

CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
RYAN SEBOLT
MARK GREBNER
VICTOR CELENTINO
KARA HOPE
RANDY MAIVILLE
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 19, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [June 5, 2018](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize a [Reorganization](#) to the Sheriff's Office Field Services Division
2. Circuit Court – Juvenile Division – Resolution to Authorize a [Reorganization](#) in the Juvenile Division
3. Facilities Department
 - a. Resolution to Authorize A&E Services for Mason [Courthouse Clock Tower](#) Repairs
 - b. Resolution to Authorize an Agreement to Replace [Entrance Doors and Sidelights](#)
 - c. Resolution to Authorize an Agreement to Provide [Pest Control](#) Services at Several County Locations
 - d. Notice of Emergency Purchase Order to Replace [A/C Unit](#) in Post 4 Office Area at the Sheriff's Office
4. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of [MUNIS Software](#) Annual Support Agreement from Tyler Technologies
 - b. Resolution to Approve the Support Renewal for [Hardware](#) through Avalon Technologies
5. Road Department
 - a. Resolution to Authorize Approval of the Final Plat of [Meadow Ridge No. 7](#)
 - b. Resolution to Approve Local Road Agreement with [Meridian Township](#)
 - c. Resolution to Authorize Contracts with [Michigan Paving & Materials Company](#) for Items I & III of Bid Packet #115-18 and Rejection of All Bids Received for Items II & IV of Bid Packet #115-18 Various County Primary & Local Road Projects
 - d. Resolution to Authorize [Reclassification](#) of Existing, Currently Vacant, Non-Bargaining Position
 - e. Resolution to Approve Special and Routine [Permits](#) for the Road Department

6. Controller's Office – Resolution to Rescind Resolution #18-099 and to Authorize a Mentor Period for the [Financial Services Director](#) Position
7. Board of Commissioners – Resolution Recognizing [Fairview Elementary School](#)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

June 5, 2018

Draft Minutes

Members Present: Nolan, Hope, Grebner, Celentino, Naeyaert, Sebolt, and Maiville

Members Absent: None

Others Present: Treasurer Eric Schertzing, John Cameron, Steve Kwasnik, Jonathan Roth, Jessica Shah, Sue Graham, Ryan Buck, Rick Terrill, Becky Bennett, Tim Dolehanty, Lindsey LaForte, and others

The meeting was called to order by Chairperson Nolan at 6:00 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 15, 2018 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE MAY 15, 2018 COUNTY SERVICES COMMITTEE MEETINGS.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY.

Additions to the Agenda

3. Treasurer's Office

b. Resolution Amending the Resolution #12-368, Approving the Establishment of a Property Assessed Clean Energy (PACE) Program

Chairperson Nolan stated that the Resolution to Increase Imprest Cash for the Potter Park Zoo would be labeled 3a.

Limited Public Comment

Steve Kwasnik, Ingham County Assistant Prosecutor (APA) and President of Local 13, stated that he was before the Committee regarding increasing salaries for APAs when the contract's wage opener comes in August. He further stated that he would like to bring the Committee's attention to the 2018 Annual Prosecution Survey.

Mr. Kwasnik stated that the survey was a state-wide survey and looked at salaries and was sorted by population size. He further stated that of the top 15 population size counties, Ingham County had the lowest starting salaries. He further stated that Ingham County was one of only two counties that had starting salaries in the \$40,000 range.

Mr. Kwasnik stated that Jonathan Roth was with him to talk about his move to a position with the United States Attorney's office. Further stated that Mr. Roth was a top supervisor and a top prosecutor in the office and his departure would leave a void.

Mr. Kwasnik stated that Jessica Shah was also at the meeting. He further stated that she was in her third year as an APA and her salary was still below the amount that other Counties paid to starting APAs.

Mr. Kwasnik stated that the APAs were drastically underpaid. He further stated that they had talked about the Hay Study before, but now the 2018 Annual Prosecution Survey showed the dramatic difference between counties and a real-world example with Mr. Roth moving to seek better financial opportunities.

Mr. Kwasnik stated that the Prosecutor's Office had sought to fill the position for the extra sexual assault APA, which was a position that started at Step 2 pay. He further stated that they had two qualified candidates for interviews, but they were not hired, because they did not fit the needs.

Mr. Kwasnik stated that the job had been reposted as an entry level position and they would shuffle some of their staff around to cover the sexual assault cases, and the new person hired would be able to help with other cases. He stated that the original position was difficult to fill because they were not able to offer a salary equal to the experience needed for the position and they were not attracting qualified candidates.

Mr. Kwasnik stated that the County was losing experience from the office when people moved to higher paying jobs and it affected the safety of our community.

Chairperson Nolan asked Mr. Kwasnik to share the 2018 Annual Prosecution Survey with the Board. She further stated that Becky Bennett, Board of Commissioners Office Director, would remit it to the Board of Commissioners and the Human Resources Director.

Jonathan Roth, APA, stated that he had served in the Prosecutor's Office for 10 years, and that he was proud of his work as an APA and was sad to be leaving the position. He further stated that over his tenure he had rarely received raises, had his salary frozen at times, and any raises that were given did not keep up with inflation.

Mr. Roth stated that he was the third prosecutor to leave for better-paying public sector jobs. He further stated that low salaries for APAs was not only affecting retention, but also affecting the ability to attract quality candidates.

Mr. Roth stated that when he was hired 10 years ago, many law school graduates were seeking a chance to work as an APA, but the economy had changed that that had affected the quality of applicants willing to work as an APA. He further stated that he encouraged the County to pay the prosecutors better because it was needed.

Mr. Roth stated that this community had seen that crime was closer than it seemed in the last two years. He further stated that one way to make the community safer was to have quality APAs prosecuting offenders and in order to attract those lawyers, the County needed to compensate them well.

Mr. Roth stated that he supervised Jessica Shah and other young lawyers. He further stated that unless the salaries were increased, these lawyers would start looking for better opportunities.

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

2. Clerk's Office – Resolution to Adopt a Marriage License Correction Fee
3. Treasurer's Office
 - a. Resolution to Increase Imprest Cash for the Potter Park Zoo
 - b. Resolution Amending the Resolution #12-368, Approving the Establishment of a Property Assessed Clean Energy (PACE) Program
4. Facilities Department – Notice of Emergency Purchase Order to Replace a Condensing Unit at the Sheriff's Office
5. Parks Department – Notice of Emergency Purchase Order to Replace All Plumbing Valves and Plumbing in the Burchfield Winter Sports Building Pit
6. Road Department
 - a. Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville
 - b. Resolution to Authorize an Agreement for Architectural Design and Engineering Services
 - c. Resolution to Approve a Professional Engineering Services Contract for the Okemos Road Bridge Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation Project
 - d. Resolution to Approve Purchase of a Highway Easement for the Jolly-Okemos Project
 - e. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Items I through III of Bid Packet #116-18 Recycling & Resurfacing of Various County Primary Roads
 - f. Resolution to Authorize Adjustment to the 2018 County Road Fund Budget
 - g. Resolution to Approve Special and Routine Permits for the Ingham County Road Department
7. Board of Commissioners
 - a. Resolution Designating the Month of June, 2018 as LGBTQ Pride Month in Ingham County
 - b. Resolution Honoring Kenneth Abraham

THE MOTION CARRIED UNANIMOUSLY.

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

Chairperson Nolan introduced Sue Graham, County Human Resources Director.

Ms. Graham stated that she had been in the position for about 3 weeks and had enjoyed it thus far. She further stated that she last served as the Labor Relations Director for the City of Lansing.

Ms. Graham stated she was an attorney but enjoyed working on the ground floor.

1. Equal Opportunity Committee – Interviews

John Cameron interviewed for a position on the Equal Opportunity Committee.

7. Board of Commissioners

c. Resolution Amending the Board Rules

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated that there were a couple options for amending the Board Rules. He further stated that at one time, there had been a rule that allowed a special quorum.

Commissioner Grebner stated that there were times when traffic or other incidents caused a quorum to not be available. He further stated that this resolution would allow the Committees to meet for non-final action reasons in order to take action on some items, approve minutes, and such.

Commissioner Grebner stated that there had been some recent occasions when meetings had started late because of lack of quorum. He further stated that it would be a courtesy to those who had business before the Committees, such as Department Heads, attending the meeting.

Commissioner Celentino stated that the only change to the Board Rules in the resolution was reducing the amount available for a quorum of a committee of seven. He asked for examples of final action items.

Tim Dolehanty, Controller, stated that emergency purchasing orders were such an example.

Becky Bennett, Board of Commissioners Office Director, stated that approving the hiring of a County employee above one Step was another example.

Commissioner Grebner stated that this resolution would not allow a minority of Committee members to move forward any resolutions resulting in a final action, but allowed for things like taking public comment and approving minutes.

Commissioner Sebolt stated that he did not think that there needed to be a quorum for public comment. He further stated that it seemed that this change to Board Rules would allow for a minority to take control of the meeting.

Commissioner Sebolt stated that he did not support a quorum of less than 50% plus one.

Commissioner Grebner stated that he did not think that the rules allowed for the Committee to meet without a quorum.

Chairperson Nolan stated that she was unsure of that also.

Commissioner Sebolt stated that he did not have the rules but was fairly certain this was true.

Commissioner Hope stated that she did not support this change because people should show up out of respect for others, including Department Heads and staff. She further stated that she was uncomfortable with meeting anytime a quorum was not present.

Commissioner Hope stated that at the Law & Courts Committee meeting on May 31, 2018, there had been a quorum but after all the action items were complete, the Committee had less than a quorum remaining. She stated that she felt uncomfortable continuing to meet when there was not a quorum.

Commissioner Grebner stated that there were so many things that came up every meeting that were simple to do without a quorum. He further stated that it was unusual to have issues with quorum outside of extraordinary events such as snowstorms, August, or traffic jams.

Commissioner Sebolt stated that the Michigan House of Representatives also followed Mason's Rules and they allowed some things with the absence of a quorum, such as reading bills in and taking testimony on legislation. He further stated that they did not take any votes on legislation without a quorum.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION FAILED.

Yeas: Grebner **Nays:** Nolan, Hope, Celentino, Naeyaert, Sebolt, and Maiville

Announcements

Chairperson Nolan stated that the Personnel Subcommittee should be announced to the full Board of Commissioners. She further stated that they had asked Becky Bennett to do some research on the five employees that reported to the Board of Commissioners.

Discussion.

Chairperson Nolan stated that this may be the one and only evaluation of these employees that ever happened in 30 years. She further stated that it had not happened in the 14 years that she had been on the Board of Commissioners.

Commissioner Grebner stated that he assumed that the subcommittee would be bringing forward a policy to continue this evaluation process.

Chairperson Nolan stated that this was supported.

Commissioner Sebolt thanked the Committee for passing the Pride Month resolution on the consent agenda. He further stated that when he presented the resolution on the Capitol Steps last year he announced that it was bipartisan and unanimous and it received a lot of applause and people were happy about that.

Commissioner Sebolt stated that this was difficult time for the LGBTQ Community, so he was appreciative of the County continuing to show support.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:35 p.m.

JUNE 19, 2018 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. Sheriff's Office – *Resolution to Authorize a Reorganization of the Sheriff's Office Field Services Division*

This resolution will authorize the Sheriff's Office to reorganize its Field Services staffing by converting a Law Enforcement Deputy to a Sergeant. Pursuant to the reorganization procedure, the proposal was presented as a discussion item at the last Law and Courts Committee meeting, and was recommended to be brought back as a resolution.

