

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
RYAN SEBOLT
DERRELL SLAUGHTER
CHRIS TRUBAC
ERIN GRAHAM
ROBIN NAEYAERT
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, JUNE 14, 2021 AT 6:30 P.M.
THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/82090804916>.

Agenda

Call to Order

Approval of the [June 7, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Veterans Affairs Office – Resolution to Authorize a 2021 Service Agreement with [Clinton County](#)
2. Potter Park Zoo
 - a. Resolution to Authorize an Agreement with [Safety Systems](#) for Building Monitoring Services at Potter Park Zoo
 - b. Resolution to Authorize an Agreement with the [Potter Park Zoological Society](#) for Services at the Potter Park Zoo
3. Facilities Department – Resolution to Authorize an Agreement with [Roger Donaldson, AIA P.L.C.](#) for the Architectural and Engineering Services for Renovating a Portion of the Human Services Building for Families Forward
4. Parks Department
 - a. Resolution to Authorize a Contract with [Spicer Group, Inc.](#) for Professional Consulting Services for Updating the Ingham County Park's Five-Year Master Plan and the Trails and Park Millage Plan
 - b. Resolution to Authorize a Contract with [Lopez Concrete Construction, LLC](#) for a Concrete Slab for a Storage Building at Hawk Island County Park
 - c. Resolution to Authorize an Amendment to the Contract with [Laux Construction, LLC](#) for Burchfield Park Improvements
 - d. Resolution to Authorize a Contract with [Sherriff Goslin Co.](#) for a Roof for the Main Shelter/Winter Warming House/Ski Rental Building at Lake Lansing South County Park
 - e. Resolution to Authorize a Contingency Fund Appropriation for a Contract with [Matrix Consulting Engineers, Inc.](#) for a Lighting Study to Be Conducted at the Ingham County Medical Care Facility
 - f. Resolution to Authorize an Amendment to [Leslie Township](#) Trails and Parks Millage Agreement
 - g. Resolution to Authorize an Amendment to [City of East Lansing](#) Trails and Parks Millage Agreements

5. Health Department

- a. Resolution to Authorize an Agreement with the [City of Lansing](#) for the Lead Safe Lansing Program
- b. Resolution to Authorize an Extension to the Agreement with [Michigan State University College](#) of Human Medicine
- c. Resolution to Amend the Agreement with [Lansing Community College](#)
- d. Resolution to Amend the Lease Agreement with [ANC Holdings, LLC](#)
- e. Resolution to Amend the Agreement with [Nextgen Healthcare](#) Information Systems, Inc.
- f. Resolution to Amend the Status of [Position #601524](#) (CHR II – Forest) from Part-Time to Full-Time
- g. Resolution to Authorize an Agreement with [Health Consulting Strategies, Inc.](#)
- h. Resolution to Authorize an Agreement with [Hope Network](#) Medication Assisted Treatment (MAT) Services
- i. Resolution to Authorize an Agreement with [FY20-21 Hazardous Materials](#) Emergency Response Plan Grant
- j. Resolution to Authorize an Agreement with [UpToDate, Inc.](#)

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.

HUMAN SERVICES COMMITTEE

June 7, 2021

Draft Minutes

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

Members Present: Tennis (Ingham County, Michigan), Sebolt (Ingham County, Michigan), Trubac (Ingham County, Michigan), Graham (Mackinac County, Michigan), Naeyaert (Ingham County, Michigan), Maiville (Ingham County, Michigan), and Slaughter (Ingham County, Michigan; arrived at 6:36 p.m.).

Members Absent: None.

Others Present: Commissioner Bob Peña, Heather Dover, A'Lynne Dukes, Jared Cypher, Liz Noel, and Mary Konieczny

Approval of the May 17, 2021 Minutes

CHAIRPERSON TENNIS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MAY 17, 2021 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Slaughter

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Capital Area Community Services – Resolution to Authorize a Contract with Capital Area Community Services (CACS) Utilizing American Rescue Plan Act of 2021 Funds for Direct Assistance Programming for Ingham County Residents
3. Community Agencies – Resolution Approving Criteria for Evaluating 2022 Applications for Community Agency Funding
4. Fair Office – Resolution to Amend Resolution #21-198 to Authorize a Contract with Xact Excavating at the Ingham County Fairgrounds

5. Health Department
 - a. Resolution to Authorize an Amendment to the Agreement with MSU Healthcare Pharmacy
 - b. Resolution to Authorize an Agreement with Maxim Healthcare Staffing Services
 - c. Resolution to Authorize Extended Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors
 - d. Resolution to Authorize an Agreement with Health Consulting Strategies, Inc.
 - e. Resolution to Authorize an Agreement with Hope Network Medication Assisted Treatment (MAT) Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter

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

Please note that, later in the meeting, the motion to approve the items on the Consent Agenda was reconsidered to allow Commissioner Slaughter to vote on the items.

1. Board of Health – Interviews

Heather Dover interviewed for a position on the Board of Health.

Commissioner Slaughter arrived at 6:36 p.m.

A'Lynne Dukes interviewed for a position on the Board of Health.

Discussion ensued regarding the current and upcoming vacancies on the Board of Health.

MOVED BY COMM. TRUBAC, SUPPORTED BY COMM. NAEYAERT, TO APPOINT HEATHER DOVER AND A'LYNNE DUKES TO THE BOARD OF HEALTH.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, TO RECONSIDER THE VOTE BY WHICH THE CONSENT AGENDA PASSED.

THE MOTION CARRIED UNANIMOUSLY.

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

Public Comment

None.

Adjournment

The meeting was adjourned at 6:54 p.m.

JUNE 14, 2021 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. Veterans Affairs Office – *Resolution to Authorize a 2021 Service Agreement with Clinton County*

This resolution authorizes the Department of Veterans Affairs to enter into a 2021 Service Agreement with Clinton County. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans. Clinton County will reimburse Ingham County a total of \$16,224.61 for services provided to Clinton County veterans.

2. Potter Park Zoo

a. *Resolution to Authorize an Agreement with Safety Systems for Building Monitoring Services at Potter Park Zoo*

This resolution authorizes a five-year agreement, with Safety Systems, Inc., for monitoring services at Potter Park Zoo in an annual amount not to exceed \$1,440. Funds for this agreement are included in the Zoo budget.

b. *Resolution to Authorize an Agreement with the Potter Park Zoological Society for Services at the Potter Park Zoo*

This resolution authorizes a new five-year agreement with the Zoological Society for services at the Potter Park Zoo. The new agreement will not only include the structure allowing the Potter Park Zoological Society to provide services at the Zoo to maintain ongoing education programs, volunteer activities, special events, communications, public relations, and marketing, but also the standards of operation as required by the Association of Zoos and Aquariums (AZA), a fundraising emphasis, and inclusive education for all zoo guests. The Zoological Society as a support organization has the potential to raise significant funds for Potter Park Zoo. The proposed agreement places more importance on the role of the Society fundraising for the Zoo.

3. Facilities Department – *Resolution to Authorize an Agreement with Roger Donaldson, AIA P.L.C. for the Architectural and Engineering Services for Renovating a Portion of the Human Services Building for Families Forward*

This resolution authorizes an agreement with Roger Donaldson AIA P.L.C., for architectural and engineering services to expand Community Mental Health's Families Forward program at the Human Services Building. The agreement will not exceed \$26,206 and funds for this project are available in the Community Mental Health's Revolving Maintenance Fund, which is reimbursed by CMH.

4. Parks Department

a. *Resolution to Authorize a Contract with Spicer Group, Inc. for Professional Consulting Services for Updating the Ingham County Park's Five-Year Master Plan and the Trails and Park Millage Plan*

This resolution authorizes a contract with Spicer Group for a new five-year master plan for Parks and the Trails & Parks Millage. There is \$80,000 available in line item 228-62800-802000 for this project previously approved in the 2021 budget request. This resolution requests an additional \$500 from the Trails and Parks Millage fund balance. The Ingham County Park Commission supported this resolution at their May 24, 2021 meeting.

b. *Resolution to Authorize a Contract with Lopez Concrete Construction, LLC for a Concrete Slab for a Storage Building at Hawk Island County Park*

This resolution authorizes a contract with Lopez Concrete Construction for the purpose of constructing a new concrete slab for a storage building at Hawk Island County Park. The Evaluation Committee recommends that a contract be awarded to Lopez Concrete Construction, LLC. The project will not exceed \$24,200 and funds are available in the Parks Department budget.

- c. *Resolution to Authorize an Amendment to the Contract with Laux Construction, LLC for Burchfield Park Improvements*

This resolution extends the term of an existing contract with Laux Construction for improvements to Burchfield Park through October 31, 2021. All other terms of the agreement remain unchanged.

- d. *Resolution to Authorize a Contract with Sherriff Goslin Co. for a Roof for the Main Shelter/Winter Warming House/Ski Rental Building at Lake Lansing South County Park*

This resolution authorizes a contract with Sherriff Goslin Co. for the base bid in the amount of \$33,866 for supplying and installing standing seam metal roofing on the main picnic shelter/winter warming house/ski rental building at Lake Lansing South County Park. Funding is available within the Parks Department budget.

- e. *Resolution to Authorize a Contingency Fund Appropriation for a Contract with Matrix Consulting Engineers, Inc. for a Lighting Study to Be Conducted at the Ingham County Medical Care Facility*

This resolution authorizes a transfer of up to \$1,500 from the 2021 Ingham County Contingency fund to enter into a contract with Matrix Consulting Engineers, Inc. for a lighting study to be conducted for parking lot lights at the Ingham County Medical Care Facility.

- f. *Resolution to Authorize an Amendment to Leslie Township Trails and Parks Millage Agreement*

This resolution authorizes an additional \$60,000 for Leslie Township for additional funding for prime professional assistance for a topographical survey, design/engineer, bidding assistance, and construction admin/inspection.

- g. *Resolution to Authorize an Amendment to the City of East Lansing Trails and Parks Millage Agreements*

This resolution authorizes the extension of two existing agreements with the City of East Lansing for projects funded through the Trails & Parks Millage. The City of East Lansing agreement TR003 will be extended to December 31, 2021. The City of East Lansing agreement TR033 will be extended to December 31, 2023.

5. *Health Department*

- a. *Resolution to Authorize an Agreement with the City of Lansing for the Lead Safe Lansing Program*

This resolution authorizes an agreement with the City of Lansing in an amount not to exceed \$96,255 to facilitate outreach and enrollment for families in the Lead Safe Lansing program effective June 1, 2021 through July 3, 2024. This agreement will be covered by funding allocated by the City of Lansing for providing staff support costs to implement this program.

- b. *Resolution to Authorize an Extension to the Agreement with Michigan State University College of Human Medicine*

This resolution authorizes extending the Affiliation agreement with MSUCHM for an Academic Health Department, effective through June 1, 2021 through May 31, 2026.

- c. *Resolution to Amend the Agreement with Lansing Community College*

This resolution authorizes amending the Master Agreement with LCC to include a Medical Assistant Program (MAP) within the agreement's scope of programs, effective June 1, 2021 and shall be ongoing.

d. Resolution to Amend the Lease Agreement with ANC Holdings, LLC

This resolution amends the original lease agreement with ANC Holdings, LLC, effective July 1, 2021 through June 30, 2031 for an amount not to exceed \$750,000. This lease agreement was originally authorized through Resolutions #20-230 and #20-256, for a leased space of 4,188 square feet. Amending this agreement will increase the leased space from 4,188 square feet to 5,263 square feet to allow continued operations of a CHC at this location. This amendment will include an on-site pharmacy and ten reserved employee parking spots located at the Allen Neighborhood Center on 1611 E. Kalamazoo Street, Lansing, Michigan.

e. Resolution Amend the Agreement with Nextgen Healthcare Information Systems, Inc.

This resolution authorizes amending Resolution #10-275 with NextGen® Healthcare Information Systems, Inc. (NextGen®) to include a one-time professional consulting services effective, June 30, 2021 through August 31, 2021, for an amount not to exceed \$45,000. Funding is available through the American Rescue Plan Act of 2021.

f. Resolution to Amend the Status of Position #601524 (CHR II – Forest) from Part-Time to Full-Time

This resolution authorizes a change in status of position #601524 from part-time to full-time status for an amount not to exceed \$19,595 (plus benefits), effective July 1, 2021 and to be ongoing. The cost of this change will be covered by Ryan White 340B revenue.

g. Resolution to Authorize an Agreement with Health Consulting Strategies, Inc.

This resolution authorizes entering into an agreement with HCS to support planning efforts, for an amount not to exceed \$20,000, effective July 1, 2021 through November 30, 2021. Funds are available from the HRSA grant.

h. Resolution to Authorize an Agreement with Hope Network Medication Assisted Treatment (MAT) Services

This resolution authorizes a service agreement with Hope Network for a .40 FTE physician to provide MAT services at its New Hope and Birch CHCs, effective February 1, 2021 through January 1, 2023 in an amount not to exceed \$95,400. Funding is available through the American Rescue Plan Act of 2021.

i. Resolution to Authorize an Agreement with FY20-21 Hazardous Materials Emergency Response Plan Grant

This resolution authorizes a grant agreement with the FY20-21 Hazardous Materials Emergency Preparedness Planning Program (HMEPP) in the amount of \$2,515, to provide financial assistance for hazardous materials emergency response plans effective September 30, 2020 through September 29, 2021.

j. Resolution to Authorize an Agreement with UpToDate, Inc.

This resolution authorizes an agreement with UpToDate Inc. in an amount not to exceed \$9,350, evidence-based clinical support resource, effective upon the date of execution through May 31, 2022. Funding is available in the Community Health Center Fund reserves.

Agenda Item 1

TO: Board of Commissioners Human Services and Finance Committees

FROM: Director Natrenah Blackstock, Department of Veterans Affairs

DATE: June 01, 2021

SUBJECT: Resolution Authorizing the Department of Veterans Affairs to enter into a 2021 Service Agreement with Clinton County.
For the meeting agendas of June 14, 2021 and June 16, 2021

BACKGROUND

This resolution authorizes the Department of Veterans Affairs to enter into a 2021 Service Agreement with Clinton County. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans.

ALTERNATIVES

None.

FINANCIAL IMPACT

Services provided in this agreement totals \$16,224.61

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a 2021 Service Agreement with Clinton County.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2021 SERVICE AGREEMENT
WITH CLINTON COUNTY**

WHEREAS, the Department of Veterans Affairs is committed to working diligently to serve veterans and is driven by an earnest belief in our mission, fulfilling both individual and organizational responsibilities; and

WHEREAS, Clinton County does not have a Veterans Affairs Department to render certain essential services to its residents who are veterans and/or their dependents; and

WHEREAS, Ingham County Department of Veterans Affairs is willing to perform such services for residents of Clinton County; and

WHEREAS, Clinton County desires Ingham County Department of Veterans Affairs to perform such services for its residents who are veterans and/or their dependents; and

WHEREAS, Ingham County Department of Veterans Affairs shall commence performance of the services and obligations required of it on the 1st day of January, 2021 and, unless said agreement is terminated, continue to provide said services and obligations through the 31st day of December, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to enter into a 2021 Service Agreement with Clinton County.

BE IT FURTHER RESOLVED, that Clinton County shall pay Ingham County the sum of sixteen-thousand two hundred twenty-four and 61/100 dollars (\$16,224.61) for the time period of January 1, 2021 through December 31, 2021.

