

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE

RYAN SEBOLT, CHAIR
EMILY STIVERS
MARK GREBNER
VICTOR CELENTINO
ROBERT PEÑA
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, APRIL 5, 2022
AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR,
LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [March 15, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Veteran Affairs Office – Resolution to Reclassify the Veterans Affairs [Director](#) Position
2. Clerk's Office – Resolution to Authorize a One-Year Extension to the Contract with [File Safe, Inc.](#) for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office
3. Equalization Department
 - a. Resolution to Award a Contract for Monumentation and Remonumentation [Project Representative](#)
 - b. Resolution to Award Contracts for [Peer Review Group](#) Members
 - c. Resolution to Award Contracts for Remonumentation [Project Surveyors](#)
4. Health Department
 - a. Authorization to Start a Managerial/Confidential Employee at [MC 14 Step 5](#)
 - b. Resolution to Authorize the Reclassification of the Operations & Compliance Manager Position to [Operations Director](#)
5. Parks Department – Notice of Emergency Purchase of [Forced Air Unit](#) for Burchfield Park
6. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Capital Equipment & Supply for a Replacement Kubota [Tractor](#)
 - b. Authorization to Start a Managerial/Confidential Employee at Grade [MC 12 Step 4](#)
 - c. Resolution to Authorize an Agreement with [Straub Pettit Yaste Architects](#) for Architectural and Engineering Services for the DHHS Remodel at the Human Services Building
 - d. Resolution Honoring [Joanne Otis](#)

7. Innovation & Technology Department
 - a. Resolution to Approve Renewal of Training from [Wizer](#)
 - b. Resolution to Approve the Renewal of Virtual Meeting Software from [CDW-G](#)
8. Road Department
 - a. Resolution of Support for the Local [Bridge Program](#) Funding Applications for Fiscal Year 2025
 - b. Resolution to Authorize an Engineering Design Services Contract with [DLZ Michigan, Inc.](#) for the Hagadorn Road and Sandhill Road Intersection Project
 - c. Resolution to Approve an Agreement with [Michigan Pavement Markings, LLC](#) for Bid Packet #33-222022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program
 - d. Resolution to Authorize an [Engineering Consultant Services](#) Agreement for As-Needed Construction Inspection and Supervision Services for the 2022-2023 Construction Seasons
 - e. Resolution to Authorize an Engineering Design Services Contract with [DLZ Michigan, Inc.](#) for the Holt Road Bridge over Doan Creek (SN 3869)
 - f. Resolution to Authorize the Purchase of [Reflective Sign](#) Faces, Complete Signs, Aluminum Sheet Sign Panels & Sign Posts
 - g. Resolution to Reclassify Engineering Technician 3/4/5 to [Permit Clerk](#)
9. Controller's Office
 - a. Resolution to Suspend the [COVID-19 Testing Policy](#)
 - b. Resolution to Approve an [Alternate Work Site Policy](#)
 - c. [American Rescue Plan Act](#) Second Tranche Funding (*Discussion*)
 - b. Resolution to Approve the [Reorganization](#) of the Ingham County Controller's Office (*Discussion*)
10. Board Referral – Resolution #2022/006 from the [Iron County](#) Board of Commissioners Urging the Return of State Workers to In-Person Operations

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 15, 2022
Draft Minutes

Members Present: Sebolt, Peña, Stivers, Grebner, Naeyaert, Maiville, and Celentino

Members Absent: None.

Others Present: Asja Jackson, Andrea Mata, Ryan Kost, Christopher Wardell, Julie Pingston, Sue Graham, Morgan Cole, Alan Fox, Eric Schertzing, Tim Morgan, Becky Bennett, Gregg Todd, Kylie Rhoades and others.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the March 1, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 1, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

14. Board of Commissioners Office
 c. Resolution Amending the Attendance Policy for the Appointed Advisory Boards and Commissions

Substitute –

6. Probate Court – Resolution for use of Elder Person Millage for Various Probate Court Purposes

Limited Public Comment

None.

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

4. Treasurer's Office
 b. Resolution to Authorize a Three-Year Contract Extension with Mesirow Financial Investment Management, Inc.
5. Sheriff's Office – Resolution to Authorize a Part-Time Communications & Media Assistant within the Sheriff's Office

6. Probate Court – Resolution for use of Elder Person Millage for Various Probate Court Purposes
7. Animal Control and Shelter – Resolution to Approve the Reorganization of the Office Staff of the Ingham County Animal Control and Shelter
8. Health Department
 - a. Resolution to Reclassify the Medical Social Worker Position in Maternal and Child Health
9. Parks Department – Resolution to Approve of the Reorganization of the Ingham County Parks Department
10. Facilities Department – Resolution to Authorize an Agreement with Graphic Sciences, Inc., for Storage, Retrieval, and Transport of Files for 55th District Court, Register of Deeds, Human Resources, and Financial Services
11. Innovation & Technology Department – Resolution to Approve the Purchase of Consulting Hours from Sentinel Technologies
12. Road Department
 - a. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing in Relation to a Federally Funded Project on Haslett Road at Park Lake Road
 - b. Resolution to Amend a Second Party Agreement with MEDC and a Third-Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project
 - c. Resolution to Authorize Approval of the Preliminary Plat of Wooded Valley Condominium, Phases 2-5
 - d. Resolution to Authorize a First Party Agreement with E.T. Mackenzie Company and a Second Party Agreement with the Lansing Board of Water and Light for the Kalamazoo Street Project
14. Board of Commissioners Office
 - b. Resolution to Recognize March 2022 as Women's History Month in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

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

1. Women's Commission – Interviews

Asja Jackson interviewed for a position on the Women's Commission.

Andrea Mata interviewed for a position on the Women's Commission.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. NAEYAERT, TO RECOMMEND APPOINTMENT OF ASJA JACKSON AND ANDREA MATA TO THE WOMEN'S COMMISSION.

THE MOTION CARRIED UNANIMOUSLY.

2. Equal Opportunity Committee – Interviews

Ryan Kost interviewed for a position on the Equal Opportunity Committee.

Christopher Wardell interviewed for a position on the Equal Opportunity Committee.

3. Great Lansing Convention & Visitors Bureau – Annual Update

Julie Pingston, Great Lansing Convention & Visitors Bureau President and CEO, thanked the Board of Commissioners for granting funds through the American Rescue Plan Act as it allowed them to stay in operation. She further stated that it allowed them to move Lansing forward in the tourism industry.

Ms. Pingston stated that they had reported a hotel occupancy rate of 49% in 2021, in comparison to 40% in 2020. She further stated that they were still faced with the challenge of staffing shortages following the COVID-19 Pandemic.

Ms. Pingston stated that Lansing had welcomed two new hotels in 2021, which have added an additional 200 rooms per day. She further stated that Courtyard by Marriott in Downtown Lansing, and The Graduate in East Lansing have been great additions to the community.

Ms. Pingston stated that the Bureau had completed an overhaul of the Lansing.Org website. She further stated that the website traffic had doubled since it had been negatively impacted.

Ms. Pingston stated that the Bureau had created an Inspiration Guide that includes more visual information as well as QR codes that were linked to the website. She further stated this version of the guide had not been dated, in the event that they had to continue its use for an extended timeframe.

Ms. Pingston stated that the amateur sporting event calendar was robust this year and included six national events. She further stated that the Ingham County Fairgrounds had sold out the USA National Archery Indoor Championships.

Ms. Pingston stated that the Bureau had made additional efforts towards Diversity, Equity and Inclusion within the community. She further stated they have included information regarding the heritage of the community in the visitor guide as well as highlighted a heritage trail throughout Ingham County.

Ms. Pingston stated that the Bureau had also taken purposeful actions to promote traveling for individuals who experienced neurodiversity. She further stated that they were nationally recognized for creating 14-15 attractions that provided accessibility within the community.

Commissioner Grebner stated that Great Lansing Convention & Visitors Bureau had laid off a substantial amount of their staff. He further asked for clarification on their headcount as it stood before the COVID-19 Pandemic to now.

Ms. Pingston stated that prior to COVID-19, the Bureau had employed 28 full time employees as well as 5 part time. She further stated that during the pandemic, they had reduced the staff to only 5 full time employees.

Ms. Pingston stated that the Bureau currently employed 18 full time employees, many of which had returned after being furloughed. She further stated that they might request an adjustment to the budget in 2022 to allow for two additional full time employees.

Commissioner Grebner asked for clarification on the hotel room rates.

Ms. Pingston stated that at the end of 2021 the room rates were \$92.59. She further stated that the room rates were over \$100, which could be contributed to the interest from Michigan State Basketball as well as additional meetings and conventions.

Commissioner Grebner stated that there was a 5% tax on rooms. He further asked how the levy of 5% taxes worked out for volunteer contributions.

Ms. Pingston stated that there was only one hotel property in the entire assessment area that was delinquent. She further stated that the Bureau had been making efforts to catch the property back up.

Commissioner Stivers stated that she appreciated the hard work that went into the guides. She further stated that she had noticed that disc golf had not been listed in the sporting events.

Commissioner Maiville stated that disc golf was included on page 48 of the Greater Lansing Visitor Inspiration booklet.

Commissioner Peña stated that he had been inspired to look into the Courtyard by Marriot hotel.

Commissioner Maiville stated that the provided materials were phenomenal.

Chairperson Sebolt asked for clarification on the impact of the two new hotels.

Commissioner Celentino left at 7:22 p.m.

Ms. Pingston stated that both hotels were strong assets as they brought unique qualities. She further stated that they were diverse from the standard Holiday Inn and in turn attracted a different group of individuals.

Chairperson Sebolt stated that he had been excited when they initially reported on the efforts to make Lansing a destination for families who had children with Autism.

Ms. Pingston stated that the Wharton Center had hosted several events that allowed families to participate together.

Commissioner Celentino returned at 7:24 p.m.

Ms. Pingston stated that individuals who had Post Traumatic Stress Disorder as well as dementia, have also benefited from these events. She further stated that moving to full accessibility would be the next destination.

Chairperson Sebolt stated that the Bureau had provided a six figure some of funds for a field convertor when Lansing was home to a soccer team. He further asked for clarification on what became of the investment.

Ms. Pingston stated that they could still continue to promote the Jackson Field stadium for other sporting events. She further stated that the field convertor would be utilized for Rugby in the near future as well as other small-scale events.

4. Treasurer's Office
 - a. Resolution to Provide Funding for Low Income Tax Preparation

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

Chairperson Sebolt stated that he would like to disclose that the Capital Area United Way was part of the United Ways of Michigan, which has a formal relationship with his employer Michigan AFL-CIO.

THE MOTION CARRIED UNANIMOUSLY.

8. Health Department
 - b. Resolution for the Reorganization of Four Positions within Ingham County Health Department (*Discussion*)

Gregg Todd, Controller, provided an overview of the resolution to reorganize the four positions within Ingham County Health Department.

13. Controller's Office – COVID-19 Testing Update (*Discussion*)

Mr. Todd stated that approximately 280 employees were testing regularly. He further stated that Linda Vail, Ingham County Health Department Director, had been in support of terminating the policy at the end of the month.

Mr. Todd stated that the policy stated it would be reviewed every six months, as well as it was in effect until Ingham County hit 90% of all employees fully vaccinated. He further stated that the policy also allowed him to bring the policy back to the County Services Committee to amend.

Mr. Todd stated that he would recommend bringing the resolution back to County Services Committee on April 5, 2022 and take it to the full Board on April 12, 2022. He further stated that this could result in an end date of April 15, 2022.

14. Board of Commissioners Office

- a. Resolution Urging State Legislature to Amend the Michigan No-Fault Auto Insurance Reform Act to Address a Reimbursement Cap for Auto Accident Victims

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

Chairperson Sebolt asked to abstain from the vote to avoid a conflict of interest with his daytime employer.

Commissioner Naeyaert asked to abstain as she works directly with the issue.

Commissioner Maiville stated that this resolution is following the guidance of other counties.

Commissioner Stivers stated that this resolution had been based on a resolution that came from Oakland County.

Commissioner Naeyaert stated that her boss, Chair of the Insurance Committee and House of Representatives, was very interested in making some changes. She further stated some legislative changes were in the works for the next term, but funding changes were looking to be done expeditiously.

THE MOTION CARRIED. **Yeas:** Celentino, Grebner, Maiville, Peña, Stivers **Nays:** None
Absent: None **Abstain:** Naeyaert, Sebolt

14. Board of Commissioners Office

- c. Resolution Amending the Attendance Policy for the Appointed Advisory Boards and Commissions

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

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #19-326 to state that an advisory board or commission member's unavailability to attend a meeting for any reason shall be considered an absence and those that miss 3 meetings out of 4 meetings, unless barred by statute, **or unless notice of the expected absences is received before 3 meetings have been missed and the provision has been waived by the appropriate liaison committee**, are automatically deemed to have resigned from that board or commission and appropriate steps will be taken to fill the vacancy.

Commissioner Grebner stated that the reason for this amendment was that some situations were not negligence.

Commissioner Stivers stated that she supported the idea of leaving the decision up to the committees. She further stated that the Parks Commission had a member that sustained an injury that prevented them from attending the meetings and had ultimately resigned because he felt he had been obligated to.

Commissioner Grebner stated that if notice was given before the time has run out it would be up to the Chairperson of the committee to make the decision. He further stated that he did not believe that most cases would be difficult judgement calls.

Chairperson Sebolt stated that there was a committee that had regularly not been able to count absences due to lack of quorum from a member being chronically absent. He further stated that he was concerned that this would place a Chairperson in an uncomfortable situation.

Becky Bennett, Board of Commissioners Director, stated that per the policy, she reached out to the absent members directly after two absences. She further stated that if it was a long-term medical reason she would then discuss it with the Chairperson.

Commissioner Maiville stated that if the absences resulted from a short-term reason then accommodations should be considered. He further stated that if it was a chronic absence, then the Chairperson should not feel that they were put in an awkward position.

Commissioner Stivers asked if the Chairperson could stop the process of an individual from automatically being resigned.

Commissioner Grebner stated that he believed his amendment did include the option for the Chairperson to make the decision.

Commissioner Peña stated that the Capital Area Community Services Committee extended the window of notification of absence three days past the meeting date. He further stated that he believed if they were not a contributing member of the committee, then the Chairperson should be able to make the decision.

Commissioner Grebner stated that this applied whether the absence were excused or not.

Ms. Bennett stated that the Board of Commissioners Office did send a letter and make a phone call for clarification on the absences.

Chairperson Sebolt stated that this resolution was intended to amend an existing policy. He further stated that all other provisions would remain in effect.

Discussion.

COMMISSIONER GREBNER WITHDREW HIS MOTION TO AMEND THE RESOLUTION.

Commissioner Grebner stated that the reason the Board of Commissioners had a problem with attendance was due to the meaningless committees. He further stated that people lost interest when they realized that the committee had no power or role in the County Government.

Commissioner Grebner stated that he had tried to get rid of such committees but had been unsuccessful due to individuals believing they should leave them as-is. He further stated that one example of such committee was the Lansing Area Rail Council.

Commissioner Grebner stated that the Lansing Area Rail Council had an \$11,000 annual budget that oversaw the janitorial services of the train station. He further stated that it no longer existed because he took it by the throat and choked it until it died, and then he buried it; he had killed it.

Commissioner Grebner stated that the Board of Commissioners had similar bodies that had been kept alive after they had lost their function.

Commissioner Celentino asked Director Bennett how COVID-19 played a role in attendance issues. He further stated that the Open Meetings Act had changed on January 1, 2022, and individuals were used to attending virtually.

Ms. Bennett stated that some individuals did not want to meet in-person.

Commissioner Peña stated that despite the Equal Opportunity Committee and Women's Commission having viable social issues, there was still a high turnover. He further stated that he believed the Board of Commissioners needed to evaluate on a case-by-case situation.

Commissioner Stivers stated that rather than abolishing said committees, the Board of Commissioners should look for alternate ways to involve them. She further stated that the Board of Commissioners did not hear enough from these committees and they had individuals who could offer a lot.