This reorganization will address an identified field services staffing and supervisory deficiency. Funds have been identified within the Sheriff Office's current budget to address the 2018 cost of \$32,481. Long term funding will be addressed as part of the 2019 budget process.

2. Circuit Court Juvenile Division – *Resolution to Authorize a Re-Organization in the Juvenile Division*

This resolution will authorize a reorganization of the Circuit Court – Juvenile Division staffing at the Ingham County Family Center to convert a Juvenile Court Officer to a Family Center Supervisor. Pursuant to the reorganization procedure, the proposal was presented as a discussion item at the last Law and Courts Committee meeting, and was recommended to be brought back as a resolution.

Converting a vacant Juvenile Court Officer position to a Family Center Supervisor position will provide increased safety and security at the Ingham County Family Center and will allow for supervisory support to programming at the Center from 7:30 am – 8:30 pm. The cost of this position conversion (up to \$18,000) will be addressed with the existing Family Division budget.

3a. Facilities Department – *Resolution to Authorize A&E Services for Mason Courthouse Clock Tower Repairs*

The Facilities Department seeks approval of a resolution to assess interior and exterior repairs needed to the Mason Courthouse clock tower. The assessment would determine the scope of work necessary to repair damage caused by water leaking inside the tower. The condition of the structural lumber inside of the tower as well as the exterior wood doors and reconditioning of the wood doors, would be addressed. The Department recommends approval an agreement with C2AE to provide architectural and engineering services for clock tower repair at a cost not to exceed \$63,091.

3b. Facilities Department – *Resolution to Authorize an Agreement to Replace Entrance Doors and Sidelights*

The Facilities Department has determined that the front entrance doors and sidelights at the Grady Porter Building are in need of replacement. Although approved CIP funding for this project addresses door reinforcement, it is more cost efficient to replace the doors and sidelights than to retrofit those sections in need of replacement. The Department recommends approval of a resolution to authorize an agreement with Lansing Glass Company to replace the front entrance doors at a cost not to exceed \$10,960.

3c. Facilities Department – *Resolution to Authorize an Agreement to Provide Pest Control Services at Several County Locations*

The Facilities Department recently sought bids for pest control services at several county facility locations. The Department recommends approval of a resolution to authorize Rose Pest Solutions to provide pest control services for a three-year period at a cost not to exceed \$31,668.

3d. Facilities Department – *Notice of Emergency Purchase Order to Replace A/C Unit in post 4 Office Area at the Sheriff's Office*

An emergency purchase order was issued to Horn Heating and Cooling in the amount of \$3,235 to provide and install a new ¾-ton Bryant air conditioning unit in Post 4 office area at the Sheriff's Office. The Post 4 split system irreparably failed and the resultant lack of air conditioning would create very uncomfortable working conditions. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

4a. Innovation and Technology Department – *Resolution to Approve the Renewal of MUNIS Software Annual Support Agreement from Tyler Technologies*

The MUNIS application provides the foundation for all County finance, budgeting, human resources, and purchasing operations and has been utilized for years in Ingham County. An existing annual agreement provides for maintenance of the application, professional support, and software updates. The Innovation and Technology Department recommends approval of a resolution to enter into a support agreement with Tyler Technologies at a cost of \$177,926.95.

4b. Innovation and Technology Department – *Resolution to Approve the Support Renewal for Hardware through Avalon Technologies*

Several key chassis switches connect servers in the IT datacenter for users across the County network. Service and a support agreement are imperative to assure uninterrupted service to network users. The IT Department recommends approval of a resolution to authorize the purchase of support from Avalon Technologies in an amount not to exceed \$8,700.

5a. Road Department – *Resolution to Authorize Approval of the Final Plat of Meadow Ridge No. 7*

The Meadow Ridge Preliminary Plat is a 168-unit single-family subdivision located south of Holt Road, east of Kahres Road and west of Washington Road, in Delhi Township. The proprietor has asked for approval of the final plat for Meadow Ridge No. 7, which contains seven lots adjacent to a county road dedicated for public use. The Road Department seeks approval of a resolution to authorize the Board Chair to certify approval of the Final Plat of Meadow Ridge No. 7.

5b. Road Department – *Resolution to Approve Local Road Agreement with Meridian Township*

The Road Department recommends approval of a resolution to approve 19 local road projects in Meridian Township. The total Road Department match amount of \$172,500 is included in the adopted 2018 road fund budget. Projects included are as follows:

- Island Lake Drive from Meadow Woods Drive to White Hills Lake Drive
- Skyline from Margate north to the road end
- Sleepy Hollow from Lake Lansing Road to Lake Lansing Road
- Cade Street from Biscayne Way to Haslett Road
- Biscayne Way from Buckingham to Woodville
- Hallendale from Biscayne Way to 200 feet south of Franklin
- Creekwood from Haslett Road north to the road end
- Jo Pass from Burcham to Quarry
- Burcham from E. Hidden Lake to Jo Pass
- Seminole Drive from Hillcrest Avenue to M-43
- Starboard from Shoals to Cornell
- Woodfield from Riverwood to Sugar Maple
- White Owl from Woodfield to Woodfield
- Aztec Way from Capeside to Solar
- Capeside from Hulett west to the road end
- W. Sunwind from Hazy Court to Bennett Road
- Hazy Court from W. Sunwind to the road end
- Sheldrake Avenue from Roxbury to Belding
- Ambassador from Jolly Road to Otsego

5c. Road Department – *Resolution Authorizing Contracts with Michigan Paving & Materials Company for Items I and III of Bid Packet #115-18 and Rejection of All Bids Received for Items II & IV of Bid Packet #115-18 Various County Primary & Local Road Projects*

The Road Department has determined that pavement recycling, asphalt resurfacing, and repairs are needed on the various county primary and local roads due to normal deterioration. The department and the various Ingham County townships jointly participate in the annual local road program to improve and resurface county local roads as desired by the townships. Following analysis of several proposals, the Road Department recommends approval of a resolution to award a contract to Michigan Paving & Materials Company for recycling, resurfacing, and related work in Meridian Township at a total cost not to exceed \$1,610,884.66 for specified local roads, and \$503,784.60 for specified primary roads. The resolution also includes authorization for 10% contingency for these projects.

5d. Road Department – *Resolution to Authorizing Reclassification of One Existing, Currently Vacant, Non-bargaining Position*

Representatives of the Road Department will discuss a reclassification request following procedures set forth in the Reorganization Policy. The proposal seeks to reclassify a vacant Assistant Engineer position from Managerial/Confidential Road (MCR) grade 3 to Project Engineer, grade 6. Reclassification as proposed would result in an additional annual cost of approximately \$26,000.

The Department requests that the discussion step of the Reorganization Policy be combined with consideration of a resolution to approve reclassification with this first submission for reasons as follows:

1. The Assistant Engineer position is currently vacant and is the only position involved in this request
2. No bargaining unit is involved
3. To save time in getting the requested personnel in place to help deliver 2018 planned road work
4. The re-organization would not be considered for approval until the July 24, 2018 Board of Commissioners meeting if the normal 2 step procedure is followed.

Despite its request for expedited review, the Department recognizes the request can be considered at the discussion step, followed by consideration of a resolution in July.

5e. Road Department – *Resolution to Approve Special and Routine Permits for the Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 14 projects (see attachment for permit list).

6. Controller's Office – *Resolution to Rescind Resolution #18-099 and to Authorize a Mentor Period for the Financial Services Director Position*

Earlier this year the incumbent Financial Services Director announced her intention to retire in November, 2018 after 10 years of dedicated service to Ingham County. On March 13, 2018 the Board approved Resolution #18-099 to allow overlapping employment of the current and new directors for a six-month transition period to assure administrative continuity at a total cost not to exceed \$80,000.

An exhaustive months-long search to find qualified candidates for the Financial Services Director position was not successful. As an alternative to continuing the search for a qualified successor, the Financial Services Director voluntarily agreed to continue employment through June 28, 2019 and to act as a mentor to a qualified Financial Services Department Accountant who would then assume the Director position at an additional cost of \$30,000. The Controller recommends approval of a resolution to rescind Resolution #18-099 and to authorize a mentor period for the Financial Services Director position.

7. Board of Commissioners Office – *Resolution Recognizing Fairview Elementary School*

A resolution is offered to recognize the principals and staff of Fairview Elementary School for their dedication and commitment as they strived for and achieved excellence from the students of Fairview over the years.

Agenda Item 1

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

DATE: June 5, 2018

RE: REQUEST TO REORGANIZE THE INGHAM COUNTY SHERIFF'S OFFICE
FIELD SERVICES DIVISION

The Ingham County Sheriff's Office is requesting approval to reorganize the Field Services Division by funding the conversion of a Field Services Deputy to a Field Services Sergeant position within the existing framework of the current budget through the end of calendar/budget year 2018. Efforts will then be made to budget for the continued funding of this position in the 2019 budget and beyond as part of a broader department reorganization.

The position is essential to fill an identified field services staffing and supervisory deficiency. Since 2007 the Sheriff's Office (at one time) had lost 46 positions, one of those positions was a day shift Sergeant, this currently leaves a Lieutenant and a Sergeant to supervise the day shift 7 days a week. With training, pass days and vacation time the shift was left without a supervisor a total of 680 hours in 2017. In an attempt to minimize this deficiency the Sheriff's Office has had to pull a Sergeant from either Training, Transports, Emergency Management, or the Detective Bureau. This helped to minimize the impact on field services, however it caused an undue burden in the afore mentioned areas of the Sheriff's Office, as they were forced to complete 2 separate job's for 680 hours between the 4 Sergeants. In other words, each Sergeant was asked to complete their assigned supervisory duties in addition to supervising the road patrol a total of 4.25 weeks each year. We have asked our Sergeants to do this far too long and it is a supervisory liability to continue to do so. This proposed solution will not only eliminate the identified liability, it also puts a uniform on the streets to assist the public and answer calls for service with minimal cost.

Funding for this staffing change through the end of 2018 will cost \$32,481. Funding has been identified in the food provisions line item within the Sheriff's 2018 operating budget.

This proposed reorganization plan was a discussion item at the May 31, 2018 Law & Courts Committee meeting, after which, the Sheriff's Office was advised to move forward with a formal Resolution for the same.

COUNTY of INGHAM
State of Michigan
SHERIFF'S OFFICE



Scott Wriggelsworth
Sheriff

Andrew R. Bouck
Undersheriff

630 North Cedar Street
Mason, MI 48854
(517) 676-2431
FAX (517) 676-8299

Jason Ferguson
Chief Deputy

Darin Southworth
Major

TO: Undersheriff Bouck

FROM: Det. Ryan Cramer *RC*

DATE: 5/24/18

RE: Department Reorganization

Undersheriff,

This is an official memorandum stating the CCLP Law Enforcement Division will not contest the Department Reorganization that was proposed on May 23rd, 2018 in Chief Deputy Jason Ferguson's office.

Union President CCLP Law Enforcement

Detective Ryan Cramer

RC 45405

INGHAM COUNTY JOB DESCRIPTION

SHERIFF DEPUTY

General Summary:

Sheriff Deputies are assigned to the Field Services Division of the Ingham County Sheriff Office. Their functions involve the primary contact that the public has with the Ingham County Sheriff Office and as such, it is important that Deputies remember their actions will come under public scrutiny.

