

CHAIRPERSON
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CAROL KOENIG

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ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
RYAN SEBOLT, CHAIR
VICTOR CELENTINO
MARK GREBNER
CAROL KOENIG
EMILY STIVERS
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, MARCH 17, 2020 AT 6:30 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 3, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Farmland and Open Space Preservation Board – Resolution to [Amend Resolution #19-082](#) to Approve Proceeding to Close Permanent Conservation Easement Deeds
2. Innovation & Technology Department – Resolution to Approve Purchase of Training from [Wizer](#)
3. 9-1-1 Dispatch Center and Innovation & Technology Department – Resolution to Approve an Additional [Computer Technician](#) Position for the 9-1-1 Center
4. Health Department – Resolution to Convert [Jail Medical Nurse](#) Positions ICEA County Pro 5 to 1.0 FTE ICEA County Pro 8
5. Public Defenders Office – Request for Approval of Pay Above [Step 2](#) for Managerial-Confidential Employee
6. Facilities Department
 - a. Resolution to Authorize a Purchase Order with [Haworth](#) via DBI for the Board of Commissioners Room Chairs at the Historical Mason Courthouse
 - b. Resolution to Authorize a One Year Contract Extension with [Granger Container, Inc.](#) for Waste Management Services at Several County Facilities
 - c. Resolution to Authorize a Contract Renewal with [Teachout Security](#) for Uniformed Unarmed Security Guard Services at Several County Facilities
 - d. Resolution to Authorize an Agreement with [Trane US Inc.](#) for the HVAC System and Split Unit for the 9-1-1 Center's Backup Location at the Road Department
7. Road Department
 - a. Resolution to Approve a Second Party Agreement with the Michigan Department of Transportation (MDOT) and a Third Party Agreement with Lansing Charter Township and Delta Charter Township in Relation to a Federally Funded Project on [Waverly Road](#) from Old Lansing Road to St. Joseph Street

- b. Resolution to Approve and Certify the Ingham County 2019 Public [Road Mileage Report](#)
 - c. Resolution to Retain As-Needed [Construction Inspection and Supervision Services](#)
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
8. Human Resources Department
- a. Resolution Honoring [Daneen Jones](#)
 - b. Collective Bargaining Negotiation Strategy (*Closed Session*)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
March 3, 2020
Draft Minutes

Members Present: Sebolt, Celentino, Grebner, Stivers (arrived at 6:01 p.m.), Maiville, and Naeyaert.

Members Absent: Koenig.

Others Present: Sue Graham, Deb Fett, Bill Fowler, Rick Terrill, Kristin Keiswetter Clark, Rhiannon Klein, Courtney Louis, Stacy Byers, Becky Bennett, Teri Morton, and Michelle Wright.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 18, 2020 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE FEBRUARY 18, 2020 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Stivers.

Additions to the Agenda

None.

Limited Public Comment

None.

Commissioner Stivers arrived at 6:01 p.m.

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

2. Farmland and Open Space Preservation Board
 - b. Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Vandermeer, Rogers, Launstein and Arend Trust
 - c. Resolution to Authorize a Contract with Cinnaire Title Services
 - d. Resolution Approving the Farmland and Open Space Preservation Board’s Recommended Selection Criteria (Scoring System) for the 2020 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2020 Application Cycle

3. Equalization Department
 - b. Request for FMLA Extension

4. Facilities Department
 - a. Resolution to Authorize a Two Year Contract Extension with Capitol Walk Parking LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing
 - b. Resolution to Authorize an Agreement with Trane US Inc to Replace Roof Top Unit #3 at the Forrest Community Health Center
 - c. Resolution to Authorize Amending the Contract with Superior Electric of Lansing Inc. for the Mason Courthouse Uninterrupted Power Supply System
 - d. Resolution to Authorize a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring Alarm System at the 55th District Court

5. Innovation & Technology Department – Resolution to Approve Purchase of Courtview Training from Equivant

6. Road Department
 - a. Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services
 - b. Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek Olds Road Bridge over Perry Creek Olds Road Bridge over Huntoon Lake Extension Drain

7. Board of Commissioners – Resolution in Honor of the 2020 State Arbor Day Celebration

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

1. Women’s Commission – Interviews

Kristin Keiswetter Clark interviewed for the Ingham County Women’s Commission.

Rhiannon Klein interviewed for the Ingham County Women’s Commission.

Courtney Louis interviewed for the Ingham County Women’s Commission.

2. Farmland and Open Space Preservation Board
 - a. Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

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

Commissioner Maiville stated that he wanted to disclose that he knew several people on the list. He further stated that, in particular, the number two choice was a parcel that adjoined his in-law's property, but he was confident that the ranking system removed any bias or influence.

Commissioner Naeyaert stated that she wanted to disclose that she knew every family on the list, but she had not benefitted in anyway by having known them nor believed that having known them would have influenced the rankings.

Chairperson Sebolt stated that he believed the County's ranking system helped to avoid bias.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

3. Equalization Department

- a. Resolution to Approve a Revised Ingham County Remonumentation Plan for Submission to the State of Michigan Office of Land Survey and Remonumentation

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

Commissioner Grebner stated that the resolution was the annual chance to ask what had been going on with the remonumentation program.

Chairperson Sebolt asked Bill Fowler, Equalization Director, to come before the County Services Committee.

Commissioner Grebner stated he wanted to talk to Mr. Fowler about the intention of allocating work among surveyors.

Mr. Fowler stated that there was a provision within the County plan that still recognized a State of Michigan resolution that addressed quality-based selection. He further stated that the Equalization Department had had discussions with the Michigan Department of Licensing and Regulatory Affairs (LARA) regarding the selection of vendors.

Mr. Fowler stated that the Michigan Office of the Auditor General had cautioned LARA in 15 counties where LARA had used a sole vendor of possible impropriety. He further stated that the Equalization Department had retained their language, but had also recognized Commissioner Grebner's past concern, and the direction that had been provided by the Board of Commissioners in 2019.

Mr. Fowler stated that the Request for Proposals (RFP) that had gone out for 2020 included the opportunity for vendors to identify themselves as a sole proprietor or to be a member of a multiple unit. He further stated that in Ingham County, quality-based selection had been used since 1992, and the Equalization Department's plan had been to have it revised to be brought up to current terminology and technology.

Mr. Fowler stated that, if the Equalization Department had gone with a sole proprietor this year, the cost per unit would have exceeded the blended rate that the Equalization Department would have used under quality-based selection. He further stated that one vendor's rates went for \$439.00 per hour, while the other vendor's rates went for \$559.00.

Mr. Fowler stated that the blended rate, which the County had used in the past, the vendor that had participated with the blended rate would have been \$412.00 per hour. He further stated that the grant this year had been reduced by the State of Michigan, which was what he anticipated

Mr. Fowler stated that the total number of survey corners that needed to be looked at for 2020 had decreased from 78 to 66. He further stated that the Equalization Department had approximately 92 percent of the project completed before they went into maintenance mode, and at that point, funding decreased another 30 to 40 percent.

Discussion.

Mr. Fowler stated that he had spared the County Services Commissioners the thirty-two pages of maps, which identified each survey corner that had been completed to-date. He further stated that, if the plan was approved by the Board of Commissioners, it would be forwarded to the State of Michigan in its entirety.

Chairperson Sebolt stated that, if any Commissioners wanted the thirty-two pages of maps, they could email Mr. Fowler, and he would provide them with the maps in their entirety.

Mr. Fowler stated that, in order to meet the State of Michigan's deadline of March 1, 2020, the Equalization Department had submitted a draft of the plan without the thirty-two pages of maps. He further stated that, at this point, they had received an acceptable response from the State of Michigan on the proposed language that would be incorporated into the revised plan.

Commissioner Grebner stated that he was puzzled by the suggestion that a quality-based selection was antagonistic to having one vendor. He asked why one vendor had not been chosen on the same basis of quality.

Mr. Fowler stated that the firms that were historically utilized in the program had been able to meet the necessary contributions of the program. He further stated that the Equalization Department had increased the pool of surveyors by one over the term.

Mr. Fowler stated that he believed that, in 2013 and 2014, a single vendor had done the program and sub-contracted out, and the anticipated number of corners proposed was not met. He further stated that the two vendors that had expressed interest in being a sole proprietor, one was the vendor that had not met the allocation and the other was more of an engineering firm rather than a surveying firm.

Mr. Fowler stated that people have said that if it was not broke, do not fix it. He further stated that the program had effectively met its obligations except for the two years where a sole vendor had been used.

Commissioner Grebner asked what Mr. Fowler meant by using the phrase quality-based selection.

Mr. Fowler stated that the terminology had come from the Michigan State Legislature, which had used it in a joint resolution specific to that program.

Commissioner Grebner asked if quality-based selection was antagonistic or opposite to choosing a single vendor.

Mr. Fowler stated no.

Commissioner Grebner stated that the terminology sounded as if it meant choosing a vendor based-off of their qualifications and record. He asked if that assumption was wrong.

Mr. Fowler stated no. He further stated that the individual(s) who had participated in the program had to meet certain criteria as established by the County plan.

