

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
THOMAS MORGAN, CHAIR
MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
ROBERT PEÑA
MYLES JOHNSON
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, AUGUST 16, 2023 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [July 19, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – [2nd Quarter Investment](#) Report
2. Sheriff's Office – Resolution to Authorize an Equipment Purchase Agreement with [Pro-Tech](#) for Ballistic Shields
3. Drain Commissioner
 - a. Resolution to Authorize an Agreement for the Relocation and Replacement of a Portion of the [Towar Gardens and Branches Drain](#) in the Lake Lansing Road Project
 - b. Resolution to Authorize a Contract with [Spicer Group, Inc.](#) to Provide Consulting Services
4. Prosecuting Attorney's Office – Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office for the 2024 [Crime Victim Rights](#) Grant
5. Community Corrections
 - a. Resolution to Authorize a Contract with the [City of Lansing](#) for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2023-2024 City Fiscal Year
 - b. Resolution to Authorize Additional Justice Millage Programming Funds for Indigent [Electronic Monitoring](#) Users to Maintain Services through December 31, 2023 and to Provide Notice to Judicial Services Group, Ltd. that Additional Funds are Available
6. Special Transportation Millage – Resolution to Authorize the Tenth Amendment to the Agreement with the [Capital Area Transportation Authority](#) Dated January 1, 2016 Through December 31, 2025

7. Health Department
 - a. Resolution to Authorize Ingham County Health Department to Accept [Donations](#)
 - b. Resolution to Authorize Amendment #4 to the 2022-2023 [Emerging Threats](#) Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement
 - c. Resolution to Amend the Agreement with Michigan Department of [Labor & Economic Opportunity](#)
 - d. Resolution to Authorize an Agreement with [Michigan Primary Care Association](#)
 - e. Resolution to Authorize an Agreement with [Dr. Aaron Dora-Laskey](#) for Medication Assisted Treatment Physician Services
 - f. Resolution to Authorize an Agreement with [Luma Health](#) through the Michigan Primary Care Association for Patient Communication Services

8. Facilities Department
 - a. Resolution to Authorize an Agreement with [PM Technologies LLC](#), for the Preventative Maintenance, Repair, and Emergency Services for Back Up Generators at Various Ingham County Facilities
 - b. Resolution to Authorize an Agreement Month-to-Month Extension Amendment with [Du-All Cleaning Inc.](#) for Janitorial Services at Multiple Locations
 - c. Resolution to Authorize an Agreement with [VelocityEHS](#) (MSDS Online) to Manage Material Safety Data Sheets
 - d. Resolution to Authorize a Purchase Order to [Knight Watch](#) for a Card Reader and Door Release Button for the Women's Health Clinic at the Human Services Building
 - e. Resolution to Authorize a [Special Part-Time](#) Position for the Ingham County Facilities Department

9. Road Department
 - a. Resolution to Amend the Agreement with [Leroy Township](#) for the 2023 Local Road Program
 - b. Resolution to Authorize a Bituminous Pavement Agreement with G.S. Fedewa Builders, Inc. for Phase 4 of [Sierra Ridge Estates](#)
 - c. Resolution to Authorize Engineering Design Service Agreements with RS Engineering, LLC for the [Holt Road Project](#) from US-127 to Okemos Road and for the Mount Hope Road Project from Hagadorn Road to Okemos Road
 - d. Resolution to Authorize a Purchase Order for a Professional [Brush Cutter](#) Machine
 - e. Resolution to Approve a Contract with [J. Ranck Electric Inc.](#) for Traffic Signal Construction Services
 - f. Resolution to Authorize an Amendatory Contract with the Michigan Department of Transportation for the [Lake Lansing Road Project](#) from Wood Street to West Road

10. Human Resources Department – Resolution to Approve ICEA County Professional [Reclassification](#) Requests

11. Controller/Administrator Office
 - a. Resolution of Intent to Authorize [Publication of Notice of Intent](#) and to Declare Intent to Reimburse
 - b. Resolution to Authorize an Agreement with [BS&A](#) for Enterprise Resource Planning Software Conversion and Training
 - c. Consult with Counsel pursuant to MCL 15.268 (1)(e) (*Closed Session*)

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.

FINANCE COMMITTEE
July 19, 2023
Draft Minutes

Members Present: Grebner, Johnson, Maiville, Peña, Polsdofer, Tennis, and Sebolt.

Members Absent: Morgan.

Others Present: Michael Townsend, Gregg Todd, Eric Smith, Madison Hughes, and others.

The meeting was called to order by Vice-Chairperson Grebner at 6:30 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/89160266022>.

Approval of the June 21, 2023 Minutes

VICE-CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE JUNE 21, 2023 FINANCE COMMITTEE MEETING STOOD APPROVED AS SUPPLIED. Absent: Commissioner Morgan

Additions to the Agenda

Substitute –

11. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential Reclassification Requests

Limited Public Comment

Gregg Todd, Ingham County Controller, stated he wanted to take the opportunity to introduce Eric Smith, Ingham County Finance and Budget Director.

Commissioner Grebner asked how long Mr. Smith had been with the County.

Mr. Smith stated he had been with the County for a week and a half. He further stated that prior to this position, he had worked as the Finance Director and Treasurer for the City of Charlotte, before that he had worked in government consulting for Maner Costerisan, and he spent 16 years as the Finance Director and Treasurer for the City of Mason.

Commissioner Johnson asked what made him switch positions.

Mr. Smith stated he had wanted to make an ideal career move and that he was from the area.

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

2. Circuit Court – Family Division
 - a. Resolution to Authorize an Agreement with Smart Home Inc./Smart Office for Digital Cameras at the Ingham County Family Center
 - b. Resolution to Authorize an Agreement with Dewitt Fence Co. for a Fleet Vehicle Fence at the Ingham County Family Center

3. Friend of the Court
 - a. Resolution to Authorize a Reorganization of the 30th Circuit Court/Friend of the Court
 - b. Resolution to Authorize an Agreement with the State of Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program

4. Office of the Public Defender
 - a. Resolution to Authorize the Contract Between Westlaw and the Office of the Public Defender
 - b. Resolution to Authorize a Grant Between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC

5. Animal Control and Shelter
 - a. Resolution to Authorize the Purchase of Fencing for the Ingham County Animal Shelter
 - b. Resolution to Authorize Purchase of a Commercial Grade Shade Structure from Penchura for the Ingham County Animal Shelter

6. 9-1-1 Dispatch Center – Resolution for Approval to Increase the Wage of the Special Part-Time 9-1-1 Central Dispatch Center Background Investigator Positions

7. Parks Department
 - a. Resolution to Authorize the Ingham County Parks to Participate in the Capital Area District Libraries Library of Things
 - b. Resolution to Authorize a Contract with Laux Construction for Improvements to Hawk Island County Park
 - c. Resolution to Authorize a Three-Year Contract Extension with Spicer Group, Inc. to Provide Consulting Services for Certain Trails and Parks Millage Related Items

8. Health Department
 - a. Resolution to Amend Resolution #23-295 to Authorize an Agreement with Birth Kalamazoo, LLC
 - b. Resolution to Amend Resolution #22-354 with United Way of Central Michigan
 - c. Resolution to Amend Resolution #20-566 with Amalgam LLC

- d. Resolution to Authorize a 2023-2024 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - e. Resolution to Authorize a 2023-2024 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - f. Resolution to Authorize Letter of Intent to Explore the Acquisition of Safe Dermatology & Med Spa of Lansing
 - g. Resolution to Authorize an Agreement with Wayne State University for the Michigan Vaccination Partners Project
10. Road Department
- a. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Mount Hope Road Project from Hagadorn Road to Okemos Road
 - b. Resolution to Amend Agreements with Wheatfield and Williamstown Townships for the 2023 Local Road Program
 - c. Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project
 - d. Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project
12. Diversity, Equity, and Inclusion Office – Resolution to Approve \$10,000 in Funding to the Racial Equity Taskforce
13. Controller/Administrator Office
- b. Resolution to Approve an Agreement with Urban Wireless Solutions for Broadband Consulting Services
 - c. Resolution to Amend Agreement with Maner Costerisan for Accounting Services
 - d. Resolution to Adopt the 2024 Juvenile Justice Community Agency Process Calendar
 - e. Resolution to Authorize Budget Adjustments for 2023 Based on the Annual Evaluation of the County’s Financial Reserve Policy

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan.

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

- 1. Treasurer’s Office – Resolution to Authorize Contract with Catalyst for Action, LLC

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner Maiville stated he knew this item was on the consent agenda at the County Services Committee meeting on July 18, 2023, but that he was curious why this resolution had not been

sent out for a Request for Proposal (RFP) or a competitive bid. He further asked if there was something unique about the particular contract.

Mr. Todd stated during the interview process for the Housing Trust Fund (HTF) Coordinator position, the gentleman that was currently running Catalyst for Action, LLC had applied for the position and applied for the contract position as well. He further stated that this gentleman had unique abilities and connections that made him the perfect candidate for this additional service that the Treasurer's Office was requiring.

Mr. Todd stated hiring this gentleman as a part-time employee had been looked into, but due to having a company to run, Alan Fox, Ingham County Treasurer, thought that it would be better to hire the company instead of bidding the contract out. He further stated that this person's abilities within the firm were specific to what they were looking to have done within the HTF.

Mr. Todd stated the Ingham County Land Bank was getting ready to sell a number of houses that had County and American Rescue Plan Act (ARPA) funding in them, and needed an extra layer of oversight to make sure it was done correctly.

Vice-Chairperson Grebner stated it was not unknown that one position between contracted and employee sometimes might drift across, and that sometimes an employee might become a contractor. He further stated that this would not be done in a larger operation, but in the case of a part-time employee, the consistency was beyond the County.

Commissioner Sebolt stated that for further consideration on the position, the HTF Commission thought that if a stable source of funding had been identified, the County would need two positions in the future, and this person might have been the ideal candidate to switch over from contract to full time.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan

9. Facilities Department – Resolution to Authorize an Agreement with Teachout Security Solutions for Unarmed Security Guard Services at Multiple Ingham County Facilities

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Peña stated he would like consideration to be extended for the security hours placed in the Mason Historical Courthouse after 5:00 p.m., as there was not currently security at that time, unlike at the Human Services Building. He further stated this was in consideration for those with families and for their safety to extend those security hours.

Commissioner Peña asked for consideration to work that into the budget in the future.

Vice-Chairperson Grebner stated that he thought there was no one in the Courthouse after 5:00 p.m.

Commissioner Peña confirmed that he was asking for the Security hours to be extended past 5:00 p.m. on days when the Mason Historical Courthouse was being used in the future, for security purposes.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan

11. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential Reclassification Requests

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Sebolt disclosed that the UAW TOPS was a local unit of an International Union, which was affiliated with his employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan

13. Controller/Administrator Office
 - a. Resolution to Approve an Agreement with Kolt Communications for Public Relation Services

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. JOHNSON, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated while he was assuming the resolution would have a similar fate as it did the previous night at the County Services Committee, but he would continue to push for the importance of this resolution. He further stated he wanted to reiterate that it was a disservice to their constituents that the County was not regularly communicating the actions the Board of Commissioners were taking, or the things the County government was doing as a whole.

Commissioner Sebolt stated without someone in this position, or doing that type of work, it would continue to be the case.

Commissioner Maiville stated that following up with last night's discussion where this resolution had failed, given the current 2023 Budget and what was asked of departments, that this was somewhat discretionary. He further stated he would be voting no tonight.

Commissioner Johnson asked if he could have a brief background about Kolt Communications and the cost of the resolution.

Commissioner Sebolt stated that the Commissioners had been talking about doing a position similar to this one for quite a long time; and that he, along with several others who he did not

want to speak for, had voiced concern for not having a full-time Press Secretary for the County that would be housed in the Controller's Office or the Board of Commissioner's Office. He further stated that with recent retirements and reorganizations that had happened, the Controller's Office had seen the opportunity to create a position.

Commissioner Sebolt stated it had originally brought to the Board of Commissioners as a No-Bid Contract, but had it go out for bid.

Commissioner Sebolt provided a brief overview of the resolution in the agenda packet.

Vice-Chairperson Grebner stated; to summarize the counterargument, Ingham County had gotten by all these years without someone in the Board of Commissioners office doing Public Relations (PR). He further stated other counties had a substantial function in either their Board of Commissioners Office or the Controller's Office doing PR.

Vice-Chairperson Grebner stated Ingham County had never had PR. He further stated the Board of Commissioners did things and no one thought to send out anything and that things would get done quietly.

Vice-Chairperson Grebner stated if the media stumbled across the County or a Commissioner called the media; then the County would get press, but otherwise there was no press. He further stated that often when scandals arose, no one noticed the scandals either.

Vice-Chairperson Grebner stated that some individual departments had internal PR, because they wanted to tell people about clinics that were being held or road projects that they were doing, but that the County Board itself does not have a central person to do PR. He further stated that Becky Bennett, Ingham County Board of Commissioners Director, does PR for vacancies on the Boards, but it did not occur that someone should talk about issues within the Board of Commissioners.

Commissioner Peña stated that something that had come to his thoughts in the middle of the night, was that the status of housing was an issue and that it was his luck of the draw that he had an economically struggling area. He further stated that \$36,000 was a good chunk of housing, and that he thought it would be wonderful to donate the money to the HTF, if possible.

Vice-Chairperson Grebner stated one of the things he often said was that he preferred to run the County sort of threadbare, with a slightly run-down look to the County government. He further stated this was not exactly threadbare, though it was not lavish, but closer to the average, well-upholstered County.

Commissioner Tennis stated that Commissioner Grebner would say that the County should go for the bronze standard and not the gold standard. He further stated, in reference to Commissioner Johnson's question, that Kolt Communications had been around for a long time, they had a good book of business, and represented a number of organizations within the County already.

Commissioner Tennis stated he was not aware of any issues or concerns with Kolt Communications itself. He further stated the question was of doing PR, regardless of who was doing it.

Commissioner Tennis stated the voting had nothing to do with how anyone felt about the vendor, just a question on whether we would do PR or not do PR.

Vice-Chairperson Grebner stated the agreement appeared to be a pretty modest amount.

Commissioner Tennis agreed it was very modest in comparison to other PR contracts he had seen.

Commissioner Sebolt stated he was indifferent to who was doing the PR, as long as they were qualified.

Commissioner Maiville stated with the current and upcoming budget, that it was the wrong time for this resolution, but that he thought it might work in another year.

Vice-Chairperson Grebner provided an anecdote in regards to his preferred level of staffing within his office in the past. He further stated other Counties spend a lot more money on PR.

Commissioner Tennis stated, even if they passed this resolution, they would still spend a lot more money on PR.

