

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
EMILY STIVERS
MARK GREBNER
RYAN SEBOLT
CAROL KOENIG
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, FEBRUARY 19, 2019 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 [February 5, 2019](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Economic Development Corporation – Interviews
2. Treasurer's Office – Resolution to Set Policy for Certain [Delinquent Tax Payments](#)
3. Facilities Department
 - a. Resolution to Authorize an Agreement with [Cusack's Masonry Restoration, Inc.](#) for the Building Tuck Pointing at the Ingham County Youth Center
 - b. Resolution to Authorize an Agreement with [HPS](#) for the Purchase of Three Ovens for the Ingham County Jail
 - c. Resolution to Authorize an Agreement with [A&B Equipment & Sons, Inc.](#) for the Purchase of Three Washers for the Ingham County Jail
 - d. Resolution to Authorize an Agreement with [Trane U.S. Inc.](#) for the Overhaul of the Chillers at the Ingham County Jail
4. Road Department
 - a. Resolution to Authorize a Professional Services Contract with Spicer Group, Inc. for the 2019 and 2020 Biennial [Bridge Inspection](#) Program
 - b. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded [Bridge Projects](#) Located at Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek, and Olds Road Bridge over Huntoon Lake Extension Drain
 - c. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

5. Human Resources Department
 - a. Resolution to Approve [Generic Service Credit Purchase](#) for County Employee
 - b. Resolution Establishing Authorized Signatories for [MERS](#) Contracts and Service Credit Purchase Approvals
 - c. Resolution Honoring [Kimberly Milton-Mackey, Kelly Rankin-Gomez, and Danae Jones](#)

6. Board of Commissioners Office
 - a. Appointment of Subcommittee to Review Board Rules and Advisory Board/Commission Appointment Process
 - b. Resolution Ensuring the Accessibility of [Gender-Segregated Facilities](#) on Property Operated by Ingham County (*Discussion*)
 - c. Tri-County Office on Aging [Parking](#) (*Discussion*)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
February 5, 2019
Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:53), Maiville, Naeyaert, Sebolt and Stivers.

Members Absent: None.

Others Present: Commissioner Bryan Crenshaw, Treasurer Eric Schertzing, Tim Dolehanty, Andy Bouck, Russel Church, Linda Vail, Sue Graham, Karen Conroy, Becky Bennett, Matt Nordfjord, Alan Fox, Ryan Buck, Tyler A Smith, and others.

The meeting was called to order by Chairperson Celentino 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 January 15, 2019 Open and Closed Session Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE JANUARY 15, 2019 COUNTY SERVICES COMMITTEE OPEN AND CLOSED SESSION MEETINGS.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Additions to the Agenda

1. Board of Commissioners Office
 - c. Resolution to Extend Administrative Leave Time and to Amend Suspension of Operations Policy

7. Health Department –
 - b. Resolution to Convert Primary Care Physician Position to Nurse Practitioner & Medical Assistant 1 Positions

Substitutes –

8. Road Department
 - a. Resolution Authorizing the Purchase of the Ingham County Sheriff Department/Homeland Security Division’s a Used Command Center Truck & Purchase of One New Sport Utility Vehicle for the Ingham County Road Department; and Related Modification to the Road Department’s 2019 Capital Improvement Plan.

Chairperson Celentino noted that “Serurity” should be “Security” in the substitute Resolution’s title.

Commissioner Grebner noted that the word “a” after “Division’s” should be stricken.

Limited Public Comment

None.

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

1. Board of Commissioners Office
 - b. Resolution to Enter into an Employment Agreement with William Fowler to Serve as Ingham County Equalization Director
 - c. Resolution to Extend Administrative Leave Time and to Amend Suspension of Operations Policy
3. Public Defenders Office – Resolution Creating Assistant Public Defender Positions for the Public Defenders Office
4. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of the Internet and Voice Services Provided by Everstream
 - b. Resolution to Approve the Renewal of the SeamlessDocs Licensing Subscription
5. Animal Control Department – Resolution to Authorize a Reorganization of the Ingham County Animal Control and Shelter
6. Parks Department and Potter Park Zoo – Resolution to Implement a Revenue Management System
7. Health Department –
 - a. Resolution to Authorize an Extension to Agreement with MSU for Psychiatric Services and to Increase Psychiatric Services to a .7 FTE Position
 - b. Resolution to Convert Primary Care Physician Position to Nurse Practitioner & Medical Assistant 1 Positions
8. Road Department
 - a. Resolution Authorizing the Purchase of the Ingham County Sheriff Department/Homeland Security Division’s Used Command Center Truck & Purchase of One New Sport Utility Vehicle for the Ingham County Road Department; and Related Modification to the Road Department’s 2019 Capital Improvement Plan
 - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

1. Board of Commissioners Office
 - a. Contract Compliance (*Discussion*)

Chairperson Celentino stated that he had put this matter on the agenda because there had been issues in the previous year with contracts not being filed with the Clerk. He further stated that he would like to address the problem at the beginning of the year rather than waiting.

Becky Bennett, Board of Commissioners Office Director, stated that the new contract policy required all signed contracts to be turned over to the Clerk's Office, except contracts that vendors had refused to sign first. She further stated that there was a problem with contracts not being returned from the departments to which they were sent.

Ms. Bennett stated that her office still received contracts that were not properly signed and processed, and that when this occurred, her office attached forms to help the parties execute the contracts correctly.

Ms. Bennett distributed a contract checklist, which is included in the minutes as Attachment A. She further stated that despite these efforts, the Board of Commissioners Office was still receiving unsigned contracts back from departments.

Tim Dolehanty, Controller, stated that there appeared to be a misunderstanding of terminology regarding the distinction between agreements and purchase orders. He further stated that purchase orders were not contracts.

Mr. Dolehanty stated that most resolutions that were handled through with purchase orders actually referred to a "contract" in their text. He further stated that each resolution was accounted for in one way or another.

Mr. Dolehanty stated that some contracts had been canceled, or were still being negotiated. He further stated that it appeared there was a need to have a discussion.

Ryan Buck, Chief Deputy County Clerk, stated that from the Clerk's perspective, a purchase order was still a contract. He further stated that contracts and purchase orders needed to be filed with Clerk to achieve what State statute required.

Mr. Buck stated that resolution drafting needed to be changed to clarify whether a contract was required. He further stated that the Clerk's Office audited resolutions by searching for terms such as "purchase order," or "contract."

Mr. Buck stated that it was very hard to prove a negative. He further stated that the Clerk's Office had done three audits, and that it was a huge waste of time for them to go through audits if the records were not properly filed.

Mr. Buck stated that the Clerk's Office did not write the statute, but would like to follow it. He further stated that he wanted to be part of a team effort with the rest of the County, and was asking others to step up to the plate.

Mr. Buck stated that he had provided trainings, and was willing to do so again. He further stated that if questions arose about a contract, or if there was an urgent need for a fast turnaround, department heads should feel free to call him and ask.

Mr. Buck stated that he would work to do it quickly, and that the Clerk's Office was flexible to some extent. He further stated that the Clerk's Office's flexibility had limits, and that it was still a small office with many other responsibilities.