Commissioner Grebner asked if the reason the County had not gone with a single vendor or multiple vendors was because the County had gone with a quality-based selection process. He further stated that if it had occurred, he wanted an explanation about it.

Mr. Fowler stated that the State of Michigan had recognized with this particular program that the terminology of the quality-based selection had been that applicants were analyzed under the same criteria. He further stated that the fact multiple vendors had been used had proven effective.

Discussion.

Commissioner Grebner stated that he thought there was double-talk about how the County used quality-based selection.

Chairperson Sebolt stated that he had not heard that argument in Mr. Fowler's testimony.

Discussion.

Mr. Fowler stated that using the blended rate from the vendors provided produced a lower cost per hour than using a single vendor.

Chairperson Sebolt stated that he had heard there was a cost effectiveness based on a blended rate.

Commissioner Grebner stated that, if the County had gone with the better price, he would be fine with it. He further stated that he did not have objections if it involved price and verifications.

Discussion.

Commissioner Grebner stated that, regardless of who was the most efficient, the rate was equally-divided among all of the vendors. He further stated this was allocated accordingly and when he asked, he had been told it was because it had been what was fair.

Commissioner Grebner stated that when it had been paid equally to all survey firms, it was clear resistance choosing was best for the County. He further stated that, if funds were split up amongst the vendors was best for the County, he would be fine with that.

Discussion.

Commissioner Grebner stated that the quality-based selection was a small problem and a scandal waiting-to-happen. He further stated that it was not a sensible way to use taxpayer dollars and to have purchases services.

Chairperson Sebolt stated that he trusted Mr. Fowler to have followed state law and to act in the County's best interest while executing his duties.

Commissioner Maiville asked, with 92 percent having been completed, what the projection was and how long until the County went into maintenance mode. He further asked how the County had compared to other counties.

Mr. Fowler stated that there were approximately 10 counties, out of 83 that had participated, that were in maintenance mode. He further stated that what he had ascertained with discussions with LARA representatives was that the Upper Peninsula had a greater degree of difficulty due to swamp land and meandering corners.

Mr. Fowler stated that, at this rate, the Equalization Department had projected 3 to 4 years. He further stated that the project had started in 1992.

Mr. Fowler stated that once completed, the project would have returned back to square-one and the corners that were surveyed in 1992 would be checked.

Discussion.

Mr. Fowler stated that, if the corners surveyed were gone, the surveyors would start over and relocate them. He further stated at that point, funds would dramatically decrease.

Commissioner Celentino asked if the reason why it had been done this way was because there had been a long term contract with vendors.

Mr. Fowler stated that survey contracts were on an annual basis. He further stated the RFP was put out every year and submissions were evaluated at that time, then allocated funds based-off of the allowance.

Commissioner Celentino asked if Mr. Fowler would come back to County Services Committee, and tell the Commissioners which way had been most cost-efficient for the County, either one vendor or when it was spread out.

Mr. Fowler stated that when the County had used a sole vendor the task had not been accomplished.

Commissioner Celentino asked that if a sole vendor had not been used because they had not been with only one vendor.

Mr. Fowler stated that the unaccomplished vendor had created another layer because the sole vendor had sub-contracted. He further stated that the sub-contractor had done the work, given it to the contractor who had review the paperwork, then it was reviewed by the County representative.

Discussion.

Commissioner Grebner stated that if the surveyors had not been fighting the County on it, the surveyors would not have sub-contracted, and the County would have picked the best vendor for the job. He further stated that the surveyors had worked hard not to have an ordinary person selected.

Commissioner Grebner stated that each corner gets harder to locate. He further stated that 92 percent completeness had not meant that they were close to being done.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Announcements

Chairperson Sebolt stated that the Census had started and the public would start receiving the official letters around March 12, 2020. He further stated that it would be the first year the Census could be completed online.

Chairperson Sebolt stated that Ingham County could be at-risk of being under-counted. He further stated that anything helped in regards to making the public aware.

Commissioner Celentino asked if the Census could be completed online or if it could be completed the traditional way with pencil.

Chairperson Sebolt stated that the Census could be completed by-mail or door-to-door. He further stated that the link was www.michigan.gov/census2020 for more information.

Chairperson Sebolt stated that Commissioners should make sure constituents were aware.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:25 p.m.

**MARCH 17, 2020 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Ingham County Farmland and Open Space Preservation Board – Resolution to Amend Resolution #19-082 to Approve Proceeding to Close Permanent Conservation Easement Deeds*

This resolution will approve proceeding to close on the Moore property at a price not to exceed \$317,000.00. Resolution 19-082 approved closing permanent conservation easement deeds on the Moore Property at a price not to exceed \$173,000.00. Agricultural Conservation Easement Program appraisal guidelines require an appraisal be no more than 12 months old at the time of closing, and the previous appraisal was done in 2017. When the Farmland and Open Space Preservation Board updated the appraisal in February 2020, the easement value increased from \$173,000 to \$317,000.00. This resolution will amend Resolution 19-082 by increasing the closing price on the Moore property by \$144,000.00. Funds are available within the 2020 budget to cover this increase.

2. *Innovation and Technology Department – Resolution to Approve Purchase of Training from Wizer*

This resolution will authorize the purchase of training from Wizer in an amount not to exceed \$9,000.00. Ingham County currently uses a security package that is provided free of charge to government agencies. Innovation and Technology would like to upgrade to the paid version of the software to take advantage of additional courses and tools to help train County employees about cybersecurity to help ensure the County's data is safe and the systems secure. Funds are available within the department's Development and Training account.

3. *9-1-1 Dispatch Center & Innovation and Technology Department – Resolution to Approve an Additional Computer Technician Position for the 9-1-1 Center*

This resolution will approve the addition of a Computer Technician I position to the Innovation and Technology Department for the 9-1-1 Center. The cost of the position, classified as UAW I (long term cost of \$90,978) will be paid out of the 9-1-1 Emergency Telephone fund.

The 9-1-1 Center has many technology projects in process that have caused a need for additional ongoing technology support impacting the service provided to other County departments. In addition, there is a need to ensure an adequate knowledge repository to guarantee continuity of operations should an adverse event occur. This additional position will address both of these needs.

4. *Health Department – Resolution to Convert Jail Medical Nurse Positions ICEA County Pro 5 to 1.0 FTE ICEA County Pro 8*

This resolution will convert the five Jail Nurse Positions #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from the ICEA County Pro Jail Nurse Scale into the ICEA County Pro Grade 8 for a total increased cost of \$39,490 annually effective April 1, 2020.

5. Public Defenders Office – Request for Approval of Pay Above Step 2 for Managerial-Confidential Employee

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows for compensation of certain new employees to begin above Step 2 of the appropriate pay grade at the discretion of the County Services Committee. Based on the knowledge, skills and demonstrated abilities of the selected candidate, the Public Defenders Office has asked for authorization to hire a new entry level Assistant Public Defender at Step 5 of MC Grade 9.

6a. Facilities Department – Resolution to Authorize a Purchase Order with Haworth via DBI for the Board of Commissioners Room Chairs at the Historical Mason Courthouse

This resolution will authorize issuing a purchase order to Haworth via to replace the chairs in the Board of Commissioners Room at the Historical Mason Courthouse for a cost not to exceed \$20,213.48. Funds will be transferred from the Mason Courthouse Clock Tower project to cover the cost of the chairs.

6b. Facilities Department – Resolution to Authorize a One Year Contract Extension with Granger Container, Inc. for Waste Management Services at Several County Facilities

This resolution will authorize a one year contract extension with Granger Container Inc. for continued waste removal and recycling services, at various locations, through April 30, 2021. Granger Container, Inc. has agreed to hold their current prices under the same terms and conditions stipulated in the current contract.

6c. Facilities Department – Resolution to Authorize a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities

This resolution will authorize a one year contract renewal with Teachout Security for the uniformed unarmed security guard services at several county facilities through July 31, 2021. Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

6d. Facilities Department – Resolution to Authorize an Agreement with Trane US Inc. for the HVAC System and Split Unit for the 9-1-1 Center's Backup Location at the Road Department

This resolution will authorize entering into an agreement with Trane US Inc. for the replacement of the HVAC system and A/C split unit at the 9-1-1 Backup Center located at the Road Department for an amount not to exceed \$36,625.00 which includes a \$1,000.00 contingency.

The Backup Center is in need of HVAC upgrades. The system for the lower level is not operational and beyond repair, and will need to be replaced. The server room is also in need of an A/C split unit to maintain temperature and not overheat. Trane submitted quotes for both projects as a part of the US Communities Co-operative contract, therefore, consistent with the County's Purchasing Policy, three quotes are not required.

7a. Road Department – Resolution to Approve a Second Party Agreement with the Michigan Department of Transportation (MDOT) and a Third Party Agreement with Lansing Charter Township and Delta Charter Township in Relation to a Federally Funded Project on Waverly Road from Old Lansing Road to St. Joseph Street

This resolution will authorize entering into Contract 19-5635 with the Michigan Department of Transportation (MDOT) to effect construction of the Waverly Road Project from Old Lansing Road to St. Joseph Street, including the Waverly Road Shared Use Path on behalf of Lansing Charter Township and Delta Charter Township, for a total estimated cost of \$3,932,100, consisting of \$317,700 in federal Highway Safety Improvement (HSIP) funding, \$2,196,200 in federal Urban Surface Transportation Program (STP) funding, \$214,250 in federal Transportation Alternatives Program (TAP) funding, \$813,330 in Road Department matching funds and \$390,620 in matching funds from the Townships (of which \$344,750 is funded by the Ingham County Trails and Parks millage).