Commissioner Maiville stated that prior to COVID-19, the Board of Commissioners had received annual updates from the committees. He further stated that Board of Commissioners could further be engaged with the committees.

Chairperson Sebolt stated that he understood that some committees might not have appropriate aim. He further stated that the Tri County Regional Planning Committee, which oversaw millions of dollars of federal funding, also struggled to have quorum and could not conduct business at times.

Commissioner Grebner stated that he had not named Tri County Regional Planning Committee, and did not believe that it was a real body. He further stated that the Tri County Regional Planning Committee had been created during the Model Cities period and was left to issue advice after funding had been turned off.

Commissioner Grebner stated the Board of Commissioners could never abolish a committee. He further stated he killed the Rail Council in the dark when no one was watching it, it never came before this body, and he would never tell how he did it, it was sneaky.

Commissioner Grebner stated that the Board of Commissioners did not have the courage to abolish any committee. He further stated this compared to facing down a raccoon in a garage.

Commissioner Grebner stated that the way to remove the committees was to merge two committees that had similar function. He further stated that this would result in half as many problems.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated Labor Council for Latino American Advancement is holding a fundraiser lunch for scholarships on April 23, 2022. He further stated that this event would be held at the UAW Local 625, which was located at 426 Clare Street in Lansing.

Commissioner Peña stated the Senior Center at the Alfreda Schmidt Community Center would host a St. Patrick's Day event on March 17, 2022 from 10 a.m. to 2 p.m. He further stated that Tri County Office on Aging would be catering the event and would include cabbage and corned beef.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:57 p.m.

**APRIL 5, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Veterans Affairs Office – Resolution to Reclassify the Veterans Affairs Director Position

This resolution reclassifies the vacant position of Veterans Affairs Director. The job description has been reviewed and updated by the Veterans Affairs Committee and Human Resources, and it is recommended that the position be reclassified. The wage range for the Veterans Affairs Director will change from MC Level 10 (\$69,805.73 to \$83,808.51) to MC Level 13 (\$86,587.48 to \$103,959.67). The long-term cost of this increase (wages and fringes) will be \$30,770.

See memo for details.

2. Clerk's Office– Resolution to Authorize a One-Year Extension to the Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office

This resolution authorizes a one-year extension with File Safe, Inc. for the storage of the Clerk's Office vital records. Storage cost is \$7,404 with an additional \$2,596 for access to stored records.

See memo for details.

3a. Equalization Department– Resolution to Award a Contract for Monumentation and Remonumentation Project Representative

This resolution authorizes the continued use of Ronnie M. Lester, P.S. as the Ingham County representative for the Monumentation and Remonumentation Plan for 2022 in an amount not to exceed \$14,560. Funding is through the 2022 State Survey and Remonumentation grant.

See memo for details.

3b. Equalization Department– Resolution to Award Contracts for Peer Review Group Members

This resolution authorizes contracts with the Peer Review Group members of the Ingham County Monumentation and Remonumentation Plan for 2022. Members include:

- Anthony Bumstead, 518 W. Lovett #3, Charlotte, MI 48813
- Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
- David Clifford, P.O. Box 87, Mason, MI 48854
- Ronald Enger, P.O. Box 87, Mason, MI 48854
- Donald Bendzinski, 312 North Street, Mason, MI 48854

Members are to receive a total of \$675 for three meetings (\$225/meeting). Funding is through the 2022 State Survey and Remonumentation grant.

See memo for details.

3c. Equalization Department– Resolution to Award Contracts for Remonumentation Project Surveyors

And one more monumentation/remonumentation resolution. This one approves the three-way split for the actual work to be completed.

- Autenrieth Land Surveys, LLC: \$23,190
- Bumstead Land Surveys, LLC: \$23,190
- Enger Surveying and Engineering: \$23,190

Funding is, you guessed it, through the 2022 State Survey and Remonumentation grant.

See memo for details.

4a. Health Department– Authorization to Start a Managerial/Confidential Employee at MC 14 Step 5

This would authorize starting the recently selected Deputy Health Officer – Administration, at an MC14 Step 5.

4b. Health Department– Resolution to Authorize the Reclassification of the Operations & Compliance Manager Position to Operations Director

This resolution reclassifies the vacant Operations and Compliance Manager Position #601079 MC 12 (\$80,939.25-\$97,177.46) to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46) to be effective upon approval. This reclassification will increase alignment, compliance, and effectiveness of operations across all CHC sites. This reclassification has been reviewed and approved by Ingham County’s Human Resource Department.

See memo for details.

5. Parks Department– Emergency Purchase, Burchfield Park Forced Air Unit

The forced air furnace at Burchfield Park quit working on March 2, 2022. The Parks Department solicited three quotes from local vendors. North Winds Heating and Cooling, Inc. was the lowest bidder. The total for the replacement was \$4,037.45.

See memo for details.

6a. Facilities Department– Resolution to Authorize a Purchase Order to Capital Equipment & Supply for a Replacement Kubota Tractor

This resolution approves a purchase order for a replacement Kubota Tractor to be used at the Sheriff’s Office, Jail, 55th District Court, Drain Office, and Animal Shelter. The cost for the tractor from Capital Equipment & Supply is \$34,880 which exceeds the CIP budgeted amount of \$25,000. Line item transfers of \$8,500 from the Equipment Revolving Loan Fund and \$3,000 from GF are requested as well.

See memo for details.

6b. Facilities Department– *Authorization to Start a Managerial/Confidential Employee at Grade MC 12 Step 4*

A third round of project manager interviews were recently held and the selected candidate is requesting an MC14 Step 4 start wage. I was on the interview committee and I feel that this gentleman has the experience required to start at a Step 4.

See memo for details.

6c. Facilities Department– *Resolution to Authorize an Agreement with Straub Pettit Yaste Architects for Architectural and Engineering Services for the DHHS Remodel at the Human Services Building*

This resolution authorizes an agreement with Straub Pettit Yaste Architects for A&E services for the DHHS remodel at HSB. The \$58,300 in funding is to come from the 2019 DHHS Carpet Replacement project (\$240,000 available).

See memo for details.

6d. Facilities Department– *Resolution Honoring Joanne Otis*

25+ years of smiling service!

7a. Innovation & Technology Department– *Resolution to Approve Renewal of Training from Wizer*

This resolution approves a renewal of security training programs from Wizer at a cost of \$8,400, with a \$600 contingency, to be paid through the IT Department's Development and Training Fund.

See memo for details.

7b. Innovation & Technology Department– *Resolution to Approve the Renewal of Virtual Meeting Software from CDW-G*

This resolution approves a renewal of the virtual meeting software from CDW-G for one year in the amount of \$14,500. Our plan is to transition to Microsoft virtual meeting software, which is included in our Microsoft licensing, but we would like time to transition.

Funding is included in the IT Department's Network Fund.

See memo for details.

8a. Road Department– *Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2025*

This resolution supports the Road Department's application for MDOT's 2025 Local Bridge Programs. The Road Department has proposed candidates for the 2022 bridge funding applications for Fiscal Year 2025 as follows:

1. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
2. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
3. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
4. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

The Local Bridge Program provides for up to 95% participation from federal and/or state funds for eligible construction costs. The Road Department is responsible for the 5% (minimum) construction funding match and 100% of any costs associated with right-of-way, design engineering, and construction engineering. These costs will be included in the 2025 Road Department budget if awarded funding.

See memo for details.

8b. Road Department– Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

This resolution authorizes an engineering design services contract with DLZ Michigan, Inc. for the roundabout at the intersection of Hagadorn Road and Sandhill Road. The project is funded by Highway Safety Improvement Program (HSIP) funds which requires a 50% design and engineering match.

Per Resolution #19-299, five consultants were selected and approved by the County on an as-needed basis. Of the five, four responded to this request and DLZ Michigan was selected at \$56,271.26. A 30% contingency is requested for a total project cost of \$74,000. The Road Department's 50% contribution (\$37,000) will come from the 2022 Road Fund budget.

See memo for details.

8c. Road Department– Resolution to Approve an Agreement with Michigan Pavement Markings, LLC for Bid Packet #33-222022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

This resolution authorizes an agreement with Michigan Pavement Markings, LLC for the 2022 countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. Two bids were received as follows: Item #1 – Waterborne Pavement Markings and Item #2 - Cold Plastic Common Text & Symbols. The bid results for both items of work are as follows:

	<u>Item #1</u>	<u>Item #2</u>	<u>Total Bid</u>
Michigan Pavement Markings, LLC	\$548,250	\$30,711	\$578,961
PK Contracting, Inc.	\$558,000	\$37,114.40	\$595,114.40

Michigan Pavement Markings, LLC of Byron Center, MI, submitted the lowest responsive and responsible bid for each of the pavement marking programs, totaling \$578,961. With a requested 10% construction contingency, the contract total with Michigan Pavement Markings, LLC should be \$636,857.10. This cost has been included in the 2022 Road Fund Budget.

See memo for details.

8d. Road Department– Resolution to Authorize an Engineering Consultant Services Agreement for As-Needed Construction Inspection and Supervision Services for the 2022-2023 Construction Seasons

This resolution authorizes agreements with three MDOT prequalified and experienced construction inspection firms for the 2022-2023 construction seasons. The firms are:

- The Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864
- C2AE, 106 West Allegan Street, Suite 500, Lansing, MI 48933
- SME, 2663 Eaton Rapids Rd, Lansing, MI 48911

The firms shall be compensated for services performed at fee rates not to exceed those set forth in their proposals, with agreement effective dates commencing upon execution and terminating on April 30, 2024. Funding is included in the 2022 Road Fund Budget and will be included in the budget for future years.

See memo for details.

8e. Road Department– Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Holt Road Bridge over Doan Creek (SN 3869)

This resolution authorizes a contract with DLZ Michigan, Inc. for engineering design services for the Holt Road Bridge over Doan Creek. Per Resolution #19-299, five consultants were selected and approved by the County on an as-needed basis. Of the five, four responded to this request and DLZ Michigan was selected at \$75,856.96. A 20% contingency is requested for a total project cost of \$92,000. The cost for the engineering design services are included in the 2022 Road Fund Budget.

See memo for details.

8f. Road Department– Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Sign Posts

This resolution authorizes an agreement with Rathco Safety Supply, Inc. to provide reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts for the Road Department at a cost of \$26,401.50. The cost to purchase signs and posts are included in the 2022 Road Fund Budget.

See memo for details

8g. Road Department– Resolution to Reclassify Engineering Technician 3/4/5 to Permit Clerk

This resolution authorizes a reclassification of the current Engineering Technician Grades 3/4/5 to a Permit Clerk, Grade 4. The current classification requires more certification and construction related experience than is necessary and the current position has been vacant for some time.

OPEIU and HR both agree with the reclassification which will result in an annual decrease in costs.

See memo for details.

9a. Controller's Office – Resolution to Suspend the COVID-19 Testing Policy

This resolution suspends the COVID-19 testing policy effective April 15, 2022.

9b. Controller's Office – Resolution to Approve Alternate Work Site Policy

This resolution approves an Alternate Work Site Policy to provide clarity and guidelines with regard to remote work. The policy has been reviewed by Corporate Counsel, Union representatives, and the Policy Review Committee.

See memo and policy for details.

Additional Items:

- 9c. Controller's Office – *American Rescue Plan Act Second Tranche Funding (Discussion)***
- 9d. Controller's Office – *Resolution to Approve the Reorganization of the Ingham County Controller's Office (Discussion)***

Agenda Item 1

TO: Human Services, County Services, and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: March 21, 2022

SUBJECT: Resolution to Reclassify the Veterans Affairs Director Position

For the meeting agendas of April 4, 5, and 6

BACKGROUND

The Veterans Affairs Director Position is currently vacant. The job description has been reviewed and updated by the Veterans Affairs Committee and Human Resources, and it is recommended that the position be reclassified.

The Veterans Affairs Director is responsible for planning, developing, implementing, and managing all veteran-related programs. The employee in this position performs the administrative functions required to establish, maintain, and implement Veteran Services in Ingham County. The employee in this position will advise and assist veterans, their survivors, and dependents in applying for claims and benefits available under Federal, State, and local laws. This employee is responsible for developing and managing the budget for the Ingham County Veteran Affairs Department and for providing veteran support services as contracted for to other adjacent counties

ALTERNATIVES

The County could leave the position as an MC Level 10.

FINANCIAL IMPACT

The wage range for the Veterans Affairs Director will change from MC Level 10 (\$69,805.73 to \$83,808.51) to MC level 13 (\$86,587.48 to \$103,959.67). The long-term cost of this increase (wages and fringes) will be \$30,770.

OTHER CONSIDERATIONS

Per Michigan PA 192 of 1953 the Veterans Affairs Director serves under the direction and supervision of the Ingham County Veterans Affairs Committee as provided under Michigan PA192 of 1953. The Deputy Controller provides day to day supervision, as voted by the Veterans Affairs Committee.

RECOMMENDATION

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

INGHAM COUNTY

JOB DESCRIPTION

Director-Department of Veteran Affairs

General Summary:

Under the direction and supervision of the Ingham County Veterans Affairs Committee as provided under Michigan PA192 of 1953, and the County Controller/Administrator, the employee in this position plans, develops, implements, and manages all veteran-related programs. The employee in this position performs the administrative functions required to establish, maintain, and implement Veteran Services in Ingham County. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws. This employee is responsible for developing and managing the budget for the Ingham County Veteran Affairs Department and for providing veteran support services as contracted for to other adjacent counties.

Essential Functions:

1. Formulates, recommends, implements, and monitors policies relating to administrative and program operations of the Veteran Affairs Department in such areas as organization, budget, employee education and training and other managerial areas.
2. Plans, develops, and implements policies and procedures necessary to assist veterans of the armed forces, their dependents and survivors in obtaining educational, financial, social services, or other benefits available through Federal, State, or local laws and may work with various boards and commissions to carry out these duties.
3. Establishes program priorities, procedures, and practices for the Department.
4. Supervises submission of and is responsible for all claims submitted by the Ingham County Department of Veteran Affairs to the U.S. Department of Veteran Affairs.
5. Provides updates to the County Controller/Administrator, Veterans Affairs Committee and the County Board of Commissioners relative to service objectives and program activities.
6. Arranges for veterans to apply for assistance from other community service agencies that provide for veterans and maintains liaison activities with their agencies to remain aware of the services offered.
7. Meets with and makes presentations to administrators, veterans' organizations, service clubs, private groups, and interested citizens regarding the needs of veterans and the types of services provided by the Ingham County Department of Veterans Affairs.
8. Analyzes laws, regulations, decisions, and policy revisions to determine any effect on the Veteran Affairs Department's policies and services and recommends the appropriate changes.
9. Compiles, prepares, and presents regular and special reports to the Board of Commissioners, County Administrators, and designated committees as approved by the Veterans Affairs Committee.
10. Assists veterans in completing claim forms and clarifies various claim problems by contacting federal and state veteran agencies representatives.
11. Acts as a liaison between veterans and State and Federal Veterans Affairs offices; provides general information to the public about the rights of veterans; assists in identifying resources available to veterans in need.
12. Acts as an authorized agent for the Michigan Soldier and Sailors Relief Fund. Also acts as an authorized agent for the Michigan Veterans' Trust Fund and performs all such related duties as outlined in the Michigan Veteran Trust Fund Board Policy.
13. Acts as a County Veterans Counselor in affiliation with and as a member in good standing with the Michigan Association of County Veterans Counselors and remains active in that organization as an advocate for veterans and their needs.
14. Ensures compliance with all pertinent Federal, State, and local laws and regulations.

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: A Bachelor's Degree from an accredited college or university with a major in Sociology, Psychology, Business Administration or related discipline.

Experience: At least four (4) years of full-time work experience in counseling with considerable experience as a Veterans Counselor and two (2) years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or managerial experience; or an equivalent combination of education, training, and /or experience.

