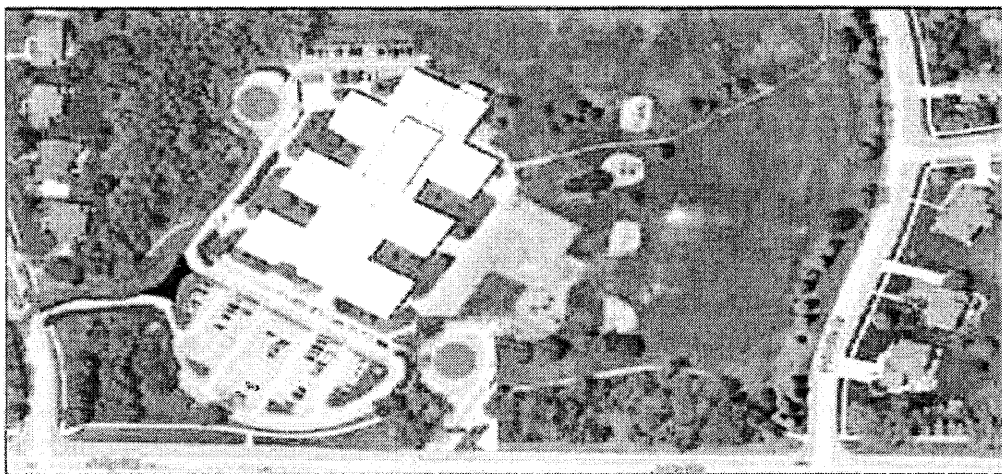
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DESIGN PROPOSED BY DR. JWALA PRASAD
SEPARATE ENTRANCE FROM JOLLY FOR BUSES AND EMERGENCY VEHICLES



9

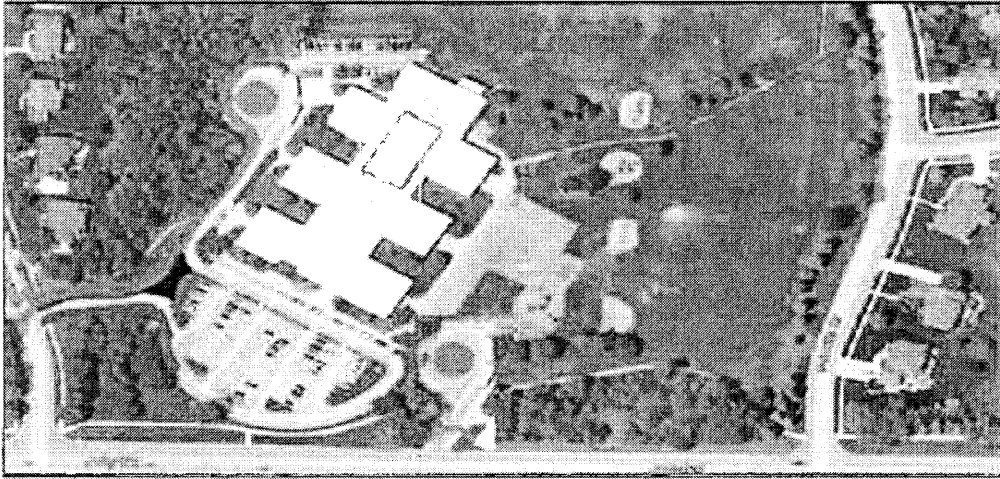
ADDITIONAL WORK : 1) WIDEN CURRENT ENTRANCE TO 4 LANES WITH A MEDIAN.
2) BOOM GATE AT JOLLY ENTRANCE FOR BUSSES WITH REMOTE CONTROLS.
3) PLANT SOME TREES AND MOVE SIDEWALK FURTHER NORTH IF REQUIRED.



10

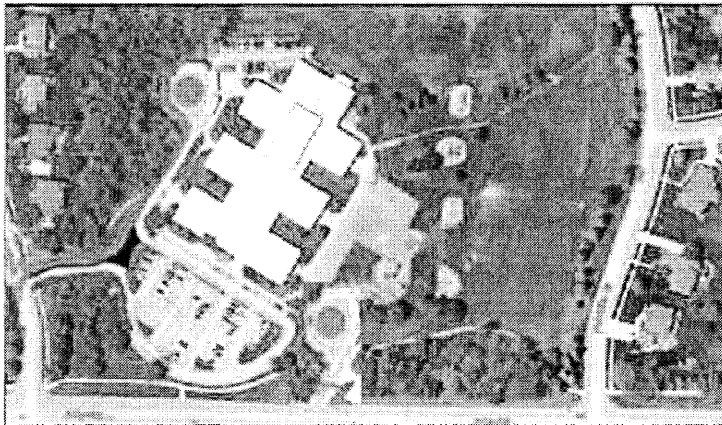
FLOW OF TRAFFIC

- 1) BLUE AND YELLOW LANES FOR INCOMING TRAFFIC. YELLOW TRAFFIC CAN ACCESS PARKING LOT OR KEEP MOVING.
- 2) TWO PICK UP POINTS FOR PARENTS; AT FRONT OF BUILDING AND AT THE CURRENT BUS DROP OFF POINT.
- 3) EXITING TRAFFIC AS GREEN AND RED TURNING RIGHT AND LEFT AT SUMMERGATE RESPECTIVELY.



11

TRAFFIC FLOW AND BENEFITS WITH MY PLAN



- TRAFFIC FLOW ONLY IN ONE DIRECTION WILL BE FASTER
- TWO PICK UP POINTS FOR PARENTS
- UTILIZATION OF EXISTING LANES GOING TO CURRENT BUS DROP OFF AND TWO LANES GOING RIGHT AND LEFT AT EXIT WILL ACCOMMODATE MORE CARS AND DECREASE CONGESTION
- STAFF PARKING WILL NOT BE AFFECTED
- SEPARATE ACCESS FOR BUSES AND EMERGENCY SERVICES

12

**Board of County Road Commissioners
County of Ingham, State of Michigan**

PART 3 – DRIVEWAY DESIGN STANDARDS

Rule 3.6

Commercial Driveway Spacing

POSTED SPEED LIMIT (MPH)	MINIMUM SEPARATION (FEET)
25	105
30	125
35	150
40	185
45	230
50	275
55	330

13

**Board of County Road Commissioners
County of Ingham, State of Michigan**

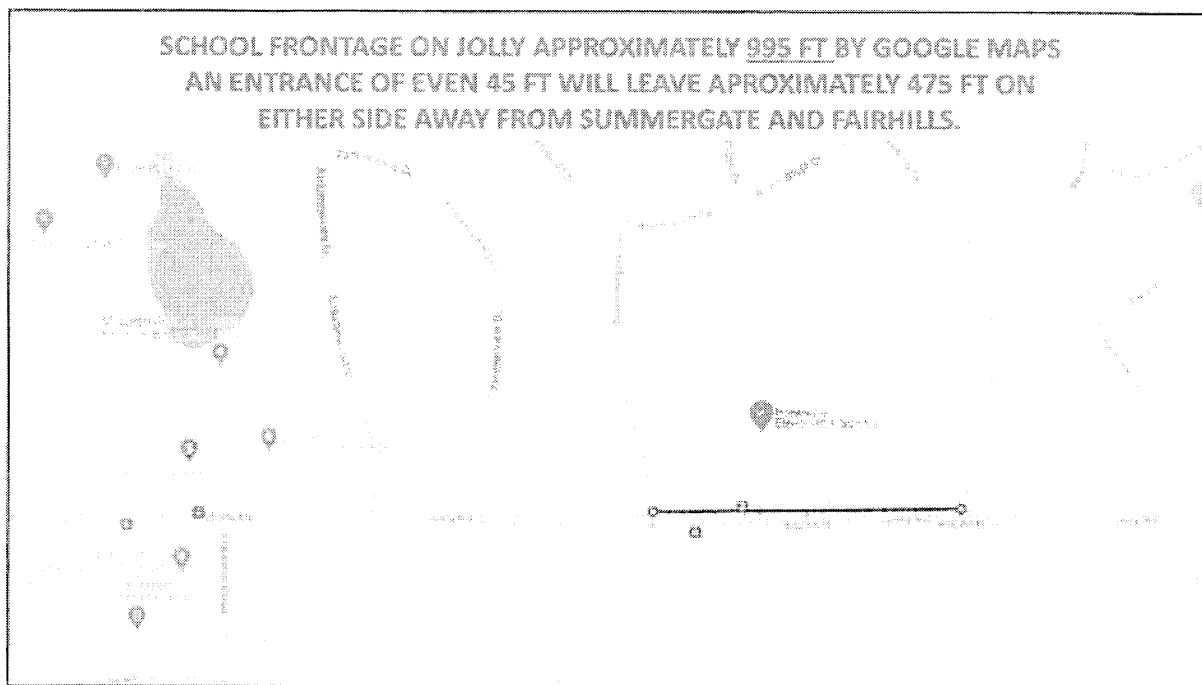
PART 3 – DRIVEWAY DESIGN STANDARDS

Rule 3.6

(4) In the event that a particular parcel, or parcels, lack sufficient frontage to maintain adequate spacing, the owner(s) have several options:

- (a) The owner may seek a variance from the Road Commission from the desired spacing, but in no case can the variance be greater than the next lowest classification on Table 1. For example, on a 40 mph roadway requiring 185 feet of spacing between driveways, the distance may be reduced to no less than 150 feet, which is standard for a 35 mph roadway.