THE MOTION TO APPROVE THE RESOLUTION FAILED.

Yeas: Sebolt, Johnson, Tennis. **Nays:** Grebner, Peña, Polsdofer, Maiville.

Absent: Morgan.

Announcements

Commissioner Peña stated that Unity in the Community would be closing applications for community organizations to apply for a booth at midnight. He further stated the Diversity, Equity & Inclusion Department was hosting Unity in the Community on August 25, 2023.

Commissioner Peña stated the seniors that meet at the Alfreda Schmidt Community Center would be having a day trip to Mackinaw on Thursday, August 17, 2023. He further stated that this was a day trip costing \$75, and invited those present to be in the parking lot of the Alfreda Schmidt Community Center at 3:00 a.m. and the bus would be back by 10:00 p.m.

Commissioner Peña stated Alfreda Schmidt was having her 97th birthday party at 12:00 p.m. on Friday, July 21, 2023 at the Alfreda Schmidt Community Center. He further stated he had been asked to invite the Commissioners and they were more than welcome to participate.

Public Comment

Michael Townsend, Ingham County Budget Director, stated he appreciated all of thoughts and condolences for the loss of his father. He further stated that the prayers were appreciated.

Adjournment

The meeting was adjourned at 6:52 p.m.

**AUGUST 16, 2023 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller's Office recommends approval of the following resolutions:

2. Sheriff's Office – Resolution to Authorize an Equipment Purchase Agreement with Pro-Tech for Ballistic Shields

This resolution authorizes a purchase agreement with Pro-Tech for 22 ballistic shields for the 20 Sheriff's Office patrol cars and sets at VMC and the Court Annex Building.

Funding for the \$77,980 purchase will come from the 2023 \$174,000 Z-list allocation to the Sheriff's Office.

See memo for details.

3a. Drain Office – Resolution to Authorize an Agreement for the Relocation and Replacement of a Portion of the Towar Gardens and Branches Drain in the Lake Lansing Road Project

This resolution authorizes an agreement between the County and the Drain Commissioner for the relocation and replacement of portions of the Towar Gardens and Branch Drain that are part of the Lake Lansing Road Project.

Funding for the relocation/replacement is through the Road Department Lake Lansing Road Project.

See memo for details.

3b. Drain Office – Resolution to Authorize a Contract with Spicer Group, Inc. to Provide Consulting Services

This resolution authorizes a contract with Spicer Group, Inc. to provide an engineering study of the Lake Lansing Dam. The Drain Commissioner has determined that improvements to the dam need to be made to ensure the dam maintains the court-ordered lake level.

Funding for the not to exceed amount of \$44,900 will be through the Drain Revolving Fund.

See memo for details.

4. Prosecuting Attorney's Office – Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office for the 2024 Crime Victim Rights Grant

This resolution authorizes an agreement with MDHHS and the ICPO for Crime Victim Rights grant funding in the amount of \$344,059 to fund the four victim advocate positions in their office.

See memo for details.

5a. Community Corrections – *Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the 2023-2024 City Fiscal Year*

This resolution authorizes a contract with the City of Lansing for \$15,000 (City to County) to support Ingham County/Lansing Community Corrections for 2023-2024.

See memo for details.

5b. Community Corrections – *Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring Users to Maintain Services through December 31, 2023 and to Provide Notice to Judicial Services Group, Ltd. that Additional Funds are Available*

This resolution authorizes an additional \$175,000 in Justice Millage funds to continue the Indigent Electronic Monitoring program through the remainder of 2023. This resolution will also change the total allocation in the Justice Millage Program report (Agenda Item 4).

See memo for details.

6. Special Transportation Millage - *Resolution to Authorize the Tenth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 Through December 31, 2025*

This resolution authorizes a new scope of services which will be effective from October 1, 2023 through September 30, 2024. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran. A maximum of \$4,040,608 will be used to pay the actual expenses of operating, administrating, and marketing Spec-Tran. A maximum of \$1,216,443 of the funds will be used to pay for the actual expenses of operating, administering, and marketing CATA Rural Services.

7a. Health Department - *Resolution to Authorize Ingham County Health Department to Accept Donations*

This resolution allows the Health Department the ability to accept monetary and material donations from community members, businesses, and community-based organizations upon approval and to be ongoing.

7b. Health Department - *Resolution to Authorize Amendment #4 to the 2022-2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement*

This resolution authorizes an extension of the COVID Workforce Development grant. Instead of ending on June 30, 2023, the new expiration date will be September 30, 2023.

7c. Health Department - *Resolution to Amend the Agreement with Michigan Department of Labor & Economic Opportunity*

This resolution amends Resolution #23-032 with Michigan Department of Labor & Economic Opportunity (MDLEO) by increasing the funding by \$20,000, effective October 1, 2023 through September 30, 2024. The Community Health Centers have a current agreement in place with MDLEO for Refugee Health Screenings. The purpose of additional funding is to further support the provision of transportation services to refugees.

7d. Health Department - Resolution to Authorize an Agreement with Michigan Primary Care Association

This resolution authorizes entering into an agreement with Michigan Primary Care Association to provide technical training, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000. Funding for this agreement is available in the Health Department's budget.

7e. Health Department - Resolution to Authorize an Agreement with Dr. Aaron Dora-Laskey for Medication Assisted Treatment Physician Services

This resolution authorizes a service agreement with Dr. Aaron Dora-Laskey to provide medication assisted treatment services, up to 8 hours per week or .20 FTE, at New Hope and Birch CHC locations, effective September 1, 2023 through August 31, 2024 in an amount not to exceed \$62,400. Funding for this agreement is available in the Community Health Center's operating budget.

7f. Health Department - Resolution to Authorize an Agreement with Luma Health through the Michigan Primary Care Association for Patient Communication Services

This resolution authorizes a three-year agreement with Luma Health through the Michigan Primary Care Association (MPCA) for patient communication services, effective September 1, 2023 through August 31, 2026 in a total amount not to exceed \$108,000. The cost of this agreement will be covered by incentive payments from ongoing participation in MPCA's value-based programs.

8a. Facilities Department – Resolution to Authorize an Agreement with PM Technologies LLC, for the Preventative Maintenance, Repair and Emergency Services for Back Up Generators at Various Ingham County Facilities

This resolution authorizes an agreement with PM Technologies LLC for the preventative maintenance, repair, and emergency services for County generators. PM Technologies was the lowest responsive bidder with a proposal of \$15,975 for a three-year term with a two-year renewal option.

Funding is available in the Facilities Maintenance Contractual line item.

See memo for details.

8b. Facilities Department – Resolution to Authorize A Month-To-Month Extension Amendment to the Du-All Cleaning Inc. Agreement for Janitorial Services at Multiple Locations

This resolution authorizes a month-to-month extension for two months to the Du-All Cleaning Inc., agreement for janitorial services at a monthly total of \$82,886.98.

Funding is available in the Facilities Maintenance Contractual line item.

See memo for details.

8c. Facilities Department – Resolution to Authorize an Agreement with VelocityEHS (MSDS Online) to Manage Material Safety Data Sheets

This resolution authorizes an agreement with VelocityEHS for the management of material safety data sheets in the amount of \$25,766.87 for a three-year term.

Funding is available in the Workers Compensation Fund line item.

See memo for details.

8d. Facilities Department – Resolution to Authorize a Purchase Order to Knight Watch for a Card Reader and Door Release Button for the Women’s Health Clinic at the Human Services Building

This resolution authorizes a PO with Knight Watch for a card reader and door release button at the Women’s Health Clinic at HSB for a cost to exceed of \$4,406.67.

See memo for details.

8e. Facilities Department – Resolution to Create a Special Part-Time Position in Facilities to Reduce Overtime

This resolution authorizes the creation of a Maintenance Repair Worker/Custodian – Special Part Time, UAW Tops D position to help alleviate overtime and burnout of Facilities maintenance staff.

Funding is available through overtime savings in the Facilities’ wages line item.

See memo for details

9a. Road Department – Resolution to Amend the Agreement with Leroy Township for the 2023 Local Road Program

This resolution amends the Local Road Program agreement with Leroy Township to add wedging and overlay of Pardee Road. Additional work to be funded by Leroy Township.

See memo for details.

9b. Road Department – Resolution to Authorize a Bituminous Pavement Agreement with G.S. Fedewa Builders, Inc. for Phase 4 of Sierra Ridge Estates

This resolution authorizes a bituminous pavement agreement, which define the requirements of G.S. Fedewa Builders Inc., to complete the top course of asphalt pavement on the extension of Fresno Lane within five years to allow most of the new homes to be constructed prior to final completion of the new road in Sierra Ridge Estates, Phase 4.

G.S. Fedewa Builders, Inc. has provided an escrow deposit in the amount of \$44,097.29.

See memo for details.

9c. Road Department – Resolution to Authorize Engineering Design Service Agreements with RS Engineering, LLC for the Holt Road Project from US-127 to Okemos Road and for the Mount Hope Road Project from Hagadorn Road to Okemos Road

This resolution authorizes engineering design service agreements with RS Engineering, LLC for both the Holt Road Project and the Mount Hope Road Project. The Holt Road Project amount, with contingency is \$81,879.87 and the Mount Hope Road Project amount, with contingency is \$90,000.

See memo for details.

9d. Road Department – *Resolution Authorizing the Purchase Order for a Professional Brush Cutter Machine*

This resolution authorizes a PO for a professional brush cutter machine from Burnips Equipment Company at a cost of \$236,000.

Funding is available in the 2023 Road Department budget.

See memo for details.

9e. Road Department – *Resolution to Approve a Contract with J. Ranck Electric Inc. for Traffic Signal Construction Services*

This resolution approves a contract with J. Ranck Electric Inc., for a new traffic signal at the intersection of Okemos Road and Central Park Drive. J. Ranck was the lowest responsive bidder at \$244,642.30. A 10% contingency is also being requested.

Funding is available in the 2023 and 2024 Road Fund budgets.

See memo for details.

9f. Road Department – *Resolution to Authorize an Amendatory Contract with the Michigan Department of Transportation for the Lake Lansing Road Project from Wood Street to West Road*

This resolution authorizes an amendatory contract with MDOT to reduce the reimbursement required to the state from \$67,946.36 to \$13,521.37 based on an increased funding participation ratio from 24% to 30%.

See memo for details.

10. Human Resources – *Resolution to Approve ICEA County Professional Reclassification Requests*

This resolution approves the following reclass requests:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>	
601024	Accountant	Move from County Pro 7 to County Pro 8	
601307	Accountant	Move from County Pro 7 to County Pro 8	
<u>Position Title</u>	<u>2023 Current Grade, Step 5</u>	<u>2023 Proposed Grade, Step 5</u>	<u>Difference</u>
Accountant	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
Accountant	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
TOTAL:			12,992.14

See memo for details.

11a. Controller's Office – *Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse*

This resolution authorizes the County to advertise a notice to bond for the Potter Park Zoo vet clinic.

See memo for details.

11b. Controller's Office – *Resolution to Authorize an Agreement with BS&A for Enterprise Resource Planning Software Conversion and Training*

This resolution approves an agreement with BS&A for our long-awaited software migration away from MUNIS. This is a multi-year project with full implementation coming in 2025.

Funding is available in the 2023 and proposed 2024 CIPs.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

1. Treasurer's Office – *2nd Quarter Investment Report*

11c. Controller's Office – *Consult with Counsel pursuant to MCL 15.268 (1)(e) (Closed Session)*

**INGHAM COUNTY
POOLED CASH AND INVESTMENTS
6/30/2023**

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE JUNE 30, 2023
OPERATING BANK ACCOUNTS INCLUDING SWEEPS				38,499,451.08
CERTIFICATES OF DEPOSIT				
LAFCU	12/27/2020	12/27/2023	0.70	1,014,867.19
LAFCU	12/27/2022	12/27/2025	4.66	1,000,000.00
MSUFCU	1/5/2022	1/5/2026	1.25	1,000,000.00
MSUFCU	7/1/2022	7/1/2024	1.74	1,000,000.00
MSUFCU	7/2/2020	7/2/2024	1.25	1,000,000.00
MSUFCU	3/30/2023	3/30/2024	4.13	1,000,000.00
MSUFCU	6/9/2023	6/9/2024	5.03	1,002,962.47
MSUFCU	6/9/2023	12/9/2024	4.87	1,002,869.64
MSUFCU	6/9/2023	6/9/2025	4.55	501,343.51
CASE CREDIT UNION	10/10/2022	10/11/2023	3.00	1,000,000.00
CASE CREDIT UNION	10/10/2022	10/10/2024	3.50	1,000,000.00
CHOICE ONE BANK	11/14/2022	11/14/2023	3.25	1,000,000.00
CIBC	8/18/2022	8/18/2023	2.85	1,000,000.00
CIBC	9/19/2022	9/19/2023	3.00	1,000,000.00
COMMERCIAL BANK	4/5/2023	11/5/2023	4.25	500,000.00
CONSUMERS CREDIT UNION	4/11/2023	4/11/2024	4.75	500,000.00
HIGHPOINT COMMUNITY BANK	3/17/2023	6/17/2024	4.38	250,000.00
HORIZON BANK	8/22/2022	8/22/2023	3.03	1,000,000.00
INDEPENDENT BANK	6/25/2024	6/25/2024	4.85	2,000,000.00
FLAGSTAR BANK	6/15/2023	6/10/2024	4.85	2,000,000.00
FLAGSTAR BANK	6/15/2022	6/17/2024	2.70	2,000,000.00
FLAGSTAR BANK	10/17/2022	10/17/2023	3.50	2,000,000.00
FLAGSTAR BANK	10/17/2022	10/17/2024	3.40	1,000,000.00
FNB BANK	9/8/2022	6/8/2024	2.43	1,000,000.00
FNB BANK	9/13/2022	3/13/2024	2.02	1,000,000.00
TOTAL CERTIFICATES OF DEPOSIT				26,772,042.81
RESERVE AND SAVINGS				
LAFCU			0.20	257,625.72
MSUFCU			1.94	572,390.29
DART			1.06	2,031,291.11
CASE CREDIT UNION			1.018	71,356.41
SMALL ACCOUNTS				61.29
MICHIGAN CLASS			5.22	2,463,123.83
TOTAL RESERVE AND SAVINGS				5,395,848.65

