AGENDA

Committee on Ways and Means
AGENDA FOR MAY 16, 2024 AT 3:00 PM

Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor
To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
To view the meeting live https://www.lansingmi.gov/1212/Council-Committee-Meetings

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Council Member Spadafore, Chairperson
Council Member Carter, Vice Chairperson
Council Member Brown, Member

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
   A. April 18, 2024
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
   B. RESOLUTION - Workers Compensation Settlement; Claim #WC 2062876-01399
   C. RESOLUTION - Grant Acceptance; Department of Environment, Great Lakes, and Energy (EGLE) MiCorps Volunteer Stream Cleanup Program Grant
   D. RESOLUTION - Grant Acceptance; Federal Highway Administration (FHWA) Electric Vehicle (EV) Charging and Fueling Infrastructure Grant
   E. PLACE ON FILE - Sole Source Purchase; Lansing Police Department request for Dr. David Carter as the vendor for Management Analysis of Traffic Stops (MATS) Data Analysis
   F. PLACE ON FILE - Sole Source Purchase; Parks and Recreation Department request for PSFA/Turf Tecs as the vendor for the replacement of the turf at Beacon Field located within Ferris Park
   G. PLACE ON FILE - Sole Source Purchase; Parks and Recreation Department requests Straight Line Fence as the vendor for fence work for the Strikeout Baseball Stadium
   H. PLACE ON FILE _ Sole Source Purchase; Parks and Recreation Department requests MJD Masonry as the vendor for masonry work for the Strikeout Baseball Stadium
6. **Other**
7. **Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City

Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

MINUTES
Committee on Ways and Means
Thursday, April 18, 2024 @ 3:00 p.m.
City Council Conference Room

CALL TO ORDER
Council Member Spadafore called the meeting to order at 3:00 p.m.

PRESENT
Council Member Peter Spadafore, Chair
Council Member Tamera Carter, Vice Chair
Council Member Jeffrey Brown, Member- arrived at 3:01 p.m.

OTHERS PRESENT
Sherrie Boak, Council Office Manager
Lisa Hagen-Lawrence, OCA
Greg Venker, OCA
Jake Brower, Chief Strategy Officer
Zachary McElroy, Mayor's Office
Kris Klein, LEDC
William Engleter, Emergency Management
Chief Sturdivant, LFD

Minutes
MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE MINUTES OF MARCH 7, 2024 ON FILE. MOTION CARRIED 2-0.

Public Comment
No public comment at this time.

Discussion/Action:
RESOLUTION – Worker Compensation Settlement; Claim #WC2062876-01987-001
Ms. Hagen-Lawrence stated this is workers compensation claim and recommended. The claimant will not return to work, are collecting duty disability and will be full and complete redemption for the city.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR THE WORKERS COMPENSATION CLAIM WC2062876-01987-001. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Bloomberg Philanthropies Youth Climate Action Fund
Mr. McElroy stated he solely applied for this grant for schools and non-profits with programs for sustainability that a falls in line with Bloomberg schools. Mr. Brower stated the grant is $50,000 and is one time spending in 18 months.
Council Member Brown asked if the amounts were Mr. McElroy determination, and Mr. McElroy stated they set them up. Council Member Brown asked if these go to organizations or individuals. Mr. McElroy stated it will go to organizations; non or for profit, as long as focused towards Bloomberg. Council Member Brown asked where this will be administered. Mr. McElroy stated he will collaborate with NCE and Public Service. Mr. Brower stated the NCE has experience with working with Bloomberg grants. Council Member Brown asked Mr. McElroy who he works for.
Mr. McElroy stated he works for the Mayor as staff and he applies for grants and administers them.

Council Member Carter asked about the 18 month timeline and what that applies to. Mr. McElroy stated the funds have to be disbursed by the City in that time. Council Member Carter asked for the matrix on determining the $1,000 to $5,000. Mr. McElroy stated it will depend on how many applications they get, and how much is given is dependent on the application process and how well they apply. They are still waiting on the signed agreement from Bloomberg. Council Member Carter asked if there is a group that will determine who gets it. Mr. McElroy stated he will put together a review board. Council Member Spadafore suggested Lori Welch to be a member of that group. Council Member Brown asked for the matrix they decide on to be provided to the Council on how they are going to award.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE FROM BLOOMBERG PHILANTHROPIES YOUTH CLIMATE ACTION FUND. MOTION CARRIED 3-0.

