

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 23, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [April 2, 2024](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Greater Lansing Convention and Visitors Bureau – Update by Julie Pingston
2. Drain Commissioner – Resolution Consenting to the Relinquishment of the Unruh Drain to [Meridian Charter Township](#)
3. 55<sup>th</sup> District Court – [Reorganization](#) of the 55<sup>th</sup> District Court (*Discussion*)
4. Innovation & Technology Department – Resolution to Approve the Renewal of Court [Recording Software](#) from For The Record
5. Purchasing Department
  - a. Resolution to Authorize Amendment #2 to the Agreement with Michigan Fair Contracting Center for [Prevailing Wage Compliance Monitoring](#)
  - b. Resolution to Approve the Disposal of [County-Owned Surplus](#)
6. Facilities Department
  - a. Resolution to Authorize a Two-Year Agreement Extension with Granger Waste Services Inc., for [Waste Management](#) at Several County Facilities
  - b. Resolution to Authorize an Agreement with Laux Construction to Convert a Storage Room to a Hearing Room for the [Friend of the Court](#) at the Grady Porter Building
  - c. Resolution to Authorize a Purchase Order to [Knight Watch Inc.](#) for Swipe Card Access to the Pre-Trial Services Space Addition at the Grady Porter Building
  - d. Resolution to Authorize a Purchase Order to [EC America Inc.](#), for the Project Management Software
  - e. Resolution to Authorize an Agreement with Steve Youdes Clock Repair for the Work to the Clocks in the [Clock Tower](#) at the Historical Mason Courthouse
  - f. Resolution to Authorize an Agreement with Knight Watch Inc. for the Security [Cameras](#) at the Ingham County Youth Center

- g. Resolution to Authorize an Agreement with Fishbeck for Consulting Services to Conduct a [Feasibility Study](#) for the Ingham County Youth Center
7. Road Department
- a. Resolution to Authorize Re-Approval of the Planned Development Plan of [Wooded Valley Condominium](#), Phases 2-5
  - b. Resolution to Authorize a Purchase Order for [Roof Replacement](#) at the Road Department Sign Shop
  - c. Resolution to Authorize Agreements with the [City of East Lansing](#) and Village of Webberville for the 2024 Pavement Marking Program
  - d. Resolution to Authorize Agreements with [Leslie and Vevay Townships](#) for the 2024 Local Road Program
  - e. Resolution to Authorize Engineering Consultant Services Agreements for As-Needed Construction Inspection and Supervision Services for the 2024-2025 [Construction Seasons](#)
8. Board of Commissioners – Resolution Honoring [Keshawn Harris](#)

Announcements  
Public Comment  
Adjournment

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

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

## COUNTY SERVICES COMMITTEE

April 2, 2024  
Draft Minutes

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

Members Absent: None.

Others Present: Commissioner Maiville, Becky Bennett, Gregg Todd, Sue Graham, Dallas Henney, Kyle Wright, Lloyd Conway, Gordon Love, Kelly Jones, Madison Hughes, Anika Ried and others.

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

### Approval of the March 19, 2024 Minutes

CHAIRPERSON PEÑA STATED, WITHOUT OBJECTION, THE MINUTES FROM THE MARCH 19, 2024 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

### Additions to the Agenda

7. Controller's Office
  - a. Authorization to Start an MC Professional Payroll Administrator above Step 2
  - b. Authorization to Start a Managerial and Confidential Ingham County Purchasing Director above Step 2

### Limited Public Comment

None.

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

3. Clerk's Office – Resolution to Film 2024 County Clerk Public Service Announcements
4. Innovation & Technology Department
  - a. Resolution to Approve the Continuation of Dark Fiber from Zayo Group
  - b. Resolution to Approve the Renewal of Virtual Meeting Software from CDWG
5. Facilities Department
  - a. Notice of Emergency Purchase Order for Ingham County Youth Center Security Door Replacement
  - b. Notice of Emergency Purchase Order for Ingham County Youth Center Lower Security Fence
  - c. Notice of Emergency Purchase Order for Replace the Reception Counters at the Veterans Affairs Office
  - d. Notice of Emergency Purchase Order for Ingham County Youth Center Privacy Screening
  - e. Notice of Emergency Purchase Order for Ingham County Youth Center Upper Security Fence
  - f. Notice of Emergency Purchase Order for Hilliard Building Flange Bolt Replacement
  - g. Notice of Emergency Purchase Order for Hilliard Building Glycol Line Replacement

- h. Resolution to Authorize a Service Agreement with Accurate Controls Inc., at the Ingham County Justice Complex
  - i. Resolution to Authorize a Service Agreement with Trane U.S. Inc., for the Chillers and Roof Top Units at Multiple County Facilities
6. Road Department
- a. Resolution to Authorize Agreements with Alaiedon, Ingham, Leroy, and Wheatfield Townships for the 2024 Local Road Program
  - b. Resolution to Authorize Agreements with the City of Leslie, City of Mason, and the City of Williamston for the 2024 Pavement Marking Program
  - c. Resolution to Authorize a Bituminous Pavement Agreement with Okemos Grand Reserve, LLC for Extending the Paved Limits of Powell Road
  - d. Resolution to Authorize an Addition to the Road Department 2024 Capital Improvement Projects to Purchase an Excavator
  - e. Resolution to Approve Stop Sign Traffic Control Orders for Various Roads in the Edgemont Park Subdivision
7. Controller's Office
- a. Authorization to Start an MC Professional Payroll Administrator above Step 2
  - b. Authorization to Start a Managerial and Confidential Ingham County Purchasing Director above Step 2

Commissioner Grebner asked, in regard to the Emergency Purchase Order Agenda Items under the Facilities Department, if there was a new Purchasing Manager, as they did not believe things were breaking down all of a sudden.

Gregg Todd, Controller, stated that there had been a few youths that were able to get out of the Youth Center. Todd further stated there was also a leak in the Hilliard Building that flooded the tunnel between the Hilliard Building and the Mason Historical Courthouse, which caused a number of issues that needed to be fixed right away.

Commissioner Pawar asked if the replacement fences at the Youth Center would be similar equipment or a more cage-like situation.

Todd stated the new fences would not be prison grade or anything, but they would be generally stronger and more secure. Todd further stated that the existing fences were old and had a number of footholds that had formed and allowed some of their clients to release themselves on their own recognizance when they were perhaps not ready to be released.

THE MOTION CARRIED UNANIMOUSLY.

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

Commissioner Grebner left at 6:06 p.m.

- 1. Farmland and Open Space Preservation Board – Interviews

Dallas Henney was interviewed for the Farmland and Open Space Preservation Board.

Commissioner Grebner returned at 6:08 p.m.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. RUEST, TO RECOMMEND THE APPOINTMENT OF DALLAS HENNEY TO THE FARMLAND AND OPEN SPACE PRESERVATION BOARD.

THE MOTION CARRIED UNANIMOUSLY.

2. Economic Development Corporation Board of Directors – Interviews

Kyle Wright was interviewed for the Economic Development Corporation Board of Directors.

Lloyd Conway was interviewed for the Economic Development Corporation Board of Directors.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO RECOMMEND THE APPOINTMENT OF KYLE WRIGHT AND LLOYD CONWAY TO THE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS.

THE MOTION CARRIED UNANIMOUSLY.

7. Controller's Office

c. Consult with Counsel Pursuant to MCL 15.268(1)(h) (Closed Session)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, TO ENTER INTO CLOSED SESSION AT 6:29 P.M. PURSUANT TO MCL 15.268(l)(H) TO CONSIDER AND REVIEW AN ATTORNEY CLIENT WRITTEN OPINION FROM COHL, STOKER AND TOSKEY, P.C. DATED APRIL 2, 2024.

THE MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE.

CHAIRPERSON PEÑA DECLARED THE COUNTY SERVICES COMMITTEE BACK IN OPEN SESSION AT 7:07 P.M.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:08 p.m.

**APRIL 23, 2024 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**2. Drain Commissioner – Resolution Consenting to the Relinquishment of the Unruh Drain to Meridian Charter Township**

This resolution consents to the relinquishment of the Unruh Drain to Meridian Charter Township per the request of the Township Board and the approval of the Drainage Board. This is allowed through the Drain Code when there is no outstanding indebtedness or contract liability of its drainage district.

See memo for details.

**4. Innovation and Technology Department – Resolution to Approve the Renewal of Court Recording Software from For The Record**

This resolution approves the renewal of court recording software from For The Record for a one year, not to exceed amount of \$6,450. Funding is available in the IT Department's Network Fund.

See memo for details.

**5a. Purchasing Department – Resolution to Authorize Amendment #2 to the Agreement with Michigan Fair Contracting Center for Prevailing Wage Compliance Monitoring**

This resolution approves Amendment #2 to the agreement with Michigan Fair Contracting Center for prevailing wage compliance monitoring through December 31, 2028. The five-year, not to exceed cost of \$37,500 will be paid through the Purchasing Department's contractual services budget.

See memo for details.

**5b. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus**

This resolution approves the disposal of County surplus through GOVDEAL.com. The list of surplus items is available in the resolution attachment. Funds received will go into the County's General Fund.

See memo for details.

**6a. Facilities Department – Resolution to Authorize a Two-Year Agreement Extension with Granger Waste Services Inc., for Waste Management at Several County Facilities**

This resolution authorizes a two-year extension to our current agreement with Granger Waste Services Inc., for waste management at various County facilities. The extension will include a 1% increase and funding is available in the Facilities Department's trash removal and maintenance budgets.

See memo for details.

**6b. Facilities Department – Resolution to Authorize an Agreement with Laux Construction to Convert a Storage Room to a Hearing Room for the Friend of the Court at the Grady Porter Building**

This resolution authorizes an agreement with Laux Construction to convert a storage room at Grady Porter into a hearing room for the Friend of the Court for a not to exceed amount of \$13,980. This would reduce scheduling conflicts with the existing hearing rooms.

Funding is available in the FOC operating budget and a CIP. There is a 66% reimbursement from the Office of Child Support under the Federal Cooperative Reimbursement Program, so the County's cost after reimbursement will not exceed \$4,753.20.

See memo for details.

**6c. Facilities Department – Resolution to Authorize a Purchase Order to Knight Watch Inc. for Swipe Card Access to the Pre-Trial Services Space Addition at the Grady Porter Building**

This resolution authorizes a purchase order to Knight Watch Inc., to provide and install swipe access cards for the Pre-Trial Services space addition at Grady Porter. Funding for the \$7,155.19 PO is available in the 2022 CIP General Fund.

See memo for details.

**6d. Facilities Department – Resolution to Authorize a Purchase Order to EC America Inc., for the Project Management Software**

This resolution authorizes a PO to EC America Inc., for the extension of project management software for the Facilities Department for a one-year cost of \$12,660.28. Community Mental Health also utilizes the software and, through an existing MOU, will reimburse the County for 50% of the cost of the PO. Funding is available in the Facilities Department's maintenance contractual fund.

See memo for details.

**6e. Facilities Department – Resolution to Authorize an Agreement with Steve Youdes Clock Repair for the Work to the Clocks in the Clock Tower at the Historical Mason Courthouse**

This resolution authorizes an agreement with Steve Youdes Clock Repair for the replacement and repair of the four clock faces in the Historic Mason Courthouse clock tower as part of the Courthouse project. The not to exceed cost of \$16,378.75 is available in the Courthouse bond project contingency.

See memo for details.

**6f. Facilities Department – Resolution to Authorize an Agreement with Knight Watch Inc. for the Security Cameras at the Ingham County Youth Center**

This resolution authorizes an agreement with Knight Watch Inc., for additional security cameras at the Youth Center. Funding for the \$65,488.46 project is available in the Juvenile Justice Millage fund balance.

See memo for details.

**6g. Facilities Department – Resolution to Authorize an Agreement with Fishbeck for Consulting Services to Conduct a Feasibility Study for the Ingham County Youth Center**

This resolution authorizes an agreement with Fishbeck for a feasibility study of the Ingham Academy site to determine if it is feasible to relocate the Youth Center there. If not, we will need to begin looking for alternative locations.

Funding for the \$49,800 expenditure is available in the 2024 CIP.

See memo for details.

**7a. Road Department – Resolution to Authorize Re-Approval of the Planned Development Plan of Wooded Valley Condominium, Phases 2-5**

This resolution authorizes a re-approval of the development plan for Wooded Valley Condominium, Phases 2-5, which was approved by the BOC through the passage of Resolution #22-131.

See memo for details.

**7b. Road Department – Resolution to Authorize a Purchase Order for Roof Replacement at the Road Department Sign Shop**

This resolution authorizes an agreement with KJP Roofing and Sheet Metal for the replacement of the Sign Shop roof at the Road Department. The current roof has outlived its useful life.

Funding for the \$278,892 agreement, plus \$13.50 per square foot for of any additional required metal decking replacement, is available in the Road Department’s 2024 budget.

See memo for details.

**7c. Road Department – Resolution to Authorize Agreements with the City of East Lansing and Village of Webberville for the 2024 Pavement Marking Program**

This resolution authorizes agreements with City of East Lansing and Village of Webberville for the 2024 Pavement Marking Program. East Lansing will reimburse the Road Department \$190,572 and Webberville will reimburse the Road Department \$1,202 for these services.

See memo for details.

**7d. Road Department – Resolution to Authorize Agreements with Leslie and Vevay Townships for the 2024 Local Road Program**

This resolution authorizes agreements with Leslie and Vevay Townships for the 2024 Local Road Program. Leslie Township’s agreement will be in the amount of \$51,892.73 and Vevay Township’s will be \$55,000.

See memo for details.

**7e. Road Department – Resolution to Authorize Engineering Consultant Services Agreements for As-Needed Construction Inspection and Supervision Services for the 2024-2025 Construction Seasons**

This resolution authorizes engineering consultant services on an as-needed basis for construction inspection and supervision services during the 2024-25 construction seasons. Road Department staffing is not adequate to perform all of these duties. The selected consultants are:



Colliers Engineering & Design, 7050 W Saginaw Hwy, Ste 200, Lansing, MI 48917  
Spalding DeDecker Associates, 313 N. Capitol Ave, Suite 100, Lansing, MI 48933

See memo for details.

8. **Board of Commissioners – Resolution Honoring Keshawn Harris**

GO BLUE!!!!!!!

**Additional Items:**

1. **Greater Lansing Convention and Visitors Bureau – Update by Julie Pingston**
3. **55<sup>th</sup> District Court – Resolution to Authorize the Reorganization of the 55<sup>th</sup> District Court (Discussion)**

**To:** County Services Committee and Finance Committee

**From:** Patrick E. Lindemann, Ingham County Drain Commissioner

**Re:** Resolution Consenting to the Relinquishment of Okemos (Chapter 20) Drain to Meridian Charter Township

**Date:** April 11, 2024

For the reasons set forth below, I am requesting that the Ingham County Board of Commissioners consent to the relinquishment of the Unruh (Chapter 20) Drain to the Charter Township of Meridian.

On April 2, 2024, Meridian Charter Township Board passed a resolution requesting that the Unruh Drain Drainage Board relinquish jurisdiction and control of the Unruh (Chapter 20) Drain to the Township located wholly within their jurisdiction. Attached is the information that was presented to the Meridian Charter Township Board and a copy of the Meridian Township resolution. Included in this information presented to the Meridian Charter Township Board is a memorandum from the Deputy Township Manager that explains that the Township no longer wishes to use Chapter 20 drains to attract businesses. Accordingly, it has formally requested relinquishment of the Unruh (Chapter 20) Drain.

Section 478 of the Michigan Drain Code, MCL 280.478 authorizes a Drainage Board to relinquish jurisdiction and control over a Chapter 20 Drain if a Township requests or consents to the relinquishment of jurisdiction and control. If such a relinquishment is authorized by the Drainage Board, Section 478 provides that each public corporation that has paid a part of the cost of that drain must consent to the relinquishment. With respect to this Drain, the only public corporations that have paid for costs are the Township and Ingham County.

On April 9, 2014, the Unruh (Chapter 20) Drain Drainage Board (“Drainage Board”) passed a resolution accepting the Township’s request and relinquishing the jurisdiction and control of the Drain to the Township. Now that the Drainage Board has formally relinquished the Drain, I am requesting that the County of Ingham, which, again, is the only other public corporation that has historically paid for maintenance of this Chapter 20 Drain, provide its consent for this action to become effective. The request for County of Ingham approval will be presented to the County Services Committee on April 23, 2024, and the Finance Committee on April 24, 2024.

Thank you for consideration of my request. Deputy Drain Commissioner Carla Clos will be in attendance at your April 23, 2024 and April 24, 2024 Committee meetings to answer any questions you might have regarding my request.

It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CONSENTING TO THE RELINQUISHMENT OF THE UNRUH DRAIN TO  
MERIDIAN CHARTER TOWNSHIP**

WHEREAS, the Unruh Drain (the “Drain”) and Unruh Drain Drainage District (the “Drainage District”) was established on or about December 16, 1969, in accordance with the provisions of Chapter 20 of the Michigan Drain Code of 1956, 1956 P.A. 40, as amended, MCL 280.461 *et seq.*, (the “Drain Code”) and is under the jurisdiction of the Unruh Drain Drainage Board (“Drainage Board”); and

WHEREAS, the Drain is wholly located in the Charter Township of Meridian (the “Township”) as further described by the route and course description set forth in **Exhibit A**; and

WHEREAS, pursuant to Section 478 of the Drain Code, MCL 280.478, the Drainage Board for the Drain may relinquish jurisdiction and control over all or any part of a drain or drain project at any time when there is no outstanding indebtedness or contract liability of its drainage district, to the township in which all or the part of the drain or drain project is wholly located, if the township requests or consents to the relinquishment of jurisdiction and control by resolution duly adopted by its governing body; and

WHEREAS, Section 478(5) of the Drain Code, MCL 280.478(5), further provides that the relinquishment and turnover of the Drain does not become effective until consented to by resolution of each public corporation that has paid a part of the cost of the drain; and

WHEREAS, on April 2, 2024, the Board of Trustees for Meridian Charter Township adopted a resolution approving the relinquishment of jurisdiction and control of the Drain from the Drainage Board to the Township, and said resolution was transmitted to the Drainage Board; and

WHEREAS, on April 9, 2024, the Drainage Board adopted a resolution approving the relinquishment of jurisdiction and control of the Drain to the Township; and

WHEREAS, pursuant to Section 478(5) of the Drain Code, MCL 280.478, the County, which is a public corporation that has been assessed and paid a part of the cost of the Drain, consents to the relinquishment of jurisdiction and control of the Drain and Drainage District from the Drainage Board to the Township.