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- PART 3 RULE 3.6 (4) OF THE ROAD COMMISSION SHOULD ALLOW THE SCHOOL TO HAVE AN ENTRANCE FROM JOLLY ROAD FOR BUSES AND EMERGENCY SERVICES.
- **OPINION FROM A CIVIL ENGINEER CONFIRMS OUR INTERPRETATION.**
- SUCH ENTRANCE COULD BE LOCATED JUST WEST OF THE FIRE HYDRANT ON JOLLY FRONTAGE.
- **INFORMATION DISSEMINATED AT THE MEETING ON JANUARY 10TH WAS MISLEADING, AT BEST; BASED UPON THE ABOVE RULES.**
- THE SCHOOL (AS OWNER OF PROPERTY) SHOULD SUBMIT DRAWINGS AND REQUEST INGHAM COUNTY ROAD COMMISSION FOR APPROVAL OF SUCH ENTRANCE. WE CANNOT AS RESIDENTS.
- **IF YOU AUTHORIZE US WE WILL GET AN ENGINEER TO SUBMIT ON YOUR BEHALF.**

16

COMPARISON OF CURRENT NEW DESIGN AND AS PROPOSED BY JP

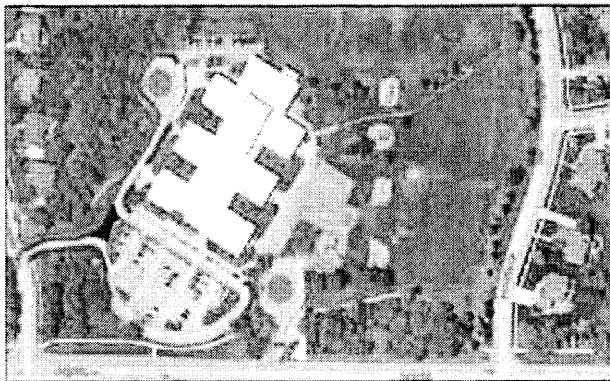
Increased Safety and Efficiency of Hiawatha Car /

- Separation of car line and bus loop
 - Dedicated entrance on opposite sides of campus
- Decrease congestion on site
 - Current - 30 cars
 - Improvements - 60 cars
- Reduce backup onto Jolly Road
 - Current - 20 cars
 - Improvements - 0 cars
- Two access points for emergency response
- Additional parking available during special school events

- INCREASED SAFETY AND EFFICIENCY BETTER
- Separation of car line and bus loop with better flow of traffic and less bottle necks compared to existing and proposed new design.
- Dedicated separate entrances
- Decreased congestion on site, current 30 cars; JP plan 60 cars or more.
- Reduced backup onto Jolly road.
- Two access points. BETTER for emergency response.
- Additional parking for special events.
- **TWO PICK UP POINTS FOR PARENTS.**
- REDUCED COST BY 40 TO 50% ESTIMATED.

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BENEFITS OF PLAN AS PROPOSED BY JP



- INCREASED SAFETY AND EFFICIENCY BETTER
- Separation of car line and bus loop with better flow of traffic and less bottle necks compared to existing and proposed new design.
- Dedicated separate entrances
- Decreased congestion on site, current 30 cars; JP plan 60 cars or more.
- Reduced backup onto Jolly road.
- Two access points. BETTER for emergency response.
- Additional parking for special events.
- **TWO PICK UP POINTS FOR PARENTS.**
- REDUCED COST BY 40 TO 50% ESTIMATED.

QUESTIONS, CONTACT INFO: 517-410-7878; PRASADJ@ADL.COM

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Ladies & Gentlemen

ATTACHMENT C – Rick Metcalf's statement regarding a new entrance to Hiawatha Elementary School

Name

Address I am an Ingham County Resident

As you are probably aware, the Okemos Public Schools would like to create a second entrance into Hiawatha Elementary School. Their first choice is an entrance from Jolly Road between Summergate and Fairhills Drive.

During last Wednesday's Okemos School Board meeting, Mr. Hood and the School Board encouraged the Hiawatha Community to get involved with the Ingham County Road Department. As a result, we are here tonight to enquire about what it would take to obtain an entrance off from Jolly Road.

The Ingham County Road Department just tells us that this is not possible. We would like to understand the restrictions for why a Jolly Road entrance is not possible.

- What are the actual requirements and restrictions?
- What are the actual measurements for sight distances?
- Can a variance be obtained?

We are requesting that you direct the Ingham County Road Department to re-engage into this discussion and provide meaningful information on a Jolly Road entrance into Hiawatha Elementary School.

Who can we work with to obtain the details behind this request?

**FEBRUARY 6, 2024 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

3a. Treasurer's Office – Resolution to Authorize the Housing Trust Fund Committee to Update and Administer Down Payment Assistance Program, As Needed

This resolution allows the Housing Trust Fund (HTF) to amend and update the Down Payment Assistance (DPA) Program, which was approved through the passage of Resolution #23-494, without going back through the liaison/BOC process. This will allow the HTF to streamline the process and make DPA awards in a timely manner.

No additional funding is being requested. See memo for details.

3b. Treasurer's Office – Resolution to Amend Resolution #23-492 Authorizing Community Development Block Grant Housing Improving Local Livability Program Application

This resolution amends the CDBG CHILL application, which was approved the passage of Resolution #23-492. This amendment will remove a property in the City of Leslie, which was found to be ineligible for the funding, with direct homeowner improvement costs.

No additional funding is being requested. See memo for details.

3c. Treasurer's Office – Resolution to Approve a Contingency Fund for Housing Trust Fund Competitive Grant Projects

This resolution approves a contingency fund for the HTF Competitive Grant Program projects utilizing \$250,000 in funding from an awarded project that did not receive State funds, which means it will not be built. The establishment of a contingency fund, administered by the HTF, will streamline the process of approving change orders for projects.

No additional funding is being requested. See memo for details.

3d. Treasurer's Office – Resolution to Change the Site of a Housing Trust Fund Project

This resolution approves changing the site of a Housing Trust Fund funded project from 836 Dornell St, Lansing, to 323 S. Hayford St., Lansing. This change from new construction to a renovation project will be completed faster and will utilize the same award amount of \$90,000.

No additional funding is being requested. See memo for details.

3e. Treasurer's Office – Resolution to Create a Housing Trust Fund Grants Administrator Position in the Treasurer's Office

This resolution approves the creation of a HTF Grants Administrator position, funded through HTF funds, to monitor and report activities by subrecipients and subcontractors and ensure grant compliance, administration, and application. HR has pointed this position at an ICEA PRO Level 06 (salary range \$55,572.35 to \$66,728.37) and the union is in agreement.

See memo for details.

4. Drain Commissioner – Resolution to Set a Public Hearing on Repair Alternatives for Lake Lansing Level Control Structure

This resolution sets a public hearing for the Lake Lansing Level Control Structure at the February 20th CS meeting.

See memo for details.

5. Innovation and Technology Department – Resolution to Approve Renewal of Support from Core Technology

This resolution renews a contract with Core Technology, which provides support for the MultiBridge and Talon software used by the Sheriff's Office and patrol cars.

The \$10,632 one-year contract is available in the IT Department's LOFT fund.

See memo for details.

6a. Facilities Department – Notice of Emergency Purchase Order for Human Services Building Automatic Door Opener

This Emergency PO is to Automatic Equipment Sales and Service, Inc. for an automatic door operator and electric strike for the elevator at the VA Office on the second floor of HSB in the amount of \$5,198.

See memo for details.

6b. Facilities Department – Notice of Emergency Purchase Order for Panic Buttons at Veterans Affairs Office

This Emergency PO is to Safety Systems, Inc. for panic buttons and installation in the VA offices to ensure staff safety in the amount of \$3,973.

See memo for details.

6c. Facilities Department – Notice of Emergency Purchase Order for Sheriff's Office Vehicle Lift Replacement

This Emergency PO to Lansing Ice and Fuel is for the replacement and installation of the vehicle lift (including removal of the current lift) in the amount of \$11,201.68. The lift was beginning to lean and concrete around the base was cracking.

See memo for details.

6d. Facilities Department – Resolution to Authorize an Agreement with Facilities 360 for Carpet Cleaning Services at Several Ingham County Facilities

This resolution authorizes an agreement with Facilities 360 for carpet cleaning services at various County office buildings for one term at \$28,360. Funding is available in the Facilities Department Building Maintenance Contractual budget.

See memo for details.

6e. Facilities Department – Resolution to Amend Resolution #22-559 for the Renovations to the Families Forward Space at the Human Services Building

This resolution amends Resolution #22-559 to increase the contingency amount for the Families Forward Space at HSB by \$53,000. The additional contingency amount will be funded through General Fund reserves but paid back by Community Mental Health through a revision of their 10-contract with the County.

See memo for details.

6f. Facilities Department – Resolution to Amend Resolution #23-542 Approving Moore Trosper Construction Co., for the Michigan Department of Health and Human Services Space Renovations at the Human Services Building

This resolution amends Resolution #23-542 to increase contingency funding for the MDHHS renovations at HSB by \$62,400. The additional contingency amount will be funded by MDHHS through a revision to their lease agreement with the County.

See memo for details.

7a. Road Department – Resolution to Authorize Purchase Orders for Hot Mix Asphalt Mixtures

This resolution authorizes agreements with Rieth-Riley Construction and McKearney Asphalt & Sealing for Hot Mix Asphalt and trucking for the 2024 construction year on an as-needed basis.

Funding is available in the 2024 Road Department budget.

See memo for details.