RESOLUTION – Grant Acceptance; Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP)2.0 Program
Mr. Brower stated this as allocated and since then the City has been waiting on MEDC for the agreement. The application was 6 projects, and MEDC has given the City a letter of intent that they will award the funds and they expect to get grant agreement by end of April.

Mr. Klein there were originally six, but they applied for five that the Mayor listed in June of 2023. This included The Iris, South Waverly, Child and Family Charities, Prudden Wheel Lofts and ROECO. The memo from the Mayor in the packet listed Allen Place and Mr. Klein stated that Allen Place Co-Op pulled. Mr. Brower they expect to distribute $2 million to Prudden Wheel Lofts and the remaining 4 will receive $1 million.

Council Member Carter asked about the $450,000 administration fee. Mr. Brower stated the grant allows reimbursement to the City for administering the grant.

Council Member Brown asked about the statement “if we are awarded”. Mr. Brower stated that MEDC has some technical items on their end, and this is being funded through the State and MEDC is finalizing the details on reporting, and it has a taken a year. Mr. Klein stated they applied in June then notified in September, but no on has received funds. Mr. Brower stated in fall of 2023 there was a press release, and Mr. McElroy stated they have not gotten a letter of intend signed, but cannot say when until they get one signed. Council Member Brown asked why now. Council Member Spadafore stated it is so when they do get the letter Council has taken action. Mr. Brower stated they hope to hear by the Council meeting on May 6th.

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE; MEDC REVITALIZATION AND PLACEMAKING (RAP) 2.0. GRANT. MOTION CARRIED 3-0.

RESOLUTION – State Disaster Contingency Fund Reimbursement
Chief Sturdivant spoke on the funding that reimburse the City on the storms that effected the City in 2023. The City did not qualify and get any funds from FEMA. A document was distributed on FEMA.

Mr. Engleter spoke on the resolution which is a smaller fund than FEMA, it allows city's when they do not meet FEMA it offers the States to open up the option. The city met the thresholds set by the State, and the City applied in $8 million in lose with City and BWL. The disaster fund, with City population, the City meets the threshold and all documents have been submitted, and now there is a step that the City has to accept the funds. The funds have been spent and with the resolution the City can be reimbursed.

MOTION BY COUNCIL MEMBER BROWN TO THE RESOLUTION FRO THE STATE DISASTER CONTINGENCY FUND REIMBURSEMENT. MOTION CARRIED 3-0.

OTHER
No other topics.

ADJOURN
Adjourned at 3:21 p.m.
Submitted by,
Sherrie Boak, Recording Secretary,
Lansing City Council
Approved by the Committee on

City of Lansing

OFFICE OF THE CITY ATTORNEY

TO: Ways and Means Committee

FROM: F. Joseph Abood, Chief Deputy City Attorney

DATE: May 1, 2024

RE: WC Settlement 2062876-01399, Privileged and Confidential

[redacted]

CompOne Administrators, Inc. has evaluated this claim for settlement. We have negotiated a settlement of $1,100,000.00 to release all past, present, and future claims against the City of Lansing.

The Mayor, the Law Department and the Department of Human Resources support the recommendation for settlement and the Department of Human Resources advises that funds are available in the Workers Compensation Claims account. We are requesting your approval of the redemption of this case.

Please contact this office as soon as possible with any concerns you may have regarding the redemption of this claim.

cc: Elizabeth O'Leary, Human Resources Director
Kathy Woodman, Health & Wellness Administrator

Fifth Floor, City Hall • Lansing, Michigan 48933 • (517) 483-4320 • Fax (517) 483-4081 • cityatty@lansingmi.gov

Resolution #2024-###

By the Committee on Ways and Means
Resolved by the City Council of the City of Lansing

WHEREAS, it is proposed that a claim be resolved by virtue of entering into a settlement agreement with claimant 2062876-01399, in which, the City of Lansing would agree to pay Plaintiff the sum of One Million, One Hundred Thousand Dollars ($1,100,000.00) in exchange for a complete redemption and release of the City from any past, present, and future liability regarding any alleged injuries/illnesses, and/or claims, known or unknown, as related to employment with the City of Lansing whatsoever; and

WHEREAS, the proposed settlement is recommended by the Mayor, the Department of Human Resources Director, the City of Lansing's Fund Administrator, and the City Attorney.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby approves the payment of One Million, One Hundred Thousand Dollars ($1,100,000.00) pursuant to said proposed settlement agreement as a full and final settlement of said action.