Other Requirements:

- Veteran of the U.S. Armed Forces (preferred) and is retired from or has received a discharge under honorable conditions from their respective service.
- Holds an accreditation with the National Association of County Veterans Service Officers (NACVSO) and/or any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- Establishes and maintains effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Understands medical terminology and language; can communicate under adverse conditions with distressed individuals; can make decisions under adverse conditions in accordance with department policies and procedures.
- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, credit check, and professional and personal references.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Within the first 6 months of employment (or employment probation period) must apply for, become a member in good standing of, and maintain membership in the Michigan Association of County Veterans Counselors; must apply for, obtain and maintain throughout employment in this position, a Personal Identity Verification (PIV) Card from the Detroit Regional Office for Veteran Affairs.
- The position requires working with a very diverse cross-section of the public.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis at other times during the day/week.

(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 individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting bending, stooping/crouching, kneeling, crawling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

**MC 13
March 2022**

	2022	2022	2022	2022
	MCF 10 Step 1	MCF 10 Step 5	MCF 13 Step 1	MCF 13 Step 5
Wages	\$69,806	\$83,809	\$86,587	\$103,960
Unemployment	349	419	433	520
FICA	5,340	6,411	6,624	7,953
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	21,535	25,855	26,712	32,072
Retirement	1,745	2,095	2,165	2,599
Future Retiree Health	3,141	3,771	3,896	4,678
Life	144	144	144	144
Work Comp	2,408	2,891	2,987	3,587
Disability	91	109	113	135
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	952	1,143	1,181	1,418
Separation	1,222	1,467	1,515	1,819
Total Cost	\$130,391	\$151,773	\$156,016	\$182,543

Agenda Item 1

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE VETERANS AFFAIRS DIRECTOR POSITION

WHEREAS, under the direction and supervision of the Veterans Affairs Committee, Ingham County employs a Veterans Affairs Director consistent with Michigan PA 192 of 1953; and

WHEREAS, the position is currently vacant; and

WHEREAS, the job description has been reviewed and updated by the Veterans Affairs Committee and the Human Resources Department; and

WHEREAS, the Veterans Affairs Committee has approved the updated job description; and

WHEREAS, the Human Resources Department has analyzed the job description and recommend that the position be reclassified from MC Level 10 (\$69,805.73 to \$83,808.51) to MC Level 13 (\$86,587.48 to \$103,959.67).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of the Veterans Affairs Director position as described above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

Agenda Item 2

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: March 24, 2022

SUBJECT: Resolution to Authorize a One-Year Extension to the contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office

BACKGROUND

In her role as custodian of the Vital Records of Ingham County, Clerk Byrum is charged with ensuring the safety of all Birth Records, Death Certificates, Marriage Licenses, Military Discharge orders, and other records.

Because the Clerk has reached the limits of available space in the vaults made available and because the County cannot provide the required climate-controlled, water-damage free environment for these records to be stored, an off-site vendor is needed. File Safe, Inc. currently holds the records and, aside from a price increase with the current contract extension, has been consistent in their contracted services.

FINANCIAL IMPACT

This service comes with a \$7,404 annual cost assuming no additional records are sent to be filed or retrieved. Additional services may be requested from a menu of services at set prices. The Clerk's office occasionally needs access to the records in storage, and so an additional \$2,596 is budgeted to cover the cost of these incidental expenditures.

OTHER CONSIDERATIONS

Recent flooding in County records storage facilities underscores the need for this contracted service as the County does not have adequate facilities to keep these records safe, as statutorily required.

RECOMMENDATIONS

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A ONE-YEAR EXTENSION TO THE CONTRACT WITH
FILE SAFE, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF CERTAIN
VITAL RECORDS OF THE INGHAM COUNTY CLERK'S OFFICE**

WHEREAS, pursuant to Resolution #16-220, the Ingham County Clerk's Office and Ingham County entered into a contract not to exceed \$5,400 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office; and

WHEREAS, pursuant to Resolution #19-135, the Ingham County Clerk's Office and Ingham County extended that contract for a further three years not to exceed \$7,450 per year; and

WHEREAS, the contract is scheduled to expire after May 31, 2022; and

WHEREAS, the Ingham County Clerk has expressed an interest in extending the term of the contract; and

WHEREAS, funding for this contract extension is currently budgeted for in the 2022 County Clerk's Office Budget (line item 101-21500-818000 Contractual Services) and the remainder of the contract extension term would be handled through the normal annual budget process; and

WHEREAS, File Safe, Inc. has proposed continuing the contractual relationship for an additional one (1) year with a slight fee increase.

THEREFORE BE IT RESOLVED, that the Ingham County Clerk and Ingham County are hereby authorized to extend the contract not to exceed \$10,000 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office with a new expiration date of May 31, 2023.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's Contractual Services line item (101-21500-818000).

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

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

Agenda Item 3a

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

FROM: William E. Fowler, Director, Equalization/Tax Mapping Department

RE: Resolution to Award A Contract for Monumentation And Remonumentation Project Representative

Attached please find the resolution to award a contract to Ronnie Lester to serve as the County Representative for the 2022 Remonumentation Project.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2022 will be for \$92,169.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2022 is \$92,169. \$14,560 of the grant will cover the cost for county representative services to be provided by Ronnie M. Lester.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND
REMONUMENTATION PROJECT REPRESENTATIVE**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2022 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that said contract is to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2022 through December 31, 2022, at a cost not to exceed \$14,560.

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

Agenda Item 3b

TO: County Services and Finance Committees Ingham County Board of Commissioners

FROM: William E. Fowler, Director, Equalization/Tax Mapping Department

RE: Resolution to Award Contracts for Peer Review Group Members

Attached please find the resolution to award contracts for the 2022 Remonumentation Project Surveyors.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2022 will be for \$92,169.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2022 is \$92,169. \$2,700 of the grant will cover the cost for peer review services to be provided by the selected members of the Peer Review Group.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services Committee and Finance Committee approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2022 Ingham County Remonumentation Project:

Anthony Bumstead, 518 W. Lovett #3, Charlotte, MI 48813
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
David Clifford, P.O. Box 87, Mason, MI 48854
Ronald Enger, P.O. Box 87, Mason, MI 48854
Donald Bendzinski, 312 North Street, Mason, MI 48854

to terms expiring December 31, 2022.

BE IT FURTHER RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2022 at a cost per Peer Review Group Member of \$225 per meeting with a not to exceed amount of \$675 per member.

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

Agenda Item 3c

TO: County Services Committee and Finance Committee

FROM: William E. Fowler, Director, Equalization/Tax Mapping Department

RE: Resolution to Award Contracts for Remonumentation Project Surveyors

Attached please find the resolution to award contracts for the 2022 Remonumentation Project Surveyors.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2022 will be for \$92,169.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2022 is \$92,169. \$69,570 of the grant will cover the cost for surveying services to be provided by the selected surveying service providers.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services Committee and Finance Committee approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the Ingham County Board of Commissioners wishes to express appreciation for the dedicated service and leadership of Ronnie Lester, who for 30 years has guided the Ingham County Remonumentation program; and

WHEREAS, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms; and

WHEREAS, for 2022 three qualified surveying firms have been selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2022; and

WHEREAS, it is the recommendation of the Director of the Equalization/Tax Mapping Department and Grant Administrator, that it is in the County's best interest to authorize contracts with Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, and Enger Surveying, for services as monumentation surveyors for 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners contracts for the equally responsible services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2022:

Autenrieth Land Surveys, LLC: \$23,190

Bumstead Land Surveys, LLC: \$23,190

Enger Surveying and Engineering: \$23,190

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

Agenda Item 4a

TO: Board of Commissioners County Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 17, 2022

SUBJECT: Authorization to Start a Managerial/Confidential Employee at MC 14 Step 5

BACKGROUND

Recruitment of the Deputy Health Officer (DHO)—Administration position has concluded. Out of seven applicants, three met the minimum qualifications and were selected for interviews. One of the three candidates withdrew prior to the interview process. After interviewing the two remaining candidates a candidate with extensive local public health experience, including in leadership positions, was unanimously selected by the interview team.

The chosen candidate has asked to be compensated at Step 5 of Manager and Confidential (MC) Grade 14 salary schedule (see table below). Page 3 Section B: Compensation Plan subsection #6 of the Managerial Confidential contract states that at the discretion of the County Services Committee, for County Managers and Confidential employees, or Chief Judge for Court Managers, and Court Confidential employees, a new employee may be started above Step 2 of the appropriate grade.

The selected candidate has a unique combination of a broad range of local public health experience in the state of Michigan. She currently holds an executive-level position at another local health department (LHD), where she serves their current health officer in a “number two” capacity. She has been the PIO and spokesperson for that LHD and has led the Planning, Promotion, and Evaluation unit composed of professional-level staff in epidemiology, health communications, and health education as well as serving leadership roles in community collaborative efforts and implementing performance management systems for her current LHD. The DHO—Administration also oversees both state and national accreditation, and this candidate has not only led her LHD through both of these, but has also served as a Site Visitor and Site Review Chair nationally for LHDs seeking national accreditation. Many of these functions align with the role of the DHO—Administration, and this individual has worked on numerous projects in conjunction with this team at Ingham County Health Department (ICHD).

Among many accomplishments, the candidate has developed an international ethics training building off the Center for Disease Control (CDC) Public Health Ethics training which was to be rolled out in 2020, but was delayed because of COVID-19 response. The rollout of this training is now anticipated for 2022. The candidate has been accepted into a unique Doctorate of Public Health Program at the University of Chicago tailored to meet the goals of mid-career public health professionals who want to expand their knowledge and practice of public health, expand their skills to build the evidence of public health practice, and attain the leadership ability to address today’s complex challenges. This completely online program, with flexibility to learn from anywhere is focused on adaptive leadership, an approach that is critical with the conditions faced by the public health field today. Importantly, while this program has a long history of a strong focus on health equity, they have added a specific focus on anti-racism, including developing an Equity and Anti-Racism Strategic Agenda. Given the core values of ICHD, including Health Equity and Social Justice, as well as the ICHD and countywide focus on racial equity and anti-racism, her engagement in this program will bring promising new ideas, evidence-based practices, and more to Ingham County.

Lastly, the candidate brings 17 years of LHD experience to ICHD at a time when it is critical that we bring seasoned professionals in to fill the unfortunate gaps created by turnover as a result of burnout during the pandemic. The candidate has 8 years as a senior level manager at the LHD where she currently serves. She earned a Master of Arts degree in Applied Medical Anthropology with a Women’s Health Emphasis. In addition, the candidate is intimately familiar with people, places, and communities in the area as a nearly lifelong Ingham County resident.

This long history in local public health plus many of the aligned duties and unique experiences positions this candidate to rapidly transition into this role and bolster our senior leadership team as we deal with the many challenges ahead related to pandemic recovery, regaining trust, and more.

ALTERNATIVES

The chosen candidate has indicated a willingness to accept an offer of the position contingent upon approval of the Step 5 salary. There were only two qualified candidates to interview. If we are not able to agree on a salary, a new search will have to be initiated leaving gaps in leadership in the department during a crucial time as the second candidate has no local health department experience and is not a good fit for oversight of programs and services under the DHO—Administration.

FINANCIAL IMPACT

The Deputy Health Officer—Administration is classified as MC 14 with the following pay scale for 2022:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 14	\$93,289.31	\$97,647.45	\$102,203.18	\$106,978.18	\$112,006.15

OTHER CONSIDERATIONS

There are no other considerations.

STRATEGIC PLANNING IMPACT

This proposal supports the Strategic Plan Section 3.5, to advocate for competitive wages for its workforce.

RECOMMENDATION

Based on the knowledge, skills, and expertise of the chosen candidate, I respectfully recommend, with concurrence from the Director of Human Resources, that the County Services Committee approve the selected DHO candidate to begin at Grade 14 Step 5 of the 2022 MC salary schedule.

Agenda Item 4b

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: March 17, 2022
SUBJECT: Authorization to amend the vacant Operations & Compliance Manager position to Operations Director
For the Meeting Agendas of April 4, April 5 and April 6, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend the job description of the vacant Operations and Compliance Manager Position #601079 MC 12 (\$80,939.25-\$97,177.46) to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46) to be effective upon approval. This amendment will increase alignment, compliance, and effectiveness of operations across all CHC sites. This amendment has been reviewed and approved by Ingham County's Human Resource Department.

ALTERNATIVES

If the position is left unchanged, CHC operations will continue to go without adequate support, which results in less than optimized workflows, processes, and procedures resulting in potential lapses in access to care, quality and customer service.

FINANCIAL IMPACT

There is no financial impact for this change. The salary of the Operations Director would remain the same as the Operations & Compliance Manager. Costs will continue to be covered by operating budgets of the applicable unit(s) within the CHCs:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objection 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 authorizing the amendment of the vacant Operations & Compliance Manager position #601079 to Operations Director to be effective upon approval.

Agenda Item 4b

TO: Kris Drake, Deputy Health Office/Executive Director

FROM: Joan Clous, Human Resources Specialist

DATE: March 16, 2022

RE: Support for title change – Operation & Compliance Manager to Operations Director

Per your request, Human Resources has reviewed the classification titled Operation and Compliance Manager.

After analysis, the title will be Operations Director and be compensated at a MC salary range 12 (\$80,939.25 to \$97,177.46).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the next 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.

**INGHAM COUNTY
JOB DESCRIPTION
INGHAM COUNTY HEALTH CENTERS (IHC) – OPERATIONS DIRECTOR**

General Summary: Under the direction of the Executive Director/Deputy Health Officer, and as a member of the IHC Senior Leadership Team, the Operations Director will direct the leadership, management and vision necessary to ensure proper operational controls, administrative procedures, and people systems to effectively grow IHC and to ensure financial strength and operating efficiency.

Essential Functions:

15. Under the guidance of the Executive Director/Deputy Health Officer, develops and implements operational plans leveraging current technologies to maximize cost efficiencies and productivity while promoting IHC as a primary care provider of choice in the Ingham County region.
16. Provides general supervision for the daily management and operation of IHC services, in order to achieve delivery of programs and services in a high quality and fiscally responsible manner which is sensitive to the varied needs and backgrounds of IHC patients.
17. Recommend and develop operations policies and procedures to drive achievement of the organizational mission.
18. Ensures health center is appropriately staffed during business hours for service provision, within context of established budget parameters.
19. Collaborates with the Leadership team to support patient advisory committees as appropriate and regularly assess the effectiveness of services provided by the IHC.
20. Under direction of the Executive Director/Deputy Health Officer, partners with the Finance department to develop an annual operating budget.
21. In partnership with the Medical Director/Chief Medical Officer, operates clinic and related activities within established budget parameters.
22. Supports the Executive Director/Deputy Health Officer, by providing information, analysis and reports to facilitate the Quality Committee, Finance Committee, Executive Committee and Membership Committees' work in collaboration with other members of the IHC Senior Leadership Team.
23. Develops, implements and monitors systems designed to fully comply with contract and/or grant requirements as provided to IHC. Negotiates contract language when appropriate, seeking guidance from legal counsel and Executive Director/Deputy Health Officer support.
24. Provides oversight, supervision, and support for the following positions:
 - a. Community Health Center Manager
 - b. Central Services Manager
25. Provides operational oversight of projects, improvements, systems, workflows and planning and execution as it relates to future growth opportunities.
26. Motivate and lead a high-performance management team for various departments.
27. Foster a success-oriented and accountable environment.
28. Supports a positive and empowering workplace culture and fosters a team approach.
29. In collaboration with the Medical Director/Chief Medical Officer and other members of the IHC Senior Leadership Team, assess the functioning of the clinic and the quality, effectiveness, and efficiency of operations to ensure best practice.
30. Monitor IHC performance. Evaluate the results of overall activities regularly and systematically, and report these results to the Executive Director/Deputy Health Officer, Senior Leadership Team, and the Board of Directors as appropriate.
31. Under the direction of the Executive Director/Deputy Health Officer, develops new programs and services for IHC. Directs and monitors new clinic programs to achieve established objectives.