Mr. Buck stated that he viewed purchase orders as a completion of a contract.

Mr. Dolehanty stated that the Clerk's Office might not want to receive every purchase order the County executed.

Mr. Buck stated that the Clerk's Office was doing what was required by State Law and the Board of Commissioners' resolutions.

Mr. Dolehanty stated that the resolution drafting was problematic.

Mr. Buck asked how the Clerk's Office was supposed to know an agreement was not a contract when the resolution stated that it was.

Commissioner Sebolt asked for an interpretation from counsel.

Matt Nordfjord, County Attorney, stated that he would be happy to review the law and respond at a later date.

Discussion.

Commissioner Naeyaert asked how follow-up was done when departments did not respond to receipt of an unsigned contract with one of the Board of Commissioners Office's forms attached.

Ms. Bennett stated that she called the departments. She further stated that some of the missing contracts had not been missing for very long, but some had.

Ms. Bennett asked how the Health Department proceeded without a signed contract.

Chairperson Celentino stated that he wanted to give representatives of the Health Department a chance to speak.

Linda Vail, Health Officer, stated that she had received the list of missing contracts, and that she had tracked them down.

Ms. Vail distributed a chart, which is included in the minutes as Attachment B.

Ms. Vail stated that the AmeriCorps state grant contract was signed by the State, and went missing. She further stated that during that time there had been a changeover in staff.

Ms. Vail stated that the pharmacy contract with Meijer under Resolution #18-082 was received back on April 12, 2018, but was not sent to Board of Commissioners Office or the Clerk's Office. She further stated that the pharmacy agreement with Walmart under Resolution #18-083 was received back on March 29, 2018, but also was not sent to the Board of Commissioners Office or the Clerk's Office.

Ms. Vail stated that the contract with Commercial Health Insurance Three Rivers under Resolution #10-022 had been sent back to the Health Department for a signature on September 26, 2018, and that there had been a lot of delay and problems getting the vendor to sign and return it. She further stated that the fact that the contract was not filed with the Clerk until January 14, 2019 could be improved upon, but that the portion of the delay attributable to Health Department actions was shorter than it would appear.

Ms. Vail stated that the contract with the Michigan Department of Environmental Quality under Resolution #18-471 had been delayed due to issues with the agency, and that the State usually wants to sign first. She further stated that the Health Department got the contract back from the state on January 18, 2019, and it was filed with the Clerk on January 23, 2019.

Ms. Vail read aloud the dates associated with Entry 6 on Attachment B.

Ms. Vail stated that the contract with MDHHS under Resolution #18-194 was still at the agency, and had not been returned.

Ms. Vail read aloud the dates associated with Entry 8 on Attachment B.

Ms. Vail stated that the contract with United Health Care under Resolution #10-022 was a renewal agreement for an annually-renewed contract. She further stated that it had been sent to the agency on January 24, 2019, and that the Health Department was waiting on the agency.

Ms. Vail stated that the Health Department had failed to properly handle three of the contracts. She further stated that the Health Department had processed 129 contracts, and made mistakes on three.

Ms. Bennett stated that she had not yet received any of the contracts listed as sent to the Board of Commissioners Office.

Ms. Vail stated that she would see about that.

Discussion.

Commissioner Grebner stated that the County should first aim to make the process efficient, not to assign blame. He further stated that it would be tricky, because there could be many different permutations.

Commissioner Grebner stated that contracts could be formed implicitly, orally, or through boilerplate language, and that a fully executed document was not always necessary to create a contract. He further stated that perhaps unexecuted copies of contracts should be filed with the Clerk, to later be replaced with fully- or partially-executed copies as the contracting process developed.

Commissioner Sebolt stated that State Law and a mutual understanding between the Board of Commissioners Office and the Clerk appeared to have settled things, and that there was not much left to do but make sure there was follow through.

Mr. Buck stated that the contract procedures were put in place in May of 2018, and that the Clerk was open to modifying them to make sure everyone understood what they needed to do. He further stated that it was hard for the Clerk to do effective audits if the language used in the resolutions was not consistent.

Chairperson Celentino asked whether there was anything the Clerk's Office thought could make things better.

Mr. Buck stated that the Clerk's Office got contacts from the public on a wide range of matters, and it was not possible to prove a negative. He further stated that sometimes contracts were still in formation, and there could be delays for that reason or other reasons.

Mr. Buck stated that the Clerk would like to know that contracts did not come to fruition so they could be set aside.

Ms. Bennett stated that she was concerned that her office was spending a lot of time sending contracts back because they were not signed. She further stated that she could not train everybody, and that she needed department heads to train employees to follow policy.

Commissioner Grebner stated that unless the Clerk's Office refused to accept them, it would probably be acceptable to file whatever kind of contract the parties had.

Mr. Buck stated that that sounded like a logistical nightmare.

Commissioner Grebner stated that perhaps the parties could send contracts to the Clerk with notes on them, as an interim filing, to be replaced eventually with a later version. He further stated that the State might just carry out the contract without ever signing it.

Ms. Bennett stated that instead of sending unsigned contracts to the Clerk, they should be sent to the Board of Commissioners Office until all signatures were received. She further stated that this should apply only to contracts where the vendor would not sign first.

Discussion.

Ms. Bennett stated that problems usually only arose with contracts were where the vendor would not sign first, because when the Board of Commissioners Chairperson signed first, the contracts went straight to the Clerk's Office.

Commissioner Grebner stated that the Board of Commissioners Office might end up holding onto contracts forever if every signature was required.

Mr. Buck stated that the contracts could be filed with the Clerk if they went into performance without a signature.

Commissioner Naeyaert stated that she did not know why this was a Board of Commissioners level discussion.

Chairperson Celentino stated that it was because crises had arisen in the past because of this kind of issue.

Ms. Bennett stated that bills were not supposed to be paid until the contract was signed.

Discussion.

Ms. Vail stated that some of the contracts Ms. Bennett had pointed out were properly handled.

Ms. Bennett stated that the issues were with the top three mainly, and that the pharmacy agreement had come through the Board of Commissioners Office several times.

Chairperson Celentino stated that the county attorney should provide an opinion as to whether contracts could be returned to the Clerk without signatures.

Commissioner Crenshaw asked whether the issue with the vendor who was not paid was because the contract was not in the Munis system. He further asked whether Munis was set up so that if the contract was not uploaded, it would not be carried out.

Mr. Dolehanty stated that the contract terms were put into Munis when the contracts were uploaded.

Commissioner Crenshaw requested an audit of Munis to see if contracts were being complied with.

Mr. Dolehanty stated that that could be done at any time. He further stated that if something was not put into Munis, it could not be found.

Mr. Dolehanty stated that Munis prevented vendors from charging more than they were permitted to under the contract.

Commissioner Crenshaw asked whether the vendors uploaded fully executed contracts, or partially executed ones.

Discussion.

Chairperson Celentino asked whether the Clerk needed executed copies of contracts.

