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LAW & COURTS COMMITTEE
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CHRIS TRUBAC
VICTOR CELENTINO
BRYAN CRENSHAW
ERIN GRAHAM
ROBERT PEÑA
RANDY SCHAFFER

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

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, JANUARY 28, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/88923502491>.

Agenda

Call to Order

Approval of the [January 14, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Animal Control – [Update](#) from Animal Control Director Heidi Williams
2. Sheriff's Office – Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2021 Capital Area [Emergency Vehicle Operations](#) Training Program
3. Prosecuting Attorney's Office – Resolution to Authorize [Work Study](#) Agreement between the Ingham County Prosecutor's Office and the Michigan State University College of Law
4. Facilities Department – Resolution to Authorize a Purchase Order to [Justice Fence Co.](#) for the Security Gate Operator Replacement at the Ingham County Youth Center

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.

LAW & COURTS COMMITTEE

January 14, 2021

Draft Minutes

The meeting was called to order by Chairperson Polsdofer at 6:00 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Polsdofer (Ingham County), Trubac (Ingham County), Celentino (Ingham County), Crenshaw (Ingham County), Graham (Ingham County), and Peña (Ingham County).

Members Absent: Schafer.

Others Present: Undersheriff Andrew Bouck, Teri Morton, Heidi Williams, Russel Church, Richard Terrill, Janice Dooley, Teri Thornberry, Gregg Todd, Morgan Cole, Brian Fisher, Mary Sabaj, and Michael Tanis.

Approval of the December 3, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE DECEMBER 3, 2020 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Additions to the Agenda

None.

Limited Public Comment

None.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TRUBAC, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ITEMS:

1. Sheriff's Office
 - a. Resolution to Continue Maintenance and Support from LexisNexis for their E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming Program
 - b. Resolution to Authorize a Second Amendment to Resolution #20-087 to Extend the Agreement with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office through June 30, 2021
 - c. Resolution to Authorize the Sheriff's Office to Contract with Lansing Mason Area Ambulance Service for Emergency Medical Response and Legal Blood Draw Services

- d. Resolution to Authorize Contract Extension with TIGGS Canteen to Continue Food and Laundry Services
 - e. Resolution to Authorize Contract Extension with TIGGS Canteen to Continue Commissary Services
2. 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 2020-2021 City Fiscal Year
 3. Public Defenders Office – Resolution to Create the Position of Social Worker within the Ingham County Office of the Public Defender
 4. Facilities Department
 - b. Resolution to Authorize an Agreement and Purchase Orders for the Health and Safety Enhancements for the Front Counter Area in the Probate Court Office
 - c. Resolution to Authorize an Agreement Amendment with Safety Systems for Building Monitoring Services at the Ingham County 9-1-1 Center
 5. Animal Control and Shelter – Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control
 6. 9-1-1 Dispatch Center
 - a. Resolution to Renew Pre-Employment Testing with Ergometrics
 - b. Resolution to Authorize Electronic Training Records Program

Commissioner Crenshaw made a point of order in regards to the motion to have a consent agenda.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

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

4. Facilities Department
 - a. Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 Carpet Replacement Project

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TRUBAC, TO APPROVE THE RESOLUTION.

Commissioner Celentino stated that he would be consistent and voting against the resolution. He further stated that there had been a similar resolution at the previous meeting of the Law & Courts Committee, and he did not support that resolution at the time.

Commissioner Celentino stated that he would like to wait to see how the County's finances looked, especially since the County was not sure of the stimulus package that would be coming out of the federal government.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Trubac, Crenshaw, Peña, Graham **Nays:** Polsdofer, Celentino **Absent:** Schafer

Public Comment

Undersheriff Andrew Bouck, Ingham County Sheriff's Office (ISCO), stated that he wanted to welcome the new Commissioners on behalf of ISCO to the Law & Courts Committee. He further stated that he looked forward to meeting the new Commissioners in-person one of these days.

