

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
ROBERT PEÑA
MARK GREBNER
RYAN SEBOLT
GABRIELLE LAWRENCE
RANDY MAIVILLE
KARLA RUEST

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, APRIL 4, 2023
AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR,
LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [March 21, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – Resolution to Authorize an Agreement for the Replacement of the [Red Cedar Manor Drain](#) in the Meridian Road at M-43 Signal Project
2. 9-1-1 Dispatch Center
 - a. Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center [Telecommunicators](#) during National Telecommunicators Week April 9-15, 2023
 - b. Resolution to Honor 9-1-1 Dispatcher [Cheryl Parody](#) of the Ingham County 9-1-1 Central Dispatch Center
3. Purchasing Department
 - a. Resolution to Authorize an Agreement with Extend [Your Reach, Inc.](#) for Countywide Full-Service Mailing Services
 - b. Resolution to Approve the Disposal of [County-Owned Surplus](#)
4. Facilities Department – Resolution to Authorize a Purchase Order to [Seelye Group Ltd.](#), to Replace the Carpet in Courtroom 8 and Judge’s Suite at the Veterans Memorial Courthouse
5. Road Department
 - a. Resolution to Authorize Agreements with Aurelius, Leslie, Locke, Onondaga, Wheatfield, and Williamstown Townships for the 2023 [Local Road Program](#)
 - b. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing for the [Lake Lansing Road](#) Project from Abbot Road to Hagadorn Road
 - c. Resolution to Authorize As-Needed [Electrical Services](#) for the Ingham County Road Department
 - d. Resolution to Authorize As-Needed [HVAC Services](#) for the Ingham County Road Department
 - e. Resolution to Authorize a Contract for 2023-2025 As-Needed [Real Estate Services](#)
 - f. Resolution to Authorize A Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with Delhi Township for a Federally Funded Project on [Cedar Street](#) from Holbrook Drive to College Road

6. Financial Services Department – Resolution Establishing [Public Hearing](#) for Michigan Community Development Block Grant Funding for Homeowner Rehabilitation Grant Closeout
7. Controller’s Office
 - a. Financial Services Department/Controller’s Office [Reorganization](#) (*Discussion*)
 - b. Emergency Purchase Order for Accounting Services with [Maner Costerisan](#)
 - c. Resolution to Approve an Agreement with [Maner Costerisan](#) for Accounting Services
8. Board of Commissioners
 - a. Resolution to Revise the Ingham County [Contract Procedures](#) as Established in Resolution #19-169
 - b. Closed Session to Discuss a Written Attorney Client Privileged Legal Opinion from the County’s Corporation Counsel as Permitted by MCL 15.268 (h) and Resolution Authorizing the Release of an [Attorney Client Privileged Communication](#)

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
March 21, 2023
Draft Minutes

Members Present: Celentino, Peña, Grebner, Sebolt, Lawrence, Maiville and Ruest.

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Julie Pingston, Teresa Carter, Joe Reeves, Kaitlyn Hetfield, and others.

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

Approval of the March 7, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 7, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED.

Additions to the Agenda

Removed

7. Board of Commissioners
 - b. Resolution to Authorize the Release of Attorney/Client Privileged Communication

Addition

7. Board of Commissioners
 - b. Resolution Honoring Donald P. "Donny" Drumm

Limited Public Comment

Teresa Carter, United Auto Workers (UAW) Chair, introduced herself to those present in an effort to put a face to the name.

Joe Reeves, Tri-County Office On Aging Finance Director, stated he had no objection to the resolution utilizing Elder Millage Persons Funding. He further stated they had been in communication with Alan Fox, Ingham County Treasurer, as well as Jared Cypher, Deputy Controller, and was well informed and confirmed there would continue to be full communication from the Board of Commissioners.

Mr. Reeves stated he was available for any questions the Board of Commissioners may have.

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

2. Treasurer's Office – Resolution to Approve an Additional \$1,000,000 in Housing Trust Fund Funds and up to \$500,000 from the Elder Services Millage Fund Balance to Eligible Expenses that Expand and Streamline the Homeowner Rehabilitation Program Administered by Capital Area Housing Partnership and Capital Area Community Services
3. Facilities Department – Resolution to Authorize an Agreement with Red Guard Fire and Security to Replace the Fire Panel at the Hilliard Building
4. Road Department
 - a. Resolution to Authorize Agreements with Meridian and Vevay Townships for the 2023 Local Road Program
 - b. Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2026
 - c. Resolution to Approve and Certify the Ingham County 2022 Public Road Mileage Certification
 - d. Resolution to Amend an Engineering Design Services Contract with Bergmann for the Lake Lansing Road Project from Abbot Road to Hagadorn Road
5. Human Resources Department – Resolution to Authorize and Approve a Reclassification of One Medical Director in the Health Department to the Position of Medical Health Officer
6. Controller's Office
 - a. Resolution to Amend the Occupational Illness and Injury Reporting Policy
 - b. Resolution to Approve an Agreement with the PEA Group for Montgomery Drain Engineering Review
7. Board of Commissioners
 - a. Request for a Step Increase for Controller/Administrator
 - b. Resolution Honoring Donald P. "Donny" Drumm

THE MOTION CARRIED UNANIMOUSLY.

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

1. Greater Lansing Convention and Visitors Bureau Update – Julie Pingston

Julie Pingston, Greater Lansing Convention and Visitors Bureau President and CEO, stated she was pleased to have an opportunity to provide an annual update to the County Services Committee and was appreciative that Commissioner Lawrence had joined the Greater Lansing Convention and Visitors Bureau Board of Directors. She further stated she had mailed each Commissioner a copy of their annual report, and there were copies available to those present.

Ms. Pingston stated they had a better year in 2022 than in 2021. She further stated hotel occupancy in the region was at 53.7%, which was lower than the 61% to 65% they would see in a really good year.

Ms. Pingston stated, compared to 2019, the Greater Lansing Convention and Visitors Bureau had added two new hotels into the market that added 300 rooms into inventory which was not there in 2019. She further stated they crossed a threshold selling over 1 million rooms in 2022 and looked forward to increasing that in 2023.

Ms. Pingston stated the average daily rate, which was the measurement of the money that came into the community from the hotels, was \$110.29. She further stated that was the current market in terms of rising costs.

Ms. Pingston stated they were a membership organization and worked with 550 local business and promoted them to their visitors. She further stated there was a membership retention rate of 94.2%, which showed the satisfaction of their members.

Ms. Pingston stated 2022 started off on the slow side and it was not until August of 2022 that they felt sustainable as an organization and industry. She further stated they had conventions come back to town but it was not until mid-2022 that the attendance matched what it used to be.

Ms. Pingston stated when Michigan State University (MSU) returned in the Fall of 2022, parents were moving their students in, and athletics also had returned, which attributed to the attendance. She further stated they had hoped the season would have been better, but was a good year for increased tourism.

Ms. Pingston stated they were able to add five positions to their staff in 2022, after having to decrease to five employees during COVID-19. She further stated it was nice to hire back the additional staff.

Ms. Pingston stated they had spent a lot of time elevating their effort with sensory friendly promotions and accessibility for the community and its visitors. She further stated with the help of MSU, the Greater Lansing Convention and Visitors Bureau were doing sensory friendly inventory looking at hotels, attractions, and restaurants to see what they offer and providing that information to visitors in terms of accessibility.

Ms. Pingston stated the greater Lansing area was recognized as one of the top three destinations in the country for offering a complete package of travelling. She further stated she felt they were in good company among Visit Mesa and Myrtle Beach, South Carolina for that recognition.

Ms. Pingston stated they were the first Able Eyes Certified destination in the country, where they had provided virtual tours of all tourism assets to showcase what there was to offer.

Ms. Pingston stated 2023 had started off slower but February of 2023 had picked up with conventions returning and amateur sporting events continuing to grow. She further stated they had

more national-level events than ever before, and would be welcoming the National Horseshoe Pitcher's Association World Championships in July of 2023.

Ms. Pingston invited those present to attend the two-week event. She further stated it would be a lot of fun.

Ms. Pingston stated they would also host the Odyssey of the Mind Competition, which was a creativity competition located on MSU campus. She further stated she was curious how many of their world competitors would be returning for the event.

Commissioner Grebner asked how many employees were they down from their peak.

Ms. Pingston stated they were originally at 29 employees and now had 24 employees.

Commissioner Grebner stated he had noticed more small hotels in the area and provided Trowbridge Road as an example. He further asked if that was a current trend.

Ms. Pingston stated she believed they had all been there. She further stated there was the Howard Johnson Hotel that was now a Staybridge.

Commissioner Grebner stated that it must not have been a trend but that he had been noticing the hotels more.

Ms. Pingston stated they were also opening two hotels at the Red Cedar Project in 2023. She further stated another two hotels were going to be built near the Eastwood Towne Center.

Commissioner Sebolt asked if the employees that were hired were mostly former employees that were hired back or entirely new employees.

Ms. Pingston stated originally, the employees that were brought back were employees that were brought back off of furlough. She further stated the five that were recently hired were new employees but they had done their best to bring back as many former employees as they could.

Commissioner Maiville stated the sensory friendly options had been successful at drawing in visitors and he was glad to see they were expanding that feature.

Commissioner Peña stated his agreement with Commissioner Maiville's statement on the sensory friendly options. He further stated he recently had travelled to Seattle, Washington and Portland, Oregon and the airports had facilities that were sensory friendly and he appreciated the Greater Lansing Convention and Visitors Bureau taking the initiative to incorporate the members of travelling parties that would benefit from those resources.

Commissioner Peña stated perhaps he and Commissioner Maiville could collaborate with Ms. Pingston and the National Horseshoe Pitcher's Association World Championships with the Ingham County Fairgrounds.

Commissioner Ruest asked if Heritage Hall had helped bring more conventions to downtown Lansing.

Ms. Pingston stated Heritage Hall was featured on the cover of the Greater Lansing Visitor Inspiration guide that was provided to those present. She further stated it was a big opportunity for the Capitol to be showcased and there were more events being held in Heritage Hall that were getting a higher profile.

Ms. Pingston stated Heritage Hall made for a more welcoming atmosphere with the hundreds and thousands of school kids and their parents that visit. She further stated it then created an opportunity for them to return and visit on their own.

Commissioner Lawrence asked if Ms. Pingston felt it was necessary to add more rooms if the hotel occupancy was only at 53.7%.

Ms. Pingston stated she did not feel it was necessary. She further stated a lot of the hotels that were being built now were not open during the pandemic when occupancy was at 60% to 62%.

Ms. Pingston stated this created a threshold of increased, unavailable days due to November and December were slow months, which would skew the economic picture of it.

Ms. Pingston stated her opinion is that the market was not ready for more hotels to be built but a private developer can build what they want. She further stated she would prefer to have a chance to catch up and build the market back up before more hotels were built.

Commissioner Grebner stated Ingham County had the power to levy a 5% tax on rooms, which would be where the bulk of the money comes from. He further stated, as part of the deal that was made approximately 40 years ago, Ingham County would rake off approximately one-fifth of the money to be divided throughout Ingham County operations.

Commissioner Grebner stated Ingham County did not have the ability to tax individuals who we don't have the ability to tax. He further stated there were some members paying approximately 4%, which was for MSU and the hotels in Dewitt and Delta Township.

Commissioner Grebner stated that there could be a run on them from an individual, usually the City of Lansing Mayor, who noticed the funds and wanted to use them. He further stated that the money would come from their members to promote them.

Ms. Pingston stated that the Public Act had specific ways the funding could be utilized. She further stated her agreement with some of Commissioner Grebner's statement.

Commissioner Lawrence asked what a market-norm occupancy rate for this market might be.

Ms. Pingston stated the normal occupancy rate was from 58% to 61%. She further stated they had between 64% to 65% in the past and that was when there was a need for more inventory but much lower than that and it would not be bringing in enough.

Chairperson Celentino asked for confirmation that the Greater Lansing Visitor Inspiration Guide was issued once a year.

Ms. Pingston confirmed. She further stated they had published it in a smaller size and included Quick Response (QR) codes throughout that would allow those interested to be routed to the most up to date information on the website.

Announcements

Commissioner Peña stated Cristo Rey Church was hosting two more Fish Fry Friday events at 201 West Miller Road in Lansing from 5:00 p.m. to 7:00 p.m. He further stated there would be no Fish Fry on Good Friday April 7, 2023.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:22 p.m.

**APRIL 4, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Drain Commissioner – Resolution to Authorize an Agreement for the Replacement of the Red Cedar Manor Drain in the Meridian Road at M-43 Signal Project

This resolution authorizes an agreement with the Ingham County Drain Commissioner to replace a portion of the Red Cedar Manor Drain storm sewer as part of the Meridian Road at M-43 Signal Project. The signal project was approved via Resolution #22-554, and the costs associated with the replacement of the drain were inclusive in the project.

See memo for details.

2a. 9-1-1 Dispatch Center – Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators during National Telecommunicators Week April 9-15, 2023

This resolution recognizes and honors our 9-1-1 dispatchers through National Telecommunicators Week, April 9-15.

See memo for details.

2b. 9-1-1 Dispatch Center – Resolution to Honor 9-1-1 Dispatcher Cheryl Parody of the Ingham County 9-1-1 Central Dispatch Center

This resolution honors Cheryl Parody for her 22 years of service as a dispatcher with both East Lansing and Ingham County.

See memo for details.

3a. Purchasing Department – Resolution to Authorize an Agreement with Extend Your Reach, Inc. for Countywide Full-Service Mailing Services

This resolution authorizes an agreement with Extend Your Reach, Inc. for County-wide, full-service mailing services. We have utilized Extend Your Reach, Inc., since 2017 and are happy with their services.

Funding will be provided through each departments' supply line funds.

See memo for details.

3b. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus

This resolution approves the disposal of County-owned surplus property that has outlasted its useful life. The property will be posted on GovDeals.com, an online auction site. Proceeds will be deposited in the General Fund.

See memo for details.

4. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Carpet in Courtroom 8 and Judge’s Suite at the Veterans Memorial Courthouse

This resolution approves a PO with Seelye Group, Ltd., for the replacement of the carpet in Courtroom 8 and the Judge’s suite at the VMC. The existing carpet is worn, stained, discolored, past its useful life, and has stretched creating wrinkles that could pose a tripping hazard.

Seelye Group, Ltd., is on the MiDeals contract and their proposal of \$42,732.44 with an additional \$3,000 for any unforeseen issues, will be split between the 2022 CIP and 2019 CIP.

See memo for details.

5a. Road Department – Resolution to Authorize Agreements with Aurelius, Leslie, Locke, Onondaga, Wheatfield, and Williamstown Townships for the 2023 Local Road Program

This resolution authorizes the 2023 Local Road Program agreements with Aurelius, Leslie, Locke, Onondaga, Wheatfield, and Williamstown Townships.

A portion of the Road Department’s budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries.

See memo for details.

5b. Road Department – Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road

This resolution authorizes an agreement with the Michigan Department of Transportation (MDOT) (second-party agreement) to define the Road Department’s responsibilities and obligations for the federal funding requirements on the Lake Lansing Road Project and an agreement with East Lansing (third-party agreement) to define the funding contributions from East Lansing (Trails and Parks millage and City funds). The Road Department is requesting a 20% contingency due to unexpected construction expenses. Funding breakdown is as follows:

Transportation Alternatives Program (TAP) (capped):	\$ 200,000
TAP Road Department Participation:	\$ 50,000
Highway Safety Improvement Program (HSIP) (capped):	\$ 600,000
HSIP Road Department Participation:	\$ 330,000
Ingham County Trails and Parks Millage (capped):	\$ 350,000
City of East Lansing (Accessibility):	\$ 30,000
City of East Lansing (Statue):	\$ 11,568
Total Estimated Project Cost:	\$1,571,568

See memo for details.