7b. Road Department – Resolution to Authorize Purchase Orders for Emulsified Asphalts

This resolution approves the purchase of emulsified asphalts for road maintenance and construction operations from Asphalt Materials, Inc., Michigan Paving and Materials, and Bit-Mat Products of Michigan for the 2024 construction and maintenance year on an as-needed basis.

Funding is available in the 2024 Road Fund budget.

See memo for details.

7c. Road Department – Resolution of Commitment and Support for the Bridge Investment Program Grant for the Michigan Department of Transportation Statewide Local Agency Bridge Bundle Program

This resolution provides the commitment and support of Ingham County for the Road Department's participation in MDOT's Statewide Local Agency Bridge Bundle Program. The bridge selected is the replacement of the Hagadorn Road over Mud Creek bridge, with all associated planned work at no cost to the Road Department.

See memo for details.

8. Controller's Office – Resolution to Approve Funding for Broadband State Mapping Challenge Citizen Outreach Requests

This resolution approves up to \$7,500 in funding for outreach materials and distribution for the Michigan Broadband State Mapping Challenge. To be eligible for the State's portion of the Federal Broadband Equity Access and Deployment (BEAD) program, locations must either be unserved or underserved (less than 100/20 Mbps). These outreach materials will provide residents with the instructions on how to challenge the State map if their location is improperly labeled as served.

Funding will be through the 2024 Contingency Fund.

See memo for details.

9. Board of Commissioners Office – Resolution Honoring James Hudgins, Jr. on the Event of His Retirement

The resolution honors Jim Hudgins on his retirement from the County as Purchasing Director.

Additional Items:

1. Historical Commission – Interviews

2. Women's Commission – Interviews

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Treasurer

DATE: January 24, 2024

SUBJECT: Resolution To Grant Housing Trust Fund Committee Authority To Make Policy Changes And Administer Payments For The Approved Down Payment Assistance (DPA) Program
For the meeting agendas of February 6 & 7

BACKGROUND

The Ingham County Board of Commissioners approved Housing Trust Fund (HTF) policy for the Down Payment Assistance Program utilizing County funds through Resolution #23-494.

The resolution authorized up to \$30,000 of assistance per recipient of County-supported single-family homes or other for-sale developments. Per the resolution, the HTF Committee budgeted 5% of the total \$9,000,000 Housing Trust Fund allocation for DPA Assistance (\$450,000).

Due to the dynamic nature of the local housing market, and conditions associated with homebuyers' assistance and loan processing, further policy changes and refinements, and multiple assistance payments and adjustments are projected to be required for DPA.

In order to create a program responsive to the needs of income-eligible recipients of Down Payment Assistance funds, it would be beneficial and efficient to give the Housing Trust Fund Committee the authority to make changes to the policy, process, and issue assistance payments as an alternative to processing each policy change and recipient contract through the liaison committee and Board of Commissioners approval process. To that end, the Down Payment Assistance Program Policy will be in place and the Housing Trust Fund Committee will be ready to issue payments for income-qualified recipients who have met eligibility requirements for the housing opportunities projected to be listed in early spring.

ALTERNATIVES

Do not grant the Housing Trust Fund with the administrative oversight of the \$450,000 in Down Payment Assistance Program funds and bring each policy and individual payment request or change order back to the BOC through the liaison committee process.

FINANCIAL IMPACT

A maximum of \$450,000 of unobligated Housing Trust Fund dollars has been budgeted and committed for the use of Down Payment Assistance Program. No additional funding is required.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE HOUSING TRUST FUND (HTF) COMMITTEE TO
UPDATE AND ADMINISTER DOWN PAYMENT ASSISTANCE PROGRAM, AS NEEDED**

WHEREAS, the Ingham County Commissioners, through the passage of Resolution #23-494, approved the Down Payment Assistance (DPA) policy; and

WHEREAS, the Housing Trust Fund (HTF) Committee budgeted no more than \$450,000 for DPA to eligible recipients and to cover program administration costs; and

WHEREAS, due to the dynamic nature of the housing market and fluctuating requirements associated with mortgage lending, down payment requirements, policy changes, and flexible funding requirements are projected to be required to get the funds to the buyers with the greatest need; and

WHEREAS, in order to streamline the assistance process and avoid delays, the HTF Committee will need to make policy adjustments, and issue individual payments for buyers as needed; and

WHEREAS, the HTF Committee will track and oversee administration of the DPA Program, not to exceed the total of \$450,000 designated for DPA awards and administration.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners grant the HTF Committee authority to update the DPA policy as needed, and issue funds to recipients.

BE IT FURTHER RESOLVED, that the Ingham County Treasurer, serving as the HTF chairperson, has the authority to approve agreements utilizing mortgage documents approved by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees
FROM: Alan Fox, Treasurer
DATE: January 24, 2024
SUBJECT: Resolution To Update Original Resolution Authorizing Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program Application
For the meeting agendas of February 6 & 7

BACKGROUND

The Ingham County Board of Commissioners authorized an application for \$500,000 in CDBG CHILL Program funds through Resolution #23-492.

The Michigan State Housing Development Authority (MSHDA) has initially approved the application and committed the full \$500,000 requested to Ingham County but has informed the County that the proposed reconstruction/resale activity on a recently demolished former school building in the City of Leslie described in the application is ineligible for CDBG funds.

By working with Capital Area Housing Partnership (CAHP) and Capital Area Community Services (CACS) to identify properties in areas eligible for CHILL Program funds, the funds previously proposed to go to the Land Bank to fund the reconstruction/resale of on single-family home can instead be used to fund additional homeowner occupied rehabilitation and improvement projects. At least 20 properties have been identified to be on the waitlist of the existing homeowner occupied housing repair and rehab program administered by CACS and CAHP. By raising the proposed CDBG funding amount to align with the existing program cap of \$24,999 per project, the County can fund up to 20 projects prior to the CHILL Program deadline of July 2025.

ALTERNATIVES

Do not approve the updated resolution and decline the additional \$200,000 in CHILL Program funds to go towards eligible Homeowner Improvement activities.

FINANCIAL IMPACT

A maximum of \$500,000 has been committed to the County for proposed CHILL Program project activities and administration.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #23-492 AUTHORIZING
COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING IMPROVING
LOCAL LIVABILITY PROGRAM APPLICATION**

WHEREAS, Michigan State Housing Development Authority (MSHDA) has initially approved a commitment of \$500,000 in funding for Ingham County through the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program; and

WHEREAS, the Ingham County Board of Commissioners (the Board) authorized the application for CDBG/CHILL Program funds through Resolution #23-492, detailing that proposed projects would complement efforts to make physical improvements to out-county and rural residential neighborhoods through single family housing redevelopment and homeowner-occupied improvement projects for low-to-moderate income homeowners; and

WHEREAS, the proposed reconstruction/resale activities on the identified site in the City of Leslie managed by the Ingham County Land Bank has been determined to be ineligible for CDBG funds because the recently demolished structure was not previously a residential site; and

WHEREAS, the proposed homeowner improvement projects described in the application are eligible for CDBG funds and consistent with the community development plan as described in the application; and

WHEREAS, by increasing the total CDBG funds going toward direct homeowner improvement project costs to \$410,000, with up to 18% going towards program administration (\$90,000), the total request for \$500,000 is consistent with the request submitted in the application; and

WHEREAS, more than 100 properties in need of substantial home improvement services have been identified through programming administered by Capital Area Housing Partnership (CAHP) and Capital Area Community Services (CACS), with at least 20 properties within non-entitlement areas eligible for CDBG/CHILL Program funds; and

WHEREAS, through Resolution #23-125, the Board approved an allocation of \$1.5 million for homeowner occupied housing repair and rehab programming administered by CAHP and CACS to provide local match for homeowner improvement project activities; and

WHEREAS, beneficiaries of CDBG/CHILL Program activities will be limited to individuals with incomes at or below 80% of the area median income (AMI); and

WHEREAS, no project costs will be incurred prior to a formal invitation to submit the application, official notice of an award, completion of required environmental review procedures, and formal written authorization to incur costs is received from the MSHDA.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an update to the program activities described in the CDBG/CHILL Program Application.

BE IT FURTHER RESOLVED, that the County Treasurer is authorized to amend the application, and sign and submit payment requests.

BE IT FURTHER RESOLVED, that the County Housing Trust Fund Coordinator is authorized to serve as the Certifying Officer who will oversee grant administration and the environmental review process.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the application, attachments, the Grant Agreement, and all amendments, after approval as to form by the County Attorney, if deemed necessary.

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Treasurer and HTF Chair

DATE: January 22, 2024

**SUBJECT: RESOLUTION TO APPROVE A CONTINGENCY FUND FOR HOUSING TRUST
FUND COMPETITIVE GRANT PROJECTS**

For the meeting agendas of February 6 & 7

BACKGROUND

The County Commissioners approved contracts for the 2023 Housing Trust Fund (HTF) competitive grant program in the amount of \$2 million through the passage of Resolution #23-276. Due to the dynamic nature and fluctuating costs associated with developing housing, change orders for additional funding are projected to be required for a number of these projects.

In order to minimize the potential delays due to processing additional funding requests through the liaison committee and BOC process, it would be beneficial to establish a contingency fund for the competitive grant program recipients. To that end, we recommend utilizing the \$250,000 awarded to the Commonwealth Development Corporation of America for the El Shabazz Senior Housing project, which did not receive State funding and therefore is not moving forward, as a contingency fund specifically for competitive grant projects.

ALTERNATIVES

Do not establish the contingency fund and bring each project funding change back to the BOC through the liaison committee process.