The primary function of the Sheriff Deputy is to insure the health, safety, and well-being of the public. Deputies will be responsible for responding to requests for service from the public as well as basic patrol duties. Deputies will handle a wide variety of complaints and incidents. These will include responding to accidents, criminal investigations, and traffic enforcement. Deputies also will be called on to handle situations not directly involving citizen complaints, such as prisoner transport, court security, hospital guard, etc.

Sheriff Deputies are assigned to a shift and fall under the command structure of the Field Services Division. Sheriff Deputies are expected to perform any and all duties assigned to them by superior officers.

Essential Functions:

1. Respond to citizen requests for service, appropriately documenting the incident when necessary.
2. Conduct initial and follow-up investigations on crimes.
3. Respond to, investigate, and render first aid at accidents.
4. Provide traffic enforcement and policing.
5. Provide residential and business security checks.
6. Provide security at special events.
7. Provide security at courts.
8. Assist with other agencies requesting assistance.
9. Provide prisoner transport for court, hospital, and other appointments.
10. Perform various administrative duties as directed. These include bank deposits, getting the mail, etc.
11. Maintain documentation as required by the Department. This includes the daily log, time card, incident reports, vehicle maintenance, requests, etc.
12. Attend court on and off duty when required by subpoena
13. Attend and participate in Sheriff's Office authorized training.
14. Work mandatory overtime when directed by a supervisor.
15. Follow lawful orders from their superior officers concerning all aspects of the Sheriff office pertaining to assignments, duties and tasks.

Employment Qualifications:

Education: High school graduate or equivalent. College degree in Law Enforcement or Criminal Justice preferred.

Experience: Prior experience in Law Enforcement or Military preferred. **Must be certifiable as a Police Officer (M.C.O.L.E.S.)**

Other Requirements:

- Weight must be in proportion to height as determined by physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind.
- Must have no prior felony convictions (includes expunged convictions).
- Must possess and maintain a valid Michigan driver's license.
- Must be a minimum age of 21 years of age.

(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/Working Conditions:

- Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints.
- Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to facilitate pursuit, search, investigate and/or rescue which may also involve standing or sitting for long periods of time.
- Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels. Initiates and responds to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
- Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

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

**CCLP/Law Enforcement
01/2015**

**INGHAM COUNTY
JOB DESCRIPTION**

SERGEANT/SHERIFF

GENERAL SUMMARY: A Sergeant is a member of the Command Staff, with first-line or direct personnel supervision responsibilities. All Sergeants are to be certified Deputy Sheriffs in Corrections or through MCOLES. All Sergeants are expected to be capable of performing any other Sergeant's functions within the office as allowed per their certification.

SERGEANT/CORRECTIONS: Jail Sergeant is responsible for overall training and work performance of the Correctional Officers and must insure they carry out their duties in a responsible manner. He/she helps to maintain internal order by being responsible for many critical components of jail operations, and acts as a first-line arbitrator for resolution of problems encountered by staff and/or inmates.

ESSENTIAL JOB FUNCTIONS FOR SERGEANT/CORRECTIONS: With or without accommodations, will be required to communicate verbally and effectively by listening to people and by giving information, direction, and commands. Must be able to perform Correction Officer duty functions while working rotating shifts and unanticipated overtime. Is required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband. Must be capable of physically restraining inmates if necessary. Must be capable of reading and comprehending rules, regulations, policies, and procedures for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the inmates. Must meet all physical qualifications associated with a corrections officer position as listed; Weight must be in proportion to height as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony convictions (includes expunged convictions). Must possess and maintain a valid Michigan Driver's license.

DEGREE/EXPERIENCE FOR SERGEANT/CORRECTIONS: High school graduate or equivalent required. College training in Law Enforcement, Criminal Justice or Social Sciences preferred. Must have 3 years of experience as a full-time Corrections Officer, must be able to pass written and oral examinations.

SERGEANT/LAW ENFORCEMENT:

Detectives: Directs and coordinates the activities of a number of detectives engaged in the investigation of all types of criminal cases. Regularly participates in the investigation of the more serious criminal complaints.
Sergeant

Paramedics: Directs the activities of Police Officer/Paramedics, and provides them with advice and assistance. Provides general assistance to, and may substitute for, the Shift Commander.

Police: Appointed by the Sheriff to aid the Shift Lieutenant in such manner as the Lieutenant may order.

Traffic: Supervise deputies assigned to unit which is funded through the Office of Criminal Justice, State of Michigan. Compiles data required by the Office of Criminal Justice, such as:

- a. Daily reports - Office activity summarized daily.
- b. Monthly Reports - Summarize total month activity for all Officers.
- c. Quarterly Reports - Each quarter summarized.

- d. Yearly Reports - Each month totaled for year and month.
- e. Coordinates Traffic Safety school programs.
- f. Coordinates selective or special enforcement efforts (traffic).
- g. May represent the Department on various traffic safety committees.
- h. Coordinates special traffic related projects for the Department.

Transport Unit Sergeant:

1. Supervision of deputies assigned to Transports.
2. Supervision of deputies assigned to Court Security.
3. Departmental representative to the Prosecutor's Office, and to all the Courts in Ingham County, regarding warrants and transport orders.
4. Coordinate inmate transports on a daily basis; writs, medical, court, etc.
5. Supervision of the Warrant File - entry, served, recalled, etc.
6. Knowledge of the L.E.I.N., operation, policy and procedures.
7. Strong organizational and communication skills are necessary.

ESSENTIAL JOB FUNCTIONS FOR SERGEANT/LAW ENFORCEMENT: With or without accommodations, must meet all physical qualifications associated with a police officer position as listed: Weight must be in proportion to height as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony convictions (includes expunged convictions). Must possess and maintain a valid Michigan driver's license. Must be a minimum age of 21 years of age. Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints. Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue which may also involve standing or sitting for long periods of time. Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations. Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

DEGREE/EXPERIENCE FOR SERGEANT/LAW ENFORCEMENT: Must be a certified Police Officer. Must have one or more years of experience as a police officer to be eligible to sit for the written and oral exams. To be promoted to the rank of Sergeant, applicants must have secured three years of law enforcement experience prior to the date of promotion. Must be able to pass written and oral examinations. Must pass a security clearance.

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.

February, 2005

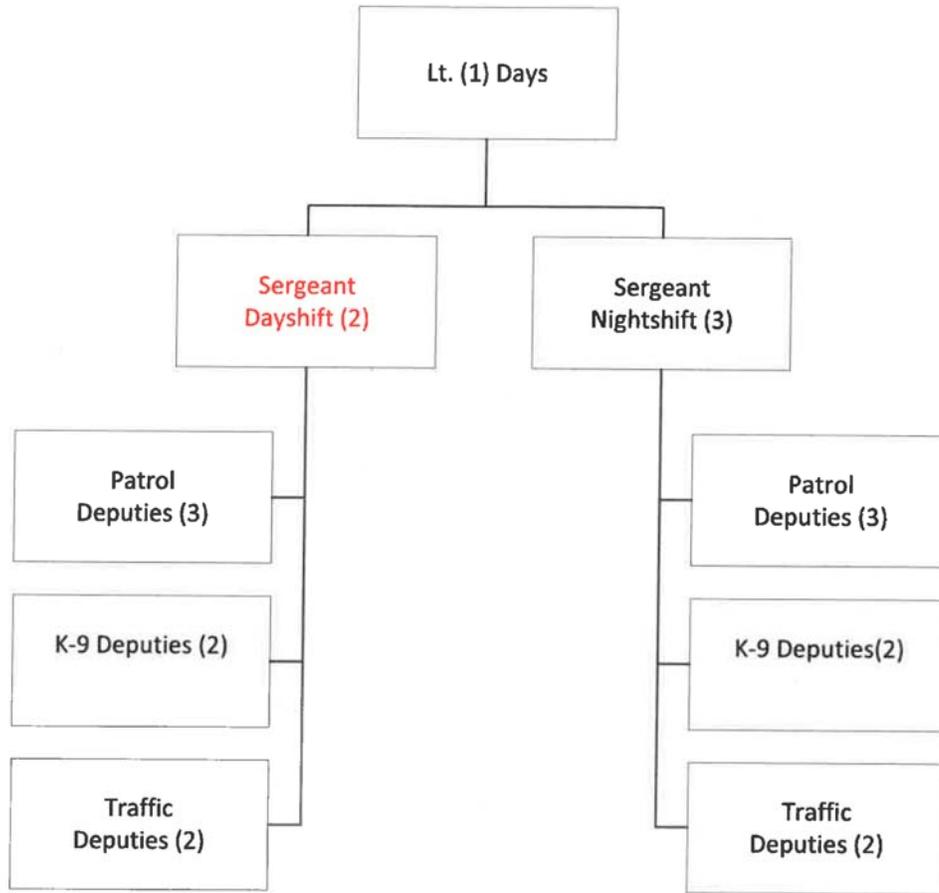
2018 PERSONNEL COST PROJECTION
Cost to Convert Deputy to Sergeant

	<u>Deputy Step 5</u>	<u>Sergeant Step 1</u>	<u>Sergeant Step 5</u>
Salary	\$60,543	\$71,885	\$74,250
Holiday Pay	2,794	3,318	3,427
Wages	<u>\$63,337</u>	<u>\$75,202</u>	<u>\$77,677</u>
Unemployment	317	376	388
FICA	4,845	5,753	5,942
Health	14,894	14,894	14,894
Dental	922	922	922
Vision	124	124	124
Current Retiree Hlth	3,447	3,447	3,447
Future Retiree Hlth	2,850	3,384	3,495
Life	58	92	92
Disability	82	98	101
Retirement	9,798	58,177	60,091
Workers Comp	500	594	614
C.A.R.E.S.	0	0	0
Liability	0	0	0
Separation Buyout	1,108	1,316	1,359
Total Cost	<u>\$102,284</u>	<u>\$164,380</u>	<u>\$169,148</u>
 Annual First Year Cost		 <u>\$62,096</u>	
 Additional Long Term Cost			 <u>\$66,864</u>
 June 23 - December 31		 <u>\$32,481</u>	

Ingham County Sheriff's Office

Field Services Division

Out County Patrol



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE SHERIFF'S OFFICE
FIELD SERVICES DIVISION**

WHEREAS, the Sheriff's Office field services division day shift is currently supervised by only one Lieutenant and one Sergeant 7 days per week; and

WHEREAS, with training, pass days and vacation time this left the shift without a supervisor a total of 680 hours in 2017; and

WHEREAS, in an attempt to address this deficiency the Sheriff's Office has reassigned a Sergeant from either training, transports, emergency management or the detective bureau, helping to minimize the impact on field services, but causing an undue burden in these other areas; and

WHEREAS, the Sheriff's Office seeks to correct this staffing deficiency by converting of a Field Services Deputy position to a Field Services Sergeant position within the existing framework of the current budget through the end of 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of one Sheriff Deputy position (CCLP Law Enforcement) and the creation of one Sergeant/Law Enforcement position (CCLP Supervisors).

BE IT FURTHER RESOLVED, that the reorganization will become effective upon the beginning of the first pay period following passage of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$32,481 from the Sheriff's food provisions budget (10135102 750000) to fund this staffing change through the end of 2018.

BE IT FURTHER RESOLVED, that long term funding for this staffing change will be addressed through the 2019 budget process.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the 2018 Position Allocation List in accordance with this resolution.