5c. Road Department – Resolution to Authorize As-Needed Electrical Services for the Ingham County Road Department

This resolution authorizes agreements with FD Hayes Electric Company and Mid-Michigan Electrical Solutions for the purpose of furnishing and providing as-needed electrical services at the Ingham County Road Department locations.

FD Hayes and Mid-Michigan were the only two bidders, and will be selected, per job, based on estimated project cost, local preference, availability of personnel and materials, and knowledge of the system to be serviced.

Funding is available in the 2023 Road Department budget.

See memo for details.

5d. Road Department – Resolution to Authorize As-Needed HVAC Services for the Ingham County Road Department

This resolution authorizes agreements with Lyon Mechanical, Trane Technologies and Limbach Company LLC for as-needed HVAC services for Road Department facilities. All three companies bid on the proposal and will be selected per job based on estimated project cost, local preference, availability of personnel and materials, and knowledge of the system to be serviced.

Funding is available in the 2023 Road Department budget.

See memo for details.

5e. Road Department – Resolution to Authorize a Contract for 2023-2025 As-Needed Real Estate Services

This resolution authorizes three-year contracts for as-needed real estate services due to MDOT's requirement that a waiver valuation report be completed for temporary grading easements, permanent easements, or property acquisitions that are uncomplicated and have an estimated value of \$10,000 or less. If the acquisition has an estimated value of more than \$10,000, or is complicated at any value, an appraisal must be completed. A complicated appraisal includes, but is not limited to, an acquisition that damages the use of the remainder of the parcel. The appraisal must be completed by a licensed appraisal consultant who is prequalified by the Michigan Department of Transportation.

Nine proposals were submitted for the RFP with the Road Department recommending the following:

A. Van Stensel & Son, LLC, 5250 Northland Drive, NE, Suite E, Grand Rapids, MI 49525
Carlson Appraisal Company, 1710 Nottingham Road, Lansing, MI 48911

See memo for details.

5f. Road Department – Resolution to Authorize A Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with Delhi Township for a Federally Funded Project on Cedar Street from Holbrook Drive to College Road

This resolution authorizes an agreement with the Michigan Department of Transportation (MDOT) (second-party agreement) to define the Road Department’s responsibilities and obligations for the federal funding requirements. A third-party agreement between Ingham County and Delhi Township is required to define construction and construction engineering responsibilities and obligations related to the non-motorized portion of the project.

The scope of work for the road reconstruction project includes a 4-to-3 lane conversion, concrete pavement recycling, earthwork, asphalt paving, traffic signal replacement, storm sewer installation, and pavement markings. The Road Department has coordinated this reconstruction project with a Delhi Township project that received funding through the Ingham County Trails and Parks Millage to construct a non-motorized trail from the Holbrook Road roundabout to College Road.

Funding is as follows:

Highway Infrastructure Program (HIP) COVID (capped):	\$1,831,780
HIP COVID Road Department 0% Match:	\$ 0
Surface Transportation Program (STP) Urban Flex (capped):	\$ 508,800
STP Urban Flex Road Department 20% Match:	\$ 127,200
Surface Transportation Program (STP) Urban:	\$3,749,296
STP Urban Road Department 20% Match:	\$ 937,324
Advance Construction (AC) Surface Transportation Program (STP) Urban:	\$ 480,000
AC STP Urban Road Department 20% Match:	\$ 120,000
Ingham County Trails and Parks Millage/Delhi Township:	<u>\$1,814,400</u>
Total Estimated Project Cost (+20%):	\$9,568,800

See memo for details.

6. Financial Services Department – Resolution Establishing Public Hearing for Michigan Community Development Block Grant Funding for Homeowner Rehabilitation Grant Closeout

This resolution requests a public hearing to close out CDBG funding from a 2016-2017 homeowner rehabilitation grant.

See memo for details.

7b. Controller’s Office – Emergency Purchase Order for Accounting Services with Maner Costerisan

This emergency PO is to get Maner Costerisan started to provide us accounting services in the wake of Tori Meyer’s (Financial Services Director) resignation.

See memo for details.

7c. Controller's Office – Resolution to Approve an Agreement with Maner Costerisan for Accounting Services

This resolution approves the agreement with Maner Costerisan to provide us up to six months of accounting services at a not to exceed cost of \$75,000. Funding to come through the Contingency Fund.

See memo for details.

8a. Board of Commissioners – Resolution to Revise the Ingham County Contract Procedures as Established in Resolution #19-169

This resolution revises the County contract procedures to remove the requirement that all purchase orders be filed by the County Clerk, as they are already kept on file by the Purchasing Office. It also extends the length of time for the Clerk's Office to process and return contracts from five days to 10 and establishes procedures for departments requesting signatures of the Board Chairperson through DocuSign and similar electronic signature programs.

See memo for details.

ADDITIONAL ITEMS:

7a. Controller's Office – Financial Services Department/Controller's Office Reorganization (Discussion)

8b. Board of Commissioners – Closed Session to Discuss Written Attorney Client Privileged Legal Opinion Pursuant to MCL 15.268 (h) and Resolution Authorizing the Release of an Attorney Client Privileged Communication

Agenda Item 1

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

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

DATE: March 21, 2023

SUBJECT: Proposed Resolution to Authorize an Agreement for the Replacement of the Red Cedar Manor Drain in the Meridian Road at M-43 Signal Project

For the Meeting Agendas of April 4 and 5

BACKGROUND

The Ingham County Road Department (ICRD) and the Michigan Department of Transportation (MDOT) have coordinated a joint project at the intersection of Meridian Road and M-43 (Grand River Avenue) in Meridian Charter Township to install a traffic signal and to widen the north leg of Meridian Road. The Board of Commissioners approved the associated MDOT Contract #22-5492 via Resolution #22-554.

As part of this joint project, it is necessary to replace a portion of the Red Cedar Manor Drain storm sewer along Meridian Road which is under the jurisdiction of the Ingham County Drain Commissioner (ICDC). The ICRD will be responsible for all work and costs associated with the replacement of the storm sewer detailed in the as-bid construction plans and specifications. Once the project is complete, the Red Cedar Manor Drain Drainage District will be responsible for the operation and maintenance of this replaced portion of the Red Cedar Manor Drain. Therefore, it is necessary for an agreement to be authorized to define the roles and responsibilities of the ICRD and the ICDC. The agreement requires final review and approval as to form by the County Attorney.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Federal funding and local Road Department funds will cover the costs for the replacement of the storm sewer. The funding responsibilities for this project were previously defined and approved per Resolution #22-554.

Future costs associated with the operation and maintenance of the Red Cedar Manor Drain will be the responsibility of the Red Cedar Manor Drain Drainage District.

RECOMMENDATION

Based on the information provided, I respectfully recommend and request approval of the attached resolution to authorize an agreement for the replacement of the Red Cedar Manor Drain located within the limits of the Meridian Road at M-43 Signal Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR THE REPLACEMENT OF THE
RED CEDAR MANOR DRAIN IN THE MERIDIAN ROAD AT M-43 SIGNAL PROJECT**

WHEREAS, the Road Department received federal Highway Safety Improvement Program (HSIP) funding for the north segment of Meridian Road at M-43 (Grand River Avenue) in Section 25 of Meridian Charter Township; and

WHEREAS, the Road Department coordinated this intersection widening project with a Michigan Department of Transportation (MDOT) project to install a traffic signal at the same intersection; and

WHEREAS, upon the authorization of Resolution #22-554, the County on behalf of the Road Department, entered into Contract #22-5492 with MDOT for the Meridian Road at M-43 Signal Project; and

WHEREAS, the Ingham County Drain Commissioner, on behalf of the Red Cedar Manor Drain Drainage District, has jurisdiction over a storm sewer within the Meridian Road right-of-way located near the intersection with M-43; and

WHEREAS, as part of the Meridian Road at M-43 Signal Project, it is necessary to replace a portion of the Red Cedar Manor Drain storm sewer; and

WHEREAS, the County has agreed, pursuant to MDOT Contract #22-5492, that the Road Department and MDOT shall share all costs associated with the project in accordance with the as-bid plans and specifications prepared jointly by the Road Department and MDOT's consultant, OHM, and in accordance with the Rules of the Ingham County Drain Commissioner, 2005 Edition, as amended; and

WHEREAS, upon completion of the Meridian Road at M-43 Signal Project, the Red Cedar Manor Drain Drainage District will be responsible for all future costs associated with the operation and maintenance of the Red Cedar Manor Drain; and

WHEREAS, the County on behalf of the Road Department, must enter into an agreement with the Ingham County Drain Commissioner on behalf of the Red Cedar Manor Drain Drainage District, to define roles and responsibilities for the replacement of the storm sewer included in the Meridian Road at M-43 Signal Project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Red Cedar Manor Drain Drainage District by and through the Ingham County Drain Commissioner to replace the portion of the storm sewer for the Red Cedar Manor Drain included in the Meridian Road at M-43 Signal Project, located in Section 25 of Meridian Charter Township.

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: Board of Commissioners County Services Committee
FROM: Barb Davidson, 9-1-1 Director
DATE: March 20, 2023
SUBJECT: Resolution Honoring 9-1-1 Telecommunicator Professionals April 9-15, 2023
For County Services Committee agenda April 4, 2023

BACKGROUND

National Public Safety Telecommunicators Week was established by the United States Congress in 1991, as a way to recognize the vital link emergency telecommunicators serve between our community and public safety personnel. NPSTW is recognized annually during the second week of April. During this week, we take the opportunity to thank Ingham County 9-1-1 employees who serve in this demanding profession.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of service to our residents and supporting public safety.

OTHER CONSIDERATIONS

9-1-1 Telecommunicators are the first of the first responders being there 24 hours a day regardless of the situation, they are there ready and willing to help as needed.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to establish the week of April 9-15, 2023 as National Public Safety Telecommunicator week in Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF APPRECIATION TO THE INGHAM COUNTY
9-1-1 CENTRAL DISPATCH CENTER TELECOMMUNICATORS DURING
NATIONAL TELECOMMUNICATORS WEEK APRIL 9-15, 2023**

WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened on June 27, 2012; and

WHEREAS, Ingham County 9-1-1 Telecommunicator professionals daily serve the citizens of Ingham County by answering their emergency calls for police, fire, and emergency medical services and by dispatching the appropriate assistance as quickly as possible; and

WHEREAS, Ingham County 9-1-1 Telecommunicator professionals are an integral part of the emergency response system, playing a crucial and life-saving role by answering and prioritizing calls for police, fire, and medical assistance, providing essential medical instructions to callers, and coordinating the dispatch of emergency personnel; and

WHEREAS, Ingham County 9-1-1 Telecommunicator professionals are the single vital link for our police officers, firefighters, and EMS personnel by monitoring their activities and providing them with information to ensure their safety; and

WHEREAS, Ingham County 9-1-1 Telecommunicator professionals possess strong communication skills, active listening, quick thinking and decision making, multitasking, knowledge of local resources and emergency protocols with emotional stability; and

WHEREAS, Ingham County 9-1-1 Telecommunicator professionals have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of the injured; and

WHEREAS, each Telecommunicator professional has handled difficult and traumatic situations, such as death, suicide, abuse, medical emergencies, fires, and other traumatic events while maintaining accuracy and composure in these high-pressure situations during the performance of their job.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners declares the week of April 9-15, 2023 to be National Public Safety Telecommunicators Week in Ingham County, in honor of the Ingham County 9-1-1 Telecommunicator professionals for their crucial role in the protection of life and property, for the Public Safety Agencies and the Citizens of Ingham County.

TO: Board of Commissioners County Services Committee
FROM: Barb Davidson, Director
DATE: March 20, 2023
SUBJECT: Resolution honoring 9-1-1 Dispatcher Cheryl Parody

BACKGROUND

Cheryl Parody was hired by the East Lansing 9-1-1 Center in January 2006. Prior to working for East Lansing, Cheryl worked for Clinton Co. Central Dispatch and Capital Region International Airport in their dispatch. In 2012 with the consolidation, she became a valued member of our team. Cheryl was awarded Employee of the Year for 2018 and the Michigan Telecommunicator of the Year also in 2018. She works and has worked an incredible amount of overtime and is a leader on the dispatch floor. Cheryl is also a veteran who served in the Coast Guard.

After over 22 years of dedicated service, we wish her the best.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

STRATEGIC PLANNING IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to recognize Cheryl Parody for her dedication and service to the citizens of Ingham County, as she retires on May 19, 2023.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO HONOR 9-1-1 DISPATCHER CHERYL PARODY
OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER**

WHEREAS, Cheryl Parody was hired by the East Lansing 9-1-1 Center as an Emergency Telecommunicator in January of 2006; and

WHEREAS, Cheryl Parody continued her employment with the consolidated Ingham County 9-1-1 Center in June of 2012; and

WHEREAS, prior to working for East Lansing 9-1-1, Cheryl was a member of the Coast Guard and had prior dispatch experience with Clinton County Central Dispatch and the Capital Region International Airport; and

WHEREAS, Cheryl Parody was awarded Employee of the Year in 2018 as well as Michigan Telecommunicator of the Year in 2018; and

WHEREAS, throughout her career, Cheryl Parody has been well respected by her peers, responders, and coworkers, and is an asset to the Ingham County community; and

WHEREAS, after more than 22 years of dedicated service to the citizens of Ingham County and Clinton County, Cheryl Parody is retiring on May 19, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors 9-1-1 Dispatcher Cheryl Parody, for her 22+ years of dedicated service to the citizens of Ingham County and wishes her continued success in all of her future endeavors.

To: County Services Committee
Finance Committee

From: Jim Hudgins, Director of Purchasing

Date: March 15, 2023

Subject: Authorization to Enter Into an Agreement for Full-Service Mailing Services with Extend Your Reach, Inc.

BACKGROUND

Many departments have a need to have a firm specializing in mailing services pick up, meter, and deliver their daily First Class mail to the U.S. Postal Service (USPS). Extend Your Reach, Inc. has been providing these services for the past number of years. (The Board authorized a five-year agreement with Extend Your Reach, Inc. in 2017). This resolution seeks authorization to continue using Extend Your Reach, Inc. for mailing services.

ALTERNATIVES

There are other mailing service providers, but they do not offer pick-up services. For example, the State of Michigan has a mailing program on the MiDeal Extended Purchasing Program; however, pick-up services from County facilities and individual departments is not a service offered.

FINANCIAL IMPACT

Departments using Extend Your Reach, Inc. will use their respective supply lines xxx-xxxxx-726010 to pay for the mailing services under this agreement.

The mailing fees include the following:

Daily Pick Up	\$10.00/facility or special request \$10.00/department
USPS Equipment Delivery	No charge when delivered at same time as mail pickup
Metering for Letters	\$0.05/piece
Metering for Flats	\$0.30/piece
Metering for parcels	\$0.35/piece
Metering for Certified	\$3.00/piece
Reject Processing for Letters	No charge
Reject Processing for Flats	No charge
Monthly Accounting	\$10.00/department or special request \$10/department sub-items
Postage for Letters	Prevailing USPS presorted rate (currently \$0.546/ letter piece)

Fees are subject to change if the USPS changes its commercial postal rates or changes the current classes of mail or the pricing of current classes of mail.

OTHER CONSIDERATIONS

Extend Your Reach, Inc. is a local registered vendor and has previously worked with the County. Some departments may opt to using postage meters or purchasing stamps in lieu of using Extend Your Reach, Inc. for their mailing needs. Extend Your Reach, Inc. will assign an account executive and customer service representative to the County's account to ensure that service standards are maintained.