THEREFORE BE IT RESOLVED, that the County, pursuant to Section 478 of the Drain Code, MCL 280.478, hereby consents to the relinquishment of jurisdiction and control of the Unruh Drain and the Unruh Drain Drainage District as set forth in **Exhibit A** from the Unruh Drain Drainage Board to the Charter Township of Meridian.

BE IT FURTHER RESOLVED, that any resolutions and parts of resolutions are, to the extent of any conflict with this resolution, are rescinded to the extent of the conflict.

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

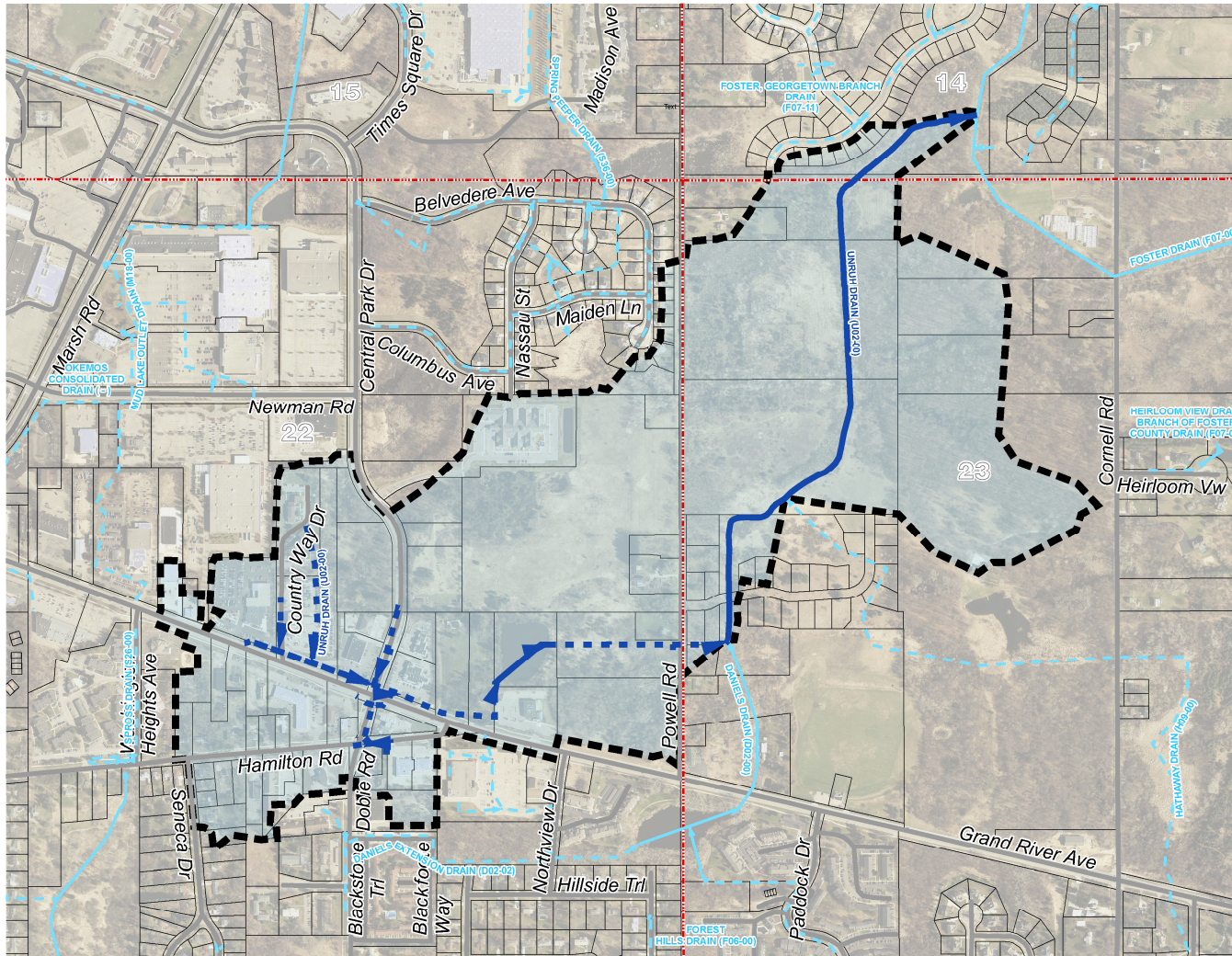
**EXHIBIT A**

**UNRUH DRAIN**

**PLEASE REFER TO THE FOLLOWING PAGE**

# DRAINAGE SERVICE AREA MAP AND PRELIMINARY DRAINAGE DISTRICT OF UNRUH DRAIN

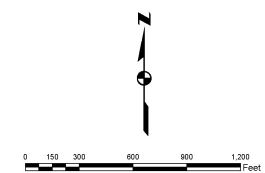
**SECTIONS 14, 22 AND 23  
MERIDIAN CHARTER TOWNSHIP- T4N, R1W, INGHAM COUNTY, MICHIGAN**



Document Path: D:\County GIS\Ingham County\WAD\Unruh District Map.mxd

### Legend

- DRAIN CENTERLINE
- OPEN DRAIN
- - - ENCLOSED DRAIN
- SECTION BOUNDARIES
- ROADS
- RAILROADS
- PROPOSED DRAINAGE DISTRICT
- PARCELS
- MUNICIPAL BOUNDARIES



APPROXIMATE TOWNSHIP ACREAGE BREAKDOWN:  
MERIDIAN CHARTER TOWNSHIP: 243.7 AC - 100%

APPROXIMATE PARCEL BREAKDOWN:  
MERIDIAN CHARTER TOWNSHIP: 116 PARCELS

DRAIN DATA	
OPEN DRAIN:	4,490.0 FT
ENCLOSED DRAIN:	6,685.0 FT
TOTAL LENGTH:	11,175.0 FT 2.12 MILES

NOTE:  
DRAIN LENGTH BASED ON THE TOTAL LENGTH OF DRAIN AS PROPOSED ON THIS MAP.



**CAUTION!!**  
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CLIENT  
**PATRICK E. LINDEMANN**  
INGHAM COUNTY DRAIN COMMISSIONER  
707 BURL AVENUE  
MOUNTAIN VIEW, MI 49756

PROJECT TITLE  
**UNRUH DRAIN**  
SECTIONS 14, 22 & 23  
MERIDIAN CHARTER TOWNSHIP  
INGHAM COUNTY

REVISIONS	DATE
DRAFT	3/26/24
DATELS SERVICE AREA	3/28/24

ORIGINAL ISSUE DATE  
MARCH 26, 2024

DRAWING TITLE	
<b>DRAINAGE SERVICE AREA &amp; PRELIMINARY DRAINAGE DISTRICT MAP</b>	

PEA JOB NO.	22-0005-02
PM	RAH
DN	RAH
DES	RAH

DRAWING NUMBER:  
**1 OF 1**

PRELIMINARY



**To: Board Members**

**From: Dan Opsommer, Deputy Township Manager  
Director of Public Works and Engineering**

**Date: April 2, 2024**

**Re: Unruh Drain Conversion – Chapter 20 to Chapter 3/4**

Chapter 20 of the Michigan Drain Code was established to help Township’s construct the drain infrastructure that was necessary to attract development.

The Township no longer has a need to utilize Chapter 20 of the Michigan Drain Code attract development. Tonight is the beginning of a process we will undertake to convert our seven Chapter 20 Drains to Chapter 3/4 Drains.

We are starting with the Unruh Drain as the Ingham County Drain Commissioner’s Office (ICDC) would like to perform some maintenance work on this drain later this year.

There are some maintenance costs that have not been assessed that will need to be assessed as part of this process, which total \$24,814.16. These maintenance costs date back to December 1, 2018, which is the date of the last maintenance assessment for the Unruh Drain. The Township will be required to pay our share of the maintenance assessments based on the historical percentages for the Unruh Drain, which are:

Meridian Township	78.99%
Michigan Department of Transportation	10.31%
Ingham County Road Department	10.70%

Therefore, the Township will be assessed \$19,600.71.

The ICDC would like to issue bonds to fund future maintenance work on the Unruh Drain later this year. Based on our discussion with the ICDC, they will likely bond for \$225,000-\$400,000. To avoid the Township paying for 78.99% of this upcoming maintenance when the Township does not receive benefit proportionate to that assessment percentage by way of attracting new development, we will convert the drain to a Chapter 3/4. The Township will still be required to pay an at-large assessment; however, our percentage of the maintenance work is far less on a Chapter 3/4 drain. I look forward to discussing this in greater depth with the Board at your April 2, 2024 meeting.

**The following motion has been prepared for the Board’s consideration:**

**“MOVE TO ADOPT THE RESOLUTION APPROVING RELINQUISHMENT OF UNRUH DRAIN AND AUTHORIZE THE SUPERVISOR AND CLERK TO SIGN THE EMERGENCY MAINTENANCE AGREEMENT.”**

**Memo to Township Board**

**April 2, 2024**

**Re: Unruh Drain Conversion – Chapter 20 to Chapter 3/4**

**Attachments:**

1. Resolution Approving Relinquishment of Unruh Drain
2. Operation & Maintenance Agreement to be Executed by the Township Supervisor and Clerk
3. Ledger of outstanding maintenance costs that have not been assessed

**CHARTER TOWNSHIP OF MERIDIAN**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the municipal building at 5151 Marsh Road, Okemos, MI 48864 in said Township on the 2<sup>nd</sup> day of April 2024 at 6 p.m., local time.

PRESENT: Supervisor Pro Tem Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustee Trezise, Trustee Wilson

ABSENT: Supervisor Jackson, Trustee Sundland

The following resolution was offered for adoption by Treasurer Deschaine, and supported by Clerk Guthrie.

**RESOLUTION APPROVING THE RELINQUISHMENT OF THE UNRUH DRAIN TO TOWNSHIP**

**WHEREAS**, the Unruh Drain (the “Drain”) and Unruh Drain Drainage District (“Drainage District”) was established on or about December 16, 1969 in accordance with the provisions of Chapter 20 of the Michigan Drain Code of 1956, 1956 P.A. 40, as amended, MCL 280.461 et seq., (the “Drain Code”) and is under the jurisdiction of the Unruh Drain Drainage Board (“Drainage Board”); and

**WHEREAS** the Drain is located is located in the Charter Township of Meridian (“Township”) as further described by the route and course description set forth in **Exhibit A**; and

**WHEREAS**, pursuant to Section 478 of the Drain Code, MCL 280.478, the Drainage Board for the Drain may relinquish jurisdiction and control over all or any part of a drain or drain project at any time when there is no outstanding indebtedness or contract liability of its drainage district, to the township in which all or the part of the drain or drain project is wholly located, if the township requests or consents to the relinquishment of jurisdiction and control by resolution duly adopted by its governing body; and

**WHEREAS**, all outstanding indebtedness or contract liability of the Drainage District; and

**WHEREAS**, pursuant to Section 478 of the Drain Code, MCL 280.478, the Township desires and consents to the relinquishment jurisdiction and control of the Drain and Drainage District from Drainage Board to the Township; and

**WHEREAS**, to ensure continued and proper maintenance of the Unruh Drain following the approval and relinquishment of the Unruh Drain to the Township by the Drainage Board, the Township and the Ingham County Drain Commissioner have agreed to enter into an agreement according to the terms and conditions, as set forth in **Exhibit B**.

**NOW THEREFORE BE IT RESOLVED**, pursuant to Section 478 of the Drain Code, MCL 280.478, the Township hereby consents to the relinquishment of jurisdiction and control of the Unruh Drain as set forth in **Exhibit A** from the Drainage Board to the Township.



**BE IT FURTHER RESOLVED**, the Township accepts for assignment from the Drainage Board to the Township all drain easements, including drainage structures and related appurtenances located therein.

**BE IT FURTHER RESOLVED**, the Township approves and authorizes the Supervisor and Clerk to execute an Emergency Maintenance Agreement with the Ingham County Drain Commissioner in substantial form attached as **Exhibit B** in connection with the continued maintenance of the Unruh Drain effective upon the relinquishment of jurisdiction of the Unruh Drain by the Unruh Drain Drainage Board.

**BE IT FURTHER RESOLVED**, all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

ADOPTED: YEAS: <sup>Supervisor Pro Tem Hendrickson, Clerk Guthrie, Treasurer Deschaine, Trustees Trezise, Wilson</sup> \_\_\_\_\_

NAYS: <sup>NONE</sup> \_\_\_\_\_

The foregoing Resolution was declared and adopted on the date.

STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF INGHAM     )

I, the undersigned, the Clerk of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Township Board on the 2<sup>nd</sup> day of April, 2024.



\_\_\_\_\_  
Deborah Guthrie, Clerk  
Meridian Charter Township

**EXHIBIT A**

**UNRUH DRAIN**

**PLEASE REFER TO THE FOLLOWING PAGE**



**CLIENT**  
**PATRICK E. LINDEMANN**  
**INGHAM COUNTY DRAIN COMMISSIONER**  
 200 W. BURL AVENUE  
 EAST LANSING, MI 48101

**PROJECT TITLE**  
**UNRUH DRAIN**  
 MERIDIAN CHARTER TOWNSHIP  
 PRELIMINARY DESIGN

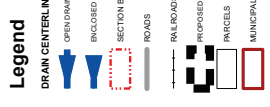
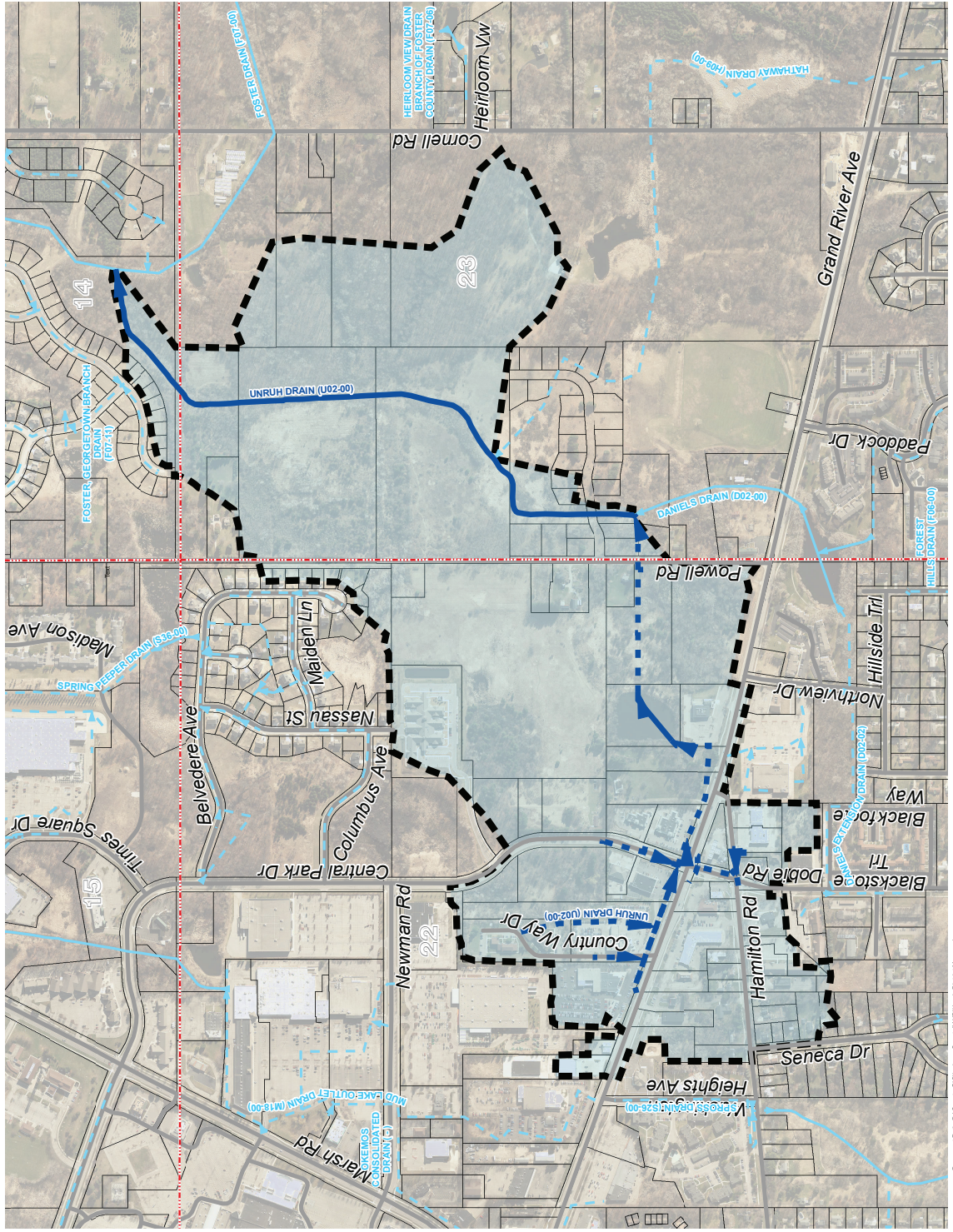
REVISIONS	DATE
DRAFT	3/26/24
DANIELS SERVICE AREA	3/26/24

ORIGINAL ISSUE DATE	DRAWING TITLE
MARCH 29, 2024	<b>DRAINAGE SERVICE AREA &amp; PRELIMINARY DRAINAGE DISTRICT MAP</b>

**FEEL JOB NO.:** 22-0005-02  
**PK:** R44  
**DLN:** R44  
**DES.:** R44  
**DRAWING NUMBER:**

**DRAINAGE SERVICE AREA MAP AND PRELIMINARY DRAINAGE DISTRICT OF UNRUH DRAIN**

SECTIONS 14, 22 AND 23  
 MERIDIAN CHARTER TOWNSHIP - T4N, R1W, INGHAM COUNTY, MICHIGAN



APPROXIMATE TOWNSHIP ACRESAGE BREAKDOWN: 243.7 AC - 100%  
 MERIDIAN CHARTER TOWNSHIP:

APPROXIMATE PARCEL BREAKDOWN: 116 PARCELS  
 MERIDIAN CHARTER TOWNSHIP:

**DRAIN DATA**  
 OPEN DRAIN: 4,490.0 FT  
 ENCLOSED DRAIN: 6,685.0 FT  
 TOTAL LENGTH: 11,175.0 FT  
 2.12 MILES

NOTE:  
 DRAIN LENGTH BASED ON THE TOTAL LENGTH OF DRAIN AS PROPOSED ON THIS MAP.