TO: LAW AND COURTS COMMITTEE

FROM: SCOTT LEROY, DEPUTY COURT ADMINISTRATOR

DATE: MAY 21, 2018

RE: REORGANIZATION OF JUVENILE COURT OFFICER TO FAMILY CENTER SUPERVISOR

CC: SHAUNA DUNNINGS, CIRCUIT COURT ADMINISTRATION
HONORABLE RICHARD J. GARCIA, CHIEF CIRCUIT AND PROBATE JUDGE

I. FAMILY CENTER OVERVIEW

The Ingham County Family Center, located at 1601 W. Holmes Rd, Lansing, houses many of the Juvenile Division's In-Home Care Programs. On any given day, the Ingham County Family Center has the capacity to serve over 100 court adjudicated youth.

Ingham Academy

The Ingham Academy is day treatment program for court adjudicated youth that is operated by four agencies - Ingham County 30th Circuit Court, Ingham Intermediate School District, Peckham and Highfields. Ingham ISD provides the educational component of the program for youth while Highfields provides behavior treatment and support to the program. The fourth partner, Peckham, provides individualized services to youth in efforts to enhance education, vocational training and person-centered planning for youth striving to maximize their potential and eliminate self-defeating behaviors.

Pride Program

The Juvenile Division also partners with Highfields to provide the Pride program, an evening reporting program for moderate- and high-risk court adjudicated youth. This program operates for approximately 5 hours, Monday – Friday evenings. Moderate-risk youth attend 2 days per week, while high-risk youth attend 3 days per week. Pride utilizes the *Thinking for a Change* (T4C) and Goldstein's *Skillstreaming the Adolescent* to create a 20 week program for youth referred by their Juvenile Court Officer. Youth receive 2.25 hours of treatment dosage each night they attend. When treatment groups are not in session, youth are provided dinner and participate in structured activities, along with free time.

OASIS Summer Truancy Program

During the summer months, the Ingham County Family Center is the host site for the OASIS Summer Truancy Program, a summer enrichment program for youth involved in Truancy Court.

II. PROPOSED REORGANIZATION

With the current caseload numbers, the Juvenile Division is able to eliminate a Juvenile Court Officer position and create a Family Center Supervisor position. This new position will be able to make decisions in the face of a critical incident at the Family Center (see attached job description). Currently there is one Supervisor working 12:00 pm to 8:00 pm. This new Supervisor position will provide necessary coverage from 7:30 am to 3:00 pm, while the other Supervisor will work 12:30 pm to 8:30 pm. The additional personnel cost between a Family Center Supervisor and Juvenile Court Officer, based on 2018 numbers, is roughly \$18,000. However, it is likely

that the position will be filled by a Senior Juvenile Court Officer making the difference in salary nominal the first few years.

It is imperative that the position be funded as the Ingham Academy is the Juvenile Division’s most effective program at reducing recidivism. It is recommended that funds be transferred from the Sex Offender Non-Contracted Per Diem line-items and the Day Treatment Non-Contracted Per Diem line-item to cover the additional personnel cost of this reorganization. The position is funded by a split between the Juvenile Justice Millage and the State Child Care Fund. Please see table 3.1 for a recommendation regarding funds to be transferred from line-items.

Program	Org Code	Allocation to Transfer	Fund
SO	29266218-820010 to 29266227-704000	\$8,000 – Day Treatment Personnel	JJM
Day Treatment	29266227-820010 to 29266227-704000	\$10,000 – Personnel / Overtime	JJM

INGHAM COUNTY
JOB DESCRIPTION

SUPERVISOR - INGHAM COUNTY FAMILY CENTER

General Summary:

Under the direction and supervision of the Juvenile Programs Director the Family Center Supervisor is responsible for internal operation of Court administered programs located in the Academy Building i.e., the Ingham Academy and Evening Reporting Programs with focus on the afternoon and evening operational hours. This includes oversight for on duty personnel and responsibility for program areas specifically assigned. The Family Center Supervisor also serves *as* the building supervisor during the shift.

Essential Functions:

An employee in this position may be required to perform any or all of the following: Illustrative examples not an exhaustive listing.)

1. Ensures that all program activities are conducted according to the policies and procedures of the Court's Programs assigned to the Family Center.
2. Oversees and reports to the Facilities' Department, issues of building security and facility operations.
3. Works with Court Staff, facility staff, youth and families to resolve situations, address problems and offer additional direction *as* required.
4. Responsible for the safety and security of staff, families and the facility while ensuring that health, fire and state licensing regulations are satisfied.
5. Responsible, as assigned by the Program's Director, for the annual review, modification and implementation of the Policy and Procedure Manual.
6. May be responsible for oversight of personnel, programs and/or groups and training.
7. Attends managerial and general staff meetings *as* assigned and directed. Conducts meetings with individual shift staff, and maintains open channels of communication.
8. Monitors all keys from shift-to-shift and insures that all keys are properly retained.
9. Provides supervision to Cook and assures that the kitchen area is properly administered, cleaned and inspected.
10. As representative of the Circuit Court Family Division, will attend Advisory Board, Neighborhood Association Meetings and other functions as assigned.
11. Performs other related duties *as* assigned.

Other Functions:

12. None listed.

Employment Qualifications:

Education: Bachelor's degree required. Social Sciences, Family and Community services or related areas of study preferred.

Experience: Three to five years related work experience dealing with at risk adolescents and their families required.

Other Requirements: 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: (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):

With or without accommodations, this employee must be of the mental and physical capacity to visually observe, interact with and communicate with at-risk adolescents presently residing in the Youth Center. Verbally interviews adolescents during an intake process. Physically restrains violent or uncontrolled youth in the center. Occasionally lifts, pushes, pulls and carries weights of up to 100 lbs. Stands and or sits for long periods of time throughout a shift. Must be or become certified in CPR. Operates various types of general office equipment, including word processors, data entry devices, telephone, copiers, and fax. Operates specialized security monitoring devices, video, and audio monitors. Must be able to work the scheduled shift hours of days, afternoons, mid-nights and weekends. Must be able to understand and demonstrate principals of behavior management and other adolescent treatment modalities.

Working Conditions:

Exposure to physical assault by youths.

Exposure to youths with various states of cleanliness and hygiene.

Exposure to various bodily fluids.

Exposure to communicable diseases of youth.

5/7/2008

MCF-10

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RE-ORGANIZATION IN THE JUVENILE DIVISION

WHEREAS, the Circuit Court Juvenile Division currently has twenty-seven Juvenile Court Officer and Senior Juvenile Court Officer positions; and

WHEREAS, one Juvenile Court Officer position (#140015, OPEIU P5) has been vacant since March 2, 2018 as a result of a resignation; and

WHEREAS, the Circuit Court Juvenile Division having had sufficient time to evaluate the impact of this vacancy wishes to eliminate the vacant Juvenile Court Officer position (#140015, OPEIU P5) and add a Family Center Supervisor position (MCF 10); and

WHEREAS, it is the belief of the Circuit Court Juvenile Division that this re-organization will universally aid the court by providing increased safety and security at the Ingham County Family Center; and

WHEREAS, adding a Family Center Supervisor position will create supervisory support to programming at the Ingham County Family Center from 7:30 am – 8:30 pm; and

WHEREAS, the Budget Office has calculated that this re-organization will result in annual cost of \$18,372.00; and

WHEREAS, the Family Center Supervisor position is covered 50 percent by the Juvenile Justice Millage and 50 percent by State Child Care Fund dollars; and

WHEREAS, the Juvenile Division is able to cover the increase in cost within the existing budget and has not requested an increase to its overall budget; and

WHEREAS, the OPEIU Union has reviewed the proposed re-organization and has no objections.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of Juvenile Court Officer position (#140015, OPEIU P5).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of a Family Center Supervisor (MCF 10).

BE IT FURTHER RESOLVED, that the reorganization will become effective July 1, 2018.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Circuit Court Juvenile Division's 2018 Budget and Position Allocation List in accordance with this Resolution.

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 4, 2018

SUBJECT: A&E services for clock tower repairs
For the meeting agendas of: June 19 & June 20

BACKGROUND

The Mason Courthouse clock tower interior and exterior needs to be evaluated to determine the scope of work necessary to repair the damage caused by water leaking inside the tower. The condition of the structural lumber inside of the tower as well as the exterior wood doors and reconditioning of the wood doors, needs to be addressed.

ALTERNATIVES

There are no alternatives to this request.

FINANCIAL IMPACT

C2AE provided the lowest, most responsive bid amount of \$63,091.00. Funds are available in the 2018 approved CIP line item #245-90212-976000-8F02, which has a balance of \$220,000.00.

STRATEGIC PLANNING IMPACT

This resolution supports the objective of developing a maintenance plan to extend the life of county facilities, specifically E.1 (c) of the action plan.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with C2AE to provide A&E services for clock tower repairs at the Mason Courthouse.

TO: Richard Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: May 17, 2018

RE: Memorandum of Performance for RFP No. 59-18: Architectural and Engineering Services for Clock Tower Repairs at the Ingham County Courthouse

Per your request, the Purchasing Department sought proposals from experienced and qualified architectural and engineering consultants for the purpose of entering into a professional service contract to provide preliminary design and construction administration services necessary to repair the clock tower at the Ingham County Courthouse.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	89	26
Vendors attending pre-proposal meeting	4	1
Vendors responding	2	1

The following grid is a summary of the vendors' costs:

Vendor Name	Local Pref	Phase I Preliminary Design Not-to-Exceed Cost	Phase II Construction Services Not-to-Exceed Cost	Grand Total	Option
C2AE	Yes, Lansing, MI	\$27,399.00	\$34,992.00	\$62,391.00 †	Optional Reimbursable Service Drone Camera Investigation \$700.00
Straub Pettitt Yaste Architects	No, Clawson, MI	\$28,700.00	\$66,300.00	\$95,000.00	None

yes!

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 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&E SERVICES FOR MASON COURTHOUSE
CLOCK TOWER REPAIRS**

WHEREAS, the Mason Courthouse clock tower interior and exterior needs to be evaluated to determine the scope of work necessary to repair the damage caused by water leaking inside the tower. The condition of the structural lumber inside of the tower as well as the exterior wood doors and reconditioning of the wood doors, needs to be addressed; and

WHEREAS, C2AE provided the lowest, most responsive bid amount of \$63,091.00; and

WHEREAS, funds are available in the 2018 approved CIP line item #245-90212-976000-8F02 which has a balance of \$220,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with C2AE, 106 W. Allegan Street Suite 500, Lansing, Michigan, 48933, to provide A&E services for clock tower repairs at the Mason Courthouse.

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 review and approval as to form by the County Attorney.

Agenda Item 3b

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 4, 2018

SUBJECT: Replacement of the entrance doors and sidelights at Grady Porter Building
For the meeting agendas of: June 19 & June 20

BACKGROUND

The front entrance doors and sidelights are in need of replacement. The approved CIP is for the reinforcement of doors however, it is more cost efficient to replace the doors and sidelights than to retrofit the sections which are in need of replacement.

ALTERNATIVES

There are no alternatives to this request.

FINANCIAL IMPACT

Lansing Glass Company provided the lowest quote in the amount of \$10,960.00. Funds are available in the 2018 approved CIP line item # 215-14200-979000 which has a balance of \$12,500.00 for reinforcement of doors.

STRATEGIC PLANNING IMPACT

This resolution supports the objective of developing a maintenance plan to extend the life of county facilities, specifically E.1 (c) of the action plan.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Lansing Glass Company to replace the entrance doors and sidelights.