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

Agenda Item 2a

TO: Board of Commissioners, Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: June 01, 2021
SUBJECT: Resolution to Authorize an Agreement with Safety Systems for Building Monitoring Services at Potter Park Zoo
For the meeting agendas of June 14 and June 16, 2021

BACKGROUND

Potter Park Zoo has a three-year agreement with Safety Systems established through short form authorization April 27, 2020 to monitor the Welcome Center, Gift Shop, and Discovery Center buildings. Safety Systems notified the zoo of the necessity to upgrade the 3G communicators at the zoo in order to remain operational as cellular companies are in the process of upgrading all towers to LTE. Safety Systems will complete the equipment upgrade at no charge, but require a new agreement.

ALTERNATIVES

The alternative would be to put out an RFP, risking higher prices as it would require a complete change of equipment.

FINANCIAL IMPACT

Funds are available in the appropriate 931100 30000 zoo contractual line item. Monthly costs will be \$120 total for the three building alarms for an annual cost not to exceed \$1,440. The total cost for five years will be \$7,200.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with Safety Systems for monitoring services at Potter Park Zoo and that previous agreement(s) will terminate at the time of execution of the new agreement(s).

Introduced by Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFETY SYSTEMS FOR
BUILDING MONITORING SERVICES AT POTTER PARK ZOO**

WHEREAS, the monitoring equipment at Potter Park Zoo must be upgraded to remain operational; and

WHEREAS, Safety Systems will complete the upgrades at no cost, but require a new agreement; and

WHEREAS, three buildings use Safety Systems building monitoring services at Potter Park Zoo; and

WHEREAS, the price of the monitoring services will be \$1,440 annually for five years for a total five-year cost of \$7,200; and

WHEREAS, funds are available in the appropriate zoo fund contractual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a five-year agreement, with Safety Systems, Inc., 2075 Glenn St., Lansing, Michigan 48906, for monitoring services at Potter Park Zoo in an annual amount not to exceed \$1,440.

BE IT FURTHER RESOLVED, that all previous agreement(s) with Safety Systems, Inc. for Potter Park Zoo will be terminated at the time of execution of the new agreement(s).

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: Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: June 01, 2021
SUBJECT: Potter Park Zoological Society Agreement with Ingham County
For the meeting agendas of June 14 and June 16, 2021

BACKGROUND

The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Ingham County Board of Commissioners authorized a five-year agreement through Resolution #17-069 with the Zoological Society ending in March of 2022. The Potter Park Zoological Society and Ingham County wish to enter into a new agreement. The new agreement will not only include the structure allowing the Potter Park Zoological Society to provide services at the Zoo to maintain ongoing education programs, volunteer activities, special events, communications, public relations, and marketing, but also the standards of operation as required by the Association of Zoos and Aquariums (AZA), a fundraising emphasis, and inclusive education for all zoo guests.

ALTERNATIVES

Potter Park Zoo is an Association of Zoos and Aquariums accredited institution. As an accredited institution, a support organization is recommended and an agreement with the support organization is required. The current agreement could remain in place and be renewed in 2022. However, the current agreement does not include the AZA required standards and fundraising emphasis.

FINANCIAL IMPACT

The Zoological Society as a support organization has the potential to raise significant funds for Potter Park Zoo. The proposed agreement places more importance on the role of the Society fundraising for the Zoo.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Potter Park Zoological Society Board and the Potter Park Zoo Advisory Board are in support of entering into the new agreement.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with the Potter Park Zoological Society and that previous agreement(s) will terminate at the time of execution of the new agreement(s).

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE POTTER PARK
ZOOLOGICAL SOCIETY FOR SERVICES AT THE POTTER PARK ZOO**

WHEREAS, the electorate of Ingham County approved the millage to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society, a 501(c)(3) organization including staff and volunteers, has raised the quality and success of public relations, marketing and educational programs, all while fostering team partnership with, and providing additional assistance to Ingham County to achieve a Zoo experience that meets the goals of both parties; and

WHEREAS, the Ingham County Board of Commissioners authorized entering into an agreement with the Potter Park Zoological Society through Resolution #17-069; and

WHEREAS, the Potter Park Zoological Society and Ingham County wish to enter into a new agreement which designates a fundraising emphasis, inclusive education for all zoo guests, and standards of operation established by the Association of Zoos and Aquariums; and

WHEREAS, the Potter Park Zoological Society is able to provide services at the Zoo to maintain education programs, volunteer activities, special events, communications, public relations, marketing, and increase fundraising; and

WHEREAS, the Potter Park Zoo Advisory Board and the Potter Park Zoological Society Board are in support of the new agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached five-year agreement with the Potter Park Zoological Society for services at the Potter Park Zoo, under mutually agreeable terms and conditions to both parties, effective upon execution of the agreement.

BE IT FURTHER RESOLVED, that all previous agreement(s) with the Potter Park Zoological Society will terminate at the time of execution of the new agreement(s).

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

AGREEMENT BETWEEN COUNTY OF INGHAM
AND
POTTER PARK ZOOLOGICAL SOCIETY

This Agreement is made this _____ day of _____, 2021, (hereafter the "Agreement") by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan, whose address is 121 E. Maple St., P.O. Box 319, Mason, Michigan 48854 (hereafter the "County") and the **POTTER PARK ZOOLOGICAL SOCIETY**, a Michigan non-profit corporation, of 1301 S. Pennsylvania Ave., Lansing, Michigan 48912 (hereafter the "Society").

WITNESSETH:

WHEREAS, the County is responsible for the operation, maintenance and improvement of the Potter Park Zoo in Lansing, Michigan (hereafter the "Zoo"); and

WHEREAS, the Society is a private, 501(c)(3), fundraising organization that was established, in part, to provide a better and more extensive zoological park for the Greater Lansing Metropolitan Area.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, **IT IS HEREBY AGREED** as follows:

1. Agreement Term and Termination. This Agreement shall commence on the date first above written, and shall continue for a term of five (5) years, unless terminated earlier. Notwithstanding any contrary provision, either party shall have the right to terminate this Agreement with or without cause upon sixty (60) calendar days prior written notice to the other. Any Zoo revenue funds held by the Society when this Agreement terminates shall be returned to the County upon the effective date of such termination.

2. Scope of Services to be Provided by the Society. As more fully set forth below, the Society, in furtherance of the purpose for which it was established, agrees to provide various services pertaining to the operation of the Potter Park Zoo in direct support of its mission of inspiring conservation of animals and the natural world.

A. The Society must abide by all accreditation standards as established by the Association of Zoos and Aquariums (AZA) as follows:

- i. The support organization must recognize the overall authority of the institution's CEO/Director, and the role of the governing authority, for the management of the institution and its programs.

Explanation: The institution's CEO/Director must have final authority over the support organization regarding the animals, exhibits, paid and unpaid staff, programs, long-range plan, and any matters affecting the institution.

- ii. A support organization must share the institution's goals and objectives and provide resources/support for same.

Explanation: A support organization must have a good working relationship with the institution and share its objectives.

- iii. A formal agreement must be in place that delineates the roles and responsibilities of the support organization. This agreement must be kept up to date, reflecting the most current relationship, and be adhered to in practice.

- B. Except as otherwise provided in this Agreement, the Society shall fundraise, operate and maintain education programs, volunteer activities, special events, public relations, marketing, website and press releases, pursuant to the following:

- i. The County shall approve all zoo operation fees charged by the Society.
- ii. The Society shall send any proposed changes to the Potter Park Zoo Operations Fee Schedule as approved by the Ingham County Board of Commissioners to the Human Services Committee and the County Controller or his/her designee for consideration.
- iii. The Society's fundraising efforts shall incorporate private donors, corporate donors, sponsorships, grants, private events, animal adoptions, annual appeals, planned giving, capital campaigns, and any other means agreed upon with the Zoo Director or his/her designee.
- iv. The County will reimburse the Society in an amount not to exceed 50 percent of group admission revenue for the months of May, June, and July in exchange for Society staff providing conservation education opportunities throughout the zoo to all zoo guests.

- C. During the term of this agreement the Society may be permitted reasonable use of the Zoo grounds and facilities after normal public hours, for the benefit or support of Society activities. During such activities the zoo will be closed to the general public, normal entry fees will be suspended, and a special entry fee for the attendees set by the Society will be in place. The Society will retain revenue from Society sponsored after-hours activities. Approval of the Society's use of the Zoo grounds, activities, date and times must be obtained in advance of any event from the Zoo Director or his/her designee.

- D. During the term of this agreement the Society may also be permitted reasonable use of the Zoo grounds and facilities during or after normal public hours for the purpose of community outreach events designed to educate the general public on the Zoo's mission, provide incentive for the general public to attend the Zoo and increase public awareness of the Zoo. For Society sponsored events

conducted during normal public hours, the Zoo will remain open to the public and admission proceeds shall be retained by the Zoo except as established as part of this agreement. Approval of the Society's use of the Zoo grounds, activities, date and times must be obtained in advance of any event from the Zoo Director or his/her designee.

- E. The Society shall, at its own cost and expense, furnish all labor, services, materials, supplies and equipment necessary to maintain all premises used and occupied by the Society in a clean, orderly and inviting condition as determined by the Zoo Director or his/her designee. The County shall provide trash containers and be responsible for the removal of trash discarded in such trash containers. The Society shall be responsible for accumulating such trash and placing it in the trash containers.
- F.. The County shall maintain/repair all permanent zoo facilities and fixtures. The Society is responsible for routine cleaning. The County shall provide all required maintenance and repairs to buildings and structures provided that the maintenance or repair to buildings is not the result of the intentional or negligent act of the Society's employee or agent. In the event that the maintenance or repair to buildings is the result of the intentional or negligent act of the Society's employee or agent as determined by the Zoo Director, the County will invoice the Society for the cost of such maintenance or repair which will be promptly paid on demand.
- G. The Society shall be solely responsible for all planning, executing, and implementation, including purchasing of supplies for all Society sponsored special events. .
- H. The Society in cooperation with the Zoo will develop an appropriate Zoo membership program in keeping with AZA accreditation standards. The Society shall have the right to sell memberships and retain the revenues collected from membership sales for the duration of this agreement so long as the membership program balances the need to broaden the support membership base with optimizing revenue for the Society.
- I. The Society will promptly transfer all restricted project donations made to the Society to support the Zoo to the County. On or before November 1, of each year included in this Agreement, the County Administrator/Controller or his/her designee, Zoo Director and Director of the Society will meet to discuss the status of the Society's fundraising efforts and progress toward their commitment to further the zoo's mission through support roles established in this agreement.
- J. The County shall provide all portable radios, telephones, telephone service, work stations, staff email accounts, and networks throughout the Zoo to maintain consistency in communications. Support and monthly expenditures shall be covered by the County. The Society's use of the County's phones will be solely

for the purposes covered by this Agreement. The County will invoice the Society for any unauthorized communications charges which will be promptly paid on demand.

- K. The Society may recommend to the County capital improvement expenditures so as to assist the County's efforts on improvements and necessities for the Zoo.
- L. The County may request the Society raise funds in support of capital improvements approved by the County and the Society will use its best resources to cooperate in that effort.
- M. The Society will not place signs, advertisements, or donor recognition plaques upon any Zoo property, except that which has been approved by the Zoo Director, or his/her designee.
- N. The Society shall obtain approval from the Zoo Director or his/her designee prior to promotions involving the Zoo and the use of Zoo or County logos.
- O. The Society shall furnish qualified and professional management services and/or consultation for the services including but not limited to the following:
 - i. Society management of:
 - a. Operations, accounting, systems, procedures and research for Society programs;
 - b. Development and implementation of a long range fundraising plan;
 - c. Website, promotion, marketing, customer relations and services;
 - d. Governmental grant application preparation and processing; and
 - e. Event and logistics management for public events, private events, school programs, educational programming, membership sales and volunteer programing.
- P. Meetings of the Society's Board of Directors will comply with and be subject to Michigan's Open Meetings Act (Act 267 of 1976, being MCL 15.261 et seq.). However, the parties agree and understand that the Society may take steps to protect the privacy of donors who wish to remain anonymous.
- Q. Official records of the Society related to this Agreement shall be subject to public inspection in compliance with Michigan's Freedom of Information Act (Act 442 of 1976, being MCL 15.231 et seq.). However, the parties agree and understand that the Society may take steps to protect the privacy of donors who wish to remain anonymous.

3. **Zoo Director.** The County shall employ a Zoo Director.

4. **Provision of Funding and Collection of Revenues.** The Society will collect revenues paid for the services and programs it provides, including the Ice Safari, Wonderland of Lights, and a Fall special event, which revenues shall be deposited in accounts established by the Society, to be used for Zoo operations in accordance with the Society's articles of incorporation and subject to the Accounting Procedures and Reports in Section 5 of this Agreement. The Society will reimburse the County for any wages paid to County staff and County materials used as a result of the events held by the Society (e.g. set-up and clean-up for Boo at the Zoo and Wonderland of Lights). Such costs to the County for these events will be invoiced to the Society.

5. **Accounting Procedures and Reports.** The Society's accounting procedures and internal financial controls shall conform to generally accepted accounting practices, in order that revenues and expenditures of Zoo funds can be readily ascertained and verified. The Society shall be responsible for all of the following:

- A. The Society shall submit quarterly financial reports consisting of all expenditures and revenues of the Society, delivered to the County Controller or his/her designee.
- B. Within ninety (90) calendar days following the end of the Society's fiscal year, the Society shall submit a report on the fees collected and expenditures made pursuant to this Agreement, delivered to the County Controller or his/her designee.
- C. An Independent Audit of the Society shall be conducted by an independent certified public accountant and provided annually to the County Controller or his/her designee. The Independent Audit shall be completed and provided to the County within six (6) months following the end of the Society's fiscal year.
- D. Invoices, contracts, records, and all other documentation of revenues and expenditures pursuant to this Agreement shall be available for inspection during regular working hours by authorized representatives of the County.
- E. If the County requests information from the Society, pertaining to any funds collected, spent or provided under this Agreement, then Society shall provide said information, to the County Controller or his/her designee, within 10 working days.
- F. The Society shall maintain all financial records and supporting materials regarding funds collected or provided under this Agreement and expenditures made therefrom for a period of six (6) years after the termination of this Agreement. If an audit of such records or litigation between the parties commences before the end of the retention period records shall be maintained

until the audit has been completed and audit findings have been resolved and/or the completion of all litigation.

6. Insurance. The Society shall purchase and maintain insurance not less than the limits set forth below. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to the County and have a minimum A.M. Best Company's Insurance Reports rating of A or A- (Excellent).

- A. Worker's Disability Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- B. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.
- C. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
- D. Professional Liability Insurance (Errors and Omissions) shall be maintained during the life of this Agreement with Limits of Liability of not less than \$1,000,000.00 per claim.
- E. For special events that include the distribution of alcoholic beverages, standard Liquor Liability Insurance coverage, with limits of not less than of not less than One Million and no/00 Dollars, (\$1,000,000.00) per occurrence and/or aggregate combined single limit to cover property damage and damages arising out of bodily injuries to, or death of, one or more persons.
- F. Additional Insured - Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insureds": The County of Ingham, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- G. Cancellation Notice - All insurances described above shall include an endorsement stating the following:

It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Ingham County Controller, P.O. Box 319, Mason, Michigan 48854.

- H. Proof of Insurance - The Society shall provide to the County at the time the Agreements are returned by it for execution, two (2) copies of certificates of insurance for each of the policies mentioned above. If so requested, certified copies of all policies will be furnished.