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE JUNE 30, 2023
FEDERAL AGENCY COUPON SECURITIES				
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Mort Corp	9/2/2020	3/17/2025	0.50	1,000,000.00
Federal Home Loan Mort Corp	9/10/2020	6/24/2024	0.41	1,000,000.00
Federal Home Loan Mort Corp	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Mort Corp	10/8/2020	10/28/2026	0.75	1,000,000.00
Federal Home Loan Mort Corp	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Home Loan Bank	1/27/2021	1/29/2027	0.80	1,000,000.00
Federal Home Loan Bank	1/28/2021	11/17/2028	1.00	1,000,000.00
Federal Home Loan Bank	2/17/2021	2/22/2030	1.43	1,000,000.00
Federal Home Loan Bank	2/25/2021	9/17/2026	1.00	1,000,000.00
Federal Home Loan Bank	2/25/2021	3/3/2028	1.34	1,000,000.00
Federal Home Loan Bank	3/8/2021	3/30/2028	1.50	833,333.33
Federal Home Loan Bank	3/12/2021	3/29/2029	1.00	2,000,000.00
Federal Home Loan Bank	4/15/2021	7/15/2024	0.45	1,000,000.00
Federal Home Loan Bank	6/15/2021	6/15/2027	1.25	1,000,000.00
Federal Home Loan Bank	6/29/2021	7/20/2026	1.13	3,000,000.00
Federal Home Loan Bank	6/29/2021	1/22/2025	0.38	3,000,000.00
Federal Home Loan Bank	7/23/2021	8/19/2026	0.50	5,000,000.00
Federal Home Loan Bank	7/23/2021	8/23/2024	0.52	5,000,000.00
Federal Home Loan Bank	10/27/2021	11/18/2025	1.20	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/23/2026	1.50	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/22/2024	1.00	2,000,000.00
Federal Home Loan Bank	1/11/2022	1/27/2025	0.70	2,000,000.00
Federal Home Loan Bank	2/15/2022	3/8/2027	2.17	2,000,000.00
Federal Home Loan Bank	3/26/2022	3/28/2025	2.30	2,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
Federal Farm Credit Bank	5/19/2022	12/9/2024	3.00	2,000,000.00
Federal Farm Credit Bank	5/23/2022	2/23/2024	3.00	5,000,000.00
Federal Farm Credit Bank	5/26/2022	12/15/2023	2.55	2,000,000.00
Federal Farm Credit Bank	5/26/2022	9/15/2023	2.40	2,000,000.00
Federal Farm Credit Bank	5/26/2022	6/1/2027	3.45	2,000,000.00
Federal Home Loan Mort Corp	7/11/2022	7/11/2024	3.50	1,250,000.00
Federal Home Loan Mort Corp	7/12/2022	1/12/2024	3.50	2,000,000.00
Federal Home Loan Mort Corp	6/29/2022	12/29/2023	2.90	2,000,000.00
Federal Home Loan Bank	7/19/2022	1/19/2024	3.50	2,000,000.00
Federal Home Loan Bank	7/28/2022	7/28/2025	4.00	2,000,000.00
Federal Home Loan Bank	8/8/2022	8/8/2024	4.00	2,000,000.00
Federal Home Loan Bank	7/29/2022	7/26/2023	3.25	2,000,000.00
Federal Home Loan Mort Corp	7/29/2022	7/26/2024	3.65	2,000,000.00
Federal Home Loan Bank	8/22/2022	11/22/2023	3.25	2,000,000.00
Federal Home Loan Bank	8/23/2022	2/23/2024	3.38	2,000,000.00
Federal Home Loan Bank	9/29/2022	9/29/2023	4.13	2,000,000.00
Federal Home Loan Mort Corp	9/30/2022	9/30/2024	4.50	2,000,000.00
Federal Home Loan Bank	10/6/2022	10/6/2026	5.00	2,000,000.00
Federal Home Loan Bank	4/5/2023	4/5/2024	5.00	2,000,000.00
TOTAL FED AGENCY COUPON SECURITIES				90,083,333.33

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE JUNE 30, 2023
US TREASURY NOTES				
US Treasury Note	9/22/2022	7/31/2023	3.85	2,940,197.70
US Treasury Note	9/22/2022	8/31/2023	3.95	2,895,532.58
US Treasury Note	3/30/2023	4/30/2024	2.00	1,963,718.84
US Treasury Note	5/11/2023	8/10/2023	5.20	4,936,002.10
US TREASURY NOTES				12,735,451.22
MUNICIPAL BONDS				
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
State of Michigan GO Sch Ln	10/11/2022	5/15/2027	3.20	1,942,295.56
TOTAL MUNICIPAL BONDS				2,379,845.68
TOTAL POOLED INVESTMENTS				137,366,521.69
TOTAL POOLED CASH AND INVESTMENTS				175,865,972.77

Alan Fox, Ingham County Treasurer

Agenda Item 2

TO: Board of Commissioners: Law & Courts Committee and Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: July 28, 2023

SUBJECT: Resolution to authorize a Purchase Agreement with Pro-Tech for Active Violent Incident Equipment – ballistic shields

For the meeting agenda of August 10, 2023 and August 16, 2023

BACKGROUND

As part of the 2023 budget process, the Ingham County Sheriff's Office presented a Z-List request to the Ingham County Board of Commissioners to purchase equipment which would prepare our Deputies to safely and effectively respond to active violent incidents in Ingham County. This request was based off of a growing trend in the United States of mass casualty incidents in our communities. The equipment will be secured in 20 patrol vehicles, a set will also be assigned to Veteran's Memorial Courthouse and the Veterans Memorial Courthouse Annex. The equipment selected was done so by a cadre of experienced law enforcement professionals who have used this equipment in real life scenarios and in accordance with best practices. The Z-List request was approved on in the amount of \$174,000 for this and other related equipment.

ALTERNATIVES

The most expensive equipment item in this purchase aside from a specially equipped Special Response Team (SRT) vehicle is the ballistic shield. The shield selected (produced by Aden Combat Systems) proved to be on average 50 % lower in cost than similar products. Pro-Tech is a sole source provider for Aden Combat Systems. The additional breaching equipment and ladders were sourced by Pro-Tech at the lowest cost possible and in a market where availability is extremely difficult.

FINANCIAL IMPACT

Funding approved in 2023 Budget (Strategic Planning Initiative Funds) for \$174,000.

STRATEGIC PLANNING IMPACT

Not Applicable

OTHER CONSIDERATIONS

Not Applicable

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff's Office to enter in Purchase Agreement with Pro-Tech for Active Violent Incident Equipment – ballistic shields, breaching equipment and collapsible ladders.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH
PRO-TECH FOR BALLISTIC SHIELDS**

WHEREAS, the Ingham County Sheriff's Office was approved by the Ingham County Board of Commissioners for a Strategic Planning Initiative Funds request to purchase equipment to respond to active violent incidents; and

WHEREAS, the purpose of this purchase is to properly equip our law enforcement professionals with equipment to safely and effectively protect our community; and

WHEREAS, the current ballistic shields possessed by the Sheriff's Office are expired and lacking in numbers to sufficiently outfit our patrol vehicles; and

WHEREAS, the total expenditure for this proposal is \$77,980 for 22 ballistic shields; and

WHEREAS, Pro-Tech. is a sole source provider for the ballistic shields and the Sheriff's Office sourced the additional equipment at the lowest possible cost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of ballistic shields for the Ingham County Sheriff's Office Field Services Division in the amount of \$77,980 from Pro-Tech, utilizing funding from the 2023 Strategic Planning Initiative Funds.

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

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

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

DATE: July 31, 2023

SUBJECT: Proposed Resolution to Authorize an Agreement for the Relocation and Replacement of a portion of the Towar Gardens and Branches Drain in the Lake Lansing Road Project

For the Meeting Agendas of August 15 and 16

BACKGROUND

The Ingham County Road Department (ICRD) and the City of East Lansing have coordinated a joint project on Lake Lansing Road from Abbot Road to Hagadorn Road located in Sections 6 and 7 of Meridian Charter Township. The scope of work includes a 4-to-3 lane conversion, intersection realignment, and pedestrian safety improvements. The Board of Commissioners approved the associated MDOT Contract #23-5083 via Resolution #23-148.

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

ALTERNATIVES

N/A

FINANCIAL IMPACT

Federal funding and local Road Department funds will cover the costs for the replacement of the storm sewer. The funding responsibilities for this project were previously defined and approved per Resolution #23-148.

Future costs associated with the operation and maintenance of the Towar Gardens and Branches Drain will be the responsibility of the Towar Gardens and Branches Drain Drainage District.

RECOMMENDATION

Based on the information provided, I respectfully recommend and request approval of the attached resolution to authorize an agreement for the relocation and replacement of a portion of the Towar Gardens and Branches Drain located within the limits of the Lake Lansing Road Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR THE RELOCATION AND REPLACEMENT OF A PORTION OF THE TOWAR GARDENS AND BRANCHES DRAIN IN THE LAKE LANSING ROAD PROJECT

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

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

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

WHEREAS, upon the authorization of Resolution #23-148, the County on behalf of the Road Department, entered into Contract #23-5083 with the Michigan Department of Transportation (MDOT) for the Lake Lansing Road Project; and

WHEREAS, the Ingham County Drain Commissioner, on behalf of the Towar Gardens and Branches Drain Drainage District, has jurisdiction over a storm sewer within the Lake Lansing Road right-of-way located near the intersection with Towar Avenue and Birch Row Drive; and

WHEREAS, as part of the Lake Lansing Road Project, it is necessary to relocate and replace a portion of the Towar Gardens and Branches Drain storm sewer; and

WHEREAS, the County has agreed, pursuant to Resolution #23-148, that the Road Department, City of East Lansing, and the various funding sources shall share all costs associated with the project in accordance with the as-bid plans and specifications prepared by the Road Department's engineering consultant, Bergmann Associates, and in accordance with the Rules of the Ingham County Drain Commissioner, 2005 Edition, as amended; and

WHEREAS, upon completion of the Lake Lansing Road Project, the Towar Gardens and Branches Drain Drainage District will be responsible for all future costs associated with the operation and maintenance of the relocated and replaced Towar Gardens and Branches Drain storm sewer; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with the Ingham County Drain Commissioner on behalf of the Towar Gardens and Branches Drain Drainage District, to define roles and responsibilities for the relocation and replacement of the storm sewer included in the Lake Lansing Road Project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Towar Gardens and Branches Drain Drainage District by and through the Ingham County Drain Commissioner to relocate and replace the portion of the storm sewer for the Towar Gardens and Branches Drain included in the Lake Lansing Road Project, located in Sections 6 and 7 of Meridian Charter Township.

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

Agenda Item 3b

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

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

DATE: August 1, 2023

SUBJECT: Proposed Resolution to Authorize a Contract with Spicer Group, Inc. to Provide Consulting Services

For the Meeting Agendas of August 15 and 16

BACKGROUND

The Lake Lansing Dam is a Lake Level Structure regulated by the Board of Commissioners pursuant to Part 307 of the Natural Resources and Environmental Protection Act (NREPA), PA 451 of 1994. The Board of Commissioners has delegated powers and duties concerning the dam (except those it is required to perform) to the Drain Commissioner.

Part 307 of NREPA requires a triennial inspection of Lake Level Structures be performed by a licensed professional engineer. The most recent such inspection, dated December 29, 2022, has convinced the Drain Commissioner of the need for a Dam Improvement Project before the next triennial inspection. The overflow valve is broken, making it much more difficult to maintain the court-ordered lake levels. Though failure of the dam is not imminent, its usefulness is declining.

The statute anticipates that repair projects commence with a study by a licensed professional engineer, to be chosen by the Board of Commissioners. The Purchasing Department, in consultation with the Drain Commissioner, has circulated RFP No. 116-23, with results as documented in the attached Memorandum of Performance from the Purchasing Department. As noted in the attached Evaluation and Recommendation, the Drain Commissioner recommends acceptance of the lowest responsive proposal, from Spicer Group, Inc.

ALTERNATIVES

Given the 1-2 years necessary to prepare and execute a project, waiting to start the planning is not wise.

FINANCIAL IMPACT

There is no necessary financial impact on the County. The cost of this contract can be advanced out of the Drain Revolving Fund (Fund 801) and the resolution is drafted to allow that. The Board of Commissioners controls the assessment of the final project. It can be expected, however, that there will be public support for County funds to assist the project, especially in connection with the two County Parks that clearly benefit from the dam.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize an agreement for consulting services with Spicer Group, Inc. Deputy Drain Commissioner Paul Pratt will attend both committee meetings to respond to questions.

Agenda Item 3b

TO: Paul Pratt, Deputy Drain Commissioner
FROM: James Hudgins, Director of Purchasing
DATE: June 29, 2023
RE: Memorandum of Performance for RFP No. 116-23 Professional Engineering Services for the Lake Lansing Dam Improvement Project for the Ingham County Drain Commission (ICDC)

Per your request, the Purchasing Department sought proposals from experienced and qualified engineering consultants for the purpose of entering into a contract to provide professional engineering services for the Lake Lansing Dam Improvement Project.

The scope of work includes, but is not limited to, providing professional design services to perform a more detailed investigation into the deficiencies identified in the 2022 Lake Lansing Dam Inspection Report. Additionally, the Consultant will be responsible for working with the Special Assessment Advisory Committee to complete an alternate analysis, including a recommended conceptual design satisfying ICDC and Michigan Department of Environment, Great Lakes, and Energy (EGLE) requirements along with preparing an engineer’s preliminary estimate of construction costs for improvements.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	98	13
Vendors responding	4	2

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Proposed Cost Not-to-Exceed
Spicer Group, Inc.	Yes, East Lansing MI	\$44,900.00
Eng. Engineering & Surveying	No, Grand Haven MI	\$55,680.00
DLZ	Yes, Lansing MI	\$83,200.00
BERGMANN	No, Lansing MI (Eaton County)	\$135,266.00

Evaluation and Recommendation of Proposals Received, RFP No. 116-23

To: Purchasing Department
Fr: Drain Commissioner Patrick Lindemann

I have reviewed the four proposals received for engineering services in planning repairs for the Lake Lansing Dam with my Deputy, Paul Pratt.

The two lowest dollar proposals are from Spicer Group and Eng. Engineering and Surveying. Each of them has been hired by the Drain Commissioner for numerous drain projects, and I would have no hesitation hiring either of them for this job.

The remaining two proposals, from DLZ and Bergmann, while proposing much the same work as Spicer's proposal are almost double (DLZ) and over triple (Bergmann) Spicer's price.

Therefore, I recommend Board approval of the Spicer proposal.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH SPICER GROUP, INC.
TO PROVIDE CONSULTING SERVICES**

WHEREAS, the Purchasing Department solicited proposals from experienced and qualified professional consultants for the purpose of assisting the Ingham County Drain Commissioner with planning the scope of repairs for the Lake Lansing Dam Improvement Project; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Spicer Group, Inc., for a cost not to exceed \$44,900, to be advanced from the Drain Revolving Fund (Fund 801), for the purpose of providing consulting engineering for the Drain Commissioner to plan the scope of repairs for the Lake Lansing Dam Improvement Project.