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: May 25, 2018
RE: Memorandum of Performance for RFP No. 104-18: Entrance Door Replacement

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract for replacing the front entrance doors and sidelights at the Grady Porter Building.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	47	13
Vendors attending pre-bid/proposal meeting	4	3
Vendors responding	2	2

The following grid is a summary of the vendors' costs:

Vendor Name	Local Preference	Total Bid
Lansing Glass Co.	Yes, Lansing	\$10,960.00
Laux Construction LLC	Yes, Lansing	\$15,900.00

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT TO REPLACE
ENTRANCE DOORS AND SIDELIGHTS**

WHEREAS, the front entrance doors and sidelights are in need of replacement; and

WHEREAS, the approved CIP is for the reinforcement of doors however, it is more cost efficient to replace the doors and sidelights than to retrofit the sections which are in need of replacement; and

WHEREAS, Lansing Glass Company provided the lowest quote in the amount of \$10,960.00; and

WHEREAS, funds are available in the 2018 approved CIP line item # 215-14200-979000 which has a balance of \$12,500.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Lansing Glass Company, 330 Baker Street, Lansing, Michigan, 48910, to replace the front entrance doors and sidelights at the Grady Porter Building, for a not to exceed cost of \$10,960.00

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 review and approval as to form by the County Attorney.

Agenda Item 3c

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 4, 2018

SUBJECT: Three year agreement for county wide pest control services
For the meeting agendas of: June 14 & June 20

BACKGROUND

Bids were sought for licensed and experienced pest control vendors.

ALTERNATIVES

There are no alternatives to this request.

FINANCIAL IMPACT

Rose Pest Solutions presented the lowest quote of \$31,668.00 for pest control at several county locations. Funds are available in the appropriate contractual line items.

STRATEGIC PLANNING IMPACT

This resolution supports the goals and strategies which address our service to the community, and employees alike.

OTHER CONSIDERATIONS

There are no other considerations for this needed service.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Rose Pest Solutions for a three year period.

TO: Richard Terrill, Facilities Director
 FROM: James Hudgins, Director of Purchasing
 DATE: May 25, 2018
 RE: Memorandum of Performance for RFP No. 8-18 Pest Control and Management Services

Per your request, the Purchasing Department sought proposals from licensed and experienced pest control vendors for the purpose of entering into a three-year contract to provide countywide pest control and management services.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	7	2
Vendors attending pre-bid/proposal meeting	3	1
Vendors responding	3	1

The following grid is a summary of the vendors' costs:

Vendor Name	Local Preference	Total 3-Year Cost Basic Service
Rose Pest Solutions	No, Lansing MI	\$31,668.00
Griffin Pest Solutions	Yes, Lansing MI	\$47,740.00
Creature Control LLC	No, Gregory MI	\$52,800.00

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 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 AN AGREEMENT TO PROVIDE PEST CONTROL SERVICES
AT SEVERAL COUNTY LOCATIONS**

WHEREAS, bids were sought for licensed and experienced pest control vendors; and

WHEREAS, Rose Pest Solutions presented the lowest quote of \$31,668.00 for pest control at several county locations, for a three year period; and

WHEREAS, funds are available in the appropriate contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Rose Pest Solutions, 7706 Rickle Street, Lansing, Michigan, 48917, to provide pest control services at several county locations, for a three year period, for a not to exceed cost of \$31,668.00.

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 review and approval as to form by the County Attorney.

MEMORANDUM

TO: County Services Committee

FROM: Rick Terrill, Facilities Director

DATE: June 6, 2018

SUBJECT: Emergency Purchase Order to Replace A/C Unit in Post 4 Office Area at the Sheriff's Office

This memo is to inform you of an emergency purchase that was made prior to receiving board approval.

The Post 4 split system failed and was beyond repair. Given the rising temperatures, no air conditioning would have resulted in very uncomfortable working conditions therefore, this repair was made prior to receiving board approval.

The Facilities Department received three quotes, the lowest from Horn Heating and Cooling for a total cost of \$3,235.00, to provide and install a new ¾ ton Bryant unit as well as disposing of the old unit.

Purchase Order #2018-225 was issued to Horn Heating & Cooling for \$3,235.00.

Funds for this repair are available in the Jail Building Maintenance line item #101-31100-931000.

Both the Controller and Facility Director approved this purchase.

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

FROM: Deb Fett, CIO

DATE: 6/04/2018

SUBJECT: Renewal of MUNIS Support

BACKGROUND

The MUNIS application is the heart of our Finance, Budgeting, Human Resources and Purchasing operations and has been utilized for years in Ingham County. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates. This support has been purchased every year since Ingham County has owned the application (Resolutions #17-231, 16-354, 15-136, 14-262, 13-261, etc.). Last year’s total maintenance cost was \$169,611.37; this year’s cost invoiced by Tyler Technologies is \$177,926.95, a 4.67% increase. This is within the agreed to increase from the original MUNIS contract from 2004.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The funding for the \$177,926.95 total will come from the County’s Innovation and Technology Department’s Contract Maintenance Fund #636-95800-932020.

STRATEGIC PLANNING IMPACT

This resolution supports strategy D2 of the Strategic Action Plan – Annually budget for Countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

This application is heavily utilized currently and will continue to be. It is important that there is a reliable support option for any potential issues that our team is unable to reconcile.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Tyler Technologies in the amount of \$177,926.95.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF MUNIS SOFTWARE
ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES**

WHEREAS, Ingham County currently utilizes Tyler Technologies MUNIS Software as our county-wide Financial, Budget, Human Resource, and Purchasing application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$177,926.95 for annual support is due for the support from July 1st 2018- June 30th 2019; and

WHEREAS, the annual contract amount proposed by Tyler is a 4.67% from the prior year as agreed to in the original contract; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of support from Tyler Technologies in the amount not to exceed \$178,000.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-95800-932020).

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

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: June 04, 2018
SUBJECT: Avalon Hardware Support Renewal

BACKGROUND

Ingham County has several chassis switches that are key to our infrastructure. Although they came with support when purchased, we have discovered that the initial 3 year support for these devices has now expired. Since these are critical for connecting our servers in our datacenter for users across the County, it is imperative that we keep it covered by a service and support agreement.

ALTERNATIVES

The only alternative to continuing to purchase support is to accept the risk of downtime from a hardware failure.

FINANCIAL IMPACT

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Maintenance fund #636-25810-932030.

STRATEGIC PLANNING IMPACT

This resolution supports strategy D2 of the Strategic Action Plan – Annually budget for Countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

Pricing from the recommended vendor is off the competitively bid Dell MHEC contract (#MHEC-07012015).

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to renew our hardware support agreement for a term of two years through Avalon Technologies in the amount of \$8,663.40.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SUPPORT RENEWAL FOR HARDWARE
THROUGH AVALON TECHNOLOGIES**

WHEREAS, Ingham County has several chassis switches that are key to our infrastructure; and

WHEREAS, annual maintenance is required to maintain the hardware that connects servers; and

WHEREAS, the existing maintenance and support contract expires on April 10, 2018; and

WHEREAS, the payment totaling \$8,663.40 for two years of support will provide support from April 10th, 2018- April 11th, 2020.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of support from Avalon Technologies in the amount not to exceed \$8,700.00.

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

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

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

TO: Board of Commissioners, County Services Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: June 1, 2018
SUBJECT: Meadow Ridge No. 7 Final Plat Approval

For the County Services Committee meeting agenda on June 19, 2018
For the BOC meeting agenda on June 26, 2018

BACKGROUND

Much of the process by which a platted subdivision is developed follows state statute. The platting process essentially starts with development of a Preliminary Plat of the subdivision that shows the overall road and lot configuration, how it fits into the lands that surround it and the proposed public utilities serving those lots. Pursuant to state statute, said Preliminary Plat is concurrently reviewed and acted on by the necessary stakeholders (Township, Road Department, Drain Commissioner, etc). Once a Preliminary Plat is approved by the various stakeholders, the proprietor can then develop detailed construction plans that also go through an approval process. Once the construction plans are approved by the various stakeholders, construction can begin. After construction is completed, an acceptance process can be initiated to make the roads, drains, and township utilities part of the public domain.

The Meadow Ridge Preliminary Plat illustrates a 168 unit single-family subdivision located south of Holt Road, east of Kahres Road and west of Washington Road. The subdivision is part of the Northwest ¼ of Section 20, Delhi Township, Ingham County, Michigan. The subdivision has followed the process described above for six of the many phases illustrated on the preliminary plat.

Although there is no public road right-of-way associated with this plat, the proprietor is asking for Ingham County approval of the final plat for Meadow Ridge No. 7, pursuant to MCL 560.147. The plat contains 7 lots adjacent to a county roadway dedicated for public use as part of the final plat for Meadow Ridge No. 5. Meadow Ridge No. 6 was a similar situation and was approved by the Board in 2015.

Pursuant to PA 288 of 1967, final plat approval can be accomplished in a two-step process. The first step allows for the proprietor to request approval and signature of a “True Copy” of the actual plat document from all of the half dozen or so agencies that must certify approval of the plat document. Once the signed true copies are collected from each agency, the proprietor can then request the plat review at the state level. If accepted by the state, the plat can proceed to the second step of the process – signature of the mylar final plat document.

The reason for this memo is to ask the chairperson to certify approval of the Final Plat of Meadow Ridge No. 7 by signing the “True Copies” provided and, if acceptable to the state, sign the mylar final plat.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE APPROVAL OF THE
FINAL PLAT OF MEADOW RIDGE NO. 7**

WHEREAS, much of the process by which a platted subdivision is developed follows state statute; and

WHEREAS, the residential subdivision called Meadow Ridge has followed the final plat recording requirements of PA 288 of 1967 for six of the many phases illustrated on the preliminary plat; and

WHEREAS, the proprietor has asked for approval of the Final Plat for Meadow Ridge No. 7, which contains 7 lots; and

WHEREAS, the road infrastructure servicing Meadow Ridge No. 7 was built and accepted into Ingham County's public road system as part of the plat called Meadow Ridge No. 5; and

WHEREAS, Road Department staff recommends approval of the Final Plat of Meadow Ridge No. 7.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to certify approval of the "True Copies" of the final plat and subsequent mylar final plat of Meadow Ridge No. 7 in accordance with state statute.

Agenda Item 5b

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director
Road Department

DATE: June 7, 2018

RE: Resolution for 2018 Local Road Program Agreement with Meridian Township

Attached is a proposed resolution for a 2018 Local Road Program Agreement with Meridian Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2018 county road fund budget.

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH
MERIDIAN TOWNSHIP**

WHEREAS, Meridian Township desires that improvements be performed on the streets listed below this resolution, a total distance of approximately 5 miles, to include Hot In Place Recycling (HIPR) or crushing and shaping (on Sleepy Hollow) and complete asphalt re-paving, with sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary, at a township desired budgetary cost of \$1,200,000, which is necessary due to normal deterioration of the pavement; and

WHEREAS, Meridian Township may elect to reduce the scope of this project to fit available budget as bids received for this work have come in higher than budget; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from, and included in the 2018 approved/amended budget for, the County Road Fund under the 2018 Local Road Program, and to have road department crews perform some work operations on the projects such as shoulder graveling, greenbelt restoration, clean-up and engineering inspection without charge to the project; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract to be approved in a separate resolution by the Board of Commissioners during the construction season of the 2018 calendar year subject to final approval by, or as modified by Meridian Township.