32. Maintains organizational integrity. Ensures that all organization activities and operations are carried out in compliance with all local, state, and federal regulations in governing business operations.
33. Complies with the organizations safety policies and procedures. Ensures compliance with governmental licensing and regulatory requirements where applicable.
34. Develop, implement and monitor communications systems designed for safe and efficient operations and resolution of problems.

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: Bachelor's Degree in healthcare, public or business administration required. Master's Degree preferred.

Experience: Four or more years of health services operational management experience, preferably in FQHC and/or ambulatory care settings.

Other Requirements:

- Licenses/certifications must be kept current and in good standing.
- Strong working knowledge of financial and business operation principles and project management.
- Demonstrated advanced competency in people leadership with proven measurable positive outcomes.
- Experience in budgeting, health information technology, legal environment and the clinical functions of healthcare.

(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:

4. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
5. This position is exposed to communicable diseases, blood, other body fluids, etc.
6. 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.
7. This position is required to travel for meetings and appointments.
8. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling and pinching.
- This position's physical requirements require regular stamina in traversing, lifting, carrying, pushing, pulling, reaching and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

MC 12
May 17, 2021

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A JOB DESCRIPTION AMENDMENT TO CHANGE THE OPERATIONS & COMPLIANCE MANAGER POSITION TO OPERATIONS DIRECTOR

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend the job description to change the vacant Operations and Compliance Manager Position #601079 MC 12 (\$80,939.25-\$97,177.46) to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46) to be effective upon approval; and

WHEREAS, this amendment will increase alignment, compliance and effectiveness of operations across all CHC sites; and

WHEREAS, this amendment has been reviewed and approved by Ingham County's Human Resource Department; and

WHEREAS, there is no financial impact for this change; and

WHEREAS, the salary of the Operations Director would remain the same as the Operations & Compliance Manager; and

WHEREAS, costs will continue to be covered by operating budgets of the applicable unit(s) within the CHCs:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the amendment of the Operations & Compliance Manager position #601079 to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46), effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the job description of the Operations & Compliance Manager position #601079 to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46), effective upon approval.

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

Agenda Item 5

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: March 22, 2022
SUBJECT: Emergency Purchase
For the meeting agenda of April 5, 22 County Services

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the County Services Committee.

The forced air furnace at Burchfield Park quit working on March 2, 2022. The Parks Department solicited three quotes from local vendors. North Winds Heating and Cooling, Inc. was the lowest bidder. The total for the replacement was \$4,037.45.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary, and a Purchase Order has been issued to North Winds Heating and Cooling, Inc. for a total cost of \$4,037.45.

Funds for this purchase are available in the line item 208-75300-932000.

The Controller and Purchasing Director along with myself approved this purchase.

Agenda Item 6a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 22, 2022

RE: Resolution to Authorize a Purchase Order to Capital Equipment & Supply for a Replacement Kubota Tractor

For the meeting agendas of: April 5 & 6

BACKGROUND

The two tractors that are used to maintain the grounds of the Sheriff's Office, Jail, 55th District Court, Drain, and Animal Shelter are in constant need of repairs and have outlived their useful life. We received three quotes and Capital Equipment & Supply submitted the lowest quote of \$34,880 for the Kubota tractor.

ALTERNATIVES

The alternative would be to hold off, risking higher prices.

FINANCIAL IMPACT

Funding in the 2022 approve CIP line item #664-23303-978000-22F08 falls short by \$9,880. We are requesting line item transfers from line item #664-30199-978000-8F14 which has a balance of \$8,500 and from line item #664-30199-735100-8F13 which has a balance of \$3,000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
664-23303-978000-22F08	\$25,000	\$25,000	\$25,000	\$0
Equip. Revolving Fund				
664-30199-978000-8F14	\$8,500	\$8,500	\$8,500	\$0
General Fund				
664-30199-735100-8F13	\$3,000	\$3,000	\$1,380	\$1,620
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Capital Equipment & Supply for the Kubota tractor.

Agenda Item 6a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: March 22, 2022

RE: Memorandum of Performance for Packet #85-22 Utility Vehicle with Rotary Broom and Spreader for the Facilities Department

The Purchasing Department can confirm that quotations were received from experienced and qualified vendors in order to purchase a new utility vehicle with working lights, rotary broom, and drop spreader.

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

Company Name	Local Preference	Amount
Capital Equipment	No, DeWitt MI	\$34,880.00
Deer Creek Sales Inc.	No, Williamston MI	\$37,458.01
Williams Farm Inc.	No, Charlotte MI	\$39,286.34

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO CAPITAL EQUIPMENT & SUPPLY
FOR A REPLACEMENT KUBOTA TRACTOR**

WHEREAS, the two tractors that are used to maintain the grounds of the Sheriff's Office, Jail, 55th District Court, Drain, and Animal Shelter are in constant need of repairs and have outlived their useful life; and

WHEREAS, three quotes were received; and

WHEREAS, the Facilities Department recommends a purchase order to Capital Equipment & Supply, who submitted the lowest quote of \$34,880 for the Kubota tractor; and

WHEREAS, funding in the 2022 approve CIP line item #664-23303-978000-22F08 of \$25,000 falls short by \$9,880; and

WHEREAS, the Facilities Department is requesting line item transfers from line item #664-30199-978000-8F14 which has a balance of \$8,500 and from line item #664-30199-735100-8F13 which has a balance of \$3,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Capital Equipment & Supply, 12263 Old US 27, Dewitt, Michigan 48820, for the Kubota tractor for an amount not to exceed \$34,880.

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

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

TO: County Services Committee

FROM: Rick Terrill, Facilities Director

DATE: March 22, 2022

SUBJECT: Authorization to Start a Managerial/Confidential Employee at Grade MC 12 Step 4

BACKGROUND

The interviewing/recruitment of a Facilities Project Manager has been completed with a selection of a candidate to fill the position. We are requesting to start the candidate at MC 12 Step 4 of the Managerial/Confidential 2022 wage scale. With this request, the candidate will be making approximately what he is currently making.

Page 3 Section B: Compensation Plan subsection #6 of the Managerial/Confidential contract states that at the discretion of the County Services Committee, for County Managers and Confidential employees, or Chief Judge for Court Managers, and Court Confidential employees, a new employee may be started above Step 2 of the appropriate grade.

With an Associate's degree in Architectural Technology, Residential Builders and M&A Contractors License, and being an owner of a small construction company, this candidate has strong construction management qualifications and is well suited for this position. Given his experience, qualifications, and how he performed during the interview process, we believe that this candidate would make an excellent addition to the facilities team and asset to the County. We request authorization to hire at MC 12 Step 4.

ALTERNATIVES

The first round of interviews included 4-candidates. The only qualified candidate that we brought back for a second interview, decided to withdraw. Weeks later we conducted a second round of interviews of two people and this person was the only qualified candidate. The alternative would be to cancel many of the approved CIP projects and not fill the position.

FINANCIAL IMPACT

Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Grade MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

OTHER CONSIDERATION

There are no other considerations.

STRATEGIC PLANNING

This proposal supports the Strategic Plan Section 3.5, to advocate for competitive wages for its workforce.

RECOMMENDATION

Based on the knowledge and experience of the chosen candidate, I respectfully recommend that the County Services Committee allow the selected Facilities Project Manager candidate to begin at Grade MC 12 Step 4 of the 2022 MC salary schedule.

Respectfully,

Rick Terrill
Facilities Director

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 22, 2022

RE: Resolution to Authorize an Agreement with Straub Pettit Yaste Architects for Architectural and Engineering Services for the DHHS Remodel at the Human Services Building

For the meeting agendas of: April 5 & 6

BACKGROUND

DHHS currently leases approximately 55,026 square feet of space at the Human Services Building (HSB). It is unknown when this space was last updated. The space is outdated and in need of renovations. Straub Pettit Yaste Architects submitted the most responsive and responsible proposal for architectural and engineering services in the amount of \$58,300 which includes phase one and phase two.

ALTERNATIVES

The alternative would be to hold off on this project and risk higher costs.

FINANCIAL IMPACT

Funding for this project is available in the FY 2019 DHHS Carpet Replacement project (\$240,000).

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 Straub Pettit Yaste Architects for the architectural and engineering services for the DHHS remodel at HSB.

Agenda Item 6c

TO: Rick Terrill, Facilities Director

CC: Susan Moyer, Departmental Specialist, DHHS

FROM: James Hudgins, Director of Purchasing

DATE: January 4, 2022

RE: Memorandum of Performance for RFP No. 109-21 Architectural and Engineering Services for Renovations to the Michigan Department of Health and Human Services.

Per your request, the Purchasing Department sought written proposals from experienced and qualified firms for the purpose of entering into a contract to provide professional architectural and engineering services for renovating a portion of the Michigan Department of Health and Human Services, located with the Human Services Building.

The scope of services includes, but is not limited to, mechanical, electrical, plumbing, new flooring, upgrading lighting, painting, sound attenuation, glazing and waterproofing windows, select demolition, new wall and door construction, security window installation, ADA compliance, restroom improvements, installing new drinking fountains, new signage, security card access, and select ceiling tile replacement.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	116	32
Vendors attending pre-bid/proposal meeting	5	2
Vendors responding	3	2

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Phase I: Preliminary Design Services Cost	Phase I: Meetings	Phase II: Construction Services Cost	Phase II: Meetings	Proposed Cost
Roger Donaldson AIA	Yes, Holt MI	\$13,632.00	4	\$18,948.00	14	\$32,580.00
Straub Pettitt Yaste Architects	No, Clawson MI	\$17,400.00		\$40,900.00	10	\$58,300.00
Studio Intrigue Architects	Yes, Lansing MI	\$74,675.00	3	\$20,325.00	12	\$95,000.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH STRAUB PETTIT YASTE ARCHITECTS
FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DHHS REMODEL AT THE
HUMAN SERVICES BUILDING**

WHEREAS, DHHS leases approximately 55,026 square feet of space at the Human Services Building; and

WHEREAS, it is unknown when the space was last updated; and

WHEREAS, the space is outdated and in need of renovations; and

WHEREAS, the Facilities Department recommends an agreement with Straub Pettit Yaste Architects for architectural and engineering services for the DHHS remodel at the Human Services Building for an amount of \$58,300; and

WHEREAS, the Facilities Department has funding available in the Fiscal Year 2019 DHHS Carpet Replacement project (\$240,000) and is requesting a line item transfer from the project, line item #631-23304-93100-9F22, in the amount of \$58,300.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Straub Pettit Yaste Architects, 850 North Cooks, Suite 200, Clawson, Michigan 48017, for the architectural and engineering services for the DHHS remodel at the Human Services Building for an amount not to exceed \$58,300.

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

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.

Introduced by the County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JOANNE OTIS

WHEREAS, Joanne Otis began working for Ingham County as a substitute custodian in 1996 for the Facilities Department; and

WHEREAS, on February 24, 1997, Joanne was hired full-time as lead custodian and was responsible for ensuring that the Mason facilities were thoroughly cleaned to ensure the health and safety of everyone who worked and visited the buildings; and

WHEREAS, Joanne became a role model for others in the facilities department to follow because of her commitment and dedication to her job; and

WHEREAS, Joanne constantly displayed a friendly customer service attitude which was recognized and appreciated by all who knew her; and

WHEREAS, on April 29, 2022, after 25+ years of dedicated service to the County of Ingham, Joanne Otis will be retiring.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners honor Joanne Otis for over 25 years of service to the County of Ingham.

BE IT FURTHER RESOLVED, that the Board of Commissioners congratulates Joanne Otis on her retirement and wishes her the best in future endeavors.

Agenda Item 7a

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

FROM: Deb Fett, CIO

DATE: March 21, 2022

SUBJECT: Security Training for County employees
For the meeting agendas of April 5th, 6th, and 12th, 2022

BACKGROUND

Ingham County has used several security training programs in the past, each with its own strengths and weaknesses. Currently we use a package that was originally provided free of charge to government agencies, and have since purchased. It seems to have updated topics and relevant courses more often as compared to other services. Innovation and Technology would like to continue with this package to help train our County employees to be safe.

ALTERNATIVES

All pricing is at our current 1400 user level:

KnowBe4	\$ 18,200
Ninjio	\$ 19,600
Wizer	\$ 8,400

FINANCIAL IMPACT

The funding for the \$8,400 total is budgeted and will come from the County's Innovation and Technology Department's Development and Training Fund #636-95800-960080. This price has not increased over the past three years which is remarkable for a technology company. The IT Department would also request \$600 in contingency for a total of \$9,000 in case we add more users.

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 also provides 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.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF TRAINING FROM WIZER

WHEREAS, Ingham County needs to continue to offer quality cybersecurity training 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 for a package that has been well received by our County staff; and

WHEREAS, a \$600 contingency is requested in case additional users are added to the contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of training from Wizer in the amount not to exceed \$9,000.

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.

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: March 21, 2022
SUBJECT: Virtual Meeting Software License Renewals
For the meeting agendas of April 5th, 6th, and 12th, 2022

BACKGROUND

In 2020, Ingham County required software to conduct virtual meetings. Reflecting State recommendations and best practices, software was licensed to allow these meetings take place virtually. These licenses expire in April, 2022.

Innovation and Technology has reviewed our options for ongoing virtual meetings and is working on a less costly replacement. The Federal government recommends this software as being secure and it is included in our Microsoft licensing. Since it is newly implemented and there is continuing need to hold meetings virtually, we would like to renew the original software licensing once more to continue using it until the transition and training are complete.

ALTERNATIVES

Until we are able to discontinue virtual meetings or switch over to the other platform, we will need to continue with this software package.

FINANCIAL IMPACT

The funding for this support renewal is budgeted and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932030. This was quoted under the State of Michigan MiDeal Contract.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

There may be a need to continue to use a limited number of licenses of this software for a few more years for public facing meetings as there are procedures that seem to work well for these meetings. The cost would be greatly reduced to do so.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to renew via purchase order the remote software from CDW-G in the amount not to exceed \$14,500.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF VIRTUAL MEETING SOFTWARE
FROM CDW-G**

WHEREAS, Ingham County has a continued need of software to conduct meetings virtually; and

WHEREAS, the application chosen to conduct said meetings has been working well; and

WHEREAS, the current licensing and support on this software expires in April, 2022; and

WHEREAS, this expenditure has been planned for and budgeted and will continue to address Ingham County's need to conduct meetings virtually.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of virtual meeting software for one year from CDW-G in the amount not to exceed \$14,500.00.

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

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

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 21, 2022

SUBJECT: Proposed Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2025

For the Meeting Agendas of April 5, 6, and 12

BACKGROUND

The Michigan Department of Transportation (MDOT) is currently soliciting applications for funding through the Local Bridge Program for Fiscal Year 2025. Funding categories include full bridge replacement, bridge rehabilitation, and preventative maintenance work. Each local agency is allowed to submit funding applications for bridges at least 20-ft long, as measured along the centerline of the roadway. Funding applications are due by April 1, 2022. The Local Bridge Program requires the road agency's governing body to pass a resolution of support for the bridge funding applications, which is included as part of the complete application submittal package. The following bridge funding applications and scopes of work are based on recommendations provided by an engineering consultant performing bridge inspections on behalf of the Road Department.

The Road Department has proposed candidates for the 2022 bridge funding applications for Fiscal Year 2025 as follows:

5. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
6. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
7. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
8. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

The Dennis Rd Bridge is located in Sections 25 & 36 of Leroy Township, between House Road and Kane Road. It is a side by side concrete box beam bridge originally constructed in the early 1900's and rehabilitated in 1984 with the current beam type. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Hagadorn Road Bridge is located in Sections 20 & 29 of Alaiedon Township, at the intersection with Lamb Road. It is a steel beam bridge originally constructed in 1937 and rehabilitated in 1967 with the current beam type. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Kirby Road Bridge is located in Section 22 of Leslie Township, between the Leslie city limits and Race Street. It is a side by side concrete box beam bridge originally constructed in 1974. The beams have deteriorated to a point where the only viable option is to replace them. The foundations are in good condition, so they can be salvaged.