RECOMMENDATION

Based on the information presented, I respectfully request authorizing entering into a three-year service agreement with Extend Your Reach, Inc.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EXTEND YOUR REACH, INC.
FOR COUNTYWIDE FULL-SERVICE MAILING SERVICES**

WHEREAS, many departments require a firm specializing in mailing services to do the metering, presorting, and delivering of their First Class envelopes, flats, and certified mail to the United States Postal Service (USPS); and

WHEREAS, often times departments and offices must mail large quantities of materials and it is cost effective and efficient to use a service to presort and to mail these materials; and

WHEREAS, Extend Your Reach, Inc., a local vendor and current provider, submitted a proposal to continue providing full-service mailing services, which include pick-up, sorting, bar coding, delivery to the USPS, and other ancillary services; and

WHEREAS, the Director of Purchasing recommends that the Board of Commissioners authorize an agreement with Extend Your Reach, Inc. for full-service mailing services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a three-year agreement with Extend Your Reach, Inc., 4908 Contec Drive, Lansing, Michigan 48910, for mail related services, based on the Extend Your Reach's proposal dated March 14, 2023.

BE IT FURTHER RESOLVED, expenditures associated with this agreement shall be paid from departments' respective supply lines, xxx-xxxxx-726010.

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

To: County Services Committee
Finance Committee

From: Jim Hudgins, Director of Purchasing

Date: March 16, 2023

Subject: Disposal of Surplus Vehicles and Goods

BACKGROUND

This is a resolution authorizing the Purchasing Department to dispose of surplus vehicles and goods which have been replaced or have exceeded their useful life, and therefore are no longer needed.

Surplus items are publically advertised online through GOVDEALS.COM. Interested bidders can place bids on items, and awards are made to the highest responsive bidder.

If a bidder does not claim the item(s) awarded, the award then goes to the next highest responsive bidder. The Purchasing Department, at its discretion, can ban a bidder from bidding again if the bidder is in default of payment.

ALTERNATIVES

The County could elect to contract with another auctioneer to dispose of the surplus; however, the Purchasing Department has been satisfied with the services that GOVDEALS.COM has provided.

FINANCIAL IMPACT

Bidder payment is received by GOVDEALS.COM and then the proceeds are forwarded to the Purchasing Department, and subsequently deposited in the General Fund or appropriate account. There is no cost to the County since the bidder pays a 12.5% premium on the winning bid amount.

OTHER CONSIDERATIONS

Vehicles and items to be auctioned are identified in Attachment A.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles and goods that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles and goods will be auctioned off through GOVDEALS.COM in a competitive, publically advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Director of Purchasing has reviewed the surplus items before placement on the surplus property list.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Department is authorized to place in an auction those surplus vehicles and items in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle or item not sold at the auction may be disposed of by the Director of Purchasing in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

Attachment A

ASSET ID	Description	VIN/Serial	Miles/Hours	Make	Year	Category	Long Description
247	AGFA CR 30-X Radiograph Digitizer	39212	6,000 Hours	AGFA Healthcare	2011	Medical Equipment	AGFA CR 30-X Radiography digitizer with monitor, 2 large, 2 medium, and 2 dental radiograph plates. Machine is functional; however, it does not come with the computer or software.
248	2015 Ford Explorer	1FM5K8AR5FGC51944	192,089 Miles	Ford	2015	SUV	2015 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. Blue exterior with black interior. Vehicle runs but needs several repairs: water pump, wheel bearing(s), front control arm bushing, sway link, wheel alignment, and the ac/heat does not work. Driver side seat has holes and the center console is torn out. No other details or information available. Sold as-is.
249	Assorted Screws and Nails		0	Various		Tools, All Type	(5) Senco #6 by 1 ¼ 32mm Drywall to Wood Screws. #2 Phillips head, course thread, bugle head, sharp point, gray phosphate finish. 1,000 auto feed screws per container. (25) Everflow PTFE Thread Seal Tape, ½ by 520". White, 5 packs of 5 (10) Hautmec PTFE Thread Seal Tape, ½ by 520". (1) Master Wire Supply 34g 250' Stainless 316L Wire. (5) Qualihome Nail and Brads Assortment. 550 assorted pieces. (5) Stuhad 400pcs Assorted Nails. (5) T.K. Excellent Interior Construction Screw Assortment. 465pcs, #2 Philips head, yellow zinc. (5) 377 Feet Natural Jute Twine No other information or details available. Items are new, never been used. Items have been in storage for approximately 2 years in a climate-controlled environment. Sold As-Is.
250	Assorted Craft Supplies		0	Various		Arts, Crafts, a	(10) Cans of Gorilla Heavy Duty Spray Adhesive. Unopened and unused. Cans have been in storage for approximately 2 years in a climate-controlled environment. (5) Livingo 2 Pack 8" Titanium Non-Stick Scissors. New in package(s) (1) Dowell 22-30 AWG Wire Stripper, cutter, & multi-function hand tool. New in package. All items sold as-is.

251	Black & Decker 4-Tool Combo Kit		0	Black & Decker		Tools, All Type	Black and Decker 4-Tool Combo Kit (Part #BD4KITDCRL). Includes 1 LDX120 Drill Driver, 1 BDCCS20 Circular Saw, BDCR20 Reciprocating Saw, and BDCF20 LED Light. Also includes (2) 20V batteries, (1) battery charger, (1) Circular Saw Blade and (1) Reciprocating Saw Blade. New in box, they have been in storage for approximately 2 years in a climate-controlled environment. Sold as-is.
252	Black & Decker 4-Tool Combo Kit		0	Black & Decker		Tools, All Type	Black and Decker 4-Tool Combo Kit (Part #BD4KITDCRL). Includes 1 LDX120 Drill Driver, 1 BDCCS20 Circular Saw, BDCR20 Reciprocating Saw, and BDCF20 LED Light. Also includes (2) 20V batteries, (1) battery charger, (1) Circular Saw Blade and (1) Reciprocating Saw Blade. New in box, they have been in storage for approximately 2 years in a climate-controlled environment. Sold as-is.
253	Shelf Brackets		0	Jorohiker & My Rustic		Tools, All Type	(3) 20 pack of Jorohiker 12" x 10" metal shelf brackets with 130 pack 3x20mm screws. Shelf brackets can hold up to 130 lbs per pair. New, never used. Box opened to take picture(s) of contents. No other details and/or information available. Sold As-Is. (4) 4 Pack of My Rustic 10-inch L Brackets for Shelves- Heavy Duty Industrial Forged Steel Iron Rustic Floating Shelf Bracket. New, never used. Box opened to take picture(s) of contents. No other details and/or information available. Sold As-Is.
254	Letton 60 Piece Tool Set		0	Letton		Tools, All Type	Letton Power Tools Combo Kit Tool Set with 60 pcs accessories. Comes in plastic case with 16.8V cordless drill. Also included in kit: Screws and Anchors 16MM & 20MM Spade Drill Bits 9 Metric ¼" Drive Sockets (5MM-13MM) 6 Drill Bits 11 Different Sizes of the Most Commonly Used Screw Driver Bits Needle Nose Pliers, Saw, Claw Hammer, 6-inch Adjustable Wrench, Precision Screwdriver set, Hex Key Set, Digital Voltage Tester Pen, Tape Measure, 2 Batteries, and level. New and unused, been in climate-controlled storage for approximately 2 years. Sold as-is.
255	Letton 60 Piece Tool Set		0	Letton/ Jar-Owl		Tools, All Type	Letton Power Tools Combo Kit Tool Set with 60 pcs accessories. Comes in plastic case with 16.8V cordless drill. Also included in kit: Screws and Anchors 16MM & 20MM Spade Drill Bits 9 Metric ¼" Drive Sockets (5MM-13MM) 6 Drill Bits 11 Different Sizes of the Most Commonly Used Screw Driver Bits Needle Nose Pliers, Saw, Claw Hammer, 6-inch Adjustable Wrench, Precision Screwdriver set, Hex Key Set, Digital Voltage Tester Pen, Tape Measure, 2 Batteries, and level. New and unused, been in climate-controlled storage for approximately 2 years. Sold as-is.

256	Letton 60 Piece Tool Set		0	Letton/Jar-Owl		Tools, All Type	Letton Power Tools Combo Kit Tool Set with 60 pcs accessories. Comes in plastic case with 16.8V cordless drill. Also included in kit: Screws and Anchors 16MM & 20MM Spade Drill Bits 9 Metric ¼" Drive Sockets (5MM-13MM) 6 Drill Bits 11 Different Sizes of the Most Commonly Used Screw Driver Bits Needle Nose Pliers, Saw, Claw Hammer, 6-inch Adjustable Wrench, Precision Screwdriver set, Hex Key Set, Digital Voltage Tester Pen, Tape Measure, 2 Batteries, and level. New and unused, been in climate-controlled storage for approximately 2 years. Sold as-is.
257	Letton 60 Piece Tool Set		0	Letton/Jar-Owl		Tools, All Type	Letton Power Tools Combo Kit Tool Set with 60 pcs accessories. Comes in plastic case with 16.8V cordless drill. Also included in kit: Screws and Anchors 16MM & 20MM Spade Drill Bits 9 Metric ¼" Drive Sockets (5MM-13MM) 6 Drill Bits 11 Different Sizes of the Most Commonly Used Screw Driver Bits Needle Nose Pliers, Saw, Claw Hammer, 6-inch Adjustable Wrench, Precision Screwdriver set, Hex Key Set, Digital Voltage Tester Pen, Tape Measure, 2 Batteries, and level. New and unused, been in climate-controlled storage for approximately 2 years. Sold as-is.
258	Letton 60 Piece Tool Set		0	Letton/Jar-Owl		Tools, All Type	Letton Power Tools Combo Kit Tool Set with 60 pcs accessories. Comes in plastic case with 16.8V cordless drill. Also included in kit: Screws and Anchors 16MM & 20MM Spade Drill Bits 9 Metric ¼" Drive Sockets (5MM-13MM) 6 Drill Bits 11 Different Sizes of the Most Commonly Used Screw Driver Bits Needle Nose Pliers, Saw, Claw Hammer, 6-inch Adjustable Wrench, Precision Screwdriver set, Hex Key Set, Digital Voltage Tester Pen, Tape Measure, 2 Batteries, and level. New and unused, been in climate-controlled storage for approximately 2 years. Sold as-is.
259	Letton 60 Piece Tool Set		0	Letton/Jar-Owl		Tools, All Type	Letton Power Tools Combo Kit Tool Set with 60 pcs accessories. Comes in plastic case with 16.8V cordless drill. Also included in kit: Screws and Anchors 16MM & 20MM Spade Drill Bits 9 Metric ¼" Drive Sockets (5MM-13MM) 6 Drill Bits 11 Different Sizes of the Most Commonly Used Screw Driver Bits Needle Nose Pliers, Saw, Claw Hammer, 6-inch Adjustable Wrench, Precision Screwdriver set, Hex Key Set, Digital Voltage Tester Pen, Tape Measure, 2 Batteries, and level. New and unused, been in climate-controlled storage for approximately 2 years. Sold as-is.

260	Plywood Panels		0	Various		Arts, Crafts, a	Woodpecker Crafts: Box of 12 1/4" X 12" X 24" Baltic Birch B/BB Plywood. New, never used. Sold as-is. Wood & Shop 1 sheet of Fir AB Marine Plywood 3/4" X 24" X 48". Not treated against rot and decay like pressure- treated plywood. High strength, stable fir veneer. The panel is sanded 2 sides Fir. Its exposure durability rating is exterior and the glue used is a water- resistant structural adhesive. Panel width and length may vary up to 1/8". New, never used. Sold as-is. Alexandria Moulding 3/4" X 24" X 48" Plywood Panel. Part number PY003-PY048C. New, never used. Sold as-is.
261	Construction Stapler and Staples		0	Senco		Tools, All Type	(1) Senco 3L0003N SNS41 Air powered 16-Guage Construction Stapler. Drives 7/16 inch-crown staples from 1-2 inches in length. Operating pressure is 80-120 psi. New, never used. Sold as-is. (5) Senco N15BAB 16-Guage by 7/16-inch Crown by 1-1/4 inch Electro Galvanized Staples (10,000 per box). New, never used. Sold as-is.
262	Construction Stapler and Staples		0	Senco		Tools, All Type	(1) Senco 3L0003N SNS41 Air powered 16-Guage Construction Stapler. Drives 7/16 inch-crown staples from 1-2 inches in length. Operating pressure is 80-120 psi. New, never used. Sold as-is. (5) Senco N15BAB 16-Guage by 7/16-inch Crown by 1-1/4 inch Electro Galvanized Staples (10,000 per box). New, never used. Sold as-is.
263	2020 Load Trail	4ZEUT1627L1203517	0 Hours	Load Trail	2020	Trailers	2020 Load Trail 83 x 16 Trailer. Tandem Axle Angle Frame. GVWR 7000 lbs. Trailer was purchased in 202 and never used. Trailer has been sitting outside for a minimum of 2 years. Sold as-is.
264	(3) MacSports All Terrain Wagon		0	MacSports		Outdoor Living	Lot of (3) three MacSports All Terrain Collapsible Folding Wagon. Heavy duty steel frame allows loads up to 150 pounds; durable 600 denier polyester fabric. Telescoping handle adjusts up to 34 inches. New, never used. Sold as-is. This auction is for (3) three wagons.
265	(2) MacSports All Terrain Wagon		0	MacSports		Outdoor Living	Lot of (2) two MacSports All Terrain Collapsible Folding Wagon. Heavy duty steel frame allows loads up to 150 pounds; durable 600 denier polyester fabric. Telescoping handle adjusts up to 34 inches. New, never used. Sold as-is. This auction is for (2) two wagons.
266	(2) MacSports All Terrain Wagon		0	MacSports		Outdoor Living	Lot of (2) two MacSports All Terrain Collapsible Folding Wagon. Heavy duty steel frame allows loads up to 150 pounds; durable 600 denier polyester fabric. Telescoping handle adjusts up to 34 inches. New, never used. Sold as-is. This auction is for (2) two wagons.
267	(2) MacSports All Terrain Wagon		0	MacSports		Outdoor Living	Lot of (2) two MacSports All Terrain Collapsible Folding Wagon. Heavy duty steel frame allows loads up to 150 pounds; durable 600 denier polyester fabric. Telescoping handle adjusts up to 34 inches. New, never used. Sold as-is. This auction is for (2) two wagons.

