

CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE  
DEB NOLAN, CHAIR  
RYAN SEBOLT  
MARK GREBNER  
VICTOR CELENTINO  
KARA HOPE  
RANDY MAIVILLE  
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 5, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [May 15, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. Clerk's Office – Resolution to Adopt a [Marriage License Correction Fee](#)
3. Treasurer's Office – Resolution to [Increase Imprest Cash](#) for the Potter Park Zoo
4. Facilities Department – Notice of Emergency Purchase Order to Replace a [Condensing Unit](#) at the Sheriff's Office
5. Parks Department – Notice of Emergency Purchase Order to Replace All Plumbing Valves and [Plumbing](#) in the Burchfield Winter Sports Building Pit
6. Road Department
  - a. Resolution to Execute Waterborne Centerline [Pavement Marking](#) Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville
  - b. Resolution to Authorize an Agreement for [Architectural Design and Engineering Services](#)
  - c. Resolution to Approve a Professional Engineering Services Contract for the [Okemos Road Bridge](#) Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation Project
  - d. Resolution to Approve Purchase of a [Highway Easement](#) for the Jolly-Okemos Project
  - e. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Items I through III of Bid Packet #116-18 [Recycling & Resurfacing](#) of Various County Primary Roads
  - f. Resolution to Authorize [Adjustment](#) to the 2018 County Road Fund Budget
  - g. Resolution to Approve Special and Routine [Permits](#) for the Ingham County Road Department

7. Board of Commissioners
  - a. Resolution Designating the Month of June, 2018 as [LGBTQ Pride Month](#) in Ingham County
  - b. Resolution Honoring [Kenneth Abraham](#)
  - c. Resolution [Amending the Board Rules](#)

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE  
May 15, 2018  
Draft Minutes

Members Present: Nolan, Hope, Grebner, Celentino, Naeyaert, Sebolt, and Maiville

Members Absent: None

Others Present: Clerk Barb Byrum, Ryan Buck, Rick Terrill, Steve Kwasnik, Fred Wurtzel, Cody Norkin, Shauna Dunnings, Karla Hudson, Becky Bennett, Tim Dolehanty, Lindsey LaForte, and others

The meeting was called to order by Chairperson Nolan at 6:00 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 1, 2018 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE MAY 1, 2018 COUNTY SERVICES COMMITTEE MEETINGS.

The minutes were amended as follows:

THE MOTION TO APPROVE THE RESOLUTION CARRIED. Yeas: Nolan, Grebner, **Celentino**, Maiville, and Naeyaert. Nays: Sebolt and Hope. Absent: None

Commissioner Sebolt stated that Controller's Office should bring forward **recommendations** ~~a list of Department Heads~~ for disciplinary measures based on the finding of their search.

This was considered a friendly amendment.

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

Additions to the Agenda

8. Discussion of Employee Evaluations

Removed from the Agenda

None.

Limited Public Comment

Steve Kwasnik, Ingham County Assistant Prosecuting Attorney (APA), stated that he was before the Committee to show his support for a wage increase during the wage opener in the contract in August. He further stated that a reclassification or another fix was needed in order to increase the salaries for APA's.

Mr. Kwasnik stated that the Prosecutor's Office had sought to fill the position for the extra sexual assault APA, which was a position that started at Step 2 pay. He further stated that they had two qualified candidates for interviews, but they were not hired, because they did not fit the needs.

Mr. Kwasnik stated that the job had been reposted as an entry level position and they would shuffle some of their staff around to cover the sexual assault cases, and the new person hired would be able to help with other cases. He stated that the original position was difficult to fill because they were not able to offer a salary equal to the experience needed for the position and were not attracting qualified candidates.

Mr. Kwasnik stated that Jonathan Roth, APA and a senior staff member was expected to join him tonight, but Mr. Roth had been held up in court. He further stated that Mr. Roth just announced that he would be leaving to work as an Assistant United States Attorney in Grand Rapids.

Mr. Kwasnik stated that Mr. Roth was leaving partially because the pay and benefits were so much better with the Federal Government. He further stated that these were just two of many examples of what happened when APAs were not properly compensated.

Mr. Kwasnik stated that he would continue to remind this Committee of this issue.

Fred Wurtzel, National Federation of the Blind in Michigan (NFB), stated that he was before the Committee to discuss voting. He further stated that the Help Americans Vote Act helped protect voter's rights, including being able to vote with a secret ballot.

Mr. Wurtzel stated that AutoMark machines had started being used in the 1990s to assist voters with disabilities. He stated that although clerks did not like the machines, he loved them because it gave him the chance to vote a secret ballot independently.

Mr. Wurtzel stated that there were new voting machines in the polls during the November 2017 Election and the machines were not accessible. He further stated that it was difficult to use because he was not familiar with the system, he was unsure what the buttons did, and the screen needed to be turned off.

Mr. Wurtzel stated that because of the difficulties voting he was not able to cast the ballot in secrecy because he needed assistance from a poll worker. He further stated that he contacted County Clerk Barb Byrum to explain his dissatisfaction with the new machines and she listened to his complaints.

Mr. Wurtzel stated that he worked with his Township Clerk to attempt to see if it was possible to vote independently and although they attempted mock elections for an hour, it was not possible without eyesight. He further stated that they had a meeting with Clerk Byrum and Dominion, the manufacturer of the voting machines.

Mr. Wurtzel stated that the people at the meeting were all very computer-literate folks, but they all had difficulty using the machines. He further stated that the representative from Dominion and the County Clerk would not admit that there was a problem with the equipment, although they had tried to use the machine and it would not work without sight.

Mr. Wurtzel stated that there were three choices between the machines manufacturers approved by the State of Michigan, including Hart, Dominion and ES&S. He further stated that only the ES&S system was accessible for visually impaired people based on a test election they had held a couple years ago.

Mr. Wurtzel stated that the Board of Commissioners was there to protect the voter's right to vote. He further stated that the Secretary of State was not protecting their right to vote.

Mr. Wurtzel stated that they had a teleconference with the Secretary of State's Office yesterday about this issue and the voting machine manufacturers still would not admit that there was a problem for visually impaired voters. He further stated that the worst part of that meeting was that the manufacturers stated that there would not be a fix of these issues prior to the November 2018 General Election, let alone the August 2018 Primary Election.

Mr. Wurtzel stated that it was wrong that the machines could not be changed to be more accessible. He further stated that he would like the Board of Commissioners to find a solution to this, even if it meant using the old machines.

Mr. Wurtzel stated that they would be using any means necessary to make this change and be able to vote in August by a secret ballot, including litigation, if necessary.

Chairperson Nolan asked for Mr. Wurtzel's contact information.

Mr. Wurtzel provided his email address: [f.wurtzel@att.net](mailto:f.wurtzel@att.net)

Karla Hudson, East Lansing resident, stated that she was not able to vote the past November because the new voting machines made it impossible to vote with a secret ballot. She further stated that her husband was also blind and had gone to the polls before her and reported that he was not able to vote with a secret ballot.

Ms. Hudson stated that her husband was the Director of Disability Services at Michigan State University. She further stated that her husband was a highly trained technician and if he had difficulty with the machines, it meant there was a problem.

Ms. Hudson stated that they met with Clerk Byrum about their concerns with the Dominion voting machines. She further stated that it was apparent that the problems with these machines would not be solved any time soon.

Ms. Hudson stated that they had met with Senator Curtis Hertel about these issues also. She further stated that Senator Hertel used both a Dominion machine and an ES&S machine to attempt to vote without using eye sight and it was much more difficult on the Dominion

machine. She further stated the difficulties with the machines had been put on the poll workers, clerks, and even the voters by people saying that they all needed more training.

Ms. Hudson stated that the AutoMark system was very intuitive, but the Dominion system was not intuitive at all, and no special training should be required to vote. She further stated that the Secretary of State had said that the users just need to adjust to change which was impossible because the system did not work.

Ms. Hudson stated that the speech system on the Dominion machines was antiquated. She further stated that the Dominion system would not be changed for years and the ES&S was useable at the current time.

Ms. Hudson stated that she would like the County to return their election system and exchange it for a system that works. She further stated that she would like her right to vote independently and secretly protected.

Ms. Hudson stated that she brought a handout for the Committee with a letter that she had written to Senator Hertel after their meeting and an article from the National Federation of the Blind (NFB). She further stated that these issues had been going on for a number of years and would not change any time soon.

Ms. Hudson stated that she wanted to vote in the November 2018 General Election, but even though she had a chance to try the system, she did not feel comfortable with it.

Ms. Hudson stated that the Secretary of State, Clerk Byrum, and Senator Hertel had been made aware of the problem but it felt like they had been pushed aside. She further stated that this was a civil rights issue and she hoped the Committee took this seriously.

Chairperson Nolan asked for Ms. Hudson's contact information.

Ms. Hudson stated that her contact information was on the handout she had provided.

Cody Norkin, NFB member, stated that he was a member of the NFB even though he was fully sighted. He further stated that he observed the issue to be that the problem with the voting machines was not being acknowledged and the problem could not be remedied until it was acknowledged.

Mr. Norkin stated that the County Clerk and Michigan Bureau of Elections were not admitting there was a problem. He further stated that they were heading toward a collision course toward litigation and he did not see how Ingham County would be held harmless.

Mr. Norkin stated that Ingham County was his County and required to provide the election site and equipment so that all citizens could vote. He further stated that it was wrong and the County should at least acknowledge that there was a problem.

Mr. Norkin stated that the State of Michigan claimed that there was thorough testing of this equipment, but they had not included people with disabilities in their testing. He further stated that a report had been provided to the State telling them of the issues but the report was ignored.

Mr. Norkin stated that the State had certified those systems as prequalified for the Counties to purchase the systems, but they did not seem qualified for voters with disabilities. He further stated the solution now was to put into place a system that worked for all voters.

Mr. Norkin stated that the Bureau of Elections needed to pay the cost to remedy this problem and the County should demand that from them.

Chairperson Nolan thanked Mr. Norkin for his statements.

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

1. Facilities Department
  - a. Resolution to Authorize a Service Warranty Renewal for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center
  - b. Resolution to Authorize a Renewal for Fire Prevention Services at Several County Facilities
  
2. Road Department
  - a. Resolution to Authorize an Agreement with Delhi Township for Cedar Street Resurfacing Aurelius to Willoughby Roads, Delhi Township
  - b. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County and a Third Party Agreement between the Village of Dansville and the Road Department in Relation to Road Reconstruction Projects of Haslett Road from M-52 Easterly to Morrice Road, Fitchburg Road from Nims Road Easterly to Freiermuth Road, and Williamston Road from North Street Northerly to Howell Road
  - c. Resolution to Award a Construction Contract for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to M&M Pavement Markings, Inc., Grand Blanc, Michigan
  - d. Resolution to Approve Special and Routine Permits for the Road Department
  
3. Fair Office – Resolution to Authorize Construction of a Cement Floor for the South End Horse Complex Pavilion at the Ingham County Fairgrounds
  
4. Animal Control
  - a. Resolution Approving Contract of Lease
  - b. Resolution Approving Ground Lease
  
5. Health Department
  - a. Resolution to Convert the Vacant Lead Social Worker Position to Medical Social Worker
  - b. Resolution to Establish 340B Pharmacy Coordinator Position

- c. Resolution to Install a Mural at Forest Community Health Center
- 6. Controller's Office
  - a. Resolution Updating Various Fees for County Services
  - b. Authorization to Start a Managerial Employee above Step 2
- 7. Board of Commissioners
  - a. Resolution Recognizing Emily West as the Third Place Winner of the 2018 Ingham County Women's Commission Dorice Carlice Essay Contest
  - b. Resolution Recognizing Makela Rodgers as the Second Place Winner of the 2018 Ingham County Women's Commission Dorice Carlice Essay Contest
  - c. Resolution Recognizing Morgan Witham as the First Place Winner of the 2018 Ingham County Women's Commission Dorice Carlice Essay Contest

THE MOTION CARRIED UNANIMOUSLY.

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

- 1. Facilities Department
  - c. Resolution to Authorize the Replacement of the Rolling File Storage System in the Hilliard Building and the Veterans Memorial Courthouse

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

Commissioner Maiville asked why this issue was a surprise when the County had insurance evaluations of facilities.