Mr. Buck stated that the Clerk needed the fully executed contract, because the best practice was to have all parties sign.

2. Treasurer's Office – Reorganization Discussion

Eric Schertzing, County Treasurer, stated that the Treasurer's Office was on step eight of an eleven step reorganization process that the Human Resources Department had provided. He further stated that job descriptions and budget had been determined, and that it had been an interesting process.

Treasurer Schertzing stated that Alan Fox, Deputy Treasurer, had taken the lead on the reorganization plan, and that he had provided a new set of eyes on practices that had been maintained for a long period of time. He further stated that under the new plan, staffing for the Lansing office would be increased, which would allow the Treasurer's Office to provide services there when there were absences.

Treasurer Schertzing stated that he was most excited about the entry-level accounting position, which was unlike most other positions in County government. He further stated that he had tried to find a way to get productivity at less cost.

Treasurer Schertzing stated that the reorganization would allow for more income generation and cost reduction. He further stated that auditing accommodation, tax collection, electronic payments, and dog licensing changes could help achieve these goals.

Treasurer Schertzing stated that the complexity of the Treasurer's Office had expanded a lot with federal and State legislation. He further stated that the reorganization process had been worked on for about a year, but that it had been needed for perhaps five years or more.

Treasurer Schertzing stated that things had improved since the Great Recession, but that staff in his Office were still regularly working overtime to make sure there was coverage. He further stated that Karen Conroy, Property Tax Coordinator, covered foreclosure prevention for the Treasurer's Office.

Treasurer Schertzing stated that his Office received a high volume of calls on a wide variety of topics, and that after major mailings went out, two weeks of time might be used up covering

phone calls and walk-ins. He further stated that he had a person in his Office doing a clerk's job, but that he was overqualified.

Mr. Fox stated that the Treasurer's Office was looked to for anything in the County that had remotely to do with finances, including City of Lansing issues. He further stated that sometimes the Treasurer's Office had to send people back to the City of Lansing, even while recognizing that the City was even more understaffed than the County Treasurer's Office.

Commissioner Koenig arrived at 6:53 p.m.

Mr. Fox stated that there were many things to do, and that they tried to deal with them as best they could. He further stated that the Treasurer's Office foreclosed on fewer properties in 2018, and that some of that was due to the improving economy, and some of it was due to foreclosure prevention work.

Mr. Fox stated that the entire Treasurer's Office did foreclosure prevention work every day, and that everyone in the Office dropped what they were doing when foreclosure prevention calls came through.

Ms. Conroy stated that in addition to preventing foreclosures, one of the reasons she took a position working for the Treasurer was his compassionate vision. She further stated that following procedure correctly was also important.

Commissioner Naeyaert stated that she felt this reorganization plan was necessary to keep the Treasurer's Office running well, and that there was not one part she did not like or agree with.

Commissioner Grebner asked whether the two additional positions accounted for approximately two-thirds of the cost of the reorganization, with two full time positions paid from the General Fund, and one half-time position paid from delinquent taxes.

Mr. Fox stated that the delinquent funds portion represented changing a part-time position to full-time. He further stated that which revenue source the positions were funded from was fairly arbitrary, and that the Treasurer's Office could arguably use more delinquent tax revenue to pay employees.

Commissioner Grebner stated that it appeared that of the \$290,000 cost of the reorganization, \$170,000 was spent funding the position changes.

Mr. Fox stated that the reorganization plan represented how the positions were currently funded, and that they did not necessarily need to be funded that way.

Commissioner Grebner stated that it appeared the main part of the reorganization was the changes to the positions.

Discussion.

Commissioner Crenshaw stated that he saw supporting documentation from the UAW. He further asked whether there was anything to show why these reclassifications were being suggested from the Human Resources perspective, and that some of the positions showed \$10,000 increases.

Sue Graham, Human Resources Director, stated that the pay rate was based on the revised job descriptions.

Commissioner Crenshaw stated that it appeared there were no notations as to what was added or removed from the old job descriptions.

Ms. Graham stated that the old job descriptions were sorely outdated, based on best practices.

Commissioner Crenshaw requested that future reclassifications have changes in bold, and removals stricken out to see what justifies the classification.

Commissioner Grebner stated that an alternative might be a paragraph describing the rationale for the changes.

Treasurer Schertzing stated that he had been surprised at how the reorganization process worked, and that the Human Resources Department held it together. He further stated that the resolution to implement the reorganization would come before the Committee in March.

Commissioner Koenig stated that emails in the committee packet referred to the old and new job descriptions as attachments, so they should be easy to locate.

Public Comment

None.

9. Human Resources Department – Collective Bargaining Update (*Closed Session*)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, AT 7:03 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF A DISCUSSION REGARDING COLLECTIVE BARGAINING, AND TO DISCUSS A WRITTEN, ATTORNEY-CLIENT PRIVILEGED LEGAL OPINION.

THE MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. GREBNER, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:29 P.M.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Chairperson Celentino stated that there had been discussion about changing board rules, appointment processes, and interview processes. He further stated that there were many things members of the Board of Commissioners wanted to look at.

Chairperson Celentino stated that he was proposing a new subcommittee to revise the Board Rules. He further stated that interested Commissioners should email Ms. Bennett.

Chairperson Celentino stated that the subcommittee would be formally set up at the February 19, 2019 meeting of the County Services Committee, and that he felt it would work best to keep it within the County Services Committee as a subcommittee.

Discussion.

Adjournment

The meeting was adjourned at 7:32 p.m.

ATTACHMENT A – Submitted by Becky Bennett

CONTRACT CHECKLIST

Prior to submitting contracts to the Board of Commissioners' Office for execution by the Board Chair, please check the following:

- Do you have 2 hard copies each of the agreement and authorizing resolution or contract authorization form?
- Has the County Attorney approved the agreement as to form? If approval is not included on the signature page, please note.
- Has the vendor signed the agreement?
- If the vendor will not sign first, have you attached a note to the agreement stating the vendor will not sign first? (Some governmental entities and financial institutions will not sign first, this procedure only applies to those situations)
- Have you attached "sign here" tags to the signature page?

The Board of Commissioners' Office will submit two fully executed contracts to the County Clerk's Office. The County Clerk will assign a file number and sign the agreement to acknowledge receipt of the agreement(s). The County Clerk will file one original, and return the remaining original to the department.

The department will then provide a copy to Financial Services, the County Attorney, vendor and keep a copy for their files.

CONTRACT TIPS

1. The Board Chairperson is the only authorized signatory of the County, unless authorized by Board resolution.
2. The Board Chairperson will not sign agreements unless submitted to the Board Office.
3. Hard copies of contracts or contract authorization forms needing signatures must be submitted to the Board Office, emailed contracts or contract authorization forms will not be accepted.
4. In situations where the vendor would not sign first, once fully signed, the agreements must be returned to the Board of Commissioners' Office.
5. While the Clerk's Office will make sure any effective dates are filled in, it is the Department's responsibility to supply that information to the Clerk's Office.
6. Include a note where your Department would like the contract routed after the Clerk's Office has finished processing them and if you need additional copies.