**PRELIMINARY**

Document Path: D:\County GIS\Ingham County\MapDocs\Twp4N\Unruh\DistrictMap.dwg

**EXHIBIT B**

**EMERGENCY MAINTENANCE AGREEMENT**

**UNRUH DRAIN**

This **Agreement** (“Agreement”) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_ 2024, by and between the **Ingham County Drain Commissioner** (the “Drain Commissioner”), whose address is 707 Buhl St, Mason, MI 48854, and the **Meridian Charter Township** (hereinafter, the “Township”), 5151 Marsh Road, Okemos, Michigan 48864. In this Agreement, the Drain Commissioner and Township may be referred individually as “Party”, or collectively as “Parties”.

Recitals:

**WHEREAS**, the Unruh Drain and Unruh Drain Drainage District was originally established in accordance with the provisions of Chapter 20 of the Michigan Drain Code of 1956, 1956 P.A. 40, as amended, MCL 280.461 et seq., (the “Drain Code”); and

**WHEREAS**, in accordance with Section 478 of the Drain Code, MCL 280.478, the Township has requested Drainage Board for the Unruh Drain to relinquish jurisdiction and control over the drain, and for the Township to assume jurisdiction; and

**WHEREAS**, on Tuesday, April 2, 2024, the Township adopted a resolution authorizing the filing of a petition for the location, establishment, and construction of the former Unruh Drain; and

**WHEREAS**, to ensure the continued maintenance of the former Unruh Drain until such time that said drain is established as a county drain pursuant to the Drain Code, the Township has requested, and the Drain Commissioner has agreed to perform any necessary emergency maintenance the Unruh Drain on behalf of the Township; and

**WHEREAS**, the purpose of this Agreement is to establish terms and condition between the Township and Drain Commissioner in connection with the continued maintenance of the Unruh Drain.

**NOW THEREFORE**, in consideration of these premises and mutual promises, representation and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties mutually agree as follows:

1. Authority and Purpose. Pursuant to the Urban Cooperation Act of 1967, as amended (MCL 124.501 et seq.), Section 431 of the Michigan Drain Code (MCL 280.431) and any other applicable laws of the State of Michigan, the Township and the Drain Commissioner enter into this Agreement to establish terms and conditions for purpose of the maintenance of the former Unruh Drain (the “Drain”). Each Party agrees to take all actions reasonably necessary to effectuate the objectives set forth in this Agreement.

2. Emergency Maintenance of Drain. The Drain Commissioner agrees to perform any necessary emergency maintenance on the Drain on behalf of, and after written notice is provided to the Township and in accordance with the Drain Commissioner's standards, practices and specifications associated with the maintenance of county drains under his jurisdiction. The Township hereby grants a license to the Drain Commissioner, its employees and to access, to occupy and use all Drain easements for the purpose of maintaining the Drain. The diagram showing the Drain and related structures is attached as **Exhibit A**.

3. Termination. This Agreement shall automatically terminate at such time that this Drain is established pursuant to the Drain Code. In the event that the proposed establishment of this Drain does not take place, then either Party may terminate this Agreement upon 180 days' written notice to the other Party.

4. Governing Law. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The language of all parts of this Agreement is intended to and, in all cases, shall be construed as a whole according to its fair meaning, and not construed strictly for or against any party. As used in this Agreement, the singular or plural number, possessive or non-possessive shall be deemed to include the other whenever the context so suggests or requires.

5. Reservation of Rights; Governmental Function. This Agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. In addition, the Parties maintain that the obligations set forth in this Agreement will be in the exercise or discharge of a governmental function. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.

6. Severability. If any provision of this Agreement or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of the Agreement, or the application of the provision of persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable, provided the invalid provision does not substantially alter the Agreement or make execution impractical.

7. Binding Agreement; Assignment; and Amendments. This Agreement will be binding upon and for the benefit of the Parties hereto and their respective successors and assigns, subject to any assignment requiring the prior written consent of the non-assigning Party by an amendment to this Agreement signed by both Parties, and the assignor binding the assignee to the terms and provisions of this Agreement.

8. Captions. The section headings or titles and/or all section numbers contained in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Agreement.

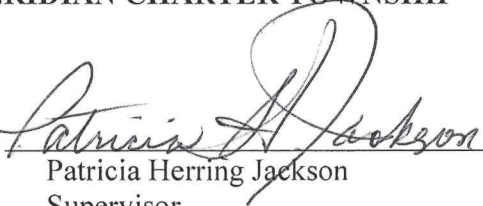
9. Recitals. The recitals shall be considered an integral part of the Agreement.


10. Execution. The Parties signing this Agreement on behalf of each Party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective Parties to this Agreement.

**INGHAM COUNTY COMMISSIONER**

By: \_\_\_\_\_  
Patrick E. Lindemann  
Ingham County Drain Commissioner

**MERIDIAN CHARTER TOWNSHIP**

By:  \_\_\_\_\_  
Patricia Herring Jackson  
Its: Supervisor

By:  \_\_\_\_\_  
Deborah Guthrie  
Its: Clerk

# Ingham County Drain Commissioner

Pat Lindemann

Drain Ledger

Date	Created	U02-00	Explanation	UNRUH DRAIN	Order No	Notes	801	802	Receivable	Payable	999	Balance
12/11/18			SETUP ASSESSMENT RECEIVABLE 2018		D-ASMT	2018 ASSMT REC AT LARGE	0.00		0.00	2,966.57	0.00	(1,719.60)
12/13/18			LEGAL		D41919	DICKINSON WRIGHT PLLC	(87.50)		0.00	0.00	(87.50)	(1,807.10)
12/17/18			2018 AT LARGE ASSESSMENT MDOT		D181208	2018 AT LARGE ASSESSMENT MDOT	300.46		(300.46)	0.00	0.00	(1,807.10)
12/26/18	12/28/18		2018 Z14-00 SPREAD		D181224	2018 Z14-00 SPREAD D41238	(425.00)		0.00	0.00	(425.00)	(2,232.10)
12/28/18	1/16/19		COUNTY COMM PER DIEM		D1812B5	MARK GREBNER	(50.00)		0.00	0.00	(50.00)	(2,282.10)
12/28/18	3/18/19		COUNTY COMM PER DIEM		D1812B5	CAROL KOENIG	(25.00)		0.00	0.00	(25.00)	(2,307.10)
12/28/18	3/16/19		COUNTY COMM PER DIEM PAYROLL EXPENSES		D1812B5	MARK GREBNER	(6.80)		0.00	0.00	(6.80)	(2,313.90)
12/28/18	3/16/19		COUNTY COMM PER DIEM PAYROLL EXPENSES		D1812B5	CAROL KOENIG	(3.40)		0.00	0.00	(3.40)	(2,317.30)
12/31/18	1/31/19		ADMINISTRATIVE FEE		D181263	ADMIN FEE 2018	(750.00)		0.00	0.00	(750.00)	(3,067.30)
12/31/18	1/25/19		F801 INT. INCOME ALLOC DEC2018		D181290	F801 INT. INCOME ALLOC DEC2018	6.33		0.00	0.00	6.33	(3,060.97)
12/31/18			INSPECTION - 12/2018		D181276	ICDC	(176.86)		0.00	0.00	(176.86)	(3,237.83)
1/14/19			2018 AT LARGE MERIDIAN TWP 19-002		D190121	2018 AT LARGE MERIDIAN TWP 19-002	2,348.04		(2,348.04)	0.00	0.00	(3,237.83)
1/31/19	2/27/19		F801 INT. INCOME ALLOC JAN 2019		D190173	F801 INT INCOME ALLOC JAN 2019	14.01		0.00	0.00	14.01	(3,223.82)
3/25/19	3/28/19		2018 AT LARGE RECEIPT COUNTY AND ROAD COMMISSION		D190342	2018 AT LARGE RECEIPT COUNTY AND ROAD COMMISSION	318.07		(318.07)	0.00	0.00	(3,223.82)
3/31/19	4/24/19		INSPECTION - 3/2019		D190351	ICDC	(108.76)		0.00	0.00	(108.76)	(3,332.58)
4/18/19	4/18/19		FEB 2019 INTEREST INCOME ALLOCATION		D190431	INTEREST INCOME PER MUNIS	10.13		0.00	0.00	10.13	(3,322.45)
4/25/19	4/25/19		MARCH 2019 INTEREST INCOME ALLOCATION		D190435	INTEREST INCOME PER MUNIS	12.89		0.00	0.00	12.89	(3,309.56)
4/30/19	5/24/19		APRIL 2019 INTEREST INCOME ALLOCATION		D190444	INTEREST INCOME PER MUNIS	24.42		0.00	0.00	24.42	(3,285.14)
4/30/19	5/28/19		INSPECTION - 4/2019		D190445	ICDC	(205.71)		0.00	0.00	(205.71)	(3,490.85)
6/24/19	6/24/19		ADMINISTRATIVE FEE		D190625	ADMIN FEE 2019	(750.00)		0.00	0.00	(750.00)	(4,240.85)
6/24/19	6/24/19		MAY 2019 INTEREST INCOME ALLOCATION		D190619	INTEREST INCOME PER MUNIS	20.96		0.00	0.00	20.96	(4,219.89)
6/30/19	7/25/19		JUNE 2019 INTEREST INCOME ALLOCATION		D190653	INTEREST INCOME PER MUNIS	17.01		0.00	0.00	17.01	(4,202.88)
7/9/19	7/9/19		DN18-5 DUE 7/9/19 INTEREST PMT		D190701	HASTINGS BANK	(140.37)		0.00	0.00	(140.37)	(4,343.25)

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\*\*\*Note: Receivables are assessments due to us (-) or prepaid (+) / Payables are usually note proceeds to be paid

# Ingham County Drain Commissioner

Pat Lindemann

Drain Ledger

U02-00 UNRUH DRAIN

Date Created	Explanation	Order No	Notes	801	802	Receivable	Payable	999	Balance
7/9/19	DN18-5 DUE 7/9/19 PRINCIPAL PMT	D190701	HASTINGS BANK	(5,300.00)	0.00	0.00	(5,300.00)	0.00	(4,343.25)
7/9/19	Z14-00 ENGINEERING ALLOCATION FOR LSG V190774	D190712	LSG	(18.75)	0.00	0.00	0.00	(18.75)	(4,362.00)
7/31/19	INSPECTION - 7/2019	D190735	ICDC	(695.56)	0.00	0.00	0.00	(695.56)	(5,057.56)
7/31/19	JULY 2019 INTEREST INCOME ALLOCATION	D190740	INTEREST INCOME PER MUNIS	19.91	0.00	0.00	0.00	19.91	(5,037.65)
8/23/19	DN18-7 DUE 8/23/19 INTEREST PMT	D190815	HASTINGS BANK	(349.50)	0.00	0.00	0.00	(349.50)	(5,387.15)
8/23/19	DN18-7 DUE 8/23/19 PRINCIPAL PMT	D190815	HASTINGS BANK	(13,400.00)	0.00	0.00	(13,400.00)	0.00	(5,387.15)
8/23/19	DN19-15 PROCEEDS DUE 09/22/2020	D190816	HIGHPOINT COMMUNITY BANK	3,422.00	0.00	0.00	3,422.00	0.00	(5,387.15)
8/26/19	ADMINISTRATIVE	V191115	ROBERT W BAIRD	(10.83)	0.00	0.00	0.00	(10.83)	(5,397.98)
8/31/19	INSPECTION - 8/2019	D190833	ICDC	(235.66)	0.00	0.00	0.00	(235.66)	(5,633.64)
9/30/19	INSPECTION - 9/2019	D190820	ICDC	(325.10)	0.00	0.00	0.00	(325.10)	(5,958.74)
10/29/19	LEGAL	V191410	DICKINSON WRIGHT PLLC	(25.37)	0.00	0.00	0.00	(25.37)	(5,984.11)
10/31/19	ADMIN	D191016	ICDC BILLING	(38.50)	0.00	0.00	0.00	(38.50)	(6,022.61)
1/31/20	ENGINEERING 01/2020	D200176	ICDC BILLING	(57.75)	0.00	0.00	0.00	(57.75)	(6,080.36)
1/31/20	INSPECTION - 1/2020	D200181	ICDC	(142.14)	0.00	0.00	0.00	(142.14)	(6,222.50)
3/31/20	INSPECTION - 3/2020	D200337	ICDC	(129.08)	0.00	0.00	0.00	(129.08)	(6,351.58)
4/30/20	ENGINEERING 4 - 2020	D200418	ICDC BILLING	(96.25)	0.00	0.00	0.00	(96.25)	(6,447.83)
5/31/20	INSPECTION 5-2020	D200520	ICDC	(200.24)	0.00	0.00	0.00	(200.24)	(6,648.07)
7/15/20	NOTE PROCEEDS DN20-4 MAINTENANCE NOTE	D200717	HIGHPOINT COMMUNITY BANK	1,400.00	0.00	0.00	1,400.00	0.00	(6,648.07)
7/15/20	PAYMENT MAINTENANCE DN18-10	D200716	HASTINGS BANK	(1,290.00)	0.00	0.00	(1,290.00)	0.00	(6,648.07)
7/15/20	PAYMENT MAINTENANCE DN18-10	D200716	HASTINGS BANK	(494.50)	0.00	0.00	0.00	(494.50)	(7,142.57)
7/21/20	ADMINISTRATIVE	V200836	ROBERT W BAIRD & CO.	(34.72)	0.00	0.00	0.00	(34.72)	(7,177.29)
7/21/20	LEGAL	V200849	DICKINSON WRIGHT PLLC	(121.88)	0.00	0.00	0.00	(121.88)	(7,299.17)
7/21/20	LEGAL	V200850	DICKINSON WRIGHT PLLC	(5.95)	0.00	0.00	0.00	(5.95)	(7,305.12)
7/31/20	INSPECTION - 7/2020	D200729	ICDC	(338.80)	0.00	0.00	0.00	(338.80)	(7,643.92)
8/26/20	LEGAL	V201020	DICKINSON WRIGHT	(152.78)	0.00	0.00	0.00	(152.78)	(7,796.70)

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\*\*\*Note: Receivables are assessments due to us (-) or prepaid (+) / Payables are usually note proceeds to be paid



# Ingham County Drain Commissioner

Pat Lindemann

Drain Ledger

U02-00 UNRUH DRAIN													
Date Created	Explanation	Order No	Notes	801	802	Receivable	Payable	999	Balance				
9/22/20	DN19-15 MAINTENANCE NOTE PAYOFF	D200913	HIGHPOINT BANK	(3,422.00)		0.00	(3,422.00)	0.00	(7,796.70)				
9/22/20	DN19-15 MAINTENANCE NOTE PAYOFF	D200913	HIGHPOINT BANK	(88.54)		0.00	0.00	(88.54)	(7,885.24)				
9/22/20	DN20-7 MAINTENANCE NOTE PROCEEDS	D200914	HIGHPOINT BANK	3,515.00		0.00	3,515.00	0.00	(7,885.24)				
9/30/20	INSPECTION - 9/2020	D200924	ICDC	(207.71)		0.00	0.00	(207.71)	(8,092.95)				
10/13/20	LEGAL	V201235	ROBERT W BAIRD	(8.49)		0.00	0.00	(8.49)	(8,101.44)				
10/31/20	INSPECTION - 10/2020	D201029	ICDC	(540.19)		0.00	0.00	(540.19)	(8,641.63)				
10/31/20	INSPECTION - 10/2020	D201029	ICDC	(102.96)		0.00	0.00	(102.96)	(8,744.59)				
11/10/20	LEGAL	V201494	DICKINSON WRIGHT PLLC	(37.33)		0.00	0.00	(37.33)	(8,781.92)				
11/30/20	ADMINISTRATIVE - 11/2020	D201148	ICDC	(210.38)		0.00	0.00	(210.38)	(8,992.30)				
12/31/20	ADMINISTRATIVE FEE	D201250	ADMIN FEE 2020	(750.00)		0.00	0.00	(750.00)	(9,742.30)				
1/31/21	MAINTENANCE - 1/2021	D210154	ICDC	(298.36)		0.00	0.00	(298.36)	(10,040.66)				
2/28/21	ADMINISTRATION 2-2021	D210264	ICDC BILLING 2-2021	(55.00)		0.00	0.00	(55.00)	(10,095.66)				
2/28/21	INSPECTION - 2/2021	D210257	ICDC	(206.38)		0.00	0.00	(206.38)	(10,302.04)				
3/31/21	INSPECTION - 3/2021	D210348	ICDC	(753.96)		0.00	0.00	(753.96)	(11,056.00)				
3/31/21	INSPECTION - 3/2021	D210348	ICDC	(210.38)		0.00	0.00	(210.38)	(11,266.38)				
7/31/21	INSPECTION - 7/2021	D210723	ICDC	(168.32)		0.00	0.00	(168.32)	(11,434.70)				
8/13/21	INTEREST EXPENSE	D210802	HIGHPOINT BANK	(18.73)		0.00	0.00	(18.73)	(11,453.43)				
8/31/21	INSPECTION - 8/2021	D210813	ICDC	(173.54)		0.00	0.00	(173.54)	(11,626.97)				
9/29/21	LEGAL	V211269	DICKINSON WRIGHT	(13.26)		0.00	0.00	(13.26)	(11,640.23)				
9/30/21	INSPECTION - 9/2021	D210927	ICDC	(117.74)		0.00	0.00	(117.74)	(11,757.97)				
9/30/21	MAINTENANCE - 9/2021	D210927	ICDC	(204.38)		0.00	0.00	(204.38)	(11,962.35)				
11/12/21	DN20-4 MAINT NOTE DUE 11/12/2021	D211107	HIGHPOINT COMMUNITY BANK	(1,400.00)		0.00	(1,400.00)	0.00	(11,962.35)				
11/12/21	DN20-4 NOTE INTEREST DUE 11/12/2021	D211107	HIGHPOINT COMMUNITY BANK	(4.78)		0.00	0.00	(4.78)	(11,967.13)				
11/12/21	DN20-7 MAINT NOTE DUE 11/12/2021	D211109	HIGHPOINT COMMUNITY BANK	(3,515.00)		0.00	(3,515.00)	0.00	(11,967.13)				
11/12/21	DN20-7 NOTE INTEREST DUE 11/12/2021	D211109	HIGHPOINT COMMUNITY BANK	(58.45)		0.00	0.00	(58.45)	(12,025.58)				

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\*\*Note: Receivables are assessments due to us (-) or prepaid (+) / Payables are usually note proceeds to be paid.