BE IT FURTHER RESOLVED, that this contract amount and other project costs are to be reimbursed by benefited parties pursuant to statute, according to a roll approved by the Board of Commissioners upon establishment of the final cost of the Lake Lansing Dam Improvement Project.

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

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

Agenda Item 4

TO: Board of Commissioners; Law & Courts and Finance Committees

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: July 27, 2023

SUBJECT: Resolution Authorizing an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office Crime Victim Rights Grant (CVR) for 2024
Agenda Items for the Law & Courts Committee Meeting on: August 10, 2023
Agenda Item for Finance Committee on: August 16, 2023
Agenda Item for the Board of Commissioners: August 22, 2023

BACKGROUND

The Michigan Department of Health and Human Services (MDHHS) provides local prosecutors' offices funding through the Crime Victim Rights Grant (CVR) to ensure that victims receive all rights and notifications required by the William Van Regenmorter Crime Victim Rights Act of 1985. The Ingham County Prosecutor's Office (ICPO) receives this grant and uses it to fund the four (4) full time victim advocates serving in the office's Victim/Witness Unit. The allocation for the 2024 grant year is \$344,059.

ALTERNATIVES

The county would be responsible for funding the four advocate positions which are necessary to fulfill our statutory obligation to provide notification and direct services to victims of crime.

FINANCIAL IMPACT

The grant allocation for 2024 would fund the salary and for the advocates assigned to the ICPO Victim/Witness Unit. This grant also dedicates a portion of the funding for direct victim services. The direct victim services portion of this grant covering costs such as changing locks, transportation to/from court, relocation (when approved by MDHHS), etc.

OTHER CONSIDERATIONS

This grant award is a continuation of previous agreements our office has received for several years.

RECOMMENDATION

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

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES AND THE INGHAM COUNTY PROSECUTOR'S OFFICE FOR THE 2024 CRIME VICTIM RIGHTS GRANT

WHEREAS, the Ingham County Prosecutor's Office (ICPO) has been approved to receive grant funds up to an amount of \$344,059 from the Crime Victim Rights Services Act, Crime Victim Rights Grant (CVR) administered by the Michigan Department of Health and Human Services (MDHHS) for the fiscal year of October 1, 2023 through September 30, 2024; and

WHEREAS, the primary goal of the CVR Grant is to support agency staff who provide direct services to victims of crime in Michigan; and

WHEREAS, continuing the CVR Grant will assist the Ingham County Prosecutor's Office in achieving the goals and objectives of providing services to victims of crime.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the \$344,059 awarded by MDHHS through the CVR Grant for the purpose of supporting ICPO staff and provide direct services to victims of crime in Ingham County and the state of Michigan.

BE IT FURTHER RESOLVED, that the period of this agreement shall begin on October 1, 2023 and ends on September 30, 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2024 budget and position allocation lists consistent with this resolution.

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

Agenda Item 5a

TO: Board of Commissioners Law & Courts Committee and Finance Committee
FROM: Ryan S. Watts, CCAB Manager
DATE: July 13th, 2023
SUBJECT: Resolution Authorizing a Contract with the City of Lansing
For the meeting agendas of August 10th and August 16th

BACKGROUND

This resolution approves a contract with the City of Lansing for \$15,000 to be used to support Community Corrections Advisory Board (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for City FY 2023-2024.

ALTERNATIVES

Failure to approve this resolution will result in the loss of revenue that helps support CCAB Manager personnel costs (\$7,500) and CCAB/DEI Executive Assistant costs (\$7,500).

FINANCIAL IMPACT

Community Corrections administration and programs are funded with a combination of State of Michigan Public Act 511 funds, Ingham County general funds, and City of Lansing grant funds.

OTHER CONSIDERATIONS

Community Corrections administration and all Public Act 511 treatment and service programs for the local Circuit Court probation population are dependent upon State of Michigan, Ingham County, and the City of Lansing funding.

RECOMMENDATION

Based on the information presented, the CCAB recommends approval of the attached resolution to support Community Corrections administration.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE CITY OF LANSING FOR AN
ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING COMMUNITY
CORRECTIONS
FOR THE 2023-2024 CITY FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract between the County and the City of Lansing for an allocation of funds to support Community Corrections administration for the City's 2023-2024 fiscal year; and

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$15,000 for FY 2023-2024 to be used to assist with CCAB administration, including supporting collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a contract with the City of Lansing for \$15,000 for the time period of July 1, 2023 through June 30, 2024.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 5b

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Ryan S. Watts, CCAB Manager

DATE: July 13, 2023

SUBJECT: Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring (EM) Users to Maintain Services Through December 31, 2023 and to Provide Notice to Judicial Services Group, Ltd. (JSG) That Additional Funds Are Available

BACKGROUND

Resolution #21-534, approved October 14, 2021, authorized a substantial increase to the Judicial Services Group, Ltd (JSG) Monitoring budget for indigent user electronic monitoring services. To fund FY 2023 indigent EM services, said resolution approved \$400,000 in Justice Millage Programming Funds. Due to the continued impact of COVID-19, electronic monitoring (EM) utilization remains high, with current available funding projected to be exhausted in September 2023. EM utilization is projected to continue at the current level through the remainder of 2023, requiring an additional \$175,000 to maintain services through December 31, 2023, for an overall 2023 total of \$575,000. Pursuant to the terms of the current JSG contract, written notice can be provided, as additional funds are made available.

ALTERNATIVES

When current funding runs out, the only available option for EM services is client-pay, which will reduce or preclude access to services.

FINANCIAL IMPACT

The proposed additional \$175,000 for indigent EM funds, to maintain services through December 31, 2023, are available within the Justice Millage fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

EM continues to be an essential evidence-based resource during the ongoing COVID-19 crisis and has proven to be an effective and cost-efficient option for monitoring appropriate offenders in the community. The cost of EM services is \$5.50 to \$10 per day compared to \$97.19 per day for a jail bed. The overall Ingham County JSG EM compliance rate for January through June is 98.9% and the compliance rate for just indigent users is 98.4%, both exceeding the National Compliance Rate of 93-94%.

Adequate indigent EM resources will continue to be needed as an alternative to jail for those unable to pay for services. It is expected that the increased need for EM resources, to provide services for users with reduced hours, lay-offs, and lost employment due to the pandemic will continue through 2023.

RECOMMENDATION

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADDITIONAL JUSTICE MILLAGE PROGRAMMING FUNDS FOR INDIGENT ELECTRONIC MONITORING USERS TO MAINTAIN SERVICES THROUGH DECEMBER 31, 2023 AND TO PROVIDE NOTICE TO JUDICIAL SERVICES GROUP, LTD. THAT ADDITIONAL FUNDS ARE AVAILABLE

WHEREAS, Resolution #19-393 adopted September 24, 2019 by the Board of Commissioners authorized entering a contract with Judicial Services Group, Ltd. (JSG) to provide electronic monitoring (EM) services for indigent users for an initial three-year performance period effective December 1, 2019 through December 1, 2022 followed by two one-year automatic renewal periods not to exceed December 31, 2024; and

WHEREAS, this contract provides that upon exhaustion of the annual budgeted and subsequently approved additional funds during any given year, JSG is required to cease performing services for the remainder of the year, unless or until JSG is notified in writing that additional funding is available to continue services for indigent users; and

WHEREAS, Board of Commissioners Resolution #21-649 adopted December 14, 2021 approved \$400,000 in Justice Millage Programming funds for 2023 indigent EM services; and

WHEREAS, the ongoing impact of COVID-19 continues to result in high utilization of EM services, exhausting the available Justice Millage funds in October of 2023; and

WHEREAS, EM has proven to be both effective and cost-efficient; and

WHEREAS, additional EM funding up to \$175,000 from the Justice Millage funds balance is now needed to ensure that services continue through December 31, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes additional funds in an amount not to exceed \$175,000, for an overall 2023 total of \$575,000 and authorizes providing JSG written notice that additional funds amounting to \$175,000 are available for EM services through December 31, 2023.

BE IT FURTHER RESOLVED, that these supplemental funds will come from the Justice Millage funds balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2023 budget.

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

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
RE: Special Transportation Millage Contract with CATA
DATE: August 3, 2023

BACKGROUND

This resolution authorizes a new scope of services which will be effective from October 1, 2023 through September 30, 2024. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran.

ALTERNATIVES

The County could opt to provide this transportation system in-house. However, CATA already has the buses and infrastructure in place to provide these services, and the cost to the County to begin doing so would be too great.

FINANCIAL IMPACT

For the period October 1, 2023 through September 30, 2024, the County shall reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$4,040,608 will be used to pay the actual expenses of operating, administrating, and marketing Spec-Tran. A maximum of \$1,216,443 of the funds will be used to pay for the actual expenses of operating, administering, and marketing CATA Rural Services.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of assisting in meeting basic needs and providing a quality transportation system.

OTHER CONSIDERATIONS

A new 5-year master agreement between CATA and Ingham County was recently adopted near the end of 2020.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TENTH AMENDMENT TO THE AGREEMENT WITH THE
CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2016 THROUGH
DECEMBER 31, 2025**

WHEREAS, an extended main agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2025; and

WHEREAS, in November 2020, the electorate approved a renewal of the countywide public transportation millage level of 60/100 (.60) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2023 through September 30, 2024 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

INGHAM COUNTY PROPOSED SCOPE OF SERVICE

For October 1, 2023, through September 30, 2024

For fiscal year 2024, Ingham County projects tax revenue in the amount of \$5,257,051 from the Special Transportation Millage. As the County's contractor, CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost-efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. CRS also refers to the Mason Connector, Williamston-Webberville Connector and Mason Redi-Ride routes. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$1,216,443 of funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$4,040,608 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.
4. The term of the Agreement between CATA and Ingham County was recently extended for five years from January 1, 2021 through December 31, 2025 and adopted by both parties near the end of 2020.

TO: Board of Commissioners Human Services and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: July 20, 2023

SUBJECT: Authorization to Accept Donations

For the Meeting Agendas of August 14 and August 16, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept donations from community members, businesses, and community-based organizations in order to support various programs administered by ICHHD. The role of the Health Department is to protect, improve, and advocate for the health and well-being of our community. ICHHD administers programs that prevent and control diseases, protect citizens from environmental hazards, and that link county residents to an organized system of health care. Community members have expressed a desire to make donations to various programs administered by ICHHD.

ALTERNATIVES

Choosing not to allow donations would forfeit opportunities for further support for Health Department operations as well as opportunities for community members, businesses, and community-based organizations to participate in the protecting, improving, and advocating for the health and well-being of Ingham County.

FINANCIAL IMPACT

Allowing community members, businesses, and community-based organizations to donate monetary and material donations, will allow ICHHD’s programs to be enhanced, and will allow Ingham County residents to play a role in the advancement of our community’s well-being.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize ICHHD the ability to accept monetary and material donations from community members, businesses and community-based organizations upon approval and to be ongoing.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE INGHAM COUNTY HEALTH DEPARTMENT
TO ACCEPT DONATIONS**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept monetary and/or material gifts from community members, businesses, and community-based organizations to support ICHD's programs and services; and

WHEREAS, ICHD protects, improves, and advocates for the health and well-being of our community; and

WHEREAS, ICHD administers programs that prevent and control diseases, protects citizens from environmental hazards, and links county residents to an organized system of health care; and

WHEREAS, community members, businesses, and community-based organizations may wish to make donations to ICHD in order to support its programs and services; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize ICHD to accept monetary and/or material gifts which will be used in support of its programs and services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to accept monetary and/or material gifts which will be used in support of its programs and services.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Dr. Adenike Shoyinka, MD. Medical Health Officer
DATE: July 12th, 2023
SUBJECT: FY 23 State of Michigan Emerging Threats Comprehensive Agreement – Amendment # 4
For the meeting agendas of August 14th, 2023 and August 16th, 2023

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The Board of Commissioners approved the FY22-23 Emerging Threats Comprehensive Agreement through Resolution #22-397, Amendment #1 through Resolution #22-562, Amendment #2 through Resolution #23-056, and Amendment #3 through Resolution #23-180. Amendment #4 will amend the COVID Workforce Development grant ending date effective June 30, 2023 to September 30, 2023.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Amendment #4 changes the grant ending date of the Workforce Development grant but has no financial impact on the ICHD.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Emerging Threats agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE 2022-2023 EMERGING THREATS MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and the Ingham County Health Department have entered into a 2022-2023 Emerging Threats Agreement authorized through Resolution #22-397, Amendment #1 in Resolution #22-562, Amendment #2 through Resolution #23-056, and Amendment #3 through Resolution #23-180; and

WHEREAS, MDHHS has proposed Amendment #4 to amend the COVID Workforce Development grant ending date effective June 30, 2023 through September 30, 2023; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending the FY22-23 Emerging Threats Agreement with MDHHS for the delivery of Emerging Threats services under the Comprehensive Agreement to extend the agreement through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the 2022-2023 Emerging Threats Agreement with MDHHS for the delivery of Emerging Threats services under the Comprehensive Agreement to extend the agreement through September 30, 2023.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, or her designee, is authorized to submit the 2022 -2023 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts associated with the Comprehensive Agreement after review by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committee
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: July 13, 2023
SUBJECT: Authorization to Amend Agreement with the Michigan Department of Labor & Economic Opportunity
For the meeting agendas of August 14, and August 16, 2023

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #23-032 with Michigan Department of Labor & Economic Opportunity (MDLEO) by increasing the funding by \$20,000, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$632,000. ICHHD's CHCs have a current agreement in place with MDLEO for Refugee Health Screenings. The purpose of additional funding is to further support the provision of transportation services to refugees.

ALTERNATIVES

If we do not accept additional funding, ICHHD's CHCs will have to identify alternative ways to meet refugees' transportation needs.

FINANCIAL IMPACT

MDLEO will provide a total funding amount not to exceed \$632,000 for fiscal year 2024.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorization to amend the agreement with Michigan Department of Labor & Economic Opportunity (MDLEO), effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$632,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AGREEMENT WITH MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC OPPORTUNITY**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #23-032 with Michigan Department of Labor & Economic Opportunity (MDLEO) by increasing the funding by \$20,000, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$632,000; and

WHEREAS, ICHHD's CHCs have an agreement in place with MDLEO for Refugee Health Screenings; and

WHEREAS, the purpose of additional funding is to support the provision of transportation services to refugees; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #23-032 with the Michigan Department of Labor & Economic Opportunity to an amount not exceed \$632,000, effective October 1, 2023 through September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #23-032 with Michigan Department of Labor & Economic Opportunity, increasing the funding by \$20,000 to an amount not to exceed \$632,000, effective October 1, 2023 through September 30, 2024.