Ingham County Board of Commissioners

CHAIRPERSON
VICTOR GIULENTINO
DISTRICT 1

VICE-CHAIRPERSON
BYAN SEROLT
DISTRICT 2

VICE-CHAIRPERSON PRO TEM
ROBIN NAYAAKKT
DISTRICT 14



INGHAM COUNTY COURTHOUSE
P.O. BOX 319
MASON, MICHIGAN 48854-0319

TELEPHONE: 517 676-2200
FAX: 517 676-7264
web site: www.ingham.org

BECKY RYNDERT
DIRECTOR

Department _____ Date _____

Contract _____

WHY WASN'T MY CONTRACT SIGNED?

Your contract has not been signed by the Board Chairperson for the following reason(s):

- 2 copies of the agreement were not provided _____
- 2 copies of the authorizing resolution
or contract authorization form were not provided _____
- Has not been approved by County Attorney _____
- Vendor has not signed the agreements * _____

*In the event the vendor will not sign the agreement prior to the Board Chair's signature the procedures are as follows:

1. add a note to the contract stating the vendor will not sign first.
2. contracts will be returned to you once signed by the Board Chairperson.
3. once signed by the vendor return 2 complete sets of the contract(s) to the Board of Commissioners' Office. If you only provide one copy, that copy will be filed with the County Clerk and will not be returned to you.

Ingham County Board of Commissioners

CHAIRPERSON
VICTOR CULLENING
DISTRICT 1

VICE-CHAIRPERSON
RYAN STROBEY
DISTRICT 2

VICE-CHAIRPERSON PRO TEM
ROBIN HAYVAERT
DISTRICT 14



INGHAM COUNTY COURTHOUSE
P.O. BOX 319
MASON, MICHIGAN 48851-0319

TELEPHONE: 517 676-7200
FAX: 517 676-7166
web site: www.inghambd.org

BILLY BEATTY
DIRECTOR

Department

Date

Contract

THE VENDOR WILL NOT SIGN MY CONTRACT FIRST

In the event the vendor will not sign the agreement prior to the Board Chair's signature the procedures are as follows:

1. Add a note to the contract stating the vendor will not sign first.
2. Contracts will be returned to you once signed by the Board Chairperson.
3. Once signed by the vendor return 2 complete sets of the contract(s) to the Board of Commissioners' Office. If you only provide one copy, that copy will be filed with the County Clerk and will not be returned to you.

CONTRACTS REQUIRING VENDOR SIGNATURE

Department	Resolution	Resolution Number/Adopted	Returned to Department	Returned to Board to Office
Health Dept Admin.	Resolution to Authorize a 2017-2018 AmeriCorps State Grant	17-359/Adopted September 26, 2017	Rec. 9/25/18 Picked up 9/26/18	
Health Dept/Community Health Center	Resolution to Authorize a Pharmacy Agreement with Meijer, Inc.	18-082/Adopted February 27, 2018	Rec. 10/5/18 Ret. 10/10/18	
Health Dept/Community Health Center	Resolution to Authorize a Pharmacy Agreement with Wal-Mart	18-083/Adopted February 27, 2018	Rec 10/5/18 Ret. 10/10/18	
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers (Three River Provider Network Inc.)	10-022/Adopted January 26, 2010 Correspondence from Attorney 6/1/18	Rec 9/27/18 Ret 10/10/18	1/14/19
CCAB	Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2018-2019 Fiscal Year	18-263/Adopted June 12, 2018	Rec 10/16/18 Ret 10/23/18	1/7/19
CCAB	Resolution to Authorize Submission of a Grant Application and a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for Fiscal Year 2018-2019	18-264/Adopted June 12, 2018	Rec 10/16/18 Ret 10/23/18	1/7/19
55 th District Court	Resolution Authorizing the Ingham County 55 th District Court to Accept a Grant Award from the SCAO-MIMHCGP to Continue a Probation Officer Position and Enter into Subcontracts	18-452/Adopted October 23, 2018	Rec 11/14/18 Ret 11/16/18	
55 th District Court	Resolution Authorizing the Ingham County 55 th District Court to Accept a Grant Award from the SCAO-MDCGP and Enter into Subcontracts	18-453/Adopted October 23, 2018	Rec 11/14/18 Ret 11/16/18	
Circuit Court/Juvenile Division	Resolution to Continue the Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court	18-399/Adopted 9/25/18	Rec 11/26/18 Ret 11/28/18	1/10/19
Health Dept/Admin	Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality 2018-2019	18-471/Adopted November 13, 2018	Rec 12/10/18 Ret 12/11/18	1/23/19

Prosecuting Attorney	Resolution to Authorize the Continued Acceptance of Grant Funds for a Detective Currently Employed By Ingham County for the Sexual Assault Kit Initiative	18-542/Adopted December 11, 2018	Rec 12/10/18 Ret 12/12/18	1/10/19
Health Department/Community Health Center	Memorandum of Understanding with Michigan Department of Health and Human Services	Contract Authorization Form signed 12/11/18	Rec 12/28/18 Ret 1/2/19	1/24/19
Health Department/Community Health Center	Memorandum of Agreement with MIPCA dba MOJIN	Contract Authorization Form signed 12/11/18	Rec 12/28/18 Ret 1/2/19	
Health Department/Admin	Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)	18-534/Adopted December 11, 2018	Rec 1/2/19 Ret 1/3/19	1/18/19
Road Department	Resolution Authorizing an Agreement with Michigan Department of Environmental Quality for Scrap Tire Market Development Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture on Various 2019 Road Resurfacing Projects to be Determined and to Subcontract with Michigan State University for Necessary Research and Development of the Mixture	18-335/Adopted August 28, 2018	Rec 1/10/19 Ret 1/15/19	
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers/United Health Care	10-022/Adopted January 26, 2010	Rec 1/16/19 Ret 1/23/19	

As of 1/24/19

ATTACHMENT B – Submitted by Linda Vail

CONTRACTS REQUIRING VENDOR SIGNATURE

Department	Resolution	Resolution Number/Adopted	Returned to Department	Returned to Board to Board Office
Health Dept Admin.	Resolution to Authorize a 2017-2018 Americorps State Grant	17-359/Adopted September 26, 2017.	Rec. 9/25/18 Picked up 9/26/18	
Health Dept/Community Health Center	Resolution to Authorize a Pharmacy Agreement with Meijer, Inc.	18-082/Adopted February 27, 2018	Ret. 10/5/18	
Health Dept/Community Health Center	Resolution to Authorize a Pharmacy Agreement with Wal-Mart	18-083/Adopted February 27, 2018	Ret. 10/10/18	
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers (Three River Provider Network Inc.)	10-022/Adopted January 26, 2010 Correspondence from Attorney 6/1/18	Ret. 9/27/18 Ret. 10/10/18	1/14/19
Health Dept/Admin	Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality 2018-2019	18-471/Adopted November 13, 2018	Ret. 12/10/18 Ret. 12/11/18	1/23/19
Health Department/Community Health Center	Memorandum of Understanding with Michigan Department of Health and Human Services	Contract Authorization Form signed 12/11/18	Ret. 12/28/18 Ret. 1/2/19	1/24/19
Health Department/Community Health Center	Memorandum of Agreement with MPCA dba MQIN	Contract Authorization Form signed 12/11/18	Ret. 12/28/18 Ret. 1/2/19	
Health Department/Admin	Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan	18-534/Adopted December 11, 2018	Ret. 1/2/19 Ret. 1/3/19	1/18/19
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers	10-022/Adopted January 25, 2010	Ret. 1/16/19 Ret. 1/23/19	

As of 1/24/19

FEBRUARY 19, 2019 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. Economic Development Corporation – *Interviews*

Candidates for appointment to the Economic Development Corporation will be present to answer questions posed by Committee members.