BE IT FINALLY RESOLVED that the Office of the City Attorney is authorized to prepare and execute the requisite documents to complete settlement of the aforementioned lawsuit.

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date:	May 13, 2024
To:	Committee on Ways & Means
From:	Jim DeLine, Interim Internal Auditor
Subject:	Grant Acceptance: Stream Cleanup Program

Overview

- Department: Parks & Recreation
- Grant Name: MICorps Volunteer Stream Cleanup Program
- Grantor: Michigan State University
- City Contact: Zachary McElroy, Mayor's Office
- Application Date: March 2024
- Award Date: March 202
- Grant Cycle: 5 months
- Grant Amount: $5,000
- City Match: $1,250 in kind
- Source of City Match: N/A

Notes:

- This is a contract MSU has from the State of Michigan Department of Environment, Great Lakes and Energy (EGLE).
- Grant was designed to incentivize and fund volunteer Michigan waterways cleanups.
- Lansing will use the amount to purchase supplies and food for partnering volunteers during river cleanup days scheduled and executed by the Parks & Recreation Department in partnership with Michigan Waterways Stewards.

LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 04/18/2024

GRANT NAME: MiCorps Volunteer Stream Cleanup Program

DEPARTMENT: Parks

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Zachary McElroy, zachary.mcelroy@lansingmi.gov, 5178964618

APPLIICATION DATE: 03/06/2024 AWARD DATE: 04/18/2024

GRANT CYCLE: __5 Months___ Check One: ___Annual _X_ One-Time

FUND AMOUNT: ___$5,000.00______ (Breakdown below should total this amount)

GOODS & SERVICES $5,000.00

PERSONNEL

CONSTRUCTION $0.00

LAND $0.00

OTHER (Training)

CITY MATCH (IF APPLICABLE): $1,250.00

GRANT PAYS FOR: Supplies & Food for volunteers during organized river clean up events.

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

Under contract between Michigan State University and the State of Michigan, MSU provides grant funding assistance through Michigan Clean Waters Corps (MiCorps) subprograms. One of those subprograms is the Volunteer Stream Cleanup Program, offering awards up to $5,000.00 to incentivize & fund volunteer Michigan waterway cleaning. Lansing applied and was awarded the full amount with the intent to purchase supplies & food for partnering volunteers during scheduled river trash/debris removal days on June 1st, 2024, and September 20th, 2024. Lansing's scheduled volunteer river clean-up days are planned and executed by city parks dept in partnership with Michigan Waterways Stewards.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, in March of 2024, the City of Lansing applied for the Department of Environment, Great Lakes, and Energy (EGLE) MiCorps Volunteer Stream Cleanup Program grant to fund volunteer river clean-up; and

WHEREAS, on April 18, 2024, the City of Lansing received notification from EGLE that the City has received the market development grant; and

WHEREAS, The City of Lansing was awarded $5,000.00 with an in-kind match of $1,250.00 provided by city department of Parks & Recreation; and

WHEREAS, the funded work must be completed by September 30, 2024; and

WHEREAS, the funds will be used for volunteer supplies and food during two scheduled volunteer river clean up days; and

WHEREAS, the City of Lansing will have no fund contributing partners, but be assisted by area organizations with volunteer support; and

WHEREAS, the Administration and the City Council recognize the importance of keeping our valued waterways clean, enhancing the recreational user experience, and the City of Lansing setting an example of environmental stewardship; and

WHEREAS, the Parks & Recreation Department is requesting acceptance of the EGLE MiCorps Volunteer Stream Clean-up Program grant.