FINANCIAL IMPACT

The \$250,000 was allocated and unspent so no additional funding is required.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTINGENCY FUND FOR HOUSING TRUST FUND
COMPETITIVE GRANT PROJECTS**

WHEREAS, the Ingham County Commissioners, through the passage of Resolution #23-276, approved \$2 million in Housing Trust Fund (HTF) 2023 competitive grant program funds to six entities in Ingham County for low income housing projects; and

WHEREAS, Commonwealth Development Corporation of America, a grant recipient in the amount of \$250,000 for the El Shabazz Senior Housing project failed to receive State funding so therefore will not receive the \$250,000 in HTF funding; and

WHEREAS, due to the dynamic nature and fluctuating costs associated with developing housing projects, change orders for additional funding are projected to be required for a number of the remaining projects; and

WHEREAS, in order to streamline the funding process and avoid project delays, a contingency fund for the HTF 2023 competitive grant project change orders is recommended; and

WHEREAS, this contingency fund can be funded through the \$250,000 remaining from the defunct El Shabazz project.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the creation of a HTF 2023 competitive grant program contingency fund utilizing the \$250,000 from the El Shabazz project to fund anticipated change orders.

BE IT FURTHER RESOLVED, that the Ingham County Treasurer, serving as the HTF chairperson, has the authority to approve change orders utilizing the Ingham County Corporation Counsel approved Contract Change Order form.

TO: Board of Commissioners County Services and Finance Committees
FROM: Alan Fox, Treasurer and HTF Chair
DATE: January 24, 2024
SUBJECT: RESOLUTION TO CHANGE THE SITE OF A HOUSING TRUST FUND SUPPORTED PROJECT
For the meeting agendas of February 6 & 7

BACKGROUND

The County Commissioners approved up to \$520,000 in contracts in Resolution #23-390 to provide gap financing for five organizations and contractors for the new construction and/or rehabilitation of seven single-family houses to be made available for low-to-moderate income buyers at or below 80% of Area Median Income.

Initially, \$90,000 was allocated to Business Credit Coaching and Consulting LLC to provide gap financing for the construction of a single-family home at 836 Dornell St in Lansing. In order to minimize delays, the contractor has requested to direct these funds towards rehabilitation of an existing structure at 323 S. Hayford St in Lansing instead. The Housing Trust Fund Committee reviewed the contractor's proposal, and recommend transferring project support from the original site to the rehabilitation of an existing structure at 323 S. Hayford St.

ALTERNATIVES

Do not authorize Housing Trust Fund gap financing for a single family home rehab project better suited for this contractor for successful completion.

FINANCIAL IMPACT

The \$90,000 has already been committed to this contractor, so no additional funding is required.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CHANGE THE SITE OF A HOUSING TRUST FUND PROJECT

WHEREAS, the Ingham County Board of Commissioners, in Resolution #23-390 allocated funds to provide gap financing for five organizations and contractors for the new construction or rehabilitation of seven single-family houses; and

WHEREAS, these funds were allocated from American Rescue Plan (ARP) funds allocated to the Ingham County Housing Trust Fund (HTF); and

WHEREAS, the resolution authorized an allocation of \$90,000 to Business Credit Coaching and Consulting LLC (the Contractor) to assist in the construction of a new home on the vacant lot owned by the Ingham County Land Bank and located at 836 Dornell Street in Lansing; and

WHEREAS, as a result of the 2023 tax foreclosure process the contractor has identified a different site, 323 S. Hayford Street in Lansing, now owned by the Ingham County Land Bank, where rehabilitation of an existing structure may be completed for the same cost on a much faster schedule; and

WHEREAS, the contractor has more experience with extensive rehabilitations such as required for 323 S. Hayford Street than it does with new structure construction and has requested that the funds previously allocated be available instead for the rehabilitation of this property; and

WHEREAS, the rehabbed single-family home will be sold to income eligible buyers at or below 80% of Area Median Income, and meet all established HTF funding requirements; and

WHEREAS the Housing Trust Fund Committee has reviewed the contractor's proposal and recommends approval of the request.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending the project list contained in Resolution #23-390, Table A, to change "836 Dornell St" to "323 S Hayford St."

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: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Treasurer

DATE: January 26, 2024

SUBJECT: RESOLUTION TO CREATE A HOUSING TRUST FUND GRANTS ADMINISTRATOR POSITION IN THE TREASURER'S OFFICE

BACKGROUND

The Board of Commissioners allocated \$9 million in American Rescue Plan (ARP) funds to the Ingham County Housing Trust Fund through Resolution 22-211 and earlier created a Housing Trust Fund Committee to develop policies for the Fund through Resolution 21-398. The Committee has, with approval of the Board of Commissioners, allocated funds for over a dozen projects involving numerous subcontractors, many of them emerging developers with little experience managing public grants. In addition, funds from sources other than the ARP have been and will be requested.

ARP and other grant programs have reporting requirements that apply to the Housing Trust Fund as a grant recipient and to subcontractors with whom the county now has or will have contracts. The Housing Trust Fund Coordinator has had steadily increasing responsibilities developing housing policy and engaging in outreach. The Housing Trust Fund Committee has recommended by resolution that responsibility for administering, reporting, and applying for grants be assumed by an additional staff position.

ALTERNATIVES

If the position is not created the grant administrator responsibilities will require increasing amounts of the Housing Trust Fund Coordinator's time and will adversely impact the Coordinator's ability to continue to expand outreach and policy development at a time when the State of Michigan and others are providing more resources to entities prepared to act.

FINANCIAL IMPACT

Human Resources has classified the position as ICEA PRO 6, with a salary range of \$55,572.35 to \$66,728.37, plus benefits. The position will be funded through the funds already allocated to the Housing Trust Fund as well as through administrative funds from other grants. It is believed that creation of the position will be a net financial benefit to the Housing Trust Fund and assist in perpetuating the fund after the initial allocation of ARPA funds ends.

OTHER CONSIDERATIONS

The ICEA Union has approved creation of the position.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

INGHAM COUNTY JOB DESCRIPTION

GRANTS ADMINISTRATOR INGHAM COUNTY TREASURER'S OFFICE – HOUSING TRUST FUND

General Summary:

Under the supervision of the Ingham County Treasurer and the Housing Trust Fund (HTF) Coordinator, the Grants Administrator is responsible for assisting with the administration of all grants and grant agreements awarded to and managed by Ingham County Treasurer's Office in support of the Housing Trust Fund goals and objectives. The Grants Administrator is responsible for management and maintenance of grant agreements; communication with various staff members at all levels; supporting all proposal and grant agreements application processes; and the coordination and preparation of monitoring and maintaining compliance with all grants and grant agreements awarded by/to Ingham County through the Ingham County Housing Trust Fund, including but not limited to projects coordinated by the Ingham County Land Bank.

Essential Functions:

1. Assists HTF Coordinator in the development of strategic program narratives, progress reports, needs assessments and final reports that will be submitted to external funding agencies.
2. Assists in documenting program goals and objectives and evaluating and reporting on project progress.
3. Assists HTF Coordinator in planning, developing, implementing, evaluating new grants and grant agreements awarded to or by the organization.
4. Assists HTF Coordinator with all program grant agreement application and renewal submissions.
5. Assists HTF Coordinator with the coordination and reporting of grant agreement deliverables to external funding agencies.
6. Maintains and ensures compliance with all grant agreement requirements.
7. Maintains and manages all program correspondence with external funding agencies – keeping up to date grant filing system for grant compliance.
8. Provides recommendations on how to resolve barriers, issues, and constraints related to grant agreement deliverables.
9. Keeps abreast of all regulatory changes related to local, state, and federal funding requirements.
10. In collaboration with the HTF Coordinator, develops annual budgetary grant revenue projections, as needed.
11. With HTF Coordinator, develops ongoing analysis of grant agreement progress to inform overall organizational decision-making.

12. Develops and maintains a grant management system that tracks responses to multiple external requests for proposals, and reports to ensure timely submission of reports, meeting and complying with all external funding deadlines.
13. Manages subrecipient and contractor documentation to ensure compliance with grant requirements.
14. Potential for additional duties as assigned to be determined on a contractual basis with the Ingham County Land Bank.

Other Functions:

- Performs other work duties as assigned.
- Must adhere to departmental standards in regard to privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this job description.

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.

Employment Qualifications:

Education: A Bachelor's Degree or equivalent experience is required. A degree in Business, Public Policy or Public Administration, Communications, or a related field is preferred.

Experience: A minimum of two years of previous experience in municipal government or nonprofit setting with grant management and administration responsibilities is required. Real Estate or Construction experience is preferred.

Other Requirements: Knowledge of local, state, and federal funding requirements. Demonstrated ability to manage time, interpersonal relationships, resources, and organizational information. Demonstrated ability to interpret grant agreement requirements to monitor and track grant agreement deliverables. Demonstrated strong organizational skills with high attention to detail and follow through.

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:

- Works in office conditions.
- Must attend meetings and seminars throughout the County and state.

Physical Requirements:

- Ability to sit, stand, walk, bend, and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- 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.

TO: Allen Fox, County Treasurer

FROM: Joan Clous, Human Resources Specialist – Labor & Employee Specialist

DATE: January 25, 2024

RE: Memo of Analysis to create a Grants Administrator within the Treasurer's Office.

In order to better serve the residents of Ingham County the Treasurer's Office seeks to make the following change:

Creation of a Grants Administrator – Treasurer's office position which has been placed with in the ICEA County Professional union at a level 6 (\$55,572.35 to \$66,728.37). Please use this memo as acknowledgement of Human Resources' participation and analysis of your position conversation proposal. You are now ready to move forward and contact budget for a budget analysis and preparing a memo for the BOC.