Morgan Cole, Probate Court Administrator, stated that she wanted to welcome the Commissioners to 2021. She further stated that she wanted to thank the Law & Courts Committee for their support of the Probate Court and its safety improvements, as it meant a lot to herself, staff, and the public.

Announcements

Commissioner Peña stated that after the adjournment of the Law & Courts Committee, he would be attending a meeting for his church. He further stated that his church was having an emergency planning session because of threats of vandalism against the church.

Commissioner Peña stated that he hoped the events in the next couple of days would be peaceful.

Chairperson Polsdofer stated that he agreed with Commissioner Peña. He further stated that ISCO, Michigan State Police, and City of Lansing Police Department and others were coordinating with each other in the hopes that any wrong behavior would be quickly addressed.

Commissioner Peña thanked Chairperson Polsdofer.

Adjournment

The meeting was adjourned at 6:09 p.m.

**JANUARY 28, 2021 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

2. *Sheriff's Office – Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2021 Capital Area Emergency Vehicle Operations Training Program*

This resolution will approve the acceptance of the 2021 Michigan Justice Training Fund grant for the Capital Area Emergency Vehicle Operations Training Program in the amount of \$87,069.44, with an in-kind match of \$29,023.21 for a total budget of \$116,092.65 for the time period of January 1, 2021 through December 31, 2021. The grant provides reimbursement funding for expenses relating to Emergency Vehicle Operation training for in-service deputies and officers. The required in-kind match of \$29,023.21 is provided by the Sheriff's Office in personnel wages and equipment.

See memo for details.

3. *Prosecuting Attorney's Office – Resolution to Authorize Work Study Agreement between the Ingham County Prosecutor's Office and the Michigan State University College of Law*

This resolution will authorize an agreement between the Ingham County Prosecutor's Office (ICPO) and the Michigan State University (MSU) College of Law for a Federally funded Work Study Employment Program providing 50% reimbursement to the County for the wages paid to participants and Ingham County's payroll contribution is 50% plus fringes. ICPO has utilized legal interns from the Michigan State University College of Law since 1998. Recently, the university and the college formally merged and the law school is no longer its own entity. As a result, MSU has requested to enter into an updated Federal Work Study agreement with the university. Funds are included in the ICPO 2021 budget for this expense.

See memo for details.

4. *Facilities Department – Resolution to Authorize a Purchase Order to Justice Fence Co. for the Security Gate Operator Replacement at the Ingham County Youth Center*

This resolution will authorize a purchase order to Justice Fence Co. for the security gate operator replacement at the Youth Center for a cost not to exceed \$9,230, including a \$2,000 contingency. The vehicle entry gate operator at the Youth Center has outlived its useful life and is failing. Justice Fence Co. submitted the lowest responsive and responsible proposal of \$7,230 for the replacement of the gate operator, rollers, and both sensors in the asphalt. A pressure edge and photo eye will also be added to be compliant with the current safety code.

See memo for details.

PRESENTATION:

1. *Animal Control – Update from Animal Control Director Heidi Williams*

State of the Shelter Update for the Ingham County Law & Courts Committee

January 28, 2021

PetPoint

The Ingham County Animal Control and Shelter (ICACS) will be transitioning to a shelter management software called PetPoint in the next few months. The software will allow us to go paperless (or at least reduced paper) and be able to better track data & statistics. Additionally, because PetPoint pushes updates to Shelter Animal Count, which allows us access to new grant opportunities. The first year of the software fees, all hardware purchases and new wireless access points in the shelter were generously paid for by the Ingham County Animal Shelter Fund.

Storage

In December of 2020, a storage shed was built in the back lot of ICACS. The shed allows us to store bulky items like kennels, cages, and straw out of the shelter. While the shelter is a beautiful and modern facility, storage for these items was not addressed and presented us with storage challenges. The completion of the shed solves our storage needs. Many thanks to the Facilities Department for their assistance with this project.