Rick Terrill, Facilities Department Director, stated that the Facilities Manager had been working with the Clerk's Office to make repairs to the rolling files in the Hilliard Building. He further stated that there were no longer parts being made for the system.

Mr. Terrill stated that there were many failures of the system because of the weight of the load and the age of the system. He further stated that the Clerk's Office had removed the files in order to look at the system more closely and it appeared that it was beyond repair.

Mr. Terrill stated that there was a safety issue and the system may collapse. He further stated that the Clerk's Office, the Circuit Court, and the Controller's Office had determined it must be replaced.

Commissioner Maiville stated that he could appreciate this being a safety issue, but he would like to know if there were ways to improve storage long-term since there had been many issues with storage.

Mr. Terrill stated that at this time, there was only a plan for the replacement of the system which addressed an immediate need, so this did not play into the long-term needs of the County for file storage.

Commissioner Grebner asked how many linear feet this file system was.

Barb Byrum, Ingham County Clerk, stated that they did not have the exact number. She further stated that over 500 linear feet of files had already been purged.

Clerk Byrum stated that file storage issues were not new and that she had been bringing attention to this issue for the past six years. She further stated when she first took office, she had found that some of the files were being kept near lawn equipment and rodents had been living in them, which was immediately remedied.

Commissioner Grebner stated that he was looking for an answer that included the number of feet.

Mr. Terrill stated that the Hilliard Building alone had over 7,000 linear feet and the Veteran's Memorial Courthouse (VMC) had even more by about 2,000 feet.

Commissioner Grebner stated that about 11,000 linear feet of file storage was needed.

Mr. Terrill stated that the rolling file system in the Hilliard Building was moved from another building when the Hilliard Building was built and was inadequate for the storage needed. He stated that the load was just too great for the file system.

Clerk Byrum stated that someone was injured resulting in a broken collar bone at the VMC due to the rolling file system not working properly. She further stated that a shelf had collapsed this morning at the Hilliard Building.

Clerk Byrum stated that there were a lot of records that were in the process of being purged, as it was something that the Clerk's Office had to catch up on because it was not done properly in the past. She stated that this was an ongoing priority.

Clerk Byrum stated that the Hilliard Building was not safe and secure. She further stated that anyone had access to the files and the sprinkler system was above the files.

Clerk Byrum stated that records were requested that morning and they could not access them because of the broken shelf. She further stated that she had a statutory responsibility to provide records and was unable to do that because of the current condition.

Shauna Dunnings, Circuit Court Administrator, stated that Facilities staff needed to be present any time records needed to be accessed in the Hilliard Building, because of the danger of the system. She further stated that the system in the VMC ghost rolled, which meant when it was locked in place there were times it may still move without warning.

Mr. Terrill stated that he had recently received an email stating that the files needed to be moved as soon as possible from the Hilliard Building. He further stated that there was some space at the Road Department to temporarily house the files.

Mr. Terrill stated that even though the Facilities Department was short-staffed, they would be prioritizing this issue and making the Road Department space available within days by using a file system from the old annex.

Chairperson Nolan asked what the big picture was for storage. She further stated that there had been a discussion of changes.

Mr. Terrill stated that they had done an evaluation of the County buildings and there was nothing available at this time which would work for file storage. He further stated that they need about 10,000 square feet to house all the records of the County.

Chairperson Nolan stated that she saw the scope of the problem.

Clerk Byrum stated that she had been discussing the need for storage for many years. She stated that if she had been included in the discussion about the Justice Millage, she would have provided feedback for the need then.

Clerk Byrum stated that not only was safety of staff and records an issue, but security was a big issue too. She further stated that many of the vital records and election records included confidential information such as Social Security Numbers and that information needed to be protected.

Clerk Byrum stated that there was a need for a secure facility with proper climate control.

Chairperson Nolan stated that the County did not have a solution.

Mr. Terrill stated that there was not a permanent solution at this time. He further stated that there had not been the time to find solutions as they were extremely busy.

Commissioner Celentino stated that he remembered an email from Clerk Byrum about the millage possibly including storage. He further stated that either Mr. Terrill or Mr. Dolehanty had suggested that a standalone building may be built.

Mr. Terrill stated that the annex building needed to be demolished and it sat on a large, County-owned site which may be a location available for a new, stand-alone building.

Commissioner Naeyaert stated that she drove past that building often and wondered what the plan was for it.

Mr. Terrill stated that it was beyond repair and he had requested Capital Improvement Plan (CIP) funds to demolish it in years past.

Commissioner Naeyaert stated that it was a prime location but questioned why they should fix the current file storage if new storage would be provided soon. She further stated that this was a lot of money to spend.

Mr. Terrill stated that this system could be used even if a new storage facility was built as some other departments would still utilize the rolling storage in the Hilliard Building.

Clerk Byrum stated that she was not interested in continuing to use the Hilliard Building for file storage long-term, as everyone had file space and access to the file room. She further stated that this was a lot of money, but she had been warning of issues with storage for some six years.

Commissioner Naeyaert stated that this fix would not address security.

Clerk Byrum stated that perhaps a cage could be installed to create security which could help with security.

Mr. Terrill stated that today Tracy Smith, Clerical Services Supervisor, suggested an accordion gate could be added to the Hilliard Building storage space in order to make the storage area more secure and also meet the fire code requirements for egress.

Commissioner Naeyaert asked about the cost for that additional feature.

Mr. Terrill stated that there was no estimate at the time.

**Chairperson Nolan stated that the Committee would like a report in two months, at the July Committee meeting, about a permanent storage solution.**

Commissioner Grebner stated that there was an efficiency issue in addition to the safety issue. He further stated that at some point this would all be moot as digital storage was the future.

Ryan Buck, Chief Deputy County Clerk, stated that digital records were more likely to happen 15 years down the road, especially considering the cost involved in moving to digital records.

Commissioner Grebner stated that the need for files would disappear. He further stated that they had not discussed where the funding for this project would come from.

Commissioner Grebner stated that this reminded him of the water issue at the Courthouse because it had been fine, until it was not. He further stated that the County Facilities were antiquated and more would need to be replaced, it was only a matter of time.

Commissioner Grebner stated that the context to this issue was that the Board of Commissioners and the Controller needed to handle unexpected failures.

Commissioner Sebolt stated that these were not unexpected failures, because there were lots of little problems that had been ignored when they were minor orange flags until they became red flags.

Commissioner Grebner stated that one of the jobs of the Controller during the CIP budget was to address things that could not be ignored any longer. He further stated that occasionally things jumped ahead in line.

Commissioner Grebner stated that if the jail was examined, many problems would possibly be found.

Clerk Byrum stated that she would like to ask the Committee to support the resolution.

THE MOTION CARRIED UNANIMOUSLY.

8. Discussion of Employee Evaluations.

Chairperson Nolan stated that there were five employees that reported directly to the Board of Commissioners by statute: Bill Conklin, Road Department Director; Becky Bennett, Board of Commissioners Director; Doug Stover, Equalization Director; Tim Dolehanty, Controller; and Linda Vail, Health Officer. She further stated that she had been an advocate for evaluations of all employees, but would like to start with the five Board of Commissioner employees.

Chairperson Nolan stated that she would like to suggest that the County Services Committee establish a small subcommittee to examine personnel.

Commissioner Grebner stated that he thought employee evaluations would be good, but he did not think that it would be a good idea for the Board of Commissioners to evaluate their own employees. He further stated that the Board of Commissioners had the power to fire their employees at any time.

Commissioner Grebner stated that he thought of other people who had been fired in the past, that right up until the moment they were fired, had good reviews and then the employee walked out with a large severance because of that.

Commissioner Grebner stated that elected bodies did not look at evaluations critically enough. He further stated that employees evaluating other employees worked better.

Commissioner Grebner stated that in theory, evaluations worked well but case studies did not show the same. He further stated that if it was legal do complete the evaluations anonymously it they may be more useful.

Chairperson Nolan stated that that former employee's severance had been built into their contract.

Commissioner Hope stated that she agreed with Commissioner Grebner. He further stated that they had spent a lot of time a couple years ago on this and the question remained what the point was of the evaluations.

Chairperson Nolan stated that she thought it was a good practice to give employees feedback and it was a good employment practice. She further stated that she had never been a part of an organization that did not do any evaluations.

Chairperson Nolan stated that it was shocking that evaluations were not done for County employees.

Commissioner Celentino stated that it was a couple years ago that they had investigated this and the legal council had not thought that evaluations were a good idea. He further asked if the evaluations would be linked to anything such as merit pay.

Commissioner Celentino stated that there were a lot of different models of how to accomplish this. He further stated that he could see how it would be helpful for employees to be given a warning about what they were not doing well, but also how it might hurt the County if they had to terminate an employee with good evaluations.

Commissioner Celentino stated that Commissioner Grebner made a good point that many evaluations would be positive. He further stated that in the past, nothing had happened with this discussion.

Commissioner Naeyaert stated that the five positions under the Board of Commissioners were at-will, so there did not need to be any reason to terminate their employment. She further stated that when she sat on the Mason City Council, they had done an annual evaluation for an employee and the evaluations did serve a purpose.

Commissioner Naeyaert stated that this was not an easy process and it was uncomfortable but she thought that it was valuable. She further stated that it made sense to do something.

Discussion.

Commissioner Grebner stated that perhaps they could hire an outside person to evaluate the employee and present a report. He further stated that when he sat on the Capital Area Transportation Authority (CATA) Board, they had given him evaluations to fill out for the Director, but he had never turned one in.

Commissioner Grebner stated that when the CATA Director was fired, he was glad that he had never given an evaluation. He further stated that it would be a good idea for other County employees to be evaluated.

Commissioner Grebner stated that it may be difficult to implement evaluations for all County employees because of collective bargaining and 312 arbitration, and this may be a mine field. He further stated that this may be a fun mine field to pick through.

Commissioner Sebolt stated that he would support an annual third-party evaluation, as long as it was done on an annual basis. He further stated that he had no problem telling people what he thought when there were problems.

Commissioner Sebolt stated that as a constituent of the Board of Water and Light, he had taken the Board Members to task for their evaluations of an employee that were not accurate. He further stated that he thought evaluations were an accountability measure.

Commissioner Sebolt stated that if something went wrong and constituents asked why it was not caught, if the answer was because they had not chosen to do evaluations, he would expect to be thrown out of office. He further stated that evaluations were a way to ensure that what he had control over, was being run well.

Commissioner Sebolt stated that the Board of Commissioners had an obligation ensure what was under their purview was being run well. He further stated that it was owed to the people under their purview to let them know when things were not being run well and to be given the opportunity to change it.

Commissioner Sebolt stated that he thought this would need to be documented in order to say what was going wrong and how to improve it. He further stated that this would be an accountability measure.

Commissioner Celentino asked if Chairperson Nolan wanted a subcommittee.

Chairperson Nolan stated that the subcommittee was one idea, but she would entertain more ideas. She further stated that it would be made of Committee members who would volunteer their time.

Discussion.

Chairperson Nolan asked if anyone would like to be on the subcommittee. She further stated that Commissioner Sebolt, Naeyaert, and Nolan would be on the subcommittee.

### Announcements

Commissioner Hope asked Mr. Dolehanty if any action had been taken on the parking ordinance for senior citizens at the Human Services Building.

Mr. Dolehanty stated that they were still looking at this issue. He further stated that an ordinance needed to be developed, and the policy would be reviewed by the County Attorney.

Commissioner Hope asked if there could be anything done at this time.

Mr. Dolehanty stated that the County could ask employees to not park there, but that County Employees had been told not to park in those spaces.

Commissioner Naeyaert stated that some people who parked in those spaces were County Employees.

Mr. Dolehanty stated that if he was provided their names, he would talk with them.

Commissioner Hope stated that it seemed more of an issue during tax season.

Commissioner Sebolt stated that the Equal Opportunity Commission had not been able to meet because of lack of quorum recently. He further stated that there were openings to the Equal Opportunity Commission and it would be helpful if the Committee members could encourage others to apply.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:17 p.m.

# **JUNE 5, 2018 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

## **AGENDA ITEMS:**

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

**1. Equal Opportunity Committee – Interviews**

Candidates for appointment to the Equal Opportunity Committee will be present to answer questions posed by Committee members.