268	(2) MacSports All Terrain Wagon		0	MacSports		Outdoor Living	Lot of (2) two MacSports All Terrain Collapsible Folding Wagon. Heavy duty steel frame allows loads up to 150 pounds; durable 600 denier polyester fabric. Telescoping handle adjusts up to 34 inches. New, never used. Sold as-is. This auction is for (2) two wagons.
269	Kamelleo Mobile White Board		0	Kamelleo		Educational	Kamelleo 70x36 Mobile White Board. 360-degree rotation, sturdy frame construction, double-sided magnetic surface.
270	Workpro 177 Piece Household Tool Kit		0	Workpro		Tools, All Type	Workpro 12V Cordless Drill and Home Tool Kit, 177 Pieces Combo Kit with 14-inch Tool Bag. *****Manufacturer Description***** Multi-Functional Drill Driver - 3-in-1 Tool lets you choose between drive, drill, or hammer drill making it more versatile. The 18-torque setting is specifically designed for preventing screws from stripping and keeping the motor from being overworked or burnt up. The drill also features two variable speed switches: 0-400RPM and 0-1500rpm. Maximum size of Keyless Chuck: 3/8" Fast Charging Battery - 12V 2000mAh large-capacity Lithium-ion battery will last longer than old power sources and provide plenty of power for heavy jobs and around the house projects. Ultra-fast charger only takes 1-hour for a full charge and an excellent temperature management system keeps the batteries cool Hand Tools Kit - It contains tools needed for most small repairs and basic DIY projects around the house. Forged needle nose pliers, slip joint pliers and a claw hammer are made of high-quality durable steel. 2pc magnetic CRV screwdrivers (PH2X4" & 1/4*4") can also help you complete the work. 8PCs CRV Allen keys ranges from 1/16" to 1/4". There are also a 10ft tape measure and a retractable box cutter which comes with 10pc extra sk5 blades 14 Storage Tool Bag - Made from 600D polyester fabric, which provides unmatched durability and reliability. The tool bag features an open wide mouth with an internal metal frame and top double-pull zipper for easy organization and access. It boasts 6 sturdy internal pockets, and 4 external pockets (one is super big) as well as a large interior space that affords you retrieval of any tools. Size: 14 * 9 * 6-1/2 Inch

271	Workpro 177 Piece Household Tool Kit		0	Workpro	Tools, All Type	<p>Workpro 12V Cordless Drill and Home Tool Kit, 177 Pieces Combo Kit with 14-inch Tool Bag. *****Manufacturer Description***** Multi-Functional Drill Driver - 3-in-1 Tool lets you choose between drive, drill, or hammer drill making it more versatile. The 18-torque setting is specifically designed for preventing screws from stripping and keeping the motor from being overworked or burnt up. The drill also features two variable speed switches: 0-400RPM and 0-1500rpm. Maximum size of Keyless Chuck: 3/8" Fast Charging Battery - 12V 2000mAh large-capacity Lithium-ion battery will last longer than old power sources and provide plenty of power for heavy jobs and around the house projects. Ultra-fast charger only takes 1-hour for a full charge and an excellent temperature management system keeps the batteries cool Hand Tools Kit - It contains tools needed for most small repairs and basic DIY projects around the house. Forged needle nose pliers, slip joint pliers and a claw hammer are made of high-quality durable steel. 2pc magnetic CRV screwdrivers (PH2X4" & 1/4*4") can also help you complete the work. 8PCs CRV Allen keys ranges from 1/16" to 1/4". There are also a 10ft tape measure and a retractable box cutter which comes with 10pc extra sk5 blades 14" Storage Tool Bag - Made from 600D polyester fabric, which provides unmatched durability and reliability. The tool bag features an open wide mouth with an internal metal frame and top double-pull zipper for easy organization and access. It boasts 6 sturdy internal pockets, and 4 external pockets (one is super big) as well as a large interior space that affords you retrieval of any tools. Size: 14 * 9 * 6-1/2 Inch</p>
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272	Workpro 177 Piece Household Tool Kit		0	Workpro	Tools, All Type	<p>Workpro 12V Cordless Drill and Home Tool Kit, 177 Pieces Combo Kit with 14-inch Tool Bag. *****Manufacturer Description***** Multi-Functional Drill Driver - 3-in-1 Tool lets you choose between drive, drill, or hammer drill making it more versatile. The 18-torque setting is specifically designed for preventing screws from stripping and keeping the motor from being overworked or burnt up. The drill also features two variable speed switches: 0-400RPM and 0-1500rpm. Maximum size of Keyless Chuck: 3/8" Fast Charging Battery - 12V 2000mAh large-capacity Lithium-ion battery will last longer than old power sources and provide plenty of power for heavy jobs and around the house projects. Ultra-fast charger only takes 1-hour for a full charge and an excellent temperature management system keeps the batteries cool Hand Tools Kit - It contains tools needed for most small repairs and basic DIY projects around the house. Forged needle nose pliers, slip joint pliers and a claw hammer are made of high-quality durable steel. 2pc magnetic CRV screwdrivers (PH2X4" & 1/4*4") can also help you complete the work. 8PCs CRV Allen keys ranges from 1/16" to 1/4". There are also a 10ft tape measure and a retractable box cutter which comes with 10pc extra sk5 blades 14" Storage Tool Bag - Made from 600D polyester fabric, which provides unmatched durability and reliability. The tool bag features an open wide mouth with an internal metal frame and top double-pull zipper for easy organization and access. It boasts 6 sturdy internal pockets, and 4 external pockets (one is super big) as well as a large interior space that affords you retrieval of any tools. Size: 14 * 9 * 6-1/2 Inch</p>
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273	Workpro 177 Piece Household Tool Kit		0	Workpro	Tools, All Type	<p>Workpro 12V Cordless Drill and Home Tool Kit, 177 Pieces Combo Kit with 14-inch Tool Bag. *****Manufacturer Description***** Multi-Functional Drill Driver - 3-in-1 Tool lets you choose between drive, drill, or hammer drill making it more versatile. The 18-torque setting is specifically designed for preventing screws from stripping and keeping the motor from being overworked or burnt up. The drill also features two variable speed switches: 0-400RPM and 0-1500rpm. Maximum size of Keyless Chuck: 3/8" Fast Charging Battery - 12V 2000mAh large-capacity Lithium-ion battery will last longer than old power sources and provide plenty of power for heavy jobs and around the house projects. Ultra-fast charger only takes 1-hour for a full charge and an excellent temperature management system keeps the batteries cool Hand Tools Kit - It contains tools needed for most small repairs and basic DIY projects around the house. Forged needle nose pliers, slip joint pliers and a claw hammer are made of high-quality durable steel. 2pc magnetic CRV screwdrivers (PH2X4" & 1/4*4") can also help you complete the work. 8PCs CRV Allen keys ranges from 1/16" to 1/4". There are also a 10ft tape measure and a retractable box cutter which comes with 10pc extra sk5 blades 14" Storage Tool Bag - Made from 600D polyester fabric, which provides unmatched durability and reliability. The tool bag features an open wide mouth with an internal metal frame and top double-pull zipper for easy organization and access. It boasts 6 sturdy internal pockets, and 4 external pockets (one is super big) as well as a large interior space that affords you retrieval of any tools. Size: 14 * 9 * 6-1/2 Inch</p>
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274	Workpro 177 Piece Household Tool Kit		0	Workpro	Tools, All Type	<p>Workpro 12V Cordless Drill and Home Tool Kit, 177 Pieces Combo Kit with 14-inch Tool Bag. *****Manufacturer Description***** Multi-Functional Drill Driver - 3-in-1 Tool lets you choose between drive, drill, or hammer drill making it more versatile. The 18-torque setting is specifically designed for preventing screws from stripping and keeping the motor from being overworked or burnt up. The drill also features two variable speed switches: 0-400RPM and 0-1500rpm. Maximum size of Keyless Chuck: 3/8" Fast Charging Battery - 12V 2000mAh large-capacity Lithium-ion battery will last longer than old power sources and provide plenty of power for heavy jobs and around the house projects. Ultra-fast charger only takes 1-hour for a full charge and an excellent temperature management system keeps the batteries cool Hand Tools Kit - It contains tools needed for most small repairs and basic DIY projects around the house. Forged needle nose pliers, slip joint pliers and a claw hammer are made of high-quality durable steel. 2pc magnetic CRV screwdrivers (PH2X4" & 1/4*4") can also help you complete the work. 8PCs CRV Allen keys ranges from 1/16" to 1/4". There are also a 10ft tape measure and a retractable box cutter which comes with 10pc extra sk5 blades 14" Storage Tool Bag - Made from 600D polyester fabric, which provides unmatched durability and reliability. The tool bag features an open wide mouth with an internal metal frame and top double-pull zipper for easy organization and access. It boasts 6 sturdy internal pockets, and 4 external pockets (one is super big) as well as a large interior space that affords you retrieval of any tools. Size: 14 * 9 * 6-1/2 Inch</p>
275	(5) Paddle Wheeler Pedal Boats		0	Paddle Wheeler	Boats, Marine V	<p>Lot of (5) five Paddle Wheeler Pedal Boats. At least (2) two of the boats have holes in the fiberglass. Boats are 10'2" long and 5'2" wide. Each weighs 200+ lbs. Boats are sold as-is. Note: Not all (5) five boats are pictured. No other information and/or details available. MC #'s for this set: 0766DZ, 8690RY, 6017TD, 5792TD, and 5678SN.</p>
276	(6) Paddle Wheeler Pedal Boats		0	Paddle Wheeler	Boats, Marine V	<p>Lot of (6) six Paddle Wheeler Pedal Boats. Unknown if any of the (6) six boats need any repairs. Each boat measures 10'2" long and 5'2" wide. Each boat weighs 200+ lbs. MC #'s: 6919RY, 6019TD, 6020TD, 3542SL, 8408RY, and 5679SN. Note: Not all boats are pictured; however, they are all the same model. No additional details and/or information available. Sold as-is.</p>

277	(3) Mobility Scooters		0	Various		Medical Equipment	Lot of three (3) mobility scooters. one (1) Pride Victory 10, one (1) Invacare Lynx L4, and one (1) Merits Super 700. Scooters have been in storage for approximately 1 year. It is unknown if any of them are operational. No additional details and/or information available. Sold as-is.
278	Kay Park Recreation Corp Pedal Cruiser	KAX08696E515	0	Kay Park Recreation Corp		Boats, Marine V	One (1) blue Kay Park Recreation Corp Pedal Cruiser. Boats have not been used in at least 3 years, unknown if they are still in working condition. No other information and/or details available. Sold as-is.
279	Kay Park Recreation Corp Pedal Cruiser	KAX08715E515	0	Kay Park Recreation Corp		Boats, Marine V	One (1) blue Kay Park Recreation Corp Pedal Cruiser. Boats have not been used in at least 3 years, unknown if they are still in working condition. No other information and/or details available. Sold as-is.
300	Table		0			Furniture	Table 72" x 60" x 29"
349	2003 Dodge Ram 1500	1D7HA16N63J660623	173,410 Miles	Dodge	2003	Trucks, Light D	2003 Dodge Ram 1500 REGULAR CAB PICKUP 2-DR, 4.7L V8 SOHC 16V.
350	1998 Chevrolet C/K 1500	1GCEC14W3WZ243047	208,619 Miles	Chevrolet	1998	Trucks, Light D	1998 Chevrolet C/K 1500 REGULAR CAB PICKUP 2-DR, 4.3L V6 OHV 12V.
351	2008 Caterpillar 928HZ Loader	4NN01388	11,674 Hours		2008	Heavy Equipment	2008 Caterpillar 928HZ Loader. Large Hole in Transmission Housing.
352	1994 Freightliner D112 64SD	1FVX6LBB3RH638176	276,779 Miles	Freightliner	1994	Heavy Equipment	1994 Freightliner D112 64SD Tandem Axle Dump Truck.
353	1985 Dayton 7500 Watt Generator		0	Dayton	1985	Generators	1985 Dayton 7500-Watt portable generator.
354	1981 Allis Chalmers 5020		0	Allis Chalmers	1981	Tractor - Farm	1981 Allis Chalmers 5020 Lawn Tractor.
355	1991 Brush Bandit Brush Chipper	4440	5,186 Hours	Bandit	1991	Vehicle Equipment	1991 Brush Bandit 150 Brush Chipper. Broken Bell Housing.
356	1995 Brush Bandit Brush Chipper		3,978 Hours	Bandit	1995	Vehicle Equipment	1995 Brush Bandit 150 Brush Chipper.
357	Misc. Repair Manuals		0			Books/Manuals	Misc. Repair Manuals. Cedar rapids paver, 1990 Ford Truck. Ford 700 Body Chassis, etc.
358	Robin Air SPX Air Conditioning Recharge Units		0	Robin Air		Vehicle Equipment	Robin Air SPX Air Conditioning Recharging Units. (2)
359	Stihl TS-250 Cutoff Saw		0	Stihl	1991	Vehicle Equipment	Stihl Cut off Saws. (2)

360	1951 Homemade Trailer w/ concrete forms		0			Vehicle Equipment	1951 Homemade Tip 2-Wheel Trailer w. concrete forms.
361	2000 Chevrolet Silverado 1500	1GCEC14W2YE328519	240,411 Miles	Chevrolet	2000	Trucks, Light D	2000 Chevrolet Silverado 1500 REGULAR CAB PICKUP 2-DR, 4.3L V6 OHV 12V.

Agenda Item 4

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: March 23, 2023
RE: Resolution to Authorize a Purchase Order to Seelye Group Ltd. To replace the Carpet in Courtroom 8 and Judge’s Suite at the Veterans Memorial Courthouse

For the meeting agendas of: April 4 & 5

BACKGROUND

The carpet in Courtroom 8 and Judge’s suite has stains, discoloration, stretched and past its useful life. The carpet in the Judge’s Suite has stretched causing wrinkles which could pose a tripping hazard. Seelye Group Ltd., who is on the MiDeals contract therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$42,732.44 to replace the carpet. We are requesting a contingency of \$3,000 for any uncovered conditions for total not to exceed amount of \$45,732.44.

ALTERNATIVES

The alternative would be to forego replacing the carpet allowing the carpet to further deteriorate and become a trip hazard for staff and the public.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP line item #245-26710-976000-22F16 which falls short by \$15,732.44 and we will transfer funds from the 2019 approved CIP line item # 664-13099-735100.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
245-26710-976000-22F16	\$30,000	\$30,000	\$30,000	\$0
General Fund				
664-13099-735100	\$261,187	\$253,450.46	\$15,732.44	\$237,718.02
Eqpt. Rev. Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group Ltd., to replace the carpet in Courtroom 8 and Judge’s suite at the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD.,
TO REPLACE THE CARPET IN COURTROOM 8 AND JUDGE'S SUITE AT THE
VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the carpet in Courtroom 8 and Judge's suite is worn, stained, discolored, past its useful life and has stretched creating wrinkles that could pose a tripping hazard; and

WHEREAS, the carpet needs to be replaced; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, Seelye Group Ltd., is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order to Seelye Group Ltd., who submitted a proposal of \$42,732.44 to replace the carpet in Courtroom 8 and Judge's suite at the Veterans Memorial Courthouse; and

WHEREAS, funds are available in the approved 2022 CIP line item #245-26710-976000-22F16 which falls short by \$15,732.44 and the remainder will be a transfer of funds from the 2019 approved CIP line item #664-13099-735100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group Ltd., 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the carpet in Courtroom 8 and Judge's suite for an amount not to exceed \$45,732.44 which includes a \$3,000 contingency.

BE UT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments to the Circuit Court Capital Improvement line-items.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 21, 2023

SUBJECT: Proposed Resolution to Authorize Agreements with Aurelius, Leslie, Locke, Onondaga, Wheatfield and Williamstown Townships for the 2023 Local Road Program

For the Meeting Agendas of April 4 and 5

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the township, millage or special assessment district. In Ingham County, only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department’s budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the “Local Road Program” and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Aurelius, Leslie, Locke, Onondaga, Wheatfield and Williamstown Townships have coordinated with the Road Department to schedule work for the 2023 construction season. The attached table provides details regarding the 2023 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining townships, so additional resolutions will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$284,474.34 for these six townships is included in the adopted 2023 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department, except for the crush & shape work proposed in Williamstown Township, as it requires specialty equipment. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

This is the second group of Local Road Program agreements. Others will be forthcoming as townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Aurelius, Leslie, Locke, Onondaga, Wheatfield and Williamstown Townships.

2023 Local Road Program (LRP)

Township	Match Balance Thru 2022	2023 ICRD Match Allocation	Total 2023 Match Available	Proposed 2023 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Aurelius	\$0.00	\$50,000.00	\$50,000.00	Asphalt and overlay of Barnes Road (Waverly Rd to Onondaga Rd)	\$193,847.50	\$143,847.50	\$50,000.00
Leslie	\$0.00	\$50,000.00	\$50,000.00	Asphalt wedging and overlay of Olds Road from 1000ft east of Jackson Rd to as far as possible east of Dutch Rd, for a budget of \$100,000.	\$100,000.00	\$50,000.00	\$50,000.00
Locke	\$0.00	\$45,000.00	\$45,000.00	Asphalt wedging and overlay of Herrington Road (Royce Rd to Mohrle Rd) and Moyer Road (M-52 to Webberville Rd). It also included four miles of gravel road improvements at locations to be determined by the ICRD.	\$344,328.42	\$299,328.42	\$45,000.00
Onondaga	\$147,511.10	\$45,000.00	\$192,511.10	Asphalt and wedging of Olds Road (Old Plank Rd to Hunt Rd).	\$92,348.67	\$46,174.34	\$46,174.34
Wheatfield	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Burkley Road (Linn Road to the north Township line) and asphalt pads with a double chipseal on Apple Blossom Lane (Meridian Rd to dead end)	\$108,752.50	\$75,452.50	\$33,300.00
Williamstown	\$0.00	\$60,000.00	\$60,000.00	Asphalt wedging and overlay of Barry Road (Lounsbury Rd to Williamston Rd) and Milton Road (Williamston Rd to the east Township line). Crush & shape and add gravel to Wilgus Road (Williamston Rd to dead end).	\$162,572.30	\$102,572.30	\$60,000.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH AURELIUS, LESLIE, LOCKE,
ONONDAGA, WHEATFIELD AND WILLIAMSTOWN TOWNSHIPS
FOR THE 2023 LOCAL ROAD PROGRAM**

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as a township, millage or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Aurelius, Leslie, Locke, Onondaga, Wheatfield, and Williamstown Townships have coordinated with the Road Department to schedule work for the 2023 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2023 construction season, except for the crush & shape work in Williamstown Township, which will be performed by a specialty contractor; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$284,474.34 combined for these six townships is included in the adopted 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Aurelius, Leslie, Locke, Onondaga, Wheatfield, and Williamstown Townships for the 2023 Local Road Program.