BE IT FURTHER RESOLVED, that for 2018, the County on behalf of the Road Department has allocated to Meridian Township's local roads, a maximum sum of \$172,500.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$172,500.00 from the County Road Fund toward the cost of said improvement and to have road department crews perform certain work operations indicated above on the project without charge to the project.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to \$345,000.00 (2 times the maximum match available of \$172,500), and then be split evenly between the parties for any final cost amounts below \$345,000.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Meridian Township to effect the above described local road improvements as provided above.

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

MERIDIAN TOWNSHIP PROPOSED 2018 LOCAL ROAD PROGRAM
(subject to scope reduction by Meridian Township):

Section	Street	From	To
5	Island Lake Dr	Meadow Woods Dr	White Hills Lake Dr
6	Skyline	Margate	N. end
9	Sleepy Hollow	Lake Lansing	Lake Lansing
11	Cade St	Biscayne Way	Haslett Rd
11	Biscayne Way	Buckingham	Woodville
11	Hallendale	Biscayne Way	200' S of Franklin
12	Creekwood	Haslett Rd	N. end
16	Jo Pass	Burcham	Quarry
16	Burcham	E. Hidden Lake	Jo Pass
21	Seminole Dr	Hillcrest Ave	M-43
26	Starboard	Shoals	Cornell
28	Woodfield	Riverwood	Sugar Maple
28	White Owl	Woodfield	Woodfield
29	Aztec Way	Capeside	Solar
29	Capeside	Hulett	W. end
32	W. Sunwind	Hazy Court	Bennett Rd
32	Hazy Court	W. Sunwind	End
33	Sheldrake Ave	Roxbury	Belding
35	Ambassador	Jolly	Otsego

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director
Road Department

DATE: June 7, 2018

RE: Proposed Resolution to Accept or Reject Bids received for Bid Packet 115-18,
Various County Local & Primary Road Projects, and Approve Contracts accordingly for the
Road Department.

BACKGROUND

With the increase in road funding from the 2015 Michigan Road Funding Legislation package, and from Michigan PA 82 of 2018 which provided additional funding for road improvements, the Road department has programmed various poor condition, high traffic volume county primary roads in 2018 and over the next several years to be recycled and resurfaced as necessary due to pavement deterioration and other upgrades needed. The 2018 County Road Fund adopted, amended budget includes \$4,308,000 for contracted primary road resurfacing for this purpose in 2018.

Also per subsection 15 of section 12 of Michigan Public Act 51 of 1951 as amended, MCL 247.662(15), the road department and the various Ingham County townships jointly participate in the annual local road program to improve and resurface county local (as opposed to county primary) roads in, and desired by, the various townships. The Road department meets with each township every year to jointly determine which roads should be done based on condition, traffic volume, funding availability, and township input. Meridian and Lansing Townships requested contractor bids be taken to recycle and resurface the local roads listed below in their respective townships in 2018.

Also the Road department typically requires that subdivision road ends have a cul-de-sac (CDS) to allow vehicles to properly turn around if the road is never going to be extended into future development to create either a loop or a connection to another road to avoid dead ends. Often the CDS is constructed later per agreements with the developers to allow future development plans to materialize, and then if no road extension comes to fruition, a CDS is then constructed at developer cost on the subject road end. Thus a CDS is proposed on the east end of Damon Road off Meridian Road in Williamstown Township.

The Road department developed four projects or project groups to provide road improvements per the above background on several primary roads listed below, the local roads listed below in Meridian and Lansing Townships, and to construct the Damon Road CDS. Bid Packet 115-18 having four project bid “items”, one for each project or road group, was issued by the Purchasing Department per county purchasing policy to receive qualified, sealed, competitive bids for these projects.

Due to increased demand for road construction from the above mentioned road funding increases, contractors currently have very full road work schedules and thus prices for road work have reason dramatically this spring. As a result, two of the bids received per Bid Packet 115-18 are higher than funding available for the local road work in Lansing Township and for the Damon Road CDS, and thus it is desired and recommended to reject these 2 bids. The other two bids received for primary and local road work in Meridian Township are generally acceptable, although Meridian Township may need to reduce the scope of their local road work to fit budget, which if so, would be handled by a routine contract modification.

CURRENT ISSUE

The Ingham County Purchasing Department solicited and received sealed, competitive bids in accordance with county policies for the projects discussed above and listed below per Bid Packet 115-18, Items I, II, III and IV. The bids shown on the attached Purchasing Department memo were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the respective low bidders' proposals met all necessary qualifications, specifications and requirements.

Michigan Paving & Materials Company, Lansing, MI, submitted the lowest responsive and qualified bids for bid items I, II, and III as follows:

Item I: Low Bid--\$ 1,464,440.60

Recycling and resurfacing of Meridian Township Local Roads listed below:

Section	Street	From	To
5	Island Lake Dr	Meadow Woods Dr	White Hills Lake Dr
6	Skyline	Margate	N. end
9	Sleepy Hollow	Lake Lansing	Lake Lansing
11	Cade St	Biscayne Way	Haslett Rd
11	Biscayne Way	Buckingham	Woodville
11	Hallendale	Biscayne Way	200' S of Franklin
12	Creekwood	Haslett Rd	N. end
16	Jo Pass	Burcham	Quarry
16	Burcham	E. Hidden Lake	Jo Pass
21	Seminole Dr	Hillcrest Ave	M-43
26	Starboard	Shoals	Cornell
28	Woodfield	Riverwood	Sugar Maple
28	White Owl	Woodfield	Woodfield
29	Aztec Way	Capeside	Solar
29	Capeside	Hulett	W. end
32	W. Sunwind	Hazy Court	Bennett Rd
32	Hazy Court	W. Sunwind	End
33	Sheldrake Ave	Roxbury	Belding
35	Ambassador	Jolly	Otsego

Item II: Low Bid--\$ 381,137.50

Recycling and resurfacing of the following Lansing Township Local Roads:

Chester Street, Grand river Ave. (M-43, BL-69) to Hopkins Street

Hopkins Street, Chester to Downer Streets

Item III: Low Bid--\$ 457,986.00

Recycling and resurfacing of the following primary roads in Meridian Township:

Hamilton Road, Grand River Ave. (M-43) to east of Nakoma Drive;

Nakoma Drive, Hamilton Road to Grand River Ave. (M-43);

Hamilton Road, Dobie Road to Grand River Ave. (M-43);

Dobie Road, Hamilton Road to Grand River Ave. (M-43);

Okemos Road, Kent Street to Grand River Ave. (M-43).

Rieth-Riley Construction Company, Lansing, MI, submitted the lowest responsive and qualified bids for bid item IV as follows:

Item IV: Low Bid--\$ 109,813.35

Construct cul-de-sac on east end of Damon Road off Meridian Road in Williamstown Township.

The other bids received for these projects are shown on the attached Purchasing Department bid summary.

RECOMMENDATION

For the reasons described in background above, it is requested and recommended that the bids for Bid Packet 115-18, Items II, Lansing Township local road resurfacing, and IV, Damon Road CDS, be rejected as requested respectively by Lansing Township and the developer involved with Damon Road.

It is requested and recommended that the low bids for Bid Packet 115-18, Item I, Meridian Township local road resurfacing, and Item IV, primary road resurfacing be approved and contracts with the low bidder on both items, Michigan Paving & Materials Company, Lansing, MI, be authorized. 10% contingency is also recommended for both contracts.

FINANCIAL IMPACT

As described in background above, the cost of Item IV, primary road resurfacing, will be covered by the 2018 County Road Fund adopted, amended budget which includes \$4,308,000 for contracted primary road resurfacing in 2018 for the subject roads and other primary road work approved in prior resolutions.

The cost of Item I, Meridian Township local road resurfacing, will be covered by the local road matching program described in background above, including funding from Meridian Township per an agreement proposed and recommended for authorization in a separate, accompanying resolution. The county road fund match for this work is provided in the 2018 County Road Fund adopted, amended budget.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH MICHIGAN PAVING & MATERIALS
COMPANY FOR ITEMS I & III OF BID PACKET #115-18
AND REJECTION OF ALL BIDS RECEIVED FOR ITEMS II & IV OF BID PACKET #115-18
VARIOUS COUNTY PRIMARY & LOCAL ROAD PROJECTS**

WHEREAS, The Road Department has determined that pavement recycling, asphalt resurfacing and repairs are needed on the various county primary and local roads listed below, due to normal deterioration over time; and

WHEREAS, Per subsection 15 of section 12 of Michigan Public Act 51 of 1951 as amended, MCL 247.662(15), the road department and the various Ingham County townships jointly participate in the annual local road program to improve and resurface county local (as opposed to county primary) roads in, and desired by, the various townships; and

WHEREAS, Based on pavement condition, traffic volume, funding availability, and other input, Meridian and Lansing Townships requested contractor bids be taken to recycle and resurface the local roads listed below in their respective townships in 2018; and

WHEREAS, The full cost for the primary road projects listed below and the Road department match contribution on the local road projects listed below in Meridian and Lansing Townships are budgeted in the 2018 County Road Fund Adopted/Amended Budget; and

WHEREAS, The Road department requires that subdivision road ends have a cul-de-sac (CDS) to allow vehicles to properly turn around if the road is never going to be extended into future development to create either a loop or a connection to another road to avoid dead ends; and

WHEREAS, A CDS is thus proposed on the east end of Damon Road off Meridian Road in Williamstown Township, the cost of which is to be funded by an involved developer or landowner; and

WHEREAS, Based on the above, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for the road projects listed below per Bid Packet 116-18, Items I, II, III, and IV; and

WHEREAS, the above-mentioned bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications and requirements; and

WHEREAS, Michigan Paving & Materials Company, Lansing, MI, submitted the lowest responsive and qualified bids for Bid Packet 115-18, bid items I, II, and III as follows:

Item I: Low Bid--\$ 1,464,440.60

Recycling and resurfacing of Meridian Township Local Roads listed below:

Section	Street	From	To
5	Island Lake Dr	Meadow Woods Dr	White Hills Lake Dr
6	Skyline	Margate	N. end
9	Sleepy Hollow	Lake Lansing	Lake Lansing
11	Cade St	Biscayne Way	Haslett Rd
11	Biscayne Way	Buckingham	Woodville
11	Hallendale	Biscayne Way	200' S of Franklin
12	Creekwood	Haslett Rd	N. end
16	Jo Pass	Burcham	Quarry
16	Burcham	E. Hidden Lake	Jo Pass
21	Seminole Dr	Hillcrest Ave	M-43
26	Starboard	Shoals	Cornell
28	Woodfield	Riverwood	Sugar Maple
28	White Owl	Woodfield	Woodfield
29	Aztec Way	Capeside	Solar
29	Capeside	Hulett	W. end
32	W. Sunwind	Hazy Court	Bennett Rd
32	Hazy Court	W. Sunwind	End
33	Sheldrake Ave	Roxbury	Belding
35	Ambassador	Jolly	Otsego

Item II: Low Bid--\$ 381,137.50

Recycling and resurfacing of the following Lansing Township Local Roads:
 Chester Street, Grand river Ave. (M-43, BL-69) to Hopkins Street
 Hopkins Street, Chester to Downer Streets

Item III: Low Bid--\$ 457,986.00

Recycling and resurfacing of the following primary roads in Meridian Township:
 Hamilton Road, Grand River Ave. (M-43) to east of Nakoma Drive;
 Nakoma Drive, Hamilton Road to Grand River Ave. (M-43);
 Hamilton Road, Dobie Road to Grand River Ave. (M-43);
 Dobie Road, Hamilton Road to Grand River Ave. (M-43);
 Okemos Road, Kent Street to Grand River Ave. (M-43).