NOW, THEREFORE, BE IT RESOLVED, that the Lansing City Council approves acceptance of the EGLE MiCorps Volunteer Stream Clean-up grant for the purposes of planning & hosting volunteer river clean-up days.

BE IT FINALLY RESOLVED, the Administration is authorized to receive the funds, create the necessary accounts, and make necessary transfers for administration in accordance with the requirements of the grantor.

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: May 13, 2024

To: Committee on Ways & Means

From: Jim DeLine, Interim Internal Auditor

Subject: Grant Acceptance: USDOT FHWA for Charging and Refueling Infrastructure

Overview

- Department: Public Service
- Grant Name: EV Charging Grant
- Grantor: US Department of Transportation / Federal Highway Administration
- City Contact: Lori Welch
- Application Date: June 2023
- Award Date: February 2024
- Grant Cycle: 5 years
- Grant Amount: $8,000,000
- City Match: 2,000,000 total match to be divided between City of Lansing, City of East Lansing, Meridian Township and Williamston Township
- Source of City Match: Not provided.

Notes:

- The City was notified in February 2024 that the City was awarded the $8,000,000.
- Total $10 million project includes project management, planning, design and construction.
- Project funds will also be used for outreach and education related to the charging and fueling infrastructure.

LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE:

GRANT NAME: USDOT FHWA Charging & Fueling Infrastructure

DEPARTMENT: Public Service

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Lori Welch, lori.welch@lansginmi.gov, 483-4599

APPLIICATION DATE: June 2023 AWARD DATE: February 2024

GRANT CYCLE: _5 years_ Check One: ___Annual _X_ One-Time

FUND AMOUNT: __$8,000,000.00_____ (Breakdown below should total this amount)

Planning/Development:	$4,512,324.00
PERSONNEL:	$ 987,480.00
CONSTRUCTION/Deployment:	$4,219,722.00
OTHER (Training): Outreach & Education:	$ 248,476.20

CITY MATCH (IF APPLICABLE): $2,000,000.00

GRANT PAYS FOR: Installation of EV Charging Infrastructure

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

Grant will fund the tasks necessary to deploy charging/fueling infrastructure (including project management, planning, design and construction) as well as outreach and education related to charging and fueling infrastructure.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, in June of 2023, the City of Lansing applied for the USDOT FHWA EV Charging and Fueling Infrastructure grant to fund a regional installation of EV charging infrastructure and provide education; and

WHEREAS, in February of 2024, the City of Lansing received notification from the United States Dept of Transportation Federal Highway that the City has received the Infrastructure Implementation grant; and

WHEREAS, The City of Lansing was awarded $8,000,000.00 with match of $2,000,000.00 split between Lansing and its partners; and

WHEREAS, the funded work must be completed by 5 years of contract execution; and

WHEREAS, the funds will be used for implementation of electric vehicle infrastructure; and

WHEREAS, the City of Lansing will partner with the City of East Lansing, Meridian Township, and Williamstown Township, and other entities in the tri county area; and

WHEREAS, the Administration and the City Council recognize the importance of advancing Lansing areas publicly available EV infrastructure to allow better connectivity and travel.

WHEREAS, the Public Service Department is requesting acceptance of the USDOT FHWA Charging & Fueling Infrastructure grant; and

NOW, THEREFORE, BE IT RESOLVED, that the Lansing City Council approves acceptance of the USDOT FHWA Charging & Fueling Infrastructure grant.

BE IT FINALLY RESOLVED, the Administration is authorized to receive the funds, create the necessary accounts, and make necessary transfers for administration in accordance with the requirements of the grantor.

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: May 10, 2024

To: Committee on Ways and Means

From: Jim DeLine, Interim Internal Auditor

Subject: Sole Source Purchase – David Carter

Overview:

- Department: Police Department
- Vendor: Dr. David Carter
- Item/Project: MATS Data Analysis
- Dollar Amount: $19,500
- Justification: Dr. Carter originated the study of officer racial profiling and switching vendors now would be “reinventing the wheel” with data analyses unable to have year-to-year comparisons.

Notes:

- Lansing Police Administration finds his data analysis submissions to be very useful.