**2. County Clerk – *Resolution to Adopt a Marriage License Correction Fee***

Michigan law (MCL 551.111) authorizes the correction of a marriage license by way of a multi-step process that involves both the County Clerk and Circuit Court. The process of reviewing marriage licenses for corrections and then processing those corrections is time consuming. The County Clerk seeks approval of a resolution to authorize collection of a reasonable fee of \$20 to recoup the estimated cost of processing corrections. No fees are currently assessed for this service.

**3. County Treasurer – *Resolution to Increase Imprest Cash for the Potter Park Zoo***

Proper operation of the restaurant, snack bar, and gift shop at Potter Park Zoo requires additional cash for additional change drawers. The zoo currently maintains an imprest (advance of) cash account with a balance of \$5,400 for admissions, parking, and other functions. The County Treasurer has proposed a resolution to provide an additional \$2,600 as an imprest balance to the Potter Park Zoo for use in cash drawers in the zoo's restaurant, snack bar, and gift shop.

**4. Facilities Department – *Notice of Emergency Purchase Order to Replace a Condensing Unit at the Sheriff's Office***

An emergency purchase order was issued to Horn Heating and Cooling in the amount of \$4,361.00 to replace the split unit in the officer's station for the Sheriff's Office visitation lobby. The split unit failed and the resultant lack of air conditioning would create very uncomfortable working conditions. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works, and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

**5. Parks Department – *Notice of Emergency Purchase Order to Replace All Plumbing Valves and Plumbing in the Burchfield Winter Sports Building Pit***

An emergency purchase order was issued to Michigan Plumbing in the amount of \$2,104.00 to replace all plumbing valves and plumbing in the pit by the Winter Sports Building at Burchfield Park. During routine

preparations for spring activities, staff discovered a major water system leak that needed repairs prior to having water turned on. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works, and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

**6a. Road Department** – *Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville*

The Road Department annually refreshes centerline (yellow) and edgeline (white) paint on all 433 miles of primary road in the County. Similarly, the Department biannually refreshes centerline and edgeline paint on selected local roads in the County. The Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the program provided that they pay all costs for the work performed on the roads within their respective jurisdictions. The Road Department recommends including Leslie, Mason, Williamston, and Webberville in the pavement marking project for 2018 at a total cost not to exceed \$6,546.42.

**6b. Road Department** – *Resolution to Authorize an Agreement for Architectural Design and Engineering Services*

The Road Department seeks authorization to enter into an agreement with Roger Donaldson, AIA P.L.C. for architectural design and engineering services, required for replacement of the ICRD Eastern District Garage low-slope roof. The current 40 year-old roof has exceeded the average life cycle for a roof of this design and is not compliant with current building codes. Approval of a resolution to authorize architectural design services is recommended at a cost not to exceed \$8,920.

**6c. Road Department** – *Resolution to Approve a Professional Engineering Services Contract for the Okemos Road Bridge Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation Project*

Two bridges that carry Okemos Road traffic over the Red Cedar River in Meridian Township have been declared functionally obsolete and structurally deficient. An Environmental Assessment, Programmatic Section 4(f) Evaluation, and Section 106 historic review is required per the National Environment Policy Act (NEPA). The NEPA process includes generating conceptual bridge replacement scenarios, soliciting regulatory and public input for the scenarios, analysis of potential impacts to floodplain and wetlands, impacts to parks, and eventual disposition of the historic northbound camelback bridge. One potential scenario involves conveying the camelback bridge to Meridian Township for non-motorized use. The Road Department recommends approval of a resolution to accept the professional engineering services proposal from DLZ Michigan, Inc. to satisfy requirements of the Environmental Assessment, Programmatic Section 4(f) Evaluation at a cost not to exceed \$153,165.

**6d. Road Department** – *Resolution to Approve Purchase of a Highway Easement for the Jolly-Okemos Project*

On June 13, 2017 the Board of Commissioners approved Resolution #17-237 to add right turn lanes and upgrade the traffic signals for improved traffic flow, resurface the pavement, improve drainage, and improve the pedestrian facilities including sidewalks, ADA-approved ramps, audible pedestrian signals

and cross-walks. Because widening the south side of Jolly Road will almost fully occupy the existing right-of-way, an easement from Hop Family, LLC (owners of property occupied by the Marathon gas station) is needed to construct a planned sidewalk. The Road Department recommends approval of a resolution to allow purchase of a 10-foot easement along the south side of Jolly Road at a total cost not to exceed \$10,000.

**6e. Road Department** – *Resolution to Authorize Contracts with Michigan Paving & Materials Company for Items I through III of Bid Packet #116-18 Recycling & Resurfacing of Various County Primary Roads*

The Road Department recommends approval of a resolution to approve a contract with Michigan Paving and Materials Company for recycling, resurfacing, and related work for the following projects:

- Wood Street from Grand River Avenue (M-43/BL-69) to Lake Lansing Road
- Lake Lansing Road from Lansing City Limit to Wood Street
- Haslett Road from Shaw Street to Creekwood Lane
- Mitchell Road from Williamston Road to Vanneter Road
- Vanneter Road from Mitchell Road to Rowley Road
- Hagadorn Road from Jolly Road to south of Mount Hope Road
- Eifert Road from Holt Road to Willoughby Road

The total cost of these seven projects is \$3,143,691.62. Funding is provided from several sources including the Ingham County Road Fund, supplemental funding provided under Section 105 of 2018 PA 82, and the County Road Fund fund balance.

**6f. Road Department** – *Resolution to Authorize Adjustment to the 2018 County Road Fund Budget*

An increase in state-allocated revenue and a desire to utilize funds carried over from the previous fiscal year have prompted the Road Department to recommend adjustments to the 2018 County Road Fund budget as follows:

- Michigan Transportation Fund and PA 82-funded road resurfacing: \$3,357,000 increase
- Capital road equipment and building repairs: \$951,000 increase
- Increased road maintenance materials: \$649,000
- Personnel (per Resolution #18-019): \$200,000

A resolution to authorize this budget adjustment of \$5,157,000 is offered for Board consideration.

**6g. Road Department** – *Resolution to Approve Special and Routine Permits for the Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 24 projects (see attachment for permit list).

**7a. Board of Commissioners Office** – *Resolution Designating the Month of June, 2018 as LGBTQ Pride Month in Ingham County*

A Resolution is offered to formally designate the month of June, 2018 as LGBTQ Pride Month in Ingham County.

**7b. Board of Commissioners Office – *Resolution Honoring Kenneth Abraham***

A Resolution is offered to congratulate Kenneth Abraham for earning the rank of Eagle Scout and for serving as a positive role model for the youth in our community.

**7c. Board of Commissioners Office – *Resolution Amending Board Rules***

A Resolution is offered to formally amend Section IV.E of the Board Rules changing the quorum requirement for seven-member committees from four to three.

TO: Ingham County Board of Commissioners  
FROM: Chief Deputy County Clerk Ryan Buck  
DATE: May 22, 2018  
SUBJECT: Resolution to Adopt a Marriage License Correction Fee

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**BACKGROUND**

If a couple provides incorrect information when applying for a marriage license, their license could cause great challenges for that couple later in life. As such, the County Clerk staff strives to work with couples to ensure that the information they provide is true and accurate. The County Clerk staff also reviews the marriage licenses after marriage ceremonies to make sure they were properly completed by the couple, wedding officiant, and witnesses. Inevitably, errors are discovered.

Examples of errors include:

- Lack of Officiant Title
- Missing or incorrect names, dates, and signatures

Michigan law authorizes the correction of a marriage license (see MCL 551.111). This is a multi-step process that involves both the County Clerk and Circuit Court. The County Clerk has developed a form by which corrections can occur. Please see the attached example: *Affidavit and Motion to Correct License of Marriage, Verification, and Ex Parte Order*.

The process of reviewing marriage licenses for corrections and then processing those corrections is time consuming and requires an electronic document editor (e.g., Adobe Acrobat software that is above a normal PDF-reader). Additionally, corrections must be forwarded to the State of Michigan, which is both costly in logistics and postage.

The purpose of this resolution is to authorize the collection of a reasonable fee of \$20.00 to recoup the estimated cost of processing corrections. The fee would be deposited into the General Fund.

Currently, no fee is assessed.

Below are the statistics for the amount of marriage license corrections the County Clerk’s Office has performed:

<b>Marriage License Corrections</b>	
2016	44
2017	55
Jan-April 2018	17

**FINANCIAL IMPACT**

Based on the amount of marriage license corrections performed by the County Clerk’s Office since the practice was implemented in 2016, a \$20 fee for the correction of a marriage license is expected to generate approximately \$1,000 in revenue each year, which would go into the General Fund.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATIONS**

Based upon the information presented, I respectfully request the approval of the resolution.

To help facilitate the correction of your License of Marriage, the Ingham County Clerk has prepared a form called the “*Affidavit and Motion To Correct License of Marriage, Verification, and Ex Parte Order*” and step-by-step instructions.

**Step 1.** Entering the following information on the form:

- A. Both spouses’ names as they appear on the current license of marriage
- B. The address at which at least one spouse resides
- C. A phone number that at least one spouse may be contacted at
- D. Inaccurate fact(s) stated on the license at present
- E. Correction that is being requested
- F. “Local File Number” of the marriage license (located at the top-right of the license)

**Step 2.** Read through the entire Affidavit and Motion section for accuracy. Only one individual need complete the affidavit. Sign and print your name before a notary.

**Step 3.** Present the completed form to the County Clerk’s Office and request that they sign the verification section of the form. The County Clerk will review the affidavit and make a determination. Upon a successful review, the County Clerk will sign the verification. (Note: The County Clerk may request additional documentation to make a determination.)

**Step 4.** After the County Clerk completes the Verification section, the County Clerk will forward the form to the Ingham County Circuit Court Clerk’s Office at Veterans Memorial Courthouse in downtown Lansing. A Circuit Court Judge will review your form and enter an order either granting or denying your motion. The Circuit Court Clerk’s Office will contact you at the phone number that you provided to inform you that an order has been entered. A copy of the order will be sent to the County Clerk who will then correct the license by the terms of the order.

### General Information

- The County Clerk’s Office has two locations each to serve you:

**Mason Historical Courthouse**  
**341 South Jefferson Street**  
**Mason, Michigan 48854**

**Veterans Memorial Courthouse**  
**313 West Kalamazoo Street**  
**Lansing, Michigan 48933**

- You can also mail the form in for processing. Please complete Steps (1) and (2) and then mail the form to the following address: **Barb Byrum, Ingham County Clerk**  
**Post Office Box 179**  
**Mason, Michigan 48854**
- You can purchase a certified copy of your corrected license by contacting the County Clerk’s Office at (517) 676-7201 or email your request to [InghamClerk@ingham.org](mailto:InghamClerk@ingham.org).
- You can purchase a certified copy of the court order correcting your license by calling the Circuit Court Clerk’s Office at (517) 483-6500 or email your request to [CircuitCourtRecords@ingham.org](mailto:CircuitCourtRecords@ingham.org).
- If you have any general questions regarding marriage license corrections, please call (517) 483-6504.

<b>STATE OF MICHIGAN</b> <b>30TH JUDICIAL CIRCUIT COURT</b> <b>INGHAM COUNTY</b>	<b>AFFIDAVIT AND MOTION TO</b> <b>CORRECT LICENSE OF</b> <b>MARRIAGE, VERIFICATION, AND</b> <b>EX PARTE ORDER</b>	<b>FILE NO.</b>  _____ - _____ - DZL - C30
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Court Address  
**313 W. Kalamazoo, Lansing, Michigan 48933**

Court Telephone No.  
**(517) 483-6500**

In the matter of the marriage license between \_\_\_\_\_ and \_\_\_\_\_:

Address & Phone Number (of at least 1 spouse)
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**AFFIDAVIT AND MOTION TO CORRECT LICENSE OF MARRIAGE**

1. Specific facts are inaccurately stated on the license between the individuals named above, the same being recorded in the Office of the Ingham County Clerk and registered with the State of Michigan. The following corrections need to be made to the license to make it true and accurate (attach additional forms as necessary):

Inaccurate Fact Stated on Current License	Correction Needed

2. The "Local File Number" of the marriage license is: \_\_\_\_\_ (located at top-right of license).
3. This affidavit is made on my personal knowledge and, if sworn as a witness, I could testify competently to the facts I have stated in this affidavit.
4. I respectfully move this honorable Court to enter an ex parte order correcting my license of marriage as stated above.