This resolution will also authorize entering into a third party agreement with Lansing Charter Township and Delta Charter Township to transfer a portion of the construction oversight and local match responsibilities to the Townships for the work associated with the Waverly Road shared use path for a total estimated cost of \$922,570 consisting of \$317,700 in federal HSIP funding, \$214,250 in federal TAP funding, and \$390,620 in matching funds from the Townships (of which \$344,750 is funded by the Ingham County Trails and Parks millage).

7b. Road Department – Resolution to Approve and Certify the Ingham County 2019 Public Road Mileage Report

Public Act 51 of 1951, as amended (being MCL 247.659a (9)), requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. There was no net increase of public road mileage in 2019, maintaining the centerline mileage of Ingham County roads at 1,254.73 miles. This reported road mileage is used to apportion Michigan Transportation Fund revenue to public road agencies in the state. The Road Department recommends approval of a resolution to grant authorization to sign the annual report.

7c. Road Department – Resolution to Retain As-Needed Construction Inspection and Supervision Services

This resolution will authorize retaining the Mannik & Smith Group, Inc. and RS Engineering, LLC. to provide the as-needed construction inspection and supervision services for the 2020 and 2021 road construction seasons. Ingham County Road Department (ICRD) staffing does not have staff, equipment, or expertise to perform all required inspection and supervision for its construction projects, and relies on consultants to supplement ICRD staff. The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide the services on an as-needed basis and received two proposals. Based on review by ICRD staff, it is recommended that both of the respondents be retained to provide the requested services. The Mannik & Smith Group, Inc. and RS Engineering LLC will be compensated for services performed at fee rates not to exceed those set forth in their proposals.

7d. Road Department – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. See attachment for permit list.

HONORARY RESOLUTION:

8a. Human Resources Department – Resolution Honoring Daneen Jones

OTHER ITEM:

8b. Human Resources Department – *Collective Bargaining Negotiation Strategy (Closed Session)*

In compliance with provisions of the Open Meetings Act (MCL 15.268(c)), a closed session is scheduled to discuss negotiation sessions with collective bargaining units.

Agenda Item 1

To: County Services and Finance Committees

From: Stacy Byers, Director Ingham County Farmland and Open Space Preservation Board

Date: March 3, 2020

Subject: Resolution amending resolution #19-082 for the Moore Easement appraisal

BACKGROUND

The Moore Conservation Easement was submitted to the ACEP program for consideration in the 2017 cycle year and was awarded \$67,470.00 in matching funds. Per the ACEP guidelines, the 2017 appraisal had to be updated before we could close the easement. The original appraisal was completed by Fast Track Appraisal Services. The value for 83 acres in 2017 was \$173,000.00. Easement appraisals determine the Before Value and the After Value based on comparable sales data for that area. The difference between the Before Value and the After Value determines the Easement Value.

The appraisal conducted in February 2020 determined the Moore Easement value to be \$317,000.00. This increase is due to several variables. First, Mr. Moore increased his acreage from 83 acres to 96, therefore 13 additional acres are being purchased. Secondly, the Before value increased from 2017, which is consistent with housing development and market trends in Delhi Township. Moreover, the After value, decreased thereby, increasing the margin of difference between the before value and the after value. Increasing the per acre easement value from \$1802.00 to \$3302.00 per acre. And finally, the appraiser that did the original appraisal (Fast Track appraisers, Byron Center, MI) was no longer available to develop the new appraisal and therefore Carlson Appraisal Services of East Lansing completed it.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Moore appraisal increased by \$144,000.00 due to the above-mentioned variables. The FOSP Board has the funds in the 2020 budget to cover this increase and recommends moving forward with closing the Moore Easement.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #19-082 TO APPROVE PROCEEDING
TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS**

WHEREAS, Resolution #19-082 approved closing permanent conservation easement deeds on the Moore Property at a price not to exceed \$173,000.00; and

WHEREAS, ACEP appraisal guidelines require an appraisal be no more than 12 months old at the time of closing; and

WHEREAS, the FOSP Board updated the appraisal; and

WHEREAS, the easement value increased from \$173,000 to \$317,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve proceeding to close on the Moore property at a price not to exceed \$317,000.00.

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

BE IT FURTHER RESOLVED, that all others in Resolution #19-082 remain unchanged.

Agenda Item 2

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

FROM: Deb Fett, CIO

DATE: 03/03/2020

SUBJECT: Security Training for County employees
For the meeting agendas of March 17th and March 19th, 2020

BACKGROUND

Ingham County used several security training programs in the past, each with its own strengths and weaknesses. Currently we use a package that was provided free of charge to government agencies, however we have exhausted the topics that it provides and are limited in the features we can use. Innovation and Technology would like to move up to the paid version of this software to take advantage of additional courses and tools to help train our County employees to be safe.

ALTERNATIVES

All pricing is at our current 1400 user level:

KnowBe4	\$ 17,640.00
Ninjio	\$ 16,452.00
Wizer	\$ 8,400.00

FINANCIAL IMPACT

The funding for the \$8,400.00 total is budgeted and will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS

As we have seen with all of the cyber incidents around the area and in our past, properly training our users about cybersecurity is important to ensure our entrusted data is safe and our systems secure.

Wizer will also provide Ingham County with a publicly accessible County branded training site for our citizens to ensure that they also receive cyber security training free of charge. This is included in our training from them.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Security Training in the amount not to exceed \$9,000.00.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM WIZER

WHEREAS, Ingham County needs to step up the quality of the cybersecurity training provided to staff in order to foster a culture of security; and

WHEREAS, ongoing security training is important to ensure our entrusted data is safe and our systems secure; and

WHEREAS, a subscription for a year of training available to Ingham County staff has been quoted at \$8,400.00 for a package that has been well received by our County staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Wizer in the amount not to exceed \$9,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Development and Training Fund #63695800-960080.

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.

Agenda Item 3

TO: Board of Commissioners, Law & Courts Committee, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO and Terri Thornberry, 9-1-1 Director

DATE: 03/03/2020

SUBJECT: Additional Computer Technician Position for 9-1-1 Center
For the meeting agendas of March 12th, March 17th and March 19th, 2020

BACKGROUND

Ingham County 9-1-1 Center has multiple critical technological projects currently in process. These projects have required additional support from the Innovation and Technology Department (ITD) to ensure their success. Some of these projects relate to replacing equipment that has reached end of life and will shortly be no longer supported, others are grant funded improvements that have short deadlines. This need has reduced the support that other departments are receiving and increased the backlog of requests causing delays in service. While these projects do have an end point, their necessary support will continue on.

There is also a need to ensure that there is an adequate knowledge repository to ensure continuity of operations should an adverse event occur. ITD can support this effort by not only by being a resource of knowledge for these systems but by documenting processes and best practices to ensure that service does not degrade as time goes on.

ALTERNATIVES

We could continue on as we are with our current staffing level. This has inherent risks as either 9-1-1 would not have adequate support when necessary or support would be taken from our other County departments. We also considered an outside vendor to assist but this would not only cost more overall but also create a dependency on an outside organization for a critical need.

FINANCIAL IMPACT

The funding for the \$90,978.00 at Step 5 will come from the 9-1-1 Emergency Telephone fund balance.

STRATEGIC PLANNING IMPACT

This authorization supports Goal D – Information Technology – Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

OTHER CONSIDERATIONS

Discussions with the current and previous 9-1-1 Directors about what was needed from ITD to better support operations have occurred over the past year or more in order to architect how this support should work. Considerations were made about how the needs could be met at the most reasonable cost as well as how best to not disrupt critical operations at the center. This position is the result.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for an Additional Computer Technician Position at the 9-1-1 Center in the amount not to exceed \$90,978.00.

Agenda Item 3

TO: Terri Thornberry, 911 Center Director
Deb Fett, Chief Information Officer

FROM: Joan Clous, HR Specialist

DATE: March 3, 2020

RE: Memo of Analysis to add Computer Technician I/II

The 911 Center and IT Department in an effort to better serve the citizens of Ingham County would like to add a Computer Technician I/II, this position would be specifically dedicated to the 911 Center and be paid for from the 911 Center's budget. This position would assist the 911 Systems Manager.

The Computer Technician Salary is a UAW I with a salary range of \$44,901.54 to \$56,591.32.

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

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

Terri Thornberry

From: Joan Clous
Sent: Tuesday, March 3, 2020 12:26 PM
To: Terri Thornberry; Deb Fett
Subject: FW: Computer Tech I

Please add this email with your packet to the board.

From: Bradley Prehn
Sent: Tuesday, March 3, 2020 11:49 AM
To: Joan Clous
Subject: Re: Computer Tech I

Joan,

The UAW is okay with 911 adding an additional Tech I I position.