Recommendation:

- The purchase meets necessary requirements for sole source purchases and is recommended for approval.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson - Senior Buyer

DATE: April 4, 2024

SUBJECT: Sole Source Purchase – David Carter – MATS Data Analysis

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Lansing Police Department – Administration
Vendor: David Carter
Item Purchased: MATS Data Analysis

Dollar Amount: $ 19,500.00 (FY 24 account 1013201.743000)

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

sr

Andy Schor, Mayor

Lansing Police Department

Office of the Chief of Police
Chief Ellery Sosebee
120 West Michigan Avenue
Lansing, MI 48933
Phone: (517) 483-4606
ellery.sosebee@lansingmi.gov

Ellery Sosebee, Chief

To: Stephanie Robinson, Purchasing Department Senior Buyer

From: Ellery Sosebee, Chief of Police

Subject: Sole Source Request - David L. Carter

Date: April 1, 2024

With this memo, I am requesting approval for LPD to utilize Dr. David L. Carter as a sole source provider to perform an annual Management Analysis of Traffic Stops (MATS). Such analysis is used to detect any pattern of officer behavior that may suggest evidence of racial profiling.

LPD has a very long history utilizing Dr. Carter's MATS. LPD's first arrangement with Dr. Carter was in 2000. Dr. Carter's current fee of $19,500 has remained the same since 2007.

His work has always been outstanding. His research has been thorough, his findings without reproach, and his reports exemplary.

Thank you for your assistance with this matter.

Ellery Sosebee, Chief of Police

"Capital City's Finest"

CITY OF LANSING
124 W. Michigan Ave
Lansing ,MI 48933
(517) 483-4128

TO:
DAVID L CARTER
3285 HULETT RD
MASON, MI 48854-9417

PHONE# FAX#

PURCHASE ORDER	
P.O. NUMBER	P089957
DATE	04/04/24
VENDOR I.D.	V000362
DELIVERY DATE	
FOB	
REQUISITION NO	PR019260

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.

DELIVER ITEMS TO:

LANSING POLICE - ADMINISTRATIVE SUPPORT
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

SEND INVOICE TO:

LANSING POLICE - ADMINISTRATIVE SUP
120 W MICHIGAN AVENUE 4TH FLOOR
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	ANNUAL MATS DATA ANALYSIS	1	LS	19,500.00	19,500.00
				TAX	0.00
				TOTAL	19,500.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantitv is on back order or cancelled.

Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE Desiree A. Kirkland

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: April 9, 2024

To: Committee on Ways and Means

From: Jim DeLine, Interim Internal Auditor

Subject: Sole Source Purchase – Beacon Field Turf Replacement

Overview:

- Department: Parks and Recreation
- Vendor: PSFS/Turf Tees
- Item/Project: Beacon Field Turf Replacement
- Dollar Amount: $49,505

Notes:

- Since initial installation, the turf has experienced extreme use and wear.
- This company did the initial installation of both the turf and sub-grade.
- Keeping with one company for both layers alleviates any finger-pointing in case of warrantee or liability issues.

Recommendation:

- The purchase meets necessary requirements for sole source purchases and is recommended for approval.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: April 22, 2024

SUBJECT: Sole Source Purchase – PSFS/Turf Tecs

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: City of Lansing Parks and Recreation

Vendor: PSFS/Turf Tecs

Item Purchased: Replacement of turf at Beacon Field located within Ferris Park

Dollar Amount: $ 49,505.22 from 1289046026.970000

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

slr

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Stephanie Robinson, Senior Buyer
Marilyn Chick, Senior Buyer

FROM: Brett Kaschinske, Parks and Recreation Director

RE: PR019282 Sole Source PSFS/TurfTecs Beacon Field Turf

DATE: April 8, 2024

We recommend issuing a sole source purchase order to PSFS/TurfTecs for the replacement of the turf at Beacon Soccer Field located within Ferris Park.

Since the installation of the field, it has witnessed extreme use and wear and tear is the purpose for the replacement. We are requesting PSFS/TurfTecs for installation. They installed the original turf and will utilize the current sub-grade which they also installed. This eliminates placing another vendor's material over the sub-grade.