Fear Free Program

In the spring of 2020, ICACS adopted the Fear Free Sheltering Practices. “Admission to any shelter is stressful for animals because of the abrupt change in their environment. The strange sights, smells, and sounds combined with the presence of unfamiliar people and animals cause uneasiness, thus almost all animals experience at least some degree of fear and anxiety following admission. Their day-to-day interactions may be inconsistent and unpredictable, making it difficult for them to learn what to expect and more difficult for them to adapt.” (www.fearfreepets.com)

Because of this program, we needed to make a number of changes to the way we facilitated adoptions. We stopped allowing unrestricted public access to the adoptable dog kennels and installed shades that block the windows outside of those kennels. This is because constant visual stimuli keep the dogs in a heightened state of arousal and leads to certain behaviors like cage reactivity that decreases their ability to be adopted. One thing you will notice when you enter the shelter is the lack of noise from barking dogs. The dogs are calmer, happier, and get the 18 hours of sleep a day that dogs require to be happy & healthy. (Before, we estimated they were getting about 12 hours a day. We all know how we feel when we are sleep deprived!)

Another part of the Fear Free Program is exercise and enrichment. Each animal receives daily enrichment activities like snuffle mats, busy bags, pup cups, scratching posts, and feeder mice (toys shaped like mice that dispense cat treats). These “treats” are designed to mentally stimulate the animal which refocuses their stress and anxiety.

End of year report

Each year, ICACS will be publishing a year end report. In it will be major events, accomplishments, and happenings for the year. We will post it on our website, social media and put it out to the media.

Transparency

ICACS is attempting to be more transparent in our mission, operations, and outreach. We realize that there is broken trust with some in our community, and we are attempting to repair that trust through outreach, shelter tours and better communication.

Community support & Outreach

We continued our free vaccination clinics throughout the COVID-19 Pandemic. We adapted to a drive through model where citizens and staff would be the safest. In 2019, ICACS held 12 clinics and vaccinated 1,264 animals (cats & dogs). In 2020, we held 7 clinics and vaccinated 1,111 animals. The drive-thru clinics were extremely successful and the community gave a lot of positive feedback on them. We will continue that model in the spring of 2021 as COVID and the weather allow.

In January of 2021, we began a small, reduced cost spay & neuter program at the shelter. The clinic is put on twice a month and fifteen cats are spayed/neutered at each clinic. This is an extension of the existing Spay & Neuter Voucher Program that ICACS has run for many years. There are only two locations (CAHS and Southside Animal Hospital) that participate in this program and they are overwhelmed. It is our goal to reach out to more veterinary clinics in Ingham County to get them to participate in this much needed program.

In April of 2020, with the pandemic ramping up and people out of work, we feared that there could possibly be a large increase in pet surrenders because people were unable to care for them. In an attempt to prevent that, we started a number of Free Pet Food Banks. This program is funded entirely by the community and corporate donors and to date, we have provided thousands of pounds of free food and cat litter to our residents in need. Thanks to very dedicated volunteers, Connie Page and Bobbie Lemon, the food banks have continued throughout the winter months. I'm happy to say despite our initial fears, we have not seen an uptick in pet surrenders. It is our goal to keep these programs running for as long as the support exists.

In the winter of 2019, it was determined that the ICACS Outreach Center was becoming unsafe for volunteers & residents to occupy. The foundation was crumbling in one corner and runoff from rainfall was contributing to the problem. The house also needed a new water heater and furnace. Thanks to a very generous donor, all of these repairs were completed in the summer of 2020. Our dedicated volunteers have spent the last nine months painting, patching drywall, and re-organizing the center. It remains closed due to the COVID-19 Pandemic; however, volunteers go daily to put out free food & supplies.

Additional Programs

ICACS created a number of new programs in 2020 to include: New Leash on Life, Operation Santa Paws, and The Space Tails Reading Program. Most of these programs have been put on hold because of the COVID-19 Pandemic, but we will bring them back as soon as it is safe to do so.