2. Treasurer's Office – *Resolution to Set Policy for Certain Delinquent Tax Payments*

Section 211.59(3) of the General Property Tax Act states that “For taxes levied after December 31, 1998, a county board of commissioners, by resolution, may provide all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for that credit to the county treasurer, and if that claimant has not received the credit before March 1:

- (a) Any interest, fee or penalty in excess of the interest, fee, or penalty that would have been added if the tax had been paid before February 15 is waived.
- (b) Interest paid under subsection (1) or section 89(1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.
- (c) The county property tax administration fee is waived”

The Treasurer recommends approval of a resolution to authorize use of Section 211.59(3) for 2019 and 2020.

3a. Facilities Department – *Resolution to Authorize an Agreement with Cusack's Masonry Restoration, Inc. for the Building Tuck Pointing at the Ingham County Youth Center*

This resolution will authorize entering into an agreement with Cusack's Masonry Restoration Inc., for the improvements to the exterior at the Ingham County Youth Center for an amount not to exceed \$62,935, which includes a \$10,000 contingency. The project is necessary as the Youth Center's exterior is deteriorating and improvements will prevent further deterioration and water damage. Cusack's Masonry Restoration Inc. submitted the lowest responsive and responsible bid for tuck pointing services. Funding for the project is included in the capital budget.

3b. Facilities Department – *Resolution to Authorize an Agreement with HPS for the Purchase of Three Ovens for the Ingham County Jail*

This resolution will authorize entering into an agreement with HPS for the purchase of Blodgett Combi Ovens for the Ingham County Jail for an amount not to exceed \$139,071.12, which includes a \$5,000 contingency. There are three twenty year old ovens at the Jail that are failing and are in constant need of repair. HPS submitted a proposal for three Blodgett Combi Ovens with the prison package, steaming option and a reverse osmosis water filtration system for \$134,071.12 which includes installation and a one year parts and labor warranty. Funding for the project is included in the capital budget.

3c. Facilities Department – *Resolution to Authorize an Agreement with A&B Equipment & Sons, Inc. for the Purchase of Three Washers for the Ingham County Jail*

This resolution will authorize entering into an agreement with A&B Equipment & Sons, Inc., for the purchase of three washers for the Ingham County Jail for an amount of \$37,998.00. The three washing machines at the Jail are beginning to fail and are in constant need of repair. These washers are used to wash inmate's laundry and must remain operable at all times for sanitary reasons. Parts for the units are expensive and difficult to obtain. A&B Equipment submitted a proposal for three commercial washing machines with the prison package for \$37,998.00 which is 28% off the list price and includes a one year manufacturer's warranty. Funding for the project is included in the capital budget.

3d. Facilities Department – *Resolution to Authorize an Agreement with Trane U.S. Inc. for the Overhaul of the Chillers at the Ingham County Jail*

This resolution will authorize entering into an agreement with Trane U.S. Inc., for the overhaul of the chillers at the Ingham County Jail for an amount not to exceed \$211,500, which includes a \$20,000 contingency. The chillers at the Jail are more than 24 years old and have outlived their useful life. Trane offers a unique overhaul on their units which costs significantly less than replacing them. The quoted cost includes a five year service plan. Funding for the project is included in the capital budget.

4a. Road Department – *Resolution to Authorize a Professional Services Contract with Spicer Group, Inc. for the 2019 and 2020 Biennial Bridge Inspection Program*

The Road Department is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation (MDOT). Only those structures that span 20 feet or more are considered bridges, and there are 67 structures that fit that description within Ingham County. The Road Department seeks authorization to enter into a contract with Spicer Group for professional services associated with the biennial bridge inspection program and other as-needed services at a cost not to exceed \$15,890.

4b. Road Department – *Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek, and Olds Road Bridge over Huntoon Lake Extension Drain*

The Road Department has received Local Bridge Program funding to perform bridge rehabilitation work on the Howell Road Bridge over Doan Creek and bridge replacements for the Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain. These three projects will be packaged together as a single construction contract. The rehabilitation project involves a superstructure replacement, which will replace all bridge elements above the existing bridge abutments. The two Olds Road bridges will be removed and replaced with concrete box structures. The estimated costs for the project is \$1,005,300.

4c. Road Department – *Resolution to Approve the Special and Routine Permits for the Ingham County 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 12 projects (see attachment for permit list).

5a. Human Resources Department – *Resolution to Approve Generic Service Credit Purchase for County Employee*

On April 9, 2002 the Board of Commissioners approved Resolution 02-101 to allow employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS). The Resolution further provides that the cost for generic service "must be totally borne by the employee." The Human Resources Department seeks approval of a resolution to allow an employee to purchase four years' of generic services from MERS consistent with provisions of Resolution 02-101.

5b. Human Resources Department – *Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals*

MERS requires the governing body of its members to determine an authorized representative to act as signatory for all MERS Plan Documents and other contracts. Consistent with standing County policy, the Human Resources Department has proposed a resolution to name the Board Chair as signatory for all MERS Plan Documents and contracts related to Ingham County.

5c. Human Resources Department – *Resolution Honoring Kimberly Milton-Mackey, Kelly Rankin-Gomez, and Daneen Jones*

A resolution is offered to honor Kim Milton-Mackey, Founder, Kelly Rankin-Gomez, Co-Founder and Daneen Jones, Originating Member, for their continuous leadership, dedication and support of the Ingham County Cultural Diversity Committee in promoting and celebrating cultural diversity in Ingham County.

6a. Board of Commissioners Office – *Appointment of Subcommittee to Review Board Rules and Advisory Board/Commission Appointment Process*

The County Services Committee Chair will announce appointments to the subcommittee to review Board rules and the advisory board/committee appointment process.

6b. Board of Commissioners Office – *Resolution Ensuring the Accessibility of Gender-Segregated Facilities on Property Operated by Ingham County (Discussion)*

Discussion will be held on a proposed resolution to require that all restrooms and gender-segregated facilities on property operated by Ingham County shall be accessible to individuals consistent with their gender identity or gender expression and that all single-occupancy restroom facilities shall use gender-neutral signage.