Funds will be utilized from city wide repair and maintenance account 1289046026.970000

If you require any additional information, please do not hesitate to contact me.

PSFS / TurfTecs

McComb, Ohio 45858
Office: 888-593-6013 Fax: 419-293-3955
www.turftecs.com

Proposal for Beacon Field turf replacement for the City of Lansing, Michigan

Professional Sports Field Services (PSFS) agrees to provide the labor, equipment, and materials to perform the following services:

Remove existing turf. Install shock pad and short pile turf per specifications with two (2) pounds of sand infill per square foot on an area 120' X 60' at Beacon Field in Lansing, Michigan. One Gmax test upon completion.

Optional replacement of nailer board if needed.

Optional installation of white center line and center circle.

OWNER'S RESPONSIBILITIES:

The facility owner agrees to the following:

-Allow PSFS access to the parking lot and surrounding area as long as the time to install is needed. Estimated one week of time.

-PSFS will not be held responsible for moving nor damages to any and all equipment and miscellaneous items left in the work area as well as improperly marked or unmarked fixtures or components that are or are not part of the project listed.

-Notify PSFS immediately of any special events, problems, or irregularities that may affect the timing of the scheduled services.

-Understands that the Contractor and Field Owner shall indemnify, defend, and hold harmless PSFS against any claim, liability, cost, damage, deficiency, loss, expense or obligation of any kind or nature in connection with any claims, suits, actions, demands or judgments arising out of this Agreement.

-Meet the payment schedule as listed below:

Amount	**Due Date**
Remove existing turf. Install shock pad, turf, and sand infill. Conduct one Gmax test:	
$49,505.22	Net 15 days from installation.
Optional Installation of nailer board if needed:	
$ 1262.38	Net 15 days from installation.

Optional installation of white turf center line and center circle:

$ 1601.60 Net 15 days from installation.

Professional Sports Field Services, LLC must be notified immediately if union labor, prevailing wages, or any other cost change factor is required for this facility. The quoted price is no longer valid if any such conditions are required.

This proposal may be withdrawn by PSFS if not accepted within 30 (Thirty) days from the PSFS signed date below or at any other time as deemed necessary.

Payment is expected as stated. There will be a .75% service charge per month on late invoices.

If collection fees and/or attorneys' fees are incurred by any party rightfully enforcing the terms of this contract, that party shall be entitled to recover such collection fees and attorneys' fees from the party in breach of this contract.

The above terms and conditions are agreed upon fixture of signatures from both parties.

City of Lansing, Michigan by,

____

Date: ___________________________

Professional Sports Field Services by,

_________Milo George_____________

Date: _____March 15, 2024_____________

Site Contacts and phone numbers (Cell phone numbers are preferred for emergency purposes):

1.____

2.____

CITY OF LANSING

124 W. Michigan Ave
Lansing ,MI 48933
(517) 483-4128

PURCHASE ORDER	
P.O. NUMBER	P090020
DATE	04/22/24
VENDOR I.D.	V051233
DELIVERY DATE	
FOB	
REQUISITION NO	PR019282

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.

TO:
PROFESSIONAL SPORTS FIELD SERVICES LLC
5919 TOWNSHIP RD 110
MC COMB, OH 45858

PHONE# (419) 722-0428 FAX#

DELIVER ITEMS TO:	SEND INVOICE TO:
PUBLIC SERVICE OPERATIONS & MAINTENANCE 601 E SOUTH ST LANSING, MI 48910	PARKS & RECREATION ADMINISTRATIVE O 200 N FOSTER ST. LANSING, MI 48912

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	REMOVE EXISTING TURF. INSTALL SHOCK PAD, TURF, AND SAND INFILL. CONDUCT ONE GMAX TEST.	49,505.	LS	1.00	49,505.22
				TAX	0.00
				TOTAL	49,505.22

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

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Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE Desiree A. Kirkland

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: May 13, 2024

To: Committee on Ways and Means

From: Jim DeLine, Interim Internal Auditor

Subject: Sole Source Purchase – Straight Line Fence

Overview:

- Department: Parks and Recreation
- Vendor: Straight Line Fence
- Item/Project: Fencing at Strikeout Baseball Field, Ferris Park
- Dollar Amount: $32,500

Notes:

- This vendor initiated an offer to furnish and install the fencing at such a discount that obtaining bids was deemed a waste of time.
- The vendor is very supportive of the City's Strikeout project as a non-profit venture.
- Purchase Order number P090083 has already been signed by the Chief Financial Officer and issued to the vendor. An invoice from the vendor has also been issued to the City.