BE IT FURTHER RESOLVED, the Road Department is authorized to match up to 50% of the costs for the respective township projects up to the capped allocation amounts as shown in the attached table.

BE IT FURTHER RESOLVED, the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 21, 2023

SUBJECT: Proposed Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road

For the Meeting Agendas of April 4 and 5

BACKGROUND

The Road Department has received federal Transportation Alternatives Program (TAP) funds and Highway Safety Improvement Program (HSIP) funds to resurface Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection realignment along Lake Lansing Road at Towar Avenue/Birch Row Drive. The project is located in Sections 6 and 7 of Meridian Township. The scope of work for the road project includes a 4-to-3 lane conversion, intersection realignment, asphalt pavement cold milling, asphalt pavement recycling, earthwork, asphalt paving, traffic signal replacement, drainage improvements, and pavement markings. The Road Department has coordinated this road project with a City of East Lansing project that received funding through the Ingham County Trails and Parks Millage to make pedestrian safety improvements to the Lake Lansing Road and Towar Avenue/Birch Row Drive intersection. These two projects were packaged together for a Michigan Department of Transportation (MDOT) bid letting on April 7, 2023 and have been designed pursuant to applicable federal, state and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party agreement with the Contractor, which basically ensures that all the federal/state 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 obligations for the federal funding. Lastly, a third party agreement between Ingham County and the City of East Lansing is required to define construction and construction engineering responsibilities and obligations related to the pedestrian safety improvement portion of the project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The TAP funding pays for 80% of the construction costs up to the capped amount of \$200,000. The HSIP funding pays for 80% of construction costs up to the capped amount of \$600,000. The local match for the federal funding and any project costs exceeding the available overall funding are the responsibility of the Road Department.

Per Board Resolution #20-561, the City of East Lansing’s total funding through the Ingham County Trails and Parks Millage for the pedestrian safety improvement portion of this project is \$400,000. Per Board Resolution #22-021, the City of East Lansing committed \$50,000 of the millage funding towards the design engineering costs for the project, leaving a balance of \$350,000 available for eligible construction costs. The City of East Lansing has also committed an additional \$30,000 towards pedestrian accessibility improvements. Separately, the City of East Lansing has requested a statue be erected in Whitehills Park as part of this project, with all costs being the responsibility of the City of East Lansing, outside of the funding contributions listed above.

Per the MDOT Contract, the estimated funding for the project is as follows:

Transportation Alternatives Program (TAP) (capped):	\$ 200,000
TAP Road Department Participation:	\$ 50,000
Highway Safety Improvement Program (HSIP) (capped):	\$ 600,000
HSIP Road Department Participation:	\$ 70,000
Ingham County Trails and Parks Millage (capped):	\$ 350,000
City of East Lansing (Accessibility):	\$ 30,000
City of East Lansing (Statue):	<u>\$ 9,640</u>
Total Estimated Project Cost:	\$1,309,640

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the project, equating to \$1,571,568. Due to the capped funding on this project, the Road Department’s funding participation for this project with a 20% added contingency will increase to from \$120,000 to \$380,000 as shown below. This has been included in the 2023 Road Fund Budget.

Therefore, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Transportation Alternatives Program (TAP) (capped):	\$ 200,000
TAP Road Department Participation:	\$ 50,000
Highway Safety Improvement Program (HSIP) (capped):	\$ 600,000
HSIP Road Department Participation:	\$ 330,000
Ingham County Trails and Parks Millage (capped):	\$ 350,000
City of East Lansing (Accessibility):	\$ 30,000
City of East Lansing (Statue):	<u>\$ 11,568</u>
Total Estimated Project Cost (+20%):	\$1,571,568

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second party agreement with MDOT as described in Contract 23-5083 with a 20% contingency for the overall project and a third party agreement with the City of East Lansing for the statue and pedestrian safety improvement portions of the project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND A
THIRD PARTY AGREEMENT WITH THE CITY OF EAST LANSING FOR THE
LAKE LANSING ROAD PROJECT FROM ABBOT ROAD TO HAGADORN ROAD**

WHEREAS, the Road Department received federal Transportation Alternatives Program (TAP) funds and Highway Safety Improvement Program (HSIP) funds to resurface Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection realignment along Lake Lansing Road at Towar Avenue/Birch Row Drive, located in Sections 6 and 7 of Meridian Township; and

WHEREAS, the City of East Lansing received funding through the Ingham County Trails and Parks Millage to make pedestrian safety improvements to the Lake Lansing Road and Towar Avenue/Birch Row Drive intersection; and

WHEREAS, the Road Department coordinated the road rehabilitation project with the City of East Lansing intersection improvement project in an effort to reduce project costs and limit the overall impact to the community; and

WHEREAS, the two projects were packaged together for a Michigan Department of Transportation (MDOT) bid letting and have been designed pursuant to applicable federal, state and local design specifications; and

WHEREAS, the combined construction project will be undertaken pursuant to an agreement between MDOT and the Contractor; and

WHEREAS, the County on behalf of the Road Department, must enter into an associated second party agreement with MDOT consistent with federal funding requirements and as detailed in MDOT Contract #23-5083; and

WHEREAS, the County on behalf of the Road Department, must enter into a subsequent third-party agreement with the City of East Lansing to define construction and construction engineering responsibilities and obligations related to the statue and pedestrian safety improvement portions of the project; and

WHEREAS, MDOT Contract #23-5083 states the Transportation Alternatives Program (TAP) funding pays for 80% of the construction costs up to the capped amount of \$200,000, with a 20% funding match being the responsibility of the Road Department; and

WHEREAS, MDOT Contract #23-5083 states the Highway Safety Improvement Program (HSIP) funding pays for 80% of construction costs up to the capped amount of \$600,000, with a 20% funding match being the responsibility of the Road Department; and

WHEREAS, per Board Resolution #20-561, the City of East Lansing’s total funding through the Ingham County Trails and Parks Millage for the pedestrian safety improvement portion of this project is \$400,000 and per Board Resolution #22-021, the City of East Lansing committed \$50,000 of the millage funding towards the design engineering costs for the project, leaving a balance of \$350,000 available for eligible construction costs; and

WHEREAS, the City of East Lansing has committed an additional \$30,000 towards pedestrian accessibility improvements for the project; and

WHEREAS, the City of East Lansing has requested a statue be erected in Whitehills Park as part of this project, with all costs being the responsibility of the City of East Lansing, outside of the funding contributions described herein; and

WHEREAS, the estimated construction funding responsibilities for the project are as follows:

Transportation Alternatives Program (TAP) (capped):	\$ 200,000
TAP Road Department Participation:	\$ 50,000
Highway Safety Improvement Program (HSIP) (capped):	\$ 600,000
HSIP Road Department Participation:	\$ 70,000
Ingham County Trails and Parks Millage (capped):	\$ 350,000
City of East Lansing (Accessibility):	\$ 30,000
City of East Lansing (Statue):	<u>\$ 9,640</u>
Total Estimated Project Cost:	\$1,309,640; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the project to account for unexpected construction expenses; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Transportation Alternatives Program (TAP) (capped):	\$ 200,000
TAP Road Department Participation:	\$ 50,000
Highway Safety Improvement Program (HSIP) (capped):	\$ 600,000
HSIP Road Department Participation:	\$ 330,000
Ingham County Trails and Parks Millage (capped):	\$ 350,000
City of East Lansing (Accessibility):	\$ 30,000
City of East Lansing (Statue):	<u>\$ 11,568</u>
Total Estimated Project Cost (+20%):	\$1,571,568; and

WHEREAS, the Road Department’s local participation costs detailed above have been included in the 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #23-5083 with the Michigan Department of Transportation to resurface Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection realignment along Lake Lansing Road at Towar Avenue/Birch Row Drive, located in Sections 6 and 7 of Meridian Township, for a total estimated project cost of \$1,309,640 consisting of \$800,000 in federal funding, \$120,000 in Road Department funds, \$350,000 in Ingham County Trails and Parks Millage funding and \$39,640 in City of East Lansing funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$1,571,568 of which the Road Department's funding responsibility shall be \$380,000, which has been included in the 2023 Road Fund Budget, and the City of East Lansing's estimated funding responsibility shall be \$41,568.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution related to the Ingham County Trails and Parks Millage.

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: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: March 20, 2023

SUBJECT: As-Needed Electrical Services for the Ingham County Road Department

For the agendas on April 4 and 5

BACKGROUND

The purpose of this memorandum is to request approval to enter into a three (3) year agreement with an option to extend for two (2) additional years, with FD Hayes Electric Company and Mid-Michigan Electrical Solutions for the purpose of furnishing and providing as-needed electrical services at the Ingham County Road Department locations.

Bids for as-needed electrical services were solicited and evaluated by the Ingham County Purchasing Department for Request for Proposal #78-23 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to enter into agreements with both vendors. Vendors will be selected based on estimated project cost, local preference, availability of personnel and materials, and knowledge of the system to be serviced.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with as-needed electrical system maintenance.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with FD Hayes Electric Company and Mid-Michigan Electrical Solutions for the purpose of furnishing and providing as-needed electrical services at the Ingham County Road Department locations.

Agenda Item 5c

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

FROM: James Hudgins, Director of Purchasing

DATE: March 14, 2023

RE: Memorandum of Performance for RFP No. 78-23: 2023-2025 As-Needed Electrical Services for the Ingham County Road Department

Per your request, the Purchasing Department sought proposals from qualified, licensed and experienced contractors to submit proposals for entering into a three (3) year agreement with an option to extend for two (2) additional years, for the purpose of furnishing and providing as-needed electrical services at the Ingham County Road department locations.

The scope of work includes, but is not limited to, providing inspections, removing, and/or relocating electrical services, repairing and/or replacing malfunctioning or nonfunctioning electrical components to ensure services are operational. The contractor shall warranty all services for a minimum of not less than one (1) year from the date of repair.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	40	11
Vendors responding	2	2
Vendor unresponsive – Forms not completed	1	0

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

In the event a project costs exceeds \$10,000, a preconstruction meeting will be required prior to commencement of work. 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 6-7309.

SUMMARY OF VENDORS' COSTS

Description of Services	Vendor Name FD Hayes Electric Co.			Vendor Name Mid Michigan Electrical Solutions		
	Local Preference: Yes, Lansing MI			Local Preference: Yes, Haslett MI		
	Labor Rate / Hour			Labor Rate / Hour		
	2023	2024	2025	2023	2024	2025
Master Electrician	\$93.50	\$96.75	\$100.00	\$89.00	\$91.00	\$93.00
Journeyman Electrician	\$85.50	\$89.00	\$92.00	\$83.00	\$85.00	\$87.00
Apprentice Electrician	\$66.50	\$70.00	\$73.50	\$65.00	\$67.00	\$69.00
After business hours rate (5 PM - 8 AM)	\$125.00	\$130.00	\$135.00	\$118.00	\$120.00	\$122.00
Emergency Call (within 2 hours of request)	\$155.00	\$160.00	\$165.00	\$140.00	\$144.00	\$148.00
Weekend - SAT	\$125.00	\$130.00	\$135.00	\$118.00	\$120.00	\$122.00
SUN	\$155.00	\$160.00	\$165.00			
Holiday	\$155.00	\$160.00	\$165.00	\$140.00	\$144.00	\$148.00
	Percentage			Percentage		
Material Markup	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
	Cost or Percentage			Cost or Percentage		
Fuel Surcharge	None	None	None	\$35.00	\$40.00	\$45.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AS-NEEDED ELECTRICAL SERVICES FOR THE
INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department maintains several buildings that require electrical maintenance and service; and

WHEREAS, the Purchasing Department recently released Request for Proposal #78-23 and received competitive bid proposals for the purpose of furnishing and providing as-needed electrical services at the Ingham County Road Department locations; and

WHEREAS, bids for electrical services were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with FD Hayes Electric Company and Mid-Michigan Electric Solutions; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with purchasing these services.

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

FD Hayes Electric Company located at 2301 Beal Ave, Lansing, Michigan 48910

Mid-Michigan Electrical Solutions located at 8390 Old M78 STE C, Haslett, Michigan 48840

for furnishing and providing electrical services on an as-needed basis for a three (3) year period with the option to extend for an addition two (2) years, at the rates detailed in the proposal responses to Request for Proposal #78-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with FD Hayes Company and Mid-Michigan Electrical Solutions on behalf of the Road Department.

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

TO: County Services and Finance Committees
FROM: Andrew Dunn, Director of Operations ICRD
DATE: March 20, 2023
SUBJECT: As-Needed HVAC Services for the Ingham County Road Department

For the agendas on April 4 and 5

BACKGROUND

The purpose of this memorandum is to request approval to enter into a three (3) year agreement with an option to extend for two (2) additional years, with Lyon Mechanical, Trane Technologies, and Limbach Company LLC for the purpose of furnishing and providing as-needed heating, ventilation and air conditioning services at the Ingham County Road Department locations.

Bids for as-needed heating, ventilation and air conditioning services were solicited and evaluated by the Ingham County Purchasing Department for Request for Proposal #79-23 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to enter into agreements with all vendors. At the time service is needed vendors will be selected based on estimated project cost, local preference, availability of personnel and materials, and knowledge of the system to be serviced.

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Lyon Mechanical, Trane Technologies, and Limbach Company LLC for the purpose of furnishing and providing as-needed heating, ventilation and air conditioning services at the Ingham County Road Department locations.

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: March 15, 2023
RE: Memorandum of Performance for RFP No. 79-23: 2023-2025 As-Needed HVAC Services for the Ingham County Road Department

Per your request, the Purchasing Department sought proposals from qualified, licensed and experienced contractors to submit proposals for entering into a three (3) year agreement with an option to extend for two (2) additional years, for the purpose of furnishing and providing as-needed heating, ventilation and air conditioning (HVAC) services at the Ingham County Road department locations.