MSU Partnerships

ICACS has many unique opportunities to partner with Michigan State University. One exciting program is called "Justice Heals". The program aims to partner shelter dogs with victims of sexual assault. The grant is facilitated by Dr. Marie Hopfensperger, DVM, DACVB, who runs the MSU Veterinary Center's Behavioral Service. Dr. Hop, as she is fondly called, is one of only two board certified behaviorists in the State of Michigan. She is a long time ICACS supporter and sits on the ICACS Advisory Board.

We are also collaborating with Dr. Jackie Jacobs who works for the MSU Department of Animal Science. Dr. Jacobs is working on research involving light and cat behavior in animal shelters. Very soon, a study will begin at ICACS where cats are monitored for their reactions to certain light conditions. They will be attempting to determine if there is a "cat preferred" light composition that impacts stress, hiding behavior and adoptability in shelter cats. We are excited to see the results of this groundbreaking study.

MSU School of Veterinary Medicine also assists ICACS with spay/neuter surgeries as a part of the surgical rotation for MSU Veterinary Students.

Municipal Shelter Outreach

From time to time, ICACS finds itself with low shelter population. When this occurs, we reach out to other municipal shelters in the State of Michigan to ease their shelter population. We transfer dogs and cats to our shelter & get them adopted out quickly. We have very strong working relationships with St. Clair County, Macomb County, Lake County, Charlevoix County, and others. The phrase, "It takes a village" is certainly true in the Animal Shelter world. We will undoubtedly have a large-scale someday that will require assistance from other shelters. We strive to have excellent working relationships with other shelters so that there is a seamless transfer of animals when this happens.

Mason Police K-9 tamarack

One of our "feel good" moments in 2020 was placing a formerly neglected German Shepard who had been seized in a large-scale hoarding case in St. Clair County with The Mason Police Department. Tamarack, as she is called, was quickly identified as a candidate to be a Police Dog and passed all of her evaluations with flying colors. Her surgeries were performed and donated by Dr. Hopfensperger and her ongoing Veterinary Care was donated by Dr. & Mrs. Main at the Mason Veterinary Clinic. The Mason Rotary Club collected over \$20,000.00 to pay for her training and specialized equipment. Tamarack will begin her "recruit" training in the spring of 2021. We couldn't be prouder to be a part of this amazing dog's journey!

Animal Control Officers

Animal Control Officers (ACO's) were trained and equipped with tourniquets in 2020. These life saving tools can be used on humans as well as animals. Each officer received training from members of the Ingham County Sheriff's Office and are proficient in their use.

ACO's will also be undergoing basic first aid/CPR training as well as basic first aid training for animals. Each ACO vehicle will be equipped with a multi-use first aid kit readily available to deploy as needed.

Officers will also begin making contact with each complainant for welfare, abuse/neglect, or other criminal calls for service. We have noticed a lot of on-line chatter about "animal control not doing anything" about certain calls. In an attempt to have better community relations and educate the public about our role, officers will be calling each complainant after the conclusion of the call to let them know what was done.

There seems to be a lot of confusion with our local law enforcement partners about the responsibilities of animal control officers. Because of this confusion, we will be producing several short training films that area departments can distribute to their staff. These films will be uploaded to the ICACS YouTube channel and be available to the public as well. There will be many more films coming in 2021 to include: "What happens to an animal on intake?", "A day in the life of an Animal Care Specialist", "Enrichment at ICACS", and "A Brief Tutorial on Michigan Animal Law".

Agenda Item 2

TO: Board of Commissioners, Law & Courts Committee, Finance Committee
FROM: Bob Boerkoel, Sergeant, Ingham County Sheriff's Office
DATE: January 19, 2021
SUBJECT: Resolution to accept grant funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2021 Capital Area Emergency Vehicle Operations Training Program.