**Ingham County Drain Commissioner**  
**Pat Lindemann**  
 Drain Ledger

U02-00 UNRUH DRAIN

Date	Explanation	Order No	Notes	801	802	Receivable	Payable	999	Balance
11/12/21	DN21-14 MAINT NOTE PROCEEDS DUE 5/12/2023	D211106	HIGHPOINT COMMUNITY BANK	5,040.00	0.00	0.00	5,040.00	0.00	(12,025.58)
11/15/21	COST OF ISSUANCE	V211682	ROBERT W BAIRD	(8.96)	0.00	0.00	0.00	(8.96)	(12,034.54)
11/15/21	LEGAL	V211550	CLARK HILL	(70.00)	0.00	0.00	0.00	(70.00)	(12,104.54)
11/19/21	LEGAL	V211692	DICKINSON WRIGHT PLLC	(7.37)	0.00	0.00	0.00	(7.37)	(12,111.91)
11/30/21	INSPECTION - 11/2021	D211118	ICDC	(204.38)	0.00	0.00	0.00	(204.38)	(12,316.29)
12/15/21	LEGAL	V211814	CLARK HILL	(350.00)	0.00	0.00	0.00	(350.00)	(12,666.29)
12/27/21	LEGAL	V211783	DICKINSON WRIGHT	(30.47)	0.00	0.00	0.00	(30.47)	(12,696.76)
12/31/21	ADMINISTRATIVE FEE	D211250	ADMIN FEE 2021	(750.00)	0.00	0.00	0.00	(750.00)	(13,446.76)
12/31/21	COUNTY COMM PER DIEM	D220137	MARK GREBNER	(25.00)	0.00	0.00	0.00	(25.00)	(13,471.76)
12/31/21	COUNTY COMM PER DIEM	D220137	PAYROLL EXPENSES	(4.70)	0.00	0.00	0.00	(4.70)	(13,476.46)
12/31/21	Z14-00 ENGINEERING ALLOCATION FOR V200373	D211253	SPICER	(1,059.25)	0.00	0.00	0.00	(1,059.25)	(14,535.71)
1/24/22	LEGAL	V212000	CLARK HILL	(525.00)	0.00	0.00	0.00	(525.00)	(15,060.71)
2/11/22	LEGAL	V220113	CLARK HILL	(140.00)	0.00	0.00	0.00	(140.00)	(15,200.71)
2/28/22	ADMIN	D220256	ICDC BILLING	(57.75)	0.00	0.00	0.00	(57.75)	(15,258.46)
2/28/22	ADMINISTRATIVE - 2/2022	D220257	ICDC	(264.80)	0.00	0.00	0.00	(264.80)	(15,523.26)
2/28/22	INSPECTION - 2/2022	D220257	ICDC	(172.38)	0.00	0.00	0.00	(172.38)	(15,695.64)
3/17/22	LEGAL	V220234	CLARK HILL	(140.00)	0.00	0.00	0.00	(140.00)	(15,835.64)
3/31/22	INSPECTION - 3/2022	D220356	ICDC	(373.34)	0.00	0.00	0.00	(373.34)	(16,208.98)
3/31/22	INSPECTION - 3/2022	D220356	ICDC	(739.07)	0.00	0.00	0.00	(739.07)	(16,948.05)
4/19/22	ENGINEERING	V220567	PEA GROUP	(2,290.00)	0.00	0.00	0.00	(2,290.00)	(19,238.05)
4/27/22	TITLE SEARCH	V220604	CHIRCO TITLE AGENCY	(275.00)	0.00	0.00	0.00	(275.00)	(19,513.05)
4/27/22	TITLE SEARCH	V220605	CHIRCO TITLE AGENCY	(275.00)	0.00	0.00	0.00	(275.00)	(19,788.05)
4/27/22	TITLE SEARCH	V220606	CHIRCO TITLE AGENCY	(275.00)	0.00	0.00	0.00	(275.00)	(20,063.05)
4/27/22	TITLE SEARCH	V220607	CHIRCO TITLE AGENCY	(275.00)	0.00	0.00	0.00	(275.00)	(20,338.05)
4/27/22	TITLE SEARCH	V220608	CHIRCO TITLE AGENCY	(275.00)	0.00	0.00	0.00	(275.00)	(20,613.05)

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# Ingham County Drain Commissioner

Pat Lindemann

Drain Ledger

U02-00 UNRUH DRAIN

Date	Explanation	Order No	Notes	801	802	Receivable	Payable	999	Balance
4/27/22	TITLE SEARCH	V220609	CHIRCO TITLE AGENCY	(275.00)	0.00	0.00	0.00	(275.00)	(20,888.05)
4/27/22	TITLE SEARCH	V220610	CHIRCO TITLE AGENCY	(275.00)	0.00	0.00	0.00	(275.00)	(21,163.05)
4/27/22	TITLE SEARCH	V220611	CHIRCO TITLE AGENCY	(275.00)	0.00	0.00	0.00	(275.00)	(21,438.05)
4/28/22	LEGAL	V220632	CLARK HILL	(3,045.00)	0.00	0.00	0.00	(3,045.00)	(24,483.05)
4/30/22	INSPECTION - 4/2022	D220416	ICDC	(178.88)	0.00	0.00	0.00	(178.88)	(24,661.93)
5/10/22	ENGINEERING	V220746	PEA GROUP	(1,091.25)	0.00	0.00	0.00	(1,091.25)	(25,753.18)
5/31/22	INSPECTION - 5/2022	D220520	ICDC	(182.25)	0.00	0.00	0.00	(182.25)	(25,935.43)
6/3/22	LEGAL	V220841	CLARK HILL	(70.00)	0.00	0.00	0.00	(70.00)	(26,005.43)
6/19/22	LEGAL	V221039	CLARK HILL	(700.00)	0.00	0.00	0.00	(700.00)	(26,705.43)
6/30/22	INSPECTION - 6/2022	D220621	ICDC	(210.38)	0.00	0.00	0.00	(210.38)	(26,915.81)
6/30/22	MAINTENANCE - 6/2022	D220621	ICDC	(665.48)	0.00	0.00	0.00	(665.48)	(27,581.29)
7/31/22	INSPECTION - 7/2022	D220728	ICDC	(129.88)	0.00	0.00	0.00	(129.88)	(27,711.17)
8/10/22	ENGINEERING	V221465	PEA GROUP	(465.00)	0.00	0.00	0.00	(465.00)	(28,176.17)
8/31/22	INSPECTION - 8/2022	D220834	ICDC	(242.14)	0.00	0.00	0.00	(242.14)	(28,418.31)
9/15/22	LEGAL	V221736	CLARK HILL	(315.00)	0.00	0.00	0.00	(315.00)	(28,733.31)
9/30/22	INSPECTION - 9/2022	D220925	ICDC	(363.91)	0.00	0.00	0.00	(363.91)	(29,097.22)
9/30/22	INSPECTION - 9/2022	D220925	ICDC	(407.70)	0.00	0.00	0.00	(407.70)	(29,504.92)
10/31/22	INSPECTION - 10/2022	D221009	ICDC	(378.28)	0.00	0.00	0.00	(378.28)	(29,883.20)
12/31/22	ADMINISTRATIVE FEE	D221270	ADMIN FEE 2022	(750.00)	0.00	0.00	0.00	(750.00)	(30,633.20)
12/31/22	INSPECTION - 12/2022	D221225	ICDC	(210.38)	0.00	0.00	0.00	(210.38)	(30,843.58)
1/12/23	ENGINEERING	V222442	PEA GROUP	(301.25)	0.00	0.00	0.00	(301.25)	(31,144.83)
1/31/23	INSPECTION - 1/2023	D230157	ICDC	(179.44)	0.00	0.00	0.00	(179.44)	(31,324.27)
2/28/23	INSPECTION - 2/2023	D230260	ICDC	(202.91)	0.00	0.00	0.00	(202.91)	(31,527.18)
4/10/23	ENGINEERING	V230359	PEA GROUP	(3,962.50)	0.00	0.00	0.00	(3,962.50)	(35,489.68)
4/10/23	ENGINEERING	V230359	PEA GROUP	(612.50)	0.00	0.00	0.00	(612.50)	(36,102.18)
4/24/23	LEGAL SERVICES	V230482	CLARK HILL	(78.00)	0.00	0.00	0.00	(78.00)	(36,180.18)

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# Ingham County Drain Commissioner

Pat Lindemann

Drain Ledger

Date Created	Explanation	U02-00	UNRUH DRAIN	Order No	Notes	801	802	Receivable	Payable	999	Balance
4/30/23	INSPECTION - 4/2023			D230427	ICDC	(493.56)		0.00	0.00	(493.56)	(36,673.74)
5/11/23	ENGINEERING			V230635	PEA GROUP	(2,887.50)		0.00	0.00	(2,887.50)	(39,561.24)
5/12/23	COST OF ISSUANCE			V230645	BAIRD	(13.48)		0.00	0.00	(13.48)	(39,574.72)
5/12/23	DN21-14 MAINTENANCE NOTE PAYOFF			D230508	HIGHPOINT BANK	(5,040.00)		0.00	(5,040.00)	0.00	(39,574.72)
5/12/23	DN21-14 MAINTENANCE NOTE PAYOFF			D230508	HIGHPOINT BANK	(64.26)		0.00	0.00	(64.26)	(39,638.98)
5/12/23	DN23-3 MAINTENANCE NOTE PROCEEDS DUE NOV 12, 2024			D230505	MERCANTILE BANK	5,200.00		0.00	5,200.00	0.00	(39,638.98)
5/31/23	INSPECTION - 5/2023			D230527	ICDC	(316.44)		0.00	0.00	(316.44)	(39,955.42)
6/14/23	LEGAL SERVICES			V230743	DICKINSON WRIGHT	(31.11)		0.00	0.00	(31.11)	(39,986.53)
9/30/23	INSPECTION - 9/2023			D230936	ICDC	(1,073.46)		0.00	0.00	(1,073.46)	(41,059.99)
9/30/23	INSPECTION - 9/2023			D230936	ICDC	(176.44)		0.00	0.00	(176.44)	(41,236.43)
10/25/23	LEGAL SERVICES			V231662	CLARK HILL	(105.00)		0.00	0.00	(105.00)	(41,341.43)
11/17/23	COST OF ISSUANCE			V231704	BAIRD	0.00		0.00	0.00	0.00	(41,341.43)
11/20/23	LEGAL SERVICES			V231888	CLARK HILL	(1,877.00)		0.00	0.00	(1,877.00)	(43,218.43)
12/1/23	COST OF ISSUANCE			V231988	DICKINSON WRIGHT	0.00		0.00	0.00	0.00	(43,218.43)
12/15/23	ENGINEERING			V232122	PEA GROUP	(1,117.50)		0.00	0.00	(1,117.50)	(44,335.93)
12/21/23	LEGAL SERVICES			V232027	CLARK HILL	(595.00)		0.00	0.00	(595.00)	(44,930.93)
12/31/23	ADMINISTRATIVE FEE			D231254	ADMIN FEE 2023	(750.00)		0.00	0.00	(750.00)	(45,680.93)
12/31/23	INSPECTION - 12/2023			D231247	ICDC	(290.08)		0.00	0.00	(290.08)	(45,971.01)
1/26/24	LEGAL			V232240	CLARK HILL	(144.00)		0.00	0.00	(144.00)	(46,115.01)
2/5/24	ENGINEERING			V232320	PEA GROUP	(2,490.00)		0.00	0.00	(2,490.00)	(48,605.01)
2/23/24	LEGAL SERVICES			V240115	CLARK HILL	(4,680.00)		0.00	0.00	(4,680.00)	(53,285.01)
3/20/24	LEGAL			V240322	CLARK HILL	(1,213.50)		0.00	0.00	(1,213.50)	(54,498.51)
3/25/24	ENGINEERING			V240301	PEA GROUP	(262.50)		0.00	0.00	(262.50)	(54,761.01)
3/25/24	ENGINEERING			V240305	PEA GROUP	(1,044.50)		0.00	0.00	(1,044.50)	(55,805.51)
3/26/24	MOVE FROM D02-00 TO U02-00			D240336	V221339	(70.00)		0.00	0.00	(70.00)	(55,875.51)

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# Ingham County Drain Commissioner

Pat Lindemann  
Drain Ledger

Date	Created	U02-00	Explanation	Order No	Notes	801	802	Receivable	Payable	999	Balance
3/26/24	3/26/24		MOVE FROM U02-00 TO Z08-06	D240336	V231662	105.00	0.00	0.00	0.00	105.00	(55,770.51)
3/26/24	3/26/24		MOVE FROM U02-00 TO Z08-06	D240336	V231888	1,877.00	0.00	0.00	0.00	1,877.00	(53,893.51)
3/26/24	3/26/24		MOVE FROM U02-00 TO Z08-06	D240336	V232027	595.00	0.00	0.00	0.00	595.00	(53,298.51)
3/26/24	3/26/24		MOVE FROM U02-00 TO Z08-06	D240336	V232240	144.00	0.00	0.00	0.00	144.00	(53,154.51)
3/26/24	3/26/24		MOVE FROM U02-00 TO Z08-06 AND Z02-06	D240336	V240115	4,680.00	0.00	0.00	0.00	4,680.00	(48,474.51)
3/26/24	3/26/24		MOVE PART OF INVOICE FROM U02-00 TO D240336 D-22181 AND Z05-00	D240336	V230359	3,962.50	0.00	0.00	0.00	3,962.50	(44,512.01)
3/26/24	3/26/24		MOVE PART OF INVOICE FROM U02-00 TO D240336 D-22181 AND Z05-00	D240336	V230359	262.50	0.00	0.00	0.00	262.50	(44,249.51)
3/26/24	3/26/24		MOVE PART OF INVOICE FROM U02-00 TO D240336 D-22181 AND Z05-00	D240336	V230635	2,537.50	0.00	0.00	0.00	2,537.50	(41,712.01)
3/26/24	3/26/24		MOVE PART OF INVOICE FROM U02-00 TO D240336 D-22181 AND Z05-00	D240336	V232122	942.50	0.00	0.00	0.00	942.50	(40,769.51)
3/26/24	3/26/24		MOVE PART OF INVOICE FROM U02-00 TO D240336 Z08-06, D-23175, D-22181, Z02-06 AND Z05-00	D240336	V232320	2,140.00	0.00	0.00	0.00	2,140.00	(38,629.51)
3/26/24	3/26/24		MOVE TO F639 D-22181	D240336	V230482	78.00	0.00	0.00	0.00	78.00	(38,551.51)
3/26/24	3/26/24		MOVE TO F639 D-22181	D240336	V222442	301.25	0.00	0.00	0.00	301.25	(38,250.26)
3/26/24	3/26/24		RECORD PART OF INVOICE IN U02-00	D240336	V231039	(350.00)	0.00	0.00	0.00	(350.00)	(38,600.26)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240340	V200373	1,059.25	0.00	0.00	0.00	1,059.25	(37,541.01)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D151281	1,072.19	0.00	0.00	0.00	1,072.19	(36,468.82)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D151281	711.03	0.00	0.00	0.00	711.03	(35,757.79)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D151281	0.08	0.00	0.00	0.00	0.08	(35,757.71)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D151281	216.56	0.00	0.00	0.00	216.56	(35,541.15)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D151281	682.00	0.00	0.00	0.00	682.00	(34,859.15)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D161252	281.19	0.00	0.00	0.00	281.19	(34,577.96)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D161253	3,171.33	0.00	0.00	0.00	3,171.33	(31,406.63)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D1612E1	794.53	0.00	0.00	0.00	794.53	(30,612.10)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D1612D9	110.95	0.00	0.00	0.00	110.95	(30,501.15)
3/27/24	3/27/24		MOVE FROM U02-00 TO Z08-00	D240341	D38850	538.33	0.00	0.00	0.00	538.33	(29,962.82)