The scope of work includes, but is not limited to, providing inspections, removing and/or relocating heating, ventilation and air conditioning services, repairing and/or replacing malfunctioning or nonfunctioning heating, ventilation and air conditioning (HVAC) components to ensure services are operational. The contractor shall warranty all services for a minimum of not less than one (1) year from the date of repair.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	44	20
Vendors responding	3	2

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

In the event a project costs exceeds \$10,000, a preconstruction meeting will be required prior to commencement of work. 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

Description of Services	Vendor Name Lyon Mechanical			Vendor Name Trane Commercial Systems			Vendor Name Limbach Inc.		
	Local Preference: No, New Hudson MI			Local Preference: Yes, Lansing MI			Local Preference: Yes, Lansing MI		
	Labor Rate / Hour			Labor Rate / Hour			Labor Rate / Hour		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
A/C Technician	\$124.00	\$124.00	\$134.00	\$187.50	2023 costs plus: Anticipate 5% increase and subject to change with inflation/costs	2024 costs plus: Anticipate 5% increase and subject to change with inflation/costs	\$135.00	\$135.00	\$135.00
HVAC Technician	\$124.00	\$124.00	\$134.00	\$187.50			\$135.00	\$135.00	\$135.00
Refrigeration Technician	\$124.00	\$124.00	\$134.00	\$187.50			\$135.00	\$135.00	\$135.00
After business hours rate (5 PM - 8 AM)	\$186.00	\$186.00	\$196.00	\$281.25			\$203.00	\$203.00	\$203.00
Emergency Call (within 2 hours of request)	\$186.00	\$186.00	\$196.00	\$281.25			\$203.00	\$203.00	\$203.00
Weekend	Sat. 7-5: \$186.00	Sat. 7-5: \$186.00	Sta. 8-5: \$196.00	Sat. \$281.25 & Sun. \$375.00			Sat. \$203.00	Sat. \$203.00	Sat. \$203.00
Holiday	\$248.00	\$248.00	\$260.00	\$375.00			Incl. Sun. \$270.00	Incl. Sun. \$270.00	Incl. Sun. \$270.00
Other: Sat. 5 p.m. - 7 a.m. Sun.	\$244.00	\$244.00	\$244.00						
Other: Sunday	\$244.00	\$244.00	\$244.00						
	Percentage			Percentage			Percentage		
Material Markup	5.00%	5.00%	5.00%	25.00%	25.00%	25.00%	15.00%	15.00%	15.00%
	Cost or Percentage			Cost or Percentage			Cost or Percentage		
Fuel Surcharge	7%	7%	7%	None	None	None	\$95.00	\$95.00	\$95.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AS-NEEDED HVAC SERVICES FOR THE
INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department maintains several buildings with aging heating, ventilation and air condition systems; and

WHEREAS, the Purchasing Department recently released Request for Proposal #79-23 and received competitive bid proposals for the purpose of furnishing and providing as-needed heating, ventilation and air conditioning system services at the Ingham County Road Department locations; and

WHEREAS, bids for as-needed heating, ventilation and air conditioning system services were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with Lyon Mechanical, Trane Technologies, and Limbach Company LLC; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with as-needed maintenance and repair purchase orders.

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

Lyon Mechanical located at 30100 South Hill Road, New Hudson, Michigan 48165

Trane Technologies located at 3350 Pine Tree Road, Lansing, Michigan 48911

Limbach Company LLC located at 3120 Spanish Oak Drive Lansing, Michigan 48911

for furnishing and providing heating, ventilation and air conditioning system services on an as-needed basis for a three (3) year period with the option to extend for an addition two (2) years, at the rates detailed in the proposal responses to Request for Proposal #79-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Lyon Mechanical, Trane Technologies, and Limbach Company LLC on behalf of the Road Department.

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

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

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: March 21, 2023

SUBJECT: Proposed Resolution to Authorize a Contract for 2023-2025 As-Needed Real Estate Services
For the Meeting Agendas of April 4, 5 and 11

BACKGROUND

It is sometimes necessary for the Road Department to acquire temporary grading easements, permanent easements, and/or purchase property in advance of construction projects. For construction projects let through the Michigan Department of Transportation, a number of real estate requirements for the Road Department have recently changed.

More specifically, the Michigan Department of Transportation now requires that a waiver valuation report be completed for temporary grading easements, permanent easements, or property acquisitions that are uncomplicated and have an estimated value of \$10,000 or less. There is no minimum value or threshold for this requirement. The person completing the waiver valuation must have sufficient understanding of the local real estate market to be qualified to prepare the waiver valuation. If the acquisition has an estimated value of more than \$10,000, or is complicated at any value, an appraisal must be completed. A complicated appraisal includes, but is not limited to, an acquisition that damages the use of the remainder of the parcel. The appraisal must be completed by a licensed appraisal consultant who is prequalified by the Michigan Department of Transportation. As of 2023, the Michigan Department of Transportation will not allow the waiver valuation report or appraisal to be completed by the Road Department, due to staff not meeting the experience or licensing requirements.

The Purchasing Department solicited proposals (RFP #60-23) to provide as-needed real estate services for 2023-2025. Per the provided Memo of Performance, the Purchasing Department received nine (9) proposals for RFP #60-23. Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed fees, and overall value to the county. Based on this review, the Road Department recommends two of the nine respondents be retained to provide as-needed real estate services:

A. Van Stensel & Son, LLC, 5250 Northland Drive, NE, Suite E, Grand Rapids, MI 49525
Carlson Appraisal Company, 1710 Nottingham Road, Lansing, MI 48911

When retaining services for a particular project, the Road Department will strive to retain the most cost-effective consultant who is able to provide the expertise necessary for the specific project under contract.

ALTERNATIVES

N/A

FINANCIAL IMPACT

A. Van Stensel & Son provided a fee proposal as follows:

Labor rate: \$180/hour

Waiver Valuation Report Estimated Cost: \$4,000-\$5,000

Appraisal Cost: \$180/hour

Carlson Appraisal Company provided a fee proposal as follows:

Labor rate: \$100-\$210/hour

Waiver Valuation Report Estimated Cost: \$1,500-\$2,500

The cost of completing the waiver valuation report or appraisal will be part of the preliminary engineering cost for applicable projects and will be included in the 2023-2025 Road Fund Budgets.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposals from both A. Van Stensel & Son, LLC and Carlson Appraisal Company for 2023-2025 as-needed real estate services.

Agenda Item 5e

TO: Neal Galehouse, Director of Engineering, Road Department
FROM: James Hudgins, Director of Purchasing
DATE: March 7, 2023
RE: Memorandum of Performance for RFP No. 60-23: 2023-2025 As-Needed Real Estate Services

Per your request, the Purchasing Department sought proposals from qualified, experienced, and licensed real estate professionals and/or firms with an understanding of the Federal Uniform Act for the purpose of entering into a three (3)-year contract with an option to renew for an additional two (2)-year period to provide real estate services on an as-needed basis for the Ingham County Road Department.

Services under this contract include, but are not limited to, performing research, providing analysis and reporting, administrating, negotiating and litigating on behalf of the Ingham County Road Department’s various functions involving easements, temporary grading permits, waiver valuation reports in conformance with the Michigan Department of Transportation (MDOT) requirements as well as other unplanned real estate services.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	81	23
Vendors responding	9	4

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Description	Hourly Rate/Hour	R-O-W Report & Market Study, Typical Cost:	
A. Van Stensel & Son LLC	No, Grand Rapids MI	Attending Meetings	\$180	\$4,000 - \$5,000	
		Research & Analysis	\$180		
		Administrative Services	\$180		
		Negotiation Services	\$180		
		Litigation Services	\$180		
Vendor Name	Local Preference	Description	Hourly Rate/Hour	Real Estate Consulting Services	Cost (Average Range)
Valbridge Property Advisors The Oetzel-Hartman Group	Yes, Okemos MI	Attending Meetings	\$150	Year 1: \$150/hour	\$2,500 - \$4,500 / report
		Research & Analysis	\$150	Year 2: \$152/hour	Escalation:
		Administrative Services	\$150	Year 3: \$153/hour	Yr. 2 - 1%
		Negotiation Services	\$150		Yr. 3 - 1%
		Litigation Services	\$300		
Vendor Name	Local Preference	Description	Hourly Rate/Hour	Billing Rate/Weekly	Category - Approximate Rate Range
CBRE Valuation Advisory Services	No, Grand Rapids MI	Attending Meetings	-	-	Vacant Land: \$2,500-\$5,000
		Research & Analysis	\$95	\$3,800	Residential: \$3,500-\$5,000
		Sr. Valuation Assoc. Appraiser	\$150	\$6,000	Sm. Commercial \$5,000 - \$7,500
		MAI Designated Appraiser	\$225	\$9,000	Lg. Commercial \$6,000 - \$10,000
		Administrative Services	\$50	\$2,000	Special Purpose \$5,000 - \$10,000
		Negotiation Services	-	-	
		Expert Witness	\$300	\$12,000	
Vendor Name	Local Preference	Description	Fee Range	Escalation Year 2	Escalation Year 3
Peoples Company	No, Marlette MI	Initial Appraisal	\$2,950 to \$3,450	1%	1%
		RE Consulting Services	\$300/Hour	-	-
Vendor Name	Local Preference	Description	Hourly Rate/Hour	Billing Rate/Weekly	
Feasibility Research Group	No, Cleveland OH	Sr. Appraiser	\$175	\$7,000	Weekly fee assumes a 40 hour work week
		Appraiser	\$125	\$5,000	
		Appraisal Trainee	\$65	\$2,600	
		Research	\$45	\$1,800	
		Project Manager	\$45	\$1,800	

SUMMARY OF VENDORS' COSTS (continued)

Vendor Name	Local Preference	Description	Hourly Rate/Hour	Billing Rate/Weekly	Reimbursements
Vertalka & Vertalka Inc.	Yes, Lansing MI	Attending Meetings			Unresponsive - Costs not provided
		Research & Analysis			
		Administrative Services			
		Negotiation Services			
		Litigation Services			
Vendor Name	Local Preference	Description	Hourly Rate/Hour	Typical Commercial Appraisal Fee	
Integra Realty Resources	No, Birmingham MI	Attending Meetings	\$200	\$3,500 - \$5,000	
		Research & Analysis	\$100		
		Administrative Services	\$50		
		Negotiation Services	N/A		
		Litigation Services	\$350		
Vendor Name	Local Preference	Description	Hourly Rate/Hour	Billing Rate/Weekly	Reimbursements
John V O'Connor Appraisal Services LLC	No, Milford MI	Attending Meetings	\$150	\$6,000	Travel time, \$150/hour
		Research & Analysis	\$150	\$6,000	Weekly rate = 40 hours
		Administrative Services	\$150	\$6,000	
		Negotiation Services	N/A	N/A	
		Litigation Services	\$225	\$9,000	
Vendor Name	Local Preference	Description	Hourly Rate/Hour	Fee Deposit	
Carlson Appraisal Company	Yes, Lansing MI	Attending Meetings	\$100 - \$210	50% for \$2,500+ assignments	
		Other:			
		Market Studies	\$1,500 - \$2,500		
		Appraisals	\$1,500 - \$4,000		
		Appraisal Review	\$1,500 - \$2,500		

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
2023-2025 AS-NEEDED REAL ESTATE SERVICES**

WHEREAS, it is sometimes necessary for the Road Department to acquire temporary grading easements, permanent easements, and/or purchase property in advance of construction projects; and

WHEREAS, the Road Department must now provide the Michigan Department of Transportation a waiver valuation report or appraisal for all temporary grading easements, permanent easements, and/or property acquired on construction projects let through the Michigan Department of Transportation; and

WHEREAS, a waiver valuation report must be completed by a person with sufficient understanding of the local real estate market; and

WHEREAS, an appraisal must be completed by a licensed appraisal consultant who is prequalified by the Michigan Department of Transportation; and

WHEREAS, the Purchasing Department solicited proposals (RFP #60-23) from real estate appraisers with the experience and/or prequalification to provide real estate services on an as-needed basis throughout 2023, 2024, and 2025, receiving nine (9) proposals; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective consultant who is able to provide the experience and expertise necessary for the specific project under contract; and

WHEREAS, the County on behalf of the Road Department will enter into an agreement with the selected consultants, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contract with the following consultants to provide the requested as-needed real estate services:

A. Van Stensel & Son, LLC, 5250 Northland Drive, NE, Suite E, Grand Rapids, MI 49525
Carlson Appraisal Company, 1710 Nottingham Road, Lansing, MI 48911

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with A. Van Stensel & Son, LLC, 5250 Northland Drive, NE, Suite E, Grand Rapids, MI 49525 and Carlson Appraisal Company, 1710 Nottingham Road, Lansing, MI 48911 to provide as-needed real estate services for 2023-2025 at rates not to exceed those stated in their proposals.

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: Board of Commissioners, County Services Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 20, 2023

SUBJECT: Proposed Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with Delhi Township for a Federally Funded Project on Cedar Street from Holbrook Drive to College Road

For the Meeting Agendas of April 4 and 5

BACKGROUND

The Ingham County Road Department (ICRD) has received federal Highway Infrastructure Program (HIP) COVID funds and Surface Transportation Program (STP) funds to reconstruct Cedar Street from approximately 300ft northwest of Holbrook Drive to approximately 1500ft southeast of College Road in Sections 23, 24, 25 and 36 of Delhi Township. The scope of work for the road reconstruction project includes a 4-to-3 lane conversion, concrete pavement recycling, earthwork, asphalt paving, traffic signal replacement, storm sewer installation, and pavement markings. The ICRD has coordinated this reconstruction project with a Delhi Township project that received funding through the Ingham County Trails and Parks Millage to construct a non-motorized trail from the Holbrook Road roundabout to College Road. These two projects were packaged together for a Michigan Department of Transportation (MDOT) bid letting on April 7, 2023 and have been designed pursuant to applicable federal, state and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party agreement with the Contractor, which basically ensures that all the federal/state 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 obligations for the federal funding. Lastly, a third party agreement between Ingham County and Delhi Township is required to define construction and construction engineering responsibilities and obligations related to the non-motorized portion of the project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The HIP COVID funding pays for 100% of the construction costs up to the capped amount of \$1,831,780. The STP Urban Flex funding pays for 80% of construction costs up to the capped amount of \$508,800. The STP Urban funding pays for 80% of the construction costs and is not capped. The local match for the HIP COVID and STP funding is the responsibility of the Road Department. The total estimated construction cost for the road reconstruction portion of the project is anticipated to cost \$6,462,000 with an estimated Road Department match contribution of \$926,044.

Per Board Resolution #22-353, Delhi Township’s total funding through the Ingham County Trails and Parks Millage for this project is \$3,542,890. Additionally, Delhi Township is contributing \$400,000 in local funds, making the total budget \$3,942,890 to fund all design engineering, construction engineering and construction costs associated with the non-motorized trail project. The estimated construction cost for the non-motorized portion of the project is anticipated to cost \$1,512,000. By combining the non-motorized trail project with the road reconstruction project, it is anticipated that approximately \$2,000,000 in tax payer dollars will be saved.

Per the MDOT Contract, the estimated funding for the project is as follows:

Highway Infrastructure Program (HIP) COVID (capped):	\$1,831,780
HIP COVID Road Department 0% Match:	\$ 0
Surface Transportation Program (STP) Urban Flex (capped):	\$ 508,800
STP Urban Flex Road Department 20% Match:	\$ 127,200
Surface Transportation Program (STP) Urban:	\$2,715,376
STP Urban Road Department 20% Match:	\$ 678,844
Advance Construction (AC) Surface Transportation Program (STP) Urban:	\$ 480,000
AC STP Urban Road Department 20% Match:	\$ 120,000
Ingham County Trails and Parks Millage/Delhi Township:	<u>\$1,512,000</u>
Total Estimated Project Cost:	\$7,974,000

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the road reconstruction portion of the project, equating to \$7,754,400. Due to the capped HIP COVID and STP Urban Flex funding, the local participation for this project with a 20% project contingency will increase to \$1,184,524. This has been included in the 2023 and 2024 Road Fund Budgets.

It is not anticipated the costs for the non-motorized portion of the project will exceed the funding provided through the Ingham County Trails and Parks Millage, as the overall budget for the trail greatly exceeds the currently estimated cost.