Thank you,

Brad Prehn
UAW Chairperson

From: Joan Clous
Sent: Tuesday, March 3, 2020 10:16:07 AM
To: Bradley Prehn
Subject: Computer Tech I

Brad,

The 911 center along with the IT department want to add a Computer Tech I which will be dedicated strictly to the 911 Center to assist Bruce Gaukel.

Thanks,
Joan

Joan Clous SHRM-CP
Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 – Office
517-887-4396 – Fax

“Attitude is a choice. Think positive thoughts daily. Believe in yourself. ~ Pat Summit

INGHAM COUNTY JOB DESCRIPTION

COMPUTER TECHNICIAN LEVEL I

Summary:

Under the supervision of the MIS Director, ensures the operation and availability of the county's networked computers and all related peripheral devices. Repairs, troubleshoots, installs, and maintains county networked PCs, software and peripherals while providing superior customer service to the county departments and end-user base.

Duties and Responsibilities:

The Computer Technician performs some or all of these duties and responsibilities on a daily basis:

- Troubleshoot, repair, install and maintain PC related hardware on the County's network.
- Organizes and prioritizes requests for service and on an as-needed basis works with vendor to resolve hardware and software problems.
- Visits departments throughout the County to trouble-shoot, repair, and maintain data equipment problems, including workstations, portable/laptop computers, scanners, monitors, printers, telephones, faxes, modems, and other peripherals.
- Determines the need to contract out repair work.
- Tracks inventory by staff member and workstation and ensures this information is updated and accurate in the county's call tracking system.
- Assists in developing specifications and recommends computer related purchases to management.
- Coordinates work orders for the installation of new equipment and recycles old equipment. Ensures all necessary software and data is migrated and network connectivity is established.
- Plans, schedules and coordinates new operating systems releases, engineering changes, and preventative maintenance changes.
- Ensures the accurate and complete logging of required information into the MIS call tracking system.
- Adheres to county and MIS policies and procedures.
- Provides software support on county approved applications and operating systems.
- Assists with special projects as needed.
- When necessary, escalates problems to management or the appropriate secondary level of support resource for resolution.

Minimum Job Requirements:

Associates degree in Computer Science or equivalent technical institution certificate. Or, 1 - 3 years of Information Systems work experience providing end-user technical assistance. A+ or MCSA certification preferred but not required.

Possession of a valid Michigan Driver's License.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Skilled in the use of a computer as productivity tool and possess working knowledge of email, Internet web browsing, and the Microsoft Productivity Suite.
- Must be customer service oriented.
- Must be courteous and polite.
- Good verbal, telephone, and written etiquette.
- Working knowledge and understanding of a broad range of desktop based hardware and software and networking concepts.
- Able to follow instructions, work under supervision, and multi-task.
- Ability to effectively work in a team environment.
- Effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess good organizational skills.

Working Conditions and Physical Requirements:

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

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.

8/26/2008
UAW-I

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN ADDITIONAL COMPUTER TECHNICIAN POSITION
FOR THE 9-1-1 CENTER**

WHEREAS, Ingham County 9-1-1 Center has many technological projects in process that has caused a need for additional ongoing technology support impacting the service provided to other County departments; and

WHEREAS, best practices recommend ensuring that there is an adequate knowledge repository to guarantee continuity of operations should an adverse event occur which can be facilitated by this new position; and

WHEREAS, the 9-1-1 Telephone Fund is an appropriate source to fund the position (UAW I, 2020 Personnel Cost Projection Step 5, \$90,978); and

WHEREAS, Human Resources and the UAW Chairperson are both in agreement with adding this position.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby approve the addition of a Computer Technician I position (UAW I) to the Innovation and Technology Department to be assigned to the 9-1-1 Center.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the 9-1-1 Emergency Telephone fund.

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

Agenda Item 4

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 3, 2020
SUBJECT: Resolution to convert Jail Medical Nurse Positions ICEA County Pro Jail Nurse Scale ICEA County Pro Grade 8
For the meeting agenda of March 16, March 17th and March 19th, 2020

BACKGROUND

Ingham County Health Department’s Jail Medical Center wishes to convert each of the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale into a 1.0 FTE ICEA County Pro Grade 8. Upon update of the Jail Nurse Job Description to align with current conditions and duties, the position was reclassified at an ICEA County Pro Grade 8 level. The associated salary increase will also support greater competitiveness in attracting candidates and retaining current staff.

ALTERNATIVES

Maintaining the current job description and position grading at an ICEA County Pro Jail Nurse Scale will continue to hinder Ingham County’s ability and capacity to meet 24 hour nurse coverage and hinder competitiveness in attracting nursing candidates.

FINANCIAL IMPACT

Converting all five Jail Nurse Positions from a 1.0 FTE ICEA County Pro Jail Nurse Scale to 1.0 FTE ICEA County Pro Grade 8 will result in an increased total cost of \$39,490 per year. Below is the Jail Nurse Cost Analysis:

Jail Nurse Positions Affected	Present Salary ICEA Jail Nurse Step 5	Proposed Salary ICEA Prof	Salary Increase	Fringe Benefit Increase	Increased Cost/Position
301212	63,575	70,997	7,422	1,971	9,393
301213	63,575	70,997	7,422	1,971	9,393
301214	63,575	70,997	7,422	1,971	9,393
301215**	63,575	70,997	7,422	1,971	9,393
301216	63,575	70,997	7,422	1,971	9,393
Total Increased Cost			31,204	8,286	39,490

**Present Position is redlined and is a filled position, when it becomes vacant is will be an ICEA Prof. Grade 8 The increased costs will be covered in FY 2019 by cost savings from the duration positions were vacant. Ongoing, the increased costs will require an increase in General Fund allocation to Jail Medical.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to convert the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale into a 1.0 FTE ICEA County Pro Grade 8 for a total increased cost of \$39,490 annually effective April 1, 2020.

Agenda Item 4

TO: Linda Vail, Health Officer
FROM: Beth Bliesener, Human Resources Specialist
DATE: March 3, 2020
RE: Jail Nurse Job Description

Human Resources can confirm the following information regarding the Jail Nurse positions:

1. Position numbers #301212, 301214 and 301216 were/are vacant. Human Resources has evaluated and updated the Jail Nurse Job description. After analysis, the classification has increased and we moved the Jail Nurse position to an ICEA County Pro 08 instead of its own separate scale.
2. ICEA County Professionals has been notified and supports the classification and salary placement.

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

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

From: [Desiree Cook](#)
To: [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: Re: Jail Nurse
Date: Tuesday, March 03, 2020 9:41:58 AM

Had one finally get back with me. She agrees at least so I will approve the change.

On Feb 27, 2020 4:59 PM, Elisabeth Bliesener wrote:

Desiree,

Is the Union in agreement with the updated Jail Nurse job description and moving the position out of its own separate scale and it would become an ICEA County Pro 08?

Thank-you,

Beth Bliesener

Human Resources Specialist

Ingham County

Human Resources Department

5303 S. Cedar St, Building #2, Suite 2102

Lansing, MI 48911

517-887-4375 Phone

517-887-4396 Fax

Transmission is Privileged and Confidential.

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INGHAM COUNTY JOB DESCRIPTION

JAIL NURSE - RN

General Summary

Under supervision of the Corrections Administrator, with direction provided by the physician and head nurse, provides nursing service to the jail inmates. Assesses inmate medical needs and responds to medical emergencies. Dispenses medications. Contacts inmate's physician and family members as necessary to verify medical information. Maintains medical records and files and documents all medical related information regarding inmates.

Essential Functions

1. Assesses the medical needs of inmates. Reviews the medical screening forms and interviews inmates to complete medical assessment.
2. Contacts inmate's previous health care providers for medical regime verification.
3. Responds to medical emergencies and provides appropriate nursing care. Consults with the physician as necessary to address inmate's medical complaints.
4. Assists physicians and other medical professionals engaged in providing health care services to inmates. Schedules tests and appointments with other health care providers as directed.
5. Assists the physician in the examination of inmates. Performs necessary and appropriate tests as instructed.
6. Dispenses medications and maintains related records. Monitors signs and symptoms of side effects from medications. Reorders prescriptions as necessary.
7. Responds to telephone calls and inquiries from family members and corrections staff regarding inmate medical conditions.
8. Maintains documentation of all inmate related information including observations, interviews, phone contacts and other information deemed necessary to insure the inmate's physical and emotional welfare is maintained. Updates computer database as required.

Other Functions

9. 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.
10. Performs other duties as assigned

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 employees may be expected to perform.)

Employment Qualifications

Education: Completion of the curriculum as a Licensed Registered Nurse.

Experience: One year nursing experience in community health, psychiatry, medical-surgical, or a closely related area. Some prior work experience in a correctional setting desirable.

Other Requirements: Licensed as a Registered Nurse in the State of Michigan.

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]:*

Stooping and bending to conduct physicals, stock and retrieve supplies and other functions.

Ability to access medical and other office files.

Ability to enter and access information using a computer.

Ability to lift patient in emergency situations.

Ability to lift and carry supplies weighing up to 20 lbs.

Ability to access all areas of the jail including climbing stairs.

Prolonged standing while stocking inmate medications.

Working Conditions:

Works in clinic and office conditions.