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Affiant's Printed Name

Subscribed and sworn to before me on \_\_\_\_\_ in the County of \_\_\_\_\_, State of Michigan.

Notary Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Notary Public, State of Michigan, County of \_\_\_\_\_. My commission expires on \_\_\_\_\_.

**COUNTY CLERK VERIFICATION**

I hereby verify that the changes requested in the motion are supported by the evidence presented in the affidavit.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Ingham County Clerk

**EX PARTE ORDER**

The Court has reviewed the affidavit, motion, and verification.

- The motion is granted. The license of marriage is to be corrected as described in the motion.
- The motion is denied.

It is so ordered.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Hon.

**Agenda Item 2**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT A MARRIAGE LICENSE CORRECTION FEE**

WHEREAS, the County Clerk has reviewed the Clerk's Office operations and has identified the need for a fee to correct marriage licenses to recoup costs for services rendered; and

WHEREAS, the correction of a marriage license requires an ex parte order to be filed with Circuit Court and editing software to amend the original document; and

WHEREAS, the County Clerk recommends that the Board of Commissioners approve the new fee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the assessment and collection of a \$20 fee for correcting marriage licenses.

BE IT FURTHER RESOLVED, that the fee shall become effective on July 1, 2018 and will be reviewed as a part of the annual budget fee process.

BE IT FURTHER RESOLVED, that the monies collected due to this fee shall be deposited in the General Fund.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments required as a result of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO INCREASE IMPREST CASH FOR THE POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo has taken over from the Potter Park Zoological society operation of the restaurant, snack bar and gift shop at the zoo; and

WHEREAS, proper operation of these functions for the benefit and enjoyment of zoo patrons requires additional cash for additional change drawers; and

WHEREAS, operation of these functions will increase funds generated at the zoo; and

WHEREAS, the zoo currently maintains an imprest cash account with a balance of \$5,400 for admissions, parking and other functions, which is maintained in account 0258-018000; and

WHEREAS, a \$2,600 increase in the amount of imprest cash used by the zoo has been determined to be appropriate to meet the additional needs of operating the restaurant, snack bar and gift shop.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Treasurer to provide an additional \$2,600 as an imprest balance to the Potter Park Zoo for use in cash drawers in the zoo's restaurant, snack bar, and gift shop.

**MEMORANDUM**

TO: County Services Committee  
FROM: Rick Terrill, Facilities Director  
DATE: May 21, 2018  
SUBJECT: Emergency Purchase Order to Replace a Condensing Unit at the Sheriff's Office

This memo is to inform you of an emergency purchase that was made prior to receiving board approval.

The split unit in the officer's station for the visitation lobby has failed. Multiple attempts to repair the unit have been unsuccessful, leaving the unit at the point of needing to be replaced. Given the rising temperatures outside, no air conditioning would result in very uncomfortable working conditions therefore, board approval was not sought, prior to replacing the unit.

The Facilities Department received three quotes, the lowest from Horn Heating and Cooling for a total cost of \$4,361.00, to provide and install a new Bryant condensing unit and disposing of the old unit.

Purchase Order #2018-209 was issued to Horn Heating & Cooling for \$4,361.00.

Funds for this repair are available in the Jail Building Maintenance line item #101-31100-931000.

Both the Controller and Facility Director approved this purchase.

## Agenda Item 5

**TO:** Board of Commissioners County Services Committee  
**FROM:** Tim Morgan, Parks Director  
**DATE:** May 16, 2018  
**SUBJECT:** Emergency Purchase Order to Replace All Plumbing Valves and Plumbing in the Burchfield Winter Sports Building Pit  
For the meeting agenda of 6/5/18 County Services Committee

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

Upon preparation to turn the water back on to the shelters to half of the park at Burchfield Park, staff discovered a major leak that needed repairs prior to having water turned on.

There is an insufficient amount of time to go through normal purchasing policies and still have water available for shelters and the public in time for the summer season, which is now.

An emergency Purchase Order to replace all the plumbing valves and plumbing in the pit by the Winter Sports Building under the Emergency Repair Purchasing Policy was necessary to complete the repairs.

An emergency Purchase Order has been issued to Michigan Plumbing for a total cost of \$2,104.

Funds for this purchase are available in other supplies.

Both the Purchasing Director and Park Director approved this purchase.

**Agenda Item 6a**

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: May 11, 2018

SUBJECT: 2018 City and Village Centerline Pavement Marking Agreements

For the County Services Committee meeting agenda in June 5, 2018

For the Finance Committee meeting agenda in June 6, 2018

For the BOC meeting agenda in June 12, 2018

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The Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings. Bids for this year's program were received on April 25, 2018 and award of the contract is scheduled for the May 22, 2018 BOC meeting agenda. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor for the work. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow centerline and white edgelines that define our roadway laneage. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

We refresh the centerline and edgeline paint on all 433 miles of our primary roads and a small portion of our local roads every year. We also invite the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the annual program, for which they pay for the work performed on the roads within their jurisdiction. The estimated pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows:

City of Leslie:	\$1,389.50
City of Mason:	\$2,750.68
City of Williamston:	\$1,168.88
Village of Webberville:	\$1,237.36

The reason for this memo is to execute cost agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to provide centerline pavement marking their roads if they choose to participate in our 2018 pavement marking program.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXECUTE WATERBORNE CENTERLINE PAVEMENT MARKING AGREEMENTS WITH THE CITY OF LESLIE, CITY OF MASON, CITY OF WILLIAMSTON, AND THE VILLAGE OF WEBBERVILLE**

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and estimated quantities to determine and recommend a contractor to perform the work; and

WHEREAS, the Road Department refreshes the centerline and edgeline paint on 433 miles of our primary roads and a small portion of our local roads as part of an annual program; and

WHEREAS, the Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the program, which they pay all costs for the work performed on the roads within their jurisdiction; and

WHEREAS, the estimated costs to the three cities and the Village of Webberville are as follows:

City of Leslie:	\$1,389.50
City of Mason:	\$2,750.68
City of Williamston:	\$1,168.88
Village of Webberville:	\$1,237.36

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2018 road centerline pavement marking agreements with the City of Leslie for the estimated cost of \$1,389.50, the City of Mason for the estimated cost of \$2,750.68, the City of Williamston for the estimated cost of \$1,168.88, and the Village of Webberville for the estimated cost of \$1,237.36 if they choose to participate in the Road Department's 2018 pavement marking program.

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

TO: Ingham County Board of Commissioners
FROM: Tom Gamez, Director of Operations, ICRD
DATE: May 14, 2018
SUBJECT: Architectural design agreement with Roger Donaldson, AIA P.L.C.

BACKGROUND

The purpose of this correspondence is to support attached resolution and memo of performance to enter into an agreement with Roger Donaldson, AIA P.L.C. for architectural design and engineering services, required for replacement of the ICRD Eastern District Garage low-slope roof. The current 40 year old low-slope roof on the ICRD Eastern District Garage has exceeded the average life cycle for a roof of this design and is not compliant with current building codes. This roof has received several temporary repairs by ICRD staff over the last 10 years, but has deteriorated beyond the point of repair.

ALTERNATIVES

The current low-slope roof has multiple leaks and is starting to damage the integrity of the steel decking and trusts, which support the roof. To delay this repair, could result in damage to the steel structure and add additional expenses.

FINANCIAL IMPACT

The ICRD received quotes from qualified and experienced vendors for the purpose of designing a new roof that meets or exceeds the current Federal and State building codes, with onsite inspection services. It is the ICRD recommendation to enter into agreement with Roger Donaldson for design and engineering services involved with removal and replacement of the Eastern Garage low-slope roof. The base cost of this agreement is \$8920.00.

Additional rates of the agreement are below, only if additional services are requested by the ICRD:

- A. Architect ..... \$ 80.00 per hour
B. Project Structural Engineer..... \$85.00 per hour
C. Principle Mechanical/Electrical Engineer ..... \$126.00 per hour
D. Engineering Tech I..... \$109.00 per hour
E. Engineering Tech II ..... \$67.00 per hour
F. Engineering Tech III ..... \$64.00 per hour
G. Principle Landscape Architect ..... \$135.00 per hour
H. Landscape Architect..... \$90.00 per hour
I. Landscape Designer..... \$75.00 per hour
J. Drafter..... \$57.00 per hour
K. Clerical ..... \$49.00 per hour
L. Reimbursable Printing Budget.....\$200.00

OTHER CONSIDRATIONS

The ICRD contacted the Ingham County Facilities Director for recommendations of design and engineering consultants. Roger Donaldson was one of many design consultants that was recommended by the Facilities Director. Roger Donaldson has worked with Ingham County Facilities on other projects and has performed all task requested in a professional manner with no negative history.

Once the design of the new roof is completed by Roger Donaldson, the Purchasing Department will seek bids for removal and replacement of the Eastern Garage low-slope roof from qualified registered roofing contractors.

**RECOMMENDATIONS**

Therefore approval of the attached resolution is recommended, to enter into an agreement with Roger Donaldson, AIA P.L.C. for architectural design and engineering services, upon review and approval by the Ingham County Attorney.

TO: Tom Gamez, Director of Operations ICRD  
FROM: James Hudgins, Director of Purchasing  
DATE: May 9, 2018  
RE: Memorandum of Performance for RFP No. 81-18 Eastern Roof Design

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Per your request, the Purchasing Department sought bids from experienced and qualified architectural and engineering firms and individuals for the purpose of providing professional design services to the Ingham County Road Department for the Eastern Garage location. The roof on the main Eastern garage is in need of replacement due to the age and condition of the roof. The current roof is not up to code and has deteriorated beyond the point of patching.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	9	3
Vendors responding	3	3

A summary of the vendors' costs is 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 ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.***

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

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





Roger L. Donaldson, AIA P.L.C.  
Architect

Member  
International Code Council  
U.S. Green Building Council  
American Institute of Architects  
Association of Licensed Architects  
National Fire Protection Association  
National Frame Builders Association  
Construction Specifications Institute  
National Council of Architectural Registration Boards

May 8, 2018

Ingham Country Road Department  
301 Bush St.  
Mason, Michigan 48854

RE: Ingham Country Road Department  
Eastern Garage - 1335 E Howell Rd  
Roof Replacement

Attn: Tom Gamez Jr.:

*Roger L. Donaldson, AIA P.L.C.* is pleased to present this proposal of providing professional design services to Ingham Country Road Department for your Eastern Garage Location, 1335 E Howell Rd, Williamston, Michigan.

In reviewing the project requirements, *Roger L. Donaldson, AIA P.L.C.* understands that it is your desire for these services to include:

- ☞ Design of Roof Replacement to include:
  - Main Garage (92'x200') & Wash Area (29.3'x90') roofs,
  - Field measure and documentation of existing condition.
  - Remove existing Gravel ballast, Built Up roof and insulation;
  - Remove existing flashings;
  - Gravel to be located on owner's property or disposed of by contractor;
  - New Roof system over R-30 Rigid Insulation, recommend either a SBS Modified Built up or 60mil EPDM adhered;
  - Modify or extend ductwork, electrical connections, plumbing vents, etc. as necessary for insulation depth, raise existing Exhaust Fan Hoods when required.
  - New Flashings, counterflashing's, coping
  - Roof Plan, and details as required by the State of Michigan Construction Code.
- ☞ Complete Project Manual for Bidding through Purchasing Office
- ☞ Bidding
  - Attend Pre-Bid meeting on site;
  - Issue any Addendum when required;
  - Attend Bid Opening at Purchasing Office;
  - Review Bids and provide recommendation of award;
- ☞ Construction Administration Services.
  - Prepare written Contract using AIA A101;
  - Review Shop Drawings of materials to be use to verify compliance with contract documents;
  - Issue any Bulletins for changes in work when required;
  - Review and certify application(s) for payment;
  - Periodic Site Visits to observe that work is in compliance with contract documents;
  - Prepare Final Punch List of items to correct or complete at end of project;
  - Review Close Out documents and warranties.
- ☞ Based on previous projects, we would anticipate a budget for this project would be approximately \$240,000.<sup>00</sup>
- ☞ Compliance with City of Mason Building and Zoning Ordinances.
- ☞ Compliance with State of Michigan Construction Code.
- ☞ Provide sufficient construction documentation (drawings and material specifications) to assist in obtaining a Building permit and quotations from Construction Contractors.
- ☞ Direction from Ingham Country Road Department will be given by you with full authority to make all decisions.