7. **Living Wage.** In the event the sum to be paid the Society under this Agreement when combined with the sum to be paid under any other Agreement(s) the Society has with Ingham County during the twelve (12) month period covered by this Agreement totals FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00), the Society and all its subcontractor(s) shall comply with the County of Ingham's policy on payment of living wages as set forth in the Ingham County Board of Commissioner's Resolution No. 03-168, a copy of which is labeled **Exhibit A** and attached to this Agreement. In the event that the Society or its subcontractor(s) violates the Living Wage Policy, the County shall have the right to terminate this Agreement and disbar the Society from future Ingham County contracts as provided below:

- A. If the Society is found to be in violation of the Living Wage Policy, the Society shall be required to pay each affected employee the amount of deficiency for each day the violation occurs. The Society shall also pay the County \$100.00 per affected employee for each day the violation occurs beginning with the third day after the Society receives notification of the violation. The County may withhold from payments to the Society such amounts as are necessary to effectuate the above-stated payments or penalties.
- B. If the Society is found to be in violation of the Living Wage Policy and is subsequently required to pay the \$100.00 penalty provided for above for more than three (3) incidents within a two (2) year period the Society shall be barred from bidding on or entering into any contracts with the County for a period of ten (10) years from the date of the last violation. An incident for the purposes of this subsection is defined as failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident.

Breach of this section shall be a material breach of this Agreement.

8. **Nondiscrimination.** The Society, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, disability that is unrelated the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. The Society shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended;
- B. The Persons With Disabilities Civil Rights Act, 1976 PA 220, as amended;

- C. Section 504 of the Federal Rehabilitation act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder; and
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327, as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded a material breach of this Agreement. In the event the Society is found not to be in compliance with this section, the County may terminate this Agreement effective as of the date of delivery of written notification to the Society.

9. Compliance with the Law. The Society shall administer the funding and provide all the services to be performed under this Agreement in complete compliance with all applicable Federal, State, and local laws, ordinances, rules and regulations.

10. Applicable Law And Venue. This Agreement shall be subject to, governed by, and construed according to the laws of the State of Michigan.

It is expressly understood and agreed that legal or equitable action that arises out of or regarding this Agreement shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes of the State of Michigan and Michigan Court Rules. In the event any action is brought in or moved to Federal Court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

11. Independent Contractor. It is expressly understood and agreed that the Society is an independent contractor. The employees and agents of the Society shall in no way be deemed to be and shall not hold themselves out as the employees or agents of the County. The Society's employees and agents shall not be entitled to any fringe benefits of the County such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave, or longevity. The Society shall be responsible for paying any salaries, wages or other compensation due its employees for services performed pursuant to this Agreement and for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments. The Society shall carry workers' disability compensation coverage for its employees, if and as required by law, and shall provide the County with proof of such coverage.

12. Indemnification and Hold Harmless. The Society shall, at its own expense, indemnify, protect, defend and hold harmless the County, its elected and appointed officers, employees, and agents from all claims, damages, lawsuits, costs, and expenses, including but not limited to, all costs from administrative proceedings, court costs and attorney fees they may incur as a result of any acts, omissions or negligence of the Society, its employees, agents or subcontractors that may arise out of this Agreement. The Society's responsibilities to the County and its officers, employees and agents as set forth in this section shall not be mitigated by any insurance coverage obtained by the Society.

13. Standards of Conduct for Ingham County Vendors. The Society shall comply with the County's policy on Standards of Conduct for Ingham County Vendors as set forth in the Ingham County Board of Commissioners' Resolution No. 15-459, a copy of which is labeled **Exhibit B** and attached to this Agreement. Breach of this section shall be a material breach of this Agreement.

14. Compliance with County's Purchasing Requirements Regarding Labor, Employment, and Environmental Laws and Regulations. The Society, by its entry into this Agreement, certifies that it shall comply with the County's Purchasing Policy requirements that vendors doing business with the County comply with labor, employment, and environmental laws and regulations. A summary of said Purchasing Policy, which was adopted by the Ingham County Board of Commissioners in Resolution No. 20-186, is attached to this Agreement, labeled **Exhibit C**. The attached **Exhibit C** is incorporated by reference into this Agreement and is made a part hereof. Breach of the Purchasing Policy requirements set forth in **Exhibit C** shall be a material breach of this Agreement and shall subject the Society to the penalties set forth in said policies.

15. Modifications, Amendments, or Waivers. All modifications, amendments or waivers of any provision of this Agreement shall be made only by the written mutual consent of the parties. No failure or delay on the part of the County in exercising any rights, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

16. Assignment or Subcontracting. The Society shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement, without prior approval by the County. All subcontracts entered into by the Society must comply with the insurance and indemnification provisions of this Agreement.

17. Disregarding Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

18. Complete Agreement. This Agreement, the attached Exhibits, A, B, and C, and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

19. Invalid Provisions. This Agreement shall be interpreted according to the laws of the State of Michigan. If any provision of this Agreement is held to be invalid, it shall be considered to be deleted and the remainder of the agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

20. Non-Beneficiary Contract. This Agreement is not intended to be a third party beneficiary contract, and confers no rights on anyone other than the parties hereto.

21. Certification of Authority to Sign Agreement. The persons signing on behalf of the parties certify by their signatures that they are duly authorized to sign this Agreement and that this Agreement has been authorized by the County and the Society.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this instrument on the day and year first above written.

COUNTY OF INGHAM

By: _____
Bryan Crenshaw, Chairperson
County Board of Commissioners

Date: _____

POTTER PARK ZOOLOGICAL SOCIETY

By: _____
Julie Pingston, Chairperson
Board of Directors

Date: _____

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

By: _____

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Ing/Controller #14-010

EXHIBIT A

ADOPTED - JUNE 24, 2003
Agenda Item No. 7

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING A POLICY TO REQUIRE THE PAYMENT OF A LIVING WAGE

RESOLUTION #03-168

WHEREAS, the Ingham County Board of Commissioners desires to increase the quality and reliability of services procured for Ingham County or provided Ingham County inhabitants by promoting higher productivity and retention of employees working for Ingham County on Ingham County contracts; and

WHEREAS, the Ingham County Board of Commissioners desires to use Ingham County spending and procurement of services to require covered employers who provide services to Ingham County to pay their employees a "Living Wage" sufficient to meet their employees' basic subsistence needs; and

WHEREAS, the Ingham County Board of Commissioners desires to raise the income of low-income working people and their families employed by covered employers on Ingham County contracts; and

WHEREAS, the Ingham County Board of Commissioners desires to use Ingham County spending to encourage the development of jobs paying wages above the poverty level; and

WHEREAS, the Ingham County Board of Commissioners, under this policy, does not intend to establish any generally applicable County minimum wage, or regulate the wages paid by any business or individual that chooses not to provide services covered by this policy to the County; and

WHEREAS, the Ingham County Board of Commissioners desires to provide incentives for covered employers to provide health insurance to their employees; and

WHEREAS, the economic research summarized in the Economic Policy Institute's August 2000 issue guide, "Higher Wages Lead to More Efficient Service Provision," indicate that payment of higher wages is associated with greater business investment in employee training, higher productivity, and lower employee turnover; and

WHEREAS, the Ingham County Board of Commissioners references the Michigan League for Human Services October 1998 report, "Economic Self-Sufficiency: A Michigan Benchmark," that a family of three required at that time, on average \$2,724 a month to pay for housing, food, child care, health care, transportation, clothing, household supplies, a telephone, and taxes, and this was at the time equivalent to an hourly wage of \$15.83 for households with a single worker and \$7.92 for households with two workers; and

WHEREAS, while the 2002 United States Department of Health and Human Services federal poverty guideline was \$18,100 a year for a four-person family income near the poverty level is not a desirable standard of living sufficient to meet the subsistence needs of a family in Ingham County and its surrounding communities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby requires that each contractor pay its employees providing services under the contract wages which are greater than or equal to a living wage, and meets other conditions, as defined in this policy.

BE IT FURTHER RESOLVED, that this policy applies to any individual, proprietorship, partnership, corporation, trust, association or other entity that is a contractor, defined as follows:

- i. A "contractor" is a party to a contract with Ingham County primarily for the furnishing of services (as opposed to purchasing or leasing of goods or property), where the total expenditure for such contract exceeds \$50,000 in a twelve-month period and employs five or more employees, or where the total value of contracts that the contractor has in effect on the effective

date of the contract with Ingham County exceeds \$50,000 and where the contractor employs five (5) or more employees. It does not include contractors who pay Ingham County a commission for the right to offer their services in county facilities or in conjunction with county events;

ii. A "subcontractor" is a party to a contract with a contractor providing services to Ingham County who is required to pay a "living wage" under the terms of this policy; whose contract with the contractor is for the purpose of furnishing services to Ingham County under the terms of the contractor's contract with Ingham County; where the subcontractor employs five or more employees and where the total value of the subcontractor's contract for that purpose exceeds \$25,000.

BE IT FURTHER RESOLVED, that the living wage requirement of this policy shall apply with respect to any employee of a contractor or subcontractor who is employed either part time or full time providing services directly under the contract.

BE IT FURTHER RESOLVED, that for the purposes of this policy, the following terms and phrases are defined as follows:

A. "Contract" means an agreement to perform services, including the subcontracting of services. Contracts for the purchase of goods and contracts to lease or purchase property are excluded.

B. "Employer" means a person who engages employees to provide labor in exchange for payment of wages or salary.

C. "Federal poverty line" means the official poverty line defined by the Office of Management and Budget based on Bureau of Census data for a family of four (4), as adjusted to reflect the percentage change in the Consumer Price Index for all urban consumers.

D. "Health care benefits" means the right granted to an employee under a contract, certificate or policy of insurance to have payment made by a health care insurer or health care corporation for specified medical or health care services for the employee and dependents.

E. "Living wage" means an hourly wage rate which is equivalent to 125% of the federal poverty line on an annual basis when calculated based on forty (40) hours per week, fifty (50) weeks per year; provided however, that costs paid by the employer for an employee's health care benefits may be counted toward up to one-fifth (1/5) of the hourly rate payable to the employee.

F. "Person" includes individuals, proprietorships, partnership, corporations, trusts, associations, joint ventures, and other legal entities, either incorporated or unincorporated, however operating or named, and whether acting by themselves or by a servant, agent or fiduciary, and includes all legal representatives, heirs, successors and assigns thereof.

G. "Public entity" means the State of Michigan including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.

BE IT FURTHER RESOLVED, that the County Controller shall annually adjust the living wage as provided herein to incorporate changes in the federal poverty level. The Controller shall notify the Board of Commissioners of any change in the amount of the living wage, and shall notify each contractor of such changes and such contractors shall, no later than 30 days after notification, adjust the hourly rates of affected employees as necessary to comply with this policy.

BE IT FURTHER RESOLVED, that the County Controller shall include an explanation of the requirements of this policy in all requests for proposals that may be covered by this policy.

BE IT FURTHER RESOLVED, that each contract covered by this policy shall require compliance with this policy. Each such contract shall provide that a violation of this policy shall be considered a material breach of the contract and Ingham County shall have the right to terminate the contract and disbar the contractor from future Ingham County contracts as provided below.

BE IT FURTHER RESOLVED, that every contractor shall post in a conspicuous place on all job sites subject to this policy

a copy of the living wage rate required under this policy. The contractor shall keep accurate records of the names and actual wages and benefits paid to each employee providing services under the contract and subcontract and provide Ingham County with such records within five (5) business days, if requested by the County.

BE IT FURTHER RESOLVED, that each contract shall provide that contractors who are found to be in violation of this provision shall be required to pay each affected employee the amount of deficiency for each day the violation occurs. The contract shall also provide that contractors shall be required to also pay Ingham County \$100 per affected employee for each day the violation occurs beginning with the third day after the contractor receives notification of the violation. The County may withhold from payments to the contractor such amounts as are necessary to effectuate the payments or penalties provided in this paragraph.

BE IT FURTHER RESOLVED, that a contractor who is found to be in violation of this provision and is subsequently required to pay the \$100.00 penalty provided above for more than three (3) incidents within a two (2) year period shall be barred from bidding on or entering into any contracts with the County for a period of ten (10) years from the date of the last violation. An incident for purposes of this paragraph is defined as a failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident.

BE IT FURTHER RESOLVED, that anyone with knowledge of a violation of this policy may file a complaint with the County Controller, who shall have thirty (30) days to investigate and remedy the complaint. If the complaint is not resolved to the complainant's satisfaction within the thirty (30) day period, the complainant or his representative may bring forward his/her complaint to the County Services Committee of the Ingham County Board of Commissioners. The Committee shall forward its recommendation on the matter to the Board of Commissioners for final resolution.

BE IT FURTHER RESOLVED, a contractor or subcontractor found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a wage rate shall be ineligible to bid on any contract involving the County for a period of (five) 5 years from the date of such finding.

BE IT FURTHER RESOLVED, that the following exemptions from this policy apply:

- A. Public entities are exempt from compliance with this policy.
- B. Entities with 501(c)(3) status with who have nine (9) or fewer employees are exempt from compliance with this policy.
- C. Employees who are working under the terms of a collective bargaining agreement are exempt from compliance with this agreement.
- D. Exempt employees working on projects where federal, state or local law, or Ingham County policy requires payment of a prevailing wage are exempt from compliance with this policy.
- E. The following programs are exempt if developed specifically for high school and/or college students by Ingham County or one of its contractors:
 - 1. A bona fide training program;
 - 2. A summer or youth employment program;
 - 3. A work study, volunteer/public service, or internship program;
- F. Co-op employees employed as part of a high school or college co-op program which is part of the employee's educational curricula.
- G. Programs which operate to train people with disabilities and which are designated as community rehabilitation programs, work activity centers and/or sheltered workshops.
- H. Temporary or seasonal employees hired by a contractor. For purposes of this policy, temporary and/or seasonal employees are defined as employees hired to augment the regular workforce and are hired for three (3) months or less in the case of a temporary employee or nine (9) months or less in the case of a seasonal employee.

BE IT FURTHER RESOLVED, that a contractor may request a waiver of the provisions of this policy if they believe that the application of the policy to the contractor would violate federal, state, or local laws. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.

BE IT FURTHER RESOLVED, that a non-profit human services agency may request a waiver of the provisions of this policy if they believe that the application of the policy would cause economic harm to the agency in a fashion that would result in the harm created by application of the policy outweighing the benefits of applying this policy. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.

BE IT FURTHER RESOLVED, that this policy shall apply to any contract entered into or renewed after the effective date of this policy.

BE IT FURTHER RESOLVED, that entering an agreement for extension of a contract for a period beyond its original term shall be considered entering a contract for purposes of this policy.

BE IT FURTHER RESOLVED, that this policy shall go into effect ninety (90) days after adoption by the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that it is the intent of the Ingham County Board of Commissioners that the requirement for payment of a living wage as defined in this policy will apply to employees of Ingham County.

