

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, AUGUST 16, 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 [July 19, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Veterans Affairs Office
  - a. Resolution to Accept the 2023 County [Veteran Service Fund Grant](#)
  - b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept the 2023 County Veteran Service Fund Grant on Behalf of [Clinton County](#)
2. Drain Commissioner – Resolution to Allocate \$1,000,000 in American Rescue Plan Funds to the [Montgomery Drain](#) Maintenance and Improvement Project
3. Public Defenders Office – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating One New [Grant Funded Position](#)
4. Health Department
  - a. Resolution to [Amend the Status of Position #601541](#) (CHW– Forest) from Part-Time to Full-Time
  - b. Resolution to Authorize the Creation of a Grant-Term Limited [Mobile Health Unit Coordinator](#) Position
  - c. Resolution to Authorize a New 1.0 FTE [Workforce Development Coordinator](#) Position for Ingham County Health Department
5. Financial Services Department – Resolution to Approve the [Reorganization](#) of the Financial Services Department (*Discussion*)
6. Innovation and Technology Department – Notice of Emergency Purchase Order to Obtain Replacement Uninterruptible [Power Supply](#) for Grady Porter Building Data Closet

7. Potter Park Zoo – Notice of Emergency Purchase Order for [Penguin Exhibit Chiller Repair](#)
8. Animal Control and Shelter – Resolution to Create a Second [Lead Animal Care Specialist](#)
9. Facilities Department
  - a. Notice of Emergency Purchase Order for 30<sup>th</sup> Circuit Court Annex Building Access [Card Swipes](#)
  - b. Notice of Emergency Purchase Order for 30<sup>th</sup> Circuit Court Annex Building [Metal Detector](#)
  - c. Notice of Emergency Purchase Order for 30<sup>th</sup> Circuit Court Annex Building Parking Lot [Safety Fence](#)
  - d. Resolution to Authorize an Agreement Extension with [Teachout Security](#) for Unarmed Security Guard Services at Multiple Ingham County Facilities and to Rescind Resolution #22-254
10. Road Department
  - a. Notice of Emergency Purchase Order with [T.H. Eifert](#)
  - b. Resolution to Authorize a Contract for [Propane](#) Supplied and Delivered to the Ingham County Road Department
  - c. Resolution to Authorize a Contract for [Liquid De-Icing](#) Corrosion Inhibited Solution
  - d. Resolution to Authorize a Contract for [Dust Control](#) Solutions and Services
11. Human Resources Department
  - a. Resolution to Approve a Letter of Understanding with the ICEA County Professionals Unit and Michigan Nurses Association Unit Regarding [Jail Medical Nurses](#)
  - b. Resolution Certifying Representatives for the MERS 2022 [Retirement Conference](#)
12. Controller's Office – Resolution Defining the Terms of the [Montgomery Drain](#) American Rescue Plan Act Funding Allocation

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](http://www.ingham.org).

## COUNTY SERVICES COMMITTEE

July 19, 2022

Draft Minutes

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

Members Absent: None

Others Present: Treasurer Alan Fox, Rick Terrill, Becky Bennett, Gregg Todd, Sue Graham, 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 June 21, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED MINUTES OF THE JUNE 21, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

### Additions to the Agenda

11. Treasurer's Office – Resolution to Create a Housing Trust Fund Coordinator in the Treasurer's Office
6. Road Department
  - b. Resolution Attesting to the Existence of Matching Funds through Meridian Charter Township and Committing to Ongoing Maintenance for the MSU to Lake Lansing Connector Trail, Phase I Tap Grant Project Funded by the Transportation Alternatives Program Grant #2016025 MDOT JN 205121
9. Board of Commissioners
  - b. Resolution in Support of Reproductive Rights

### Limited Public Comment

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

2. Prosecuting Attorney's Office – Resolution to Reclassify Vacant Ingham County Prosecutor's Office Victim/Witness Assistant (Courtroom Dog Handler) Position No. 229059 UAW H to Victim/Witness Assistant UAW G
3. Health Department – Resolution to Authorize the Conversion of the Vacant Health Analyst-Healthy Communities Position to a Health Analyst Position

4. Innovation and Technology Department
  - a. Notice of Emergency Purchase Order to Obtain Security Cameras and Licenses for New Visiting Judge Building
  - b. Resolution to Renew Internet and Voice Service Provided by Everstream
5. Facilities Department
  - a. Resolution to Authorize a Three-Year Contract Extension with Capitol Walk Parking LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing
  - b. Resolution to Authorize an Agreement with Safety Systems Inc., for Building Alarm, Hold Up Buttons, and Monitoring at the 30<sup>th</sup> Circuit Court Annex Building
  - c. Resolution to Authorize an Agreement with Seelye Group LTD, to Replace the Carpet in the Common Areas and Financial Services at the Hilliard Building
  - d. Resolution to Authorize an Agreement with Fishbeck for Architectural and Engineering Services to Assess the Ingham County Youth Center
6. Road Department
  - a. Resolution to Authorize an Agreement with Leroy Township and to Amend an Agreement with Bunkerhill Township for the 2022 Local Road Program
  - b. Resolution Attesting to the Existence of Matching Funds through Meridian Charter Township and Committing to Ongoing Maintenance for the MSU to Lake Lansing Connector Trail, Phase I Tap Grant Project Funded by the Transportation Alternatives Program Grant #2016025 MDOT JN 205121
7. Human Resources Department – Resolution to Approve Letters of Understanding for Onsite Employees During an Alternate Work Site Directive
8. Controller's Office
  - a. Resolution to Approve an Ingham County IT Security Policy
  - c. Resolution to Approve an Agreement with ICMA TV to Feature Ingham County as a Featured County for the 2022 ICMA Annual Conference
9. Board of Commissioners
  - a. Resolution Congratulating Harry's Place on the Event of Their 100<sup>th</sup> Anniversary
11. Treasurer's Office – Resolution to Create a Housing Trust Fund Coordinator in the Treasurer's Office

THE MOTION CARRIED UNANIMOUSLY.