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

Alan Fox

From: Joan Clous
Sent: Thursday, January 25, 2024 8:40 AM
To: Alan Fox
Subject: FW: Grants Administrator - Treasurer Office

Alan,

Here is the unions approval for the Grants Administrator position. Please include with your packet to the BOC.

Joan

From: Desiree Cook <DCook@ingham.org>
Sent: Wednesday, January 24, 2024 3:38 PM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Grants Administrator - Treasurer Office

Looks good to me. Thank you.

From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, January 24, 2024 3:36 PM
To: Desiree Cook <DCook@ingham.org>
Subject: Grants Administrator - Treasurer Office

Desiree,

Attached is the position that we have factored and placed at an ICEA County Pro 6

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	135	115	100	50	90	110	85	85	10	10	10	990

Please let me know if the union is in agreement with the placement.

Thanks,
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

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2024 Rates

**ICEA County
Professional 6**
Grants Administrator

**FULL
TIME**
Step 1

Step 5

0	704000	Salary	55,572.35	66,728.37
8951	714000	Unemployment	277.86	333.64
1000	715000	FICA	4,251.28	5,104.72
8841	715050	Liability	765.84	919.58
2720	716020	Health	21,279.00	21,279.00
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	2,500.76	3,002.78
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,111.45	1,334.57
8986	717000	Life	149.82	149.82
8941	717100	Disability	72.24	86.75
7291	718000	Retirement	16,166.00	19,411.28
7391	718500	Retirement	555.72	667.28
8810	722000	Workers Comp	22.23	26.69
			107,380.55	123,700.48

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CREATE A HOUSING TRUST FUND GRANTS ADMINISTRATOR POSITION
IN THE TREASURER'S OFFICE**

WHEREAS, the Ingham County Board of Commissioners have identified affordable housing as a barrier to home ownership for many residents of Ingham County; and

WHEREAS, Resolution #21-398 created the Housing Trust Fund Committee to develop policies and procedures for the implementation of a housing trust fund to ensure fair and equitable access to funding; and

WHEREAS, the Housing Trust Fund Committee has adopted a Strategic Plan to address a variety of housing quality and affordability issues within Ingham County; and

WHEREAS, Resolution #22-211 allocated \$9,000,000 in American Rescue Plan funds to the Ingham County Housing Trust Fund; and

WHEREAS, the Housing Trust Fund has applied for and intends to apply for additional public and private grant funds to supplement the American Rescue Plan funds; and

WHEREAS, the American Rescue Plan funds and other grant funds each require reporting by the Housing Trust Fund as well as monitoring and reporting of activities by subrecipients and subcontractors that have been allocated funds by the Board of Commissioners; and

WHEREAS, proper handling of these funds and acquisition of other funds would be enhanced by dedicating a staff member to grant compliance, administration, and application; and

WHEREAS, the Housing Trust Fund Committee has by resolution requested creation of this position; and

WHEREAS, the Housing Trust Fund Grants Administrator position will be classified as an ICEA PRO Level 06 (salary range \$55,572.35 to \$66,728.37); and

WHEREAS, the Housing Trust Fund Grants Administrator position will be funded through funds allocated to the Housing Trust Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the creation of a Housing Trust Fund Grants Administrator position under the direction of the County Treasurer.

BE IT FURTHER RESOLVED, that the Controller/Administrator will ensure that the position is eligible for American Rescue Plan funding.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

Agenda Item 4

TO: Board of Commissioners

FROM: Drain Commissioner Patrick E. Lindemann

DATE: January 23, 2024

RE: Hearing Requested on Spicer Group Report

I have received a report from Spicer Group reviewing six alternatives for repair of the Lake Lansing level control structure. It is posted on the Drain Commissioner's page of the County website, www.ingham.org.

This report was requested by the Board of Commissioners and awarded to Spicer Group in Board of Commissioners Resolution #23-356.

Due to the high public interest in the method, design, and cost of repairs, I am requesting a public hearing on the report before the County Services Committee of the Board of Commissioners.

Taking into account the public testimony received, I will then present a proposal for Board of Commissioners action at a future date.

Very truly yours,

Patrick E. Lindemann

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SET A PUBLIC HEARING ON REPAIR ALTERNATIVES FOR
LAKE LANSING LEVEL CONTROL STRUCTURE**

WHEREAS, the Board of Commissioners issued a contract for engineering analysis of the scope of repairs needed to the Lake Lansing level control structure to Spicer Group per Resolution #23-356 on August 22, 2023; and

WHEREAS, Spicer Group filed its report with the Ingham County Drain Commissioner on December 29, 2023, where it is posted on the Drain Commissioner's page of the County website; and

WHEREAS, numerous persons, and the Lake Lansing Property Owners Association would like to respond to the report and to provide input as to the design, method, and cost of the repairs; and

WHEREAS, the Drain Commissioner is interested in hearing this public response before giving the Board of Commissioners his advice and believes such a hearing would be in the public interest.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby determines that a public hearing shall be set for February 20, 2024 at 6:00 PM in Conference Room A of the Human Services Building, 5303 S. Cedar, Lansing, Michigan before the County Services Committee of the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Drain Commissioner shall provide notice of the public hearing to the public by causing notice to be published in a newspaper of general circulation in the County before the date set for the public hearing, and by posting the notice on the County website, and on such websites as are willing, such as the Meridian Township website and that of the Lake Lansing Property Owners Association.

Agenda Item 5

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

FROM: Deb Fett, CIO

DATE: January 23, 2024

SUBJECT: Core Technology Multibridge/Talon Renewal
For the agendas of February 6th, February 7th, and February 13th

BACKGROUND

Ingham County currently uses Multibridge and Talon software from Core Technology in our Sheriff's Office and patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers.

In order to ensure the system has no downtime or other issues which would hinder law enforcement, IT renews support on the software each year. Our support expired on December 31, 2023 as the renewal was late getting to us.

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$10,632.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice for Core Technology to renew support of the Multibridge/Talon software in the amount of \$10,632.

Agenda Item 5

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF SUPPORT FROM CORE TECHNOLOGY

WHEREAS, Core Technology is the company that provides support for the MultiBridge and Talon software used by our Sheriff's Office and patrol cars; and

WHEREAS, ongoing support is critical to ensuring that we have no disruption of service to our law enforcement personnel; and

WHEREAS, the current contract expired on December 30, 2023; and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Core Technology in the amount not to exceed \$10,632.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

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

Agenda Item 6a

TO: County Service and Finance Committees

FROM: Glen Canning, Facilities Director

DATE: January 23, 2024

SUBJECT: Human Services Building Automatic Door Opener

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

The door by the elevator lobby near the Veterans Affairs Office on the second floor of the Human Services Building has been requested to add an automatic handicap door opener to address safety concerns and to be Americans with Disabilities Act (ADA) compliant. Therefore an emergency purchase order was issued to Automatic Equipment Sales & Service, Inc., for the automatic door operator and electric strike. The cost is \$5,198.

Funds for this purchase are available in Line Item 631-23304-931000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Glenn Canning
Facilities Director

Agenda Item 6b

TO: County Service and Finance Committees

FROM: Glen Canning, Facilities Director

DATE: January 23, 2024

SUBJECT: Panic Buttons at Veterans Affairs Office

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

Veterans Affairs requested panic buttons for their staff to use for emergencies due to safety concerns. Therefore an emergency purchase order was issued to Safety Systems Inc. for panic buttons and installation services. The cost is \$3,973.

Funds for this purchase are available in Line Item 631-23304-931000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Glenn Canning
Facilities Director

Agenda Item 6c

TO: County Service and Finance Committees

FROM: Glen Canning, Facilities Director

DATE: January 23, 2024

SUBJECT: Sheriff's Office Vehicle Lift Replacement

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

The vehicle lift at the Ingham County Sheriff's Office that is used to make the necessary repairs to the Sheriff's vehicle fleet has outlived its useful life, has begun to fail and is a safety concern. Therefore an emergency purchase order was issued to Lansing Ice and Fuel for the replacement and installation of the vehicle lift and the removal of the current lift. The cost is \$11,201.68.

Funds for this purchase are available in Line Item 101-23303-978000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Glenn Canning
Facilities Director

Agenda Item 6d

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: January 24, 2024

RE: Resolution to Authorize an Agreement with Facilities 360 for Carpet Cleaning Services at Several Ingham County Facilities

For the meeting agendas of: February 6 & 7

BACKGROUND

The carpet and flooring throughout the buildings need to be routinely professionally cleaned. The Purchasing Department put out a request for proposals from qualified, experienced vendors. Facilities 360 submitted the lowest responsive and responsible proposal of \$28,360 for a one year term with an annual renewal option for a period of three years.

ALTERNATIVES

The alternative would be to not approve leaving the carpet and flooring to become stained and unsanitary.

FINANCIAL IMPACT

Funds are available in building maintenance contractual line items.

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 an agreement with Facilities 360 for the carpet cleaning services at several Ingham County facilities.

Agenda Item 6d

TO: Glenn Canning, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: November 8, 2023

RE: Memorandum of Performance for RFP No. 37-23 - Carpet Cleaning Services

Per your request, the Purchasing Department sought proposals from qualified and experienced firms for the purpose of providing carpet cleaning and optional protectant application services at various County facilities for a period of three (3) years with an option to renew for two (2) additional years.