COUNTY SERVICES: Yeas: Celentino, Holman, De Leon, Schor
Nays: Severino, Nevin **Absent:** None **Approved 6/17/03**

FINANCE: Yeas: Swope, Dedden, Hertel, Thomas
Nays: Grebner, Minter **Absent:** None **Approved 6/18/03**

EXHIBIT B

ADOPTED - DECEMBER 8, 2015
AGENDA ITEM NO. 8

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS

RESOLUTION # 15 - 459

WHEREAS, the Ingham County Board of Commissioners ("Board") purchases goods and services from a multitude of vendors and contractors; and

WHEREAS, the Board is committed to ensuring impartiality, transparency, professionalism, equal treatment, and the highest standards of conduct with respect to its relationships with all current and potential County vendors; and

WHEREAS, the Board expects that, as a condition for doing business with the County, all vendors, contractors, and subcontractors conduct their business operations and interactions with County employees ethically; and

WHEREAS, the Board has determined that a clear and concise approach is needed to ensure compliance with appropriate standards of conduct.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached *Standards of Conduct for Ingham County Vendors*.

BE IT FURTHER RESOLVED, a copy of said *Standards of Conduct for Ingham County Vendors* shall be incorporated into the County's vendor registration process so that vendors are fully informed as to the County's expectations regarding vendor conduct.

BE IT FURTHER RESOLVED, the Purchasing Department shall include in all solicitations and purchase orders, and legal counsel shall include in all contracts, language requiring compliance with the provisions of the *Standards of Conduct for Ingham County Vendors*.

BE IT FURTHER RESOLVED, that any County vendor found to violate the *Standards of Conduct for Ingham County Vendors* shall be notified and offered an opportunity to respond. If a violation is found, the Board of Commissioners may preclude further business with that vendor for up to one year or longer.

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

COUNTY SERVICES: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None **Absent:** None **Approved 12/01/15**

Standards of Conduct for Ingham County Vendors

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

Providing Gifts or Gratuities:

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

Solicitation by County Employees:

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517)

676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:

Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:

When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.

EXHIBIT C

Compliance with Ingham County Purchasing Policy

All vendors, as a condition for registering to do business with the County, shall self-certify to the County regarding any violations of environmental, labor, and employment laws and regulations of the State of Michigan or any other regulatory agency, including, but not limited to, the following:

- The potential vendor's history of compliance with labor and employment laws and regulations, including the Workforce Opportunity Wage Act, MCL 408.411 et seq., the Fair Labor Standards Act of 1938, 29 USC 201 et seq., and the National Labor Relations Act, 29 USC 151 et seq.; and
- The potential vendor's environmental track record and sustainability practices, including the potential vendor's history of compliance with environmental laws and regulations such as the Natural Resources and Environmental Protection Act, MCL 324.101 et seq., the Clean Water Act, 33 USC 1251 et seq., and the Clean Air Act, 42 USC 7401 et seq.

All vendors shall notify the Purchasing Department of any subsequent violation of this Policy within ten (10) years after becoming a vendor; failure to do so may result in the vendor being barred from doing business with the County for a period of up to five (5) years.

A local vendor claiming the local purchasing preference in accordance with the Local Purchasing Preference Policy, may not be afforded the preference if it is verifiably proven that the local vendor is found to have violated any provisions of this amended policy.

If it is discovered that a vendor performing work under a contract with the County is in violation of this policy, that vendor shall be found to have committed a material breach of the contract and that vendor shall make restitution payment to the County in the amount of \$500 per day for every day that the violation occurred since signing the contract. Upon being notified in writing by the County of violating this policy, vendors who do not agree to make such restitution shall be barred from doing business with the County for a period of not less than ten (10) years. The vendor may appeal any such decision to the Ingham County Board of Commissioners who shall have the final say in all matters and appeals.

Agenda Item 3

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

FROM: Rick Terrill, Facilities Director

DATE: June 1, 2021

RE: Resolution to Authorize an Agreement with Roger Donaldson, AIA P.L.C., for the Architectural and Engineering Services for Renovating a Portion of the Human Services Building for Families Forward

For the meeting agendas of: June 14, 15 & 16

BACKGROUND

Community Mental Health's Families Forward Program located at the Human Services Building (HSB) needs space to expand to accommodate the growing need for services to the community. Roger Donaldson AIA P.L.C., submitted the lowest responsive and responsible proposal of \$26,206.00 for the architectural and engineering services. The scope of work will include two phases; the first phase includes the assessments, preliminary design and construction budget. The second phase includes the final design and construction.

ALTERNATIVES

The alternative would be to not go forward with expanding the space, hindering the program to effectively provide the much-needed services to the community.

FINANCIAL IMPACT

Funds for this project are available in the Community Mental Health's Revolving Maintenance Fund, which is reimbursed by CMH.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
631-26500-931000	\$300,000.00	\$300,000.00	\$26,206.00	\$273,794.00
CMH Revolving Maint. Fund				

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 Roger Donaldson AIA P.L.C., for architectural and engineering services to expand Community Mental Health's Families Forward program at the Human Services Building.

Agenda Item 3

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: May 7, 2021

RE: Memorandum of Performance for RFP No. 64-21 (rebid) Architectural and Engineering Services for Renovating a Portion of the Human Services Building

Per your request, the Purchasing Department sought proposals from experienced and qualified firms and individuals for the purpose of entering into a contract to provide architectural and engineering services for renovating a portion of the Human Services Building (HSB). Renovating the HSB will allow Community Mental Health Authority of Clinton, Eaton, Ingham Counties to expand its Families Forward program (which is currently located on the first and second floors of the HSB).

Services under this contract include, but are not limited to, architectural, engineering (mechanical, fire suppression, and electrical), demolition, construction, and installation of new carpet. The Contractor will be responsible for working directly with the CMH-CEI and Facilities Department staff to evaluate the current conditions of and make recommendations for the project.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	126	37
Vendors responding	4	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 RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Add's	PHASE I Preliminary Design Services Cost		PHASE II Construction Services Cost		Phase I & II Not-to-Exceed	Number of Meetings
			Not-to-Exceed	Number of Meetings	Not-to-Exceed	Number of Meetings	Grand Total	Grand Total
Roger Donaldson	Yes, Holt MI	Yes	\$9,510.00	4	\$16,696.00	14	\$26,206.00	18
Hobbs + Black Architects	Yes, Lansing MI	Yes	\$27,714.00	4	\$11,880.00	6	\$39,594.00	10
Straub Pettitt Yaste Architects	No, Clawson MI	Yes	\$9,600.00	Grand total provided	\$30,200.00	Grand total provided	\$39,800.00	10
Bergmann	No, Lansing MI (Eaton County)	Yes	\$12,200.00	4	\$32,907.00	14	\$45,107.00	18

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROGER DONALDSON, AIA P.L.C.
FOR THE ARCHITECTURAL AND ENGINEERING SERVICES FOR RENOVATING
A PORTION OF THE HUMAN SERVICES BUILDING FOR FAMILIES FORWARD**

WHEREAS, Community Mental Health's Families Forward Program needs space to expand to accommodate the growing need for services to the community; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Roger Donaldson AIA P.L.C., submitted the lowest responsive and responsible proposal of \$26,206 for architectural and engineering services for Community Mental Health's Families Forward Program expansion at the Human Services Building; and

WHEREAS, funds are available in the Community Mental Health's Revolving Maintenance Fund which has a dedicated balance of \$300,000 for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Roger Donaldson AIA P.L.C., 4787 Tartan Lane, Holt, Michigan 48842, for the architectural and engineering services to renovate a portion of the Human Services Building for Families Forward for an amount not to exceed \$26,206.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 26, 2021
SUBJECT: Consulting Services for Updating the Ingham County Parks Five-Year Master Plan and the Trails & Parks Millage Comprehensive Plan
For the meeting agenda of 6/14/21 Human Services and 6/16/21 Finance

BACKGROUND

The Ingham County Purchasing Department solicited proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide professional consulting services to assist the Parks Department and Park Commission in updating the Five-Year (2022-2026) Parks and Recreation Master Plan, updating the Trails and Parks Millage Comprehensive Plan, and updating park maps.

In 2014, and again in 2020, Ingham County voters passed a six-year, 0.5-mill for trails & parks. The millage generates approximately \$4 million per year and over the past 6-year millage has funded various projects throughout the County. With the initial passage of the Trails and Parks Millage, the County formed the Trails and Parks Task Force, comprised of 11 of 14 commissioners, to guide the process of allocating the millage funding for trails and parks within Ingham County. This process was guided by the development of the Trails and Parks Millage Comprehensive Report in 2015. The Trails and Parks Millage Comprehensive Report was developed and contains an overall review of all the trail systems within Ingham County, detailed information about each trail, such as the surface type, its condition, location, and length, as well as goals and prioritization of trail projects. With a number of these trail projects funded with the millage over the past 6 years, it is time to update this report, including the assessments of pavement and bridges.

In 2016-17, the County worked with the Park Commission to update the five-year Master Plan. The current plan spans the years of 2017-2021 and follows the Michigan Department of Natural Resources guidelines. The projects listed in the action plan have been discussed and updated by the Park Commission annually and a number of these projects have been completed over the past 5 years. It is time to update this report.

Ingham County utilizes the park maps in all our brochures. Most of these maps have not been updated in over 20 years and the County is limited in the digital format files as they are all in PDF format, and many of the maps were created before we had the digital technology we have today, and were hand drawn. The County would like to update these maps, post the maps on our website and have them available for printing in our brochures.

INTERVIEW RESULTS/RECOMMENDATION

The Ingham County Purchasing Department solicited proposals and four vendors submitted bids: C2AE, Spicer Group, Inc., GreenPlay LLC and MCKENNA. The two highest scoring companies were C2AE and Spicer Group, Inc., both local bidders. The evaluation committee interviewed C2AE and Spicer Group, Inc. After careful review and evaluation the evaluation committee recommends that a contract be awarded to Spicer Group, Inc. in an amount not to exceed \$80,500. This was a unanimous and collective recommendation.

Spicer Group, Inc. took into consideration, all aspects of the RFP and provided excellent suggestions for the project approach that were detailed and thorough. Their expertise, past experience, performance, and knowledge and familiarity with Ingham County will ensure a seamless process to produce the Master Plan, Trails and Parks Millage Comprehensive Plan and updates to the park maps. Spicer Group, Inc. places a strong value on project management and this will ensure the plans are finished in a timely fashion by prioritizing communicating clearly and working closely with park staff, Park Commissioners, Board of Commissioners, and the public throughout this process.

Overall, we believe that Spicer Group is the company that is most familiar and knowledgeable with Ingham County and our parks, trails, and millage, and their prior extensive experience with recreation plans will ensure these plans are successfully completed. Having well laid out plans in turn will provide Ingham County Parks the best opportunity to secure grant funding and will provide the groundwork for leveraging grant dollars. For example, our last plan resulted in 11 successful grants that leveraged \$2,494,200.

Spicer Group's prior experience includes the following aspects, which we think will make them the best choice for this project:

- Parks and Recreation Planning –30+ years
- Community Planning –30+ years
- Similar Trail Study Experience
- Extensive Recreation Plan Experience
- Grant Knowledge and Experience
- Bridge Inspections/Trail Rating
- Exceptional Understanding of Ingham County's Parks and Trails
- ArcGIS and Data Collection
- Mobile Mapping Capabilities
- Wayfinding and Signage Plan and Implementation

ALTERNATIVES

We want to make sure that our current approach to parks and recreation and trails meet the needs of this changing community and continues to contribute to the richness of Ingham County over the next five to twenty years. Public parks and trails are critical components of Ingham County's economic and social health. The opportunities offered by the Ingham County Parks allow residents the chance to participate in programs and activities that benefit their physical and mental health. The Ingham County Park system represents a large investment, but one that pays enormous dividends by providing recreational areas and opportunities for our residents and visitors.

Parks and trails can also be justified by the economic dividends they contribute to a community. Parks and trails can raise property values of an area and are an important asset for attracting industry and visitors. Parks and trails also protect the environment as well as the quality of life that our residents enjoy. Preservation of parkland is critical as Ingham County experiences development and population growth. Completing these plans allow Ingham County Parks to be eligible to apply for grants through the DNR. The alternative is to forgo this and not update the plans.

FINANCIAL IMPACT

There is \$80,000 available in line item 228-62800-802000 for this project previously approved in the 2021 budget request. This resolution requests an additional \$500 from the Trails and Parks Millage fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 24, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution authorizing Ingham County enter into a contract with Spicer Group, Inc.

Agenda Item 4a

TO: Timothy Morgan, Director, Parks Department

FROM: James Hudgins, Director of Purchasing

DATE: May 19, 2021

RE: Memorandum of Performance for RFP No. 59-21 Consulting Services for Updating the Ingham County Park's Five-Year Master Plan and the Trails and Parks Millage Plan

Per your request, the Purchasing Department sought proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide professional consulting services to assist the Parks Department and Park Commission in updating the Five-Year (2022-2026) Parks and Recreation Master Plan, updating the Trails and Parks Millage Comprehensive Plan, and updating Park Maps.

The scope of services includes, but is not limited to, reviewing and updating the comprehensive assessment of all planned and built trails including land (pavement and bridges) and water trails within the County in compliance with DNR guidelines; attending meetings; conducting an inventory of trail wayfinding signs, parks and recreational facilities; determining cost estimates of priorities of deferred facilities and maintenance needs; identifying priority items; updating County park maps; coordinating field work; obtaining public input; and, providing reports as needed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	126	40
Vendors responding	4	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 RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Update the Five-year Master Plan Total Not-to-Exceed Cost	Update the Trails and Parks Report Total Not-to-Exceed Cost	Cost to Update Parks Maps Total Not-to-Exceed Cost	Grand Total
C2AE	Yes, Lansing MI	\$25,850.00	\$35,443.00	\$4,150.00	\$65,443.00
Spicer Group Inc.	Yes, East Lansing MI	\$20,400.00	\$52,450.00	\$7,650.00	\$80,500.00
GreenPlay LLC	No, Louisville CO	\$108,820.00	\$26,179.00	Included in Master Plan	\$134,999.00
MCKENNA	No, Northville MI	\$120,000.00	\$50,000.00	\$20,000.00	\$190,000.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH SPICER GROUP, INC. FOR
PROFESSIONAL CONSULTING SERVICES FOR UPDATING THE INGHAM COUNTY PARK'S
FIVE-YEAR MASTER PLAN AND THE TRAILS AND PARK MILLAGE PLAN**

WHEREAS, the Ingham County Parks & Recreation Commission has identified a need to update the Ingham County Parks 2022-2026 Master Plan, the Trails and Parks Millage Comprehensive Plan, and park maps; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals from qualified companies for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2022-2026 Master Plan, the Trails and Parks Millage Comprehensive Plan, and updating park maps; and

WHEREAS, after careful review and evaluation of the proposals received, the evaluation committee recommends that a contract be awarded to Spicer Group, Inc. who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Spicer Group, Inc. for a cost not to exceed \$80,500 to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2022-2026 Master Plan, the Trails and Parks Millage Comprehensive Plan, and updating park maps.

BE IT FURTHER RESOLVED, that \$80,000 is available in line item 228-62800-802000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an additional \$500 from the Trails and Parks Millage fund balance and the Controller/Administrator is authorized to transfer \$500 from the Trails and Parks Millage fund balance into line item 228-62800-802000.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: June 1, 2021
SUBJECT: Contract with Lopez Concrete Construction, LLC.
For the meeting agenda of 6/14/21 Human Services and 6/16/21 Finance

BACKGROUND

The Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for the purpose of constructing a new concrete slab for a storage building at Hawk Island County Park. The Evaluation Committee recommends that a contract be awarded to Lopez Concrete Construction, LLC.

ALTERNATIVES

Due to the age and condition of the storage building floor, it has become necessary to replace or install the concrete in order to maintain the wellbeing of the storage building. The alternative is to not complete the project.