Therefore, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Highway Infrastructure Program (HIP) COVID (capped):	\$1,831,780
HIP COVID Road Department 0% Match:	\$ 0
Surface Transportation Program (STP) Urban Flex (capped):	\$ 508,800
STP Urban Flex Road Department 20% Match:	\$ 127,200
Surface Transportation Program (STP) Urban:	\$3,749,296
STP Urban Road Department 20% Match:	\$ 937,324
Advance Construction (AC) Surface Transportation Program (STP) Urban:	\$ 480,000
AC STP Urban Road Department 20% Match:	\$ 120,000
Ingham County Trails and Parks Millage/Delhi Township:	<u>\$1,814,400</u>
Total Estimated Project Cost (+20%):	\$9,568,800

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second party agreement with MDOT as described in Contract 23-5060 with a 20% contingency for the road reconstruction portion of the project and a third party agreement with Delhi Township for the non-motorized portion of the project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND A
THIRD PARTY AGREEMENT WITH DELHI TOWNSHIP
FOR A FEDERALLY FUNDED PROJECT ON
CEDAR STREET FROM HOLBROOK DRIVE TO COLLEGE ROAD**

WHEREAS, the Road Department received federal Highway Infrastructure Program (HIP) COVID funds and Surface Transportation Program (STP) funds to reconstruct Cedar Street from approximately 300ft northwest of Holbrook Drive to approximately 1500ft southeast of College Road in Sections 23, 24, 25 and 36 of Delhi Township; and

WHEREAS, Delhi Township received Ingham County Trails and Parks Millage funds to construct a non-motorized trail along Cedar Street from the Holbrook Road roundabout to College Road; and

WHEREAS, the Road Department coordinated the road reconstruction project with the Delhi Township non-motorized trail project in an effort to reduce project costs and limit the overall impact to the community; and

WHEREAS, the two projects were packaged together for a Michigan Department of Transportation (MDOT) bid letting and have been designed pursuant to applicable federal, state and local design specifications; and

WHEREAS, the combined construction project will be undertaken pursuant to an agreement between MDOT and the Contractor; and

WHEREAS, the County on behalf of the Road Department, must enter into an associated second party agreement with MDOT consistent with federal funding requirements and as detailed in MDOT Contract #23-5060; and

WHEREAS, the County on behalf of the Road Department, must enter into a subsequent third party agreement with Delhi Township to define construction and construction engineering responsibilities and obligations related to the non-motorized portion of the project; and

WHEREAS, MDOT Contract #23-5060 states the Highway Infrastructure Program (HIP) COVID funding pays for 100% of the construction costs up to the capped amount of \$1,831,780; and

WHEREAS, MDOT Contract #23-5060 states the Surface Transportation Program (STP) Urban Flex funding pays for 80% of construction costs up to the capped amount of \$508,800, with a 20% funding match being the responsibility of the Road Department; and

WHEREAS, MDOT Contract #23-5060 states the Surface Transportation Program (STP) Urban funding is not capped and pays for 80% of construction costs, with a 20% funding match being the responsibility of the Road Department; and

WHEREAS, the estimated construction funding responsibilities for the project are as follows:

Highway Infrastructure Program (HIP) COVID (capped):	\$1,831,780
HIP COVID Road Department 0% Match:	\$ 0
Surface Transportation Program (STP) Urban Flex (capped):	\$ 508,800
STP Urban Flex Road Department 20% Match:	\$ 127,200
Surface Transportation Program (STP) Urban:	\$2,715,376
STP Urban Road Department 20% Match:	\$ 678,844
Advance Construction (AC) Surface Transportation Program (STP) Urban:	\$ 480,000
AC STP Urban Road Department 20% Match:	\$ 120,000
Ingham County Trails and Parks Millage/Delhi Township:	<u>\$1,512,000</u>
Total Estimated Project Cost:	\$7,974,000; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the project to account for unexpected construction costs; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Highway Infrastructure Program (HIP) COVID (capped):	\$1,831,780
HIP COVID Road Department 0% Match:	\$ 0
Surface Transportation Program (STP) Urban Flex (capped):	\$ 508,800
STP Urban Flex Road Department 20% Match:	\$ 127,200
Surface Transportation Program (STP) Urban:	\$3,749,295
STP Urban Road Department 20% Match:	\$ 937,324
Advance Construction (AC) Surface Transportation Program (STP) Urban:	\$ 480,000
AC STP Urban Road Department 20% Match:	\$ 120,000
Ingham County Trails and Parks Millage/Delhi Township:	<u>\$1,814,400</u>
Total Estimated Project Cost (+20%):	\$9,568,800; and

WHEREAS, the Road Department's local participation costs detailed above have been included in the 2023 and 2024 Road Fund Budgets.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #23-5060 with the Michigan Department of Transportation to reconstruct Cedar Street from approximately 300ft northwest of Holbrook Drive to approximately 1500ft southeast of College Road in Sections 23, 24, 25 and 36 of Delhi Township and to construct a non-motorized trail within the same project limits, for a total estimated project cost of \$7,974,000 consisting of \$5,535,956 in federal funding, \$926,044 in Road Department funds, and \$1,512,000 in Ingham County Trails and Parks Millage funding on behalf of Delhi Township.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$9,568,800 of which the Road Department's funding responsibility shall be \$1,184,524, which has been included in the 2023-2024 Road Fund Budgets.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution related to the Ingham County Trails and Parks Millage.

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 6

TO: Board of Commissioners, County Services Committee
FROM: Tori Meyer, Director Financial Services
DATE: March 17, 2023
SUBJECT: Resolution Establishing a Public Hearing to Closeout Homeowner Rehabilitation Community Development Block Grant
MEETINGS: May 2, 2023

BACKGROUND

Ingham County was the recipient of grant funding from the Michigan Economic Development Corporation. The Community Development Block Grant Budget amount was for \$354,000. The term of the grant term was January 1, 2016 through December 31, 2017. Total funds expended was \$281,899.87. The grant agreement requires a closeout public hearing be held for the purpose of affording citizens an opportunity to submit comment.

ALTERNATIVES

1. Establish a public hearing to comply with the grant agreement.

FINANCIAL IMPACT

There is no additional cost to establishing a public hearing.

STRATEGIC PLANNING IMPACT

Comply with State Grant agreement.

RECOMMENDATION

I respectfully request approval to establish a closeout public hearing of the Homeowner Rehabilitation Grant, which utilized Community Development Block Grant funding from the Michigan Economic Development Corporation.

Introduced by the County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING PUBLIC HEARING FOR MICHIGAN COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR HOMEOWNER REHABILITATION
GRANT CLOSEOUT**

WHEREAS, Ingham County was the recipient of Community Development Block Funding for Homeowner Rehabilitation; and

WHEREAS, the grant term was from January 1, 2016 through December 31, 2017; and

WHEREAS, Ingham County spent \$281,899.87 of the \$354,000 CDBG budget amount; and

WHEREAS, a public hearing is required under the provisions of the grant agreement between the State of Michigan and Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby establish the date of Tuesday, May 9, 2023 at 6:30 p.m. to be held on the Third Floor, Ingham County Courthouse in Mason, Michigan to conduct a closeout public hearing for the purpose of affording citizens an opportunity to provide comment on the Homeowner Rehabilitation Grant.

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: March 22, 2023
SUBJECT: Controller’s Office – Financial Services Reorganization (*Discussion*)
For the meeting agenda of the April 4th County Services Committee

BACKGROUND

We have had two leadership vacancies recently that provide us the opportunity to suggest a reorganization of the Controller’s Office and Financial Services Department to create greater efficiencies; the retirement of Teri Morton as Deputy Controller and the resignation of Tori Meyer as Financial Services Director. The proposal is as follows with the financial impacts at top step of the grade:

- Financial Services Director (MC 14) to Director of Finance & Budget (MC 16) \$28,995
- Budget Director (MC 14 – redline) to Budget Manager (MC 13) (\$12,532)
- Financial Services Deputy Director (MC12 – redline) to Finance Manager(MC13) \$20,945
- Budget Analyst (MC 10) to Senior Budget Analyst (MC 11) \$10,440
- Deputy Controller (MC 17) to Budget Analyst (MC 9) (\$99,014)
- Net Wage/Benefit Impact** **(\$51,166)**

The combination of the Budget Office and Office of Financial Services into a more traditional governmental office as the Department of Finance & Budget, provides two main benefits, 1) to streamlines the relationship between the two offices, which can provide for a better deployment of information and resources and 2) it will help with recruiting more experienced leadership at the higher grade. With this combination the current Budget Director position and Deputy Director of Financial Services position will be redlined at the current positions titles and grade levels until the incumbents separate from employment with the County. At that time, the position(s) will become Finance and Budget Manager positions.

The reclassification of the Deputy Controller to a Budget Analyst would provide additional help in the currently understaffed Budget Office. The current Deputy Controller responsibilities (Law & Courts and budget oversight) would fall to the Controller, reducing the administrative overhead of the Controller’s Office. The reclassification of the current Budget Analyst to Senior Budget Analyst is reflective of additional duties and responsibilities the position would take on.

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization.

FINANCIAL IMPACT

General Fund operational savings of \$51,166.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Controller’s Office.

	<u>MCF 9 Step 1</u>	<u>MCF 9 Step 5</u>	<u>MCF 10 Step 1</u>	<u>MCF 10 Step 5</u>	<u>MCF 11 Step 1</u>	<u>MCF 11 Step 5</u>
Wages	\$65,107	\$78,170	\$71,202	\$85,485	\$76,895	\$92,322
Unemployment	326	391	356	427	384	462
FICA	4,981	5,980	5,447	6,540	5,882	7,063
Health	19,002	19,002	19,002	19,002	19,002	19,002
Dental	936	936	936	936	936	936
Vision	135	135	135	135	135	135
Retirement	20,086	24,116	21,966	26,372	23,722	28,481
Retirement	1,628	1,954	1,780	2,137	1,922	2,308
Future Retiree Health	2,930	3,518	3,204	3,847	3,460	4,154
Life	144	144	144	144	144	144
Work Comp	2,246	2,697	2,456	2,949	2,653	3,185
Disability	85	102	93	111	100	120
Current Retiree Health	3,585	3,585	3,585	3,585	3,585	3,585
Liability	888	1,067	971	1,166	1,049	1,260
Separation	1,139	1,368	1,246	1,496	1,346	1,616
Total Cost	\$123,216	\$143,164	\$132,523	\$154,332	\$141,216	\$164,772
	<u>MCF 13 Step 1</u>	<u>MCF 13 Step 5</u>	<u>MCF 14 Step 1</u>	<u>MCF 14 Step 5</u>		
Wages	\$88,319	\$106,039	\$95,155	\$114,246		
Unemployment	442	530	476	571		
FICA	6,756	8,112	7,279	8,740		
Health	19,002	19,002	19,002	19,002		
Dental	936	936	936	936		
Vision	135	135	135	135		
Retirement	27,246	32,713	29,355	35,245		
Retirement	2,208	2,651	2,379	2,856		
Future Retiree Health	3,974	4,772	4,282	5,141		
Life	144	144	144	144		
Work Comp	3,047	3,658	3,283	3,941		
Disability	115	138	124	149		
Current Retiree Health	3,585	3,585	3,585	3,585		
Liability	1,205	1,447	1,298	1,559		
Separation	1,546	1,856	1,665	1,999		
Total Cost	\$158,660	\$185,717	\$169,098	\$198,250		
	<u>MCF 16 Step 1</u>	<u>MCF 16 Step 5</u>	<u>MCF 17 Step 1</u>	<u>MCF 17 Step 5</u>		
Wages	\$110,968	\$133,235	\$119,116	\$143,015		
Unemployment	555	666	596	715		
FICA	8,489	10,193	9,112	10,941		
Health	19,002	19,002	19,002	19,002		
Dental	936	936	936	936		
Vision	135	135	135	135		
Retirement	34,234	41,103	36,747	44,120		
Retirement	2,774	3,331	2,978	3,575		
Future Retiree Health	4,994	5,996	5,360	6,436		
Life	144	144	144	144		
Work Comp	3,828	4,597	4,110	4,934		
Disability	144	173	155	186		
Current Retiree Health	3,585	3,585	3,585	3,585		
Liability	1,514	1,818	1,625	1,951		
Separation	1,942	2,332	2,085	2,503		
Total Cost	\$193,244	\$227,245	\$205,686	\$242,178		

Agenda Item 7a

TO: Gregg Todd, Controller/Administrator

FROM: Beth Bliesener, Human Resources Specialist
Imelda Maloney, Human Resources Analyst
Joan Clous, Human Resources Specialist

DATE: March 22, 2023

RE: Memo of Analysis for the reorganization of Controller's Office – Financial Services
Reorganization

Regarding the reorganization of the Controller's Office – Financial Services Reorganization, Human Resources can confirm the following information:

1. HR has updated the Financial Services Director to convert the position to a newly created position of Director of Budget and Finance, HR has determined the newly created job description to be a MC Level 16 (\$110,968.13 - \$133,235.36).
2. HR has created a new job description titled Budget Manager and the newly created Budget Manager job description has been determined to be classified at a MC 13 (\$88,319.23 - \$106,038.68).
3. HR has created a new job description titled Finance Manager and the newly created Finance Manger description has been determined to be classified at a MC 13 (\$88,319.23 - \$106,038.68).
4. HR and Budget have created a new job description titled Senior Budget Analyst and the newly created Senior Budget Analyst has been determined to be classified at a MC 11 (\$76,894.94 - \$92,321.60).
5. HR and Budget have updated the Budget Analyst to reflect the duties that it will now be performing, the new classification for the Budget Analyst has been determined to be a MC 9 (\$65,107.04 - \$78,170.42).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

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

**INGHAM COUNTY
JOB DESCRIPTION**

FINANCE & BUDGET DIRECTOR

General Summary:

Under the direction of the Ingham County Board of Commissioners, serves at the pleasure of the County Controller/Administrator to oversee the accounting, payables, payroll, grant, budgeting and insurance reporting functions of the County. Recommends related policies and is responsible for preparation of County financial statements, County budgets and various financial analysis projects.

Essential Functions:

1. Coordinate budget process among Commissioners, departments, and Controller's office to facilitate interaction, accurate information and timeliness and assistance in the preparation of budget proposals at all stages of the process.
2. Develops recommended annual budget calendar and format of County budget process; provides budget entities with budget information and forms.
3. Monitors revenues and expenses to conform to budget and recommend to the Controller necessary changes and corrections to the current year's appropriations.
4. Monitors operating and capital budgets to conform to budget policy and makes recommendations to the County Controller/Administrator regarding necessary changes and corrections to the current year's appropriations in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines and requirements.
5. Develops, recommends and implements goals, objectives, policies, procedures and work standards for the budgetary and financial operations of the County.
6. Directs the preparation and administration of the annual budget, including planning and analysis, process development, policy formation and review, formulating, presentation, approval, publication and implementation, and the review of all board action requests submitted to the Board of Commissioners.
7. Supervises all staff of the department either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.
8. Coordinates the provision of information to auditors and answers both broad and specific questions. Directs the development and implementation of systems and procedural changes in response to issues identified by auditors.
9. Monitors changes in state and federal statutes, regulations and rules impacting accounting standards and practices and financial reporting requirements and implements changes in accounting processes to comply with those changes.
10. Develops and administers financial policies for the Board of Commissioners and all county departments and agencies.
11. Manages accounting policies for all county operating funds, special purpose construction and operating grant funds, trust funds, capital improvement funds and other funds which are deposited with the Ingham County Treasurer.
12. Supervises grant recording of expenditures and revenues and financial reporting thereof.
13. Manages and directs special financial analysis such as the internally prepared cost allocation plan and internal audits.
14. Manages the general ledger, payroll and accounts payable processing. Oversees testing, implementation and modifications of the related software.

15. Ensures completion of required IRS payroll reports, as well as retirement, deferred compensation, and flexible benefit plan reports and payments.
16. Manages the reconciliation of all cash and bank accounts (maintained by the Treasurer's office) to the County's general ledger system.
17. May attend Budget and Finance Committee meetings.
18. Manages and provides guidance for the Annual Single Audit and all follow-up issues with Federal Departments.
19. Ensures the safekeeping of the Ingham County financial data input into the computer system.
20. Ensures completion of required reports in a timely manner, such as but not limited to, 1099's, W-2s and 1095 forms.
21. Provides accounting expertise and assistance to County component units and departments.