;and

WHEREAS, Rieth-Riley Construction Company, Lansing, MI, submitted the lowest responsive and qualified bids for Bid Packet 115-18, bid item IV as follows:

Item IV: Low Bid--\$ 109,813.35

Construct cul-de-sac on east end of Damon Road off Meridian Road in Williamstown Township.

;and

WHEREAS, Due to increased demand for road construction from recent state road funding increases, contractors currently have very full road work schedule, thus prices for road work have risen dramatically this spring, and as a result, the two low bids received for Bid Packet 115-18, Items II and IV, are higher than funding available for the local road work in Lansing Township and for the Damon Road CDS respectively, such that it is desired and recommended to reject these 2 bids; and

WHEREAS, Contingencies are being requested in the amounts of 10% of the totals of the two projects for which contracts are recommended, Items I and III, \$146,444 and \$45,799 respectively for any additional work found necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into separate contracts for Bid Packet # 115-18, Items I and III, with Michigan Paving & Materials Company, Lansing, MI, for recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 115-18, Items I and III, on the roads listed above under these respective Items, for the low bid costs listed above with 10% contingency for grand totals of \$1,610,884.66 for Item I, or as modified per any scope change requested by Meridian Township, and \$503,784.60 for Item III.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve as may be necessary for Bid Packet # 115-18, Items I and III.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves rejecting all bids received for Bid Packet 115-18, Items II and IV.

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

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director
Road Department

DATE: June 4, 2018

RE: Road Department Re-Organization Request/Recommendation
(Single, Currently Vacant, Non-Bargaining Position Reclassification)

BACKGROUND

As most are aware, Michigan road agencies are funded mainly by the state fuel and vehicle registration tax revenue, known as the Michigan Transportation Fund (MTF), for department operation, road maintenance, and required matching on project based federal aid and other grant revenue. The MTF revenue was legislatively increased starting in 2016 after having not been adjusted for inflation since 1997.

Current MTF funding has increased approximately 35% for 2018 over prior typical amounts. Aside from inflationary cost increases in basic operating costs, the road department is using most of the increased revenue to deliver more road preservation and improvement. In 2018 and beyond, a gradually increasing amount of more extensive road improvement projects will be delivered which typically require contractors to perform and road department engineering staff to design, administer, and oversee. Also, permit and development activity has been increasing with the rebounding economy which further adds work load in the engineering area.

REQUEST

In response to the increasing demand for services described above, the Road Department is recommending and seeking approval to reclassify its currently vacant Assistant Engineer position (one position) from Managerial/Confidential--Road (MCR) grade 3 to Project Engineer, grade 6, in order to add additional necessary duties and responsibilities to this position to further assist with increased work load in the Road Department's Engineering unit. This is a non-bargaining position.

Although only one Project Engineer, grade 6, position is proposed, two similar, but alternative job descriptions are attached—one focusing on road design, and the other focusing on construction, again both at the grade 6 Project engineering responsibility level. A qualified person in either job description will provide the needed assistance and responsibility. Upon approval, the Road department plans to have one posting, but offer both job descriptions on the one posting to cast a wider net for potential qualified engineers given the currently tighter market for more senior road engineers.

ALTERNATIVES

As indicated above, more extensive road improvement work such as pavement milling, recycling, and full resurfacing must be done by contractors as the road department's internal crews are fully occupied with, and only equipped to perform routine road maintenance such as smaller quantity paving, chip-sealing, graveling, road-side maintenance, etc. Utilizing contractors requires engineering personnel, either internal staff or hired consultants, to survey, collect traffic, pavement and sub-surface data, design, administer, inspect and oversee construction projects, among numerous other project tasks.

Current and expected increasing engineering work-load is such that either the proposed reclassification is needed to relieve the work load of the Road department's only other Design Engineer, or equivalent time by consultants at typically much higher unit costs is or will be necessary.

FINANCIAL IMPACT

The Human Resources Department has point-rated the proposed Project Engineer job descriptions and per the attached Analysis Memo is recommending the new position be compensated at MCR salary grade 6, whereas the existing Assistant Engineer position is compensated at MCR grade 3. The attached Personnel Cost Projection provided by the Budget Office compares the first and top step total personnel costs of MCR grades 3 and 6 showing approximate cost increases of \$20,000/year in the first step and \$26,000/year in the top step based on 2018 costs.

This on-going annual cost increase would be covered by the anticipated road fund revenue increases expected in 2018 and beyond, and would be recognized in a future budget adjustment if necessary for 2018 and in future annual budgets.

RECOMMENDATION

The Ingham County Revised Reorganization Policy and Procedure adopted with Resolution 15-052 on February 24, 2015, provides the following under Procedure:

On this form, the order of tasks is definite but the corresponding timeline may fluctuate depending on various conditions: the number of positions involved in the reorganization, a change in the Board of Commissioner meeting schedule, a time-sensitive funding request, etc.

Per the above, the Road department is requesting that the discussion step of the normal county staffing reorganization policy and procedure be combined with consideration of the attached resolution to approve the above requested single, non-bargaining reclassification with this first submission for the following reasons: The Assistant Engineer position is currently vacant and is the only position involved in the subject reorganization; No bargaining unit is involved; To save time in getting the requested personnel in place to help deliver 2018 planned road work; And given the less frequent summer Board of Commissioners meeting schedule, the re-organization would not be considered for approval until the July 24, 2018 Board of Commissioners meeting if the normal 2 step procedure is followed.

If it is preferred to keep the discussion and resolution steps in separate meeting cycles, this submission can be considered the discussion step, and the attached resolution can be set aside or tabled until the following meeting cycle as desired.

ATTACHMENTS

Proposed Approval Resolution
Human Resources Memo of Analysis for proposed reclassified position
Budget Office Personnel Cost Projections
Proposed Project Engineer Alternative Job Descriptions
Existing Road Department Organizational Chart

TO: Bill Conklin, Managing Director – Road Department
FROM: Beth Bliesener, Human Resources Specialist
DATE: 5-21-18
RE: Memo of analysis for Updated Job Descriptions

HR can confirm the following:

Position Assistant Engineer, is currently vacant. The Road Department would like to eliminate this position and reinstate two previous job descriptions, Project Engineer – Design and Project Engineer - Construction. The essential functions have been updated and reflect the work that needs to be performed to meet the needs of the road department. After analysis of the updated job descriptions, the job will be compensated at a MCF Road 6.

Human Resources will post both job descriptions to find the most qualified applicant with details entailing that one position is available; however we are looking for candidates with Design or Construction experience that could fill one of the two job descriptions.

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

If I can be of further assistance, please email or call me (887-4375).

2018 PERSONNEL COST PROJECTION
Ingham County Road Department

	Current	Proposed
	MCF Road Grade 3 Year One	MCF Road Grade 3 Year Six
WAGES	<u>\$56,995</u>	<u>\$73,671</u>
UNEMPLOYMENT	285	368
FICA	4,360	5,636
HEALTH	14,894	14,894
DENTAL	922	922
VISION	124	124
LIFE	86	86
RETIREMENT	16,198	20,937
CURRENT RETIREE HLTH	3,447	3,447
FUTURE RETIREE HLTH	2,565	3,315
WORKERS COMP	1,710	2,210
CARES	33	33
TOTAL	<u>\$101,618</u>	<u>\$125,643</u>
	MCF Road Grade 6 Year One	MCF Road Grade 6 Year Six
WAGES	<u>\$70,845</u>	<u>\$91,551</u>
UNEMPLOYMENT	354	458
FICA	5,420	7,004
HEALTH	14,894	14,894
DENTAL	922	922
VISION	124	124
LIFE	86	86
RETIREMENT	20,134	26,019
CURRENT RETIREE HLTH	3,447	3,447
FUTURE RETIREE HLTH	3,188	4,120
WORKERS COMP	2,125	2,747
CARES	33	33
TOTAL	<u>\$121,573</u>	<u>\$151,403</u>

INGHAM COUNTY
PROJECT ENGINEER - CONSTRUCTION
ROAD DEPARTMENT

General Summary:

Under the supervision of the Assistant Director of Engineering performs a variety of tasks related to the construction of road and bridge projects, construction projects and traffic. Work assignments may involve all phases of the engineering function from the initial feasibility study through final implementation and construction. Supervise and coordinates the activities of assigned technical personnel in construction layout, project inspection, material testing, populating construction files, project reporting, and closeout. Works with parties, affected by construction projects or maintenance projects to adjust project construction to conform to field conditions and meet needs and concerns. Attends project public hearings and engages the public regarding proposed construction projects. Assist with planning and organizing work of Engineering Technicians on a project basis. Monitors project expenditures and maintains project budgets.

Essential functions:

1. Supervise and coordinates the activities of assigned technical personnel in construction layout, project inspection, material testing, populating construction files, project reporting, and closeout. Develops and evaluates construction methods and schedules in accordance with project budget and time constraints. Inspects construction projects in progress and upon completion.
2. Reviews construction plans and specifications for construction projects. Maintains project files, updating them as work progresses and prepares pay estimates. Supervise and coordinates department construction projects to ensure an operational and durable end product. Prepares pay estimates and monitors costs to ensure budget constraint.
3. Works with consultants, when appropriate, to oversee consultant designed construction projects. Evaluates consultant generated plans and specifications to ensure the buildable aspect of projects.
4. Works with various state and federal agencies to comply with reporting requirements on projects that are partially or totally funded by those agencies. Responds to questions from contractors, developers, engineers, road department staff and the general public regarding road department construction and specifications. Ensures quality of workmanship and materials, resolves conflicts and responds to citizen concerns.
5. Uses professional engineering principles, training, and experience to evaluate problems at construction or maintenance sites, including but not limited to, issues such as soil erosion and sedimentation, drainage, and catch basin locations. Determines appropriate courses of action to resolve problems. Meets and negotiates with parties affected by road projects and, when possible, proposes remedies for stakeholder concerns.
6. Works to determine actual field conditions and helps adjust project design to fit those conditions. Performs design engineering as assigned, including assisting technical personnel in drawing plans, writing specifications and the acquisition of rights of way.
7. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.
8. Provides information to the public and attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.

9. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates technical staff of changes in engineering standards.
10. Executes the responsibilities of the Assistant Director of Engineering when absent, according to lawful and ethical standards.

Other Functions:

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

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Civil Engineering or related is required.

Experience: A minimum of 4 years of progressively more responsible civil engineering experience in road design and construction. Registration as a Professional Engineer in Michigan required.

Other Requirements:

- Possession of a valid Michigan driver's license.
- The position requires the proficient use of word processing, spreadsheet software, and software programs such as MERL, FieldBook, and FieldManager. Knowledge of software programs such as MicroStation and GEOPAK is highly desirable.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars and trucks.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.

8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as manholes, large culverts, etc.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

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

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

***MCF Road 6
May 2018***

INGHAM COUNTY
PROJECT ENGINEER - DESIGN
ROAD DEPARTMENT

General Summary:

Under the supervision of the Assistant Director of Engineering performs a variety of tasks related to the design of road and bridge projects, construction projects and traffic engineering. Work assignments may involve all phases of the engineering function from the initial feasibility study through final implementation and construction. Supervise and coordinates the activities of assigned technical personnel in drawing plans, writing specifications and with the acquisition of rights of way. Works with parties, affected by construction projects or maintenance projects to adjust project design to conform to field conditions and meet needs and concerns. Attends project public hearings and engages the public regarding proposed construction projects. Assist with planning and organizing work of Engineering Technicians on a project basis. Monitors project expenditures and maintains project budgets.