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# Ingham County Drain Commissioner

Pat Lindemann

Drain Ledger

Date Created	Explanation	UNRUH DRAIN	Order No	Notes	801	802	Receivable	Payable	999	Balance
3/27/24	MOVE FROM U02-00 TO Z08-00		D240341	D170702	458.66		0.00	0.00	458.66	(29,504.16)
3/27/24	MOVE FROM U02-00 TO Z08-00		D240341	D170703	1,246.25		0.00	0.00	1,246.25	(28,257.91)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240339	V190774	18.75		0.00	0.00	18.75	(28,239.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240339	V220604	275.00		0.00	0.00	275.00	(27,964.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240339	V220605	275.00		0.00	0.00	275.00	(27,689.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240339	V220606	275.00		0.00	0.00	275.00	(27,414.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240339	V220607	275.00		0.00	0.00	275.00	(27,139.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240339	V220608	275.00		0.00	0.00	275.00	(26,864.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240339	V220609	275.00		0.00	0.00	275.00	(26,589.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240339	V220610	275.00		0.00	0.00	275.00	(26,314.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240339	V220611	275.00		0.00	0.00	275.00	(26,039.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240341	V211550	70.00		0.00	0.00	70.00	(25,969.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240341	V211814	350.00		0.00	0.00	350.00	(25,619.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240341	V212000	525.00		0.00	0.00	525.00	(25,094.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240341	V220113	140.00		0.00	0.00	140.00	(24,954.16)
3/27/24	MOVE FROM U02-00 TO Z08-06		D240341	V220234	140.00		0.00	0.00	140.00	(24,814.16)
<b>Ending Balance:</b>					(19,614.16)	0.00	0.00	5,200.00	(24,814.16)	(24,814.16)
<b>Grand Total:</b>					(19,614.16)	0.00	0.00	5,200.00	(24,814.16)	(24,814.16)

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TO: Law & Courts Committee  
County Services Committee  
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: April 5, 2024

SUBJECT: Reorganization Plan – 55<sup>th</sup> District Court Probation Department

**NEED FOR THE REORGANIZATION PLAN**

Change is necessary for organizations to succeed and grow. Sometimes, change occurs due to a transformational event, like navigating a pandemic or moving an organization into a new justice complex. Change is most often adaptive, with minor incremental changes that organizations adopt to address evolving operational needs. An example of adaptive change is changes in job duties and responsibilities. Over the past 15 years, we have adapted to numerous changes by implementing strategies to adjust to changes in the law, court rules, work culture, and operational needs. Cumulatively, the changes have significantly changed how our jobs look and how we perform them.

As a result of the adaptive changes we have made, there is a significant need to reorganize our probation department. With legislative and cultural changes, the demands and responsibilities of specialty court programs have significantly increased. The court instituted its first specialty court program, sobriety court, in 2004. With the inception of a mental health court in 2014, the chief probation officer/specialty court coordinator (CPO/SCC) became responsible as program director for both sobriety and mental health courts.

Over the years, the numerous changes in the probation field and the changing dynamics of specialty court programs have made it evident that the CPO/SCC does not have the time to serve both the general probation and specialty court systems adequately. If anything, the demands, and the complexity of the job of CPO/SCC will continue to increase and broaden. Moreover, specialty courts are here to stay and will continue to expand their perspective and depth.

**REORGANIZATION PLAN**

**Creation of Specialty Courts Coordinator Position**

The reorganization plan splits the CPO/SCC into two positions: chief probation officer and a newly created specialty court coordinator position. The splitting of the position does not increase the number of FTEs, as the positions will be filled with existing employees.

Currently, the CPO/SCC supervises all probation department activities, which include, but are not limited to, training and mentoring new probation staff, developing, and implementing probation department policies and procedures, evaluating, and improving probation department functions, and serving as a backup probation officer when needed. In addition to the chief probation officer duties, the CPO/SCC serves as project director for both the Sobriety Court and Mental Health Court. As project director, the CPO/SCC oversees all aspects of our specialty court programs, serves on both teams, and attends all program events.

We are incredibly proud of our highly successful specialty court programs and the work of our probation officers who supervise individuals on general probation (non-specialty court cases). Today, it is not possible for

our CPO/SCC to give the time and attention needed to both systems. Hence, the leadership in the probation department needs to be bifurcated. Therefore, we propose splitting the CPO/SCC position into two positions.

The probation field has changed considerably. The probation department plays a vital and active role in rehabilitating offenders. Although our goal of rehabilitating offenders hasn't changed over the years, how a probation officer accomplishes that goal has changed significantly. Over the past 25 years, courts have increasingly been relied upon to serve as the community's social safety net. The burden of carrying out that responsibility rests with our probation department. Besides monitoring compliance, our probation officers must identify a defendant's physical, mental, domestic, and social needs and know the available resources. More importantly, they are tasked with getting a person who is often resistant to understand the need for lifestyle changes and inspire them to take advantage of the recommended resources needed to make a change. Previously, the chief probation officer was assigned a probation supervision caseload. That is no longer feasible because of the increased duties and responsibilities of the specialty court programs. Maintaining a limited caseload allows the chief probation officer to stay abreast of the available resources for clients and their changing needs.

The reorganization of the probation department affects ICEA Court Professionals bargaining unit and calls for the following:

- Amend the job description for the chief probation officer/specialty court coordinator and rename the position to chief probation officer.
- Change Position 137011 (probation officer – Grade Level 9) to a newly created specialty court coordinator position and establish the position at Grade Level 10.

**FISCAL IMPACT**

The cost of the reorganization plan is \$10,998. The cost increase results from the difference between the wages and fringes in the ICEA grade levels. Wages and fringes were calculated using the highest pay step for the affected positions. Ingham County's Budget Office provided the financial data.

**CURRENT ORGANIZATION**

<u>Position #</u>	<u>Job Title</u>	<u>Unit Court Prof</u>	<u>Wage/Fringes</u>
137009	Chief Probation Officer/Specialty Court Coordinator	ICEA 12	\$ 194,441
137011	Probation Officer	ICEA 9	\$ 161,375
		<b>TOTAL</b>	<b>\$ 355,816</b>

**REORGANIZATION PLAN**

<u>Position #</u>	<u>Job Title</u>	<u>Unit Court Prof</u>	<u>Wage/Fringes</u>
137009	Chief Probation Officer/	ICEA 12	\$ 194,441
137011	Special Court Coordinator	ICEA 10	\$ 172,373
		<b>TOTAL</b>	<b>\$ 366,814</b>

**REORGANIZATION COSTS \$ 10,998**



**HUMAN RESOURCES ANALYSIS & SUPPORT OF REORGANIZATION**

The Ingham County Human Resources Department (ICHRD) analyzed the proposed reorganization. Their April 2, 2024 memorandum, Support for Reorganization of the District Court Office, is attached.

**ICEA COURT PROFESSIONALS SUPPORT OF REORGANIZATION**

On April 2, 2024, the ICEA Court Professionals bargaining unit advised the ICHRD of their support of the reorganization.

**REORGANIZATION REQUEST**

We respectfully request that the Ingham County Board of Commissioners adopt our reorganization, which will create more effective leadership in our general probation and specialty court systems and provide better probation services to the people of Ingham County.

**DATE:** April 2, 2024  
**TO:** Michael Dillon, District Court Administrator  
**FROM:** Joan Clous, Human Resources Generalist- Labor & Employee Specialist  
**SUBJECT:** Support for reorganization of the District Court Office

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Per your request, Human Resources has reviewed the information that was provided by the District Court to reorganize.

*137009 Chief Probation Officer/Sobriety Court ICEA Court 12 (\$90,021.35 to \$108,088.35) will become Chief Probation Officer ICEA Court 12 no salary change.*

*137011 Probation Officer ICEA Court 9 (\$72,559.63 to \$87,128.10) to Specialty Court Coordinator ICEA Court 10 (\$78,369.72 to \$94,099.81).*

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.*

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

**From:** [Luke Cloud](#)  
**To:** [Elisabeth Bliesener](#)  
**Cc:** [Joan Clous](#)  
**Subject:** RE: District Court - Probation Department Reorganization  
**Date:** Tuesday, April 02, 2024 11:24:53 AM

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Hello Elisabeth and Joan:

The ICEA Court Professional Union supports the Re-Organization. Thank you.

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**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Tuesday, April 2, 2024 10:59 AM  
**To:** Luke Cloud <LCloud@ingham.org>  
**Cc:** Joan Clous <JClous@ingham.org>  
**Subject:** District Court - Probation Department Reorganization

Luke,

Ms. Wells will be retiring from the Court on May 1, 2024. District Court would like to change her job description from Chief Probation Officer / Specialty Court Coordinator to Chief Probation Office which would remain an ICEA Court Pro 12 from the most recent re-class. They then would like to change position number 137011 Probation Officer Grade level 9 to a newly created position titled Specialty Court Coordinator which would be a ICEA Court Pro 10. I have attached the Job Descriptions for your review.

Does the Union support this Re-organization?

Please let us know if you have any questions.

Thanks  
Beth and Joan

Transmission is Privileged and Confidential.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF  
THE 55<sup>th</sup> DISTRICT COURT**

WHEREAS, the proposed reorganization affects the chief probation officer/specialty court coordinator position and a probation officer position within the 55<sup>th</sup> District Court; and

WHEREAS, the two positions are within the Ingham County Employees Association – Court Professionals bargaining unit; and

WHEREAS, the Ingham County Human Resources Department and the ICEA – Court Professionals bargaining unit both support this reorganization; and

WHEREAS, the chief probation officer/specialty court coordinator supervises all probation department activities, which include supervising probation officers, developing and implementing probation department policies and procedures, and evaluating and improving probation department functions; and

WHEREAS, the chief probation officer/specialty court coordinator serves as project director for both sobriety court and mental health court, and as project director, the chief probation officer/specialty court coordinator oversees all aspects of specialty court programs, serves on both specialty court teams, and attends all program events; and

WHEREAS, the numerous changes in the probation field and the changing dynamics of specialty court programs have made it evident that the chief probation officer/sobriety court coordinator does not have the time to serve both the general probation and specialty court systems adequately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 55<sup>th</sup> District Court with the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
137009	Chief Probation Officer/ Sobriety Court Coordinator	Change position title to Chief Probation Officer
137011	Probation Officer	Change position title to Sobriety Court Coordinator; Move from ICEA 09 to ICEA 10

The financial impact associated with the proposed reorganization is as follows:

<u>Position Title</u>	2024 <u>Current Grade, Step 5</u>	2024 <u>Proposed Grade, Step 5</u>	<u>Difference</u>
Chief Probation Officer	ICEA Court: 12: \$194,441	ICEA Court: 12: \$194,441	\$0
Sobriety Court Coordinator	ICEA Court: 09: \$161,375	ICEA Court: 10: \$172,373	\$10,998
<b>TOTAL</b>			<b>\$10,998</b>

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

BE IT FURTHER RESOLVED, that the reorganization shall be effective immediately.

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** April 9, 2024  
**SUBJECT:** Court Recording Software License Renewals  
For the meeting agendas of April 23rd, 24th, and 30th, 2024

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**BACKGROUND**

In the past, Ingham County has used a legacy version of Court recording software that was licensed perpetually and paid support on that software at various times during the year in smaller amounts by different departments. This led to disparity between the versions in each courtroom and a very messy support process. By changing everyone to the same version with a subscription support model and a coordinated renewal timeframe through Innovation and Technology, it has ensured that we have support when needed and can apply fixes to all courtrooms at once. It has, however, made the single outlay require a resolution for approval. The current year of support expires May 15th, 2024.

**ALTERNATIVES**

This is a single source vendor and there are no reasonable alternatives. It was approved last year by the Purchasing Director as such.

**FINANCIAL IMPACT**

The funding for this support renewal is budgeted and will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-932030.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to renew via purchase order the remote software from For The Record in the amount not to exceed \$6,450.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF COURT RECORDING SOFTWARE FROM FOR THE RECORD**

WHEREAS, Ingham County uses court recording software that requires annual support; and

WHEREAS, the application chosen to conduct said meetings has been working well; and

WHEREAS, the current support on this software expires May 15, 2024; and

WHEREAS, this expenditure has been planned for and budgeted and will continue to address Ingham County's need to preserve a record of court proceedings.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of court recording software for one year from For The Record in the amount not to exceed \$6,450.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Network Fund (#636-25810-932030).

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:** Board of Commissioners County Services and Finance Committees  
**FROM:** Julie Buckmaster, Purchasing Interim Director  
**DATE:** April 9, 2024  
**SUBJECT:** Proposed Amendment #2 to Michigan Fair Contracting Center (Consultant) agreement for prevailing wage compliance monitoring services.

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**BACKGROUND**

The County’s Prevailing Wage Policy was adopted in 1992 requiring contractors (and their subcontractors) entering into a construction contract with the County, valued at \$10,000 or more, to pay their employees a wage not less than the prevailing wages and fringe benefits pursuant to the Federal Davis-Bacon Act. On March 24, 2023, Governor Whitmer signed House Bill 4007 into law, restoring prevailing wage requirements for public projects sponsored or financed by the State. The law became effective on February 13, 2024.

The Ingham County Purchasing Department retains the services of the Consultant on an “as-needed” basis and is authorized by the Purchasing Department to perform prevailing wage compliance oversight and audits to comply with Ingham County’s prevailing wage policy and state law.

The Consultant performs on-site interviews, certified payroll review, and resolves any issues if a contractor is non-compliant. Larger projects require several site visits to capture all contractors and sub-contractors as the different trades are on site.

Pursuant to Resolution #17-487, an agreement was entered into with the Consultant for the term covering February 15, 2018 (date fully signed by both parties) to December 31, 2022, at a compensation rate of \$100.00 per hour of service. The agreement, pursuant to an Authorization Form for contracts under \$5,000, was executed in November 2022, then extended to December 31, 2028, and the Consultant’s compensation increased to \$150.00 per hour, with a not to exceed cap of \$5,000 that has been exhausted.

**ALTERNATIVES**

None. The Purchasing Department does not have the staffing or expertise to perform the audit.

**FINANCIAL IMPACT**

The Purchasing Department recommends modifying Amendment #1 for the period of January 1, 2024 through December 31, 2028 to increase the spending cap from \$5,000 (which at Consultant’s \$150.00 per hour fee averages 6.66 hours annually) to a not-to-exceed amount of \$37,500 (which at the Consultant’s \$150.00 hourly fee would cover an average of 50 hours annually). Expenditures associated with Amendment #2 to the Prevailing Wage Compliance Monitoring Agreement shall be paid from the Purchasing Department’s contractual line item #101-23302-818000.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend approval.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE AGREEMENT WITH MICHIGAN FAIR CONTRACTING CENTER FOR PREVAILING WAGE COMPLIANCE MONITORING**

WHEREAS, the County's Prevailing Wage Policy was adopted in 1992 requiring contractors (and their subcontractors) entering into a construction contract with the County valued at \$10,000 or more, to pay their employees a wage not less than the prevailing wages and fringe benefits pursuant to the Federal Davis-Bacon Act; and

WHEREAS, an agent specializing in monitoring prevailing wage compliance is needed to assist the Purchasing Department to ensure that construction contractors and their subcontractors comply with the County's Prevailing Wage Policy; and

WHEREAS, pursuant to Resolution #17-487, an agreement for Prevailing Wage Compliance Monitoring was entered into with Michigan Fair Contracting Center (MFCC) for a five year term with a \$100.00 per hour fee for monitoring services; and

WHEREAS, the term of the Prevailing Wage Compliance Monitoring Agreement, which expired on December 31, 2022, was extended in Amendment #1, which was approved pursuant to the County's procedure for authorizing contracts of \$5,000 or less, to December 31, 2028 with an increased monitoring services fee of \$150.00 per hour, effective January 1, 2023, up to, but not to exceed, \$5,000 for the entire extended term; and

WHEREAS, construction projects over \$10,000 differ in size and scope and it can be difficult to plan the annual hours of monitoring required overall, and larger or more complex projects may take multiple years to complete; and

WHEREAS, some years the need for MFCC services may be less than the anticipated annual number of hours resulting in less draw down from the not-to-exceed cost with the savings to be available for use in other years when the number of hours of service required are more than the anticipated annual number of hours; and

WHEREAS, the Purchasing Department recommends modifying the Agreement's Amendment #1 for the period of January 1, 2024 through December 31, 2028 with a not-to-exceed total sum of \$37,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the Prevailing Wage Compliance Monitoring Services Agreement with MFCC authorized in Resolution #17-487, as amended by Amendment #1, to acknowledge the increase in MFCC's hourly fee to \$150.00 per hour and to set a total not to exceed amount of \$37,500 during the period covering January 1, 2024 to December 31, 2028 for prevailing wage monitoring services provided during that period.

BE IT FURTHER RESOLVED, expenditures authorized by this resolution shall be paid from the Purchasing Department's contractual line item #101-23302-818000.

BE IT FURTHER RESOLVED, that the hourly rate for monitoring services shall remain \$150.00 per hour during the extended term of the agreement.

BE IT FURTHER RESOLVED, that increases in the hourly rate, if any, are authorized provided however, that the increase is in compliance with the County's Policy on Cost Increases for Service Related Contracts.