Exposure to sharp needles and related equipment.

Regular exposure to inmates, who may be otherwise unsupervised in clinical setting.

Exposure to communicable diseases, blood and other bodily fluids.

**ICEA0222
Jail Nurse-2211
1/22/01**

INGHAM COUNTY JOB DESCRIPTION

JAIL NURSE

General Summary:

Under the supervision of the Corrections Health Administrator the RN will provide skilled and diverse nursing care to the inmates. Perform health assessments and make independent nursing judgments about the inmate needs and provide treatment under the physician-approved protocols. Educates inmates on chronic issues, traumatic issues, and positive health care initiatives. The RN will evaluate the medications that the inmate is taking and process them according to the policy. This RN position works weekends and holidays.

Essential Functions:

1. Independently performs and completes health assessments for all inmates within 14 days of admission.
2. Makes diagnostic and therapeutic decision for inmates going through drug and alcohol withdraw. Using the COW/CIWA scales, the RN will evaluate the severity of the withdrawal and relay information to the provider based on the protocol.
3. Evaluates patients in receiving and post area for high risk conditions such as drug and alcohol withdraw, mental health conditions, behavior situations, and suicide attempts or observations or injuries. Address the kite system to decide the urgency in which an inmate will be seen by the provider or RN. If needed will schedule appointments for inmates to see provider outside of the jail.
4. Administers treatments, medications and injections and performs testing based on the protocols. Verifies prescriptions with pharmacy and makes sure the medication is being used within the period of protocol and the medication is the correct medication. Enters medications into the medication module for the provider.
5. Performs specific tests such as pacemaker testing, vision tests and urine testing, will also perform lab blood draws. Conducts vital sign testing every two (2) hours for inmates placed in safety chair.
6. Assesses the immunizations status and in accordance with written protocols administers immunizations and documents.
7. Educates inmates on chronic care, self-health and any health issues the inmate may have.
8. Evaluate and assess patients to see if the inmate needs to be sent to the hospital for urgent and immediately care when the provider is no present. Coordinates care with the on-call provider related to the inmates health issues.
9. Arranges and completes paperwork for inmates who are going to forensics or for extradition.
10. Obtains discharge paperwork from the hospital or treatment center and enter information into the electronic health record.
11. Evaluates inmates and send referral for inmates to participate in the CATS program at the jail.
12. Evaluates inmates by performing an assessment for the work release program and coordinates with the inmate worker coordinator regarding the findings from the assessment for participation in the work release program.

13. Facilitates the medication administration record at the end of each month.

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: Graduation from an accredited school of nursing

Experience: A minimum of two years of nursing experience. Some prior work experience in a correctional setting is preferred.

Other Requirements:

- Possession of a current license to practice as a Registered Nurse in the State of Michigan
-

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
3. This position is exposed to noise levels which require shouting in order to be heard.
4. This position is exposed to communicable diseases, blood, other body fluids, etc.
5. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
6. This position is required to travel for meetings and appointments.
7. 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, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, walking typing, and 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.)

***ICEA County Pro 08
March 2020***

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT JAIL MEDICAL NURSE POSITIONS
ICEA COUNTY PRO JAIL NURSE SCALE TO ICEA COUNTY PRO GRADE 8**

WHEREAS, Ingham County Health Department’s Jail Medical Center wishes to convert each of the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) into a 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30); and

WHEREAS, upon update of the Jail Nurse Job Description to align with current conditions and duties, the position was reclassified at an ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) level; and

WHEREAS, the associated salary increase will also support greater competitiveness in attracting candidates and retaining current staff; and

WHEREAS, converting all five Jail Nurse Positions from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) to 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) will result in an increased total cost of \$39,490 per year; below is the Jail Nurse Cost Analysis:

Jail Nurse Positions Affected	Present Salary ICEA Jail Nurse Step 5	Proposed Salary ICEA Prof	Salary Increase	Fringe Benefit Increase	Increased Cost/Position
301212	63,575	70,997	7,422	1,971	9,393
301213	63,575	70,997	7,422	1,971	9,393
301214	63,575	70,997	7,422	1,971	9,393
301215**	63,575	70,997	7,422	1,971	9,393
301216	63,575	70,997	7,422	1,971	9,393
Total Increased Cost			31,204	8,286	39,490

**Present Position is redlined and is a filled position, when it becomes vacant is will be an ICEA Prof. Grade 8; and

WHEREAS, the increased costs will be covered in FY 2019 by cost savings from the duration positions were vacant and, ongoing, the increased costs will require an increase in General Fund allocation to Jail Medical; and

WHEREAS, the Health Officer and Ingham Community Health Center Board recommend converting the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) into a 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) for a total increased cost of \$39,490 annually effective April 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) into a 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) for a total increased cost of \$39,490 annually effective April 1, 2020.

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

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

Agenda Item 5

TO: County Services Committee

FROM: Russel Church, Chief Public Defender

DATE: March 3, 2020

SUBJECT: Request for approval of pay above Step 2 for Managerial-Confidential employee

BACKGROUND:

On March 2, 2020, I received official notification that one of the staff attorneys was resigning to take another position. This attorney was actually hired as a mid-level attorney. In late December, we had done a round of interviewing to replace an entry level attorney. I had concluded before posting that position that I am very comfortable with the level of experience currently in the office. For that reason, my plan was to post the next several vacancies as entry level. We interviewed about 7 people and there were two very strong candidates. We have made an offer to one and she starts in a week. When we realized this current vacancy was going to occur, we contacted Human Resources who indicated we could discuss hiring with the person who was the unanimous second choice of the interview panel.

I have discussed the position with this person. He has been licensed for approximately ten years. He has been in private practice doing court appointed cases in the past. He is currently employed as the law clerk for Judge Rosemarie Aquilina. He has been her law clerk on two different occasions for a total of about 5 and ½ years. Because the position was advertised as an entry-level position, anything at or below step 3 would cause him to take a pay cut. Based on his years of experience, and because he is intimately familiar with the 30th Circuit Court, I am asking to start him at Step 5 of the entry level pay scale. The person he is replacing is budgeted to have received a pay raise in April which would have resulted in a salary of \$73, 191. Step 5 on the MCF 9 pay scale is less than that, so the salary is fully covered in this year’s budget.

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

ALTERNATIVES:

I know that the number 3 candidate of the interview panel has accepted employment elsewhere. The interview panel did not recommend hiring any of the interviewees below that person. If we are unable to agree on the compensation package with the candidate, this position would have to be posted and there would be a larger delay in filling the position as I am not prepared at this point to offer the position to a less well qualified candidate. We will be losing another attorney next week as she has accepted a position as the Magistrate of the 55th District Court. For the reason outlined here, that position is being posted, also as an entry level job. A delay in hiring two attorneys would create problems in our delivering quality services in the short term.

FINANCIAL IMPACT:

The entry level Assistant Public Defenders are classified as MC 9 with the following pay scale for 2020:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 09	59,208.80	61,971.29	64,866.42	67,895.61	71,065.43

STRATEGIC PLANNING IMPACT:

This proposal supports the Strategic Plan Human Resources and staffing goal to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

RECOMMENDATION:

Based on the knowledge, skills and expertise of the chosen candidate, I respectfully recommend that the County Services Committee allow the selected Entry Level Assistant Public Defender to begin at Grade 09, Step 5 of the Managerial and Confidential Employee salary schedule.

Agenda Item 6a

TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: March 3, 2020
RE: Resolution to Authorize Issuing a Purchase Order to Haworth via DBI for the Board of Commissioners Room Charis at the Historical Mason Courthouse

For the meeting agendas of: March 17 & 19

BACKGROUND

The chairs in the Board of Commissioners Room are very old and are in need of repair or replacement. Haworth via DBI submitted a quote for 28 chairs for a total cost of \$20,213.48. Haworth via DBI is on the MiDeals contract so three quotes are not required.

To cover the cost of the chairs, we are requesting a line item transfer from the Mason Courthouse Clock Tower Repair Fund CIP Line item # 245-90212-976000-8F02 to the Facilities Supply line item # 101-23303-726010 for an amount of \$20,213.48.

ALTERNATIVES

The alternative would be to not purchase the chairs or put this out for bid.

FINANCIAL IMPACT

\$20,213.48 to be transferred from line item # 245-90212-976000-8F02 to 101-23303-726010.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support issuing a purchase order to Haworth via DBI for the new chairs and transfer of funds.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ISSUING A PURCHASE ORDER TO HAWORTH VIA DBI
FOR THE BOARD OF COMMISSIONERS ROOM CHAIRS AT THE
HISTORICAL MASON COURTHOUSE**

WHEREAS, the chairs in the Board of Commissioners Room at the Historical Mason Courthouse are very old and are in need of repair or replacement; and

WHEREAS, Haworth via DBI submitted a quote of \$20,214 as a part of the MiDeals contract; and

WHEREAS, it is the recommendation of the Facilities Department to replace the chairs in the Board of Commissioners Room at the Mason Historical Courthouse; and

WHEREAS, the Facilities Department is requesting a line item transfer for \$20,213.48 from line item # 245-90212-976000-8F02 to line item # 101-23303-726010; and

WHEREAS, the fund transfer of \$20,214 will be used to cover the cost of the chairs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to Haworth via DBI 912 East Michigan Ave, Lansing, Michigan 48912 for the chairs in the Board of Commissioners Room at the Historical Mason Courthouse for a cost not to exceed \$20,213.48.