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

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

TO: Board of Commissioner’s Human Services and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: July 20, 2023

SUBJECT: Authorization for an Agreement with Michigan Primary Care Association for Billing and Collections technical assistance.

For the Meeting Agendas of August 14, 2023 and August 16, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Primary Care Association (MPCA) to provide Billing and Collections technical assistance effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000. As MPCA has knowledge in billing patient claims and collecting payments on those claims, MPCA will provide technical training to aid in the billing and collection processes. This knowledge will prove invaluable to our daily operations by allowing ICHHD to more efficiently and effectively bill patient claims and collect payments on these claims.

ALTERNATIVES

Choosing not to enter into this agreement would forfeit critical training that can improve ICHHD’s billing process to more efficiently and effectively bill patient claims and collect payments on these claims.

FINANCIAL IMPACT

The cost of this agreement in an amount not to exceed \$15,000 will be effective October 1, 2023 through September 30, 2024, and will be covered by ICHHD’s Operating Budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with MPCA to provide technical training, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
MICHIGAN PRIMARY CARE ASSOCIATION**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Primary Care Association (MPCA) for Billing and Collections technical assistance effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000; and

WHEREAS, this agreement will provide technical training to aid in the billing and collection processes; and

WHEREAS, this agreement will allow ICHHD to more efficiently and effectively bill patient claims and collect payments on these claims; and

WHEREAS, the cost of this agreement is not to exceed \$15,000 and is to be covered by ICHHD's Operating Budget; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPCA for billing and collections technical training, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MPCA for billing and collections technical assistance, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: July 7, 2023
SUBJECT: Authorization to Enter into an Agreement with Dr. Aaron Dora-Laskey for Medication Assisted Treatment (MAT) Physician Services

For the meeting agendas of August 14, and August 16, 2023

BACKGROUND

Ingham County Health Department’s (ICHD), Community Health Centers (CHC) wish to enter into a service agreement with Dr. Aaron Dora-Laskey to provide Medication Assisted Treatment (MAT) physician services, up to 8 hours per week or .20 FTE, at New Hope and Birch CHC locations, effective September 1, 2023 through August 31, 2024, in an amount not to exceed \$62,400. MAT services are provided by ICHD’s CHCs to treat patients facing opioid use disorder. MAT services were previously provided by Tammy Ayers, who cancelled her contract with ICHD in FY 2023.

ALTERNATIVES

The alternative would be to discontinue MAT services because ICHD’s CHCs do not have the capacity to deliver such services.

FINANCIAL IMPACT

The cost of this agreement will be covered by the CHC Operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize a service agreement with Dr. Aaron Dora-Laskey to provide MAT services, up to 8 hours per week or .20 FTE, at New Hope and Birch CHC locations, effective September 1, 2023 through August 31, 2024 in an amount not to exceed \$62,400.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DR. AARON DORA-LASKEY FOR
MEDICATION ASSISTED TREATMENT (MAT) PHYSICIAN SERVICES**

WHEREAS, Ingham County Health Department (ICHD), Community Health Centers (CHC) wishes to enter into a service agreement with Dr. Aaron Dora-Laskey to provide Medication Assisted Treatment (MAT) physician services, up to 8 hours per week or .20 FTE, at New Hope and Birch Community Health Center locations, effective September 1, 2023 through August 31, 2024, in an amount not to exceed \$62,400; and

WHEREAS, MAT services are provided by ICHD's CHCs to treat patients facing opioid use disorder; and

WHEREAS, the cost of this agreement will not exceed \$62,400 and will be covered by the CHC Operating budget; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into a service agreement with Dr. Aaron Dora-Laskey to provide MAT physician services, up to 8 hours per week or .20 FTE, at New Hope and Birch CHC locations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a service agreement with Dr. Aaron Dora-Laskey to provide MAT physician services, up to 8 hours per week or .20 FTE, at New Hope and Birch CHC locations.

BE IT FURTHER RESOLVED, that the service agreement shall be effective September 1, 2023 through August 31, 2024 in an amount not to exceed \$62,400.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: July 7, 2023
SUBJECT: Authorization for an Agreement with Luma Health through Michigan Primary Care Association for Patient Communication Services

For the meeting agendas of August 14, and August 16, 2023

BACKGROUND

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to enter a three-year agreement with Luma Health through the Michigan Primary Care Association (MPCA) for patient communication services, effective September 1, 2023 through August 31, 2026 in a total amount not to exceed \$108,000. Luma Health offers patient communication, appointment reminders, broadcast messaging, and additional outreach tools to facilitate healthcare delivery. MPCA utilizes Luma Health to provide these resources to its entire network of federally qualified health centers.

ALTERNATIVES

Choosing not to enter into this agreement with Luma Health could compromise ICHD’s ability to communicate effectively with patients.

FINANCIAL IMPACT

The total cost of this agreement is \$108,000 and will be covered by incentive payments from ICHD’s CHCs’ ongoing participation in MPCA’s value-based programs.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize enter a three-year agreement with Luma Health through the MPCA for patient communication services, effective September 1, 2023 through August 31, 2026, in an amount not to exceed \$108,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LUMA HEALTH THROUGH THE MICHIGAN PRIMARY CARE ASSOCIATION FOR PATIENT COMMUNICATION SERVICES

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Luma Health through the Michigan Primary Care Association (MPCA) for patient communication services, effective September 1, 2023 through August 31, 2026, in a total amount not to exceed \$108,000; and

WHEREAS, Luma Health offers patient communication, appointment reminders, broadcast messaging, and other outreach tools to facilitate healthcare delivery; and

WHEREAS, MPCA utilizes Luma Health to provide these resources to its entire network of federally qualified health centers; and

WHEREAS, the total cost of this agreement is \$108,000 and will be covered by incentive payments from ICHHD's CHCs' ongoing participation in MPCA's value-based programs; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Luma Health through MPCA for patient outreach, appointment reminders, broadcast messaging, and other patient-centered services, effective September 1, 2023 through August 31, 2026.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Luma Health through MPCA for patient outreach, appointment reminders, broadcast messaging, and other patient-centered services, effective September 1, 2023 through August 31, 2026.

BE IT FURTHER RESOLVED, that total cost of this agreement will not exceed \$108,000 and will be covered by incentive payments from ICHHD's ongoing participation in MPCA's value-based programs.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Interagency Agreement after review by the County Attorney.

Agenda Item 8a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: August 1, 2023

RE: Resolution to Authorize an Agreement with PM Technologies for the Preventative Maintenance, Repair and Emergency Services for Backup Generators Located at Various Ingham County Facilities

For the meeting agendas of: August 15 & 16

BACKGROUND

The generators at the various Ingham County facilities require regular preventative maintenance, repair, and emergency services to ensure the generators are operational in times of need. These generators power the buildings while the needs of the community need to be met such as the Courts, Health Department, 9-1-1 Center, the Sheriff's Office, and Jail.

A request for proposal (RFP) was completed by the Purchasing Department and proposals solicited from qualified vendors for a three-year term agreement with a two-year renew option. The lowest responsive and responsible proposal was submitted by PM Technologies for a grand total of \$15,975 for the three-year term.

ALTERNATIVES

The alternative would be to not approve leaving the generators vulnerable to fail in critical times of need.

FINANCIAL IMPACT

Funds are available in the appropriate 931100 maintenance contractual line item.

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 PM Technologies for the preventative maintenance, repair and emergency service for backup generators located at various Ingham County facilities.

Agenda Item 8a

TO: Glenn Canning, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: July 11, 2023
RE: Memorandum of Performance for RFP No. 94-23 Generator Preventative Maintenance, Repair, and Emergency Services

Per your request, the Purchasing Department sought proposals from qualified and experienced generator service vendors to provide annual preventative maintenance, as-needed repairs, and emergency 9-1-1 services for Ingham County's backup generators located at various County facilities, for a period of three (3) years.

The scope of services includes, but is not limited to, evaluating the mechanical and electrical condition of the generators, performing load testing, providing a detailed written evaluation and recommendation for maintenance and/or repairs, as required, and providing all parts and fluids according to manufacturers' specifications.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	32	6
Vendors responding	3	0

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

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

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

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

SUMMARY OF VENDORS' COSTS, as follows:

VENDOR NAME	TOTAL ENERGY SYSTEMS	WOLVERINE POWER SYSTEMS	PM TECHNOLOGIES LLC
Local Preference	No, Wixom, MI	No, Zeeland MI	No, Wixom, MI
PRICING FORM 1			
TOTAL COST - GRAND TOTAL YEARS 1-3	\$22,770.00	\$34,515.00	\$15,975.00
Year 1	\$7,590.00	\$11,190.00	\$5,325.00
Year 2	\$7,590.00	\$11,500.00	\$5,325.00
Year 3	\$7,590.00	\$11,825.00	\$5,325.00

PRICING FORM 2 (Hourly Rates)			
Year 1			
Regular Business Hours (8am – 5pm)	\$190.00	\$150.00	\$179.00
Evening Hours (after 5pm)	\$285.00	\$225.00	\$209.00
Emergency Hours	\$285.00	\$300.00	\$209.00
Weekend Hours	\$285.00	\$225.00	\$209.00
Holiday Hours	\$380.00	\$300.00	\$209.00
Year 2			
Regular Business Hours (8am – 5pm)	\$190.00	\$160.00	\$179.00
Evening Hours (after 5pm)	\$285.00	\$240.00	\$209.00
Emergency Hours	\$285.00	\$320.00	\$209.00
Weekend Hours	\$285.00	\$240.00	\$209.00
Holiday Hours	\$380.00	\$320.00	\$209.00
Year 3			
Regular Business Hours (8am – 5pm)	\$190.00	\$170.00	\$179.00
Evening Hours (after 5pm)	\$285.00	\$255.00	\$209.00
Emergency Hours	\$285.00	\$340.00	\$209.00
Weekend Hours	\$285.00	\$255.00	\$209.00
Holiday Hours	\$380.00	\$340.00	\$209.00

PRICING FORM 3

PREVENTATIVE - GRAND TOTAL YEARS			
1-3	\$5,112.00	\$8,925.00	\$4,650.00
<small>(Penn Ave. Dobbie Rd Leslie Site Dansville Site)</small>			
Year 1		\$2,900.00	\$1,550.00
Year 2		\$2,970.00	\$1,550.00
Year 3		\$3,055.00	\$1,550.00
LOAD BANK TESTING (Per Generator)			
Year 1	\$400.00	\$600.00	\$715.00
Year 2	\$400.00	\$600.00	\$715.00
Year 3	\$400.00	\$600.00	\$715.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PM TECHNOLOGIES LLC,
FOR THE PREVENTATIVE MAINTENANCE, REPAIR AND EMERGENCY SERVICES
FOR BACK UP GENERATORS AT VARIOUS INGHAM COUNTY FACILITIES**

WHEREAS, the generators at various Ingham County facilities require regular preventative maintenance, repair, and emergency services to ensure the generators are operational in times of need; and

WHEREAS, these generators provide backup power to the buildings while the needs of the community need to be met; and

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

WHEREAS, the Facilities Department recommends an agreement with PM Technologies LLC, who submitted the lowest responsive and responsible proposal of \$15,975 for the three-year term with a two-year renewal option; and

WHEREAS, funds are available in the appropriate Maintenance Contractual 931100-line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with PM Technologies LLC, 28294 Beck Road, Wixom, Michigan 48393, for the preventative maintenance, repair and emergency services for the backup generators at various Ingham County facilities for a three-year contract term in the amount of \$15,975 with a two-year renewal option.

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

Agenda Item 8b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: August 1, 2023

RE: Resolution to Authorize an Agreement Month-to-Month Extension Amendment with Du-All Cleaning Inc., for Janitorial Services at Multiple Locations

For the meeting agendas of: August 15 & 16

BACKGROUND

The current agreement for Janitorial Services with Du-All Cleaning Inc., expired on July 31, 2023. Du-All has agreed to a month-to-month extension until we have a new contract in place, hopefully within two months. The extension amendment will have a price increase of 11% due to the raise in the living wage and products.

ALTERNATIVES

The alternative would be to not approve leaving staff and public to potential unsanitary conditions.

FINANCIAL IMPACT

Funds are available in the appropriate 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 month-to-month extension amendment with Du-All Cleaning Inc. for janitorial services at multiple locations.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MONTH-TO-MONTH EXTENSION AMENDMENT TO THE
DU-ALL CLEANING INC. AGREEMENT FOR JANITORIAL SERVICES AT MULTIPLE
LOCATIONS**

WHEREAS, the current agreement with Du-All Cleaning Inc., expired on July 31, 2023; and

WHEREAS, Du-all Cleaning Inc., has agreed to a month-to-month extension until a new contract is in place;
and

WHEREAS, there will be an increase of 11% due to the living wage increase and cost increase of products; and

WHEREAS, without janitorial services there is the potential that the staff and public will be exposed to
unsanitary conditions; and

WHEREAS, the Facilities Department recommends a month-to-month extension amendment with Du-All
Cleaning Inc., for janitorial services at multiple locations for a monthly total of \$82,886.98; and

WHEREAS, funds are available in the Maintenance Contractual 931100-line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a month-to-
month extension amendment to the agreement with Du-all Cleaning Inc., 35474 Mound Road, Sterling Heights,
Michigan 48316, for janitorial services at multiple locations for a monthly amount of \$82,886.98.

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: August 3, 2023
RE: Resolution to Authorize an Agreement with VelocityEHS (MSDS Online) to Manage the Material Safety Data Sheets

For the meeting agendas of: August 15 & 16

BACKGROUND

Ingham County employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace. The complexity of administering numerous MSDS (material safety data sheets) across multiple departments exposes the County to the risk of being out of compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) regulations.

Our current agreement expires on September 14, 2023. The Facilities Department is requesting to enter into a three-year agreement with a three-year renewal option.

ALTERNATIVES

The alternative would be to put out a formal RFP, which will delay accessibility to the data sheets.

FINANCIAL IMPACT

Funds are available within the Workers Compensation Fund line item # 677-95310-967000.

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 VelocityEHS (MSDS Online) for the material safety data sheets for a three-year term with a three-year renewal option.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
VELOCITYEHS (MSDS ONLINE) TO MANAGE MATERIAL SAFETY DATA SHEETS**

WHEREAS, Ingham County employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace; and

WHEREAS, material safety data sheets are required for Ingham County to be in compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) regulations; and

WHEREAS, the current agreement expires on September 14, 2023; and

WHEREAS, the Facilities Department recommends entering into an agreement with VelocityEHS (MSDS Online) to manage the material safety data sheets for an amount not exceed \$25,766.87 for a three-year term with a three-year renewal option; and

WHEREAS, funds are available in the Workers Compensation Fund line item #677-95310-967000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with VelocityEHS (MSDS Online), 222 Merchandise Mart Plaza, Suite 1750, Chicago, Illinois 60654, to manage the material safety data sheets for an amount of \$25,766.87 for a three-year term with a three-year renewal option.