Essential functions:

1. Supervise and coordinates project level activities of technical personnel in drawing plans, writing specifications and the acquisition of rights of way. Develops design plans within budget and time constraints.
2. Analyzes field data collected at project sites and uses engineering design guidelines to design, draw plans and develop specifications for road and bridge improvement projects.
3. Works with consultants, when appropriate, to design projects. Reviews construction plans and specifications for construction projects. Prepares bid documents and specifications for contracted work. Maintains project files, updating them as work progresses and prepares pay estimates. May inspect construction projects in progress and upon completion.
4. Works with various state and federal agencies to comply with reporting requirements on projects that are partially or totally funded by those agencies. Reports include preliminary design, grade inspection, final design, drawing and bid document submission and letting the project for bid. Monitors and reports project budgets by funding source.
5. Supervise and coordinates acquisition of rights of way needed for the completion of Road Department projects including meeting and negotiating with property owners. Works with department counsel and senior staff on legal matter pertaining to right of way issues .
6. Works to determine actual field conditions and helps adjust project design or construction to fit those conditions. Performs construction engineering as assigned, including inspection duties. Assists senior staff with parties affected by road projects, when applicable, alters design to address the concerns of adjacent property owners, drain commission, utility companies and other impacted organizations.
7. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.
8. Provides information to the public and attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.

9. Provides technology assistance in modifying computer-aided design and drafting (CADD) software to maximize staff efficiency.
10. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates technical staff of changes in engineering standards.
11. Executes the responsibilities of the Assistant Director of Engineering when absent, according to lawful and ethical standards.

Other Functions:

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

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4. This position operates power hand tools such as drills, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, etc.

6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as manholes, and large culverts.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

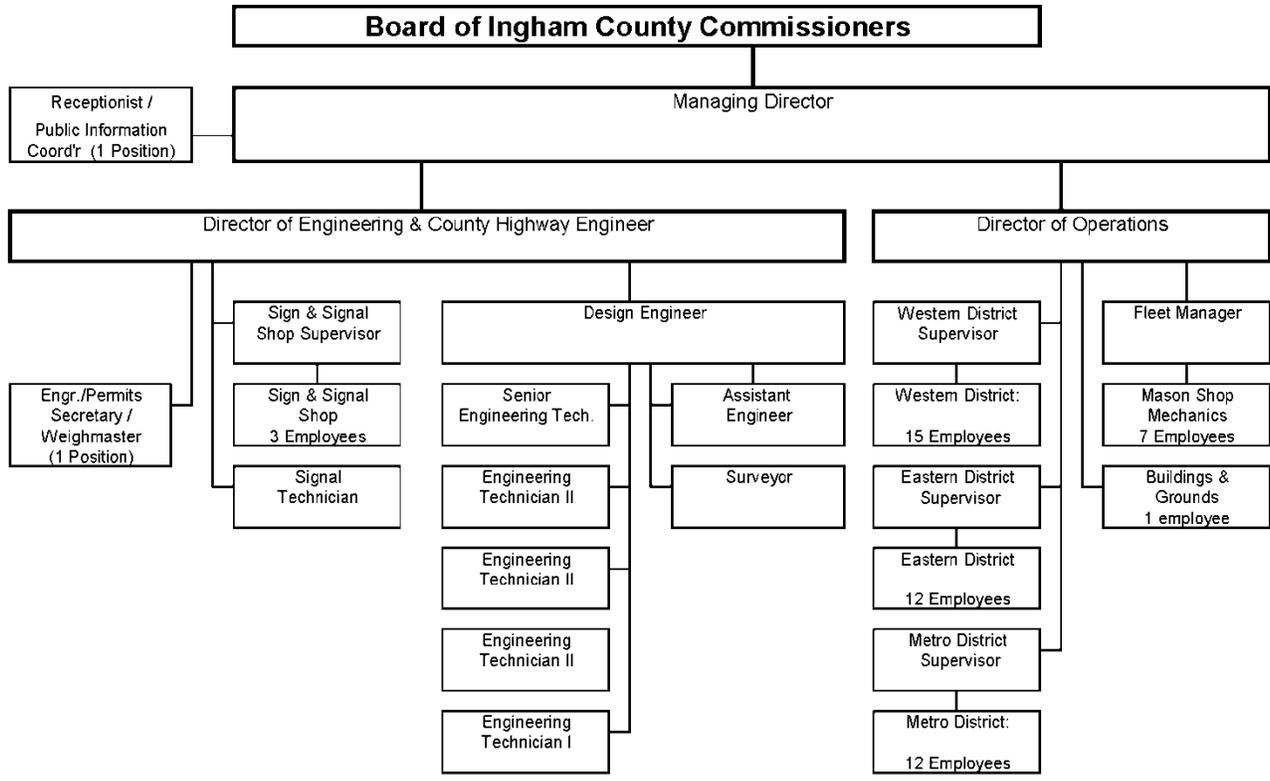
Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in walking, traverse climbing, twisting and bending, stooping, squatting, kneeling, crawling, lifting, and carrying.
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- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***MCF Road 6
May 2018***

ORGANIZATION CHART INGHAM COUNTY ROAD DEPARTMENT



2 Finance Clerks assigned full time, and one Accountant assigned part-time to road department report to County Finance Director.
 2 Purchasing staff assigned full time to road department report to County Purchasing Director.
 One HR Specialist assigned part-time to road department reports to County HR Director.

Road Dept. organizational chart as of May, 2018

Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RECLASSIFICATION OF EXISTING, CURRENTLY VACANT,
NON-BARGAINING POSITION**

WHEREAS, Michigan's state fuel and vehicle registration taxes, whose revenue is known as the Michigan Transportation Fund (MTF), were increased by the Michigan Legislature starting in 2016 resulting in a state road funding increase of approximately 35% for 2018 over 2015 typical amounts; and

WHEREAS, in response to the increased engineering work load to deliver and oversee contracted road improvements resulting from the increased MTF funding, the Road Department is recommending and seeking approval to reclassify the currently vacant Assistant Engineer position (one position) from Managerial/Confidential Road (MCR) grade 3 to Project Engineer, grade 6, in order to add additional necessary duties and responsibilities to this position to further assist with increased work load in the Road Department's Engineering unit; and

WHEREAS, alternatives to the above requested reclassification have been considered including further use of consultant services, and/or additional staff overtime, and the proposed reclassification has been found to be more feasible and cost beneficial than further use of the alternatives; and

WHEREAS, the Human Resources Department has point-rated the proposed Project Engineer alternative job descriptions to be used as necessary for the one position and per the attached Analysis Memo is recommending the new position be compensated at MCR salary grade 6, whereas the existing Assistant Engineer position is compensated at MCR grade 3; and

WHEREAS, per the attached Personnel Cost Projection provided by the County Budget Office compares the first and top step total personnel costs of MCR grades 3 and 6 showing approximate cost increases of \$20,000/year in the first step and \$26,000/year in the top step based on 2018 costs; and

WHEREAS, the above-indicated on-going annual cost increase would be covered by the anticipated road fund revenue increases expected in 2018 and beyond, and would be recognized in a future budget adjustment if necessary for 2018 and in future annual budgets.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Road Department to reclassify the currently vacant Assistant Engineer position (one position) from Managerial/Confidential Road (MCR) grade 3 to Project Engineer, grade 6, effective immediately.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE SPECIAL AND ROUTINE PERMITS
FOR THE ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated June 5, 2018 as submitted

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Agenda Item 6

TO: Board of Commissioners Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: June 5, 2018
SUBJECT: Resolution to Rescind Resolution #18-099 and to Authorize a Mentor Period for the Financial Services Director

BACKGROUND

The incumbent Financial Services Director is scheduled to retire in November after 10 years of dedicated service to Ingham County. This key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting. The Director recommends related policies and is responsible for preparation of County financial statements and various financial analysis projects.

In order to assure administrative continuity, the Board of Commissioners adopted Resolution #18-099 to authorize a six-month transition period between the Director and her successor. It was anticipated that this transition period would allow ample time to familiarize the new director with Ingham County accounting policies and procedures.

An exhaustive months-long search to find qualified candidates for the Financial Services Director position was not successful. Based on this experience it is believed that attracting qualified candidates from outside the organization will require the assistance of a recruiting firm. However, as an alternative, the Financial Services Director voluntarily agreed to continue employment with the County through June 28, 2019 and to act as a mentor to a qualified Financial Services Department Accountant who would then assume the Director position.

Administration of more than 150 funds, management of employee benefits, and actual close-out of September 30 and December 31 fiscal year-end funds with mentoring assistance from the current director will be extraordinarily valuable. The value of shared institutional memory and professional guidance from the incumbent Director will be incalculable.

ALTERNATIVES

A more traditional approach to hiring at this stage would necessarily involve assistance from a recruiting firm at an unknown cost.

FINANCIAL IMPACT

The total cost of a six-month overlap period approved in Resolution #18-099 was \$79,912. The Financial Services Director is willing to assume the mentor role through June 28, 2019 at an additional cost of \$30,000.

RECOMMENDATION

I respectfully recommend support of the attached resolution to rescind Resolution #18-099 and to authorize a mentor period for the Financial Services Director.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RESCIND RESOLUTION #18-099
AND TO AUTHORIZE A MENTOR PERIOD
FOR THE FINANCIAL SERVICES DIRECTOR POSITION**

WHEREAS, the incumbent Financial Services Director will soon retire after 10 years of dedicated service to Ingham County; and

WHEREAS, this key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting for the County; and

WHEREAS, the Financial Services Department has experienced an unusual employee turnover rate in the past year; and

WHEREAS, a six-month transition period would allow ample time to familiarize the new director with Ingham County accounting policies and procedures and allow for a mentoring period with the current director; and

WHEREAS, on March 13, 2018 the Board of Commissioners approved Resolution #18-099 to authorize a transition overlap for the Financial Services Director position; and

WHEREAS, the current Financial Services Director has agreed to delay her retirement in order to serve as a mentor for her successor through Friday, June 28, 2019.

THEREFORE, BE IT RESOLVED that the Board of Commissioners rescinds Resolution 18-099.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the Financial Services Director to act as a mentor to her successor through June 28, 2019 in exchange for additional compensation not to exceed \$30,000.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING FAIRVIEW ELEMENTARY SCHOOL

WHEREAS, on July 30, 1953, the Lansing School District obtained a quit claim deed for the purpose of building a new public school building, Fairview Elementary School, which was dedicated on November 10, 1954; and

WHEREAS, though faced with cutbacks in budgets and a continuing decline in enrollment throughout the years, the principals and staff continued to maintain Fairview's high standards of academics and citizenship; and

WHEREAS, Fairview students have achieved top MEAP scores over the years and Governor Jennifer Granholm recognized Fairview Elementary School in 2002 for excellence in achievement; and

WHEREAS, under the leadership and guidance of Principals Hilda Menger, Laurene Horiszny, Ricardo Briones and Tara Fry over the past 63+ years, Fairview Elementary School remains a leader in excellence and academics within the Lansing School District; and

WHEREAS, after 6 decades Fairview Elementary School is undergoing a major renovation to become a pre-k through 6th grade school thanks to the Pathway Promise bond approved by voters, once completed it will replace Pattengill Academy which will become the new Eastern High School.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognize the principals and staff of Fairview Elementary School for their dedication and commitment as they strived for and achieved excellence from the students of Fairview over the years.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in the years to come.