FINANCIAL IMPACT

There are funds available in line item 228-75999-976000-20P11.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 24, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Lopez Concrete Construction, LLC.

Agenda Item 4b

TO: Timothy Morgan, Director, Parks Department

FROM: James Hudgins, Director of Purchasing

DATE: May 18, 2021

RE: Memorandum of Performance for RFP No. 72-21 Concrete Replacement Slab for Storage Building at Hawk Island County Park

Per your request, the Purchasing Department sought proposals from qualified and experienced concrete vendors to enter into a contract for the purpose of constructing a new concrete slab for a storage building at Hawk Island County Park.

The scope of work includes, but is not limited to, installing a 30'5" W x 36'6" L concrete slab with 4" deep footings, minimum 2500 psi, and installing county supplied electrical conduit where specified.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	82	24
Vendors responding	3	2

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

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Construct Concrete Slab at Hawk Island	Does your Proposal include Prevailing Wage?
		Total Cost	Y/N
Lopez Concrete Construction LLC	Yes, Lansing MI	\$24,200.00	Y
Moore Trosper Construction	Yes, Holt MI	\$30,900.00	Y
Bearstone Construction	No, Bath MI	Unresponsive - Did not acknowledge addendum #2	

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LOPEZ CONCRETE
CONSTRUCTION, LLC FOR A CONCRETE SLAB FOR A STORAGE BUILDING AT
HAWK ISLAND COUNTY PARK**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for constructing a new concrete slab for a storage building at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Lopez Concrete Construction, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Lopez Concrete Construction, LLC for a total amount not to exceed of \$24,200 for concrete work at Hawk Island County Park.

BE IT FURTHER RESOLVED, that there is \$24,200 available in line item 228-75999-976000-20P11 for the project.

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 Human Services
FROM: Tim Morgan, Parks Director
DATE: June 1, 2021
SUBJECT: Amendment to the contract with Laux Construction, LLC for Burchfield Park improvements
For the meeting agenda of 6/14/21 Human Services

BACKGROUND

The county received a 2018 Land and Water Conservation Fund grant from the Michigan Department of Natural Resources for improvements at Burchfield Park. The Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Burchfield Park. The scope of work includes, but is not limited to, the construction of sidewalk, kayak launch, ADA parking spaces, drainage improvements, resurfacing of gravel drives and parking lots as well as upgrading restroom buildings.

The Board of Commissioners approved resolution 20-203 authorizing a contract with Laux Construction, LLC for the improvements at Burchfield County Park.

The original contract expires on June 30, 2021 and needs to be extended to complete the project due to contractor delays due to Covid-19. We are asking the contract be extended to October 31, 2021.

ALTERNATIVES

No other alternatives.

FINANCIAL IMPACT

N/A. Funding has already been authorized in previous resolutions. This resolution only extends the term of the agreement.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 24, 2021 meeting.

RECOMMENDATION

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH
LAUX CONSTRUCTION, LLC
FOR BURCHFIELD PARK IMPROVEMENTS**

WHEREAS, Board of Commissioners Resolution #20-303 authorized a contract with Laux Construction, LLC in the amount of \$409,902.73 plus a 16.78% contingency of \$68,809.27 for a total construction cost not to exceed \$478,712; and

WHEREAS, the contract expires on June 30, 2021 and needs to be extended to complete the project due to COVID-19 and contractor delays.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Laux Construction, LLC to extend the term until October 31, 2021.

BE IT FURTHER RESOLVED, that all other terms and conditions of the contract shall remain unchanged.

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

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: June 1, 2021

SUBJECT: Contract with Sherriff Goslin Co.

For the meeting agenda of 06/14/21 Human Services and 06/16/21 Finance

BACKGROUND

The Parks Department owns and maintains the buildings at Lake Lansing South County Park. The Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs. The Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of supplying and installing standing seam metal roofing on the main picnic shelter/winter warming house/ski rental building at Lake Lansing South County Park.

ALTERNATIVES

The Parks Department owns and maintains the buildings at Lake Lansing South County Park that is in need of roof replacement. Failure to address these needs could result in damage to the building and contents within.

FINANCIAL IMPACT

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Sherriff Goslin Co. for the base bid \$33,866.00, and a contingency not to exceed \$5,000.00 to include replacing sheathing, if necessary, at a cost of \$3 per square foot.

There is \$28,200.00 available in line item 228-75999-976000-20P21. There is a not to exceed \$5,000 available in Parks Fund Balance line item for sheathing, if needed.

Project	Line Item Project #	Beginning Allocation	Current Balance	Requested Amount	Remaining Balance
Lake Lansing North and South Main Shelter Roofs	20P21	\$60,000.00	\$28,200.00	\$28,200.00	\$0.00

The remainder of the cost in the amount of \$5,666.00 will come from the Parks Department 208 fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their May 24, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Sherriff Goslin Co.

Agenda Item 4d

TO: Timothy Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: March 30, 2021

RE: Memorandum of Performance for RFP No. 12-21 Supplying and Installing Standing Seam Metal Roof for the Picnic Shelter/Warming House at Lake Lansing South County Park

Per your request, the Purchasing Department sought proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of supplying and installing standing seam metal roof on the main picnic shelter/winter warming house/ski rental building at Lake Lansing South County Park.

The scope of work includes, but is not limited to, supplying all permits, labor and materials to strip, clean and environmentally dispose of the current roof, replace, as needed, any damaged tongue and groove and/or oriented strand board sheathing, flashing and gutters prior to installing a new metal roof in compliance with building codes.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	79	19
Vendors responding	3	2

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

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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' COST

Vendor Name	Local Pref	Supply and Install Standing Metal Seam Roof on the Main Shelter at Lake Lansing South County Park TOTAL BID	Replace 1/2" plywood, if necessary \$/SF	What Gauge (g) of Metal Roofing is Proposed
Sherriff Goslin Co.	No, Battle Creek MI	\$33,866.00	\$3.00	26g
Bornor Restoration Inc.	Yes, Lansing MI	\$37,647.00	\$2.50	24g
L.J. Trumble Group	Yes, Lansing MI	\$38,000.00	\$5.00	26g
McDonald Roofing	No, Jackson MI	Non-responsive - Missing Required Forms		

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH SHERRIFF GOSLIN CO.
FOR A ROOF FOR THE MAIN SHELTER/WINTER WARMING HOUSE/SKI RENTAL BUILDING
AT LAKE LANSING SOUTH COUNTY PARK**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Lake Lansing South County Park; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of supplying and installing standing seam metal roofing on the main picnic shelter/winter warming house/ski rental building at Lake Lansing South County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Sherriff Goslin Co.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Sherriff Goslin Co. for the base bid in the amount of \$33,866 for supplying and installing standing seam metal roofing on the main picnic shelter/winter warming house/ski rental building at Lake Lansing South County Park, and a contingency not to exceed \$5,000 to cover any unforeseen circumstances.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$5,666 from the Park Department 208 fund balance for the project into line item 228-75999-976000-20P21.

BE IT FURTHER RESOLVED, that there is \$28,200 available in line item 228-75999-976000-20P21 and up to \$5,000 in Parks Fund Balance shall be used to replacing sheathing, if necessary, at a cost of \$3 per square foot.

BE IT FURTHER RESOLVED, that any unused contingency from the Parks Fund Balance shall be deposited back into the Parks Fund balance.

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 Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: June 1, 2021
SUBJECT: Matrix Consulting Engineers, Inc.
For the meeting agenda of 06/14/21 Human Services and 06/16/21 Finance

BACKGROUND

Deputy Controller and Parks Director met with Commissioner Polsdofer to investigate potential issues with the lighting coming from the parking lot and the facility along the southern boundary of the Ingham County Medical Care Facility property. There is a Consumer's Energy power line and easement to the south of the facility between the neighbors and the Ingham County property. On inspection it appeared there had been trimming along the corridor that Consumers performed on either sides of their easement that may have contributed to the light pollution issue. It was decided to request quotes for a light study to be performed by a professional engineering company. Tim Morgan, Parks Director requested quotes.

ALTERNATIVES

Once light study is performed a clearer path of direction as to action may be revealed.

FINANCIAL IMPACT

The Parks Director solicited quotes from qualified and experienced vendors for the purpose a lighting study to be conducted at the Ingham County Medical Care Facility. The quotes were evaluated by the Purchasing Department and Parks Director, and it is their recommendation to award the contract to the low quote submitted by Matrix Consulting Engineers, Inc. for a fixed fee of \$1,500. The funding will be from the Ingham County contingency account.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

Commissioner Polsdofer requested this to be done.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Matrix Consulting Engineers, Inc.



1601 E. CÉSAR E. CHÁVEZ AVENUE, LANSING, MI 48906
PHONE: (517) 487-2511
FAX: (517) 487-2544

Sent via email: TMorgan@ingham.org

May 7, 2021

Tim Morgan, CPRP, CTA
Director, Ingham County Parks
121 E. Maple St., Suite 102
Mason, MI 48854

**RE: Professional Services Proposal
Ingham County Medical Care Facility
Lighting Study & Report
Matrix Project No. 21166.00**

Dear Tim:

We are pleased to submit this proposal for Electrical Engineering services in accordance with the information described below:

Project Description

Matrix will provide a comprehensive study detailing the existing conditions of the lighting from the parking lot and facility along the southern boundary of the property. Matrix will perform site investigations that will include the lighting during daylight and at night. Based on the study, Matrix will provide a detailed report with pictures from the data collected with recommendations that include approximate pricing with pros and cons of each.

Scope of Services

Matrix will provide the following:

- (2) Site investigations (1 during the day & 1 at night)
- Review existing documents
- Detailed report
- Cost estimations for each recommendation

Not in Scope of Services

- Mechanical design
- Plumbing design
- Electrical design
- Structural design
- Electrical power design

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTINGENCY FUND APPROPRIATION FOR A CONTRACT
WITH MATRIX CONSULTING ENGINEERS, INC FOR A LIGHTING STUDY TO BE
CONDUCTED AT THE INGHAM COUNTY MEDICAL CARE FACILITY**

WHEREAS, Ingham County owns and operates the Ingham County Medical Care Facility; and

WHEREAS, the Parks Director solicited quotes from qualified and experienced vendors for the purpose a lighting study to be conducted at the Ingham County Medical Care Facility; and

WHEREAS, the quotes were evaluated by the Purchasing Department and Parks Director, and it is their recommendation to award the contract to the low quote submitted by Matrix Consulting Engineers, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to transfer up to \$1,500 from the 2021 Ingham County Contingency account to enter into a contract with Matrix Consulting Engineers, Inc. for a fixed rate in the amount of \$1,500 for a lighting study to be conducted at the Ingham County Medical Care Facility.

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 Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 27, 2021
SUBJECT: Amendment to Leslie Township's Contract TR091
 For the meeting agenda of 6/14/21 Human Services and 6/16/21 Finance

BACKGROUND

Board of Commissioners Resolution 20-562 authorized entering into a contract with Leslie Township to fund the below project.

Contract Title	Project #	Begins	Ends	Resolution
Leslie High School, Township, City Hull Road Walking Path	TR091	12/27/20	12/27/22	20-562

Leslie Township is requesting an amendment to this agreement for additional funding for prime professional assistance for a topographical survey, design/engineer, bidding assistance, and construction admin/inspection.

ALTERNATIVES

Leslie Township staff does not have the engineering expertise that a prime professional consultant is able to provide.

FINANCIAL IMPACT

The financial impact from this request will be an additional \$60,000 from the Trails and Parks Millage Fund balance.

Project	Line Item Project #	Beginning Allocation	Requested Additional Amount	Overall 2021-2026 Available (Total collected less expend/encumbered/and forecasted)
Leslie High School, Township, City Hull Road Walking Path	TR091	\$83,238	\$60,000	\$6,778,215.27

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

See attached letter from Leslie Township. The Deputy Controller recommended this be expedited so the Park Commission will receive this as an informational item at their June 28, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreement with Leslie Township.

May 27th, 2021
Todd Eldred
Leslie Township
4279 Oak Street
Leslie, MI 49251

Ingham County Parks and Trails Committee
PO Box 178
Mason, MI 48854

Please accept this request for an amendment to the Leslie Township Hull Road Path reconstruction grant for additional funds to include prime professional assistance costing \$60,000 for the following:

- *Topographical Survey
- * Design/Engineer
- * Bidding Assistance
- * Construction Admin / Inspection

These items were realized as necessary after reviewing the proximity to the county road and American Disability Act requirements that have been updated since the path was originally built.

Thank you,

Todd L Eldred
Leslie Township Supervisor and Zoning Administrator
517 304-4048

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO LESLIE TOWNSHIP
TRAILS AND PARKS MILLAGE AGREEMENT**

WHEREAS, Board of Commissioners Resolution #20-562 authorized entering into a contract with Leslie Township for Agreement TR091 Leslie High School, Township, City Hull Road Walking Path; and

WHEREAS, Leslie Township is requesting an amendment to Agreement TR091 for additional funding in the amount of \$60,000 for prime professional services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to Leslie Township Agreement TR091 Leslie High School, Township, City Hull Road Walking Path for prime professional assistance on this project and authorizes an additional \$60,000 as requested by Leslie Township in the letter dated May 27, 2021.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$60,000 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR091.

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 Human Services Committee
FROM: Tim Morgan, Parks Director
DATE: May 26, 2021
SUBJECT: Amendment to City of East Lansing's Contract TR003 and TR033
For the meeting agenda of 6/14/21 Human Services

BACKGROUND

Board of Commissioners Resolutions #16-257, #17-109, #17-380, #18-422, #20-244, and #20-561 authorized entering into contracts with the City of East Lansing to fund the below projects.

Contract Title	Project #	Begins	Ends	Resolution
City of EL- Northern Tier Trail Repair and Maintenance	TR003	08/25/16	08/28/21	16-257, 17-380, 18-422, and 20-244
City of EL- Northern Tier Trail Connection through White Park	TR033	03/07/18	08/28/21	17-109, 17-380, 20-244, and 20-561

The City of East Lansing is requesting an amendment to these agreements due to the following circumstances (as detailed in attached documents):

- TR003 - extend the term to December 31, 2021 to allow time for the project redesign for an alternative trail route that was identified that would result in a substantial portion of the trail being moved outside of the Sanderson Drain right-of-way
- TR033 - extend the term to December 31, 2023 to allow time for the change in the plan for the design and construction for the reconfiguration for the pedestrian safety improvements to the Lake Lansing Road/ Birch Row/Towar Avenue intersection as agreed upon with the Ingham County Road Department

ALTERNATIVES

The Park Commission approved this approach at their April 26, 2021 and May 24, 2021 meetings.

FINANCIAL IMPACT

There is no additional financial impact to the Trails and Parks Millage Fund. These requests are to extend the length of the contracts. The Ingham County Road Department has indicated that they are willing to pursue Federal Traffic Safety Funds for the additional \$400,000 for agreement TR033 that the reconfiguration requires.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

See attached letters from the City of East Lansing.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing amendments to the Agreements with the City of East Lansing.