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

Agenda Item 8d

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: August 3, 2023
RE: Resolution to Authorize a Purchase Order to Knight Watch for a Card Reader and Door Release Button for the Women’s Health Clinic at the Human Services Building

For the meeting agendas of: August 15 & 16

BACKGROUND

The Health Department has requested a security measure to be taken at the Women’s Health Clinic at the Human Services Building (HSB) to protect staff and patients by adding a card swipe and door release button to the clinic door.

Knight Watch currently holds the County’s license for all card and door access making them proprietary. Knight Watch submitted a proposal of \$4,406.67 for parts, materials, and installation of the card reader and door release button.

ALTERNATIVES

The alternative would be to not approve leaving staff and patients vulnerable.

FINANCIAL IMPACT

Funds are available in line item #511-61525-976000-02240.

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 for the installation of a card reader and door release button for Women’s Health Clinic at HSB.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH FOR A
CARD READER AND DOOR RELEASE BUTTON FOR THE WOMEN'S HEALTH CLINIC
AT THE HUMAN SERVICES BUILDING**

WHEREAS, the Ingham County Health Department requested a security measure be taken for the safety of staff and patients at the Women's Health Clinic at the Human Services Building; and

WHEREAS, by adding a card reader and door release button to the clinic's door, it will help aid in the security and safety of those in the clinic; and

WHEREAS, the Facilities Department recommends a purchase order to Knight Watch, who submitted a proposal of \$4,406.67 for parts, materials, and installation of the card reader and door release button at the Women's Health Clinic at the Human Services Building; and

WHEREAS, funds are available in the line item #511-61525-976000-02240.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Knight Watch, 3005 Business One Drive, Kalamazoo, Michigan 49048, for parts, materials, and installation of the card reader and door release button at the Women's Health Clinic at the Human Services Building for an amount not to exceed \$4,406.67.

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: August 7, 2023
RE: Resolution to Authorize a Special Part-time Position for the Ingham County Facilities Department

For the meeting agendas of: August 15 & 16

BACKGROUND

In an effort to relieve Facilities staff from mandatory overtime due to staffing shortages, the Facilities Department is requesting a special part-time position be created. This position will help with a variety of tasks from custodial coverage to maintenance of the buildings, filling in where ever it is needed. Without the position not only will staff continue to be mandated to overtime, causing staff to burn-out but also the quality of customer service the department provides to the County will also suffer.

The Human Resources Department and UAW are in agreeance with the creation of this position.

ALTERNATIVES

The alternative would be to not approve the position, forcing staff to continue the mandatory overtime, which costs the County more in wages.

FINANCIAL IMPACT

Funds for the position will come from Facilities wages.

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 the creation of the special part-time position for the Ingham County Facilities Department.

TO: Glenn Canning, Director of Facilities
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
DATE: 7-31-2023
RE: Memo of Analysis for Creating a Special Part-Time Position

Human Resources can confirm the following information regarding creating a special part-time position for the Facilities Department:

1. Per the Facilities Department request, Human Resources created a new position titled Maintenance Repair Worker / Custodian – Special Part-Time. This will be a Special Part-time position and will not receive benefits. After analysis, the classification has a community of interest with the UAW Tops and is appropriately compensated at following the UAW D step 1 salary scale. I have attached a copy of the job description. The Facilities Department will create 1 Special Part-time position with the newly created job description.

The UAW has been notified and they support this request. I have attached the UAW response.

Please use this memo as acknowledgement of Human Resources' participation. 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 (887-4375).

From: [Teresa Carter](#)
To: [Elisabeth Bliesener](#)
Subject: RE: Facilities creating a special part-time position
Date: Monday, July 31, 2023 12:22:23 PM
Sensitivity: Confidential

Beth

This is all good and set to go, the UAW is in agreement with the Special Part Time facilities Job Description for this position.

Teresa Carter
Unit Chair
Local 2256

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Monday, July 31, 2023 10:43 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: Facilities creating a special part-time position
Sensitivity: Confidential

Teresa,
Hi just checking to see if you got a chance to review this?
The Facilities Department would like to create 1 special part-time position that they can post and hire to be able to call in when needed. I have attached a draft JD. The position would be paid following the UAW D step 1 salary scale.

Does the Union support this request and JD?

Thanks,

Beth Bliesener
Ingham County
Human Resources
517-887-4375

Transmission is Privileged and Confidential.
Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

**INGHAM COUNTY
JOB DESCRIPTION**

Maintenance Repair Worker/ Custodian - Special Part-Time

General Summary

The Maintenance Repair Worker/ Custodian – Special Part-Time will work under the supervision of a Maintenance Supervisor and will be responsible for a variety of maintenance and repair tasks on County facilities and equipment. The individual may also be tasked with custodial duties, ensuring the cleanliness and upkeep of various areas within County facilities.

Essential Functions

1. Performs general repairs to County buildings, fixtures, and equipment such as replacing broken windows and light bulbs.
2. Conduct plumbing repairs, including fixing leaks, unplugging drains and fixtures, replacing valves, and assisting with major plumbing jobs.
3. Assists with carpentry and construction tasks, which may involve hanging and finishing drywall, repairing door frames, building walls, and installing counter tops.
4. Performs interior and exterior painting, includes repairing and preparing walls and applying various types of paint.
5. Maintain grounds by operating snow removal equipment, trimming grass, planting flowers, and other related tasks.
7. Move office furniture, assemble and repair office furniture and equipment, and assist with room set-ups for meetings.
8. Operates a motor vehicle for deliveries and other tasks.
9. Performs minor repairs to mechanical equipment such as locks, mowers, kitchen equipment, and appliances.
10. Install carpet, tiles and other floor coverings.
11. Performs roof repair, including patching, replacing flashing, and shingling.
12. Ensures the safe operation and storage of maintenance tools and equipment.
13. Assists groundskeepers and custodial staff as required.
14. Empty wastebaskets and remove trash from buildings and recycling boxes.
15. Clean and disinfect sinks, restrooms, and exam rooms.

16. Dust and polish furniture, baseboards, file cabinets, and other fixtures.
17. Wash windows on lower levels and doors, both inside and outside.
18. Secure all doors and windows and set security system alarms before departure.

Other Functions

Performs other functions as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent.

- **Experience:** One year of experience in the maintenance and repair of buildings. Preferably some prior housekeeping/custodial experience.

Other Requirements: Possession of a valid Michigan Driver's License.

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

Physical Requirements

- Walks over uneven terrain to make repairs.
- Squatting, stooping, kneeling to maintain and repair facilities and equipment.
- Climbing ladders and to paint or make repairs.
- Lifting ability to remove and replace parts on building mechanical systems.
- Ability to lift, push and pull office furniture.
- Ability to lift boxes of supplies, equipment, and other items weighing up to 100 lbs.
- Ability to lift and move plumbing fixtures and other equipment involved in repair tasks

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

Working Conditions:

- Works in confined spaces.
- Works outside in varying weather conditions.
- Works in all areas of County buildings.
- Works in cramped body positions to perform maintenance and repairs.

- Works in areas with loud noise.
- Exposure to equipment where risk exists of getting burned, bruised or scraped.
- Contact with oil and petroleum products.
- Exposure to large moving parts of various equipment.
- Exposure to solvents and various other chemicals.
- Exposure to gases and fumes.
- Exposure to communicable diseases in the course of some maintenance assignments.

Follow UAW D step 1
Special Part Time
2023

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SPECIAL PART-TIME POSITION FOR THE
INGHAM COUNTY FACILITIES DEPARTMENT**

WHEREAS, the Facilities Department is requesting a special part-time position be created to help relieve staff from mandatory overtime due to staffing shortages; and

WHEREAS, the position will work a maximum of 20 hours per week and help with a variety of tasks from custodial coverage to maintenance of the buildings; and

WHEREAS, without the position not only will staff continue to be mandated to work overtime, causing staff to burn-out but also the quality of customer service the department provides to the County will suffer; and

WHEREAS, the new position has been classified by Ingham County Human Resources as a UAW Tops Maintenance Repair Worker/Custodian – Special Part-Time that will not receive benefits; and

WHEREAS, the position will be compensated at a UAW D (\$21.18 per hour); and

WHEREAS, the Human Resources Department and UAW agree with the creation of this position; and

WHEREAS, funds for the position will come from Facilities' wages line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a Maintenance Repair Worker/Custodian – Special Part-Time, UAW Tops D (\$21.18 per hour), for the Facilities Department.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary 2023 budget and position allocation lists adjustments consistent with this resolution.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: July 27, 2023

SUBJECT: Proposed Resolution to Amend the Agreement with Leroy Township for the 2023 Local Road Program

For the Meeting Agendas of August 15, 16 and 22

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.

Leroy Township coordinated with the Road Department to schedule work for the 2023 construction season and the associated agreement was authorized per Resolution #23-192. Leroy Township has since requested additional work to be performed as part of the 2023 program, requiring an amendment to their executed agreement. The attached table provides details regarding the 2023 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township, and the funding responsibility of the Road Department.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department does not have a match contribution for the additional work requested as part of the 2023 Local Road Program, as Leroy Township’s annual allocation was previously expended in the original scope of work detailed in Resolution #23-192. Therefore, the additional project costs that exceed the capped match amounts from the Road Department will be the 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 amend the Local Road Program Agreements with Leroy Township.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE AGREEMENT WITH LEROY TOWNSHIP FOR THE
2023 LOCAL ROAD PROGRAM**

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by 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, Leroy Township coordinated with the Road Department to schedule work for the 2023 construction season and the associated agreement was authorized per Resolution #23-192; and

WHEREAS, Leroy Township has requested additional road work to be included in the 2023 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the additional road improvements for the 2023 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 \$45,000 for Leroy Township is included in the adopted 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with Leroy Township to include additional road work for the 2023 Local Road Program, as detailed in the attached table.

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

BE IT FURTHER RESOLVED, that the Road Department shall invoice Leroy 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.

2023 Local Road Program (LRP)

Township	Match Balance Thru 2022	2023 ICRD Match Allocation	Total 2023 Match Available	Proposed 2023 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Leroy	\$0.00	\$45,000.00	\$45,000.00	Asphalt wedging and overlay of Dennis Road (Searls Rd to Kane Rd) Amended to include the wedging and overlay of Pardee Road (Webberville Rd to Village of Webberville limit) for a total budget for both roads of \$150,000.	\$150,000.00	\$105,000.00	\$45,000.00

Agenda Item 9b

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

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: July 31, 2023

SUBJECT: Proposed Resolution to Authorize a Bituminous Pavement Agreement with G.S. Fedewa Builders, Inc. for Phase 4 of Sierra Ridge Estates

For the Meeting Agendas of August 15, 16, and 22

BACKGROUND

The process by which plats are developed follows state statute (Act 288 of 1967). The platting process begins with development of a Preliminary Plat 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 is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans are developed, reviewed, and approved by the same stakeholders. After construction is completed, the Final Plat acceptance process can be initiated to make the roads, drains, and utilities part of the public domain.

The Sierra Ridge Estates Phase 4 development is part of a 96-lot residential subdivision located north of Lake Lansing Road and east of Newton Road in Section 4 of Meridian Township. The development has followed the platting process described above for the previous three phases dating back to August 2002. The proprietor, G.S. Fedewa Builders, Inc. constructed Phase 4 throughout 2022 and is now requesting the Final Plat process to commence, which would allow the developer to begin selling the lots and constructing new homes.

The extension of Fresno Lane has been constructed up to, but not including, the top layer of asphalt in accordance with the approved road and drainage plans. The work completed to date meets Road Department standards. The Road Department has historically allowed placement of the final layer of asphalt after the lots within the plat are built-out with new homes. This avoids damage to the final driving surface due to construction traffic, allows time to reveal weaknesses within the newly constructed roadway, and provides a better end product for road users. The Road Department requires a bituminous pavement agreement and a deposit for uncompleted work as an assurance the proprietor will place the final layer of asphalt on the public road within 5 years, during which time most, if not all, of the homes will be built. G.S. Fedewa Builders Inc. has submitted all the required fees, insurance, testing results, certifications, warranty deeds, and verification of the Drain Office's approval, meeting all of the requirements to proceed to the execution of a bituminous pavement agreement. As part of the bituminous pavement agreement, the proprietor has provided an escrow deposit in the amount of \$44,097.29 as an assurance that the final layer of asphalt will be placed on Fresno Lane within 5 years.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The bituminous pavement agreement will ensure the extension of Fresno Lane is fully paved within 5 years, at the proprietor's cost.

OTHER CONSIDERATIONS

Once the bituminous pavement agreement has been executed, the Final Plat can be approved by the Board and the extension of Fresno Lane accepted as a public road.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A BITUMINOUS PAVEMENT AGREEMENT WITH
G.S. FEDEWA BUILDERS, INC. FOR PHASE 4 OF SIERRA RIDGE ESTATES**

WHEREAS, the process by which a platted subdivision is developed follows state statute (Act 288 of 1967); and

WHEREAS, on November 26, 2019, per Resolution #19-488, the Board of Commissioners re-approved the Preliminary Plat for the residential subdivision called Sierra Ridge Estates, which consists of 96 lots within five (5) phases of construction on 73.4 acres north of Lake Lansing Road, east of Newton Road, in Section 4 of Meridian Township, Ingham County, Michigan; and

WHEREAS, Phase 4 of Sierra Ridge Estates included an extension of one existing internal road, Fresno Lane, which was constructed in 2022 in accordance with the approved road and drainage plans, except for the final layer of asphalt; and

WHEREAS, the proprietor, G.S. Fedewa Builders, Inc. has submitted all the required fees, insurance, testing results, certifications, warranty deeds, and verification of the Drain Office's approval, thereby meeting all of the requirements to proceed to the execution of a bituminous pavement agreement; and

WHEREAS, the bituminous pavement agreement shall define the requirements of G.S. Fedewa Builders Inc., to complete the top course of asphalt pavement on the extension of Fresno Lane within five years to allow most of the new homes to be constructed prior to final completion of the new road; and

WHEREAS, G.S. Fedewa Builders, Inc. has provided an escrow deposit in the amount of \$44,097.29; and

WHEREAS, upon execution of the bituminous pavement agreement, G.S. Fedewa Builders Inc. intends to request Final Plat approval for Phase 4 of Sierra Ridge Estates and the acceptance of the extension of Fresno Lane into the public road network.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a bituminous pavement agreement with G.S. Fedewa Builders Inc., located at 5570 Okemos Road, East Lansing MI 48823, for the placement of the top course of pavement on the extension of Fresno Lane, the sole road within Phase 4 of Sierra Ridge Estates, within five years from the adoption date of this resolution.