The scope of work includes, but is not limited to, providing all labor and materials to safely clean and sanitize the flooring throughout Ingham County buildings in compliance with all industry, federal, state, and local guidelines. Material Safety Data Sheets for all chemicals used will be submitted to the Facility Manager for approval.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	21	8
Vendors responding	3	1

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 Preference	Grand Total	Additional As-needed Carpet Cleaning \$/SF	Carpet Protector \$/SF
		Years 1 - 3	Years 1 - 3	Years 1 - 3
Facilities360	No, Wayne MI	\$ 87,260.00	\$0.07 / \$0.08 / \$0.09	\$0.07 / \$0.08 / \$0.09
Du-All Cleaning, Inc.	No, Sterling Heights MI	\$ 192,222.96	\$0.08 each year	\$0.03 each year
Boling Janitorial Service & Capital Area Cleaning Supplies	Yes, Lansing MI	\$ 522,810.37	\$0.19 each year	\$0.06 each year

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FACILITIES 360 FOR
CARPET CLEANING SERVICES AT SEVERAL INGHAM COUNTY FACILITIES**

WHEREAS, the carpet and flooring throughout the buildings need to be routinely professionally cleaned; and

WHEREAS, proposals from qualified, experienced vendors were solicited by the Purchasing Department; and

WHEREAS, the Facilities Department recommends an agreement with Facilities 360, who submitted the lowest responsive and responsible proposal of \$28,360 for the carpet cleaning services at several Ingham County facilities for a one-year term with an annual renewal option for a three year period; and

WHEREAS, funds are available in the maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Facilities 360, 35150 West Michigan Ave., Wayne, Michigan, 48184, for carpet cleaning services at several Ingham County Facilities for a one-year term in the amount of \$28,360 with an annual renewal option for a period of three years.

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 6e

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

FROM: Glenn Canning, Facilities Director

DATE: January 24, 2024

RE: Resolution to Authorize Amending Resolution #22-559 Approving LJ Trumble Builders, LLC., for the Renovations to Families Forward Space at the Human Services Building

For the meeting agendas of: February 5, 6 & 7

BACKGROUND

Resolution #22-559 approving LJ Trumble Builders LLC., for the Families Forward renovations at the Human Services Building needs to be amended. The contingency needs to be increased by \$53,000 to \$103,000. This brings the total not to exceed amount to \$1,200,000.

ALTERNATIVES

The alternative would be to not approve leaving the potential for unforeseen circumstances to not be fully covered.

FINANCIAL IMPACT

Community Mental Health will reimburse Ingham County through lease payments.

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 amend resolution #22-559 to increase the contingency amount to \$103,000.

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDING RESOLUTION #22-559 APPROVING AGREEMENTS WITH COMMUNITY MENTAL HEALTH AND LJ TRUMBLE BUILDERS, LLC., FOR THE RENOVATIONS TO FAMILIES FORWARD SPACE AT THE HUMAN SERVICES BUILDING

WHEREAS, Resolution #22-559 approved an agreement with LJ Trumble Builders, LLC., for the renovations to the Families Forward space at the Human Services Building; and

WHEREAS, the contingency needs to be increase by \$53,000 to \$103,000 for unforeseen circumstances; and

WHEREAS, the Facilities Department recommends amending Resolution #22-559 to increase the contingency amount for a total not to exceed amount of \$1,200,000; and

WHEREAS, Community Mental Health (CMH) will reimburse Ingham County up to \$700,000 through the new lease agreement; and

WHEREAS, funds for this project are available as follows:

Ingham CIP carpet; \$200,000
Ingham CIP CMH renovations: \$500,000
Ingham General Fund reserves: \$200,000
CMH building revolving fund; \$300,000; and

WHEREAS, the \$53,000 will come from Ingham General Fund reserves.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #22-559 to increase the contingency amount by \$53,000 for the renovations to the Families Forward space at the Human Services building with LJ Trumble Builders LLC., for a not to exceed amount of \$1,200,000 which include a \$103,000 contingency.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners authorizes amending the ten-year lease agreement with CMH for the Families Forward space at the Human Services Building to increase by \$53,000 for a total amount not to exceed \$700,000 over the term of the agreement.

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 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, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: January 24, 2024

RE: Resolution to Amend Resolution #23-542 Approving Moore Trosper Construction Co., for the Michigan Department of Health and Human Services Space Renovations at the Human Services Building

For the meeting agendas of: February 5, 6 & 7

BACKGROUND

Resolution #23-542 approving Moore Trosper Construction Co., for the Michigan Department of Health and Human Services (MDHHS) space renovations at the Human Services Building (HSB) needs to be amended. We have been requested by MDHHS to increase the contingency amount of \$100,000 to \$162,440, to utilize the full 10% contingency allowance on County projects. This brings the total not to exceed amount of the project to \$1,786,840.02.

ALTERNATIVES

The alternative would be to not approve leaving the potential for the costs of unforeseen circumstances to not be fully covered.

FINANCIAL IMPACT

The State of Michigan will reimburse the County through lease payments.

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 approve amending resolution #23-542 to increase the contingency amount to \$162,440.

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #23-542 APPROVING MOORE TROSPER
CONSTRUCTION CO., FOR THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN
SERVICES SPACE RENOVATIONS AT THE HUMAN SERVICES BUILDING**

WHEREAS, Resolution #23-542 approved an agreement with Moore Trosper Construction Co., for the renovations to the Michigan Department of Health and Human Services (MDHHS) at the Human Services Building; and

WHEREAS, the Facilities Department was requested by MDHHS to increase the contingency amount of \$100,000 to \$162,440 to utilize the full 10% contingency allowance on Ingham County projects; and

WHEREAS, the Facilities Department recommends amending the resolution to increase the contingency amount to \$162,400 which will increase the not to exceed amount to \$1,786,840.02; and

WHEREAS, the lease with the State of Michigan will need to be amended to include the funding for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #23-542 to increase the contingency amount by \$62,400 for the renovations to the MDHHS space at the Human Services Building with Moore Trosper Construction Co., for a not to exceed amount of \$1,786,840.02 which includes a contingency of \$162,440.

BE IT FURTHER RESOLVED, that the lease with the State of Michigan for the Michigan Department of Health and Human Services space at the Human Services Building is hereby amended by an amount not to exceed \$1,786,840.02 to reimburse Ingham County for costs associated with this project.

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 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: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: January 17, 2024

SUBJECT: Proposed Resolution Authorizing Purchase Orders for Hot Mix Asphalt (HMA) Mixtures

For the agendas on February 6 and 7

BACKGROUND

The Road Department purchases approximately 50,000 tons of Hot Mix Asphalt annually. Trucking of the Hot Mix Asphalt during paving operations may be provided by the supplier at an hourly rate, if Road Department staff are not available.

Bids for Hot Mix Asphalt and trucking were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid #8-24 as shown per the Memorandum of Performance. Materials will be purchased on an as-needed, unit price basis for a period of one-year.

The purpose of this memorandum is to request approval to purchase Hot Mix Asphalt Mixtures (13A, 4EML, 36A) with the option of trucking from Rieth-Riley Construction and Hot Mix Asphalt Mixtures (36A Winter Grade) with the option of trucking from McKearney Asphalt & Sealing Inc.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

The Hot Mix Asphalt mixtures shall meet or exceed the specifications as detailed in the Invitation for Bid #8-24.

RECOMMENDATION

I recommend that the committees approve the attached resolution to authorize purchase orders with Rieth-Riley Construction and McKearney Asphalt & Sealing Inc. for the purchase of hot mix asphalt with optional trucking.

Agenda Item 7a

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: January 10, 2024

RE: Memorandum of Performance for IFB No. 8-24 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2024 seasonal requirement of Hot Mix Asphalt (HMA) mixtures 13A, 36A, 4EML and winter grade to the Ingham County Road Department. Ingham County Road Department. Bids were also requested for furnishing flow boys and quad axle trucks, and related trucking services to the Road Department crews on jobsites.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	55	11
Vendors responding	2	2

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 IFB; 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 THE VENDORS' COSTS

Vendor: MCKEARNEY ASPHALT						Vendor: REITH-RILEY					
Local Preference: Yes, Lansing MI						Local Preference: Yes, Mason MI					
	Unit of Measure	Est. Quantity	HMA per ton	Total Amount	Plant Location		Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A Top	Ton	30,000 ±	No Bid	N/A	N/A	HMA 13A Top	Ton	30,000 ±	\$ 60.50	\$ 1,815,000.00	Lansing or Mason
4EML	Ton	10,000±	No Bid	N/A	N/A	4EML	Ton	10,000±	\$ 78.00	\$ 780,000.00	Lansing or Mason
HMA 36A	Ton	10,000 ±	No Bid	N/A	N/A	HMA 36A	Ton	10,000 ±	\$ 70.00	\$ 700,000.00	Lansing or Mason
Batch Plant 36A (Winter grade)	Ton	200 ±	\$ 200.00	\$ 40,000.00	Lansing	Batch Plant 36A (Winter grade)	Ton	200 ±	No Bid	N/A	N/A
TOTAL BID PRICE				\$40,000.00		TOTAL BID PRICE				\$3,295,000.00	
Flowboy & Driver Trucking		Rental Rate/Hour	\$225.00		N/A	Flowboy & Driver Trucking		Rental Rate/Hour	\$220.00		6 hour min.
Quad-axle & Driver Trucking		Rental Rate/Hour	\$200.00		N/A	Quad-axle & Driver Trucking		Rental Rate/Hour	\$170.00		6 hour min.
Hours in Advance to rent			24			Hours in Advance to rent			24		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR
HOT MIX ASPHALT MIXTURES**