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: Julie Buckmaster, Purchasing Interim Director

Date: April 9, 2024

Subject: Disposal of Surplus Vehicles and Goods

For the meeting agendas of April 23 and April 24

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**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. The auction will eliminate the need to store surplus vehicles and goods, and it will also generate revenue for the general fund and the original funding source, such as grant funds.

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.

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

**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**

Contracting with another auctioneer would take time and resources the Purchasing Department currently lacks. Auction items would remain in storage, revenues would be delayed, and vehicles would lose their value with time.

**RECOMMENDATION**

Respectfully recommend approval.

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Interim Purchasing Director 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 Purchasing Department 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
415	Ingersoll Rand Air Compressor	7013193		Ingersoll Rand	2007	Compressors	2007 Ingersoll Rand Air Compressor, Model 2475 80 Gallon, 240V. Serial #7013193. Needs an air pressure switch. Not sure if any other repairs are needed. No other details and/or information available, sold as-is.
416	Speedaire Air Dryer for Compressor	H025A1151606038		Speedaire		Compression Equipment	Speedaire Air Dryer for compressor. Model #3YA51, unknown year. Unknown condition. No other details and/or information available, sold as-is.
417	Pallet Rack Wire Shelving					Factory Support	Pallet rack wire shelving. Miscellaneous shelf pieces. No count on how many of each piece there is. Unsure of how many complete units can be made. Measurements are approximately 10' tall x 10' long x 40" wide. No other details and/or information available, sold as-is.
418	Metal Shelving Units					Factory Support	Metal shelving units with wood shelves. Miscellaneous shelf pieces. Measurements are approximately 7' tall x 6' long x 3' wide. No count on how many of each piece there is. Unsure how many complete units can be made. No other details and/or information available, sold as-is.
419	Exmark Zero Turn Mower	797582		Exmark	2008	Mowing Equipment	2008 Exmark Laser Z 60" Zero Turn Mower with 25HP gas engine. Runs and mows. No other details and/or information available, sold as-is.
420	Used Cemline Concrete Saw					Road/Highway/Bridges	1986 Used Cemline Concrete Saw. Saw needs a carburetor. Very poor condition has rust. Non-working condition. Pickup Location Ingham County Road Department 301 Bush Street Mason, MI 48854
421	1991 Used Air-Flo Sander Insert					Metal, Scrap	1991 Air-Flo Sander Insert. Steel frame, very rusty and has not been used since 2008. Floor is rotted through and is scrap. STAND NOT INCLUDED. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
422	1991 Used Air-Flo Sander Insert					Metal, Scrap	1991 Air-Flo Sander Insert. Steel frame, very rusty and has not been used since 2015. Floor is rotted through and is scrap. STAND NOT INCLUDED. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854

423	Blaw Knox RW-38 Shoulder Machine		1,900 Hours			Industrial Equipment	Blaw Knox RW-38 Shoulder Machine. Road Widener, Very Poor Condition. Very rusty and bad axle. Started when parked a few months back, unknown if it will start now. SCRAP.
424	Loader Tires - 20.5R25 & 15.5R25 - USED					Other Scrap	Loader Tires - 20.5R25 & 15.5R25. Used - Various sizes. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
425	Used 8' Aluminum Truck Topper					Vehicle Equipment	Used 8' Aluminum Truck Topper. Decent Shape. Dents on top. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
426	Used Drill Press					Metal, Scrap	Used Heavy Duty Stand Up Drill Press. Very poor condition. Unknown if it operates. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
427	Used Stihl Chainsaws - Various					Agricultural and Forestry Equipment	Used Stihl Chainsaws - Various models. Old, Poor condition and missing components. No longer running condition. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
428	Used Stihl & other Pole Saws - Various					Agricultural and Forestry Equipment	Used Stihl & Other various Pole Saws. Old, poor condition & missing components. Non-working condition. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
429	Used Viking Vanair Air Compressor					Compressors	Used Viking Vanair Air Compressor. Old and Non-working condition. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
430	Pamco Snowmobile Trailer			Pamco		Trailers	1972 Pamco Snowmobile Trailer, 8'x6" single axle tilt trailer. Taillights are broken, tires need repair. No paperwork or title, winning bidder responsible for obtaining through Secretary of State. Buyer will need to pick-up with a trailer. No other details and/or information available, sold as-is.
431	Two (2) Disc Golf Baskets			Disc Craft		Fitness and Recreation	Two (2) Disc Craft Chainstar Disc Golf baskets. Both are in operable shape. No other details and/or information available, sold as-is. Pick-up Location: Lake Lansing South Park 1621 Pike St. Haslett, MI 48840

432	Coleman Portable Generator	92641766		Coleman		Power Generation	Coleman 6 HP Powermate 3750 portable generator. Unknown condition, unsure of any repairs are needed. It has not been used in years. No other details and/or information is available, sold as-is. Pick-up Location: Lake Lansing South Park 1621 Pike St. Haslett, MI 48840
434	Skid Pier for Launching Boats					Marine	Skid pier for launching boats. Approximately 40' long x 5' wide. There is a metal accessible ramp that attaches to the land (not measured in the dock dimensions). Balance off, one of the skid legs needs to be repaired/replaced. No other details and/or information available, sold as-is. Pick-up Location: Lake Lansing South Park 1621 Pike St. Haslett, MI 48840
435	Snow-Cone Maker			Echols		Commercial Food Service	Echols Ice Shaver, Snow-Cone Maker. Powers on, unknown if any repairs are needed or if it still works correctly. No other details and/or information available, sold as-is. Pick-up Location: Lake Lansing South Park 1621 Pike St. Haslett, MI 48840
436	Yard Machine Garden Tiller	1E134K40491		Yard Machine by MTD		Home and Garden	Yard Machines by MTD garden tiller with 5 HP Honda motor. Unknown condition and/or if operational, has not been used in years. No other details and/or information available, sold as-is. Pick-up Location: Lake Lansing South Park 1621 Pike St. Haslett, MI 48840
437	2008 Chevrolet Trailblazer	1GNDT13S582238882	155,000 Miles	Chevrolet	2008	SUV	2008 Chevrolet Trailblazer SPORT UTILITY 4-DR, 4.2L I6 DOHC 24V. Fair Condition, Ran when parked. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
438	2010 Chevrolet Impala	2G1WD5EM6A1241955	155,000 Miles	Chevrolet	2010	Automobiles	2010 Chevrolet Impala SEDAN 4-DR, 3.9L V6 OHV 16V FFV. Fair Condition. Ran when parked but hasn't been driven in two years. Will need to be jump started. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
439	2007 GMC Sierra Classic 2500HD	1GTHK29U27E102153	185,000 Miles	GMC	2007	Trucks, Light Duty	2007 GMC Sierra Classic 2500HD EXTENDED CAB PICKUP 4-DR, 6.0L V8 OHV 16V. Very Poor Condition, Very Rusty. Unknown is it runs. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
440	Used Tree Spade Root Ball Baskets					Metal, Scrap	Used Tree Spade Root Ball Baskets. Approximately 10. Age Unknown and Condition Unknown. Scrap Metal. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854



441	2008 Chevrolet Silverado 3500HD	1GCHC33K18F161748	250,000 Miles	Chevrolet	2008	Trucks, Light Duty	2008 Chevrolet Silverado 3500HD CREW CAB PICKUP 4-DR, 6.0L V8 OHV 16V. Very Poor Condition, Very Rusty. Truck Bed rusted out. Unknown if it runs. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
442	Used Aluminum Toolbox					Metal, Scrap	Used Aluminum Toolbox. Very Rusty and has holes in bottom. Missing shocks, latches, and hardware. Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
443	Used Sight Levels - 2					General Merchandise	Used David White Sight Levels. Non-Working. Very Old, condition unknown Pickup Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
444	2009 GMC Sierra 3500HD	1GDJC74K39E152110	38,980 Miles	GMC	2009	Trucks, Light Duty	2009 GMC Sierra 3500HD REGULAR CAB PICKUP 2-DR, 6.0L V8 OHV 16V. Starts and is drivable. Bed is heavily rusted, hydraulic bed lift inoperable. Unknown if any other repairs are needed. No other details and/or information available, sold as-is. Pickup Location: Hawk Island Park 1601 E Cavanaugh Rd. Lansing, MI 48910
445	1993 Trail King	1TKC02420PM053961		Trail King	1993	Trailers	1993 Trail King LP40. Heavy rust and scattered rust holes. Bad deck boards, air brakes unhooked. No other details and/or information available, sold as-is. Pickup Locations: Ingham County Drain Commission 707 Buhl St. Mason, MI 48854
446	2013 Ford F-150	1FTEX1EMXDKD10640	272,612 Miles	Ford	2013	Trucks, Light Duty	2013 Ford F-150 EXTENDED CAB PICKUP 4-DR, 3.7L V6 DOHC 24V. Starts, runs, and is drivable. Feels like possible transmission slip, unknown if any other repairs are needed. Body has scattered rust, scratches, and dents. No other details and/or information available, sold as-is. Pickup Location: Ingham County Drain Commission 707 Buhl St. Mason. MI 48854
447	2006 Ford F-150	1FTRX14W96FB55773	167,456 Miles	Ford	2006	Trucks, Light Duty	2006 Ford F-150 EXTENDED CAB PICKUP 4-DR, 4.6L V8 SOHC 16V, 4WD. Runs and is drivable. Front end frame is rusted through. Unknown if any repairs are needed. Scattered rust, dents, and scratches. No other details and/or information available, sold as-is. Pickup Location: Ingham County Drain Commission 707 Buhl St. Mason, MI 48854

448	2005 Ford F-150	1FTRX14W15FB58634	161,151 Miles	Ford	2005	Trucks, Light Duty	2005 Ford F-150 EXTENDED CAB PICKUP 4-DR, 4.6L V8 SOHC 16V, 4WD. Runs and drivable. Front end frame is rusted almost through. Unknown if any other repairs are needed. Scattered rust, scratches, and dents. No other details and/or information available, sold as-is. Pickup Location: Ingham County Drain Commission 707 Buhl St. Mason, MI 48854
449	2005 Ford F-150	1FTRX14W35FB58635	222,705 Miles	Ford	2005	Trucks, Light Duty	2005 Ford F-150 EXTENDED CAB PICKUP 4-DR, 4.6L V8 SOHC 16V 4WD. Does not run, broken valve. Unknown if any other repairs are needed. Scattered rust, dents, and scratches. No other details and/or information available, sold as-is. Pickup Location: Ingham County Drain Commission 707 Buhl St. Mason, MI 48854
450	2006 Ford F-150	1FTRX14W06FB55774	143,477 Miles	Ford	2006	Trucks, Light Duty	2006 Ford F-150 EXTENDED CAB PICKUP 4-DR, 4.6L V8 SOHC 16V, 4WD. Runs and drivable, unknown if any repairs are needed. Heavy rust on frame. Scattered rust, scratches, and dents. Toolbox in bed included, toolbox has some rust. No other details and/or information available, sold as-is. Pickup Location: Ingham County Drain Commission 707 Buhl St. Mason, MI 48854
451	1995 Ford LNT8000F VACTOR 2112-C	1FDZXW82E7SVA77768		Ford	1995	Specialized Vehicles	1995 Ford LNT8000F TANDEM, 8.3L L6 DIESEL, Vactor Model 2112-c. Vehicle is in poor condition, has been parked for 14 years. Does not run right now, dead battery. Engine condition is unknown. Vactor body is inoperable with multiple rust holes. There are at least 4 flat tires. Unknown what other repairs would be needed. Most likely for parts only. Will have to be towed/trailer. No other details and/or information available, sold as-is. Pickup Location: Ingham County Drain Commission 707 Buhl St. Mason, MI 48854
452	(22) Burgundy Chairs					Furniture	22 Burgundy cloth waiting room chairs. Normal wear and tear from usage. No other details and/or information available, sold as-is. Pickup Location: Forest Community Health Center 2316 S. Cedar St. Lansing, MI 48910
453	(21) Assorted Chairs					Furniture	21 Waiting room chairs, assorted fabrics, and colors. Normal wear and tear from usage. No other details and/or information available, sold as-is. Pickup Location: Ingham County Health Department 5303 S. Cedar St. Lansing, MI 48911

454	(32) Plastic Chairs					Furniture	32 Plastic/metal waiting room chairs, burgundy. Normal wear and tear from usage. No other details and/or information available, sold as-is. Pickup Location: Ingham County Health Department 5303 S. Cedar St. Lansing, MI 48911
455	2001 Dodge Ram 2500	3B7KF26Z21M284755		Dodge	2001	Trucks, Light Duty	2001 Dodge Ram 2500 REGULAR CAB PICKUP 2-DR, 5.9L V8 OHV 16V, 4WD. Transmission needs repair, issue unknown. Starts with a boost; however, the engine does need work. Has not been used in over a year. No other details and/or information available, sold as-is. Pickup Location: Ingham County Fairgrounds 700 E. Ash St. Mason, MI 48854
456	2008 Ford Econoline	1FBSS31LX8DA72006		Ford	2008	Motor Vehicles	2008 Ford Econoline BUS, 5.4L V8 SOHC 16V. Does not run, engine needs repair. Specific repair(s) needed unknown. No other details and/or information available, sold as-is. Pickup Location: Ingham County Fairgrounds 700 E. Ash St. Mason, MI
457	E-Z-GO Golf Cart			E-Z-GO		Golf Carts	E-Z-GO Golf Cart, model MPT 1000. Needs batteries. Unknown if it runs and what other repairs are needed. No other details and/or information available, sold as-is. Pickup Location: Ingham County Fairgrounds 700 E. Ash St. Mason, MI 48854
458	Toro Wheel Horse Mower			Toro		Parks and Grounds Maintenance	Toro Wheel Horse mower with Sweepster attachment. Needs steering repaired, exact repair needed unknown. No other details and/or information available, sold as-is. Pickup Location: Ingham County Fairgrounds 700
459	Vehicle Lift			N/A		Vehicle Equipment	Vehicle lift, unknown brand, year, or model. Does not function properly, needs an undetermined amount of repairs to be functional. No other details and/or information available, sold as-is.
460	(3) 17 Foot Canoes	VARIOUS		Grunman/Michicraft		Boats, Marine Vessels	(3) 17 foot canoes, 2 Grunmans (MC9528K8 & MC9527KP) and 1 Michicraft (MC9507KP). Canoes are usable; however, they do have patch welds, scratches, dents, and cracks. Bow of Grunman MC9527KP bent. No other details and/or information available, sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842

461	(23) Discraft Steel Disc Golf Baskets			Discraft	2011	Sporting Equipment	23 Discraft Galvanized Steel Disc Golf Baskets. No other details and/or information available, sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd. Holt, MI 48842
462	(3) Kayaks	MULTIPLE		Old Town/Perception		Boats, Marine Vessels	3 Kayaks, (2) 10ft and (1) 9.5ft. The 10 foot kayaks are Old Town Vapors (serial #'s XTG56125I011 & XTC55930I011), and the 9.5 foot is a Perception (serial #WEMYVB25D515). Kayaks are usable; however, they have plastic patch welds, scratches, cracks, and missing hardware. No other details and/or information available, sold as-is. Pickup Location: Burchfield Park 881
463	Matracks Litefoot Ultra Ride Side by Side UTV Tracks			Matracks		All-Terrain Vehicles	Matracks Litefoot Ultra Ride Side by Side UTV Tracks. Tracks were only used one season on a Gator side by side UTV for snow grooming trails. Complete set of 4 in very good condition. Exact model unknown. There are pictures with measurements. No other details and/or information available, sold as-is. Pickup Location: Burchfield Park 881 Grovenburg Rd.
464	Toro Walk Behind Paint Striper	260000178		Toro	2006	Parks and Grounds Maintenance	2006 Toro Walk Behind Paint Striper with 4 cycle Kawasaki engine. Needs repair, condition is unknown, and unknown if it works or not. No other details and/or information available, sold as-is. Pickup Location: Hawk Island Park 1601 E
465	2009 GMC Sierra 3500HD	1GDJC74K39E152110	38,980 Miles	GMC	2009	Trucks, Light Duty	2009 GMC Sierra 3500HD REGULAR CAB PICKUP 2-DR, 6.0L V8 OHV 16V, 2WD. Runs and drivable. Bed heavily rusted, has various dents, scratches, and dings. No other details and/or information available, sold as-is. Pickup Location: Hawk Island Park 1601 E Cavanaugh

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** April 9, 2024

**RE:** Resolution Authorizing a Two-Year Agreement Extension with Granger Waste Services Inc. for Waste Management Services at Several County Facilities

For the meeting agendas of: April 23 & 24

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**BACKGROUND**

The contract with Granger Waste Services Inc., expires on April 30, 2024. The Facilities Department would like to utilize the two-year option to extend the agreement for the full two years. Granger Waste Services Inc., has agreed to the terms in the agreement and will increase the current rates by 1% under the same terms and conditions stipulated in the current agreement.

**ALTERNATIVES**

The alternative would be to put this out for bid risking higher prices.

**FINANCIAL IMPACT**

Funds are available in the appropriate 921030 trash removal line items and 931100 maintenance contractual line items.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement extension for two years with Granger Waste Services Inc., for a 1% rate increase for the waste management services at several county facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TWO-YEAR AGREEMENT EXTENSION WITH GRANGER WASTE SERVICES INC. FOR WASTE MANAGEMENT AT SEVERAL COUNTY FACILITIES**

WHEREAS, the agreement with Granger Waste Services Inc., expires on April 30, 2024; and

WHEREAS, Granger Waste Services Inc. has agreed to the 1% rate increase allowed per our current agreement; and

WHEREAS, the Facilities Department recommends extending the current agreement for two additional years with Granger Waste Services Inc., with a 1% rate increase; and

WHEREAS, funds are available in the appropriate 921030 trash removal line items and 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement extension with Granger Waste Services Inc. 16980 Wood Road, Lansing, MI 48908, for continued waste management services at several County facilities with a 1% rate increase for a two-year term through April 30, 2026.