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

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

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: July 31, 2023

SUBJECT: Proposed Resolution to Authorize Engineering Design Service Agreements with RS Engineering, LLC for the Holt Road Project from US-127 to Okemos Road and for the Mount Hope Road Project from Hagadorn Road to Okemos Road

For the Meeting Agendas of August 15, 16 and 22

BACKGROUND

The Road Department has received Surface Transportation Program (STP) funding to perform the reconstruction of Holt Road from US-127 to Okemos Road in Sections 16-21 of Alaiedon Township. The STP funding provides for 80% of the construction costs, while the Road Department is responsible for the 20% construction funding match, 100% of preliminary engineering, 100% of construction engineering, and 100% of right-of-way costs (if any).

Additionally, the Road Department has received Highway Safety Improvement Program (HSIP) funding to perform a road diet and traffic signal replacement on Mount Hope Road from Hagadorn Road to Okemos Road in Sections 20, 21, 28, and 29 of Meridian Township. The HSIP funding provides for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the preliminary engineering costs up to the capped amount of \$45,000. The Road Department is responsible for the 10% construction funding match, 50% of preliminary engineering, 100% of construction engineering, 100% of right-of-way costs (if any), plus any overages beyond the capped funding amounts. Per Resolution #23-319, the Board authorized Michigan Department of Transportation (MDOT) Contract 23-5246 for the Road Department to receive the preliminary engineering funding. Additionally, if a consultant performs preliminary engineering on projects with HSIP funding reimbursement, MDOT requires specific language to be included in the consultant services contract, consistent with their third-party agreement template.

Unfortunately, the Road Department does not currently have a Design Engineer on staff to perform this work and is unable to undertake and complete the design of these projects in time to meet funding deadlines. Therefore, the Road Department must rely on an engineering design consultant to perform the work.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Board of Commissioners in Resolution #19-299 and extended through 2023 in Resolution #21-609.

Pursuant to that resolution, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Holt Road and Mount Hope Road projects under RFQ #160-23. The Purchasing Department received two proposals, with total fees for the two combined projects as detailed below:

RS Engineering, LLC	\$138,589.15
DLZ Michigan, Inc.	\$89,834.22

Upon review, the RS Engineering proposal demonstrated a significant understanding of the scope of work on these projects and a high level of related experience. While RS Engineering did not have the lowest cost proposal, it included staff with significantly more professional experience in road design, more expertise to address potential issues with the proposed rubblizing of the existing pavement on the Holt Road project, and provides the Road Department greater confidence in their ability to produce final deliverables on the necessary expedited schedule. DLZ Michigan, who had the lowest fee proposal, assigned the majority of their work hours to a staff member without a Professional Engineering license and with little road design experience. It also raised concern of their ability to produce final deliverables on an expedited schedule. Therefore, RS Engineering was selected as the consultant who provided the most competitive proposal and design fee of \$138,589.15 for these two projects, making them the most advantageous consultant for the County.

The total RS Engineering design fee is split between the projects as follows:

	Design Fee	Contingency	Max Authorization
Holt Road	\$67,879.87	\$14,000.00 (21%)	\$81,879.87
Mount Hope Road	\$70,709.28	\$19,290.72 (27%)	\$90,000.00

ALTERNATIVES

None. The Road Department is currently understaffed and unable to perform this work in time to meet the required funding deadlines.

FINANCIAL IMPACT

RS Engineering, LLC provided a fee proposal of \$67,879.87 for the Holt Road project. A contingency of \$14,000 is requested to accommodate unidentified costs during the design process that may become necessary to achieve a successful construction project. The costs for this project are 100% the responsibility of the Road Department.

RS Engineering, LLC provided a fee proposal of \$70,709.28 for the Mount Hope Road project. A contingency of \$19,290.72 is requested to match the total funding award available through the HSIP funding, which shall be split 50/50 between MDOT and the Road Department.

The preliminary engineering costs for both of these projects are included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution to authorize agreements with RS Engineering, LLC for the Holt Road and Mount Hope Road projects.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENGINEERING DESIGN SERVICE AGREEMENTS
WITH RS ENGINEERING, LLC FOR THE
HOLT ROAD PROJECT FROM US-127 TO OKEMOS ROAD AND FOR THE
MOUNT HOPE ROAD PROJECT FROM HAGADORN ROAD TO OKEMOS ROAD**

WHEREAS, the Road Department received Surface Transportation Program (STP) funding to perform the reconstruction of Holt Road from US-127 to Okemos Road in Sections 16-21 of Alaiedon Township; and

WHEREAS, the STP funding provides for 80% of the construction costs, while the Road Department is responsible for the 20% construction funding match, 100% of preliminary engineering, 100% of construction engineering, and 100% of right-of-way costs; and

WHEREAS, the Road Department received Highway Safety Improvement Program (HSIP) funding to perform a road diet and traffic signal replacement on Mount Hope Road from Hagadorn Road to Okemos Road in Sections 20, 21, 28, and 29 of Meridian Township; and

WHEREAS, the HSIP funding provides for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the preliminary engineering costs up to the capped federal funding amount of \$45,000, while the Road Department is responsible for the 10% construction funding match, 50% of preliminary engineering, 100% of construction engineering, 100% of right-of-way costs, plus any overages beyond the capped funding amounts; and

WHEREAS, per Resolution #23-319, the Ingham County Board of Commissioners authorized Michigan Department for Transportation (MDOT) Contract 23-5246 for the Road Department to receive the preliminary engineering HSIP funding; and

WHEREAS, one of the requirements to receive HSIP funding for preliminary engineering services performed by a consultant is to include specific state and federal language in the consultant services contract consistent with MDOT's third-party agreement template; and

WHEREAS, the Road Department financial responsibility associated with the design engineering costs for these two projects have been included in the 2023 Road Fund Budget; and

WHEREAS, the Road Department financial responsibility associated with the construction matches for the STP and HSIP funding sources for these two projects have been included in the proposed 2024 Road Fund Budget; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Board of Commissioners in Resolution #19-299 and extended through 2023 in Resolution #21-609; and

WHEREAS, pursuant to Board Resolutions #19-299 and #21-609, the Purchasing Department solicited detailed scope of services proposals (RFQ #160-23) from the as-needed consultants for the Holt Road and Mount Hope Road projects; and

WHEREAS, the Purchasing Department and 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, the County on behalf of the Road Department, will need to enter into agreements with the consultant for the Holt Road Project and the Mount Hope Road Project, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with RS Engineering, LLC to provide professional engineering services on the Holt Road Project for a not-to-exceed fee of \$67,879.87; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contingency of \$14,000 for the Holt Road Project to accommodate unidentified costs that may become necessary throughout the design process to achieve a successful construction project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with RS Engineering, LLC to provide professional engineering services on the Mount Hope Road Project for a not-to-exceed fee of \$70,709.28, including additional state and federal language required as part of the HSIP funding for the preliminary engineering phase, consistent with the MDOT third-party template; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contingency of \$19,290.72 for the Mount Hope Road Project to accommodate unidentified costs that may become necessary throughout the design process to achieve a successful construction project, for a maximum available contract authorization of \$90,000, which aligns with the HSIP funding award of \$90,000 as described in MDOT Contract #23-5246, acknowledging the consultant shall only be paid for actual costs authorized by the Road Department and that any preliminary engineering costs exceeding the capped funding award shall be the responsibility of the Road Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Holt Road Project from US-127 to Okemos Road in Sections 16-21 of Alaiedon Township with RS Engineering, LLC located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917 for the not-to-exceed fee of \$67,879.87.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Holt Road Project in the amount of \$14,000 (approximately 20% of the proposed \$67,879.87 design fee) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and RS Engineering, LLC as a condition precedent to the initiation of any work on such additional work items.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Mount Hope Project from Hagadorn Road to Okemos Road in Sections 20, 21, 28, and 29 of Meridian Township with RS Engineering, LLC located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917 for the not-to-exceed fee of \$70,709.28, which shall include specific state and federal language in the consultant services contract consistent with MDOT's third-party agreement template,

acknowledging the consultant shall only be paid for actual costs authorized by the Road Department and that any preliminary engineering costs exceeding the capped funding award shall be the responsibility of the Road Department.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Mount Hope Road Project in the amount of \$19,290.72 (approximately 27% of the proposed \$70,709.28 design fee) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and RS Engineering, LLC as a condition precedent to the initiation of any work on such additional work items.

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 9d

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: July 27, 2023

SUBJECT: Proposed Resolution Authorizing a Purchase order for a Professional Brush Cutter Machine

For the agendas on August 15 and 16

BACKGROUND

The purpose of this memorandum is to request approval to purchase an Evergreen professional brush cutter machine from Burnips Equipment Company. The Road Department currently uses two 2006 model brush cutters for year-round roadside vegetation control. The purchase of an additional brush cutter will increase the Road Departments ability to control roadside vegetation and provide safe roadways for the public.

Bids for a professional brush cutter machine were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid #159-23 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to purchase the Evergreen professional brush cutter from Burnips Equipment Company, due to them being the low bid and having the ability to deliver the machine in a shorter time frame than the other bidder.

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

The lead time on this machine is less than ninety days.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for the purchase of an Evergreen professional brush cutter from Burnips Equipment Company.

Agenda Item 9d

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: July 17, 2023
RE: Memorandum of Performance for IFB No. 159-23 Professional Brush Cutter Machine

Per your request, the Purchasing Department sought bids from qualified vendors for the purpose of furnishing the Ingham County Road Department with a professional brush cutter machine for use in the Ingham County Road Department Right-of-Ways.

The specifications include, but are not limited to, operating year round, telescoping boom with an extension of up to 25' W x 30' H, 47" m/l steel frame w/adjustable roller flail head, and should have three different operating modes: 2 front steering wheels, 4 steering wheels and 4 parallel steering wheels (crab).

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	32	3
Vendors responding	2	1

Summary of the vendors' costs:

Vendor Name	Local Preference	Brand	Make	Model	Lead time	Total Cost for One Machine
Hutson Inc.	Yes, Mason MI	Mantis Prime Mover	Mantis	155F	6 months	\$ 312,486.50
Burnips Equipment Co.	No, Dorr, MI	Evergreen America	Evergreen	Aspen	90 days or less	\$ 236,000.00

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR A
PROFESSIONAL BRUSH CUTTER MACHINE**

WHEREAS, the Road Department has an obligation to control overgrown vegetation along, and within the limits of, roads under its jurisdiction; and

WHEREAS, the two current Road Department brush cutters are reaching the end of their expected service life; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #159-23 and received two bids for the purpose of furnishing a professional brush cutter machine to the Road Department; and

WHEREAS, bids for furnishing a professional brush cutter machine were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute a purchase order with Burnips Equipment Company; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with this purchase order.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a purchase order with Burnips Equipment Company located at 3073 142nd Ave, Dorr, Michigan 49323 for furnishing a professional brush cutter machine at a not to exceed price of \$236,000, as detailed in the Memo of Performance for Invitation for Bid #159-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Burnips Equipment Company on behalf of the Road Department.

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

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

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: July 31, 2023

SUBJECT: Proposed Resolution to Approve a Contract with J. Ranck Electric Inc. for Traffic Signal Construction Services

For the Meeting Agendas of August 15, 16 and 22

BACKGROUND

The existing traffic signal at the intersection of Okemos Road and Central Park Drive was installed in 1994 and is reaching the end of its usable service life. The Purchasing Department solicited bids for its replacement in accordance with County purchasing requirements per Request for Proposal #157-23. Three bids were received and reviewed by the Purchasing Department and Road Department and the low bidder's proposal met all necessary qualifications, specifications and requirements. Attached is the Memorandum of Performance from James Hudgins, Director of Purchasing.

The contractor's scope of work includes traffic signal foundation installation, controller cabinet installation, strain pole erection, span wire installation, signal equipment installation, vehicle detection system, and other related work.

ALTERNATIVES

Delay the replacement of the traffic signal to a future year. This approach is not preferred, as a delay could result in equipment malfunction or failure.

FINANCIAL IMPACT

The cost for this project will be covered by the 2023 and 2024 Road Fund Budgets.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to contract with J. Ranck Electric Inc for Traffic Signal Construction Services, as detailed in Request for Proposal #157-23.

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: July 20, 2023
RE: Memorandum of Performance for RFP No. 157-23 Traffic Signal Construction Services

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced traffic signal contractors for the purpose of entering into a contract to provide traffic signal construction services at the Okemos Road and Central Park Drive intersection, located in Ingham County, and for the Ingham County Road Department.

The scope of work includes, but is not limited to, installing traffic signal foundations, conduit, handhole, span wire and miscellaneous signal equipment; in addition to, erecting a strain pole and other related work as directed by the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	73	17
Vendors responding	3	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.

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Okemos Road at Central Park Drive Traffic Signal Construction Total Cost for Traffic Signal Construction according to RFP and Project Manual
J. Ranck Electric Inc.	No, Mt. Pleasant MI	\$244,642.30
Wright Electric	No, Marquette MI	\$249,742.10
Rauhorn Electric Inc.	No, Bruce Township MI	\$269,880.20

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTRACT WITH J. RANCK ELECTRIC INC.
FOR TRAFFIC SIGNAL CONSTRUCTION SERVICES**

WHEREAS, the Road Department has determined that traffic signal replacement is necessary at the intersection of Okemos Road and Central Park Drive located in Section 16 of Meridian Township due to the existing traffic signal reaching the end of its useable service life; and

WHEREAS, the Purchasing Department solicited bids per Request for Proposal #157-23 from experienced and qualified vendors, receiving three bids; and

WHEREAS, Purchasing Department and Road Department staff reviewed the bids for adherence to County purchasing requirements, selecting the lowest responsive and most responsible bidder; and

WHEREAS, the cost for the traffic signal replacement will be covered by the 2023 and 2024 Road Fund Budgets; and

WHEREAS, J. Ranck Electric Inc. of Mt. Pleasant, Michigan submitted the lowest responsive and responsible bid for a total bid amount of \$244,642.30; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with J. Ranck Electric Inc. located at 1993 Gover Parkway, Mt. Pleasant, MI 48858 for Traffic Signal Construction Services at the intersection of Okemos Road and Central Park Drive located in Section 16 of Meridian Township, as specified in Request for Proposal #157-23 for the low bid cost of \$244,642.30.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Okemos Road and Central Park Intersection Project in the amount of \$25,000 (approximately 10% of the proposed \$244,642.30 bid) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and J. Ranck Electric, Inc. as a condition precedent to the initiation of any work on such additional work items.