*Roger L. Donaldson, AIA P.L.C.* proposes to provide the above professional services at an hourly rate of \$80.<sup>00</sup> for Architectural Services. *Roger L. Donaldson, AIA P.L.C.* invoices periodically, at the end of the month, project phase or submittal for permits. *Roger L. Donaldson, AIA P.L.C.* estimates that the Professional Fee for this project to be projected as indicated in the following schedule.

4787 Tartan Lane

Holt, Michigan 48842-1935

RogerAIA@comcast.net  
email

(517) 694-0011  
voice

D E S I G N I N G A B E T T E R F U T U R E



**Roger L. Donaldson, AIA P.L.C.**  
Architect

Schematic Design	Fee	1,340. <sup>00</sup>
Design Development	Fee	2,670. <sup>00</sup>
Construction Documents/ Bidding:	Fee	3,120. <sup>00</sup>
<b>Total Basic Services:</b>		<b>\$ 7,130.<sup>00</sup></b>
Construction Administration:	Fee	1,790. <sup>00</sup>
<b>Total Services:</b>		<b>\$ 8,920.<sup>00</sup></b>

Reimbursable Budget:	
Printing	\$200. <sup>00</sup>
<b>Total Reimbursable:</b>	<b>\$200.<sup>00</sup></b>

This office will require from you the following information:

- Existing Drawings of Facility (electronic cad version if available);
- Any special requirements that are to be included in the documents.

Upon finding the conditions of this letter acceptable, please sign one copy and return to this office at the address below. This Office can start work on your design when *Roger L. Donaldson, AIA P.L.C.* receives notice of approval and Purchase Order from you.

*Roger L. Donaldson, AIA P.L.C.* looks forward to being part of the team that brings this project to a satisfactory completion. Should you have any questions, please contact this office at the number below.

Sincerely,

**Agreed:**

Schematic Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Design Development	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Construction Documents / Bidding	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Construction Administration	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*Roger Donaldson AIA*  
Roger Donaldson AIA CSI LEED AP BD+C  
Member Architect  
*Roger L. Donaldson, AIA P.L.C.*

**By:** \_\_\_\_\_  
Ingham Country Road Department  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Enc: Additional Services  
Terms & Conditions

Additional Services:

Roger L. Donaldson, AIA P.L.C. will provide additional authorized professional services at an hourly rate of \$ 80.<sup>00</sup> for Architectural Services. Engineering additional services will be reimbursed at their typically hourly rates. The following services are not provided unless authorized as additional services or reimbursable expenses:

- ☞ Survey of site.
- ☞ On site civil engineering, including storm water retention requirements.
- ☞ Identification of any environmentally or physically hazardous materials.
- ☞ Identification of any wetlands, floodplains or similar on site conditions.
- ☞ Submitting any request for variances, Special Land Use Permit, or appeals to Barrier Free Design Rules, or Local Planning or State Building Departments.
- ☞ Revision of drawings from original scope in order to reduce costs.
- ☞ Revisions of drawings to change from original scope because of decision by the Client.
- ☞ Insurance premiums for Professional Liability insurance required by you for this project, above this office's basic coverage.
- ☞ Printing of existing Building Drawings that may be available from the local building authority or previous Design Professional's office.
- ☞ Printing and Duplications of Review and Final Drawings. (Minimum charge of \$15.00)
- ☞ Print and Duplication of Construction documents for bidding and construction will be a direct reimbursable cost, since the quantity is undetermined at this time. (Minimum charge of \$15.00)
- ☞ Postage and handling of Drawings and Specifications for bidding.
- ☞ Fees for securing approval (Plan Review or any Permits) from authorities having jurisdiction. This amount varies depending on construction costs, the City of Mason Permit Fee System and is generally coordinated by the construction Contractor(s).
- ☞ State of Michigan Bureau of Construction Codes Fees
- ☞ Reviewing alternate means of construction or materials during Construction.
- ☞ Providing color selections during Construction.

Hourly Rates for the Different Design Professionals are indicated below:

**Roger L. Donaldson, AIA P.L.C.**

Architect .....	\$ 80. <sup>00</sup> per hour
Project Structural Engineer.....	\$85. <sup>00</sup> per hour
Principle Mechanical/Electrical Engineer .....	\$126. <sup>00</sup> per hour
Engineering Tech I.....	\$109. <sup>00</sup> per hour
Engineering Tech II.....	\$67. <sup>00</sup> per hour
Engineering Tech III .....	\$64. <sup>00</sup> per hour
Principle Landscape Architect.....	\$135. <sup>00</sup> per hour
Landscape Architect .....	\$90. <sup>00</sup> per hour
Landscape Designer .....	\$75. <sup>00</sup> per hour
Drafter .....	\$57. <sup>00</sup> per hour
Clerical .....	\$49. <sup>00</sup> per hour

Terms And Conditions:

The following terms and conditions apply to the work authorized by this proposal:

- PROPOSAL DURATION; This Proposal shall be valid for 90 days after which time, acceptance is optional or shall be adjusted for change in rates.
- PROJECT COMPENSATION; In accepting this agreement, the signature indicates there is funding available and allocated for payment of these Professional Services.
- ANNUAL RATE REVIEW; Hourly compensation rates may be modified at the beginning of each calendar year.
- COPYRIGHT; © All documents developed under this agreement are copyrighted and are subject to copyright protection as an "architectural work" under Sec. 102 of the Copyright Act. 17 U.S.O. as amended December 1990 and known as Architectural Works Copyright Protection Act of 1990. The protection includes but is not limited to the overall form as well as the arrangement and composition of spaces and elements of the design. These documents are not suitable for use on other projects or in other locations without the approval and participation of the Architect. Reproduction is prohibited
- OWNERSHIP OF DOCUMENTS; - All documents prepared or furnished by Architect pursuant to this agreement are instruments of Architect's professional service, and Architect shall retain an ownership and property interest therein. Architect grants client a license to use instruments of Architect's professional service for the purpose of construction, occupying and maintaining the project. Reuse or modification of any such documents by client, without Architect's written permission, shall be a client's sole risk, and client agrees to indemnify and hold Architect harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through client.
- TERMINATION OF SERVICES; The services may be terminated by the Client or Architect should the other fail to perform its obligations as stated. In the event of termination, the Client shall pay the Architect for all services rendered to the date of termination and all reimbursable expenses.
- CANCELLATION OF PROJECT; If the project is concealed or suspended in whole or part, the Architect shall be compensated for all services performed prior to receipt of written notice from the client of said cancellation or suspension. When the project is resumed, the Architect's compensation shall be equitably adjusted.
- RETAINER; Retainer is nonrefundable once work has started on the design of the project. Should project be cancel, the Retainer will be applied toward the work completed on the clients project. Retainer will be applied to the last Invoice for the project.
- REIMBURSEMENTS; Reimbursable items will be invoiced at 1.1 times the actual invoice amount.
- LATE PAYMENTS; Invoices amounts unpaid 25 days after invoice date shall: (1) Cause work on your project to be suspended until such time that payment is made. (2) Accrue late payment fee to cover additional administrative costs from the date of invoice at the rate of 1½% per month.
- DISPUTED WORK; In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and undisputed portion shall be paid. Owner shall provide in writing reasons for contesting an invoice.
- RETURNED CHECKS; Should any payment checks be returned for Non-Sufficient Funds (NSF), and fee of \$100.00 will be added to the payment due.
- CONSTRUCTION LIEN COMPLIANCE; This Office complies with the MICHIGAN CONSTRUCTION LIEN ACT 497 OF 1976 and will issue Notices as allowed by the MICHIGAN CONSTRUCTION LIEN ACT 497 OF 1976. This agreement acts as an "NOTICE OF FURNISHING" as defined by the MICHIGAN CONSTRUCTION LIEN ACT 497 OF 1976.
- HAZARDOUS MATERIAL - It is acknowledged by both parties that Architect's scope of services does not include any services related to the presence at the site of asbestos, lead paint, pcbs, petroleum, hazardous waste or radioactive materials. Client acknowledges that Architect is performing professional services for client and Architect is not and shall not be required to become an "arranger," "operator," "generator" or "transporter" of hazardous substances, as defined in the comprehensive environmental response, compensation, and liability act of 1990 (CERCLA).
- COST ESTIMATES - When included in Architect's scope of services, opinions or estimates of probable construction cost are prepared on the basis of Architect's experience and qualifications and represent Architect's judgment as a professional generally familiar with the industry. However, since Architect has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Architect cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Architect's opinions or estimates of probable construction cost.
- CONTINGENCY: The owner agrees that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications and, therefore, that the final construction cost of the project may exceed the estimated construction cost. The owner agrees to set aside a reserve in the amount of 3% of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes.

Terms And Conditions (continued):

- INDEMNIFICATION: To the fullest extent permitted by law, Client shall indemnify and hold harmless Design Professional, its employees and agents, from and against all claims, losses, damages, and costs (including but not limited to court or other dispute resolution costs, and the time of Design Professional expended in defense of such claims) caused by, arising out of or relating to the presence, discharge, dispersal, release, or escape of asbestos at, on, under or from the Project site.
- CERTIFICATIONS: Architect shall not be required to sign any documents that would result in Architect's having to certify, guarantee or warrant the existence of conditions whose existence Architect cannot ascertain.
- TIME BAR TO LEGAL ACTION: All legal actions by either party against the other arising out of or in any way connected with this Agreement or the services to be performed hereunder shall be barred and under no circumstances shall any such legal action be initiated by either party after two (2) years from the date of Substantial Completion, unless this Agreement shall be terminated earlier, in which case the date of termination of this Agreement shall be the date on which such period shall commence.
- LIMITS OF LIABILITY: In recognition of the relative risks, rewards and benefits of the project to both the Owner and The Architects, the risks have been allocated such that the Owner agrees that, to the fullest extent permitted by law, The Architect's total liability to any cause or causes shall not exceed the architectural fees for the project. Such causes include, but are not limited to, The Architects' negligence, error, omissions, strict liability, breach of contract or breach of warranty.
- PERMITS AND APPLICATION FEES: - The client will pay for all variance, plan review, permit applications and similar fees.
- CONSTRUCTION OBSERVATION - When included in Architect's scope of services, periodic observations during construction are meant to determine, in general, if construction is proceeding in accordance with the plans and specifications. This is being done to help minimize problems, but cannot be considered as a way to assure absolutely all work is perfect.
- CONSTRUCTION METHODS; The Architect is not responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions since these are solely the Contractors responsibility.
- OWNER-AUTHORIZED CHANGES; If the Owner authorizes deviations, recorded or unrecorded, from the documents prepared by the Architect and Consultants without written agreement of the Architect, the Owner shall indemnify and hold harmless the Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting in whole or in part from such deviations, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.
- CONSTRUCTION ADMINISTRATION; If this agreement provides for any construction phase services by Architect, it is understood that the contractor, not Architect, is responsible for the construction of the project, and that Architect is not responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor.
- CONSTRUCTION ADMINISTRATION; It is understood and agreed that if Architect's services under this proposal do not include construction observation, or review of the contractor's performance, or any other construction phase services, then client assumes all responsibility for interpretation of the contract documents and for construction observation or review and waives any claims against Architect that may be in any way connected thereto.
- COPIES OF DOCUMENTS; - COPIES OF DOCUMENTS THAT MAY BE RELIED UPON BY CLIENT ARE LIMITED TO THE PRINTED COPIES (ALSO KNOWN AS HARD COPIES) THAT ARE SIGNED OR SEALED BY Architect. Files in electronic media format or text, data, graphic or other types that are furnished by Architect to client are only for the convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic media format, Architect makes no representations as to long-term compatibility, usability, or read-ability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by Architect at the beginning of this assignment.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR  
ARCHITECTURAL DESIGN AND ENGINEERING SERVICES**

WHEREAS, the Ingham County Road Department is in need of architectural design and engineering services for a roof replacement at the Eastern District Garage, located at 1335 E. Howell Road Williamston, Michigan 48895; and

WHEREAS, the Road Department adopted 2018 budget includes controllable expenditures and funds for this and related building and grounds purchases; and

WHEREAS, quotes for architectural design and engineering services were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department, to award the architectural design and engineering services to Roger Donaldson, AIA P.L.C., based on the lowest qualified bid.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the quote, and authorizes the agreement with Roger Donaldson, AIA P.L.C. 4787 Tartan Lane Holt, Michigan 48842, at rates per the attached quote from Roger Donaldson, not to exceed \$12,000, including base cost \$9,120, plus contingency of \$2,880.