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

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** April 10, 2024  
**RE:** Resolution to Authorize an Agreement with Laux Construction to Convert a Storage Room to a Hearing Room for the Friend of the Court at the Grady Porter Building

For the meeting agendas of: April 23 & 24

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**BACKGROUND**

The Friend of the Court (FOC) would like to turn a storage room into a hearing room to reduce scheduling conflicts and to allow for timely hearings.

Laux Construction submitted a proposal of \$13,980 to remodel the space into a hearing room.

Laux Construction is on the MiDeals co-operative agreement and per the Ingham County Purchasing Policy three quotes are not required.

**ALTERNATIVES**

The alternative would be to not approve the remodel, further delaying the hearings.

**FINANCIAL IMPACT**

Funds are available in line items 215-14200-818000 the FOC operating budget for \$10,330 and approved CIP 664-13099-735100 \$3,650.

There is a 66% reimbursement from Office of Child Support under the Federal Cooperative Reimbursement Program. The County’s cost after reimbursement will not exceed \$4,753.20.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction to remodel the storage room into a hearing room for FOC at the Grady Porter Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION TO CONVERT  
A STORAGE ROOM TO A HEARING ROOM FOR THE FRIEND OF THE COURT AT THE  
GRADY PORTER BUILDING**

WHEREAS, the Friend of the Court (FOC) would like to turn a storage room into a hearing room to reduce scheduling conflicts and to allow for timely hearings; and

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

WHEREAS, Laux Construction is on the MiDeals co-operative agreement contract; and

WHEREAS, the Facilities Department recommends entering into an agreement with Laux Construction to convert a storage room to a hearing room for FOC at the Grady Porter Building for an amount not to exceed \$13,980; and

WHEREAS, funds are available in the FOC operating budget line item #215-14200-818000 and approved CIP line item #664-13099-735100; and

WHEREAS, there is a 66% reimbursement from the Office of Child Support under the Federal Cooperative Reimbursement Program, therefore the County's cost, after reimbursement, will not exceed \$4,753.20.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Laux Construction, 1018 Hogsback Road, Mason, MI 48854, to convert a storage room to a hearing room for the Friend of the Court at the Grady Porter Building for an amount not to exceed \$13,980.

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



**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** April 10, 2024  
**RE:** Resolution to Authorize a Purchase Order to Knight Watch Inc. for Swipe Card Access to the Pre-trial Services Space Addition at the Grady Porter Building

For the meeting agendas of: April 23 & 24

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**BACKGROUND**

Pre-trial Services located at the Grady Porter Building expanded their office space to accommodate staff which requires secure access to the area and to ensure controlled access to information and equipment.

Knight Watch Inc., submitted the proposal of \$7,155.19 to furnish, install all components, and program the equipment. Knight Watch Inc. is proprietary for our card access system as they hold our license for the system.

**ALTERNATIVES**

The alternative would be to not approve causing the staff to need to use physical keys to open the door allowing for the potential of leaving the door unsecured.

**FINANCIAL IMPACT**

Funds are available in the approve 2022 CIP line item #245-13099-976000-22F20.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-13099-976000-22F20	\$65,569	\$65,569	\$7,155.19	\$58,413.81
General 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 Knight Watch Inc., for the parts and installation of card swipe access for Pre-trial Services expanded space at the Grady Porter Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH INC. FOR SWIPE CARD ACCESS TO THE PRE-TRIAL SERVICES SPACE ADDITION AT THE GRADY PORTER BUILDING**

WHEREAS, Pre-trial Services located at the Grady Porter Building expanded their office space to accommodate staff, which requires secure access to the area and to ensure controlled access to information and equipment; and

WHEREAS, Knight Watch Inc. is proprietary for the card access system for the Grady Porter Building, as they hold our license; and

WHEREAS, the Facilities Department recommends a purchase order to Knight Watch Inc. to furnish, install, and program equipment for swipe card access to the Pre-trial Services space addition at the Grady Porter Building for an amount not to exceed \$7,155.19; and

WHEREAS, funds are available in the approved 2022 CIP General Fund Line item #245-13099-976000-22F20, which has a balance of \$65,569.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Knight Watch Inc., 3005 Business One Drive, Kalamazoo, Michigan 49048, to furnish, install, and program the equipment for the swipe card access for an amount not to exceed \$7,155.19.

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

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** April 10, 2024  
**RE:** Resolution to Authorize a Purchase Order to EC America Inc. for the Renewal of Project Management Software

For the meeting agendas of: April 23 & 24

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**BACKGROUND**

The project management software is due for renewal. The software allows our department to streamline projects and consolidate the workflow process.

Community Mental Health will also use the software under Ingham County’s license and will reimburse the County 50% of the total cost per the Memo of Understanding.

EC America Inc., submitted a proposal of \$12,660.28 for the project management software for one-year.

**ALTERNATIVES**

The alternative would be to not approve risking higher prices to rebuild a new program to accommodate the needs of the department.

**FINANCIAL IMPACT**

Funds are available in the maintenance contractual line items 931100, with 50% reimbursement from Community Mental Health, bringing the County’s cost to \$6,330.14.

**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 EC America for the project management software.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO EC AMERICA INC. FOR THE  
PROJECT MANAGEMENT SOFTWARE**

WHEREAS, the project management software is due for renewal; and

WHEREAS, the software allows the Facilities Department to streamline projects and consolidate the workflow process; and

WHEREAS, Community Mental Health will also use the software under Ingham County's license and will reimburse the County 50% of the total cost per the Memo of Understanding; and

WHEREAS, the Facilities Department recommends a purchase order to EC America Inc. for the project management software for one-year for an amount not to exceed \$12,660.28; and

WHEREAS, funds are available in the maintenance contractual line items 931100, with 50% reimbursement from Community Mental Health, bringing the County's cost to \$6,330.14.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to EC America Inc., 8444 Westpark Drive Suite 200, Mc Lean, VA 22102, for the one-year project management software renewal for an amount not to exceed \$12,660.28 with 50% reimbursement from Community Mental Health per the Memo of Understanding.

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

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** April 10, 2024  
**RE:** Resolution to Authorize an Agreement with Steve Youdes Clock Repair for the Work to the Clocks in the Clock Tower of the Historical Mason Courthouse

For the meeting agendas of: April 23 & 24

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**BACKGROUND**

The clock tower of the Historical Mason Courthouse is currently being restored and as part of the project will need the four clock faces and mechanical mechanisms repaired and replaced.

Steve Youdes Clock Repair is the only vendor who has worked on the clocks and the mechanical components in the clock tower for the last twenty years. Steve Youdes Clock Repair submitted the proposal of \$16,378.75 for all parts and labor.

**ALTERNATIVES**

The alternative would be to not approve, and thus having to put this portion of the project out for bid, delaying the project.

**FINANCIAL IMPACT**

Funds are available in the bond project fund contingency.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Steve Youdes Clock Repair to repair and replace the clock faces and mechanical mechanisms of the clocks in the clock tower at the Historical Mason Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH STEVE YODES CLOCK REPAIR FOR THE WORK TO THE CLOCKS IN THE CLOCK TOWER AT THE HISTORICAL MASON COURTHOUSE**

WHEREAS, the clock tower of the Historical Mason Courthouse is currently being restored and as part of the project will need the four clock faces and mechanical mechanisms repaired and replaced; and

WHEREAS, Steve Youdes Clock Repair is the only vendor who has worked on the clocks and the mechanical components in the clock tower for the last twenty years; and

WHEREAS, the Facilities Department recommends an agreement with Steve Youdes Clock Repair for the work to the clocks in the clock tower at the Historical Mason Courthouse for an amount not exceed \$16,378.75; and

WHEREAS, funds are available in the bond project's contingency funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Steve Youdes Clock Repair, 5570 Houston Road, Eaton Rapids, MI 48827, for the work to the clocks in the clock tower of the Historical Mason Courthouse for an amount not to exceed \$16,378.75.

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

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** April 10, 2024  
**RE:** Resolution to Authorize an Agreement with Knight Watch Inc. for the Security Cameras at the Ingham County Youth Center

For the meeting agendas of: April 23 & 24

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**BACKGROUND**

The Ingham County Youth Center needs more cameras due to blind spots because of the lack of cameras. The cameras are needed both inside and outside for security and safety of the detainees, staff, and residents of Ingham County.

Knight Watch Inc., submitted a proposal of \$65,488.46 to furnish and install the cameras and hardware.

**ALTERNATIVES**

The alternative would be to not approve leaving the possibility of detainees escaping, incidents, and altercations without being noticed due to current blind spots.

**FINANCIAL IMPACT**

Funds are available in the Juvenile Justice Millage Fund line item #264-66400-978000.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Knight Watch Inc., to furnish and install cameras and hardware at the Ingham County Youth Center.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH KNIGHT WATCH INC. FOR THE SECURITY CAMERAS AT THE INGHAM COUNTY YOUTH CENTER**

WHEREAS, the Ingham County Youth Center needs more cameras due to blind spots because of the lack of cameras; and

WHEREAS, cameras are needed both inside and outside for security and safety of the detainees, staff, and residents of Ingham County; and

WHEREAS, the Facilities Department recommends entering into an agreement with Knight Watch Inc. to furnish and install the cameras and hardware at the Ingham County Youth Center for an amount not to exceed \$65,488.46; and

WHEREAS, funds are available in the Juvenile Justice Millage Fund line item #264-66400-978000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Knight Watch Inc., 3005 Business One Drive, Kalamazoo, Michigan 49048, to furnish and install cameras at the Ingham County Youth Center for an amount not to exceed \$65,488.46.

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, Law & Courts, County Services & Finance Committees

**FROM:** Glenn Canning, Facilities Director

**DATE:** April 10, 2024

**RE:** Resolution to Authorize an Agreement with Fishbeck for Consulting Services to Conduct a Feasibility Study for the Ingham County Youth Center

For the meeting agendas of: April 18, 23 & 24

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**BACKGROUND**

The Ingham County Youth Center was built in 1986 and is a 24-bed juvenile detention facility. The building is deteriorating and no longer meets the needs of the community.

Per the Ingham County Local Preference Policy, a local vendor can reduce their proposal to match the lowest non-local proposal if it is within 10%. Fishbeck, a local vendor matched the lowest non-local submitted proposal of \$49,800 for the consulting services to conduct a feasibility study for the Ingham County Youth Center.

**ALTERNATIVES**

The alternative would be to not approve, further delaying the needs of the community to be met.

**FINANCIAL IMPACT**

Funds are available in approve 2024 CIP line item #264-66400-976000-24F12.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
264-66400-976000-24F12	\$750,000	\$750,000	\$49,800	\$700,200
Juvenile Justice Mileage Fund				

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Fishbeck for consultation services to conduct a feasibility study of the Ingham County Youth Center.

TO: Glenn Canning, Facilities Director  
FROM: Gregg Todd, Controller  
DATE: April 3, 2024  
RE: Memorandum of Performance for RFP No. 6-24 Professional Consulting Services to Conduct a Feasibility Study for the Ingham County Youth Center

Per your request, the Purchasing Department sought bids from experienced and qualified consulting firms for the purpose of entering into a contract to conduct a feasibility study for the Ingham County Youth Center.

The scope of services, includes, but is not limited to, developing estimates for construction and relocation costs, identifying site and environmental conditions, staffing or operational costs, reviewing existing plans, standards, and operations in comparison to future models; plus, evaluating current visitor population, parking, staffing, equipment, and storage. In addition, determining overall positive and negative issues, examining trends, and anticipating changes in legislation, procedures, funding, and technology while working with staff and stakeholders from the County to determine the feasibility of relocating the operations of and constructing a new Center. The consultant will deliver a comprehensive document that includes, but is not limited to, recommendations of their findings, costs, and timelines.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	120	47
Vendors responding	4	2

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

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

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

**If further assistance is required, please contact [jbuckmaster@ingham.org](mailto:jbuckmaster@ingham.org) or by phone at 517-676-7222.**

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Base Costs	Reimbursable Expenses NTE	Grand Total NTE	Total Meetings Anticipated
DiClemente Siegel Design Inc.	No, Southfield MI	\$49,800.00	None	\$49,800.00	DSD anticipates an initial kick off meeting, two (2) meeting with operating administration, a meeting facilities, a 30% and 60% virtual presentation meeting, three (3) progress virtual touch points and final review meeting (along with field visits to the present facility and proposed site.
Fishbeck	Yes, Lansing MI	\$53,500.00	\$200.00	\$53,700.00	Currently we anticipate five (5) owner-architect meetings to conduct the feasibility study. Our work process is highly collaborative, as such during our kickoff meeting we will review the work plan and further refine the meeting cadence.
DLZ	Yes, Lansing MI	\$62,000.00	\$2,000.00	\$64,000.00	Up to four (4) meetings with applicable project stakeholders in person. Up to eight (8) additional meetings conducted via video conference
Abonmarche Byce	No, Kalamazoo MI	\$49,500.00	\$7,000.00	\$56,500.00	Eight (8) meetings from Initial kick-off to presentation of the study

The Local Purchasing Preference Policy Resolution #05-044, as amended by Resolution #10-359 allows for a registered local vendor who submits a responsive proposal within 10% of the lowest responsive proposal the opportunity to reduce its proposal to meet the lowest responsive proposal, and upon doing so shall be considered to be the lowest responsive proposal.

Fishbeck, a local register vendor, has agreed to match the lowest responsive proposal; therefore, is considered the lowest responsive bidder.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FISHBECK FOR CONSULTING SERVICES TO CONDUCT A FEASIBILITY STUDY FOR THE INGHAM COUNTY YOUTH CENTER**

WHEREAS, the Ingham County Youth Center was built in 1986 and is a 24-bed juvenile detention facility; and

WHEREAS, the building is deteriorating and no longer meets the needs of the community; and

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

WHEREAS, per the Ingham County Local Preference Policy, a local vendor can reduce their proposal to match the lowest non-local proposal if it is within 10%; and

WHEREAS, Fishbeck, a local vendor, reduced their proposal to the lowest non-local bid of \$49,800; and

WHEREAS, the Facilities Department recommends entering into an agreement with Fishbeck for consulting services to conduct a feasibility study at an existing County property for the Ingham County Youth Center; and

WHEREAS, funds are available in the approved 2024 CIP Juvenile Justice Millage Fund Line item #264-66400-976000-24F12, which has a balance of \$750,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Fishbeck Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911, for consulting services to conduct a feasibility study for the Ingham County Youth Center at an existing County property for an amount not to exceed \$49,800.

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 and County Services Committee

**FROM:** Neal Galehouse, Director of Engineering  
Road Department

**DATE:** April 8, 2024

**SUBJECT:** Proposed Resolution to Authorize Re-Approval of the Planned Development Plan of Wooded Valley Condominium, Phases 2-5

For the Meeting Agendas of April 23 and 30

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**BACKGROUND**

The process by which land divisions and plats are developed follows state statute. The process essentially starts with development of a Preliminary Plat (or Planned Development Plan in this case) showing the overall configuration, how it fits into the lands surrounding it, public utilities serving the lots, and the phases of construction planned to complete the development. Once a Preliminary Plat/Plan is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans can be developed, which are also approved by the stakeholders. Once the construction plans are approved, construction can begin. After construction is completed, an acceptance process is normally initiated to make the roads, drains, and utilities public.

Phase 1 of the Wooded Valley Condominium development followed the process described above and as approved by the Board of Ingham County Road Commissioners. Phase 1 included the development of single-family units on Lots 1-41 of the overall 26.9-acre parcel, located north of Willoughby Road, between Aurelius Road and Pine Tree Road. The development is part of the Southwest ¼ of Section 11, Delhi Township, Ingham County, Michigan.

Phases 2-5 of the Wooded Valley Condominium includes 57 additional single-family units on the remaining 16.21 acres of the overall 26.9-acre development. In 2022, per Resolution #22-131, the Ingham County Board of Commissioners approved the Preliminary Plan for Wooded Valley Condominium (Phases 2-5) for a period of two years. As of March 22, 2024 the approved plan expired and is in need of re-approval for an additional two-year period. The proprietor wishes to proceed with Phases 2-5 of the development (Lots 42 through 98) at this time.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

There is no financial impact to the Road Department at this time.

**RECOMMENDATION**

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RE-APPROVAL OF THE PLANNED DEVELOPMENT PLAN OF  
WOODED VALLEY CONDOMINIUM, PHASES 2-5**

WHEREAS, the process by which land divisions and plats are developed follows state statute; and

WHEREAS, the platting process essentially starts with the development of a Preliminary Plat (or Planned Development Plan) showing the overall configuration, how it fits into the lands surrounding it, public utilities serving the lots, and the phases of construction planned to complete the development; and

WHEREAS, the proposed Wooded Valley Condominium development consists of 98 single-family residential units on 26.9 acres, located north of Willoughby Road, between Aurelius Road and Pine Tree Road; and

WHEREAS, the development is part of the Southwest  $\frac{1}{4}$  of Section 11, Delhi Township, Ingham County, Michigan; and

WHEREAS, Phase 1 of the Wooded Valley Condominium consists of single-family residential units on Lots 1-41, constructed in 2007, with roads that have since been accepted into the public road system; and

WHEREAS, Phases 2-5 of the Wooded Valley Condominium includes 57 additional single-family residential units on the remaining 16.21 acres of the overall 26.9-acre development; and

WHEREAS, per Resolution #22-131, the Ingham County Board of Commissioners approved the Preliminary Plan for Wooded Valley Condominium (Phases 2-5) for a period of two years, per state statute; and

WHEREAS, the prior approval expired on March 22, 2024, so the proprietor, Dirt Werx Excavating, LLC, has requested re-approval of the Planned Development Plan for Phases 2-5 of the Wooded Valley Condominium.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners re-approves the Planned Development Plan for Phases 2-5 of the Wooded Valley Condominium for a period of two years effective on the date of resolution adoption, in accordance with state statute.