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: July 27, 2023

SUBJECT: Proposed Resolution to Authorize an Amendatory Contract with the Michigan Department of Transportation for the Lake Lansing Road Project from Wood Street to West Road

For the Meeting Agendas of August 15, 16 and 22

BACKGROUND

The Ingham County Road Department previously received state Transportation Economic Development Fund, Category “F” (TEDF) funding to rehabilitate Lake Lansing Road from Wood Street to West Road in Section 2 of Lansing Township. The Board of Commissioners authorized the execution of Michigan Department of Transportation (MDOT) Contract 20-5544 per Resolution #21-120. The contract for construction was awarded to Michigan Paving & Materials Company per Resolution #21-289. The construction project was completed in 2021.

During the project closeout process, MDOT agreed to increase the funding participation ratio from 24% to 30% due to construction issues outside of the Road Department’s control. For example, the DVR Modified asphalt was eliminated due to the inability to obtain the rubberized additive for the mix, which was a direct side effect from COVID manufacturing shortages. The MDOT Amendatory Contract 23-5295 is necessary to adjust the participation ratio, which is the last step before closing out the project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

TEDF funding in the amount of \$285,646.30 was provided to the Road Department in 2021, but due to construction changes altering the total eligible project costs (traffic signal work excluded), the amount of TEDF funding was reduced. Per MDOT Contract 20-5544, a refund to MDOT would have resulted in the amount of \$67,946.36. However, the Amended Contract 23-5295 would reduce the refund to \$13,521.37. A table is provided below to show the funding breakdowns for both MDOT Contract terms.

	MDOT Contract 20-5544	MDOT Contract 23-5295
Total Project Cost	\$1,578,179	\$1,268,227.28
TEDF Capped Funding (ratio)	\$375,000 (24% participation)	\$375,000 (30% participation)
Road Department Share	\$1,203,179 (76%)	\$893,227.28 (70%)
Final Road Eligible Costs	\$907,083.09	\$907,083.09
Grant % for Eligible Costs	24% = \$217,699.94	30% = \$272,124.93
Initial TEDF Payment	\$285,646.30	\$285,646.30
Reimbursement to MDOT	\$67,946.36	\$13,521.37

The costs for this project were originally included in the 2021 Road Fund Budget. Any closeout funding adjustments would occur in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize the MDOT Amendatory Contract 23-5295 to minimize the refund amount caused by a reduction in TEDF funds to the Road Department.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDATORY CONTRACT WITH THE
MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE LAKE LANSING ROAD PROJECT
FROM WOOD STREET TO WEST ROAD**

WHEREAS, the Road Department received state Transportation Economic Development Fund, Category F (TEDF) funding to rehabilitate Lake Lansing Road from Wood Street to West Road in Section 2 of Lansing Township; and

WHEREAS, the Ingham County Board of Commissioners authorized the execution of the Michigan Department of Transportation (MDOT) Contract 20-5544 per Resolution #21-120; and

WHEREAS, the Ingham County Board of Commissioners authorized a construction contract with Michigan Paving & Materials Company per Resolution #21-289; and

WHEREAS, the construction phase for the Lake Lansing Road project was substantially completed in 2021; and

WHEREAS, due to unforeseen construction changes occurring as a result of COVID manufacturing shortages, the eligible road related construction costs were reduced, impacting the amount of TEDF funding provided to the project; and

WHEREAS, MDOT revised the funding participation ratio to account for these unforeseen changes, resulting in an increase in the funding participation ratio from 24% as detailed in MDOT Contract 20-5544 to 30% as detailed in the MDOT Amendatory Contract 23-5295; and

WHEREAS, TEDF funding was previously provided to the Road Department for this project in the amount of \$285,646.30, but due to the reduced project costs, a refund to MDOT is required; and

WHEREAS, by increasing the participation funding percentage to 30% with the Amendatory Contract 23-5295, the Road Department will only have to refund \$13,521.37 of the TEDF funding instead of \$67,946.36 as required under Contract 20-5544; and

WHEREAS, the construction costs for this project were originally included in the 2021 Road Fund Budget, but the funding refund would occur as part of the 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Amendatory Contract #23-5295 with the Michigan Department of Transportation for the Lake Lansing Road Project from Wood Street to West Road in Section 2 of Lansing Township, to amend the funding participation ratio to 30%, ultimately reducing the Road Department's refund of TEDF funding to \$13,521.37, which has been included in the 2023 Road Fund Budget.

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 & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: August 4, 2023
SUBJECT: Resolution to Approve ICEA County Professional Reclassification Requests
For the meeting agendas of August 15 and August 16

BACKGROUND

The ICEA County Professional Employees collective bargaining agreement is effective January 1, 2022 through December 31, 2024. This agreement includes a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in this group. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the County's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE ICEA COUNTY PROFESSIONAL RECLASSIFICATION REQUESTS

WHEREAS, the ICEA County Professional Employees collective bargaining agreement is effective January 1, 2022 through December 31, 2024; and

WHEREAS, this agreement includes a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approved process for reclassification requests for employees in this group.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
601024	Accountant	Move from County Pro 7 to County Pro 8
601307	Accountant	Move from County Pro 7 to County Pro 8

<u>Position Title</u>	<u>2023</u>	<u>2023</u>	<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Accountant	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
Accountant	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
TOTAL:			12,992.14

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

Agenda Item 11a

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: August 2, 2023
SUBJECT: Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse
For the meeting agendas of August 15, 16

BACKGROUND

Potter Park Zoo has fundraised \$3.5 million for the new Vet Clinic at the Zoo. Final construction costs are estimated to be around \$6.1 million, which will continue to be fundraised for. In order to complete the project in a timely fashion to meet the AZA requirements, it is recommended that a notice of intent to issue a general obligation bond be issued.

This will provide the Zoo additional flexibility to complete the clinic. Any bond payments that are ultimately required, will be the responsibility of the Zoo.

ALTERNATIVES

Do not bond and restrict the project to the cash contributions available.

FINANCIAL IMPACT

No impact at this time.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF INTENT
TO AUTHORIZE PUBLICATION OF NOTICE OF INTENT AND
TO DECLARE INTENT TO REIMBURSE**

RESOLUTION # 23-___

At a regular meeting of the Board of Commissioners of the County of Ingham, Michigan,
held on the ___ of _____, 2023, at 6:30 p.m., Michigan time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Commissioner _____
and seconded by Commissioner _____:

WHEREAS, the County of Ingham (the “County”) proposes to issue its tax-exempt
bonds (the “Bonds”) for the purpose of paying part of the cost of certain capital improvements in
the County, including the acquisition, construction and equipping of a new animal health facility
for the Potter Park Zoo, together with associated site improvements, and to pay the costs of
issuing the Bonds (collectively, the “Project”); and

WHEREAS, it is not anticipated that the County will need to advance a portion of the
costs of the Project prior to the issuance of the Bonds, but if such advance were to be required, it
will be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the “Reimbursement Regulations”) specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution to qualify amounts advanced by the County to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

BE IT RESOLVED by the Board of Commissioners of the County, as follows:

1. The County hereby declares its official intent to issue its bonds in one or more series in the aggregate principal amount of not to exceed \$6,000,000 to finance the costs of the Project. The County hereby declares that it reasonably expects to seek reimbursement for its advances to the Project as anticipated by this resolution. The bonds shall be authorized by proper proceedings subsequent to this resolution.

2. The County Clerk is hereby instructed to publish the notice attached hereto once in a newspaper of general circulation in the County, which notice shall not be less than ¼ page in size in such newspaper, with such changes as the County Clerk shall deem necessary or appropriate, upon the advice of bond counsel.

3. All prior resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS: _____

NAYS: _____

County Services:

Finance:

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Board of Commissioners of the County of Ingham, Michigan, held on the _____ day of _____, 2023, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of _____, 2023.

Clerk, County of Ingham

Note: This notice must be not less than 1/4 page in size in the newspaper.

NOTICE OF INTENT TO ISSUE BONDS
BY THE COUNTY OF INGHAM, MICHIGAN
AND THE RIGHT OF REFERENDUM THEREON

NOTICE IS HEREBY GIVEN that the County of Ingham, Michigan, intends to issue its bonds in the principal amount of not to exceed \$6,000,000 in one or more series for the purpose of paying part of the cost of certain capital improvements in the County, including the acquisition, construction and equipping of a new animal health facility for the Potter Park Zoo, together with associated site improvements, and to pay the costs of issuing the Bonds (collectively, the "Project"); and

The bonds are expected to be paid in not more than twenty (20) annual installments and, in any event, will mature within the maximum term permitted by law and will bear interest at a rate or rates to be determined at a competitive or negotiated sale but in no event to exceed such rates as may be permitted by law.

SOURCE OF PAYMENT

The bonds will be issued under and pursuant to the provisions of Act No. 34, Public Acts of Michigan, 2001, as amended, and the full faith and credit of the County of Ingham will be pledged to pay the principal of and interest on the bonds as the same shall become due. The County of Ingham will be obligated, as a first budget obligation, to advance moneys from its general funds or to levy ad valorem taxes on all taxable property within its corporate boundaries to pay the principal of and interest on the bonds as the same shall become due to the extent that other funds are not available for such purpose; provided, however, that the ability of the County of Ingham to raise such moneys is subject to applicable constitutional and statutory limitations on the taxing power of the County of Ingham. A portion of the Project is expected to be paid from contributions and grants.

RIGHT TO PETITION FOR REFERENDUM

This notice is given, by order of the Board of Commissioners of the County of Ingham, to and for the benefit of the electors of the County of Ingham in order to inform them of their right to petition for a referendum upon the question of the issuance of the aforesaid bonds. The bonds will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors residing within the County of Ingham, whichever is the lesser, shall have been filed with the undersigned County Clerk. In the event that such a petition is filed, the bonds will not be issued unless and until the issuance thereof shall have been approved by the vote of a majority of the electors of the County of Ingham qualified to vote and voting thereon at a general or special election.

FURTHER INFORMATION

Further information relative to the issuance and purpose of said bonds and the subject matter of this notice may be secured at the office of the County Clerk of the County of Ingham, 341 S. Jefferson, P.O. Box 179, Mason, Michigan 48854.

This notice is given pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended.

Barb Byrum, Clerk
County of Ingham

Agenda Item 11b

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: August 2, 2023
SUBJECT: Resolution to Approve an Agreement with BS&A for Enterprise Resource Planning (ERP) Software Conversion and Training
For the meeting agendas of August 15, 16

BACKGROUND

The Board of Commissioners approved funding in the amount of \$350,000 in the 2023 CIP budget for initial funding for an Enterprise Resource Planning (ERP) software upgrade to migrate away from the current Tyler product of MUNIS, which is beyond its useful life and no longer sufficiently supported by Tyler. To help manage the selection process, the Commissioners approved Resolution #22-052, which approved an agreement with Plante Moran.

Five proposals were received and a committee consisting of representatives from the Health Department, Financial Services, Budget Office, HR, IT, Treasurer’s Office, and the Controller’s Office spent months reviewing the proposals, interviewing bidders, and attending demonstrations of their software products before deciding on BS&A as the winning bidder, with BS&A subcontractor Andrews Technology providing the Time & Attendance (digital timesheets and timeclocks) portion of the RFP. Although price was not the deciding factor, once all of the add on products and services that are necessary for a successful ERP software conversion were taken into account, BS&A was the lowest bidder.

BS&A is operationally headquartered in Bath, MI and provides ERP services for a number of Michigan counties and municipalities. In addition, they already provide the state-wide tax platform that the Treasurer’s Office has been utilizing for a number of years. This system will be entirely cloud-based.

ALTERNATIVES

MUNIS is in a tailspin, so no real alternatives.

FINANCIAL IMPACT

The fee breakdown for the software conversion and training is all follows:

• Data Conversion	197,400
• Project Management and Implementation	\$55,200
• Implementation and Training	\$115,200
• Post-Go Live Assistance	\$14,400
• Contingency	\$40,000
• Travel Expenses	\$5,715
• Time & Attendance (Andrews Technology – separate resolution)	<u>\$51,400</u>
TOTAL SOFTWARE & TRAINING	\$479,315
TOTAL BS&A (Less Time & Attendance)	\$427,915

\$350,000 is available in the 2023 CIP and an additional \$360,000 has been requested in the 2024 CIP and is part of the Controller's Recommended Budget. There are sufficient funds in the 2023 CIP to cover any cost incurred during 2023.

BS&A's annual service fees will not be due until software implementation is completed, which will be approximately 2025. Andrews Technology's annual services fees for year 1 are due on a schedule, with a portion of the fees due up-front at the time of contract execution, and a portion held as retention until go-live, which will be approximately mid-2024. For reference, the annual service fees will be:

- \$172,000 for BS&A for first two years, with CPI increase in additional years through year 7
- \$140,295 for Andrews Technology for Time & Attendance, with no increase for 7 years

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BS&A FOR ENTERPRISE RESOURCE PLANNING SOFTWARE CONVERSION AND TRAINING

WHEREAS, Enterprise Resource Planning (ERP) software is vital to the critical processes of county government including payroll, accounts payable, budgeting, time and attendance, audit preparation, and human resources functions; and

WHEREAS, the Ingham County Board of Commissioners approved \$350,000 in the 2023 CIP for Enterprise Resource Planning (ERP) software conversion and training to replace the existing system, which is beyond its useful life; and

WHEREAS, Resolution #22-052 approved an agreement with Plante Moran to provide ERP procurement consulting services; and

WHEREAS, five firms submitted responsive bids to the ERP Software RFP; and

WHEREAS, a review committee let by Plante Moran and consisting of representatives from Financial Services, the Budget Office, the Treasurer’s Office, Innovation & Technology, Human Resources, the Health Department, and the Controller’s Office spent many months reviewing the proposals, interviewing bidders, and attending demonstrations of their software products; and

WHEREAS, after this review process, the committee recommended BS&A for the County’s ERP software; and

WHEREAS, BS&A’s fee breakdown for the software conversion and training is all follows:

• Data Conversion	197,400
• Project Management and Implementation	\$55,200
• Implementation and Training	\$115,200
• Post-Go Live Assistance	\$14,400
• Contingency	\$40,000
• Travel Expenses	<u>\$5,715</u>
TOTAL BS&A SOFTWARE & TRAINING	\$427,915; and

WHEREAS, funding is available in the 2023 and 2024 CIP.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the agreement with BS&A for County-wide ERP software conversion and training for a not to exceed amount of \$618,120.

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

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