CITY OF EAST LANSING

The Home of Michigan State University

April 19, 2021

Nicole Wallace
Ingham County Parks Department
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

RE: Request for Amendment
Northern Tier Trail Repair and Maintenance Agreement
Trails Millage Project #TR003

Good day Nicole:

The City of East Lansing would like to request an amendment to the Northern Tier Trail Repair and Maintenance Agreement for Ingham County Trails Millage Project #TR003. The purpose of this amendment would be to extend the terms of the Agreement to establish an **end date of December 31, 2021**.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

In October, the Parks Commission approved amendment #4 to the Northern Tier Trail Repair and Maintenance Project agreement which provided additional funding for the project and extended the term of the agreement to August 21, 2021. The funds were to support the relocation of a 1,500 lf section of trail along the Sanderson Drain and to repair of cracks that had developed in the trail surface since its initial resurfacing.

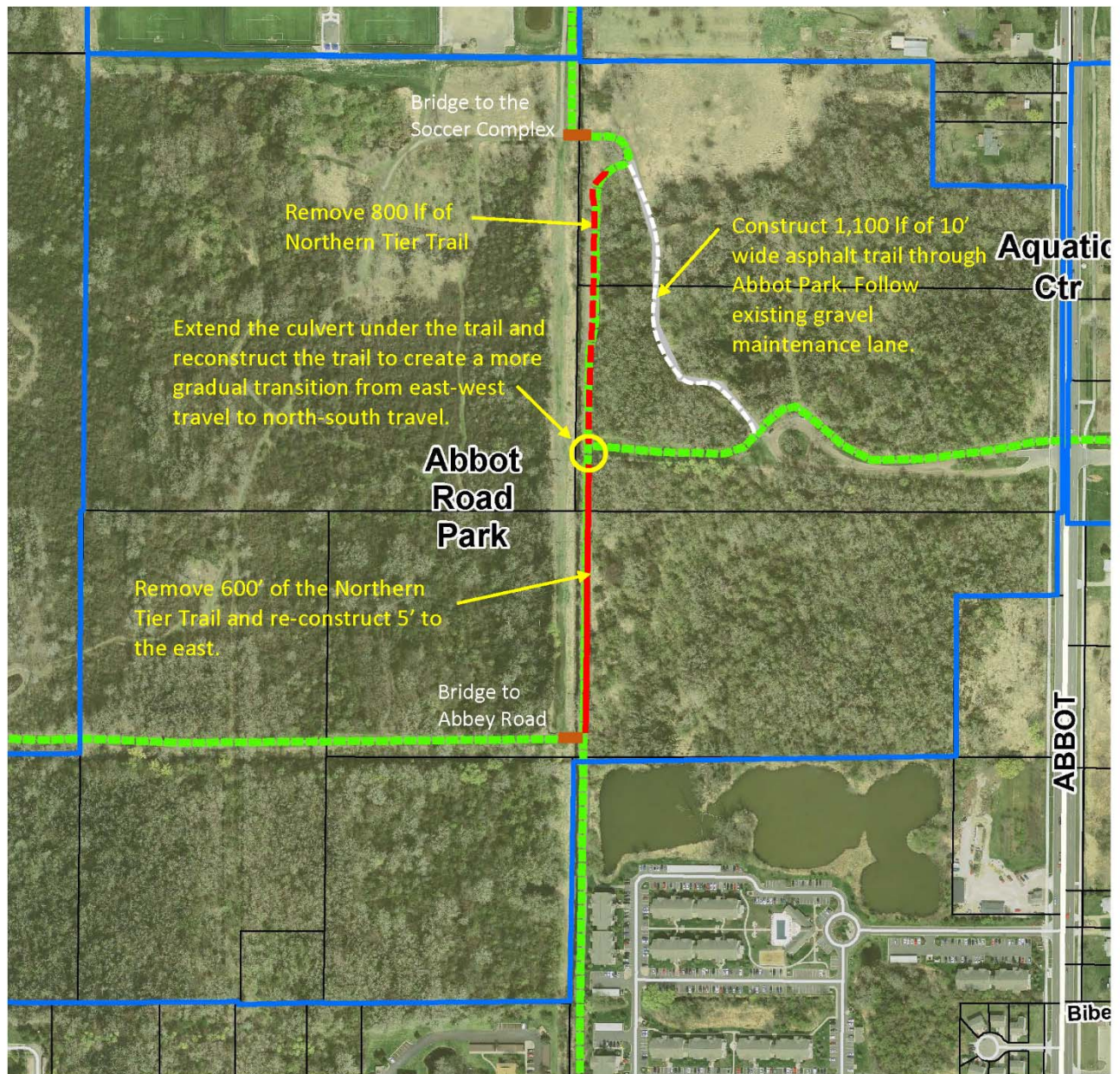
During the design development phase of the project, an alternative trail route was identified that would result in a substantial portion of the trail being moved outside of the Sanderson Drain right-of-way, see attached air photo. This is a much preferable location for the trail for the long-term. A project redesign at this juncture defers construction until the fall.

Staff from the City of East Lansing will be available during the April meeting of the Parks Commission to address any questions the Commission may have. If you would like any additional information, please contact Wendy Wilmers Longpre at wlongpr@cityofeastlansing.com or 517-285-9436 for assistance.

We appreciate the support of Ingham County in providing safe and quality trails and recreational opportunities for the region.

Sincerely,

Timothy M. McCaffrey
Director of Parks, Recreation and Arts





CITY OF EAST LANSING

The Home of Michigan State University

April 19, 2021

Nicole Wallace
Ingham County Parks Department
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

RE: Request for Amendment
Northern Tier Trail Connection through White Park
Trails Millage Project #TR033

Good day Nicole:

The City of East Lansing would like to request an amendment to the agreement for Ingham County Trails Millage Project #TR033, Northern Tier Trail Connection through White Park to extend the term from its current date of August 28, 2021 to December 31, 2022. The purpose of this extension would be to allow additional time for the Ingham County Road Department to pursue Federal Transportation Safety funds to support improvements to the Lake Lansing Road intersection.

In October 2020, the City of East Lansing requested an additional allocation of \$400,000 from the Ingham County Trails and Parks Millage for to this project. The additional funds were requested to support an increase in costs associated with reconstruction of the Lake Lansing Road intersection to increase pedestrian safety. Attached is correspondence detailing the request.

The Ingham County Road Department contacted the City of East Lansing in February to express concern with the proposed intersection design that had been presented to the Parks Commission in October, citing the level of vehicular accidents at the location and the perception of reduced efficiency of the proposed design. Even though they had offered their support for the design, they requested that the design be revisited.

After further analysis by the City of East Lansing Traffic Consultant, Bergmann Associates, a reconfiguration of the intersection was developed that the Road Department found more acceptable, see attached. The estimate of probable cost for this design is \$800,000. The Ingham County Road Department has indicated that they are willing to pursue Federal Traffic Safety Funds for the additional \$400,000 that the reconfiguration requires.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

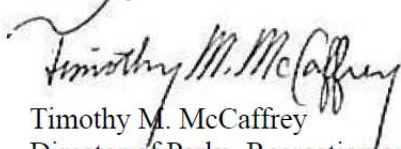
The term of Trails Millage Project TR033 (as established in Resolution #20-244) is August 28, 2021. The proposed extension to December 31, 2022 will allow the Ingham County Road Department to pursue the necessary funds, and design and construction the intersection improvements.

Staff from the City of East Lansing will be available during the April meeting of the Parks Commission to address any questions the Commission may have.

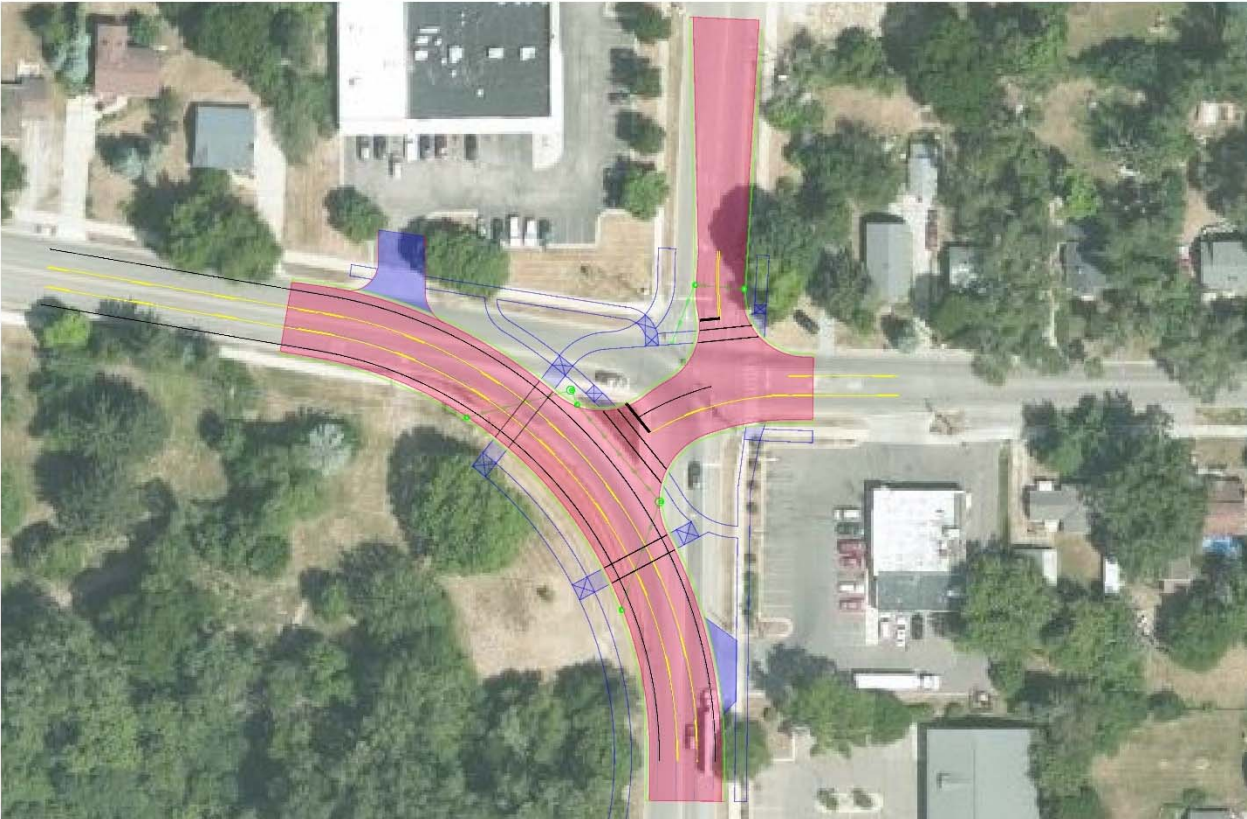
If you would like any additional information, please contact Wendy Wilmers Longpre at wlongpr@cityofeastlansing.com or 517-285-9436 for assistance.

We appreciate the support of Ingham County in providing safe and quality trails and recreational opportunities for the region.

Sincerely,

A handwritten signature in black ink, reading "Timothy M. McCaffrey". The signature is fluid and cursive, with the first name "Timothy" and last name "McCaffrey" clearly legible.

Timothy M. McCaffrey
Director of Parks, Recreation and Arts



FINAL ROW PLAN REVISIONS				SUBMITAL DATE: 5			
NO.	DATE	AUTH.	DESCRIPTION	NO.	DATE	AUTH.	DESCRIPTION



DATE:	CS:	LARGE LAYOUT NO. 2 DESIGN ROAD 2 - TOWNSHIP	DRAWING	SHEET
DESIGN UNIT:	UN:	06-11-2016/01/0000		SECT
FILE:				

City of East Lansing

Ingham County Trails & Parks Millage Projects

Update and Extension Request

April 19, 2021

Northern Tier Trail Repairs Time Extension Request

Project scope:

- Crack repair and sealing
- Relocate the portion of the trail from the Abbey Road bridge to just south of the Soccer Complex bridge to create a trail shoulder

Allocation

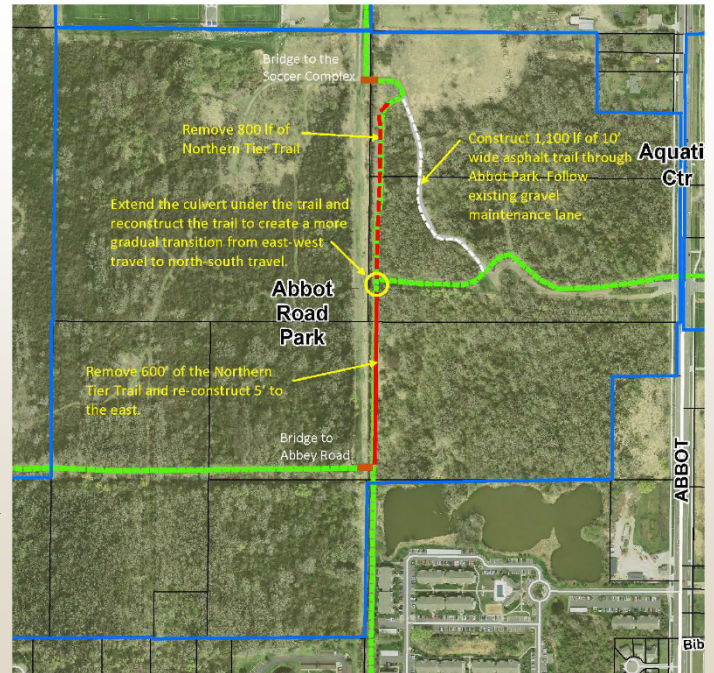
- \$300,000



Northern Tier Trail Repairs

Status:

- Plans are being developed for the improvements
 - New route proposed for the portion of the trail that will be relocated
 - Northern half of the trail will be removed from the drain easement
 - Anticipated construction in fall
- Time extension requested to December 31, 2021

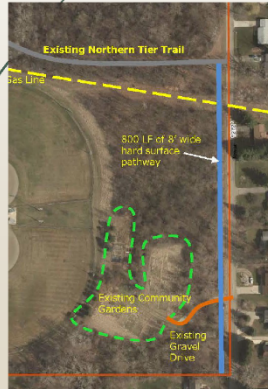


Northern Tier Trail Extension Through White Park

Project Scope:

Extend the Northern Tier Trail from Pebblebrook Lake to Lake Lansing Road and improve the pedestrian crossing at Lake Lansing Road to improve safety

Allocation: \$469,000



Northern Tier Trail Extension Through White Park

Status: the asphalt portion of the trail has been completed

Pathway from parking lot, southwest to the pond.
The Baseball field is on the left side of the photo.



North end of the trail on Towar Avenue looking south.



Northern Tier Trail Extension Through White Park

Status: boardwalk and overlook platform, turnpike trail, and pond improvements have been completed.

Boardwalk and overlook platform with a view of the vernal pond



Bank restoration on south side of pond.



Turnpike trail.