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in accounting or relevant field is required. A CPA is preferred.

Experience: A minimum of seven (7) years of related experience is required, three (3) years of which must have been in a supervisory capacity.

Other Requirements:

- none

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in walking, climbing, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, reaching, grasping, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

MC 16
March 2023

**INGHAM COUNTY
JOB DESCRIPTION**

FINANCE MANAGER

General Summary:

Under the general direction of the Finance & Budget Director, performs highly responsible administrative and supervisory duties which include direct responsibility for the planning, organizing and monitoring of the accounting, payables, payroll, grant, and insurance reporting functions of the County and performs related duties as required.

Essential Functions:

1. Supervises subordinate staff;
2. Plans, organizes and directs the County's accounting system;
3. Formulates policies to ensure accuracy and efficiency of the day-to-day accounting operations;
4. Consults with federal, state and local accountants and auditors on proper accounting procedures;
5. Prepares detailed financial statements and related reports in accordance with prescribed standards;
6. Oversees and monitors the development and administration of the County's operating and capital budget to ensure compliance with required municipal accounting principles and practices;
7. Oversees the day-to-day operation of the department and acts as a resource person answering non-routine questions and providing routine authorizations.
8. Coordinates the provision of information to auditors and answers both broad and specific questions.
9. Monitors changes in state and federal statutes, regulations and rules impacting accounting standards and practices and financial reporting requirements and implements changes in accounting processes to comply with those changes.
10. Supervises grant recording of expenditures and revenues and financial reporting thereof.
11. Manages special financial analysis such as the internally prepared cost allocation plan and internal audits.
12. Manages the general ledger, payroll and accounts payable processing.
13. Ensures completion of required IRS payroll reports, as well as retirement, deferred compensation, and flexible benefit plan reports and payments.
14. Manages the reconciliation of all cash and bank accounts (maintained by the Treasurer's office) to the County's general ledger system.
15. May attend Budget and Finance Committee meetings in the absence of the Finance & Budget Director.
16. Provides accounting expertise and assistance to County component units and departments.

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in accounting or relevant field is required.

Experience: A minimum of five (5) years of related experience is required, two (2) years of which must have been in a supervisory capacity.

Other Requirements:

- none

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in walking, climbing, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, reaching, grasping, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

**INGHAM COUNTY
JOB DESCRIPTION**

SENIOR BUDGET ANALYST

General Summary:

Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

Essential Functions:

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Budget Director in collecting, assembling and analyzing data needed for budget preparation.
2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences and proposes recommendations for solutions.
3. Analyzes, estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.
4. Assists departments in the development of strategic plans and performance measures. Coordinates with Deputy Controller in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan. Assist the Deputy Controller in developing and presenting the County Strategic Plan to the Board of Directors.
5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.
6. Represents and fulfills the Budget Director's responsibilities in their absences; attends various internal and external meetings and provides updates as needed; answers department' policy and procedural questions and leads staff.
7. Serves as trainer for assigned modules for all department users on systems; includes writing and maintaining user's manual, training users on site, telephone assistance, keeping current through systems training, testing new system updates, and attendance at systems Training meetings.
8. Analyze and develops all county fees based on the Consumer Price Index and comparables; presents findings to Controller for implementation; coordinate with Department Heads in the implementation of new fees.
9. Monitors the county's yearly reoccurring contracts and present to the Board of Commissioners as one large contract. Work with all departments and following the criteria set by the Board of Commissioners using the Consumer Price Index.

10. Monitors Board Budgetary actions and prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.
11. Provides technical assistance to other county departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.
12. Maintains and updates funding account information and positions in Position Control in Financial systems; creates new position passed by the Board of Commissioners.
13. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.
14. Provides work direction and trains the Budget Analyst and part-time budget intern(s).
15. Assist in the preparation of personnel projection, costing every position in Ingham County Budget. Reviewing, analyzing, projecting, and making recommendations for increase/decrease effecting all employee benefits.

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

A Bachelor's Degree and 6 years of related experience is required

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

- This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in standing, walking, lifting, and carrying

- This position's physical requirements require continuous stamina in sitting, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts,
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

March 2023
MC 11

**INGHAM COUNTY
JOB DESCRIPTION**

SENIOR BUDGET ANALYST

General Summary:

Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

Essential Functions:

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Budget Director in collecting, assembling and analyzing data needed for budget preparation.
2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences and proposes recommendations for solutions.
3. Analyzes, estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.
4. Assists departments in the development of strategic plans and performance measures. Coordinates with Deputy Controller in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan. Assist the Deputy Controller in developing and presenting the County Strategic Plan to the Board of Directors.
5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.
6. Represents and fulfills the Budget Director's responsibilities in their absences; attends various internal and external meetings and provides updates as needed; answers department' policy and procedural questions and leads staff.
7. Serves as trainer for assigned modules for all department users on systems; includes writing and maintaining user's manual, training users on site, telephone assistance, keeping current through systems training, testing new system updates, and attendance at systems Training meetings.
8. Analyze and develops all county fees based on the Consumer Price Index and comparables; presents findings to Controller for implementation; coordinate with Department Heads in the implementation of new fees.
9. Monitors the county's yearly reoccurring contracts and present to the Board of Commissioners as one large contract. Work with all departments and following the criteria set by the Board of Commissioners using the Consumer Price Index.

10. Monitors Board Budgetary actions and prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.
11. Provides technical assistance to other county departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.
12. Maintains and updates funding account information and positions in Position Control in Financial systems; creates new position passed by the Board of Commissioners.
13. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.
14. Provides work direction and trains the Budget Analyst and part-time budget intern(s).
15. Assist in the preparation of personnel projection, costing every position in Ingham County Budget. Reviewing, analyzing, projecting, and making recommendations for increase/decrease effecting all employee benefits.

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

A Bachelor's Degree and 6 years of related experience is required

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

- This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in standing, walking, lifting, and carrying

- This position's physical requirements require continuous stamina in sitting, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts,
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

March 2023
MC 11

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: March 24, 2023
SUBJECT: **Emergency Purchase Order for Accounting Services with Maner Costerisan**
For the meeting agenda of April 4

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

Financial Services Director Tori Meyer recently left the County and with audit season upon us and a proposed reorganization for Financial Services, we required immediate accounting services.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary, and issued to Maner Costerisan for an hourly fee rate of:

Associate - \$190/hour
Manager - \$230/hour
Senior Manager - \$260/hour
Principal - \$385/hour

There will be a resolution at the April 4 County Services and April 5 Finance Committees solidifying the agreement.

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: March 24, 2023
SUBJECT: RESOLUTION TO APPROVE AN AGREEMENT WITH MANER COSTERISAN FOR ACCOUNTING SERVICES
For the meeting agendas of April 4 and 5, 2023

BACKGROUND

With Tori Meyer's unexpected separation of service from the County as Director of Financial Services, only a few weeks prior to audit season, we required executive-level accounting services to ensure the County audit is filled in a timely manner. Two firms were interviewed, Plante Moran and Maner Costerisan, with Maner Costerisan being selected to provide us with the services required.

Due to the quick departure of Director Meyer, we issued an emergency PO to get Maner Costerisan started.

This resolution solidifies our agreement with them for up to six months, with an amount not to exceed \$75,000. As part of the April 4 agenda, there will also be a reorganization plan discussion, which includes the combination of Financial Services and the Budget Office into a Department of Finance and Budget. This reorg will result in a new director position at a higher grade than the current position, so I am confident we can fill the position quickly once the reorg is approved, which will limit the time and expense needed for this agreement.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

Funding to be provided through Contingency Fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH MANER COSTERISAN FOR
ACCOUNTING SERVICES**

WHEREAS, the unexpected departure of the Financial Services Director has left the department with a dearth of financial management and oversight; and

WHEREAS, the 2022 audit process begins in early April; and

WHEREAS, to address this urgent need, an emergency purchase order was issued to accounting firm Maner Costerisan; and

WHEREAS, due to the complexity and length of the audit process an agreement for a period not to exceed six months with a fee not to exceed \$75,000 is recommended with Maner Costerisan; and

WHEREAS, funding is available through the Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an agreement with Maner Costerisan for accounting services for a period not to six months with a fee not to exceed \$75,000.

BE IT FURTHER RESOLVED, that the agreement will be funded through the Contingency Fund.

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

Agenda Item 8a

TO: Board of Commissioners County Services Committee
FROM: Becky Bennett, Director, Board of Commissioners' Office
DATE: March 21, 2023
SUBJECT: Resolution To Revise The Ingham County Contract Procedures As Established
In Resolution #19-169

For the meeting agenda of April 4, 2023

BACKGROUND

Resolution #18-194 established contract procedures for Ingham County, including the requirements that the County Clerk file one copy of all agreements once signed which was revised per Resolution #19-169 to include purchase orders.

Due to the excessive amount of purchase orders and the fact that the Purchasing Department also maintains a file of all purchase orders, the County Clerk's Office has requested that #19-169 be amended to remove purchase orders from agreements required to be filed by the Clerk's Office.

The contract policy is also being revised to reflect the current procedures that are in effect regarding the filing and return of contracts to the appropriate department, extends the length of time for the Clerk's Office to process the contracts from 5 to 10 days, and establishes procedures for departments requesting signatures of the Board Chairperson through DocuSign and similar electronic signature programs.

ALTERNATIVES

Leave it as is.

FINANCIAL IMPACT

No budgetary savings, but it would reduce the workload on the Clerk's Office. Purchasing already maintains the files for all purchase orders so no additional workload for them.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approve the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REVISE THE INGHAM COUNTY CONTRACT
PROCEDURES AS ESTABLISHED IN RESOLUTION #19-169**

WHEREAS, Ingham County enters into hundreds of agreements each year with federal, state, and local governments, vendors, and agencies; and

WHEREAS, MCL 46.5 requires that contracts entered into by the Ingham County Board of Commissioners be deposited with the Ingham County Clerk; and

WHEREAS, the Contract Procedures were established by Resolution #15-335 and then amended by Resolutions #18-194 and #19-169; and

WHEREAS, it is advisable to regularly evaluate established procedures and guidelines for the execution and processing of contracts so that every department engages in consistent practices; and

WHEREAS, purchase orders are a distinct form of contract that is generated for administrative convenience, not because of Board policy, and are not records of the Board of Commissioners, and can therefore be maintained at the department level; and

WHEREAS, the excessive amount of County purchase orders, coupled with the fact that the Purchasing Department currently maintains all of the County purchase orders makes the filing requirement of the Clerk's Office redundant and a drain on storage space and resources; and

WHEREAS, the Ingham County Clerk's Office, Board of Commissioners' Office, and Purchasing Department have reviewed the current Contract Procedures and have recommended that they be revised as attached.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the revisions to the Contracts Procedures.

BE IT FURTHER RESOLVED, that the County Clerk shall provide a copy of this resolution and the revised Contract Procedures to all department heads and all elected officials that serve as heads of their offices or courts.

Contract Procedures

MCL 46.5 requires that executed contracts (~~including but not limited to purchase orders~~) be filed with the County Clerk. To assure that appropriate contractual documents are prepared, executed and recorded, the following procedures shall be implemented:

Execution of Contracts

After approval by the Board of Commissioners, resolutions and fully executed contract authorization forms are submitted to the County Attorney's Office at which time a contract is prepared. The contract is approved as to form by the County Attorney and forwarded to the department requesting the contract. The contract authorization form can be used for service contracts \$5,000 and under. In accordance with Resolution #09-095, contract authorization forms must be signed by the Purchasing Director, Controller, Liaison Committee Chairperson, Finance Committee Chairperson and Chairperson of the Board of Commissioners.

The department shall submit two hard copies of the contract that were signed by the vendor and County Attorney, along with an equal number of copies of the resolution or signed contract authorization form authorizing the contract, to the Board of Commissioners' Office for County signatures. Two hard copies of the contracts must be submitted to the Board of Commissioners' Office for signature; however, more may be submitted. Signatures must be obtained through the Board of Commissioners' Office.

The Board Chairperson is the only authorized signatory for the County of Ingham unless others are authorized to sign by Board resolution. The Vice-Chairperson is authorized to sign in the Board Chairperson's absence.

The Board of Commissioners' Office shall submit the signed hard copies of the contract, along with an equal number of copies of the resolution or signed contract authorization form authorizing the contract, to the County Clerk's Office for filing.

The County Clerk's Office shall assign a file number and append said information to the first page of each copy. The County Clerk file number shall signify that an original contract has been filed with the County Clerk and the appropriate source of authority for the contract has been provided. This will be accomplished within ~~5~~ **10** business days after receipt of the contract ~~or purchase order documents~~ by the County Clerk's Office.

Once the contract documents are completely executed, the County Clerk's Office shall make sure any blank dates in the contract are filled in. The County Clerk's Office shall file one original contract and submit any additional originals or copies to the **Board of Commissioners' Office, who will then return to the** appropriate department. Upon receipt of copies from the County Clerk's Office Board Office, each department shall enter the file number into ~~MUNIS~~ **the contract software program.**

Distribution of Contracts

The requesting department is responsible for duplicating and distributing the fully executed contracts, including all exhibits and attachments, along with the resolution or contract authorization form for distribution as follows:

Director of Financial Services (electronic copy)
County Attorney (electronic copy)
Purchasing (contract authorization forms)

Regarding Contracts Signed Electronically

In the event a contract is signed electronically, for example with the State of Michigan, it is the responsibility of the department to submit to the ~~County Clerk's Office~~ **Board of Commissioners' Office**, in paper format, ~~one~~ **two** fully executed contracts and ~~one-two copy~~ **copies** of the authorizing resolution or signed contract authorization form for filing. **Contracts requiring the signature of the Board Chair through DocuSign or a similar electronic signature program must first be authorized by a resolution of the Board of Commissioners, and must be approved as to form by the County Attorney.**

The County Clerk's Office shall otherwise take the same steps as outlined in Execution of Contracts above.

Contract Expiration

It is up to each department to monitor expiration dates of contracts that involve their departments to determine if the contract needs to be renewed or if the services are no longer necessary. If the contract needs to be renewed, a resolution renewing the contract should be scheduled before the appropriate Liaison Committee and the Board of Commissioners ~~before~~ **prior to** the expiration of the contract.

Purchase Orders ("PO")

~~If a PO is utilized, the Purchasing Director or his/her designee shall submit, at a minimum, two hard copies along with an equal number of copies of the adopted resolution authorizing a specific purchase or signed contract authorization form authorizing the PO to the County Clerk's Office. Where there is not a specific formal resolution needed for the purchase, the source of authority (resolution number referencing the applicable Purchasing Policy) shall be printed on the PO. The County Clerk's Office shall process the PO as delineated above, retain one copy for filing, and then return all additional copies to the Purchasing Department. The Purchasing Director or his/her designee is authorized to sign any necessary PO. A PO may be issued to a business for services \$5,000 and under, provided however, that the business is an Ingham County registered vendor and is amenable to the County's PO Terms and Conditions, which have been reviewed as to form by legal counsel. The resolution number should be noted on the PO and a file of all purchase orders will be maintained by the Purchasing Department.~~

Revised - Resolution 19-169
Revised - Resolution 18-194
Adopted - Resolution 15-335

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RELEASE OF
ATTORNEY/CLIENT PRIVILEGED COMMUNICATION**

WHEREAS, the County Attorney issued an Attorney/Client privileged communication to the Director of the Board of Commissioners' Office on February 15, 2023; and

WHEREAS, the County Services Committee is requesting the release of the Attorney/Client privileged communication; and

WHEREAS, the County Attorney has determined that the release of this communication would not have a negative effect on pending litigation or other legal matters; and

WHEREAS, the County Services Committee recommends that this document be released.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the release of the Attorney/Client privileged communication from Cohl, Stoker & Toskey, P.C., dated February 15, 2023 to the Director of the Board of Commissioners' Office.