WHEREAS, the Road Department annually purchases approximately 50,000 tons of hot mix asphalt (HMA) for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #8-24 and received competitive bid proposals for the purchase of HMA with a trucking option for a period of one (1) year; and

WHEREAS, bids for HMA Mixtures were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with Rieth-Riley Construction for HMA Mixtures 13A, 4EML, 36A and with McKearney Asphalt & Sealing Inc. for HMA Mixture Batch Plant 36A (Winter Grade); and

WHEREAS, the Road Department 2024 budget includes sufficient funds to cover the cost associated with the purchase of Hot Mix Asphalt with optional trucking.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes purchase orders with the following:

Rieth-Riley Construction located at 4150 South Creyts Road, Lansing, Michigan 48917 for HMA Mixtures 13A, 4EML, and 36A

McKearney Asphalt & Sealing Inc. located at 16501 South US 27 Hwy, Lansing, Michigan 48906 for HMA Mixture Batch Plant 36A (Winter Grade)

on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #8-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Rieth Riley Construction and McKearney Asphalt & Sealing Inc. to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: January 17, 2024

SUBJECT: Proposed Resolution Authorizing Purchase Orders for Emulsified Asphalts

For the agendas on February 6 and 7

BACKGROUND

The purpose of this correspondence is to support the attached resolution to purchase Emulsified Asphalts. The Road Department annually purchases these emulsified asphalts for various road maintenance operations. The following are estimated quantities of the emulsified asphalts:

AE-90 for spray-patching cracks and potholes. +/- 10,000 gallons
Fog Seal for chip seal operations. +/- 10,000 gallons
Low Tracking bond coat for asphalt pavement tac +/- 10,000 gallons
CRS-2M for chip seal operations +/- 400,000 gallons
CM-300 for on-site manufacturing of cold patch. +/- 15,000 gallons
Pug Mill – for on-site manufacturing of cold patch

Bids were sought from experienced and qualified vendors for the purpose of supplying emulsified asphalts to the Road Department for a period of one (1) year via Invitation for Bid #9-24. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and Road Department are in concurrence to accept the bids purchase emulsified asphalts from the following:

Asphalt Materials Inc. for AE-90, CM-300, and Pug Mill Services.

Michigan Paving and Materials for Low Track Bond Coat and AE-90

Bit-Mat Products of Michigan for Low Track Bond Coat, CRS-2M, AE-90, and Fog Seal

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with the purchase of Emulsified Asphalts.

OTHER CONSIDERATIONS

The Emulsified Asphalts shall meet or exceed the specifications as detailed in the Invitation for Bid #9-24.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Bit-Mat Products of Michigan, Michigan Paving and Materials, and Asphalt Materials, Inc.

Agenda Item 7b

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: January 10, 2024

RE: Memorandum of Performance for IFB No. 9-24 Emulsified Asphalts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2024 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	7
Vendors responding	3	0

A summary of the vendors' costs is located on 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 IFB; 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 THE VENDORS' COSTS

Vendor Name:		Local Preference				
Bit-Mat Products		No, Ashley IN				
Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	F.O.B. Plant Pickup	N/A	\$ 2.35	10,000 (+ or -) Gallons	\$ 23,500.00	Bay City MI
CRS-2M	F.O.B. Delivery to Job Site	3 Hrs. free \$135	\$ 2.19	400,000 (+ or -) Gallons	\$ 876,000.00	Bay City MI
AE-90 (or qualified equivalent)	F.O.B. Plant Pickup	N/A	\$ 2.20	10,000 (+ or -) Gallons	\$ 22,000.00	Bay City MI
Fog Seal	F.O.B. Delivery to Job Site	3 Hrs. free \$135	\$ 1.75	10,000 (+ or -) Gallons	\$ 17,500.00	Bay City MI
CM-300 (or qualified equivalent)	F.O.B. Delivery to Metro Garage	N/A	No Bid	15,000 (+ or -) Gallons	N/A	N/A
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost \$		No Bid				
*Cold Patch Production Cost: \$_____ per ton		No Bid				
*Freight Cost: \$_____		No Bid				

Vendor Name:		Local Preference				
Michigan Paving & Materials Co. Inc.		No, Alma MI				
Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	F.O.B. Plant Pickup	N/A	\$2.96	10,000 (+ or -) Gallons	\$29,600.00	Alma MI
CRS-2M	F.O.B. Delivery to Job Site	\$110/Hr.	\$2.48	400,000 (+ or -) Gallons	\$992,000.00	Alma & Monroe MI
AE-90 (or qualified equivalent)	F.O.B. Plant Pickup	N/A	\$2.41	10,000 (+ or -) Gallons	\$24,100.00	Alma MI
Fog Seal	F.O.B. Delivery to Job Site	\$110/Hr.	\$1.98	10,000 (+ or -) Gallons	\$19,800.00	Alma MI
CM-300 (or qualified equivalent)	F.O.B. Delivery to Metro Garage	N/A	No Bid	15,000 (+ or -) Gallons	N/A	N/A
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost \$		No Bid				
*Cold Patch Production Cost: \$_____ per ton		No Bid				
*Freight Cost: \$_____		No Bid				

Vendor Name:			Local Preference			
Asphalt Materials Inc.			No, Oregon OH			
Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	F.O.B. Plant Pickup	N/A	\$ 3.50	10,000 (+ or -) Gallons	\$ 35,000.00	Oregon OH
CRS-2M	F.O.B. Delivery to Job Site	\$150/Hr.	\$ 2.70	400,000 (+ or -) Gallons	\$ 1,080,000.00	Oregon OH
AE-90 (or qualified equivalent)	F.O.B. Plant Pickup	N/A	\$ 2.30	10,000 (+ or -) Gallons	\$ 23,000.00	Oregon OH
Fog Seal	F.O.B. Delivery to Job Site	\$150/Hr.	\$ 1.70	10,000 (+ or -) Gallons	\$ 17,000.00	Oregon OH
CM-300 (or qualified equivalent)	F.O.B. Delivery to Metro Garage	N/A	\$ 4.10	15,000 (+ or -) Gallons	\$ 61,500.00	Oregon OH
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost \$		\$ 1,750.00				
*Cold Patch Production Cost: \$_____ per ton		\$ 3.00				
*Freight Cost: \$_____		\$0.20 per gallon				

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR
EMULSIFIED ASPHALTS**

WHEREAS, the Road Department annually purchases approximately 445,000 gallons of emulsified asphalt for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #9-24 and received competitive bid proposals for the purchase of Emulsified Asphalts for a period of one (1) year; and

WHEREAS, bids for emulsified asphalts were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to accept bids from all three vendors; and

WHEREAS, the Road Department recommends a purchase order with Asphalt Materials, Inc. for AE-90, CM-300, and Pug Mill Services; and

WHEREAS, the Road Department recommends a purchase order with Michigan Paving and Materials for Low Track Bond Coat and AE-90; and

WHEREAS, the Road Department recommends a purchase order with Bit-Mat Products of Michigan for Low Track Bond Coat, CRS-2M, AE-90, and Fog Seal; and

WHEREAS, the Road Department 2024 budget includes sufficient funds to purchase the emulsified asphalts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes the purchase of emulsified asphalts from the following:

Asphalt Materials, Inc located at 8720 Robbins Road, Indianapolis, Indiana 46268 for AE-90, CM-300, and Pug Mill Services

Michigan Paving and Materials located at 1950 Williams Street, Alma, Michigan 48801 for Low Track Bond Coat and AE-90

Bit-Mat Products of Michigan located at PO box 428, Ashley, Indiana 46705 for Low Track Bond Coat, CRS-2M, AE-90, and Fog Seal

on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #9-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Asphalt Materials, Inc, Michigan Paving and Materials, and Bit-Mat Products of Michigan to purchase Emulsified Asphalt as needed and budgeted, on behalf of the Road Department.

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

TO: County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: January 23, 2024

RE: Proposed Resolution of Commitment and Support for the Bridge Investment Program Grant for the Michigan Department of Transportation Statewide Local Agency Bridge Bundle Program

For the meeting agenda on February 6

BACKGROUND

The Michigan Department of Transportation (MDOT) has undertaken an initiative to address the needs of Michigan's local bridge conditions through an innovative delivery method known as "bridge bundling" and has recently identified funding through a U.S. Department of Transportation Bridge Investment Program (BIP) grant for their Statewide Local Agency Bridge Bundle Program. MDOT has subsequently selected the Hagadorn Road over Mud Creek (SN 3876) bridge for replacement through this funding grant.