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** April 9, 2024

**SUBJECT:** Resolution to Authorize a Purchase Order for Roof Replacement at the Road Department Sign Shop

For the Meeting Agendas of April 23, 24, and 30

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**BACKGROUND**

The Road Department’s Sign Shop has a deteriorating roof that has received many repairs, including warranty repairs, but is still not providing sufficient protection from the elements, and is therefore in need of replacement.

The purpose of this memorandum is to request approval to execute a purchase order with KJP Roofing and Sheet Metal for furnishing and installing a new roof at the Road Department Sign Shop.

Bids for furnishing and installing a new roof at the Road Department Sign Shop were solicited and evaluated by the Purchasing Department for Request for Proposal #37-24 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to enter into an agreement with KJP Roofing and Sheet Metal, for the bid amount as shown below:

Total cost of furnishing and installing new roof according to RFP: \$278,892  
Metal Deck Unit Prices (if additional decking is discovered to be needed during installation): \$13.50 per square foot

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The roof replacement costs are included in the 2024 Road Fund Budget.

**RECOMMENDATION**

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

TO: Kelly Jones, Director, Road Department  
FROM: Gregg Todd, Controller  
DATE: March 25, 2024  
RE: Memorandum of Performance for RFP No. 37-24 Roof Replacement at the Ingham County Road Department Sign Shop

Per your request, the Purchasing Department sought proposals from qualified and experienced roofers and general contractors to enter into a contract for the purpose of furnishing and installing a new roof (16,304± SF) at the Ingham County Road Department's Sign Shop Garage.

The scope of work includes, but is not limited to, removal of existing roofing and insulation, and providing new adhered single-ply black ethylene propylene diene monomer (EPDM) roofing over insulation system, new coping, flashings, raising exhaust fans in conformance with current building standards and codes.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	135	30
Vendors responding	7	0

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

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

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

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



SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Bid Total Cost for Furnishing and Installing the New Roof According to RFP, Specifications and Drawings	Metal Decking Unit Prices	Substitution
Superior Services RSH	No, Lansing MI (Clinton County)	\$322,139.00	\$20/sq. foot	Bidding 60 mil Duro-Tuff PVC by Duro-Last in lieu of EPDM
Hoekstra Roofing Company	No, Kalamazoo MI	\$401,400.00	\$17/sq. foot	
Division 7 Building Contractors	No, Kalamazoo MI	\$303,600.00	\$13/sq. foot	
Mid Michigan Roofing	No, Saginaw MI	\$284,786.00	\$15/sq. foot	
McDonald Commercial Roofing	No, Jackson MI	\$344,308.00	\$9.50/sq. foot	
Thomas Brown and Sons Roofing Company	Unresponsive - Local Purchasing Preference form not included			
KJP Roofing and Sheet Metal	No, Chesterfield MI	\$278,892.00	\$13.50/sq. foot - Red Oxide	

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR ROOF REPLACEMENT  
AT THE ROAD DEPARTMENT SIGN SHOP**

WHEREAS, the Road Department Sign Shop has a deteriorating roof that has received many repairs, including warranty repairs, but is still not providing sufficient protection from the elements, and is therefore in need of replacement; and

WHEREAS, the Purchasing Department recently released Request for Proposal #37-24 and received bid proposals for the purpose of furnishing and installing a new roof on the Sign Shop; and

WHEREAS, bids for furnishing and installing a new roof on the Sign Shop were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to execute a purchase order with KJP Roofing and Sheet Metal; and

WHEREAS, the Road Department 2024 budget includes sufficient funds to cover the costs associated with furnishing and installing a new roof at the Sign Shop.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the lowest qualified bid of \$278,892, plus the cost of any additional required metal decking replacement at \$13.50 per square foot, and authorizes an agreement with KJP Roofing and Sheet Metal located at 46958 N. Gratiot, Suite 174, Chesterfield, MI 48051 to remove the existing Road Department Sign Shop roof and install a new roof compliant with current building codes and the Request for Proposal #37-24, with funds to be taken from the 2024 Road Fund Budget.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with KJP Roofing and Sheet Metal for the purpose of furnishing and installing a new roof at the Sign Shop, on behalf of the Road Department.

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

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** April 4, 2024

**SUBJECT:** Proposed Resolution to Authorize Agreements with the City of East Lansing and Village of Webberville for the 2024 Pavement Marking Program

For the meeting agendas of April 23, 24, and 30

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**BACKGROUND**

This memo contains a recommendation for the Board of Commissioners to approve individual agreements with the City of East Lansing and Village of Webberville for the 2024 Pavement Marking Program.

The Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. The scope of work for the Waterborne Pavement Marking Program consists of installing retro-reflective white and yellow longitudinal pavement markings to define roadway lane lines. The scope of work for the Cold Plastic Pavement Marking Program consists of installing retro-reflective white cold plastic pavement markings such as text, arrows, school symbols, crosswalks and stop bars.

In 2022, the Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #36-22. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the bidders’ proposals met all necessary qualifications, specifications, and requirements. Per Resolution #22-167, an agreement was authorized with Michigan Pavement Markings, LLC for the 2022 season. Per Resolution #22-594, the agreement was extended for the 2023 season at the same unit prices as the original agreement. Per Resolution #23-567, the agreement was extended a second time, holding the same 2022 unit prices for the 2024 season.

Annually, the Road Department invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the pavement marking program, for which they pay for the work performed on the roads within their jurisdiction. This year the City of East Lansing was also invited to participate in the pavement marking program. The estimated 2024 pavement marking costs for the City East Lansing and Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #36-22:

City of East Lansing:	\$190,572
Village of Webberville:	\$1,202

**ALTERNATIVES**

The cities and villages can enter individual agreements with their own pavement marking contractors, but their unit prices would be much higher than those received through the Road Department contract. Historically, the Road Department has offered this option to all of the cities and villages within Ingham County, but only Leslie, Mason, Williamston, and Webberville have participated in the program. This year there have also been discussions with the City of East Lansing to be included in the 2024 pavement marking program.

**FINANCIAL IMPACT**

There is no financial impact to the Road Department, as each of the agencies are invoiced actual costs for work performed within their jurisdiction through the countywide Pavement Marking Program.

**OTHER CONSIDERATIONS**

This is the second group of Pavement Marking agreements in 2024.

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into agreements with the City of East Lansing and Village of Webberville for the 2024 Pavement Marking Program.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS  
WITH THE CITY OF EAST LANSING AND VILLAGE OF WEBBERVILLE  
FOR THE 2024 PAVEMENT MARKING PROGRAM**

WHEREAS, the Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program; and

WHEREAS, in 2022, the Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #36-22; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #22-167 authorizing an agreement with Michigan Pavement Markings, LLC for the 2022 pavement marking program; and

WHEREAS, the agreement for the 2022 pavement marking program contained a provision to extend the contract, at the same unit prices as the original agreement, provided both parties agree; and

WHEREAS, Michigan Pavement Markings, LLC agreed to extend the agreements for the 2023 and 2024 pavement marking programs, holding their prices at the original unit prices contained in the 2022 agreement; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolutions #22-594 and #23-567 authorizing extensions of the agreement for the 2023 and 2024 pavement marking program; and

WHEREAS, the Road Department annually invites the City of Leslie, City of Mason, the City of Williamston, and the Village of Webberville to participate in the Pavement Marking Program as an economical solution to place pavement markings on roads within their jurisdiction, and this year the City of East Lansing was invited to participate as well; and

WHEREAS, the estimated 2024 pavement marking costs for the City of East Lansing and Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #36-22:

City of East Lansing:	\$190,572
Village of Webberville:	\$1,202; and

WHEREAS, the Road Department will invoice the City of East Lansing and Village of Webberville for all costs for work performed on the roads within their jurisdictions, at no additional cost to the Road Department budget; and

WHEREAS, the County on behalf of the Road Department, will enter into individual agreements with the City of East Lansing and Village of Webberville.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into individual agreements with the City of East Lansing for an estimated cost of \$190,572 and the Village of Webberville for an estimated cost of \$1,202 for the 2024 Pavement Marking Program and at no additional cost to the Road Department.

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:** April 9, 2024

**SUBJECT:** Proposed Resolution to Authorize Agreements with Leslie and Vevay Townships for the 2024 Local Road Program

For the Meeting Agendas of April 23, 23, and 30

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**BACKGROUND**

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by sources other 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.

Leslie Township and Vevay Township have coordinated with the Road Department to schedule work for the 2024 construction season. The attached table provides details regarding the 2024 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.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The Road Department match contribution for the Local Road Program in the amount of \$106,892.73 for these two townships is included in the adopted 2024 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department for Leslie Township and Vevay Township. Any project costs exceeding the capped match amounts from the Road Department will be each township’s financial responsibility.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

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



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH LESLIE AND VEVAY TOWNSHIPS FOR THE 2024 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 sources other 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, Leslie Township and Vevay Township have coordinated with the Road Department to schedule work for the 2024 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2024 construction season; 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 \$106,892.73 combined for these two townships is included in the adopted 2024 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Leslie Township and Vevay Township for the 2024 Local Road Program.

BE IT FURTHER RESOLVED, that 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 with the combined total of all said matches not to exceed the sum of \$106,892.73 (\$51,892.73 for Leslie Township and \$55,000 for Vevay Township).

BE IT FURTHER RESOLVED, that 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.

## 2024 Local Road Program (LRP)

Township	Match Balance Thru 2023	2024 ICRD Match Allocation	Total 2024 Match Available	Proposed 2024 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Leslie	\$1,892.73	\$50,000.00	\$51,892.73	HMA overlay on Plains Rd (Eden Rd to Hawley Rd in coordination with Vevay Township)	\$110,110.00	\$58,217.27	\$51,892.73
Vevay	\$0.00	\$55,000.00	\$55,000.00	HMA overlay on Plains Rd (Eden Rd to Hawley Rd in coordination with Leslie Township)	\$110,110.00	\$55,110.00	\$55,000.00

## Agenda Item 7e

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

**FROM:** Neal Galehouse, Director of Engineering  
Road Department

**DATE:** April 9, 2024

**SUBJECT:** Proposed Resolution to Authorize Engineering Consultant Services Agreements for As-Needed Construction Inspection & Supervision Services for the 2024-2025 Construction Seasons  
For the meeting agendas of April 23, 24, and 30

### **BACKGROUND**

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all required inspection and supervision for our construction projects. As a result, we must rely on consultants to supplement ICRD staff. Generally, the inspection and supervision services include full-time or part-time staffing to perform field or office technician services normally associated with the inspection and supervision of ICRD federal-aid road and/or bridge construction projects.

The Purchasing Department solicited proposals (RFP #89-24) from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide the services on an as-needed basis and received three proposals. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices, and overall value to the county. Based on the review and our typical construction inspection and supervision needs, ICRD recommends that all of the following respondents be retained to provide the requested services:

C2AE, 106 West Allegan Street, Suite 500, Lansing, MI 48933  
Colliers Engineering & Design, 7050 W Saginaw Hwy, Ste 200, Lansing, MI 48917  
Spalding DeDecker Associates, 313 N. Capitol Ave, Suite 100, Lansing, MI 48933

### **ALTERNATIVES**

None, unless staffing levels are increased in the future.

### **FINANCIAL IMPACT**

The cost to hire consultants to perform as-needed construction inspection and supervision services are included in the 2024 Road Fund Budget and will be included in the budget for future years. When retaining the required services, ICRD staff will strive to retain the lowest cost consultant whenever possible.

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into service contracts with all three consultants.

TO: Kelly Jones, Managing Director of Road Department, Road Department

FROM: Gregg Todd, Controller

DATE: March 14, 2024

RE: Memorandum of performance for RFP No. 89-24: 2024-2025 As-Needed Construction Inspection and Supervision Services

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Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2024 and 2025 as-needed construction inspection and supervision services.

The scope of work includes, but is not limited to, inspection and supervision services on an as-needed full-time or part-time staffing to perform field and/or office construction technician services normally associated with the inspection and supervision of federal-aid road and/or bridge construction projects within the public road rights-of-way.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	120	39
Vendors responding	4	3

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

**You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the 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.**

SUMMARY OF VENDORS' COST

<b>Vendor: C2AE</b>		<b>Local: Yes, Lansing MI</b>
Employee Classification	2024 Hourly Rate	2025 Hourly Rate
Project Manager	\$216.34	\$218.50
Bridge Resident Project Rep	\$165.80	\$167.46
Construction Admin.	\$133.25 - \$137.98	\$134.68 - \$139.36
Resident Project Rep.	\$104.48	\$105.53
Resident Project Rep.	\$132.41	\$133.74
Mileage	Billed at Federal Rate	Billed at Federal Rate
Nuclear Density Gage	\$50 When Required	\$50 When Required
Material Testing Fees	Billed at actual cost plus 10% markup	
Overtime rates (over 40 hours per week) will be billed at 1.5 times their hourly billing rate.		

<b>Vendor: Colliers Engineering &amp; Design</b>		<b>Local: No, Lansing (Eaton County) MI</b>
Employee Classification	2024-2025 Hourly Rate	
Project Manager	\$210.00	
Project Engineer	\$145.00	
Office Technician	\$145.00	
Senior Technician	\$115.00	
Technician	\$95.00	
Intern	\$70.00	
Clerical	\$90.00	

SUMMARY OF VENDORS' COST (continued)

<b>Vendor: SME</b>		<b>Local: Yes, Lansing MI</b>
Employee Classification	2024-2025 Hourly Rate	2024-2025 Weekly Rate
Tech III Lead Inspector	\$108.00	\$5,130.00
Tech IV Office Technician	\$130.00	\$2,600.00
Project Engineer	\$175.00	\$3,500.00
Tech IV Senior Inspector	\$130.00	\$6,175.00
Tech II Inspector	\$98.00	\$4,655.00
Overtime rate (Standard Rate x 1.5) will be applied to field work in excess of 8 hours per day		

<b>Vendor: Spalding DeDecker Associates, Inc</b>		<b>Local: Yes, Lansing MI</b>
Employee Classification	2024-2025 Hourly Rate	2024-2025 Weekly Rate
Construction Tech 3	\$111.00	\$4,440.00
Construction Technician 2	\$99.00	\$3,960.00
Construction Technician 1	\$85.00	\$3,400.00
Bridge Inspector	\$115.00	\$4,600.00
Project Engineer/Project Manager	\$170.00	n/a
Contract Administrator	\$125.00	\$5,000.00
Rates outlined above are applicable for services up to 40 hours per week. Hours beyond 40 per week will be billed at 1.25 times the hourly rate outlined above.		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENGINEERING CONSULTANT SERVICES  
AGREEMENTS FOR AS-NEEDED CONSTRUCTION INSPECTION AND  
SUPERVISION SERVICES FOR THE 2024-2025 CONSTRUCTION SEASONS**

WHEREAS, Road Department staffing is such that many times during the construction season there is insufficient staff, equipment, or expertise to perform all project-related inspection and supervision required for road and/or bridge projects; and

WHEREAS, the Purchasing Department solicited proposals (RFP #89-24) from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis throughout 2024 and 2025, receiving four 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 costs for these services have been included in the Road Fund Budget; and

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

C2AE, 106 West Allegan Street, Suite 500, Lansing, MI 48933

Colliers Engineering & Design, 7050 W Saginaw Hwy, Ste 200, Lansing, MI 48917

Spalding DeDecker Associates, 313 N. Capitol Ave, Suite 100, Lansing, MI 48933

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering consultant services agreement with C2AE, 106 West Allegan Street, Suite 500, Lansing, MI 48933; Colliers Engineering & Design, 7050 W Saginaw Hwy, Ste 200, Lansing, MI 48917; and Spalding DeDecker Associates, 313 N. Capitol Ave, Suite 100, Lansing, MI 48933 to provide the as-needed construction inspection and supervision services for the 2024 and 2025 road construction seasons at rates not to exceed those stated in their proposals to RFP #89-24.

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 8

Introduced by the County Services Committee of the:

### INGHAM COUNTY BOARD OF COMMISSIONERS

#### RESOLUTION HONORING KESHAUN HARRIS

WHEREAS, as a three-year all-academic student-athlete at Waverly High School, Keshawn Harris was a standout track athlete for the Warriors, with state titles in the 60-meter hurdles indoor (2019) and the 110- (2019) and the 300-meter hurdles (2018-2019) outdoor; and

WHEREAS, Keshawn received a scholarship for track and field from the University of Michigan where he ran for 2 months, and, with the onset of COVID in 2019, his focus changed to football, and, realizing his dream, he became a walk-on player of the Michigan Wolverine's football team his freshman year; and

WHEREAS, in 2021 he played in 12 games as a special teams contributor and as cornerback in four games, and by 2022 after a productive off season, Keshawn's role increased from walk-on to a starting cornerback in Jesse Minter's defense; and

WHEREAS, the Michigan Wolverines won three Big Ten Championships in 2021, 2022, and 2023; and

WHEREAS, Keshawn contributed to Michigan's championship season as a defensive back and on special teams in the 2023 season as the Wolverines became Rose Bowl Champions and 2024 National Champions; and

WHEREAS, Keshawn also earned a Bachelor's of Arts degree in Communication and Media from the University of Michigan and joined Kappa Alpha Psi Fraternity in the Spring of 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Keshawn Harris for his academic achievements and for his success and contributions as a member of the University of Michigan Wolverines football team, the 2024 National Champions.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes him continued success in all of his future endeavors.