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

Agenda Item 6b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 3, 2020

RE: Resolution Authorizing a One Year Contract Extension with Granger Container, Inc. for Waste Management Services at Several County Facilities

For the meeting agendas of: March 17 & 19

BACKGROUND

The contract with Granger Container, Inc. expires on April 30, 2020. The Facilities Department would like to extend the contract for one year. Granger Container, Inc. has agreed to hold their current prices under the same terms and conditions stipulated in the current contract.

ALTERNATIVES

The alternative would be to put this out for bid.

FINANCIAL IMPACT

Funds are available in the appropriate 921030 trash removal line items.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract extension for one year with Granger Container, Inc. for waste management services at several county facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A ONE YEAR CONTRACT EXTENSION WITH
GRANGER CONTAINER, INC. FOR WASTE MANAGEMENT SERVICES AT
SEVERAL COUNTY FACILITIES**

WHEREAS, Ingham County currently has a contract with Granger Container Inc. for waste removal and recycling services; and

WHEREAS, the current contract will expire April 30, 2020; and

WHEREAS, Granger Container Inc. has agreed to hold their current pricing for one year; and

WHEREAS, funds for this project are available in the appropriate 921030 trash removal line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year contract extension with Granger Container Inc., 3515 Wood Rd., Lansing, Michigan 48906, for continued waste removal and recycling services, at various locations, until April 30, 2021.

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

Agenda Item 6c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 3, 2020

RE: Resolution Authorizing a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities

For the meeting agendas of: March 17 & 19

BACKGROUND

The contract with Teachout Security expires on July 31, 2020. The Facilities Department would like to exercise a one year contract renewal. Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

ALTERNATIVES

The alternative would be to put this out for bid.

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a contract renewal for one year with Teachout Security for uniformed unarmed security guard services at several county facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH
TEACHOUT SECURITY FOR UNIFORMED UNARMED SECURITY GUARD SERVICES
AT SEVERAL COUNTY FACILITIES**

WHEREAS, Ingham County currently has a contract with Teachout Security for uniformed unarmed guard services; and

WHEREAS, the current contract will expire on July 31, 2020; and

WHEREAS, a two year renewal option was included in the contract and the Facilities Department would like to exercise a one year renewal; and

WHEREAS, Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current agreement; and

WHEREAS, funds are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year contract renewal with Teachout Security, regional office located at 6920 South Cedar Street Suite 11, Lansing, Michigan, 48911, and corporate offices at 2348 Stone Bridge Drive Flint, Michigan 48532 for the uniformed unarmed security guard services at several county facilities through July 31, 2021.

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

Agenda Item 6d

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

FROM: Rick Terrill, Facilities Director

DATE: March 3, 2020

RE: Resolution Authorizing an Agreement with Trane US Inc., for the HVAC System and A/C Split Unit for the 911 Center's Backup Location at the Road Dept.

For the meeting agendas of: March 12, 17 & 19

BACKGROUND

The 9-1-1 Center's backup location at the Road Dept. is in need of HVAC upgrades. The system for the lower level is not operational and beyond repair, it will need to be replaced. Trane submitted a quote of \$28,175.00 as a part of the US Communities Co-operative contract consistent with the county's Purchasing Policy three quotes are not required.

The server room for the 9-1-1 Center's backup location at the Road Dept. is in need of an A/C split unit to maintain temperature and not overheat. Trane submitted a quote of \$ 7,450.00 as a part of the US Communities Co-operative contract consistent with the county's Purchasing Policy three quotes are not required.

ALTERNATIVES

The alternative would be to put this out for bid.

FINANCIAL IMPACT

Funds are available from the 9-1-1 Emergency Telephone Fund. The cost of both the HVAC System and A/C Split unit is \$35,625.00. We are requesting a contingency of \$1,000.00 for unforeseen circumstances.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Trane US Inc., for the HVAC system replacement and A/C split unit at the 9-1-1 Center's backup location at the Road Dept.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE US INC. FOR THE HVAC SYSTEM AND SPLIT UNIT FOR THE 9-1-1 CENTER'S BACKUP LOCATION AT THE ROAD DEPARTMENT

WHEREAS, the HVAC system in the lower level of the 9-1-1 Center's backup location is in need of replacement; and

WHEREAS, the system to maintain temperature for the 9-1-1 Center's backup location's server room is in need of replacement; and

WHEREAS, Trane US Inc., is on the US Communities Co-operative contract (USC 15-JLP-023), therefore three quotes are not required which is consistent with the County's Purchasing Policy; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Trane US Inc., who submitted a proposal of \$28,175.00 for the lower level HVAC system replacement and \$7,450.00 for the server room A/C split unit at the 9-1-1 Center backup location; and

WHEREAS, the Facilities Department is requesting a contingency of \$1,000.00 for unforeseen circumstances; and

WHEREAS, funds for this project are available through the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane US Inc., 3350 Pine Tree Road, Lansing, Michigan 48911 for the replacement of the HVAC system and A/C split unit at the 9-1-1 backup center located at the Road Department for an amount not to exceed \$36,625.00 which includes a \$1,000.00 contingency.

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

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

Agenda Item 7a

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: March 2, 2020

SUBJECT: Proposed Resolution to Enter into a 2nd Party Agreement with MDOT and a 3rd Party Agreement with Lansing Charter Township and Delta Charter Township for the Waverly Road Project

For the meeting agendas of March 17 and 19

BACKGROUND

The Ingham County Road Department has received federal funding to reconstruct Waverly Road from Old Lansing Road to St. Joseph Street. As part of the same project, we also intend to construct a non-motorized shared use path using a combination of federal funds, Ingham County Trails and Parks millage, and local funds from the Road Department, Lansing Charter Township and Delta Charter Township. These projects were packaged together with the Michigan Department of Transportation (MDOT) project on I-496 from I-96 to Clare Street due to proximity, schedule, and economy of scale benefits.

Only Act 51 Agencies are eligible to make application for and receive funding for the Highway Safety Improvement Program (HSIP) and Transportation Alternatives Program (TAP). MDOT, incorporated cities, some villages, and road commissions are all eligible Act 51 Agencies. Townships wishing to utilize HSIP and/or TAP funding must find an eligible Act 51 Agency to sponsor their applications for funding. In Resolution #20-018, the Ingham County Board of Commissioners approved the Road Department to sponsor the joint application from Lansing Charter Township and Delta Charter Township for the non-motorized shared use pathway on Waverly Road, which subsequently was awarded funding. In addition, Resolution #19-047 awarded funding to Lansing Charter Township for the Waverly Road shared use path in the amount of \$344,750.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and obligations for the federal funding. Lastly, a third party agreement between Ingham County, Lansing Charter Township and Delta Charter Township is required to transfer a portion of the construction oversight and local match responsibilities to the Townships for the work associated with the shared use path.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The estimated costs for the project are as follows:

Highway Safety Improvement Program (HSIP):	\$ 317,700
HSIP Local Match:	\$ 35,300
Urban Surface Transportation Program (STP-U):	\$ 2,196,200
STP-U Local Match:	\$ 554,200
Transportation Alternatives Program (TAP):	\$ 214,250
TAP Local Match:	\$ 271,450
MDOT Construction Engineering Local Match:	<u>\$ 343,000</u>
	\$ 3,932,100

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second party agreement with MDOT as described in Contract 19-5635 as well as entering into a third party agreement with Lansing Charter Township and Delta Charter Township for the Waverly Road Shared Use Path.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)
AND A THIRD PARTY AGREEMENT WITH
LANSING CHARTER TOWNSHIP, DELTA CHARTER TOWNSHIP
IN RELATION TO A FEDERALLY FUNDED PROJECT
ON WAVERLY ROAD FROM OLD LANSING ROAD TO ST. JOSEPH STREET**

WHEREAS, the Ingham County Road Department received federal funding to reconstruct Waverly Road from Old Lansing Road to St. Joseph Street; and

WHEREAS, as part of the same project, the Road Department intends to also construct a non-motorized shared use path on Waverly Road using a combination of federal funds, Ingham County Trails and Parks millage, and local funds from the Road Department, Lansing Charter Township and Delta Charter Township; and

WHEREAS, the Waverly Road reconstruction project and the non-motorized shared use path project will be packaged together with the Michigan Department of Transportation (MDOT) project on I-496 from I-96 to Clare Street due to proximity, schedule, and economy of scale benefits; and

WHEREAS, the project will be undertaken pursuant to a contract between MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, subsequent third party agreements will be forthcoming to define and secure the Lansing Charter Township and Delta Charter Township matching funds; and

WHEREAS, the estimated construction costs for the project are as follows:

Highway Safety Improvement Program (HSIP):	\$ 317,700
HSIP Local Match:	\$ 35,300
Urban Surface Transportation Program (STP-U):	\$ 2,196,200
STP-U Local Match:	\$ 554,200
Transportation Alternatives Program (TAP):	\$ 214,250
TAP Local Match:	\$ 271,450
MDOT Construction Engineering Local Match:	<u>\$ 343,000</u>
	\$ 3,932,100

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 19-5635 with MDOT to effect construction of the Waverly Road Project from Old Lansing Road to St. Joseph Street, including the Waverly Road Shared Use Path on behalf of Lansing Charter Township and Delta Charter Township, for a total estimated cost of \$3,932,100 consisting of \$317,700 in federal HSIP funding,

\$2,196,200 in federal Urban STP funding, \$214,250 in federal TAP funding, \$813,330 in Road Department matching funds and \$390,620 in matching funds from the Townships (of which \$344,750 is funded by the Ingham County Trails and Parks millage).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with Lansing Charter Township and Delta Charter Township to transfer a portion of the construction oversight and local match responsibilities to the Townships for the work associated with the Waverly Road shared use path for a total estimated cost of \$922,570 consisting of \$317,700 in federal HSIP funding, \$214,250 in federal TAP funding, and \$390,620 in matching funds from the Townships (of which \$344,750 is funded by the Ingham County Trails and Parks millage).