For the meeting agendas of January 28, 2021 and February 3, 2021

BACKGROUND

This resolution is for the approval to accept the 2021 Michigan Commission on Law Enforcement Standards (MCOLES) Michigan Justice Training Fund for the 2021 Capital Area Emergency Vehicle Operation Training Program. The grant award provides reimbursement funding for personnel wages, supplies, operating expenses, and travel expenses relating to Emergency Vehicle Operation training for in-service deputies and officers.

ALTERNATIVES

N/A

FINANCIAL IMPACT

This award reimburses the county up to \$87,069.44, with a required in-kind match of \$29,023.21 assumed by the Ingham County Sheriff's Office in personnel wages and equipment for a total project cost of \$116,092.65.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it promotes the safe operation of emergency vehicles in order to provide effective and efficient police responses during emergent calls; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County to reduce financial obligation of Ingham County while providing important skills training intended to mitigate risk and liability to Ingham County.

OTHER CONSIDERATIONS

Both of the Ingham County Sheriff's Office line-of-duty deaths, Sergeant Paul Cole and Deputy Grant Whitaker, occurred during emergency vehicle operation. This program seeks to train not only critical physical driving skills, but also critical decision-making as it relates to Emergency Vehicle Operations in order to provide safe, effective emergency responses.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support accepting the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund grant award for the 2021 Capital Area Emergency Vehicle Operations Training Program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE MICHIGAN COMMISSION ON
LAW ENFORCEMENT STANDARDS MICHIGAN JUSTICE TRAINING FUND FOR THE
2021 CAPITAL AREA EMERGENCY VEHICLE OPERATIONS TRAINING PROGRAM**

WHEREAS, the Ingham County Sheriff's Office applied to receive an Emergency Vehicle Operations training grant from the Michigan Commission on Law Enforcement Standards (MCOLES) Michigan Justice Training Fund; and

WHEREAS, the Ingham County Sheriff's Office has provided Emergency Vehicle Operations (EVO) training for its deputies and Mid-Michigan law enforcement officers for over twenty-eight years; and

WHEREAS, the purpose of the training is to improve critical physical and decision-making skills required during emergency vehicle operations and to mitigate risk and liability; and

WHEREAS, the award amount of the grant is \$87,069.44 for personnel wages, supplies, operating expenses, and travel, with a required in-kind match of \$29,023.21 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$116,092.65.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the 2021 Michigan Justice Training Fund grant for the Capital Area Emergency Vehicle Operations Training Program in the amount of \$87,069.44, with an in-kind match of \$29,023.21 for a total budget of \$116,092.65 for the time period of January 1, 2021 through December 31, 2021.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Sheriff's Office 2021 Budget.

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 3

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: January 17, 2021

SUBJECT: Resolution to Authorize Work Study Agreement with Michigan State University (MSU) and the Ingham County Prosecutor's Office (ICPO) for Legal Interns

BACKGROUND

The Ingham County Prosecutor's Office has utilized legal interns from the Michigan State University College of Law since 1998. Recently, the university and the college formally merged and the law school is no longer its own entity. Previously, the law school was known as the Detroit College of Law at Michigan State University. As a result, Michigan State University (MSU) has requested our office enter into an updated Federal Work Study agreement with the university.

Historically, the use of MSU legal interns has been very beneficial to both parties. Legal interns work hand in hand with assistant prosecuting attorneys. They assist in the preparation and presentation of cases in court. Often the interns achieve enough autonomy to handle significant portions of an actual criminal prosecution. As a result, the interns gain valuable courtroom experience and practical knowledge. Many of our interns are able to obtain APA positions in other parts of the state because of the experience gained in Ingham County.

ALTERNATIVES

Our office also utilizes interns from the Western Michigan University Thomas M. Cooley Law School. However, having a larger pool of interns to select from ensures that our office can select the most qualified local law students.

FINANCIAL IMPACT

The proposed agreement would have no financial impact since work-study funds are already included in the 2021 ICPO budget.