6c. Board of Commissioners Office – *Tri-County Office on Aging Parking (Discussion)*

Parking enforcement options in the area designated for use by the Tri-County Office on Aging at the north side of the Human Services Building will be presented for discussion.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SET POLICY FOR CERTAIN DELINQUENT TAX PAYMENTS

WHEREAS, the General Property Tax Act (act 206 of 1893) governs procedures for the collection of delinquent property taxes; and

WHEREAS, the treasurer is presenting this resolution in continuance of prior policy of the county; and

WHEREAS, the fiscal impact is minimal; and

WHEREAS, at Section 211.59 (3) it specifically states that ‘For taxes levied after December 31, 1998, a county board of commissioners, by resolution, may provide all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for that credit to the county treasurer, and if that claimant has not received the credit before March 1:

- (a) Any interest, fee or penalty in excess of the interest, fee, or penalty that would have been added if the tax had been paid before February 15 is waived.
- (b) Interest paid under subsection (1) or section 89(1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.
- (c) The county property tax administration fee is waived’, and

WHEREAS, the utilization of Section 211.59(3), is in the public interest.

THEREFORE BE IT RESOLVED, that the county treasurer is authorized to use the provisions of Section 211.59(3) for 2019 and 2020.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

Agenda Item 3a

TO: Board of Commissioners, Law & Courts, County Service and Finance Committee
FROM: Rick Terrill, Facilities Director
DATE: February 5, 2019
RE: Resolution for an agreement with Cusack's Masonry Restoration Inc. to make exterior improvements to the Ingham County Youth Center

For the meeting agendas of: February 14th, 19th & 20th

BACKGROUND

The exterior of the Ingham County Youth Center is deteriorating and needs the improvements to prevent further deterioration and water damage. Cusack's Masonry Restoration Inc. submitted the lowest responsive and responsible bid for tuck pointing services at the Ingham County Youth Center.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

It is the recommendation of the Purchasing and Facilities Departments to award a contract to Cusack's Masonry Restoration Inc., who submitted the lowest responsive and responsible bid in the amount of \$52,935.00.

Funds are available in the 2018 approved CIP line item 245-66299-931000-8F05 which has a balance of \$85,000 for building tuck pointing.

The Facilities Department is asking for a \$10,000.00 contingency for any unseen circumstances that may arise during the project.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Purchasing and Facilities Departments respectfully recommends approval of the attached resolution to support an agreement with Cusack's Masonry Restoration Inc. to make the necessary improvements to the exterior of the Ingham County youth Center for \$52,935.00 with a \$10,000.00 contingency for a total cost of \$62,935.00.

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: August 22, 2018
RE: Memorandum of Performance for RFP No. 183-18: Exterior Masonry Improvements.

Per your request, the Purchasing Department sought proposals from qualified and experienced masonry contractors to enter into a contract for the purpose of making exterior improvements to the Ingham County Youth Center.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	58	15
Vendors attending pre-bid/proposal meeting	8	4
Vendors responding	5	3

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Base Bid North & West Exterior; Drawing A.1.1.	Alternate 1 East and South Exterior; Drawing A1.1.	Total Bid	Unit Price Per Linear Foot of Masonry Mortar Joint Removal & Repointing
National Restoration Inc.	No, Milford MI	\$48,350.00	\$19,850.00	\$68,200.00	\$6.75
Cusack's Masonry Restoration Inc.	No, Hubbardston MI	\$52,935.00	\$44,900.00	\$97,835.00	\$9.50
D.C. Byers Co., dba: Detroit Inc.	Yes, East Lansing MI	\$75,700.00	\$26,675.00	\$102,375.00	\$7.00
Moore Trosper Construction Co.	Yes, Holt MI	\$85,141.00	\$37,213.00	\$122,354.00	\$6.33
Davenport Masonry Inc.	Yes, Holt MI	\$81,000.00	\$54,700.00	\$135,700.00	\$6.60

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
CUSACK'S MASONRY RESTORATION, INC. FOR THE BUILDING TUCK POINTING
AT THE INGHAM COUNTY YOUTH CENTER**

WHEREAS, the Ingham County Youth Center's exterior is deteriorating and is in need of repairs; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with Cusack's Masonry Restoration Inc., a registered vendor who submitted the lowest responsive and responsible bid of \$52,935.00, to make exterior improvements; and

WHEREAS, the Facilities Department would like to ask for a \$10,000.00 contingency for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved CIP Line Item 245-66299-931000-8F05 which has an available balance of \$85,000.00 for Building Tuck Pointing at the Ingham County Youth Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Cusack's Masonry Restoration Inc., P.O. Box 220, Hubbardston, Michigan, 48845, for the improvements to the exterior at the Ingham County Youth Center for an amount not to exceed \$62,935.00 which includes a \$10,000.00 contingency.

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

Agenda Item 3b

TO: Board of Commissioners, Law & Courts, Finance and County Services Committees

FROM: Rick Terrill, Facilities Director

DATE: February 5, 2019

RE: Resolution to purchase ovens from HPS for the Ingham County Jail

For the meeting agendas of: February 14th, 19th & 20th

BACKGROUND

There are three ovens at the Ingham County Jail that are failing and are in constant need of repair due to them being 20 years old. HPS submitted a proposal for three Blodgett Combi Ovens with the prison package, steaming option and a reverse osmosis water filtration system for \$134,071.12 which includes installation and a one year parts and labor warranty.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

We are utilizing Ingham County's agreement with the Hospital Purchasing Services (HPS) Contract for the purchase of the ovens. HPS submitted a proposal of \$134,071.12 for the three Blodgett Combi Ovens. The Facilities Department is requesting a \$5,000.00 contingency for uncovered conditions.

Funds for this project are available through CIP line item # 245-31199-978000-9F13 which has a balance of \$165,000.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with HPS for the three Blodgett Combi Ovens at the Ingham county Jail of \$134,071.12 with a \$5,000 contingency for a total cost of \$139,071.12.

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HPS FOR THE
PURCHASE OF THREE OVENS FOR THE INGHAM COUNTY JAIL**

WHEREAS, the ovens at the Ingham County Jail are failing and repairs have become expensive; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with HPS who submitted the proposal of \$134,071.12 for three ovens for the Ingham County Jail; and

WHEREAS, the Facilities Department is requesting a \$5,000.00 contingency for any uncovered conditions; and

WHEREAS, funds are available within the approved 2019 CIP Line Item 245-31199-978000-9F13 which has an available balance of \$165,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with HPS 3275 N M-37 Highway Middleville, MI 49333-0247, for the purchase of Blodgett Combi Ovens for the Ingham County Jail for an amount not to exceed \$139,071.12 which includes a \$5,000.00 contingency.

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

Agenda Item 3c

TO: Board of Commissioners, Law & Courts, Finance and County Services Committees

FROM: Rick Terrill, Facilities Director

DATE: February 5, 2019

RE: Resolution to purchase washers from A&B Equipment & Sons for the Ingham County Jail

For the meeting agendas of: February 14th, 19th & 20th

BACKGROUND

There are three washing machines at the Ingham County Jail that are beginning to fail and are in constant need of repair. These washers are used to wash inmate's laundry and must remain operable at all times for sanitary reasons. Parts for the units are expensive and difficult to get. A&B Equipment submitted a proposal for three commercial washing machines with the prison package for \$37,998.00 which is 28% off the list price and includes a one year manufactures warranty.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

We are utilizing Ingham County's agreement with the Hospital Purchasing Services (HPS) Contract for the purchase of the washers. A&B Equipment who is on the HPS contract submitted a proposal of \$37,998.00 for the three commercial washing machines.