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

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

TO: Board of Commissioners, County Services Committee

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: March 2, 2020

SUBJECT: Ingham County 2019 Public Road Mileage Certification

For the meeting agenda of March 17

BACKGROUND

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments or discovered errors. The current year annual report covers the period from January 1, 2019 through December 31, 2019. There was a net increase of 0.00 miles of public road mileage in 2019, maintaining a road centerline mileage of 1,254.73 miles.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

Three copies of the title sheet labeled “Ingham County Road System (Miles)”, dated January 1, 2020, have been provided for signature.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY
THE
INGHAM COUNTY 2019 PUBLIC ROAD MILEAGE REPORT**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, the Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments or discovered errors; and

WHEREAS, Ingham County realized a net increase of 0.00 miles of public road centerline mileage in 2019, maintaining a road centerline mileage of 1,254.73 miles; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes the Board Chairperson to sign three copies of the 2019 Public Road Mileage Report document that is consistent with this resolution.

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: March 3, 2020

SUBJECT: Resolution to Retain As-Needed Construction Inspection & Supervision Services

For the meeting agendas of March 17 and 19

BACKGROUND

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

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide the services on an as-needed basis and received two (2) proposals. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices and overall value to the county. Based on the review and our typical construction inspection and supervision needs, ICRD recommends that both of the following respondents be retained to provide the requested services:

The Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

ALTERNATIVES

None, unless staffing levels are increased in the future.

FINANCIAL IMPACT

The cost to hire consultants to perform as-needed construction inspection and supervision services are included in the Road Fund Budget. When retaining the required services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts, lack of available expertise, or staffing shortages, the other consultant will be retained to provide the required inspection and/or supervision.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution and acceptance of the unit price service proposals from the listed consultants.

TO: Kelly Jones, Director of Engineering/County Highway Engineer
FROM: James Hudgins, Director of Purchasing
DATE: March 2, 2020
RE: Memorandum of performance for RFP No. 15-20: 2020-2021 As-Needed Construction Inspection and Supervision Services

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2020 and 2021 as-needed construction inspection and supervision services.

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

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	23	9
Vendors responding	2	2

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

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

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

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

SUMMARY OF VENDORS' COST

Vendor: Mannik Smith Group		Local: Yes, Okemos, MI
Employee Classification	2020-2021 Hourly Rate	2020-2021 Weekly Rate
Senior Construction Inspector	\$96.00	\$3,840.00
Construction Inspector	\$76.00-\$96.00	\$3,040.00-\$3,840.00
Junior Construction Inspector	\$56.00-\$76.00	\$2,240.00-\$3,040.00
Bridge Inspector	\$82.00-\$113.00	\$3,280.00-\$4,520.00
Project Engineer/Project Manager	\$142.00	N/A
Contract Administrator	\$82.00	\$3,280.00

Vendor: R.S. Engineering		Local: Yes, Mason MI
Employee Classification	2020-2021 Hourly Rate	2020-2021 Weekly Rate
Project Engineer	\$57.70	
Office Technician	\$32.85	
Inspector/Tester	\$34.50	
Inspector/Tester	\$32.85	
Inspector/Tester	\$35.30	
Inspector/Tester	\$28.03	
Inspector/Tester	\$29.85	
Mileage	\$0.75	
Estimated Weekly Rate		\$9,242.73

SUMMARY OF VENDORS' COST

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RETAIN
AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all the required inspection and supervision for our construction projects; and

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, receiving two (2) proposals; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both the Mannik & Smith Group, Inc. and RS Engineering, LLC to provide the as-needed construction inspection and supervision services during the 2020 and 2021 road construction seasons at fees not to exceed those stated in their proposals; and

WHEREAS, when retaining the required as-needed services, ICRD staff shall strive to retain the lowest cost consultant whenever possible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining the Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864 and RS Engineering, LLC., 6709 Centurion Drive, Suite 300, Lansing, MI 48917 to provide the as-needed construction inspection and supervision services for the 2020 and 2021 road construction seasons.

BE IT FURTHER RESOLVED, that the Mannik & Smith Group, Inc and RS Engineering LLC shall be compensated for services performed at fee rates not to exceed those set forth in their proposals.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY 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 March 3, 2020 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: MARCH 3, 2020

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP
2019-614	CONSUMERS ENERGY	ELEC – UG	JOLLY OAK RD	MERIDIAN
2019-593	OKEMOS RETAIL MGMT	MISC/COMM DRIVE	OKEMOS RD	MERIDIAN
2019-613	CONSUMERS ENERGY	PUBLIC ROAD CONST	POWELL RD	MERIDIAN
2019-615	ACD.NET	CABLE – OH	VARIOUS	MERIDIAN
2019-616	ZAYO GROUP	CABLE – UG, BORE	KALAMAZOO ST	LANSING
2019-626	GRANGER CONSTRUCTION	SANITARY,ROAD CUT	TOLLAND AVE	DELHI
2019-559	MAYBERRY HOMES	SAN,WATER,RD CONS	POWELL RD	MERIDIAN
2019-623	ZAYO GROUP	CABLE UG – OH	MT HOPE	MERIDIAN
2019-622	ZAYO GROUP	CABLE – UG, BORE	MARSH RD	MERIDIAN
2019-633	CONSUMERS	MISC – GAS	CYPRESS ST	MERIDIAN
2019-612	CONSUMERS	ELECTRIC – OH	CEDAR ST	DELHI
2019-631	CONSUMERS	GAS	OLD PLANK RD	ONONDAGA
2019-625	CONSUMERS	ELEC – UG/OH	CEDAR ST	DELHI
2019-620	ZAYO GROUP	CABLE – UG	JACKSON RD	LESLIE
2019-606	CONSUMERS	ELEC – OH	PINE TREE RD	DELHI
2019-632	CONSUMERS	ELEC – OH	WILLOUGHBY RD	DELHI
2019-630	EUGENE MURAWSKI	LAND DIVISION	NORTH ST	DELHI
2019-621	ZAYO GROUP	CABLE – UG	BENNETT RD	MERIDIAN
2019-618	ZAYO GROUP	CABLE – UG, BORE	EIFERT RD	DELHI
2019-634	WOW	CABLE OH-UG, BORE	DEXTER TRAIL	INGHAM

2019-641	CONSUMERS ENERGY	GAS	CEDAR ST	DELHI
2019-637	AT & T	ANNUAL BLANKET	VARIOUS	VARIOUS
2019-639	CONSUMERS ENERGY	ANNUAL BLANKET	VARIOUS	VARIOUS
2019-644	FRONTIER	ANNUAL BLANKET	VARIOUS	VARIOUS
2019-643	COMCAST	CABLE – UG	HULETT RD	MERIDIAN
2019-645	CONSUMERS	GAS	RODEO TRAIL	WILLIAMSTOWN
2019-638	CONSUMERS	GAS, BORE	POTTER RD	MERIDIAN
2019-640	CONSUMERS	GAS	HASLETT RD	MERIDIAN
2019-649	COMCAST	ANNUAL BLANKET	VARIOUS	VARIOUS
2019-636	MERIDIAN TWP	SPECIAL EVENT	CENTRAL PARK DR	MERIDIAN
2019-642	ROBERT HILTY	LAND DIVISION	ZIMMER RD	WILLIAMSTOWN
2019-651	SPRING VALLEY IND	LAND DIVISION	HOLLOWAY DR/HOLT RD	DELHI
2019-587	MARSHA WILLIAMS	LAND DIVISION	OBRIEN RD	STOCKBRIDGE
2019-655	HOMEWORKS TRI-CO	ANNUAL BLANKET	VARIOUS	VARIOUS
2019-665	CONSUMERS ENERGY	ELECTRIC – OH	PARK LAKE RD	MERIDIAN
2019-661	COMCAST	CABLE – OH	VAN ATTA RD	MERIDIAN
2019-656	ACD.NET	CABLE – OH	PARK LANE	DELHI
2019-669	COMCAST	CABLE – UG	EDGAR RD	DELHI
2019-668	COMCAST	CABLE – UG	BAKER ST	MERIDIAN
2019-657	COMCAST	CABLE – UG	RABY RD	MERIDIAN
2019-667	AT & T	CABLE - UG	NEWMAN RD	MERIDIAN
2019-659	MERIDIAN TWP	SPECIAL EVENT	FRANKLIN ST	MERIDIAN
2019-658	CONSUMERS ENERGY	ELECTRIC – UG	ATRIUM DR	ALAIEDON
2019-663	CONSUMERS ENERGY	ELECTRIC – OH	WILCOX RD	DELHI
2019-664	CONSUMERS ENERGY	ELECTRIC – OH, UG	WILCOX RD	DELHI
2019-662	CONSUMERS ENERGY	GAS	EDEN RD	VEVAY
2019-666	CONSUMERS ENERGY	GAS	FAIRVIEW AVE	LANSING