The Onondaga Road Bridge is located in Sections 28 & 29 of Onondaga Township, between Old Plank Road and Bellevue Road. It is a spread box beam bridge constructed in 2002. This bridge is in good condition and only requires joint repairs and epoxy overlays to extend the anticipated lifespan.

ALTERNATIVES

The alternative is to not apply for funding and allow the bridges to continue to deteriorate, with the ultimate end result being a bridge closure. The Road Department does not have funds to replace or repair bridges without the support of the Local Bridge Program.

FINANCIAL IMPACT

The Local Bridge Program provides for up to 95% participation from federal and/or state funds for eligible construction costs. The Road Department is responsible for the 5% (minimum) construction funding match and 100% of any costs associated with right-of-way, design engineering, and construction engineering. These costs will be included in the 2025 Road Department budget if awarded funding.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution of support for the Fiscal Year 2025 Local Bridge Program Funding Applications.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF SUPPORT FOR THE LOCAL BRIDGE PROGRAM FUNDING APPLICATIONS
FOR FISCAL YEAR 2025**

WHEREAS, the Michigan Department of Transportation (MDOT) is currently soliciting applications for federal and/or state funding through the Local Bridge Program for Fiscal Year 2025; and

WHEREAS, the available funding categories through the Local Bridge Program include full bridge replacement, bridge rehabilitation, and preventative maintenance work for bridges measuring at least 20 feet long when measured along the roadway centerline; and

WHEREAS, the Local Bridge Program allows each road agency to submit bridge funding applications annually; and

WHEREAS, upon reviewing the County bridge needs, the Road Department recommends submitting funding applications to address the replacement, rehabilitation, and preventative maintenance needs for the following bridges:

1. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
2. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
3. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
4. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

WHEREAS, the Local Bridge Program requires a current resolution from the road agency's governing Board in support of the proposed funding applications.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Road Department to submit applications for the bridges listed above to solicit fiscal year 2025 Local Bridge Program funding.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 20, 2022

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

For the April 5, 6 and 12 meeting agendas

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Highway Safety Improvement Program (HSIP) funds to construct a roundabout at the intersection of Hagadorn Road and Sandhill Road in Sections 5-8 of Alaiedon Township. The HSIP provides federal funding for 90% of the construction costs and 50% of the design engineering costs. The Road Department is responsible for the 10% construction match, 50% design engineering match, 100% of the construction engineering, and 100% of the right of way costs.

Unfortunately, ICRD staffing is such that many times during the engineering design phase of projects, we don't have the staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county. Five (5) consultants were selected and approved by the County Board of Commissioners (Resolution #19-299).

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request for Quote (RFQ 29-22) to the as-needed consultants for engineering design services on the Hagadorn Road and Sandhill Road Intersection Project. Four of the five consultants provided service proposals, with the fees as detailed below:

DLZ Michigan, Inc.	\$ 56,271.26
Fishbeck	\$120,624.00
RS Engineering, LLC	\$101,230.74
Williams & Works	\$ 31,114.00

Upon staff review and recommendation, DLZ Michigan has a significant understanding of the scope of work on this project and is a highly experienced roundabout design consultant. While DLZ did not have the lowest cost proposal, their vast experience with roundabouts makes them the most qualified consultant at the most economical cost. Williams & Works, who had the lowest fee proposal, has very inexperienced staff and minimal roundabout experience, resulting in a higher risk for complications during the design process.

Therefore, DLZ was selected as the consultant who provided the most competitive proposal and design fee of \$56,271.26, making them the most advantageous consultant for the County on this project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

DLZ Michigan, Inc. provided a fee proposal of \$56,271.26 to perform engineering design services for the Hagadorn Road and Sandhill Road Intersection Project. In addition to this fee, the Road Department requests an additional 30% contingency for unidentified costs during the scoping process, such as roundabout lighting design services, additional permitting requirements, or right-of-way acquisition that may become necessary throughout the design process to achieve a successful construction project. The total contract cost with the contingency included is \$74,000. This design fee equates to 4.6% of the estimated construction costs for the Hagadorn Road and Sandhill Road Intersection Project, which is well within the anticipated budget range for these types of services.

The HSIP funding includes a 50% match for design engineering services up to a capped amount of \$80,000. Therefore, the 50% match responsibility of the ICRD for the DLZ contract, including the contingency, is \$37,000. The cost for the engineering design services and right-of-way expenses are included in the 2022 Road Fund Budget. The cost for the 10% local match for construction costs and 100% of the construction engineering services will be included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH
DLZ MICHIGAN, INC. FOR THE
HAGADORN ROAD AND SANDHILL ROAD INTERSECTION PROJECT**

WHEREAS, the Ingham County Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Hagadorn Road and Sandhill Road in Sections 5-8 of Alaiedon Township; and

WHEREAS, the Highway Safety Improvement Program provides funding for 90% of eligible construction costs and 50% of the design engineering costs, with the Road Department being responsible for the 10% funding match for construction costs, 50% of design engineering costs, 100% of construction engineering costs, and 100% of right of way costs; and

WHEREAS, the Road Department funding responsibility associated with the 50% match to the Highway Safety Improvement Program for design engineering costs and 100% of right of way expenses are included in the 2022 Road Fund Budget; and

WHEREAS, the Road Department funding responsibility associated with the 10% match to the Highway Safety Improvement Program for construction costs and 100% of construction engineering costs will be included in the 2023 Road Fund Budget; and

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

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals (RFQ 29-22) from the as-needed consultants for the Hagadorn Road and Sandhill Road Intersection Project; and

WHEREAS, Road Department staff reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates and overall value to the County; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the Consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with DLZ Michigan, Inc. to provide professional engineering services on the Hagadorn Road and Sandhill Road Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 30% contingency for unidentified costs during the scoping process, such as roundabout lighting design services, additional

permitting requirements, or right-of-way acquisition that may become necessary throughout the design process to achieve a successful construction project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Hagadorn Road and Sandhill Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, for the not to exceed fee of \$74,000, which includes a 30% contingency.

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

Agenda Item 8c

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 19, 2022

SUBJECT: Proposed Resolution to Approve an Agreement with Michigan Pavement Markings, LLC for Bid Packet #33-22, 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

For the meeting agendas on April 5, 6 and 12

BACKGROUND

The Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. The scope of work for the Waterborne Pavement Marking Program consists of installing retro-reflective white and yellow longitudinal pavement markings to define roadway lane lines. The scope of work for the Cold Plastic Pavement Marking Program consists of installing retro-reflective white cold plastic pavement markings such as text, arrows, school symbols, crosswalks, and stop bars.

The Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #36-22. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the bidders' proposals met all necessary qualifications, specifications, and requirements.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Purchasing Department received two bids for each of the pavement marking work items: Item #1 – Waterborne Pavement Markings and Item #2 - Cold Plastic Common Text & Symbols. The bid results for both items of work are as follows:

	Item #1	Item #2	Total Bid	
Michigan Pavement Markings, LLC	\$548,250	\$30,711		\$578,961
PK Contracting, Inc.	\$558,000	\$37,114.40	\$595,114.40	

Michigan Pavement Markings, LLC of Byron Center, MI, submitted the lowest responsive and responsible bid for each of the pavement marking programs, totaling \$578,961. With a requested 10% construction contingency, the contract total with Michigan Pavement Markings, LLC should be \$636,857.10. This cost has been included in the 2022 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with Michigan Pavement Markings, LLC for \$636,857 for the 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program, which includes a 10% construction contingency.

Agenda Item 8c

TO: Kelly Jones, Managing Director of Road Department, Road Department

FROM: James Hudgins, Director of Purchasing

DATE: March 10, 2022

RE: Memorandum of Performance for IFB No. 36-22: 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Road Department.

The scope of work includes, but is not limited to, placing waterborne longitudinal pavement marking and cold plastic common text & symbol pavement markings on public roads within the confines of Ingham County, Michigan including the cities of Leslie, Mason, Williamston and the village of Webberville. The pavement markings will be to the width, color, dimensions, type and locations as specified herein, or as directed by the Engineer.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	8	2
Vendors responding	2	0
Unresponsive vendor	-	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Bid Bond	Item #1 Waterborne Pavement Marking –Longitudinal Lines Total Bid Price	Item #2 Cold Plastic Pavement Marking –Common Text & Symbols Total Bid Price	Items #1 & #2 Total Bid Price
Michigan Pavement Markings LLC	No, Byron Center MI	Yes	\$548,250.00	\$30,711.00	\$578,961.00
PK Contracting, Inc.	No, Troy MI	Yes	\$558,000.00	\$37,114.40	\$595,114.40
JV Contracting Inc.	No, Goodrich MI	No	Non-responsive - No Bid Bond		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT
WITH MICHIGAN PAVEMENT MARKINGS, LLC
FOR BID PACKET #33-22**

**2022 COUNTYWIDE WATERBORNE PAVEMENT MARKING AND COLD PLASTIC
COMMON TEXT & SYMBOL PAVEMENT MARKING PROGRAM**

WHEREAS, the Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program; and

WHEREAS, these programs are funded by the Ingham County Road Department and are included in the 2022 Road Fund Budget; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the vendor, which ensures requirements and responsibilities are defined; and

WHEREAS, the Ingham County Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #33-22; and

WHEREAS, the Ingham County Purchasing Department received two bids for each of the pavement marking programs, where Item #1 = Waterborne Pavement Markings and Item #2 = Cold Plastic Common Text & Symbols, with the bid results as follows:

	<u>Item #1</u>	<u>Item #2</u>	<u>Total Bid</u>
Michigan Pavement Markings, LLC	\$548,250	\$30,711	\$578,961
PK Contracting, Inc.	\$558,000	\$37,114.40	\$595,114.40

; and

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

WHEREAS, Michigan Pavement Markings, LLC of Byron Center, MI, submitted the lowest responsive and responsible bid for each of the pavement marking programs, totaling \$578,961; and

WHEREAS, a 10% contingency is being requested in the amount of \$57,896, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Michigan Pavement Markings, LCC of Byron Center, MI for the 2022 Countywide Waterborne Pavement Marking and Cold Plastic Common Text & Symbol Pavement Marking Program in the amount of \$636,857.00, which includes a 10% contingency.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 20, 2022

SUBJECT: Proposed Resolution to Authorize an Engineering Consultant Services Agreement for As-Needed Construction Inspection & Supervision Services for the 2022-2023 Construction Seasons

For the meeting agendas of April 5, 6 and 12

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 (RFP #6-22) from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide the services on an as-needed basis and received three 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 all of the following respondents be retained to provide the requested services:

The Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864
C2AE, 106 West Allegan Street, Suite 500, Lansing, MI 48933
SME, 2663 Eaton Rapids Rd, Lansing, MI 48911

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 2022 Road Fund Budget and will be included in the budget for future years. 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.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into service contracts with all three consultants.

INGHAM COUNTY PURCHASING DEPARTMENT
RECORD OF BID/PROPOSAL OPENING

OPENING STAMP: March 15, 2022 @ 11 AM

PACKET 6-22: 2022-2023 As-needed Construction Inspection and Supervision Services

Attendees: None

Vendor: SME		Local: Yes, Eaton Rapids MI
Timestamp: 3/15/22 @ 9:53 AM		Addendums: Yes
Employee Classification	2022-2023 Hourly Rate	2022-2023 Weekly Rate
Tech III	\$92.00	\$4,370.00
Sr. Staff Specialist	\$138.00	\$6,555.00
Sr. Staff Specialist	\$138.00	\$2,760.00
Sr. Consultant	\$220.00	\$4,400.00
Inspector IV	\$170.00	\$7,650.00
Inspector V	\$180.00	\$8,100.00
Office Tech	\$118.00	\$2,360.00

Vendor: MANNIK SMITH GROUP		Local: Yes, Okemos MI
Timestamp: 3/15/22 @ 10:10 AM		Addendums: Yes
Employee Classification	2022-2023 Hourly Rate	2022-2023 Weekly Rate
Senior Construction Inspector	\$104.00	\$4,160.00
Construction Inspector	\$81.00 - \$104.00	\$3,240.00 - \$4,160.00
Junior Construction Inspector	\$57.00 - \$81.00	\$2,280.00 - \$3,240.00
Bridge Inspector	\$93.00 - \$104.00	\$3,720.00 - \$4,160.00
Project Engineer/Project Manager	\$156.00	N/A
Contract Administrator	\$107.00	\$4,280.00

Vendor: C2AE		Local: Yes, Lansing MI
Timestamp: 3/15/22 @ 10:33 AM		Addendums: Yes
Employee Classification	2022 Hourly Rate	2023 Hourly Rate
Project Manager	\$201.40	\$203.41
Construction Admin	\$157.57	\$159.14
Resident Project Rep.	\$117.06	\$118.23
Construction Admin.	\$101.92	\$102.93
Resident Project Rep.	\$104.46	\$105.50
Resident Project Rep.	\$77.72	\$78.49
Mileage	\$0.585	
Nuclear Density Gage	\$50.00	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING CONSULTANT SERVICES AGREEMENT
FOR AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES FOR THE
2022-2023 CONSTRUCTION SEASONS**

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

WHEREAS, the Ingham County Purchasing Department solicited proposals per Packet #6-22 from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, receiving three 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 County, on behalf of the Road Department, will enter into an agreement with the selected consultants, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize entering into an engineering consultant services contract with The Mannik & Smith Group, Inc., C2AE and SME to provide as-needed construction inspection and supervision services during the 2022 and 2023 road construction seasons at fees not to exceed those stated in their proposals, with agreement terms commencing upon execution and terminating on April 30, 2024; 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 entering into an engineering consultant services agreement with The Mannik & Smith Group, Inc., 2193 Association Drive, Suite 200, Okemos, MI 48864; C2AE, 106 West Allegan Street, Suite 500, Lansing, MI 48933; and SME, 2663 Eaton Rapids Rd, Lansing, MI 48911 to provide the as-needed construction inspection and supervision services for the 2022 and 2023 road construction seasons.

BE IT FURTHER RESOLVED, The Mannik & Smith Group, Inc., C2AE and SME shall be compensated for services performed at fee rates not to exceed those set forth in their proposals, with agreement effective dates commencing upon execution and terminating on April 30, 2024.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 15, 2022

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Holt Road Bridge over Doan Creek (SN 3869)

For the April 5, 6 and 12 meeting agendas

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Local Bridge Program funding to perform rehabilitation work on the Holt Road Bridge over Doan Creek (SN 3869) in Sections 18 & 19 in Leroy Township, located between Meech Road and Snedecker Road. The scope of work includes the full replacement of the superstructure. The Local Bridge Program provides funding for 95% of the construction costs. The Road Department is responsible for the 5% match, design engineering, construction engineering, and right of way costs.

Unfortunately, ICRD staffing is such that many times during the engineering design phase of projects, we don't have the staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county. Five (5) consultants were selected and approved by the County Board of Commissioners (Resolution #19-299).