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

## Agenda Item 6c

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: May 10, 2018

SUBJECT: Okemos Road Bridge Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation

For the County Services Committee meeting agenda in June 5, 2018  
For the Finance Committee meeting agenda June 6, 2018  
For the BOC meeting agenda in June 12, 2018

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Currently, there are two existing bridges conveying Okemos Road traffic over the Red Cedar River. The northbound camelback bridge built in 1925 and the southbound three-span bridge built in 1959. Both bridges are functionally obsolete and structurally deficient. The Ingham County Road Department wishes to replace the two existing vehicular bridges with a single structure as part of state and federally funded road project scheduled for construction in 2020.

Given the historical aspect of the existing northbound camelback bridge, the adjacent floodplain and wetlands, and Meridian Township parks located on both sides of Okemos Road, an Environmental Assessment (EA), Programmatic Section 4(f) Evaluation, and Section 106 historic review is required per the National Environment Policy Act (NEPA). The NEPA process includes generating conceptual bridge replacement scenarios, soliciting regulatory and public input for the scenarios, analysis of potential impacts to floodplain and wetlands, impacts to parks, and eventual disposition of the historic northbound camelback bridge. One potential scenario involves conveying the camelback bridge to Meridian Township for non-motorized use.

The Ingham County Purchasing Department solicited Qualification Statements from competent firms, consultants, or teams with established knowledge of the NEPA process, Programmatic Section 4(f), Section 106 historic review requirements, and experience with historical bridge replacement projects.

The result of the requested services is to produce a document, or documents, satisfying the Michigan Department of Transportation, the Federal Highway Administration, and the Michigan Historic Preservation Office to gain clearance for the bridge replacement project. Development of a preferred alternative and a Finding of No Significant Impact (FONSI) is desired and expected.

The Purchasing Department received Qualification Statements from four (4) competent consultants / teams with Environmental Assessments (EA), Programmatic Section 4(f), Section 106 historic review, and National Environment Policy Act (NEPA) experience for historical bridge replacement projects. The proposed professional service fees received and associated lead consultants are as follows:

DLZ Michigan	\$127,637.48
OHM Advisors	\$245,000.00
The Corradino Group	\$390,590.00
CDM Smith	\$396,532.22

An ad-hoc committee, including ICRD and Purchasing Department staff, reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county. Based on the review, ICRD recommends that the low proposer, DLZ Michigan, Inc. of Lansing, Michigan, be retained to provide the requested professional services.

Since there are multiple regulatory agencies involve and it is very likely that regulatory and public input will lead to additional consultant work, beyond the base bid work, I propose that the Board of Commissioners approve an extra 20% of fee, which equals \$25,527.52. Therefore, the total authorization would be for an amount up to \$153,165.00 for the project.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the professional engineering services proposal from DLZ Michigan, Inc.

**Agenda Item 6c**

TO: William Conklin, Managing Director, Road Department  
Robert Peterson, Director of Engineering, Road Department

FROM: James Hudgins, Director of Purchasing

DATE: May 9, 2018

RE: Memorandum of Performance for Request for Qualifications No. 18-18: Okemos Road Bridge Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation.

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Per your request, the Purchasing Department accepted qualification statements from competent firms, consultants, and teams with established knowledge of and experience in Environmental Assessments, Programmatic Section 4(f) requirements, Section 106 historic reviews, navigating the National Environment Policy Act and Programmatic Section 4(f) processes, and historical bridge replacement projects, for the Okemos Road Bridge Replacement project.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	96	20
Vendors responding	4	3

Upon receipt and review of the four qualification statements, costs proposals were solicited. The following grid is a summary of the vendors' costs:

Vendor(s) Name(s)	Vendor(s) Location(s)	Cost
DLZ Michigan, Inc.	Lansing, MI	\$127,637.48
OHM Advisors   WSP   Niswander Environmental LLC	Livonia, MI   Lansing, MI   Brighton, MI	\$245,000.00
The Corradino Group, Inc.   Mannik & Smith Group	Miami FL   Lansing, MI	\$390,590.00
CDM Smith Michigan, Inc.   Commonwealth Heritage Group   Fishbeck, Thompson, Carr & Huber	Lansing, MI   Dexter, MI   Lansing, MI	\$396,532.22

***You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the request for qualifications; 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 a resolution for Board approval.***

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A PROFESSIONAL ENGINEERING SERVICES CONTRACT FOR THE OKEMOS ROAD BRIDGE REPLACEMENT - ENVIRONMENTAL ASSESSMENT AND PROGRAMMATIC SECTION 4(F) EVALUATION PROJECT**

WHEREAS, there are two existing bridges conveying Okemos Road traffic over the Red Cedar River. The northbound camelback bridge built in 1925 and the southbound three-span bridge built in 1959. Both bridges are functionally obsolete and structurally deficient; and

WHEREAS, the Ingham County Road Department wishes to replace the two existing vehicular bridges with a single structure as part of state and federally funded road project scheduled for construction in 2020; and

WHEREAS, the bridge replacement portion of the project involves an Environmental Assessment (EA), Programmatic Section 4(f) Evaluation, and Section 106 historic review, per the National Environment Policy Act (NEPA), to satisfy the Michigan Department of Transportation, the Federal Highway Administration, and the Michigan Historic Preservation Office to gain a Finding of No Significant Impact (FONSI); and

WHEREAS, the Purchasing Department solicited and received four (4) proposals from competent consultants / teams with Environmental Assessments (EA), Programmatic Section 4(f), Section 106 historic review, and National Environment Policy Act (NEPA) experience for historical bridge replacement projects. The proposed professional service fees received and associated lead consultants are as follows:

DLZ Michigan	\$127,637.48
OHM Advisors	\$245,000.00
The Corradino Group	\$390,590.00
CDM Smith	\$396,532.22

WHEREAS, An ad-hoc committee, including ICRD and Purchasing Department staff, reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county; and

WHEREAS, the ad-hoc committee and Road Department recommends that the Board of Commissioners retain the low proposer, DLZ Michigan, Inc. of Lansing, Michigan, to provide the requested professional services for the proposed fee plus a 20% contingency for a total authorization of \$153,165.00.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, Michigan, based on its Okemos Road Bridge Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation Proposal for the not-to-exceed fee of \$153,165.00.

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

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: May 22, 2018

RE: Authorization for Easement Purchase  
From Marathon Gas Station  
Jolly-Okemos Intersection Improvement Project

**BACKGROUND**

The road department is currently improving the Jolly-Okemos roads intersection in a project authorized per resolution 17-237 adopted June 13, 2017, to add right turn lanes and upgrade the traffic signals for improved traffic flow, resurface the pavement, improve drainage, and improve the pedestrian facilities including sidewalks, ADA ramps (per Americans with Disabilities Act), audible pedestrian signals and cross-walks. The proposed sidewalk improvements include completing sidewalk on the west side of Okemos Road from Woodlake Drive up to the southwest corner of the intersection and, pending approval of the attached resolution to acquire a necessary easement, to fill in a sidewalk gap on the south side of Jolly Road west of Okemos road in front of a McDonald's parking lot and the Marathon gas station on the southwest corner.

The existing right of way (ROW) width on the south half of Jolly Road along the Marathon gas station frontage is only 33 feet from center of ROW, which is a section line, and is the Meridian-Alaiedon Township boundary line. The south half of Jolly Road with the proposed widening for an eastbound to southbound right turn lane will nearly fully occupy the existing 33 ft. south half ROW. Thus an easement from the Marathon gas station owner, Hop Family LLC, Wyoming, MI, is needed to construct sidewalk in the gap described above. The existing ROW in front of the McDonald's parking on Jolly Road lot is sufficiently wide to add sidewalk within the existing ROW.

Under the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, highway easements must be purchased at just compensation (unless owner knowingly and willingly donates the easement), which typically means fair market value for the area of land to be encumbered by the easement, or as agreed upon if assumed to be valued at \$10,000 or less and the owner waives their right under the Act to a formal appraisal of fair market value. An appraisal, if required, would have to be done at road department cost under the Act.

The Road department has received numerous citizen inquiries for enhancing pedestrian facilities to the extent possible on the subject project including from various disabled and/or handicapped persons who indicate they use the sidewalks in the area. The Road department is also guided by the Ingham County Complete Streets Policy adopted per resolution 17-273 on July 25, 2017, which calls for including pedestrian improvements among other "complete streets" enhancements to the extent possible, to enable safe travel along county roadways for all modes of travel.

Alaiedon Township, being that on the south side of Jolly Road, typically does not use its township funds to obtain easements for and/or construct sidewalks. Furthermore, under Township Ordinance and related zoning for the subject area, Alaiedon Township, like most townships, typically only orders property owners to construct sidewalks on their public road frontages when the given properties are initially developed or redeveloped. Thus, since the subject Marathon gas station exists without sidewalk on its Jolly Road frontage,

and there are no known plans for it to be redeveloped, it is unlikely the Marathon's Jolly Road frontage would ever receive a sidewalk in the foreseeable future without being included in the current intersection project. As the intersection project includes other proposed sidewalk, it enjoys more favorable sidewalk construction pricing than that typical for an isolated segment of sidewalk, and including this desired public improvement in the current construction activity at the location is thus recommended.

Earlier in the project planning stages, the Road department approached the Marathon owners for an easement on their Jolly Road frontage, but to avoid property impact and minimize cost, only a minimal 5 ft. wide easement necessary to construct the road improvements was obtained. This 5 ft. easement would not have allowed sufficient width for a sidewalk to be set back from the road somewhat as necessary for better pedestrian safety and less plowed snow accumulation on the sidewalk. The Marathon owner granted this initial 5 ft. wide easement in exchange only for driveway improvements necessary in any case for the project. Upon receiving additional concerns from disabled and/or handicapped persons who indicate they use the sidewalks in the area and very much desired to have the subject sidewalk gap filled in, the Road department again approached the Marathon owners for the full 10 ft. wide easement necessary to add sidewalk on the Marathon frontage. For the full 10 ft wide easement the Marathon owners required compensation as well as the driveway improvements.

### **REQUEST**

Road department staff and representatives of Marathon owner, Hop Family LLC, of Wyoming, MI, have tentatively agreed to compensation for the full 10 ft. wide easement of \$10,000.00, in addition to reconstructing of Marathon's westerly Jolly Road driveway, and removal of their easterly Jolly Road driveway, besides construction of the sidewalk itself and restoration of the greenbelt, subject to approval of the attached resolution by the Board of Commissioners. The Marathon owners are waiving their right to a formal appraisal.

At 2000 square feet for the full 10 ft. wide easement out of total parcel area of 35,283.6 square feet, the cash value of the easement could range from \$16,296 to \$19,720 depending on whether the land value only or state equalized value (SEV) of the developed parcel were to be used in an appraisal based on simple area proration of land value or SEV. Commercial properties are very complex to appraise and the actual appraised value of the easement could be any amount between or greater than the above figures. Furthermore, as mentioned above, the Road department would have to pay the cost of an appraisal, plus appraisal review by a second appraiser, which would add approximately \$5,000 or more. Thus the negotiated compensation of \$10,000 plus driveway and restoration work the project had to include anyway is deemed a fair and reasonable settlement for the full 10 ft. wide easement.

### **FINANCIAL IMPACT**

As the limits of state and federal grant finding for the subject project have been reached, the cost of the subject proposed easement would be paid by the road department out of county road funds budgeted for the subject project.

### **RECOMMENDATION**

Approval of the attached, proposed resolution to approve purchase of the subject, proposed easement for sidewalk on the south side of Jolly Road on the Marathon gas station frontage for \$10,000 is recommended.