Recommendation:

- The purchase meets necessary requirements for sole source purchases and is recommended for approval.

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: **April 30, 2024**

SUBJECT: Sole Source – Straight Line Fence

The City of Lansing Parks and Recreation Department requests that Straight Line Fence be designated as a Sole Source contractor for Fencing work for the Strikeout Baseball Stadium.

Please see the attached letter from Brett Kaschinske regarding the request.

Based on the attached letter Purchasing recommends issuing a sole source purchase order to Straight Line Fence in the amount of $32,500.00 from account 1289046026.970000

This consultant has not been identified as a Lansing based firm.

Attachment

Date: ________________

Approved______ Denied ______

____
Andy Schor, Mayor

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Stephanie Robinson, CPPB, Senior Buyer
Marilyn Chick, Senior Buyer

FROM: Brett Kaschinske, Parks and Recreation Director

RE: Sole Source – Strikeout Baseball – Straight Line Fence

DATE: April 15, 2024

We recommend issuing a sole source purchase order to Straight Line Fence for fencing at the new Strikeout Baseball Field at Ferris Park in the amount of $32,500.00.

This item was not put out to bid due to Straight Line Fence providing a discounted price to furnish and install the fencing in support of the Strikeout Non-Profit project.

Funds will be utilized from city wide repair and maintenance account 1289046026.970000

If you require any additional information, please do not hesitate to contact me.

Straight Line Fence
845 Chestnut, SW
Grand Rapids, MI 49503
(616)443-2550
amanda@straightlinefences.com

INVOICE

BILL TO
CITY OF LANSING PARKS & REC
200 N FOSTER
LANSING MI 48912

INVOICE # 10731
DATE 03/18/2024
TERMS Net 60

SALES REP
PAUL DEVRIES

JOB LOCATION
STRIKE OUT LANSING

ACTIVITY	QTY	RATE	AMOUNT
Galvanized Chain Link - Comm SUPPLY AND INSTALL 13 POSTS - 8 5/8" GALVANIZED WITH CAPS	1	32,500.00	32,500.00

Thank You! We appreciate your business.
Please Remit Payment to:
Straight Line Fence
845 Chestnut St SW
Grand Rapids, MI 49503

BALANCE DUE **$32,500.00**

We accept Visa, MasterCard, Discover and American Express

CITY OF LANSING

124 W. Michigan Ave
Lansing ,MI 48933
(517) 483-4128

PURCHASE ORDER

P.O. NUMBER	P090083
DATE	05/02/24
VENDOR I.D.	V051248
DELIVERY DATE	
FOB	
REQUISITION NO	PR019398

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.

TO:
STRAIGHT LINE FENCE LLC
845 CHESTNUT ST SW
GRAND RAPIDS, MI 49503

PHONE# (616) 558-4063 FAX#

Page 1 of 1

DELIVER ITEMS TO:

PUBLIC SERVICE OPERATIONS & MAINTENANCE
601 E SOUTH ST
LANSING, MI 48910

SEND INVOICE TO:

PARKS & RECREATION ADMINISTRATIVE O
200 N FOSTER ST.
LANSING, MI 48912

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	SUPPLY AND INSTALL POSTS - STRIKE OUT BASEBALL STADIUM	32,500	LS	1.00	32,500.00
				TAX	0.00
				TOTAL	32,500.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantitv is on back order or cancelled.

Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE Desiree A. Kirkland

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: May 2, 2024

SUBJECT: Sole Source Purchase – Straight Line Fencing

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Parks & Recreation Department
Vendor: Straight Line Fencing
Item Purchased: Supply and Install Posts at the Strikeout Baseball Stadium
Dollar Amount: $32,500 account 1289046026.970000

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

slr

CITY OF LANSING
INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159

Date: May 13, 2024

To: Committee on Ways and Means

From: Jim DeLine, Interim Internal Auditor

Subject: Sole Source Purchase – MJD Masonry

Overview:

- Department: Parks and Recreation
- Vendor: MJD Masonry
- Item/Project: Masonry Work at Strikeout Baseball Stadium, Ferris Park
- Dollar Amount: $17,500

Notes:

- This vendor initiated an offer to furnish and install the brickwork at such a discount that obtaining bids was deemed a waste of time.
- The vendor is very supportive of the City's Strikeout project as a non-profit venture.
- Purchase Order number P090084 has already been signed by the Chief Financial Officer and issued to the vendor. An invoice from the vendor has also been issued to the City.

Recommendation:

- The purchase meets necessary requirements for sole source purchases and is recommended for approval.

Recommendation:

- The purchase meets necessary requirements for sole source purchases and is recommended for approval.

CITY of LANSING

INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: **April 30, 2024**

SUBJECT: Sole Source – MJD Masonry

The City of Lansing Parks and Recreation Department requests that MJD Masonry be designated as a Sole Source contractor for Masonry work for the Strikeout Baseball Stadium.

Please see the attached letter from Brett Kaschinske regarding the request.

Based on the attached letter Purchasing recommends issuing a sole source purchase order to MJD Masonry in the amount of $17,500.00 from account 1289046026.970000

This consultant has not been identified as a Lansing based firm.

Attachment

Date: ________________

Approved______ Denied ______

____
Andy Schor, Mayor

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor

FROM: Stephanie Robinson, Senior Buyer

DATE: May 2, 2024

SUBJECT: Sole Source Purchase – Straight Line Fencing

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Parks & Recreation Department
Vendor: Straight Line Fencing
Item Purchased: Supply and Install Posts at the Strikeout Baseball Stadium
Dollar Amount: $32,500 account 1289046026.970000

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

slr

100523MJDM

M J D MASONRY – Brick, Block & Stone – 517-331-3616	Project Address: Strikeout Baseball Stadium 500 W. Shiawassee St. Lansing, MI	10/05/2023 Attn: Jeff Lazaros

Check Payable to:

MJD Masonry
4478 Crain rd
Onondaga, Mi
49264

Description	unit price	Line Total
• Remaining Materials Needed o 120 - 80lb bags concrete mix for grout o 200 - 8x8x16 block o 10 yards mortar sand o 53 bags type S Mortar - St. Marys o 16 - 20ft. Rebar	Estimated Cost	$2,700.00
• Misc. Fuel and Parts as needed		$1,000.00
• Labor for block portion of columns o columns to be constructed with #5 bar vertical rod - 4 per column and filled solid wih concrete	4 columns total	$3,200.00
• Brick Pier Columns o estimated 1,656 brick to be laid		$6,600.00
• Backstop walls	Labor/Material	$3,600.00
• Cleaning / Touching up existing work done by previous contractor.		$400.00

Subtotal	**$17,500.00**
Balance Due	**$17,500.00**

Checks Payable To: MJD Masonry
Thank you for your business!

CITY OF LANSING
124 W. Michigan Ave
Lansing ,MI 48933
(517) 483-4128

PURCHASE ORDER

P.O. NUMBER	P090084
DATE	05/02/24
VENDOR I.D.	V051247
DELIVERY DATE	
FOB	
REQUISITION NO	PR019425

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.

TO:
MJD MASONRY
4478 CRAIN RD
ONONDAGA, MI 49264

PHONE# (517) 331-3616 FAX#

DELIVER ITEMS TO:

PARKS & RECREATION FOSTER COMM CENTER
200 N FOSTER
LANSING, MI 48912

SEND INVOICE TO:

PARKS & RECREATION FOSTER COMM CENT
200 N FOSTER ST.
LANSING, MI 48912

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	MASONRY WORK ON STRIKEOUT BASEBALL STADIUM	17,500	EA	1.00	17,500.00
				TAX	0.00
				TOTAL	17,500.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

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Federal Tax ID: 38-6004628

AUTHORIZED SIGNATURE Desiree A. Kirkland