2019-660	MERIDIAN TWP	WATERMAIN	CHIPPEWA DR	MERIDIAN
2020-002	BARNHART & SON	SANITARY,ROAD CUT	EIFERT RD	DELHI
2020-001	BARNHART & SON	SANITARY,ROAD CUT	DEAN AVE	DELHI
2020-003	COMCAST	CABLE – UG	ATRIUM DR	ALAIEDON
2019-672	AT & T	CABLE – UG	CEDAR ST	DELHI
2020-006	AT & T	CABLE – UG	MARSH RD	MERIDIAN
2020-005	CONSUMERS ENERGY	GAS, ROAD CUT	HOLT RD	DELHI
2020-007	MERIDIAN TWP	WATERMAIN	MIRABEAU DR	MERIDIAN
2020-009	DLZ MICHIGAN	SOIL BORINGS	BELL OAK RD	LOCKE
2019-674	COMCAST	CABLE – UG	WASHINGTON RD	DELHI
2020-010	CONSUMERS ENERGY	GAS, BORE	MONETEBELLO AVE	MERIDIAN
2020-008	COMCAST	CABLE – UG	MONTROSE AVE	MERIDIAN
2019-624	CONSUMERS ENERGY	GAS	CEDAR ST	DELHI
2019-671	STANTON AUCTION	LAND DIVISION	HARPER RD	ALAIEDON
2020-012	INGHAM CO PARKS	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-016	MERIDIAN TWP	PAVEMENT CORES	VARIOUS	MERIDIAN
2019-675	KATHRYN LERCH	LAND DIVISION	SHOEMAN RD	WILLIAMSTOWN
2020-014	COMCAST	KANAANCOMM	CABLE – OH	MERIDIAN
2020-017	GA HUNT EXCAV		SANITARY	LANSING
2020-018	CONSUMERS ENERGY		GAS	MERIDIAN
2020-022	MERIDIAN TWP	SPECIAL EVENT	KINAWA DR	MERIDIAN
2020-024	LANSING BWL	WATERMAIN/BORE	WILLOUGHBY RD	DELHI
2020-019	CONSUMERS ENERGY	ELEC – UG/GAS	RIVER GLEN DR	MERIDIAN
2020-020	CONSUMERS ENERGY	GAS	MARSH RD	MERIDIAN
2020-021	CONSUMERS ENERGY	GAS	MT HOPE RD	MERIDIAN
2019-679	PHIL UTTER	LAND DIVISION	IOSCO RD	WHITE OAK
2020-028	ADAM BEWERSDORF	LAND DIVISION	BARRY RD	WILLIAMSTOWN

2020-025	CONSUMERS ENERGY	ELECTRIC – OH	GALE RD	AURELIUS
2020-036	CONSUMERS ENERGY	ELECTRIC – OH	PARK LAKE RD	MERIDIAN
2019-677	SCARLETT EXCAVATING	SANITARY	NEWTON RD	MERIDIAN
2020-029	CONSUMERS ENERGY	ELEC – UG	HAMILTON RD	MERIDIAN
2020-023	CONSUMERS ENERGY	ELEC – UG	NORTHWIND DR	MERIDIAN
2020-026	CONSUMERS ENERGY	ELEC – UG	PARK LAKE RD	MERIDIAN
2020-032	MCIMETRO ACCESS	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-037	MERIDIAN TWP	ANNUAL BLANKET	VARIOUS	MERIDIAN
2020-039	CONSUMERS ENERGY	ELECTRIC – OH	HAGADORN RD/LK LANSING	MERIDIAN
2020-038	METRO FIBERNET	CABLE – OH,UG	PARK LAKE RD	MERIDIAN
2019-619	LAFONTAINE	PUBLIC RD CONSTR	POWELL RD	MERIDIAN
2020-044	ITC HOLDINGS	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-043	COMCAST	CABLE – UG	HOLT RD	DELHI
2020-045	MONUMENT ENG	SURVEY WORK	VARIOUS	MERIDIAN
2020-052	METRO FIBERNET	CABLE – UG	LAKE LANSING RD	MERIDIAN
2020-054	TL CONTRACTING	SANITARY	WOOD ST	LANSING
2019-678	J RANCK ELECTRIC	LANDSCAPING	CEDAR ST	DELHI
2020-053	COMCAST	CABLE – OH	VAN ATTA RD	MERIDIAN
2020-052	COMCAST	CABLE – UG	BISHOP RD	DELHI
2020-059	ZAYO	CABLE – UG	PINE TREE RD	DELHI
2020-055	CONSUMERS	ELEC – UG	SKYLINE DR	MERIDIAN
2020-058	CONSUMERS	GAS	MERIDIAN RD	MERIDIAN
2020-057	LBWL	WATERMAIN	WOOD ST	LANSING
2020-051	WESTSIDE WATER	WATERMAIN	MACON AVE	LANSING
2020-050	MERIDIAN TWP	WATERMAIN	MT HOPE RD	MERIDIAN
2020-047	ACD.NET	CABLE – UG	WOODLAKE DR	ALAIEDON
2020-056	AT & T	CABLE - UG	OKEMOS RD	MERIDIAN

2020-064	DTN MGMT	WATERMAIN	HAGADORN RD	MERIDIAN
2020-040	METRO FIBERNET	CABLE – OH,UG	ST JOE	LANSING
2020-069	CONSUMERS	GAS	MONTEBELLO AVE	MERIDIAN
2020-068	INSITUFORM TECH	SANITARY	MARSH RD	MERIDIAN
2020-067	MERIDIAN TWP	WATERMAIN	NAKOMA DR	MERIDIAN
2020-066	MERIDIAN TWP	WATERMAIN	HAGADORN	MERIDIAN
2020-081	CALEDONIA FARMERS ELEVATOR	AGRICULTURAL	SWAN RD	INGHAM
2020-074	MERIDIAN TWP	WATERMAIN	WESTMINSTER WAY	MERIDIAN
2020-048	ZAYO GROUP	CABLE – OH	WAVERLY RD	LANSING
2020-046	MDOT/CA HULL	BRIDGE WORK	I-96/COLLEGE RD-WALLACE	VARIOUS
2020-079	GLYNN FARMS	MILK HAUL ROUTE	VARIOUS	VARIOUS
2020-088	WESTSIDE WATER	WATERMAIN	UPTON RD	LANSING
2020-086	CONSUMERS	GAS	ST JOE ST	LANSING
2020-086	CONSUMERS	GAS	HOLBROOK DR	DELHI
2020-083	ICDC	WATERMAIN	KINNEVILLE RD	ONONDAGA
2020-084	FRONTIER	CABLE-OH,UG	KINSEY RD	STOCKBRIDGE
2020-085	FRONTIER	CABLE-OH, UG	BROGAN RD	STOCKBRIDGE
2020-082	TDS	ANNUAL BLANKET	VARIOUS	VARIOUS
			MANAGING DIRECTOR:	_____

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DANEEN JONES

WHEREAS, Daneen Jones began her career with Ingham County in August 1997 as a Clerk Stenographer III with the Human Resources Department; and

WHEREAS, several years later Daneen Jones was promoted to Administrative Secretary in 1999 and then to her current position as Human Resources Assistant in 2016, all within the Human Resources Department; and

WHEREAS, during Daneen Jones' long and distinguished career serving all the County departments and the citizens of Ingham County, Daneen has been responsible for numerous day-to-day administrative functions and successful completion of tasks critical to the operation of the Human Resources Department; and

WHEREAS, Daneen's excellent work and outstanding customer service orientation has been recognized by many of her peers, department heads, union representatives and elected officials; and

WHEREAS, Daneen's commitment to service includes being a founding member of the Ingham County Cultural Diversity Committee in 1999, leading the Ingham County Cultural Diversity Choir in various programs including Veterans' Day honoring programs from 2009 through 2015 and directing the music for Lansing's Love Wins gathering in September 2011, participating with the Cultural Diversity Ensemble in the Veterans' History Project initiative in November 2014 and many other civic contributions; and

WHEREAS, Daneen is retiring from her position as Human Resources Assistant on March 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Daneen Jones for 22 years of dedicated service to the County of Ingham and its citizens and extends its sincere appreciation to Daneen for her commitment and the many contributions she has made, as she has truly made a difference in the lives and employment experience of so many.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its best wishes to Daneen on her retirement and hopes for continued success in all of her future endeavors.