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request for Quote (RFQ 28-22) to the as-needed consultants for engineering design services on the Holt Rd Bridge (SN 3869) Project. Four of the five consultants provided service proposals, with the fees as detailed below:

DLZ Michigan, Inc.	\$ 75,856.96
Fishbeck	\$132,692.00
RS Engineering, LLC	\$ 99,921.25
Bergmann Associates	\$124,950.00

Upon staff review and recommendation, DLZ Michigan has a significant understanding of the scope of work on this project and is a highly experienced bridge design consultant. They also provided the most competitive proposal and design fee of \$75,856.96, making them the most advantageous consultant for the County on this project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

DLZ Michigan, Inc. provided a fee proposal of \$75,856.96 to perform engineering design services for the Holt Rd Bridge (SN 3869). In addition to this fee, the Road Department requests an additional 20% contingency for unidentified costs during the scoping process, such as additional bridge repairs that may become necessary to achieve a successful construction project. The total contract cost with the contingency included is \$92,000. This design fee equates to 11% of the estimated construction costs for the Holt Rd Bridge Project, which is within the anticipated budget range for these types of services. The cost for the engineering design services are included in the 2022 Road Fund Budget. The cost for the local match for the Local Bridge Program funding will be included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from DLZ Michigan, Inc. for the Holt Rd Bridge (SN 3869) Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH
DLZ MICHIGAN, INC. FOR THE
HOLT ROAD BRIDGE OVER DOAN CREEK (SN 3869)**

WHEREAS, the Ingham County Road Department received Local Bridge Program funding to perform rehabilitation work on the Holt Road Bridge over Doan Creek (SN 3869) in Sections 18 & 19 of Leroy Township, located between Meech Road and Snedecker Road; and

WHEREAS, the Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, the costs associated with project related design engineering, construction engineering, and right of way costs are included in the 2022 Road Fund Budget; and

WHEREAS, the costs associated with the 5% funding match for the Local Bridge Program will be included in the 2023 Road Fund Budget; and

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

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals (RFQ 28-22) from the as-needed consultants for the Holt Road Bridge Project; and

WHEREAS, Road Department staff reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the Consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with DLZ Michigan, Inc. to provide professional engineering services on the Holt Road Bridge Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs during the scoping process, such as additional bridge repairs that may become necessary to achieve a successful construction project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Holt Road Bridge over Doan Creek (SN 3869) with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, for the not to exceed fee of \$92,000, which includes a 20% contingency.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 20, 2022

SUBJECT: Proposed Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Sign Posts

For the meeting agendas of April 5, 6 and 12

BACKGROUND

The Road Department annually purchases hundreds of signs and posts to replace damaged or outdated signs throughout the county. The purpose of this resolution is to purchase signing materials for the 2022 fiscal year.

The Purchasing Department solicited bids from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts. Four vendors provided bids for Packet #55-22, as shown in the bid opening results provided by the Purchasing Department. Both Purchasing and Road Department staff reviewed the bids for adherence to county purchasing requirements, and selected the lowest responsive and most responsible bidder.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Rathco Safety Supply, Inc. provided the lowest bid in the amount of \$26,401.50. The order will include approximately 880 signs, 260 posts, and an assortment of sign accessories, such as brackets.

The cost to purchase signs and posts are included in the 2022 Road Fund Budget.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to purchase the necessary signs and posts.

INGHAM COUNTY PURCHASING DEPARTMENT**OPENING STAMP: 3/11/22 @ 11:00 AM****RECORD OF BID/PROPOSAL OPENING****PACKET #55-22 Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Sign Posts****ATTENDEES: None, electronic submissions only**

Vendor Name	Local Pref	Addendum Included (2)	Initial Order Total Cost	Notes	Time Stamp
Dornbos Sign & Safety Inc.	No, Charlotte MI	Yes	\$28,270.35	\$24,936.59	2/25/22 @ 9:05 AM
Lightle Enterprises of Ohio LLC	No, Ohio	Yes	\$30,050.80	\$30,050.80	2/28/22 @ 2:56 AM
Vulcan Inc.	No, Alabama	Yes	\$26,674.80	\$26,674.80	3/8/22 @ 9:57 AM
MD Solutions	No, Ohio	Yes	Non-responsive / No initial order		3/8/22 @ 3:23 PM
Rathco Safety Supply Inc.	No, Portage MI	Yes	\$26,401.50	Due to current global price volatility we are bidding the initial order form, all or none. Let us know if you have questions.	3/11/22 @ 10:32 AM

Recorder: Julie Buckmaster**Witness: James Hudgins**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF REFLECTIVE SIGN FACES,
COMPLETE SIGNS, ALUMINUM SHEET SIGN PANELS, AND SIGN POSTS**

WHEREAS, the Ingham County Road Department annually purchases hundreds of signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County; and

WHEREAS, the Ingham County Purchasing Department solicited bids per Packet #55-22 from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts, receiving four bids; and

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

WHEREAS, the Road Department's adopted 2022 budget includes funding for this and other material purchases in controllable expenditures; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a purchase order with Rathco Safety Supply, Inc. in the amount of \$26,401.50 for the annual purchase of signs and posts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes a purchase order with Rathco Safety Supply, Inc. of 6742 Lovers Lane, Portage, MI 49002 in the amount of \$26,401.50 to furnish reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts for the 2022 fiscal year.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 21, 2022

SUBJECT: Request to Reclassify Engineering Technician 3/4/5 to Permit Clerk
For the meeting agendas of April 5, 6 and 12

BACKGROUND

The Road Department currently has a vacant position in the Permits Section of the Engineering Department for an “Engineering Technician 3/4/5”, which is in the Office and Professional Employees International Union (OPEIU) Technical Clerical Unit at Grades 3-5. Unfortunately, we have been unable to backfill the position with an individual meeting the job description requirements. The intent of the “Engineering Technician 3/4/5” job description was to be general enough to provide flexibility of work assignments between various sections of the Engineering Department, but it has inadvertently added certification and construction related experience to a position that is intended to be primarily clerical.

Currently, the permit work is being performed by the Receptionist, but due to the extraordinary number of permits being processed on a daily basis, the focus of the employee in this position has been skewed heavily towards permits and pulled away from other required job duties associated with the receptionist’s job description.

In an effort to better define the needs of the Permits Section, the “Permit Clerk” job description was created, with involvement and concurrence from both HR and the OPEIU Technical Clerical Unit. As a result, a reclassification is being requested to convert the existing “Engineering Technician 3/4/5” position to a “Permit Clerk” position, changing from Grades 3-5 to a Grade 4.

ALTERNATIVES

If the position is left unchanged, the level of service provided to the public will continue to decline as staff try to balance the increasing workload.

FINANCIAL IMPACT

Per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost DECREASE of the requested reclassification of the “Engineering Technician 3/4/5” to a “Permit Clerk” will result in a savings of \$11,635-\$34,236 annually. This is due to the Road Department including the vacant position in the budget at the top step of Grade 5, but the “Permit Clerk” position will become a Grade 4, with the future employee falling somewhere between the bottom and top step of the salary chart.

OTHER CONSIDERATIONS

Per the attached email, the OPEIU Technical Clerical Unit is agreeable to the proposed reclassification. The new position would be posted, filled and administered per the current OPEIU labor agreement.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reclassification of the “Engineering Technician 3/4/5” to a “Permit Clerk”.

TO: Kelly Jones, Managing Director

FROM: Joan Clous, Human Resources Specialist

DATE: 3/8/2022

RE: Support for changes to Job Descriptions Permit Clerk and Reception and Public Information Coordinator

Per your request, Human Resources has reviewed the following positions:

Permit Clerk – it will be placed in the OPEIU Clerical Technical unit at a level 4 (\$46,774.58 to \$61,803.56)

Reception and Public Information Coordinator will be placed in the OPEIU Technical unit at a level 3 (\$43,511.39 to \$57,497.52)

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

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

From: [Mark Swanson](#)
To: [Kelly Jones](#)
Subject: FW: Changes to JDs
Date: Tuesday, March 01, 2022 3:39:14 PM
Attachments: [image006.png](#)
[image005.png](#)
[image010.png](#)

*Mark Swanson
Engineering Technician
Ingham County Road Department
P. O. Box 38
Mason, MI. 48854
(517) 676-9722 ext. 2314*

From: Mark Swanson
Sent: Tuesday, March 1, 2022 7:35 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Changes to JDs

Hi Joan,

OPEIU Local 512 Clerical and Technical Bargaining Group supports the proposed changes to the "Reception and Public Information Coordinator" and the "Permit Clerk" job descriptions. The Bargaining Group appreciates the continued opportunity to serve the People of Ingham County and County Board of Commissioners.

*Mark Swanson
OPEIU Local 512
Steward - Clerical & Technical Unit
Ingham County Road Department
(517) 719-1367*

From: Joan Clous
Sent: Tuesday, February 1, 2022 7:58 AM
To: Mark Swanson <MSwanson@ingham.org>
Subject: Changes to JDs

Mark,

The attached JDs had changes made to them, please review and let me know if the union is ok with the placement of the positions.

Joan

Joan Clous MPA, SHRM-CP
Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



"It is what it is. But, it will be what you make it." ~ Pat Summit

INGHAM COUNTY JOB DESCRIPTION

PERMIT CLERK Road Department

General Summary:

Under the supervision of the Director of Engineering, or their designee, performs a variety of permit, engineering, clerical, and administrative duties requiring skill in computer usage, permit inspection, and knowledge of the Ingham County Road Department permit requirements.

Receives, reviews, and prepares permits for issuance. Inspects permit related activities. Accepts fees and cash deposits for permit applications. Responds to public inquiries and information requests, maintains records, and performs other technical and administrative tasks associated with the Engineering Department.

Essential Functions:

1. Receives information from the public, utility companies, businesses and public agencies for all types of permits from the Road Department. Ensures all permit applications are forwarded to the proper persons for review and issuance in a timely manner.
2. Reviews permit applications for conformance with Road Department standards and specifications. Discusses complex permit applications with supervisors and department heads to ensure proposed work is not in conflict with Road Department goals and objectives. Coordinates proposed permit work with Road Department projects to minimize potential conflicts.
3. Prepares permits for approval by the County Highway Engineer, or their designee.
4. Accepts and accounts for money and credit card payments received through permit activities. Prepares documentation for the Finance Department to issue invoices and/or refunds related to permit activities, e.g., permit fees, road bond deposits and bituminous pavement agreement funds.
5. Functioning as permit inspector, inspects conditions prior to permit issuance as well as work being performed by utilities, builders, etc., within the road right-of-way. Inspects road construction related to plat/subdivision construction to assure compliance with Road Department standards. Measures, reports and keeps records of permitted construction work performed in the field.
6. Handles Road Department related requests for information, such as permit requirements and restrictions, right-of-way information, plat and development inquiries, and road and bridge as-built research and reproduction.
7. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings, and other duties as assigned.
8. Assists the Engineering Department with traffic data collection, road certification map updates, inventory road assets, collect soil borings, provide survey support, and/or other duties as assigned.
9. Assists the Reception Clerk to answer phone calls and emails, respond to walk-in visitors, update the website and social media, and/or other duties as necessary.

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: A minimum of a high school diploma **plus** a minimum of **5 years** of relative experience in permits, construction inspection/methods or related fields.

OR

A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of **2 years'** experience in permits, construction inspection/methods or related fields.

Other Requirements:

- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Must possess a valid Michigan Motor Vehicle Operator's License.
- The position requires the proficient use of word processing and spreadsheet software and basic knowledge and experience using software programs such as Precision Road Software.

(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:

- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

Working Conditions:

- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

OPEIU (Road Dept)
January 2022
Pay Grade 4

ROAD

		Step 1	Step 7
OPEIU Grade 3		43,511	57,498
715000	1000 FICA	3,329	4,399
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	15,229	20,124
715050	8841 LIABILITYC	371	491
717100	8941 DISABIL 60	57	75
714000	8951 UNEMPLYMT	218	287
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	761	1,006
716040	8955 RET/HLTH/T	1,958	2,587
717000	8985 LIFE 40K	118	118
Total		89,210	110,243

		Step 1	Step 7
OPEIU Grade 4		46,775	61,804
715000	1000 FICA	3,578	4,728
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	16,371	21,631
715050	8841 LIABILITYC	399	528
717100	8941 DISABIL 60	61	80
714000	8951 UNEMPLYMT	234	309
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	819	1,082
716040	8955 RET/HLTH/T	2,105	2,781
717000	8985 LIFE 40K	118	118
Total		94,117	116,718

		Step 1	Step 7
OPEIU Grade 5		52,614	69,540
715000	1000 FICA	4,025	5,320
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	18,415	24,339

715050	8841 LIABILITYC	449	594
717100	8941 DISABIL 60	68	90
714000	8951 UNEMPLYMT	263	348
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	921	1,217
716040	8955 RET/HLTH/T	2,368	3,129
717000	8985 LIFE 40K	118	118
Total		102,899	128,353

Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY ENGINEERING TECHNICIAN 3/4/5 TO PERMIT CLERK

WHEREAS, the Road Department wishes to reclassify the currently vacant position for the Permits Engineering Technician 3/4/5 in the Office and Professional Employees International Union (OPEIU) Technical Clerical Unit, Grades 3-5, to a Permits Clerk in the OPEIU Technical Clerical Unit, Grade 4, effective upon approval; and

WHEREAS, the Engineering Technician 3/4/5 position is currently an OPEIU Technical Clerical Unit Grades 3-5 (\$43,511.39-\$69,540.04) and the Permits Clerk position will be an OPEIU Technical Clerical Unit Grade 4 (\$46,774.58-\$61,803.56); and

WHEREAS, the Budget Office provided Personnel Cost Projections for the OPEIU Technical Clerical Unit Grades 3-5, which demonstrates an annual personnel cost savings of \$11,635-\$34,236 for the reclassification of the Engineering Technician position at the currently budgeted Grade 5 salary to the Grade 4 salary of the Permits Clerk; and

WHEREAS, this reclassification will allow for greater service in the Permits Section of the Engineering Department and increased level of service for the reception and public information conveyance for the Road Department; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department and the OPEIU Technical Clerical Unit; and

WHEREAS, the vacant position for the reclassified Permits Clerk will be posted, filled, and administered per the current OPEIU Technical Clerical Unit labor agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Road Department to reclassify the currently vacant position for the Permits Engineering Technician 3/4/5 in the OPEIU Technical Clerical Unit Grades 3-5 (\$43,511.39-\$69,540.04) to a Permits Clerk in the OPEIU Technical Clerical Unit Grade 4 (\$46,774.58-\$61,803.56), effective upon approval.

Agenda Item 9a

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: March 22, 2022
SUBJECT: Resolution to Suspend the Covid-19 Testing Policy
For the meeting agenda of April 5, 2022

BACKGROUND

Due to the dramatic decrease in COVID-19 cases; Ingham County has dropped from a high on January 4, 2022 of 3,243 cases to 50 on March 20, 2022, we are recommending suspending the COVID-19 testing policy. This recommendation is supported by the Ingham County Health Department.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Respectfully recommend that County Services approve the amended policy resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUSPEND THE COVID-19 TESTING POLICY

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-441 establishing a weekly COVID-19 testing policy for Ingham County employees that are not fully vaccinated against COVID-19; and

WHEREAS, Resolution #21-441, which was amended by Resolution #21-511 to clarify the policy start date, authorized testing vendors and employee compliance requirements; and

WHEREAS, approximately 80% of Ingham County employees are currently vaccinated; and

WHEREAS, COVID-19 positive test cases have decreased from a peak on January 4, 2022 of 3,243 cases to 50 positive cases on March 20, 2022; and

WHEREAS, it is the opinion of the Ingham County Health Department that weekly testing of non-vaccinated Ingham County employees is no longer required to help prevent the spread of COVID-19.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners suspends the COVID-19 testing policy effective April 15, 2022.

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: February 18, 2022
SUBJECT: Resolution to Approve an Alternate Work Site Policy
For the meeting agenda of April 5, 2022

BACKGROUND

The Controller's Office has established a Policy Review Committee consisting of representatives from the Board of Commissioners Office, Clerk's Office, Treasurer's Office, Sheriff's Office, Circuit Court, Health Department, Controller's Office, and Human Resources to review current policies and recommend changes. The Policy Review Committee recently suggested an Alternate Work Site Policy to address an increase remote work by County employees.

The policy has been reviewed by the County's union representatives and their concerns and suggestions were included in the final draft of the policy.