Introduced by the County Services & Finance Committees of the

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PURCHASE OF A  
HIGHWAY EASEMENT FOR THE JOLLY-OKEMOS PROJECT**

WHEREAS, the Road department is currently improving the Jolly-Okemos Roads intersection in a project authorized per Resolution #17-237 adopted June 13, 2017, to add right turn lanes and upgrade the traffic signals for improved traffic flow, resurface the pavement, improve drainage, and improve the pedestrian facilities including sidewalks, ADA ramps (per Americans with Disabilities Act), audible pedestrian signals and crosswalks; and

WHEREAS, the Road department has received numerous citizen inquiries for enhancing pedestrian facilities to the extent possible on the above-mentioned subject project including from various disabled and/or handicapped persons who indicate they use the sidewalks in the subject area; and

WHEREAS, the Ingham County Complete Streets Policy adopted per Resolution #17-273 on July 25, 2017, calls for including pedestrian improvements among other “complete streets” enhancements to the extent possible, to enable safe travel along county roadways for all modes of travel; and

WHEREAS, it is thus desired to fill in a sidewalk gap on the south side of Jolly Road west of Okemos Road in front of a McDonald’s restaurant parking lot and the Marathon gas station on the southwest corner of Jolly and Okemos Roads as part of the subject project; and

WHEREAS, the subject Marathon gas station and McDonalds parking lot exist without sidewalk on their Jolly Road frontages, and there are no known plans for either property to be redeveloped or for the above-mentioned sidewalk gap to be constructed by any other means, it is therefore unlikely the subject frontages would ever receive a sidewalk in the foreseeable future without being included in the current intersection project; and

WHEREAS, the existing right of way (ROW) width on the south half of Jolly Road along the subject Marathon gas station frontage is only 33 feet from center of ROW, which is a section line, and is the Meridian-Alaiedon Township boundary line, and the south half of Jolly Road with the proposed widening for an eastbound to southbound right turn lane will nearly fully occupy the existing 33 ft. south half ROW (existing ROW on McDonald’s parking lot Jolly Road frontage is sufficiently wide in which to add sidewalk); and

WHEREAS, an easement from the Marathon gas station owner, Hop Family LLC, is thus needed to construct sidewalk in the gap described above, which, under the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the Uniform Act), must be purchased at just compensation, which is typically fair market value for the area of land to be encumbered by the proposed easement; and

WHEREAS, Road Department staff and representatives of Marathon owner, Hop Family LLC, Wyoming, MI, have tentatively agreed to compensation for the 10 ft. wide, 2000 square foot, proposed easement of \$10,000.00, in addition to reconstructing of Marathon’s westerly Jolly Road driveway, removal of their easterly Jolly Road driveway, besides construction of the sidewalk itself and restoration of the greenbelt, subject to approval of this resolution by the Ingham county Board of Commissioners; and

WHEREAS, the Marathon owners are waiving their right under the Uniform Act to a formal appraisal of the proposed easement, however the actual appraised value of the easement plus the cost of appraisal would likely be at least equal to, if not greater than, the above mentioned negotiated compensation of \$10,000 plus driveway, sidewalk and restoration work, and thus this is deemed a fair and reasonable settlement for the proposed 10 ft. wide, 2000 square foot highway easement; and

WHEREAS, the Road department initially approached the Marathon owners for an easement on their Jolly Road frontage, but to avoid property impact and minimize cost, only a 5 ft. wide, 1025 square foot easement minimally necessary to construct the subject road improvements was obtained in exchange only for driveway improvement and restoration as part of the subject intersection project; and

WHEREAS, the above mentioned 5 ft. wide, 1025 square foot easement would not have allowed sufficient width for a sidewalk to be set back from the road somewhat as necessary for better pedestrian safety and less plowed snow accumulation on the sidewalk; and

WHEREAS, upon receiving additional concerns from disabled and/or handicapped persons who indicate they use the sidewalks in the area and very much desired to have the subject sidewalk gap filled in, the Road department again approached the Marathon owners for the full 10 ft. wide, 2000 square foot easement necessary to add sidewalk on the Marathon frontage, for which the Marathon owners required the above mentioned \$10,000 compensation as well as the driveway improvements in compensation for the whole 2000 square foot easement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of the subject, proposed, 2000 square foot highway easement, on the property parcel of the Marathon gas station on the south side of Jolly Road immediately west of Okemos Road, in section 4 of Alaiedon Township, and to compensate the Marathon owner, Hop Family LLC, Wyoming, MI, \$10,000.00 plus related driveway, sidewalk and restoration work using County Road Fund match funding budgeted for the subject Jolly-Okemos Roads intersection improvement project, 1,025 square feet of which has already been conveyed to the Road department as mentioned above, and 975 square feet of which is to be additionally conveyed upon approval of this resolution to comprise the whole, proposed, 10 foot wide, 2000 square foot easement.

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

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director  
Road Department

DATE: May 22, 2018

RE: Proposed Resolution to Approve a Contract with Michigan Paving & Materials Company for RFP 18-18, Project Items I, II, III, Various County Primary Road Resurfacing Projects for the Road Department.

**BACKGROUND & FINANCIAL INFORMATION**

With the increase in road funding from the 2015 Michigan Road Funding Legislation package, the Road department has programmed various poor condition, high traffic volume county primary roads over the next several years to be recycled and resurfaced as necessary due to pavement deterioration and other upgrades needed.

The 2018 County Road Fund adopted budget includes \$950,000 for contracted primary road resurfacing for this purpose.

Also on March 20, 2018, Michigan Public Act 82 of 2018, became effective. Section 105 of PA 82 appropriates \$175 million in state General funds to local units for the purpose of construction or preservation of county roads and city/village streets and other purposes as stipulated in the act for distribution on April 4, 2018. Per information received from MDOT, per the general agency allocation formula of Michigan Public Act 51 of 1951, Ingham County Road Department is expected to receive an estimated \$1,356,941 from PA 82, which will be recognized in the County Road Fund 2018 budget per a proposed budget adjustment resolution to be submitted separately, and which will be applied to contracted primary road paving.

Also county road fund balance available for carry over from FY 2017 to 2018 in the amount of \$2 million will also be recognized in the County Road Fund 2018 budget per the same proposed budget adjustment resolution to be submitted separately, also to be applied to contracted primary road paving, both for the contract proposed for approval with the attached resolution, and for work currently being bid to be submitted for approval in the near future.

**REQUEST**

The Road Department has determined that pavement recycling, asphalt resurfacing and other repairs are needed on the various county primary roads listed below, due to normal deterioration over time.

The Road department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 116-18, Items I, II, and III. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements.

Michigan Paving & Materials Company, Lansing, MI, submitted the lowest responsive and responsible bids for all 3 project bid items as follows:

Item I: Low Bid--\$ 914,431.54

Recycling and resurfacing of:

Wood Street, Grand River Ave. (M-43/BL-69) to Lake Lansing Road

Lake Lansing Road, Lansing City Limit to Wood Street

Item II: Low Bid--\$ 982,063.08

Recycling and resurfacing of:

Haslett Road, Shaw Street to Creekwood Lane

Mitchell Road, Williamston to Vanneter Roads

Vanneter road, Mitchell to Rowley Roads

Item III: Low Bid--\$ 961,406.85

Recycling and resurfacing of:

Hagadorn Road, Jolly to south of Mt Hope Roads

Eifert Road, Holt to Willoughby Roads.

**RECOMMENDATION**

Adopt the attached, proposed resolution to approve entering into a contract with Michigan Paving & Materials Company, Lansing, MI, for recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 116-18, Items I, II and III for the low bid costs shown above with 10% requested contingency for a grand total of \$3,143,691.62.

**Agenda Item 6e**

TO: Bill Conklin, Managing Director  
Robert Peterson, Director of Engineering

FROM: James Hudgins, Director of Purchasing

DATE: May 18, 2018

RE: Memorandum of Performance for RFP No. 116-18: 2018 Primary Road Program

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) pre-qualified contractors for the purpose of entering into a contract for the 2018 Primary Road Program. There are three locations included in this proposal: 1) Wood Street and Lake Lansing Road; 2) Haslett Road; and, 3) Hagadorn Road.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	15	3
Vendors responding	2	0

The following grid is a summary of the vendors' costs:

Vendor Name	Vendor Location	Item 1 Wood St. & Lake Lansing Rd. PROJECT TOTAL	Item II Haslett Rd. PROJECT TOTAL	Item III Hagadorn Rd. PROJECT TOTAL
Michigan Paving & Materials Co.	Clinton County	\$914,431.54	\$982,063.08	\$961,406.85
Rieth-Riley Construction Co., Inc.	Ingham County	\$1,918,229.15	\$1,825,642.30	\$2,072,039.40

***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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH MICHIGAN PAVING & MATERIALS  
COMPANY FOR ITEMS I THROUGH III OF BID PACKET #116-18  
RECYCLING & RESURFACING OF VARIOUS COUNTY PRIMARY ROADS**

WHEREAS, The Road Department has determined that pavement recycling, asphalt resurfacing and repairs are needed on the various county primary roads listed below, due to normal deterioration over time; and

WHEREAS, The cost for these projects is budgeted in the 2018 Road Fund Budget, or will be per a separate resolution that has been submitted to adjust the 2018 Road Fund Budget and recognize both carry over fund balance and special state general fund appropriation per PA 82 of 2018 available for these projects; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 116-18, Items I, II, and III; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Michigan Paving & Materials Company, Lansing, MI, submitted the lowest responsive and responsible bids for all 3 project bid items as follows:

Item I: Low Bid--\$ 914,431.54  
Recycling and resurfacing of:  
Wood Street, Grand River Ave. (M-43/BL-69) to Lake Lansing Road  
Lake Lansing Road, Lansing City Limit to Wood Street

Item II: Low Bid--\$ 982,063.08  
Recycling and resurfacing of:  
Haslett Road, Shaw Street to Creekwood Lane  
Mitchell Road, Williamston to Vanneter Roads  
Vanneter road, Mitchell to Rowley Roads

Item III: Low Bid--\$ 961,406.85  
Recycling and resurfacing of:  
Hagadorn Road, Jolly to south of Mt Hope Roads  
Eifert Road, Holt to Willoughby Roads.

and;

WHEREAS, a contingency is being requested in the amount of 10% of the total of the above 3 project items, \$285,790, for any additional work found necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Michigan Paving & Materials Company, Lansing, MI, for recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 116-18, Items I, II and III for the low bid costs listed above with 10% contingency for a grand total of \$3,143,691.62.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve as may be necessary.

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

2017 Proposed Meridian Township Local Road Program

Section	Street	From	To
2	Woodwind Trail	Lake Drive	Oak Park Trail
11	Woodside Drive	Ventura	Haslett Road
16	E Hidden Lake Drive	Saphire	Burcham
17	Whistler Drive	Park Lake Road	Blue Haven Drive
21	Chippewa	Arrowhead	Ottowa
21	Ardmore	Kent	M-43
27	Tacoma/Birchwood	4291 Tacoma	Kenosha/east end
26	Alderwood	Silkwood	Ivywood
26	Satinwood	Silkwood	Ivywood
28	Woodfield	Riverwood	Sugar Maple
28	White Owl	Woodfield	Riverwood
29	Heartwood	S end	Comanche
29	Dustin	S end	Heartwood
34	E & W Arbutus	Algoma	Otsego
34	E Arbutus	Wenonah	Jolly
34	Wenonah	W. Hiawatha	E. Hiawatha

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director  
Road Department

DATE: May 22, 2018

RE: Proposed Adjustment to 2018 County Road Fund Budget for the Road Department

**BACKGROUND:**

On March 20, 2018, Michigan Public Act 82 of 2018, became effective. Section 105 of PA 82 appropriates \$175 million in state General funds to local units for the purpose of construction or preservation of county roads and city/village streets and other purposes as stipulated in the act for distribution on April 4, 2018. Per information received from MDOT, per the general agency allocation formula of Michigan Public Act 51 of 1951, Ingham County Road Department is expected to receive an estimated \$1,357,000 from PA 82.