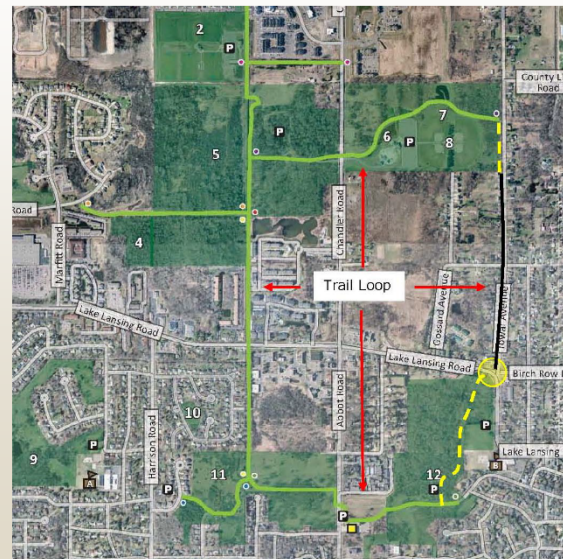


Northern Tier Trail Extension Through White Park

Status: pedestrian crossing safety improvements

Challenges:

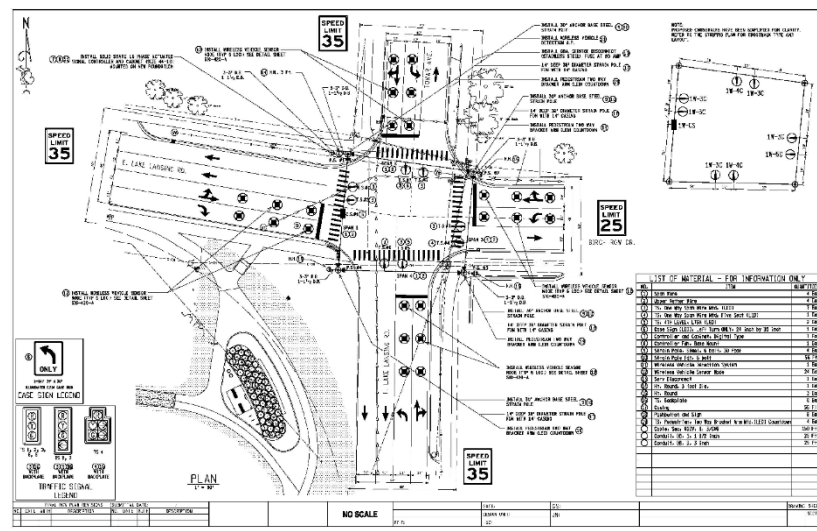
- The existing signal is unable to be upgraded making safety improvements considerably more complex and costly than initially anticipated
- Ingham County Road Department had safety concerns with improvements as proposed in the grant proposal.



Northern Tier Trail Extension Through White Park

October 2020 Recommendation:

Reconstruct the intersection and replace the traffic signal.



Proposal as supported by the Ingham County Road Department:

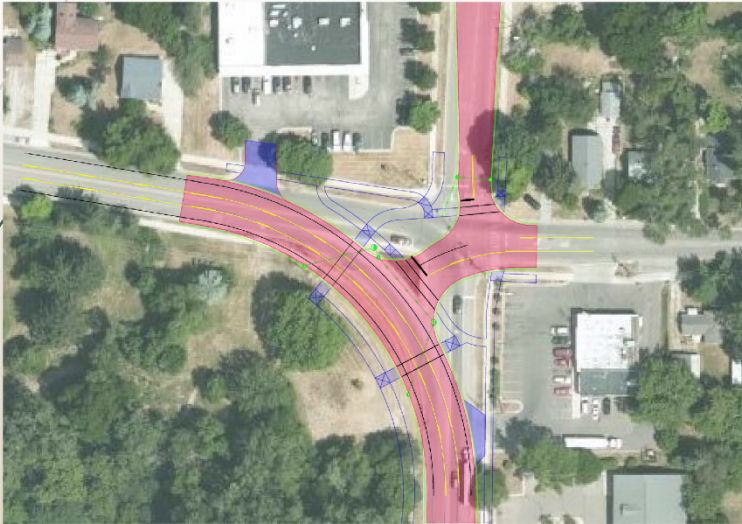
- Remove the slip-lane for eastbound traffic
- Install pedestrian activated crossing signals for all directions
- Install audible crossing signals for all directions
- Install ADA compliant ramps for all directions
- Restripe and resign intersection.

Estimated cost: \$400,000*

Northern Tier Trail Extension Through White Park

Current Recommendation:

Reconfigure the intersection and pedestrian routes and replace the traffic signal.



In February, Ingham County Road Department requested another redesign:

- Concerned with level of traffic accidents at this location
- Concerned with the perception of reduced efficiency

Estimated Cost: \$800,000

- Ingham County Trails Millage: \$400,000
- Federal Transportation Safety Funds: \$400,000

Time Extension requested to December 31, 2022

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CITY OF EAST LANSING
TRAILS AND PARKS MILLAGE AGREEMENTS**

WHEREAS, Board of Commissioners Resolutions #16-257, #17-109, #17-380, #18-422, #20-244, and #20-561 authorized entering into contracts with the City of East Lansing to fund the below projects; and

Contract Title	Project #	Begins	Ends	Resolution
City of EL- Northern Tier Trail Repair and Maintenance	TR003	08/25/16	08/28/21	16-257, 17-380, 18-422, and 20-244
City of EL- Northern Tier Trail Connection through White Park	TR033	03/07/18	08/28/21	17-109, 17-380, 20-244, and 20-561

WHEREAS, the City of East Lansing is requesting an amendment to Agreement TR003 to extend the term to December 31, 2021 to allow time for the project redesign for an alternative trail route that was identified that would result in a substantial portion of the trail being moved outside of the Sanderson Drain right-of-way; and

WHEREAS, the City of East Lansing is requesting an amendment to Agreement TR033 to extend the term to December 31, 2023 because of the change in the plan for the design and construction for the reconfiguration for the Lake Lansing Road/Birch Row/Towar Avenue intersection required by the Road Department and to allow time for the Ingham County Road Department to pursue the necessary funds (Federal Traffic Safety Funds additional \$400,000).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the City of East Lansing agreement TR033 Northern Tier Trail Connection through White Park to change the plan for the pedestrian safety improvements to the Lake Lansing Road/Towar Avenue intersection as instructed by the Ingham County Road Department and as submitted by the City of East Lansing in the letter dated April 19, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the City of East Lansing agreement TR003 Northern Tier Trail Repair and Maintenance for the project redesign as submitted by the City of East Lansing in the letter dated April 19, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of the City of East Lansing agreement TR003 to December 31, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of the City of East Lansing agreement TR033 to December 31, 2023.

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 Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 24, 2021
SUBJECT: Authorization to Enter Into an Agreement with the City of Lansing for the Lead Safe Lansing Program
For the meeting agendas of June 14, 2021 and June 16, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with the City of Lansing to accept grant funds in amount not to exceed \$96,255.00, to conduct outreach for the Lead Safe Lansing (LSL) Program, effective June 1, 2021 through July 3, 2024. The Maternal & Child Health (MCH) Division of ICHD has provided outreach to the LSL grant since 2018, which assists Lansing area families by conducting outreach and enrollment in the LSL Program. This effort focuses on outreach strategies for families with children under age 6 who have an elevated blood lead level (EBLL), families with children under the age of 6, and/or pregnant women enrolled in the WIC program. Exposure to lead paint and dust in a home can cause serious health issues for small children and pregnant women including learning and behavioral problems, problems with speech, language and hearing, and damage to organs. The LSL Program offers grants to assist Lansing area homes in remediating lead-based paint and dust hazards.

ALTERNATIVES

ICHD could choose not to accept the funding and not offer outreach to the LSL Program.

FINANCIAL IMPACT

This agreement will be covered by \$96,255 in funding allocated by the City of Lansing for providing staff support costs to implement this program.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with the City of Lansing in an amount not to exceed \$96,255.00, to facilitate outreach and enrollment for families in the LSL program effective June 1, 2021 through July 3, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE CITY OF LANSING
FOR THE LEAD SAFE LANSING PROGRAM**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the City of Lansing to accept grant funds in an amount not to exceed \$96,255, to conduct outreach for the Lead Safe Lansing (LSL) Program effective June 1, 2021 through July 3, 2024; and

WHEREAS, the Maternal & Child Health (MCH) Division of ICHD has provided outreach to the LSL grant since 2018, which assists Lansing area families by conducting outreach and enrollment in the LSL Program; and

WHEREAS, this effort focuses on outreach strategies for families with children under age 6 who have an elevated blood lead level (EBLL), families with children under age six, and/or pregnant women enrolled in the WIC program; and

WHEREAS, exposure to lead paint and dust in a home can cause serious health issues for small children and pregnant women including learning and behavioral problems, problems with speech, language and hearing, and damage to organs; and

WHEREAS, the LSL Program offers grants to assist Lansing area homes in remediating lead-based paint and dust hazards; and

WHEREAS, the Health Officer recommends authorizing an agreement with the City of Lansing to conduct outreach for the Lead Safe Lansing Program in an amount not to exceed \$96,255, effective June 1, 2021 through July 3, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the City of Lansing to conduct outreach for the Lead Safe Lansing Program in an amount not to exceed \$96,255, effective June 1, 2021 through July 3, 2024.

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

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

TO: Board of Commissioners Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 25, 2021
SUBJECT: Authorization to Extend Agreement with Michigan State University College of Human Medicine (MSUCHM)

For the Meeting Agendas of June 14, 2021 and June 16, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to extend the agreement with Michigan State University College of Human Medicine (MSUCHM) for an Academic Health Department effective June 1, 2021 through May 31, 2026. MSUCHM is engaged in medical education and research at its East Lansing campus and in community clinical settings around Michigan. MSUCHM seeks to train and graduate highly qualified physicians and seeks to enhance and expand its public health education, training, research, and services to benefit the community by offering educational learning experiences. The purpose of the Affiliation Agreement is to outline the roles and responsibilities of each party in the affiliation. MSUCHM and ICHD remain independent contractors and nothing in this agreement constitutes a partnership, joint venture, or other entity created between MSUCHM and ICHD.

MSUCHM will appoint ICHD's Health Officer and Medical Director as Adjunct Clinical Faculty of MSUCHM. MSUCHM will provide an ongoing educational venue on topics of public health practice such as immunizations, sexually transmitted infections, family planning, and chronic disease management. MSUCHM will encourage its faculty to engage in collaborative research with ICHD in areas of mutual interest.

ICHD will provide public health expertise to MSUCHM in the form of guest lectures, student mentorships, and additional ways deemed appropriate, and will provide opportunities for community-based participatory research through Health Department and through relationships with community organizations.

ALTERNATIVES

Choosing to not extend this Affiliation Agreement would result in a loss of expanding ICHD's public health education, training, research, and services to benefit the community by offering educational learning experiences.

FINANCIAL IMPACT

There is no financial impact.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes extending the Affiliation agreement with MSUCHM for an Academic Health Department, effective through June 1, 2021 through May 31, 2026 and all other terms of the agreement shall remain the same.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION TO THE AGREEMENT WITH
MICHIGAN STATE UNIVERSITY COLLEGE OF HUMAN MEDICINE**

WHEREAS, Ingham County Health Department (ICHHD) wishes to extend the agreement with Michigan State University College of Human Medicine (MSUCHM) for Academic Health Department effective June 1, 2021 through May 31, 2026; and

WHEREAS, MSUCHM is engaged in medical education and research at its East Lansing campus and in community clinical settings around Michigan; and

WHEREAS, MSUCHM seeks to train and graduate highly qualified physicians and seeks to enhance and expand its public health education, training, research, and services to benefit the community by offering educational learning experiences; and

WHEREAS, the purpose of the Affiliation Agreement is to outline the roles and responsibilities of each party in the affiliation; and

WHEREAS, MSUCHM and ICHHD remain independent contractors and nothing in this agreement constitutes a partnership, joint venture, or other entity created between MSUCHM and ICHHD; and

WHEREAS, MSUCHM will appoint ICHHD's Health Officer and Medical Director as Adjunct Clinical Faculty of MSUCHM; and

WHEREAS, MSUCHM will provide an ongoing educational venue on topics of public health practice such as immunizations, sexually transmitted infections, family planning, and chronic disease management; and

WHEREAS, MSUCHM will encourage its faculty to engage in collaborative research with ICHHD in areas of mutual interest; and

WHEREAS, ICHHD will provide public health expertise to MSUCHM in the form of guest lectures, student mentorships, and will further provide opportunities for community-based participatory research through the Health Department and through relationships with community organizations; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes an extension to the agreement with MSUCHM for an Academic Health Department effective June 1, 2021 through May 31, 2026.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension to the agreement with MSUCHM for an Academic Health Department effective June 1, 2021 through May 31, 2026.

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

TO: Board of Commissioners Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 26, 2021
SUBJECT: Authorization to Amend the Master Agreement with Lansing Community College
For the meeting dates of June 14, 2021

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers wish to amend the Master Agreement with Lansing Community College (LCC) to include a Medical Assistant Program (MAP) within the agreement's scope of programs, effective June 1, 2021 and ongoing thereafter. Amending this agreement will allow LCC's MAP students to complete their externship at ICHD. ICHD entered into a Master Agreement with LCC authorized by Resolution #05-282. LCC utilizes ICHD as a field placement site for students within its Human, Health and Public Services Career Divisions.

ALTERNATIVES

Choosing not to host LCC students enrolled in LCC's MAP could eliminate this program's potential as a career pipeline for Medical Assistants at ICHC.

FINANCIAL IMPACT

There is no cost associated with amending this agreement. LCC will be responsible for the cost of the liability insurance for students who complete their externships at ICHC.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending the Master Agreement with LCC to include an Medical Assistant Program (MAP) within the agreement's scope of programs, effective June 1, 2021 and shall be ongoing.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE AGREEMENT WITH LANSING COMMUNITY COLLEGE

WHEREAS, Ingham County Health Department (ICHD) Community Health Centers (CHCs) wish to amend the Master Agreement with Lansing Community College (LCC) to include a Medical Assistant Program (MAP) within the agreement's scope of programs, effective June 1, 2021 and ongoing thereafter; and

WHEREAS, this amendment will allow LCC's MAP students to complete their externship at ICHD; and

WHEREAS, ICHD entered into a Master Agreement with LCC authorized by Resolution #05-282; and

WHEREAS, LCC utilizes ICHD as a field placement site for students within its Human, Health and Public Services Career Divisions; and

WHEREAS, the ICHC Board of Directors and Health Officer recommends amending the Master Agreement with Lansing Community College (LCC) to include a Medical Assistant Program (MAP) within the agreement's scope of programs, effective June 1, 2021 and ongoing thereafter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Master Agreement with Lansing Community College (LCC) to include a Medical Assistant Program (MAP) within the agreement's scope of programs, effective June 1, 2021 and ongoing thereafter.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 26, 2021
SUBJECT: Authorization to Amend Lease Agreement with ANC Holdings, LLC
For the meeting agenda of June 14, 2021 and June 16, 2021

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend the original lease agreement with ANC Holdings, LLC, effective July 1, 2021 through June 30, 2031 for an amount not to exceed \$750,000. This lease agreement was originally authorized through Resolutions #20-230 and #20-256, for a leased space of 4,188 square feet. Amending this agreement will increase the leased space from 4,188 square feet to 5,263 square feet to allow continued operations of a CHC at this location. This amendment will include an on-site pharmacy and ten reserved employee parking spots located at the Allen Neighborhood Center on 1611 E. Kalamazoo Street, Lansing, Michigan.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The amended lease will include a base rent of \$12.00 per sq. ft. for a total lease space of 5,263 square feet and will be covered by billable patient services. The estimated cost for build out of the health center project will total an amount not to exceed \$750,000. Build out costs will be covered using a portion of American Rescue Plan funding through Resolution #21-243.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending the original lease agreement with ANC Holdings, LLC, effective July 1, 2021 through June 30, 2031 for an amount not to exceed \$750,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE LEASE AGREEMENT WITH ANC HOLDINGS, LLC

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend the original lease agreement with ANC Holdings, LLC, effective July 1, 2021 through June 30, 2031 for an amount not to exceed \$750,000; and

WHEREAS, this lease agreement was originally authorized through Resolutions #20-230 and #20-256 for a leased space of 4,188 square feet; and

WHEREAS, amending this agreement will increase the leased space from 4,188 square feet to 5,263 square feet to allow continued operations of a CHC at this location; and

WHEREAS, this amendment will include an on-site pharmacy and ten reserved employee parking spots located at the Allen Neighborhood Center on 1611 E. Kalamazoo Street, Lansing, Michigan; and

WHEREAS, the Health Officer and the CHC Board of Directors recommend that the Ingham County Board of Commissioners authorizes amending the original lease agreement with ANC Holdings, LLC, effective July 1, 2021 through June 30, 2031 for an amount not to exceed \$750,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the original lease agreement with ANC Holdings, LLC, effective July 1, 2021 through June 30, 2031 for an amount not to exceed \$750,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 27, 2021
SUBJECT: Authorization to Amend Resolution #10-275 with NextGen® Healthcare Information Systems, Inc. for NextGen® Professional Consulting Services

For the meeting dates of June 14, 2021 and June 16, 2021.