ALTERNATIVES

Leave administration of remote work to departments/elected officials.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN ALTERNATE WORK SITE POLICY

WHEREAS, providing flexible work locations has become an important benefit to eligible County employees and a critical recruiting tool for the changing nature of “office work”; and

WHEREAS, providing employees that can successfully complete job functions remotely the option to work from an alternative location can decrease the stress and cost of commuting, improve productivity, and increase overall job satisfaction; and

WHEREAS, an employee interested in working from an alternate work site per this policy will be required to submit an Alternate Work Site (AWS) Application to their supervisor; and

WHEREAS, supervisors should use the following criteria in assessing AWS Applications:

- The duties of the position must be able to be performed from an AWS
- The employee must not be on probation or under any discipline, unless, in special situations, this requirement is waived by the supervisor
- The employee’s work site is suitable.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the Alternate Work Site Policy, which shall take effect upon approval of this resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges the Elected Officials, as co-employers, to implement this same policy and use this process for their respective offices.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges the Courts, who are a separate employer from the County, to implement this same policy and adhere to the provisions in Supreme Court Administrative Order 1998-5 as is relates to consistency with the funding unit’s (Ingham County) policies.

Alternate Work Site Policy

Approved:

Resolution No.

A. Purpose and Applicability

Providing flexible work locations has become an important benefit to eligible County employees and a critical recruiting tool for the changing nature of “office work”. Providing employees that can successfully complete job functions remotely with the option to work from an alternative location can decrease the stress and cost of commuting, improve productivity and increase overall job satisfaction.

Remote County work shall be exclusively performed at the Alternate Work Site (AWS) work site/location that has been authorized and approved by the County. Employees must seek pre-approval prior working from an AWS. Work from an AWS does not entitle the employee to different work requirements or work day structure; the same productivity level is expected at an AWS as it is at a normal County worksite.

Working remotely from out of the State of Michigan or the country is generally not permitted, except for limited circumstances (such as vacation) and where pre-approval has been obtained from a supervisor. Under no circumstances may an employee work for the County while residing outside of the country. Residing for purposes of this provision means establishing a place to live for a considerable amount of time, as distinguished from vacation or temporary travel. Employees temporarily working remotely while outside the State of Michigan or country shall be solely responsible for assuring compliance with tax obligations to states and countries outside of Michigan.

Employees interested in working remotely are required to discuss with their supervisor to ensure job functions are suitable for remote work and fill out the Alternative Work Site (AWS) Application. Work from an AWS is work from a location other than the normal County worksite. Work from an AWS may encompass all of the employee’s work days or only some.

Elected Officials, as co-employers, and the Courts, who are separate employers from the County although not required, are encouraged to implement this policy as well to provide consistency across all sectors of Ingham County government.

B. Definitions

Terms and phrases used throughout this policy are defined as follows.

1. Alternate Work Site (AWS) means a work location other than the normal County worksite.
2. AWS Application refers to the form found at the end of this policy that employees are required to complete, sign and submit to their supervisor to be considered for remote work.

C. Procedure

1. Work from AWS

Allowing an employee to work from an AWS is discretionary and will be addressed on a case-by-case basis. At any time, possibly with little notice, and either based on the standards in this policy or for other operational reasons, an employee working from an AWS may be directed to work from the normal County worksite or may be directed to modify the number of days in a given period that work is performed from an AWS.

2. Applying to Work from AWS

Any employee may request to work from an AWS by completing, signing, and submitting an application. [See attached]
https://inghamcounty.seamlessdocs.com/f/aws_application

Temporary, non-scheduled work from an AWS, not exceeding two days in duration, is allowable with supervisor's approval without an application.

3. Decision on Application for Work from AWS

An employee's application for work from an AWS shall be reviewed by the employee's supervisor. In assessing applications, the division head will be consulted to ensure operational needs will be met. The supervisor shall use the following criteria in assessing applications:

- a. The duties of the position must be able to be performed from an AWS.
- b. The employee must not be on probation or under any discipline, unless in special situations this requirement is waived by the supervisor.
- c. The employee's worksite is suitable:
 - i. The worksite is in the employee's primary residence, or if not, the site is specifically approved by the supervisor.
 - ii. The worksite has access to employee-provided reliable high-speed internet sufficient to enable work without interruption.
 - iii. All necessary office equipment other than that provided by the county (e.g., chair, desk, and other furniture) is provided by the employee.

- iv. The worksite is safe and the work conditions are conducive to performing necessary tasks.
 - v. The worksite provides for the confidentiality and security of information per all relevant County policies.
- d. Department Heads and the IT Department will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each AWS arrangement. Equipment requests must have prior department head approval.
 - e. In the case that a supervisor denies an application for work from an AWS, the supervisor will explain the reason for the denial to the employee.
 - f. An employee who has been denied the ability to work from an AWS has the right to appeal the decision to a committee consisting of a member of the leadership team of the affected department who is not subordinate to the supervisor who has denied the AWS request, and the Human Resources Director or their designee.

4. Additional AWS Expectations

Employees' duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normal County work site. The supervisor reserves the right to assign work as necessary at any time. Employees should not assume any specified time period or duration for an AWS arrangement, and the County/Department Head may require employees to return to regular in-office work at any time. Supervisors are expected to allow work from an AWS fairly across their divisions for employees that are eligible. Department Heads/managers should monitor AWS work status to ensure their supervisors are implementing the AWS policy fairly and equitably. Failure to comply with the requirements may result in disciplinary action and/or loss of AWS privileges.

Beyond what is expected of all employees in the conduct to their work, the following are additional expectations for those working from an AWS:

- a. Work schedules for AWS employees shall be consistent with operational needs and will be approved by both employee and supervisor.
- b. During scheduled work times, AWS employees are expected to be responsive to communication from employees, management and co-workers and will suitably communicate times when they are busy in a meeting or other work commitment, or on lunch or break, or on a pre-planned absence. Employees must also be available to, and have access to transportation if required to immediately report to the normal County worksite.
- c. When appearing for a remote meeting, an AWS employee will be dressed professionally, as if attending the meeting in person at the worksite.

- d. If something arises, either in relation to technology or personal commitments (such as dependent care), which prevents an AWS employee from completing job tasks, the employee will notify the supervisor immediately, just as if they were on-site. The supervisor, in consultation with the employee, will determine if the employee is to come on-site to access technology needed for work, the employee is to take paid leave, or some other solution is to be implemented.
- e. If unplanned leave is necessary, an AWS employee will contact the supervisor with as much notice as possible.
- f. AWS employees must safeguard county resources, including computers and associated equipment, and abide by the Ingham County Acceptable Use Policy (including, but not limited to, that no non-county equipment will be utilized to access county resources and that county resources will not be used by non-county employees or for personal purposes).
- g. Employee will have access to answer their office phone remotely.
- h. A supervisor may call an employee originally scheduled to work at an AWS to work onsite, in the event of a departmental need requiring onsite work. In the event of this happening, the employee shall be given appropriate time to report to work.
- i. AWS employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Ingham County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek for a non-exempt AWS employee require the advance approval of the AWS's employee's supervisor. Failure to comply with these requirements may result in disciplinary action up to and including discharge from employment and/or revocation of AWS privileges.
- j. Employees must request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location.
- k. Equipment supplied by Ingham County will be maintained by the County. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to report to the IT Department for assistance. IT will not be traveling to homes to assist employees working remotely.
- l. Equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee. Ingham County accepts no responsibility for damage or repairs to employee-owned equipment.
- m. The AWS employee must sign an inventory of all County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the AWS arrangement.
- n. If the AWS site is the employee's home, the employee will establish an appropriate work environment within his or her home for work purposes. Ingham County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

- o. Consistent with Ingham County's expectations of information security for employees working at the office, AWS employees will be expected to ensure the protection of private County information accessible from their AWS. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.
- p. Employees are expected to maintain their AWS workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location. AWS employees are responsible for notifying the employer of work-related injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her AWS worksite.
- q. The AWS employee is responsible for any child/dependent care arrangements necessary to meet the job performance and meet County requirements during normal business hours.

APPLICATION AND APPROVAL TO WORK FROM AN ALTERNATIVE WORK SITE (AWS)

Employee Name

Job Title

Home
Address

Phone
Number

1. Through this application I am requesting the ability to work from an AWS.
2. I have received and read the Alternative Work Site (AWS) Policy, and am prepared to and shall abide by it.
3. I understand that the ability to work from an AWS is discretionary and that should I be granted that ability I may, with little notice, be called back to work on-site.
4. I affirm that the duties of my position allow for work from an AWS and that my AWS worksite is suitable. The internet that I will be using is enough to sufficiently perform my job functions.
5. I understand that should I be granted the ability to work from an AWS there will be specific expectations regarding my work schedule, communication, dress during remote meetings, unplanned disturbances or leave, and the safeguarding of county resources and confidential information.

Date

Signature

Approved: ☐

Denied: ☐ Reason

Denied:

Date

Supervisor Signature

Agenda Item 9c

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: March 24, 2022
SUBJECT: Second Tranche ARP Funding Discussion
 For the meeting agendas of April 5 and April 6, 2022

The ARP Tranche 2 funds will arrive by the end of May, 2022. To date, we have made the following commitments for the first and second tranche funds:

Tranche 1	\$ 28,398,219			
Expense		Obligated	Expensed	Unspent
Essential Employee Pay		\$ 3,933,811	\$ 3,933,811	\$ -
IT Upgrades for Remote Work/Connectivity		\$ 1,500,000	\$ 51,256	\$ 1,448,744
Staffing (Treasurer, Fair, Allen Neighborhood, Finance)		\$ 273,578	\$ 273,578	\$ -
GLC&VB and Arts Council		\$ 1,444,077	\$ 1,444,077	\$ -
Blue Spotted Salamander Drain		\$ 150,000	\$ -	\$ 150,000
Broadband Assessment and Planning		\$ 50,000	\$ -	\$ 50,000
Fair Board Deficit Reduction Plan		\$ 283,000	\$ 283,000	\$ -
Emergency Service Authorities (NIESA/SAESA)		\$ 1,000,000	\$ 1,000,000	\$ -
Employee Testing/Misc Supplies		\$ 243,000	\$ 219,943	\$ 23,057
Stockbridge Schools		\$ 590,535	\$ -	\$ 590,535
Community Mental Health		\$ 450,000	\$ 75,402	\$ 374,598
Allen Neighborhood FQHC and Pharmacy		\$ 750,000	\$ 500,000	\$ 250,000
Mid Michigan Recovery		\$ 205,218	\$ 160,788	\$ 44,430
Village Lansing/Coat of Many Colors		\$ 25,000	\$ 18,000	\$ 7,000
LEAP Ingham Sunrise Grants		\$ 11,000,000	\$ 9,310,000	\$ 1,690,000
Capital Area Community Services		\$ 5,000,000	\$ 1,250,000	\$ 3,750,000
Capital Area Housing Partnership - mortgage/utilities		\$ 1,000,000	\$ 1,000,000	\$ -
Career Enhancement Program Opportunity Knox		\$ 500,000	\$ 500,000	\$ -
Totals		\$28,398,219	\$20,019,855	\$ 8,378,364
Revenue				
Tranche 2 (May 2022)	\$ 28,398,219			
Expense		Obligated	Expensed	Unspent
Revenue Reimbursement		\$ 3,000,000	\$ 750,000	\$ 2,250,000
Child and Family Charities		\$ 3,000,000	\$ -	\$ 3,000,000
Staffing (Treasurer, Fair, Allen Neighborhood, Finance)		\$ 738,578	\$ 348,706	\$ 389,872
Totals		\$ 6,738,578	\$ 1,098,706	\$ 5,639,872
Remaining Uncommitted Tranche 2	\$ 21,659,641			

As you can see, between the \$3 million revenue reimbursement set aside to balance the 2022 budget, the commitment to Child and Family Charities for an up to \$3 million match for their McClaren campus project and staff funding commitments, we have \$21,659,641 non-obligated funds remaining.

Since the passage of the ARP bill, the allowable uses have expanded, which has greatly increased the County's ability to utilize these funds. Our original concerns of a lack of County funding options has proven to be unfounded. When we combine the township and city infrastructure requests from last year with the current requests from departments and outside agencies, the requests total over \$109 million.

In order to assess the requested projects, we focused on the following criteria:

- 1) Are the eligible per ARP Final Rule guidelines
- 2) How do they fit within the County's strategic plan
- 3) Are they ongoing expenses

Give this criteria, we recommend the following:

Recommendation 1 – Approve the One and All and Elevate Programs and recapture the \$1,250,000.

As you may recall, LEAP recently presented the following recommendations for the remaining \$1,690,000 LEAP allocation:

- \$300,000 for One and All Program
- \$140,000 for Elevate Program
- Reallocate \$1,250,000 Revolving Loan Program to Ingham Business Booster Program

This will increase remaining ARP funds to **\$22,909,641**

Recommendation 2 – Approve the following funding requests:

Department	Request \$	Recommended
Housing Trust Fund	\$ 9,000,000	\$ 9,000,000
Health Department Septic/Well Repairs	\$ 1,000,000	\$ 1,000,000
Circuit Court Visiting Judge Program (3 years staffing/rent/operations)	\$ 2,720,228	\$ 2,720,228
Facilities Building Mechanical Air Filtration System	\$ 650,000	\$ 650,000
Mason Public Schools Staffing (nurses, behavioral health, etc.)	\$ 1,564,411	\$ 1,000,000
CMH Room and Board for Adult Foster Care Program	\$ 180,000	\$ 180,000
Parks MSU to Lake Lansing Trail Connector	\$ 315,000	\$ 315,000
Drain Commissioner - Smith and Oesterle Drain	\$ 392,000	\$ 392,000
IT Fiber Buildout	\$ 2,495,000	\$ 2,000,000
Parkwood YMCA - Expand Kids Time Preschool Program	\$ 120,000	\$ 120,000
Sheriff's Office Portable Air Purification Systems	\$ 68,145	\$ 68,145
CAUW VITA Staffing for 3 years (Income tax assistance)	\$ 230,000	\$ 230,000
Total Recommended	\$ 18,734,784	\$ 17,675,373
ARP Funds Available after Recommendation 1		\$ 22,909,641
ARP Funds Available after Recommendation 2		\$ 5,234,268

Recommendation 3 – Reserve remaining \$5 million plus for revenue replacement with \$1 million allocated to the Montgomery Drain.

OTHER CONSIDERATIONS

The \$5 million allocation to Capital Area Community Services may ultimately prove to be more funding than required. To date, CACS has awarded half of their first \$1,250,000 allocation.

Child and Family Charities has raised \$1 million toward their \$3 million goal. While they are confident they will raise the remaining \$2 million, it is worth monitoring.

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: March 22, 2022
SUBJECT: Controller's Office Reorganization (*Discussion*)
For the meeting agenda of the April 5th County Services Committee

BACKGROUND

Based on discussion at the February 2, 2022 Finance Committee meeting regarding Controller and Controller's staff compensation, Finance Committee Chair Grebner sent County Services Chair Sebolt a letter requesting a review of the Controller's Office compensation.

This review has resulted in the following recommendations:

- Addition of an Executive Assistant shared between the DEI/Community Corrections Offices at MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Executive Secretary-Controller (MC 4) to Assistant to the Controller MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Deputy Controller (MC 15) positions to MC 17 (\$116,780.85 to \$140,210.89)
- No grade change for Controller (MC19), but one step increase from a Step 2 (\$144,406.40) to a Step 3 (\$151,148.98)
- No grade change for Budget Director (MC13), currently at Step 5 (top step).

The DEI Director will be responsible for a variety of tasks that will require administrative support, including: Racial Equity Taskforce staffing, Health in All Policies Committee staffing, Safe Space Advocates; and the Community Corrections part-time position, in which there was a recent retirement, will not be filled so the Executive Assistant will assist in those duties as well.

Additional responsibilities have been added to the Controller's Office administrative functions including: administrative support of various committees (Housing Trust Fund, Broadband Taskforce, Environmental Affairs Committee, etc.), researching, and providing analytical evaluations and recommendations on various County initiatives.

The Deputy Controller's job descriptions were not inclusive of the supervision of various department heads and liaison duties to the various liaison committees. Their overall responsibilities were not adequately compensated at an MC15.