The Statewide Local Agency Bridge Bundle Program will be administered by MDOT. The Road Department will be involved throughout the process, providing coordination and timely reviews to ensure the overall success of the project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

All engineering and construction costs associated with the Statewide Local Agency Bridge Bundle Program will be at no cost to the Road Department, unless the project exceeds the budgeted amount, at which point, the Road Department would be responsible for 100% of the overages. A future agreement between Ingham County and MDOT will be necessary to define the financial terms of the project.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt a resolution of commitment and support for the Statewide Local Agency Bridge Bundle Program BIP Grant.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF COMMITMENT AND SUPPORT FOR THE
BRIDGE INVESTMENT PROGRAM GRANT FOR THE
MICHIGAN DEPARTMENT OF TRANSPORTATION
STATEWIDE LOCAL AGENCY BRIDGE BUNDLE PROGRAM**

WHEREAS, the Michigan Department of Transportation (MDOT) has undertaken an initiative to address the needs of Michigan's local bridge conditions through an innovative delivery method known as "bridge bundling;" and

WHEREAS, MDOT reached out to the County Road Association of Michigan (CRA) and the Michigan Municipal League (MML) to work together on such an initiative for the benefit of their mutual communities, and in the interest of public safety and the Michigan taxpayers; and

WHEREAS, MDOT has identified funding through a U.S. Department of Transportation Bridge Investment Program (BIP) grant for the Statewide Local Agency Bridge Bundle Program and has screened and selected a number of local bridges from a statewide review for inclusion in same; and

WHEREAS, the Road Department has agreed to the inclusion of the bridge replacement at Hagadorn Road over Mud Creek (SN 3876) in the Statewide Local Agency Bridge Bundle Program, with associated planned work, at no cost to the Road Department up to the budgeted project funding amount; and

WHEREAS, the Road Department understands that the work as planned will be undertaken in a contract to be let and awarded by MDOT with project overage costs the responsibility of the Road Department if the project exceeds the budgeted amount, as defined in a future agreement between Ingham County and MDOT; and

WHEREAS, MDOT will redistribute any excess funding equally to those local agencies who were required to contribute overage funding, as allowed by funding requirements once all planned bridge packages are completed; and

WHEREAS, the Road Department acknowledges that any requests to add or include work to the Statewide Local Agency Bridge Bundle Program identified by MDOT to be either maintenance-related, a betterment or non-structural improvement to the planned scope shall only be undertaken subject to the approval of MDOT and at 100% Road Department cost, except for widening for non-motorized transportation purposes supported by approved local or regional master plans developed in a manner consistent with applicable federal and state requirements; and

WHEREAS, the Road Department acknowledges that neither MDOT nor its third-party agents, contractors or consultants are assuming any ownership or responsibility for the future operation or maintenance of improvements constructed in connection with the Statewide Local Agency Bridge Bundle Program; and

WHEREAS, both parties agree that if there are any performance warranties, as part of the project, MDOT will oversee said warranted work, during the warranty period; and

WHEREAS, the Road Department agrees to perform long-term, life-cycle maintenance of the improvements made to its bridge included in the Statewide Local Agency Bridge Bundle Program in accordance with sound principles of asset management upon completion of the work; and

WHEREAS, the Road Department has designated an employee representative (CHAMPION) to serve as a point person for the agency with the necessary authority and resources to act and direct its staff and third-party agents to facilitate coordination of its portion of the Statewide Local Agency Bridge Bundle Program with MDOT; and

WHEREAS, the Road Department hereby acknowledges that MDOT and its consultants have the appropriate authority to act on its behalf in the planning, design, construction and administration of the Statewide Local Agency Bridge Bundle Program, while allowing Road Department staff input during design and reasonable access during construction to perform its own observations and inspections if desired; and

WHEREAS, the Road Department agrees to support implementation of the Statewide Local Agency Bridge Bundle Program consistent with the attached “Responsibilities of Local Agency Champions”; and

WHEREAS, the Road Department acknowledges and agrees that none of its direct or indirect costs incurred in connection with its participation in the Statewide Local Agency Bridge Bundle Program shall be reimbursable by MDOT or FHWA; and

WHEREAS, the County on behalf of the Road Department, has been requested by MDOT to provide a resolution of support and commitment for the U.S. Department of Transportation BIP grant for the Statewide Local Agency Bridge Bundle Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners agrees to support implementation of the Statewide Local Agency Bridge Bundle Program to help facilitate the overall goal of improving local bridge conditions in Michigan.

EXHIBIT A

RESPONSIBILITIES OF LOCAL AGENCY CHAMPIONS

The Ingham County Board of Commissioners agrees to support its designated CHAMPION* and other staff to take the following actions as necessary on behalf of the Road Department to participate in the Statewide Local Agency Bridge Bundle Program:

1. Review and sign environmental permit applications on behalf of the agency, being developed and prepared by MDOT or its consultants on its behalf;
2. Allow MDOT representatives to perform preliminary engineering work on site (surveying, scoping, etc.) and assisting with any routine traffic controls needed;
3. Respond in a timely manner or within deadlines established by MDOT to requests from MDOT or its consultants for relevant data or input on engineering plans or other the Statewide Local Agency Bridge Bundle Program related documents;
4. Issue permits (right-of-way occupancy, trucking, etc.) to MDOT's contractor within deadlines established by MDOT at no cost under uniform or near-uniform conditions as other agencies with the Statewide Local Agency Bridge Bundle Program bridges;
5. Meet MDOT, its consultants, regulatory agency representatives or contractor to review site conditions and discuss planned actions and impacts, such as detour routes, work zone safety and maintenance of traffic requirements;
6. Assist MDOT with identifying detour route(s), including coordinating with adjacent jurisdictions if the detour impacts neighboring roads, with the understanding that the Road Department will be responsible for any over and above routine maintenance costs and liability associated with damages to the detour route, and the contractor will be responsible for any liability costs associated with traffic controls;
7. Develop and implement an actionable plan to facilitate fulfillment of future life-cycle maintenance responsibilities of the completed improvement consistent with sound principles of asset management;
8. Take administrative actions such as executing cost share agreements, as necessary, to support the Statewide Local Agency Bridge Bundle Program budget, quality and schedule goals;
9. Its designated CHAMPION, on behalf of the Road Department, shall lead with support from MDOT and its consultant team, in local public meetings or stakeholder engagement (as needed) to support efforts to inform the public of the program and local impacts;
10. Take additional actions deemed necessary by FHWA to support successful implementation of the Statewide Local Agency Bridge Bundle Program.

*designated Road Department employee representative to serve as a point person for the agency with necessary authority and resources to act and direct its staff and third-party agents to facilitate coordination of its portion of the Statewide Local Agency Bridge Bundle Program with MDOT.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: January 22, 2024
**SUBJECT: RESOLUTION TO APPROVE FUNDING FOR BROADBAND STATE MAPPING
CHALLENGE CITIZEN OUTREACH**
For the meeting agendas of February 6 & 7

BACKGROUND

The State of Michigan will be allocating its \$1.6 billion Broadband Equity Access and Deployment Program (BEAD) funding through a competitive grant program in the summer of 2024. In order to be eligible for funding, a location (either a residence, business or Community Anchor Institution) must be either unserved or underserved (less than 100/20 Mbps) by broadband. To determine whether or not a location is served, unserved or underserved, the State will be publishing broadband location maps by early February.

Once these maps are published, there will be a 30-day window to “challenge” whether or not a location has broadband. In order to maximize our residents’ ability to challenge the maps, we have worked with Merit Network on postcard mailers that provide a QR code to register their location and to automate broadband speed tests, which will help determine if a location is underserved.

We are requesting \$7,500 from the Contingency Fund for broadband specific outreach materials (post cards, mailers, fliers, etc.) and distribution costs.

ALTERNATIVES

Take no action on community outreach.

FINANCIAL IMPACT

\$7,500 funding is available in the 2024 Contingency Fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE FUNDING FOR
BROADBAND STATE MAPPING CHALLENGE CITIZEN OUTREACH**

WHEREAS, the Michigan High-Speed Internet Office (MIHI) is responsible for the distribution of \$1.6 billion in federal Broadband Equity Access and Deployment (BEAD) Program funding; and

WHEREAS, the BEAD Program grant application process will open in the summer of 2024; and

WHEREAS, BEAD funding will only be available to unserved and underserved (less than 100/20 Mbps) locations as determined by State broadband availability maps; and

WHEREAS, the accuracy of these maps can be challenged through a formal 30-day challenge process; and

WHEREAS, in order to maximize citizen participation in the challenge process, Merit Network has developed outreach materials and developed a website to log challenges and perform speed tests; and

WHEREAS, a not to exceed amount of \$7,500 is requested from the 2024 Contingency Fund for outreach materials and distribution costs.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an expenditure not to exceed \$7,500 from the 2024 Contingency Fund for broadband outreach materials and distribution costs.

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING JAMES HUDGINS, JR. ON THE
EVENT OF HIS RETIREMENT**

WHEREAS, James Hudgins Jr., began his career with Ingham County as the Purchasing Director on June 12, 2000; and

WHEREAS, as the Director of Purchasing, Jim was responsible for procurement of goods, services, and construction; along with supervision of the Copy Center and courier services for the County; and

WHEREAS, Jim paid impeccable attention to detail as he worked diligently to ensure that all aspects of the purchasing policies and procedures were adhered to by the various departments when purchasing goods and services and that the bidding process was conducted with integrity and equitably; and

WHEREAS, recognizing the use of taxpayer dollars for purchases, he strived to ensure that the County was receiving the best quality products and services for each dollar spent; and

WHEREAS, Jim's dedication, knowledge, and years of experience as Purchasing Director has proven to be of great value to many elected officials and employees of Ingham County; and

WHEREAS, during Jim's tenure with Ingham County, he oversaw several major purchasing projects which include the 9-1-1 Center, the Animal Control & Shelter, demolition of the Grandstands at the Fair, and the Ingham County Justice Complex; and

WHEREAS, on February 14, 2024, after more than 23 years of dedicated service to Ingham County, James Hudgins, Jr. will be retiring from his position as Purchasing Director.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors James Hudgins, Jr. for over 23 years of dedicated service as the Ingham County Purchasing Director and for his dedication and commitment to the County of Ingham and its citizens.

BE IT FURTHER RESOLVED, that the Board of Commissioners congratulates James Hudgins Jr. on his retirement and wishes him the best in future endeavors.