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend Resolution #10-275 with NextGen® Healthcare Information Systems, Inc. (NextGen®) to include one-time professional consulting services effective June 30, 2021 through August 31, 2021. NextGen® Professional Consulting Services will provide a NextGen Tech to provide consultation and training to support the Electronic Health Records (EHR) upgrade for up to 180 hours for an amount not to exceed \$45,000. This upgrade is required to ensure that the EHR platform contains regulatory upgrades in line with the 21st Century CURES Act, a United States law.

ALTERNATIVES

NextGen is the sole vendor for ICHC's HER and therefore in the best position to ensure that the EHR platform includes required regulatory upgrades in line with the 21st Century CURES Act, a United States law.

FINANCIAL IMPACT

This one-time cost will be covered by funding from the American Rescue Plan (ARP) fund, authorized through resolution #21-240 and will not exceed \$45,000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending resolution #10-275 with NextGen® Healthcare Information Systems, Inc. (NextGen®) to include one-time professional consulting services effective, June 30, 2021 through August 31, 2021, for an amount not to exceed \$45,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE AGREEMENT WITH
NEXTGEN HEALTHCARE INFORMATION SYSTEMS, INC.**

WHEREAS; Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend Resolution #10-275 with NextGen® Healthcare Information Systems, Inc. (NextGen®) to include one-time professional consulting services effective June 30, 2021 through August 31, 2021; and

WHEREAS, NextGen® Professional Consulting Services will provide a NextGen Tech to provide consultation and training to support the Electronic Health Records (EHR) upgrade for up to 180 hours, for an amount not to exceed \$45,000; and

WHEREAS, this upgrade is required to ensure that our EHR platform includes required regulatory upgrades in line with the 21st Century CURES Act, a United States law; and

WHEREAS, this one-time cost will be covered by funding from the ARP fund, authorized through resolution #21-240; and

WHEREAS, the ICHC Board of Directors and the Health Officer recommend that the Board of Commissioners authorizes amending the agreement with NextGen® Healthcare Information Systems, Inc., for one-time professional consulting services, effective June 30, 2021 through August 31, 2021 in an amount not to exceed \$45,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with NextGen® Healthcare Information Systems, Inc., for one-time professional consulting services, effective June 30, 2021 through August 31, 2021 in an amount not to exceed \$45,000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the 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 Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 27, 2021
SUBJECT: Authorization to Amend CHR II Position from Part-Time to Full-Time Status

For the Meeting Agendas of June 14, June 15 and June 16, 2021

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to change the status of position #601524 Community Health Representative II (CHR II), at Forest CHC from part-time to full time, effective July 1, 2021 and to be ongoing. The CHR II position supports the Ryan White HIV/AIDS Program located at Forest CHC. This position is presently a part-time position contracted at 20 hours per week and paid for by Ryan White Part B, HIV Care Coordination/Ryan White Part D funding sources. Over the last year there has been an increase in both demand for program services and workload placed on this position, requiring more time than 20 hours per week to adequately support program operations.

ALTERNATIVES

Choosing not to change Position #601524 from part time to full time status will fail to support growing programmatic demands.

FINANCIAL IMPACT

The cost increase for this status change from \$19,595 (plus benefits) to \$39,190 (plus benefits) will be for a total amount not to exceed \$19,595, and will be covered by Ryan White 340B pharmacy revenue.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes the amendment in status of position #601524 from part-time to full-time status for an amount not to exceed \$19,595 (plus benefits), effective July 1, 2021 and to be ongoing.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE STATUS OF POSITION #601524 (CHR II – FOREST)
FROM PART-TIME TO FULL-TIME**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to change the status of position #601524 Community Health Representative II (CHR II), at Forest CHC from part-time to full-time, effective July 1, 2021 and to be ongoing; and

WHEREAS, the CHR II position supports the Ryan White HIV/AIDS Program located at Forest CHC; and

WHEREAS, this position is presently a part-time position contracted at 20 hours per week and paid for by Ryan White Part B, HIV Care Coordination/Ryan White Part D funding sources; and

WHEREAS, over the last year there has been an increase in both demand for program services and workload placed on this position, requiring more time than 20 hours per week to adequately support program operations; and

WHEREAS, the cost increase for this status change, from \$19,595 to \$39,190 will be covered by Ryan White 340B pharmacy revenue; and

WHEREAS, the ICHC Board of Directors and the Health Officer recommend that Ingham County Board of Commissioners authorizes amending the status of position #601524 CHR II from part-time to full-time for an amount not to exceed \$19,595 (plus benefits), effective June 1, 2021 and to be ongoing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the status of position #601524 CHR II from part-time to full-time for an amount not to exceed \$19,595 (plus benefits), effective June 1, 2021 and to be ongoing.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 25, 2021
SUBJECT: Authorization to Enter Into an Agreement with Health Consulting Strategies, Inc.

For the Meeting Agendas of June 14, 2021 and June 16, 2021

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Center (IHC) Board of Directors (BOD) wishes to obtain the services of Health Consulting Strategies, Inc. (HCS) to provide support to IHC BOD's planning efforts for years 2021 through 2024. As a Community Health Center (CHC) Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), ICHD's CHCs are required to develop a community needs assessments that inform three-year strategic plans. HCS will assist IHC by: 1) completing a community needs assessment; and 2) providing "facilitation" support to IHC's strategic planning process. The IHC BOD is seeking to begin its planning efforts on July 1, 2021 and conclude this work by November 30, 2021.

ALTERNATIVES

Without a community needs assessment and three-year strategic plan in place, IHC will be out of compliance with HRSA program requirements.

FINANCIAL IMPACT

The cost of securing HCS's services is \$20,000 which will be covered using a portion of HRSA funding authorized through resolution #21-240.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with HCS for an amount not to exceed \$20,000, effective July 1, 2021 through November 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
HEALTH CONSULTING STRATEGIES, INC.**

WHEREAS Ingham County Health Department's (ICHD's) Community Health Center (CHC) Board of Directors (BOD) wishes to obtain the services of Health Consulting Strategies, Inc. (HCS) to provide support to CHC'S BODs planning efforts for years 2021 through 2024; and

WHEREAS, as a CHC Program Grantee of HRSA, ICHC is required to develop a community needs assessment that informs three-year strategic plans; and

WHEREAS, HCS will assist CHC by: 1) completing a community needs assessment, and 2) providing "facilitation" support to CHC's strategic planning process; and

WHEREAS, the CHC BOD is seeking to begin its planning efforts on July 1, 2021 and conclude this work by November 30, 2021; and

WHEREAS, the cost of securing HCS's services is \$20,000 which will be covered by using a portion of HRSA funding authorized through Resolution #21-240; and

WHEREAS, the Health Officer and the ICHC Board of Directors recommend authorizing an agreement with HCS for an amount not to exceed \$20,000, effective July 1, 2021 through November 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with HCS for an amount not to exceed \$20,000, effective July 1, 2021 through November 30, 2021.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 17, 2021
SUBJECT: Authorization to Enter into an Agreement with Hope Network for Medication Assisted Treatment (MAT) Services

For the meeting agendas of June 14, 2021 and June 16, 2021

BACKGROUND

Ingham County Health Department 's (ICHHD), Community Health Centers (CHC) wish to enter into a service agreement with Hope Network for Medication Assisted Treatment (MAT) Services for a .40 FTE physician to provide MAT services at its New Hope and Birch CHCs, effective February 1, 2021 through January 1, 2023. This agreement was previously authorized through Resolution #21-040 which authorized ICHD's CHCs to accept the American Rescue Plan Act Funds (ARP) from Health Resources and Services Administration (HRSA), effective April 1, 2021 through March 31, 2023. A portion of that funding will be used to fund the service agreement with Hope Network for a .40 FTE physician to provide MAT services, in an amount not to exceed \$95,400.

ALTERNATIVES

Choosing to not enter an agreement with New Hope Network would result in discontinuation of these MAT services, as the CHC does not employ any trained providers able to deliver MAT services.

FINANCIAL IMPACT

ICHHD will use a portion of the funding authorized through Resolution #21-240 to continue funding a service agreement with Hope Network for a .40 FTE physician in an amount not to exceed \$95,400.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering a service agreement with Hope Network for a .40 FTE physician to provide MAT services at its New Hope and Birch CHCs, effective February 1, 2021 through January 1, 2023 in an amount not to exceed \$95,400.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HOPE NETWORK
MEDICATION ASSISTED TREATMENT (MAT) SERVICES**

WHEREAS, Ingham County Health Department 's (ICHD), Community Health Centers (CHCs) wish to enter into a service agreement with Hope Network for Medication Assisted Treatment (MAT) Services for a .40 FTE physician to provide MAT services at its New Hope and Birch CHCs, effective February 1, 2021 through January 1, 2023; and

WHEREAS, this agreement was previously authorized through Resolution #21-040 which authorized ICHD's CHCs to accept the American Rescue Plan Act Funds (ARP) from Health Resources and Services Administration (HRSA), effective April 1, 2021 through March 31, 2023; and

WHEREAS, a portion of that funding will be used to fund the service agreement with Hope Network for a .40 FTE physician to provide MAT services, in an amount not to exceed \$95,400; and

WHEREAS, the Community Health Center Board and Health Officer recommend entering into a service agreement with Hope Network for a .40 FTE physician to provide MAT services at its New Hope and Birch CHCs, effective February 1, 2021 through January 1, 2023 in an amount not to exceed \$95,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a service agreement with Hope Network for a .40 FTE physician to provide MAT services at its New Hope and Birch CHCs, effective February 1, 2021 through January 1, 2023 in an amount not to exceed \$95,000.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 20, 2021

SUBJECT: Authorization to Enter Grant Agreement with FY20-21 Hazardous Materials Emergency Preparedness (HMEP) Planning Program

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with the FY20-21 Hazardous Materials Emergency Preparedness Planning Program (HMEP) in the amount of \$2,515 to provide financial assistance for hazardous materials emergency response plans effective September 30, 2020 through September 29, 2021. ICHD's Emergency Planning Committee has participated with the HMEP grant for 20 years. This funding will assist with the development of 302 new site hazardous materials emergency response plans as well as updating previously submitted site plans. Additionally, this funding will support training for LEPC/HazMat members, enhancement capabilities, public notices, and printing costs associated with the plans.

FINANCIAL IMPACT

The \$2,515 in FY20-21 HMEP funding received from this grant will help pay for expenses that support and facilitate the development of the off-site plans. As a participant of this grant, ICHD will be required to submit a match amount of \$629.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes a grant agreement with the FY20-21 Hazardous Materials Emergency Preparedness Planning Program (HMEP) in the amount of \$2,515, to provide financial assistance for hazardous materials emergency response plans effective September 30, 2020 through September 29, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
FY20-21 HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the FY20-21 Hazardous Materials Emergency Preparedness Planning Program (HMEP) in the amount of \$2,515 to provide financial assistance for hazardous materials emergency response plans effective September 30, 2020 through September 29, 2021; and

WHEREAS, ICHD's Emergency Planning Committee has participated with the HMEP grant for 20 years; and

WHEREAS, this funding will assist with the development of 302 new site hazardous materials emergency response plans as well as updating previously submitted site plans; and

WHEREAS, additionally, this funding will support training for LEPC/HazMat members, enhancement capabilities, public notices, and printing costs associated with the site plans; and

WHEREAS, as a participant of this grant, ICHD will be required to submit a match amount of \$629; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes entering into a grant agreement with the FY20-21 Hazardous Materials Emergency Preparedness Planning Program (HMEP) in the amount of \$2,515, to provide financial assistance for hazardous materials emergency response plans effective September 30, 2020 through September 29, 2021.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a grant agreement with the FY20-21 Hazardous Materials Emergency Preparedness Planning Program (HMEP) in the amount of \$2,515, to provide financial assistance for hazardous materials emergency response plans effective September 30, 2020 through September 29, 2021.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 2, 2021
SUBJECT: Authorization to Enter Into Agreement with UpToDate, Inc.
For the meeting agendas of June 14, 2021 and June 16, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with UpToDate, Inc. for an amount not to exceed \$9,350, effective upon the date of execution through May 31, 2022. UpToDate is an online database that is accessed through an Anywhere License Subscription providing access to evidence-based content made available to clinicians at home, at the office, or even a patient's bedside. The Anywhere license also offers access to assistance on topics covering general internal medicine, more than 20 specialties, and more than 1500 patient education topics. Through this evidence-based clinical support resource, physicians are equipped to make safe patient care decisions, resulting in improved quality and safety of care. Additionally, UpToDate provides the benefit of CEU credit to licensed medical professionals, which provides an alternative to conference costs, out of state travel expenses and conference CEU credits.

ALTERNATIVES

Choosing not to enter into this agreement would result in a loss of physician support and access to valuable evidence-based support resources.

FINANCIAL IMPACT

The fees for an UpToDate subscription, including UpToDate advanced and UpToDate Anywhere license will be for an amount not to exceed \$9,350 and will be covered by the Community Health Center (CHC) operational funding reserve.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with UpToDate Inc. in an amount not to exceed \$9,350, effective upon the date of execution through May 31, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UPTODATE, INC.

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with UpToDate, Inc. in an amount not to exceed \$9,350 effective upon the date of execution through May 31, 2022; and

WHEREAS, UpToDate is an online database that is accessed via subscription; and

WHEREAS, the UpToDate Anywhere license contains evidence-based content made available to clinicians at home, at the office, or even a patient's bedside; and

WHEREAS, UpToDate offers assistance on topics covering general internal medicine, more than 20 specialties, and more than 1500 patient education topics; and

WHEREAS, through this evidence-based clinical support resource, physicians are equipped to make safe patient care decisions, resulting in improved quality and safety of care; and

WHEREAS, UpToDate provides the benefit of CEU credit to licensed medical professionals, which provides an alternative to conference costs, out of state travel expenses and conference CEU credits; and

WHEREAS, the fees for an UpToDate subscription, including UpToDate advanced and UpToDate Anywhere license, will be in an amount not to exceed \$9,350 and will be covered by the CHC operational funding reserve; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with UpToDate, Inc. in an amount not to exceed \$9,350, effective upon the date of execution through May 31, 2022; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes entering into an agreement with UpToDate, Inc. in an amount not to exceed \$9,350, effective upon the date of execution through May 31, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with UpToDate, Inc. in an amount not to exceed \$9,350, effective upon the date of execution through May 31, 2022.

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

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