Funds for this project are available through CIP line item # 595-30110-978000-9F02 which has a balance of \$38,000.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with A&B Equipment & Sons, Inc. for the three commercial washing machines at the Ingham county Jail for a total cost of \$37,998.00.

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH A&B EQUIPMENT & SONS, INC.
FOR THE PURCHASE OF THREE WASHERS FOR THE INGHAM COUNTY JAIL**

WHEREAS, the washers at the Ingham County Jail are failing and repairs have become expensive; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with A&B Equipment & Sons, Inc. a registered vendor who submitted the proposal of \$37,998.00 for three washers at the Ingham County Jail; and

WHEREAS, funds are available within the approved 2019 CIP Line Item # 595-30110-978000-9F02 which has an available balance of \$38,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with A&B Equipment & Sons, Inc., 635 Wellington Street Saginaw, MI 48604, for the purchase of three washers for the Ingham County Jail for an amount of \$37,998.00.

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

Agenda Item 3d

TO: Board of Commissioners, Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 5, 2019

RE: Resolution for an agreement with Trane to overhaul the chillers at the Ingham County Jail

For the meeting agendas of: February 14th, 19th & 20th

BACKGROUND

The chillers at the Ingham County Jail are over 24 years old and have outlived their useful life. Trane offers a unique overhaul on their units which costs significantly less than replacing the units.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Trane U.S. Inc. provided a quote of \$191,500.00 which includes a five year service plan. The Facilities Department is requesting a \$20,000.00 contingency for any unforeseen circumstances. Funds for this project are available through 2018 CIP line item # 245-30199-976000-8F04 which has a balance of \$435,927.81.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Trane U.S. Inc. for the overhaul of the chillers at the Ingham County Jail for \$191,500.00 with a \$20,000.00 contingency for a total cost of \$211,500.00.

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE U.S. INC. FOR
THE OVERHAUL OF THE CHILLERS AT THE INGHAM COUNTY JAIL**

WHEREAS, the chillers at the Ingham County Jail have outlived their useful life; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Trane US Inc. a registered vendor who submitted the proposal of \$191,500.00 to overhaul the chillers at the Ingham County Jail ; and

WHEREAS, the Facilities Department is requesting a \$20,000.00 contingency for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project are available within the approved 2018 CIP Line Item 245-30199-976000-8F04 which has an available balance of \$435,927.81.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane U.S. Inc., 3600 Pammel Creed Road La Crosse, WI 54601, for the overhaul of the chillers at the Ingham County Jail for an amount not to exceed \$211,500.00 which includes a \$20,000.00 contingency.

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

Agenda Item 4a

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: January 25, 2019

SUBJECT: 2019 & 2020 Biennial Bridge Inspection Program Contract

For the County Services Committee meeting agenda in February 19, 2019

For the Finance Committee meeting agenda in February 20, 2019

For the BOC meeting agenda in February 26, 2019

The Ingham County Road Department (ICRD) is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation (MDOT). MDOT uses biennial bridge inspection reports from all over the Michigan (state, county, city, and village) to compile a report that is submitted to the Federal Highway Administration (FHWA). Ultimately, the federal government uses the inspection data to guide decisions about federal transportation funding levels and program requirements.

In general, only structures that span 20 feet or more (measured abutment to abutment) are considered bridges. There are 67 structures that fit that description within the confines of ICRD jurisdiction.

Bridge inspections are a rigorous exercise that must follow National Bridge Inspection (NBI) and MDOT standards. ICRD only solicited proposals from MDOT pre-qualified consultants that have the required training and expertise. Even though all respondents are MDOT pre-qualified, qualification statements are solicited to expand upon the consultant's pre-qualified status, inspection expertise, and the individual team member's level of experience.

Due to the nature of the normal inspections and the fact that the initial inspection could lead to more detailed inspections and/or load analyses, the Request for Proposals was drafted as a unit price contract. The unit price format has served ICRD well for the last seven inspection cycles, insures that we only pay for the services we need or want, and allows us to order additional work without having to negotiate fees after-the-fact.

The Purchasing Department advertised for biennial bridge inspection services and received three (3) proposals. The proposed fees, based on the mandated inspection costs only, were as follows:

\$15,890.00	Spicer Group, Inc.
\$16,052.00	Rowe Professional Services Company
\$18,408.00	Great Lakes Engineering Group, Inc.

ICRD and Purchasing Department staff reviewed the proposals and agreed to recommend that Spicer Group, Inc., Lansing, Michigan, be retained to provide the requested bridge inspections.

Approval of the attached resolution is recommended.

Agenda Item 4a

TO: Robert Peterson, Director of Engineering, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: December 4, 2018

RE: Memorandum of Performance for RFP No. 1-19: 2019 and 2020 Biennial Bridge Inspection Program for the Ingham County Road Department

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide “as needed” professional engineering services for the 2019 and 2020 Biennial Bridge Inspection Program. The consultant will work under the direction of the Director of Engineering (project manager).

The scope of work includes, but is not limited to, the mandated inspections of 67 bridges as set forth in the RFP, and within the confines of Ingham County. The biennial inspections are to be completed and submitted to MDOT on or before the prescribed anniversary of the bridge’s previous inspection.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	36	14
Vendors responding	3	2

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Total Inspection Amount
Great Lakes Engineering Group	Yes, Lansing MI	\$18,408.00
Rowe Professional Services	No, Flint	\$16,052.00
Spicer Group	Yes, Lansing MI	\$15,890.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICES CONTRACT WITH SPICER GROUP, INC. FOR THE 2019 AND 2020 BIENNIAL BRIDGE INSPECTION PROGRAM

WHEREAS, the Ingham County Road Department is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation; and

WHEREAS, the Road Department bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, initial inspections could lead to more detailed inspections and/or load analyses, therefore the Request for Proposals was drafted as a unit price contract; and

WHEREAS, the Ingham County Purchasing Department advertised for biennial bridge inspection services and received three (3) proposals. The proposed inspection fees, based on the mandated inspection costs only, were as follows:

\$15,890.00	Spicer Group, Inc.
\$16,052.00	Rowe Professional Services Company
\$18,408.00	Great Lakes Engineering Group, Inc.

WHEREAS, the Road Department and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract Spicer Group, Inc., Lansing, Michigan.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Spicer Group, Inc., 416 N. Homer Street, Suite 109, Lansing, Michigan, based on its unit price proposal dated January 24, 2019, for 2019 & 2020 biennial bridge inspection program and as-needed services.