It was determined that it was not necessary to create an MC 20 grade for the Controller. The recent changes to the wage scale and the three-year annual increase (3% in 2022, 2% in both 2023 and 2024) keep this position competitive at an MC19. Therefore, if the Committee wishes to increase compensation, a one-step increase would be adequate.

It was also determined by Human Resources that the Budget Director position did not warrant a grade increase and the current Director is at the top step in the grade.

Human Resources is in support of this reorganization as the attached memo indicates.

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization.

FINANCIAL IMPACT

	<u>MCF 4 Step 1</u>	<u>MCF 4 Step 5</u>	<u>MCF 5 Step 1</u>	<u>MCF 5 Step 5</u>
Wages	\$42,933	\$51,547	\$45,856	\$55,058
Unemployment	215	258	229	275
FICA	3,284	3,943	3,508	4,212
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	13,245	15,902	14,147	16,985
Retirement	1,073	1,289	1,146	1,376
Future Retiree Health	1,932	2,320	2,064	2,478
Life	144	144	144	144
Work Comp	1,481	1,778	1,582	1,899
Disability	56	67	60	72
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	586	703	626	751
Separation	751	902	802	964
Total Cost	\$89,358	\$102,511	\$93,821	\$107,872
	<u>MCF 15 Step 1</u>	<u>MCF 15 Step 5</u>	<u>MCF 17 Step 1</u>	<u>MCF 17 Step 5</u>
Wages	\$100,856	\$121,094	\$116,781	\$140,211
Unemployment	504	605	584	701
FICA	7,715	9,264	8,934	10,726
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	31,114	37,358	36,027	43,255
Retirement	2,521	3,027	2,920	3,505
Future Retiree Health	4,539	5,449	5,255	6,309
Life	144	144	144	144
Work Comp	3,480	4,178	4,029	4,837
Disability	131	157	152	182
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	1,376	1,652	1,593	1,913
Separation	1,765	2,119	2,044	2,454
Total Cost	\$177,803	\$208,706	\$202,119	\$237,896
	<u>MCF 19 Step 2</u>	<u>MCF 19 Step 3</u>		
Wages	\$144,406	\$151,149		

Unemployment	722	756
FICA	11,047	11,563
Health	19,002	19,002
Dental	936	936
Vision	135	135
Retirement	44,549	46,629
Retirement	3,610	3,779
Future Retiree Health	6,498	6,802
Life	144	144
Work Comp	4,982	5,215
Disability	188	196
Current Retiree Health	3,585	3,585
Liability	1,970	2,062
Separation	2,527	2,645
Total Cost	\$244,302	\$254,598

Current Level 5 Cost and MC19 Step 2	\$555,519
Proposed Level 5 Cost and MC Step 3 Plus Additional MC5	\$708,238
Increase to Budget	\$152,719
Less Unfilled Community Corrections Staff Consultant Contract	\$ (49,016)
Total Increase to Budget	\$103,703

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Controller's Office.

TO: Gregg Todd, Controller/Administrator

FROM: Joan Clous, Human Resources Specialist

DATE: March 22, 2022

RE: Memo of Analysis for the reorganization of the Controller's Office

Regarding the reorganization of the Controller's Office, Human Resources can confirm the following information:

1. The newly created position of Executive Assistant DEI office has been determined to fall within the scope of the MC jobs and was classified at a MC Level 5 (\$45,855.88 to \$55,057.56).
2. Executive Secretary-Controller (MC 4) will now be title Assistant to the Controller MC level 5 (\$45,855.88 to \$55,057.56).
3. Deputy Controller (MC 15) will now be classified at MC 17 (\$116,780.85 to \$140,210.89)
4. Controller/Administrator (MC 19) no change.
5. Budget Director (MC 13) no change.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

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

**INGHAM COUNTY
JOB DESCRIPTION
EXECUTIVE ASSISTANT – DEI OFFICE/COMMUNITY CORRECTIONS**

General Summary: Under the direction of the DEI Director and Community Corrections Manager, provides a variety of administrative support to the DEI Office and Community Corrections as directed. Schedules meetings and training sessions, gathers materials, types correspondence, resolutions, and maintains confidential information. Assists with ensuring appropriate actions and deadlines are met. Coordinates public relations functions of the DEI Office, and serves as liaison between the DEI Office and the general public, other agencies, elected officials, Board of Commissioners, and County Department Heads. Assists with the Racial Equity Taskforce, Health in All Policies Committee, Safe Space Advocates, and Community Corrections Advisory Board with general secretarial and administrative support.

Essential Functions:

35. Provides a variety of secretarial and administrative support services for the DEI Office and Community Corrections including typing letters, reports, and other documents, answering telephone calls, scheduling appointments, and preparing and maintaining files; including confidential information.
36. Upon Direction of the DEI Director/Community Corrections Manager, prepares and organizes agendas for various meetings including Racial Equity Taskforce, Health in All Policies, Community Corrections Advisory Board, and other groups as assigned. Assembles, copies, and distributes meeting support documents.
37. Provides remote access equipment, meeting software, and set up for various meetings that require a remote option for attendees.
38. Pays invoices and performs wire transfers for the DEI Office and Community Corrections Office.
39. Prepares biweekly payroll for the DEI Office and Community Corrections Office and enters personnel action requests including: new hires, terminations, retirements, promotions, and transfers.
40. Uses a variety of software programs to provide administrative support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail, and other clerical functions. Composes correspondence, documents, and reports for the Department Head's review and signature.
41. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts. Prepares grant applications, mailings and invoices for payment as it relates to contracts.
42. Acts as procurement card site coordinator for DEI Office and Community Corrections Office.
43. Answers telephone and routes calls to appropriate individuals, receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information
44. Attends meetings and takes and transcribes minutes.
45. The ability to multi-task and manage interruptions while meeting multiple deadlines is required.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.

(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: A minimum of a high school diploma or equivalent with some college-level course work in Secretarial Skills, Business, Data Processing, or a related field is required

Experience: Two years of related administrative experience

Other Requirements:

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

Working Conditions:

9. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
10. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in crawling and pinching.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, stooping/crouching, squatting, kneeling, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require regular stamina in walking, traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

**March 2022
MCF 5**

**INGHAN COUNTY
JOB DESCRIPTION**

ASSISTANT TO THE COUNTY CONTROLLER

General Summary:

Under supervision of the Controller, this position provides a variety of clerical support services including: typing correspondence, resolutions, reports, and other documents; prepares agendas for various meetings; takes and transcribes minutes of meetings; answers telephones; and maintains office filing systems. Monitors contracts, pays invoices relating to such contracts, and prepares personnel action requests. Assists the Building Authority, Housing Trust Fund Board, Broadband Task Force, Environmental Affairs Commission and Budget Office with general secretarial and administrative support functions.

Essential Functions:

1. Provides secretarial and administrative support to Controller's Office including setting-up and typing correspondence, resolutions, reports, surveys and other documents. Proofreads and edits documents.
2. Upon direction of the Controller, prepares and organizes agendas for various meetings including standing committees of the Board of Commissioners, Building Authority, Housing Trust Fund Board, Broadband Task Force, Environmental Affairs Commission and other groups as assigned. Assembles, copies, and distributes meeting support documents.
3. Provides remote access equipment, meeting software, and set up for various meetings that require a remote option for attendees.
4. Pays invoices and performs wire transfers for Controller's Office and Budget Office.
5. Prepare biweekly payroll for the Controller's Office and enters personnel action requests.
6. Acts as procurement card site coordinator for Controller's Office and Budget Office.
7. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensures that invoice charges do not exceed allotted amounts. Prepares grant applications, mailings, and invoices for payment as it relates to contracts.
8. Responsible for general administrative and clerical support functions to include scheduling of meetings, mailings, creating address label files, proofreading documents, and assisting with special events.
9. Prepares annual schedule for Board meetings and Liaison Committee meetings.
10. Answers telephone and routes calls to appropriate individuals, receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information. Performs analytical evaluations and recommendations to Controller on various County initiatives.
11. Establishes and maintains office filing systems, and provides other general administrative/clerical support.

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: A minimum of a high school diploma or equivalent with some college-level course work in Secretarial Skills, Business, Data Processing or a related field is required.

Experience: A minimum of two years of secretarial or related administrative experience is required.

Other Requirements: None

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

***MCF 5
March 2022***

INGHAM COUNTY JOB DESCRIPTION

DEPUTY CONTROLLER

General Summary:

Under general supervision of the Controller/Administrator, serves as liaison to one or more standing committees of the Board of Commissioners, assigned County departments, offices, and agencies. Liaison responsibilities to Board of Commissioners' standing committees include: interacting with committee chairs to establish agendas, ensuring committee packets and resolutions are complete and accurate and implementing committee sponsored projects and initiatives. Liaison responsibilities to County departments, offices, and agencies, including: analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller/Administrator and the Board of Commissioners in the context of long-term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs and supervises various departments. Functions as Acting Controller/Administrator in the absence of the Controller. Supervises various staff as assigned.

Essential Functions:

1. Liaison Responsibility:
 - a. In cooperation with Board of Commissioners Committee Chair, establishes meeting agenda, committee packets, and resolutions. Researches, analyzes, implements and manages Committee initiatives and projects. Serves as a liaison between the Committee and the departments, offices, and agencies that report to the Committee.
 - b. Identifies needs, challenges, and priorities in assigned functional areas for consideration by the Controller/Administrator and Board in relation to county long-term objectives.
 - c. Analyzes and recommends action on needs and requests of Departments, offices, and agencies to the Controller/Administrator and appropriate boards and committees.
 - d. Analyzes, coordinates, and recommends action on budgetary requests for departments, offices, and agencies within assigned functional areas.
 - e. Works with departments, offices, and agencies in the context of County policies and plans to resolve challenges and address needs.
 - f. Staffs various advisory committees as assigned.
 - g. Serves as the Controller's liaison to other agencies as assigned.
2. Carries out special projects and prepares reports.
3. Conducts and directs surveys and evaluations of departments/programs as requested by the Board, Controller/Administrator or otherwise deemed appropriate.
4. Works as a member of the County Administrative team to ensure special projects run smoothly.
5. Works with Controller/Administrator, Board, and other County officials to develop policies and long-range plans for budgeting, capital projects, capital improvements, and long-term financing for special projects and programs.
6. Acts on behalf of the Controller/Administrator for designated purposes and is the Acting Controller/Administrator in the absence of the Controller.
7. Supervises, manages, and oversees departments as assigned.
8. Acts as interim department head when vacancies occur to ensure stability and customer service until department head position is filled.
9. Works with the Director to the Board of Commissioners to assure communication and smooth flow of information from the Controller/Administrator's Office and the Board Office, particularly with respect to Committee and Board agendas.

10. In conjunction with assigned Department Heads, hires, disciplines, and terminates employees in assigned areas.
11. Works with Corporate Counsel on the development of contracts, oversees contract compliance of vendors, agencies, and municipalities on behalf of the County.
12. Serves as a member of the County management collective bargaining team and interacts with Corporate Counsel, County Commissioners, Elected Officials, Judges, and Department Heads with union negotiations.

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: A minimum of a Bachelor's degree in Public or Business Administration or related field is required. Postgraduate studies and degree are desired.

Experience: Five years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate postgraduate degree may be considered in lieu of some required work experience.

Other Requirements: None

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to lift computer equipment, microprocessors and terminal weighing up to 20 pounds.

(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.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises, and extreme temperatures rises.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE INGHAM COUNTY
CONTROLLER'S OFFICE**

WHEREAS, reviewing the Controller's Office compensation was requested by the Finance Committee; and

WHEREAS, as part of the review, it was determined that the newly created DEI Office and the Community Corrections Office would benefit from a shared Executive Assistant position; and

WHEREAS, additional job responsibilities and clarification of existing duties that were not captured in the existing job descriptions for the Deputy Controllers and Executive Secretary-Controller resulted in reclassifications in higher grades; and

WHEREAS, the existing Controller salary range was determined to be within the current market range for Controllers/Administrators in similarly sized counties so no reclassification is warranted, but a step increase is recommended; and

WHEREAS, the Budget Director position was determined to be correctly pointed and remained in the MC level 13; and

WHEREAS, the Controller's Office reorganization is proposed to consist of:

- Addition of an Executive Assistant shared between the DEI/Community Corrections Offices at MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Executive Secretary-Controller (MC 4) to Assistant to the Controller MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Deputy Controller (MC 15) positions to MC Level 17 (\$116,780.85 to \$140,210.89)
- No grade change for Controller (MC 19), but one step increase from a Step 2 (\$144,406.40) to a Step 3 (\$151,148.98)
- No grade change for the Budget Director (MC13), currently at Step 5 (top of grade); and

WHEREAS, the Human Resources Department was consulted and the job descriptions for various positions were updated and repointed; and

WHEREAS, the Controller's Office has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employees, and will not eliminate any positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Ingham County Controller's Office.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
223002	Executive Secretary Controller's Office	Move from MC 4 to MC 5, update the current job description, and change the title to Assistant to the Controller
223004	Deputy Controller	Move from MC 15 to MC 17, update the current job description
223005	Deputy Controller	Move from MC 15 to MC 17, update the current job description
223001	Controller	Remain at MC19 but increase from Step 2 to Step 3
New Position	Executive Assistant DEI/Community Corrections	MC 5

The financial impact associated with the proposed reorganization is as follows:

Current Position	Current Max. Cost	Future Max. Cost	Difference
Executive Secretary to Assistant to Controller	\$ 102,511.05	\$ 107,871.81	\$ 5,360.76
Executive Assistant to DEI/CC	\$ -	\$ 107,871.81	\$ 107,871.81
Deputy Controller	\$ 208,705.99	\$ 237,896.18	\$ 29,190.19
Deputy Controller	\$ 208,705.99	\$ 237,896.18	\$ 29,190.19
Controller	\$ 244,302.13	\$ 254,598.03	\$ 10,295.90
TOTAL	\$ 764,225.14	\$ 946,134.00	\$ 181,908.86
		Total	\$ 181,908.86
Less Community Corrections staff consultant contract			\$ (49,026.00)
			\$ 132,882.86

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

BE IT FURTHER RESOLVED, that each of the reclassifications made as a part of this reorganization above are effective the first full pay date following the date the reorganization request was submitted to the Human Resources Department.

No. 2022/006

Iron County Board of Commissioners
RESOLUTION
Urging the Return of State Workers to In-Person Operations

Whereas, in October 2021 the State of Michigan removed the set date for State workers to return to in-person operations and left each department or agency to set their own schedule to return, and

Whereas, each department and agency have the knowledge and resources to develop agency work plans to return to in-person operations; and

Whereas, the majority of businesses, industry, governmental operations, school districts and non-profit agencies have returned to on-site operations; and,

Whereas, Iron County has received complaints from citizens concerning the lack of accessibility and the delay of responsiveness due to State workers not operating within their on-site offices, as well as have experienced difficulties and delays in coordinating services between county offices and state departments and agencies such as DHHS; and,

Now Therefore Be It Resolved, that the Iron County Board of Commissioners urges Governor Whitmer to immediately direct department and state agencies to complete work plans to return to on-site operations as quickly as possible in order to provide the services and convenience that the citizen of Michigan expect from their government; and

Be it Further Resolved, that a copy of this Resolution be forwarded to all Michigan Counties, Senator Ed McBroom and Representative Greg Markkanen, the Michigan Association of Counties and Governor Gretchen Whitmer.

The foregoing resolution was moved by Commissioner Mike Stafford and

Supported by Commissioner Jacob Conery.

Roll Call Vote:

AYES: Patti Peratto, Mike Stafford, Mark Stauber, Jacob Conery

NAYES: none

ABSENT: Jeff Ofsdahl

Resolution Declared Adopted on 3/8/2022:

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF IRON

By: _____

Mark Stauber
It's Chair

By: _____

Julie Kezerle
It's Clerk