Also the County Road Fund balance available for carry over from FY 2017 to 2018 is \$3,800,000. In round figures this carryover is mainly due to the following various expenditure savings and revenue increases over 2017 as-amended budget amounts:

Michigan Transportation Fund (MTF) revenue increase: \$843,000;  
Personnel cost savings mainly due to savings on benefits: \$663,000;  
Utilities, vehicle fuel/supplies, and related savings: \$309,000;  
Winter maintenance supplies savings: \$148,000;  
Traffic sign, signal, guardrail & markings savings: \$117,000;  
Capital road equipment purchase savings: \$69,000;  
Road maintenance materials savings: \$506,000 (partially due to less township local road program participation and stretches of poor weather that limited some maintenance activities.)  
Return of unbudgeted prior year federal aid revenues for advance constructed projects: \$208,000  
Reduction in Local Road Program due to cost savings and/or Townships passing: \$500,000

**REQUEST:**

Given the additional state road funding and fund balance available carry over described above totaling \$5,157,000, the Road department requests and recommends to allocate this amount to increases in 2018 expenditures as follows:

MTF & PA 82 funded primary road contracted resurfacing: \$3,357,000 increase  
Capital road equipment and building repairs per attached, updated CIP list: \$951,000 increase (\$500,000 for road equipment currently budgeted.)  
Increased road maintenance materials (Asphalt & Tack): \$649,000  
Personnel—partial year occupancy of positions & reorganization authorized per resolution 18-019 adopted Jan. 23, 2018: \$200,000

Total expenditure increases: \$5,157,000

**RECOMMENDATION:**

Approval of the attached, proposed resolution to adjust the 2018 County Road fund Budget as outlined above.

Introduced by the County Services & Finance Committees of the

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ADJUSTMENT TO  
THE 2018 COUNTY ROAD FUND BUDGET**

WHEREAS, The County Road Fund balance available for carry over from FY 2017 to 2018 is \$3,800,000; and

WHEREAS, Per Michigan Public Act 82 of 2018, the state has recently passed legislation to provide an additional \$175 million of state general fund revenue for road work to be distributed this spring to all road agencies per the general agency allocation formula of Michigan Public Act 51 of 1951, which will result in an estimated \$1.357 million additional state road funding for Ingham County Road Department in 2018; and

WHEREAS, Given the additional state road funding and fund balance available carry over described above totaling \$5,157,000, the Road department requests and recommends to allocate this amount to increases in 2018 expenditures as follows:

- MTF & PA 82 funded primary road contracted resurfacing: \$3,357,000 increase
- Capital road equipment and building repairs per attached, updated CIP list: \$951,000 increase (\$500,000 for road equipment currently budgeted.)
- Increased road maintenance materials (Asphalt & Tack): \$649,000
- Personnel—partial year occupancy of positions & reorganization authorized per resolution 18-019 adopted Jan. 23, 2018: \$200,000

Total expenditure increases: \$5,157,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes adjustment of the 2018 County Road Fund Budget as follows:

- MTF & PA 82 funded primary road contracted resurfacing: \$3,357,000 increase
- Capital road equipment and building repairs per attached, updated CIP list: \$951,000 increase
- Increased road maintenance materials (Asphalt & Tack): \$649,000
- Personnel—partial year occupancy of positions & reorganization authorized per resolution 18-019 adopted Jan. 23, 2018: \$200,000

Total expenditure increases: \$5,157,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the attached, updated 2018 CIP Request Form for road equipment and building repairs for the Road Department.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the purchase of equipment per the attached, updated 2018 CIP Request Form through the MiDEAL state-wide purchasing program for units available through this program, with other purchases to be made per County Purchasing Policy, subject to necessary approvals per the purchasing policy.

**2018 CAPITAL BUDGET REQUEST FORM—Amended**

**DEPARTMENT:** Road

RANK	PROJECT NAME	QUANTITY	ESTIMATED COST	PROJECT TYPE	NEW/RENEW
1	Asphalt Emulsion Distributor Truck	1	\$230,000	F/E	New
2	Asphalt Roller	1	\$80,000	F/E	New
3	Street Sweeper Truck	1	<del>\$160,000</del> <b>\$280,000</b>	F/E	Renew
4	Building & Grounds Utility Boxes Truck	1	<del>\$30,000</del> <b>\$35,000</b>	F/E	Renew
5	Tandem Axle Dump/Plow Trucks	3	\$420,000 total	F/E	Renew
6	Asphalt Roller Trailer	1	\$14,000	F/E	New
7	Pick-up Truck	1	\$25,000	F/E	Renew
8	Crew Truck with Tool Boxes	1	\$40,000	F/E	Renew
9	4 Ton Hot Asphalt Patch Trailer	1	\$24,000	F/E	Renew
10	Topsoil Screen	1	\$14,000	F/E	New
11	<b>Tire changing machine for repair shop</b>	<b>1</b>	<b>\$22,000</b>	<b>F/E</b>	<b>Renew</b>
12	<b>Eastern District Garage Roof</b>	<b>1</b>	<b>\$250,000</b>	<b>MAJOR</b>	<b>Renew</b>
13	<b>Overhead door replacements—Mason garage</b>	<b>4</b>	<b>\$17,000 total</b>	<b>MAINT</b>	<b>Renew</b>

	<u>2018</u>
ESTIMATED CAPITAL COST OF PROJECTS	\$1,451,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$1,451,000
<b>SOURCES OF FUNDING (DESCRIBE)</b>	
Road Fund—201 (MVH revenue). Per requested 2018 Budget Adjustment for Road Equipment, Shop Equipment, and Building Expense.	\$1,451,000
Current, as-adopted, 2018 budget for Road Equipment = \$500,000. Remaining items are listed for prioritization for requested 2018 budget adjustment.	
<b>Items shown in bold are updated from CIP list update approved per Resolution 18-126 adopted March 27, 2018.</b>	
TOTAL SOURCES	\$1,451,000

**BRIEF DESCRIPTION OF PROJECTS:**

Renew items are replacement of existing older vehicles or equipment of same of same type.  
 New items are to expand capabilities for increased work and related services output.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 22, 2018 as submitted.

## INGHAM COUNTY ROAD DEPARTMENT

DATE May 22, 2018

### LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2018-256	CONSUMERS ENERGY	GAS	WHISTLER DR & AMBER DR	MERIDIAN	17
2018-257	CONSUMERS ENERGY	GAS	CHESTER RD & COVINGTON CT	LANSING	11
2018-258	CONSUMERS ENERGY	GAS	HOLT RD & DEPOT ST	DELHI	14
2018-259	GEATANO PERNA TRUST	LAND DIVISION	COLLEGE RD & WIRT RD	DELHI	25
2018-278	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2018-279	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2018-280	DELHI TOWNSHIP	PUBLIC ROAD CONST.	CEDAR ST	DELHI	14, 15, 23
2018-281	COMCAST	CABLE / UG	ARDMORE AVE & KENT ST	MERIDIAN	21
2018-286	ABLE CONCRETE	SIDEWALK	SATINWOOD DR	MERIDIAN	26
2018-287	MERIDIAN TOWNSHIP WATER	WATERMAIN	HASLETT RD & OKEMOS RD	MERIDIAN	9
2018-289	LBWL	ELECTRIC / OH	HAGADORN RD & SHAW LN	MERIDIAN	17, 18
2018-290	CONSUMERS ENERGY	GAS / ELECTRIC	GILBERT RD & HORSTMAYER RD	DELHI	7
2018-291	WESTSIDE WATER	WATERMAIN	MORRIS AVE & SAGINAW ST	LANSING	7
2018-292	CONSUMERS ENERGY	GAS	OKEMOS RD & SOWER BLVD	MERIDIAN	28
2018-293	COMCAST	CABLE / UG	HOLT RD & CEDAR ST	DELHI	14, 15, 23
2018-294	PREMCOR REFINING GROUP	MISCELLANEOUS	CEDAR ST & WATSON AVE	DELHI	23
2018-295	INGHAM CO DRAIN COMM	MISCELLANEOUS	LAKE LANSING RD & WOOD ST	LANSING	2, 3, 10
2018-298	LEROY TOWNSHIP	SPECIAL EVENT	VARIOUS	LEROY	
2018-299	ACTION TRAFFIC MAINTENANCE	MISCELLANEOUS	HOLT RD & MEECH RD	LEROY	7, 8
2018-305	CONSUMERS ENERGY	GAS	BUTTERNUT DR & CHERRYWOOD DR	MERIDIAN	28
2018-306	CONSUMERS ENERGY	GAS	WAVERLY RD & MICHIGAN AVE	LANSING	18
2018-307	AT & T	OKEMOS RD & JOLY OAK RD	CABLE / UG	MERIDIAN	33
2018-308	MERIDIAN TOWNSHIP – WATER	WATER SERVICE	COLUMBIA ST & BLISS ST	MERIDIAN	3
2018-309	MERIDIAN TOWNSHIP – WATER	WATER SERVICE	SHAW ST & LAKE DR	MERIIDAN	10
2018-310	ADVANCED EXCAVATING, INC	STORM. COMM DRIVE	KANSAS RD & JOLLY RD	MERIDIAN	33

**MANAGING DIRECTOR:** \_\_\_\_\_

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DESIGNATING THE MONTH OF JUNE, 2018 AS  
LGBTQ PRIDE MONTH IN INGHAM COUNTY**

WHEREAS, Ingham County recognizes the economic and cultural benefits of diversity and seeks to create a welcoming environment for all residents, including the LGBTQ Community; and

WHEREAS, Ingham County Resolution #13-368 commits to equal opportunity and nondiscrimination for all persons inclusive on the basis of sexual orientation and gender identity; and

WHEREAS, June is celebrated nationally and worldwide as LGBTQ Pride Month in commemoration of the 1969 Stonewall Rebellion in New York City; and

WHEREAS, Michigan Pride will be celebrated in the City of Lansing on June 15<sup>th</sup> and 16<sup>th</sup> carrying on a tradition that has gone on for nearly 30 years, attracting tens of thousands of visitors to Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners designates the month of June, 2018 as LGBTQ Pride Month in the County of Ingham.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING KENNETH ABRAHAM**

WHEREAS, Kenneth Abraham is a junior at Williamston High School where he enjoys running for the Williamston Track and Cross Country teams as well as serving as an active member of the National Honor Society; and

WHEREAS, Kenneth began his scouting career in 2007 with Williamston Cub Scout Pack 263, and attained Cub Scouting's highest honor, the Arrow of Light in February of 2011; and

WHEREAS, he joined Williamston Boy Scout Troop 63 in 2011; and

WHEREAS, his scout leadership history includes serving as Assistant Patrol Leader and Scribe; and

WHEREAS, Kenneth was very active in the troop on numerous campouts, summer camps and high adventure trips; and

WHEREAS, his Eagle project entailed the installation of a retaining wall at the Williamston Community track and landscaping of the surrounding area, which not only provides more space for pole vaulters but will also prevent erosion from destroying the pole vault pits area; and

WHEREAS, he spent over 150 hours in service and leadership of fellow scouts, friends and adults to complete this project; and

WHEREAS, Kenneth has earned the highest rank attainable in Scouting, the Eagle Scout; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship while earning 21 merit badges before reaching the age of 18.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Kenneth Abraham for earning the rank of Eagle Scout and extends its sincere appreciation to Kenneth for serving as a positive role model for the youth in our community.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE BOARD RULES**

WHEREAS, meetings of the standing committees of the Board of Commissioners meet on a regular basis; and

WHEREAS, a quorum is required to conduct business; and

WHEREAS, the Board wishes to amend the number of members required for a quorum to move a matter to the Board of Commissioners for consideration; and

WHEREAS, it is necessary to amend the Board Rules to reflect this change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following amendments to the Board Rules under Section IV. E. Committee Meetings effective upon the adoption of this resolution.

Number of Committee Members Appointed and Serving	Quorum Requirement	Minimum Number of Affirmative Votes Necessary to Recommend Action to Board <b>or Other Standing Committees</b>	Number of Affirmative Votes Necessary to Take Final Action <b>on Issues that Do Not Require Full Board Approval**</b>
3	2	2	2
4	2	2	3
5	3	2	3
6	3	3	4
7	<del>4</del> 3	3	4
8	4	4	5
9	5	4	5

\*\* (such as the County Services Committee voting on a grievance)