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

Agenda Item 4b

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: January 25, 2019

SUBJECT: Bridge Structure Rehabilitation or Replacement for:
Howell Road Bridge over Doan Creek
Olds Road Bridge over Perry Creek
Olds Road Bridge over Huntoon Lake Extension Drain

For the County Services Committee meeting agenda in February 19, 2019
For the Finance Committee meeting agenda in February 20, 2019
For the BOC meeting agenda in February 26, 2019

The Ingham County Road Department has received Local Bridge Program funding to perform bridge rehabilitation work on the Howell Road Bridge over Doan Creek and bridge replacements for the Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain. These three projects will be packaged together as a single construction contract.

The rehabilitation project generally involves a superstructure replacement, which will replace all bridge elements above the existing bridge abutments. The two Olds Road bridges will be removed and replaced with concrete box structures. The estimated costs for the project are as follows:

State Local Bridge Funding	\$ 936,200
Road Department Match:	<u>\$ 69,100</u>
	\$1,005,300

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE
MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE
INGHAM COUNTY ROAD DEPARTMENT
IN RELATION TO STATE FUNDED BRIDGE PROJECTS LOCATED AT
HOWELL ROAD BRIDGE OVER DOAN CREEK,
OLDS ROAD BRIDGE OVER PERRY CREEK, AND
OLDS ROAD BRIDGE OVER HUNTOON LAKE EXTENSION DRAIN**

WHEREAS, the Road Department has received Local Bridge Program funding to perform bridge rehabilitation work on the Howell Road Bridge over Doan Creek and bridge replacements for the Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for the project are as follows:

State Local Bridge Funding	\$ 936,200
Road Department Match:	<u>\$ 69,100</u>
	\$1,005,300

WHEREAS, the Road Department match is included in the 2019 Road Department budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect rehabilitation work on the Howell Road Bridge over Doan Creek and bridge replacements for the Olds Road Bridge over Perry Creek and the Olds Road Bridge over Huntoon Lake Extension Drain for a total estimated cost of \$1,005,300 consisting of \$936,200 of state Local Bridge Program funding and \$69,100 in Road Department funds.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE 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 February 5, 2019 as submitted.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR
COUNTY EMPLOYEE**

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the Resolution further provides that the cost for generic service "must be totally borne by the employee"; and

WHEREAS, Douglas Franks has completed the MERS application and received the cost estimate to purchase six (6) months under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee's payment to MERS, Mr. Franks will purchase four (4) years, zero (0) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Douglas Franks, the Board of Commissioners hereby approves the purchase of four (4) years, zero (0) months generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AUTHORIZED SIGNATORIES FOR MERS CONTRACTS
AND SERVICE CREDIT PURCHASE APPROVALS**

WHEREAS, Ingham County (“Employer”) is a participating municipality with the Municipal Employees’ Retirement System of Michigan (“MERS”) and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS; and

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s); and

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS’ contracts relating to the adoption, amendment and termination of MERS’ products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body; and

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein.

THEREFORE, BE IT RESOLVED that the holder(s) of the following job position(s) is/are hereby *Authorized Official(s)* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer’s participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

Chairperson of the Board of Commissioners

BE IT FURTHER RESOLVED, that this Resolution may be revoked in writing or amended by the Ingham County Board of Commissioners at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Ingham County Board of Commissioners agrees that MERS may rely upon this Resolution as conferring signing authority upon the holder(s) of the above job position(s) to bind Employer with respect to MERS.

BE IT FURTHER RESOLVED, that the County Clerk shall send a certified copy of this Resolution to MERS.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING KIMBERLY MILTON-MACKEY, KELLY RANKIN-GOMEZ
AND DANEEN JONES**

WHEREAS, the Ingham County Cultural Diversity Committee was formed in 1999 for the purpose of recognizing Ingham County's diverse workforce; and

WHEREAS, the Ingham County Cultural Diversity Committee was founded by Kim Milton-Mackey of the Ingham County Circuit Court and co-founded by Kelly Rankin-Gomez formerly of the Ingham County Clerk's Office, now of the Ingham County Road Department Finance Office in the Financial Services Department and originating member Daneen Jones of the Ingham County Human Resources Department; and

WHEREAS, the Ingham County Cultural Diversity Luncheon that started out as a potluck during its inaugural event has grown in size, participation, attendance and agenda, with a wide variety of educational events, entertainment, foods, and outstanding speakers; and

WHEREAS, the Ingham County Cultural Diversity Committee is celebrating its twentieth (20th) anniversary on February 28, 2019 with the 20th Annual Ingham County Cultural Diversity Luncheon.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Kim Milton-Mackey, Founder, Kelly Rankin-Gomez, Co-Founder and Daneen Jones, Originating Member, for their continuous leadership, dedication and support of the Ingham County Cultural Diversity Committee in promoting and celebrating cultural diversity in Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ENSURING THE ACCESSIBILITY OF GENDER-SEGREGATED FACILITIES
ON PROPERTY OPERATED BY INGHAM COUNTY**

WHEREAS, Ingham County is committed to the health, safety, wellbeing and inclusion of all of its residents;
and

WHEREAS, Ingham County's Equal Employment Opportunity Policy states that employment opportunity
should be given without regard to gender identity or gender expression; and

WHEREAS, the Michigan Civil Rights Commission interprets the Elliott Larsen Civil Rights Acts to include
protections from discrimination based on gender identity; and

WHEREAS, Governor Whitmer issued ED 2019-9 strengthening non-discrimination in state employment,
contracting, and services, including prohibiting discrimination based on gender identity or expression; and

WHEREAS, the use of county facilities should be inclusive and accommodating to all residents and visitors
consistent with non-discrimination policies.

THEREFORE BE IT RESOLVED, that all restrooms and gender-segregated facilities on property operated by
Ingham County shall be accessible to individuals consistent with their gender identity or gender expression and
that all single-occupancy restroom facilities shall use gender-neutral signage.

COUNTY PARKING LOTS

Act 58 of 1945

AN ACT to authorize the county board of commissioners to establish and maintain parking lots; to promulgate regulations for the operation of the parking lots; and to prescribe civil sanctions.

46.201 Parking lots; maintenance and regulation; civil sanctions; provisions inapplicable to county or regional park; violation as nuisance; abatement; processing violation as civil infraction.

Sec. 1.

(1) The county board of commissioners of a county may maintain and regulate parking lots on land owned by the county and enact regulations for the safe and proper use of those parking lots for the general public, including the charging of fees for parking; the placing of traffic signs, signals, parking gates, meters, and other controls; and the direction and establishment of time parking zone spaces where parking signs, signals, meters, gates, or other devices and controls may be installed. The board may establish civil sanctions for the violation of the regulations.

(2) This act does not apply to a county or regional park.

(3) A violation of the regulations made in accordance with this act may be treated as a nuisance and abated by a police officer by impoundment of the vehicle involved, by notice of violation, or by removal to a designated motor vehicle pound to be returned only upon payment of reasonable impoundment fees.

(4) Violation of a regulation made in accordance with this act shall be processed in the same manner as a civil infraction under the Michigan vehicle code, Act No. 300 of the Public Acts of 1949, being sections 257.1 to 257.923 of the Michigan Compiled Laws.