OTHER CONSIDERATIONS

Our office has consulted with Steve Kwasnik, President of the ICEA APA union, regarding interns performing APA functions. Mr. Kwasnik agrees that the interns are a necessary augmentation to our legal staff and supports the use of this program.

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 WORK STUDY AGREEMENT BETWEEN THE
INGHAM COUNTY PROSECUTOR'S OFFICE AND THE MICHIGAN STATE UNIVERSITY
COLLEGE OF LAW**

WHEREAS, funding is available through the Michigan State University College of Law Work Study Program;
and

WHEREAS, the Work Study Program is a valuable asset to effective County government, and significantly
within the County courts; and

WHEREAS, an agreement is necessary to specify responsibilities including accidents, injuries, and
reimbursement levels/procedures; and

WHEREAS, Michigan State University College of Law utilizes federal funding, providing fixed
reimbursement/contribution rates at 50% via Federal government reimbursement; and

WHEREAS, Ingham County contributes the remaining 50% via payroll contribution plus FICA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an
agreement between the Ingham County Prosecutor's Office and Michigan State University College of Law for a
federally funded Work Study Employment Program providing 50% reimbursement to the County for the wages
paid to persons participating in this employment program.

BE IT FURTHER RESOLVED, that Ingham County will contribute the remaining 50% via payroll contribution
plus FICA.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any
agreement documents for this program consistent with this resolution and subject to the approval as to form by
the County Attorney.

Agenda Item 4

TO: Board of Commissioners, Law and Courts, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: January 19, 2021
RE: Resolution to Authorize a Purchase Order to Justice Fence Co. for the Security Gate Operator Replacement at the Ingham County Youth Center

For the meeting agendas of: January 28, February 2 & 3

BACKGROUND

The vehicle entry gate operator at the Youth Center has outlived its useful life and is failing.

Justice Fence has submitted the lowest responsive and responsible proposal of \$7,230.00 for the replacement of the gate operator, rollers, and both sensors in the asphalt. A pressure edge and photo eye will also be added to be compliant with the current safety code.

ALTERNATIVES

The alternative would be put out a formal RFP, delaying the much needed replacement which has already caused problems for County employees entering and exiting the facility gate.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP line item # 245-66299-978000-20F13. We are requesting a \$2,000.00 contingency for any unforeseen circumstances.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-66299-978000-20F13	\$12,000.00	\$12,000.00	\$9,230.00	\$2,770.00
Public Improvements Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Justice Fence for the replacement of the Youth Center security gate operator.

Agenda Item 4

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: January 20, 2021
RE: Memorandum of Performance for Packet No. 13-20 Security Gate at the Youth Center

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of repairing the gate at the youth center, replacing the automatic gate operator, rollers and both sensors in the asphalt, along with installing a new pressure edge and photo eye to be complaint with the current safety code(s).

The Purchasing Department can confirm the following:

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

A summary of the vendors' costs:

Company Name	Local Preference	Quoted Amount
Justice Fence	No, Battle Creek MI	\$7,230.00
Dewitt Fence	Yes, Lansing MI	\$9,550.00
Spartan Fence	No, Morrice MI	Submitted a no proposal response

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.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO JUSTICE FENCE CO. FOR THE SECURITY GATE OPERATOR REPLACEMENT AT THE INGHAM COUNTY YOUTH CENTER

WHEREAS, the vehicle entry gate operator at the Youth Center has outlived its useful life and is failing; and

WHEREAS, it is the recommendation of the Facilities Department to issue a purchase order to Justice Fence Co., who submitted the lowest responsive and responsible proposal of \$7,230.00 to replace the security gate operator at the Youth Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,000.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the 2020 CIP Public Improvement Fund line item #245-66299-978000-20F13, which has a balance of \$12,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Justice Fence Co., 1276 East Columbia Ave., Battle Creek, Michigan 49014, for the security gate operator replacement at the Youth Center for a cost not to exceed \$9,230.00 which includes a \$2,000.00 contingency.

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