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

1. Clerk's Office – Resolution to Authorize the Permanent Absent Voter Ballot Application List Mailer for 2022

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

Commissioner Grebner stated that the mailing was an invitation to place an individuals name on the Permanent Absent Voter Ballot list. He further stated that it would make him feel better if the Clerk's Office considered excluding the 48825 zip code as it was just the dormitories at Michigan State University.

Commissioner Grebner stated that the addresses are not forwarded and individuals were not on campus. He further stated that he hoped that the Clerk's Office would consider that the Board would give approval to not mail to 48825.

THE MOTION CARRIED UNANIMOUSLY.

8. Controller's Office
  - b. Resolution to Approve \$1.5 Million of Housing Trust Fund Dollars for the Walter French Residential Renovation

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

Commissioner Grebner stated that he was on the Land Bank, and has reviewed the project there as well. He further stated that he has a personal problem with the project and understood that Ingham County would contribute a small part of the funds needed for the project.

Commissioner Grebner stated that they would be \$350,000 units, which would only be worth \$150,000 when done. He further stated that he felt that there were better ways to deal with increasing the supply of housing for low-income individuals.

Chairperson Sebolt stated that the Housing Trust Fund did their due diligence on the project and it was one part of a multifaceted approach to address housing in the area.

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

9. Board of Commissioners
  - b. Resolution in Support of Reproductive Rights

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

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

10. Board Referrals

- a. Resolution Number 2022-06-069 from the Livingston County Board of Commissioners Optimizing Election Integrity as it Pertains to the Acceptance of Unregulated Private Monies for Funding Elections

Chairperson Sebolt stated that the matter would be received and placed on file.

10. Board Referrals

- b. Resolution #2022-8 from the Gogebic County Board of Commissioners Opposing the Proposed Wagner-Peyser Act Rule Change

Chairperson Sebolt stated that the matter would be received and placed on file.

Announcements

Commissioner Peña stated that the Alfreda Schmidt Center would host a 96<sup>th</sup> Birthday celebration for Alfreda Schmidt at 12:00 p.m. at the Senior room.

Chairperson Sebolt stated that an additional item might be received from the Housing Trust Fund shortly. He further stated that it would deal with the construction of rural housing through the Land Bank parcels.

Chairperson Sebolt stated that he believed that there were 15,000 units needed in the area. He further stated that the Tri County Regional Planning Commission was working on a study to determine the housing need in the area.

Chairperson Sebolt stated that the area was in severe need of housing and the need would only continue to grow.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:39 p.m.

**AUGUST 16, 2022 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Controller recommends approval of the following resolutions:**

***1a. Veterans Affairs Office – Resolution to Accept the 2023 County Veteran Service Fund Grant***

This resolution authorizes the Ingham County Board of Commissioners to accept the FY23 County Veteran Service Fund Grant from the Michigan Veteran Affairs Agency for the Ingham County Department of Veteran Affairs. The 2023 County Veteran Service Fund Grant will be used for continuing a grant funded MC Veteran Benefits Counselor position, effective October 1, 2022 to September 30, 2023.

The resolution authorizes the Ingham County Department of Veteran Affairs to administer a grant in the amount of \$102,061 for the period of October 1, 2022 through September 30, 2023. Ingham County will receive a base payment of \$50,000 and the remaining \$52,061 will be paid on a reimbursement basis

See memo for details.

***1b. Veterans Affairs Office – Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept the 2023 County Veteran Service Fund Grant on Behalf of Clinton County***

This resolution authorizes the Ingham County Board of Commissioners to accept the FY23 County Veteran Service Fund Grant on behalf of Clinton County from the Michigan Veteran Affairs Agency for Ingham County Department of Veteran Affairs. The 2023 County Veteran Service Fund Grant will be used for continuing a grant funded UAW Benefits Support Specialist position, effective October 1, 2022 to September 30, 2023.

The resolution authorizes Ingham County Department of Veteran Affairs to administer the County Veteran Service Fund Grant for Clinton County in the amount of \$65,416 for the period of October 1, 2022 through September 30, 2023. Ingham County, on behalf of Clinton County, will receive a base payment of \$50,000 and the remaining \$15,416 will be paid on a reimbursement basis.

See memo for details.

***2. Drain Commissioner – Resolution to Allocate \$1,000,000 in American Rescue Plan Funds to the Montgomery Drain Maintenance and Improvement Project***

This resolution was tabled at the June 19<sup>th</sup> meeting. The packet includes additional information on the funded/completed vs unfunded/not completed (or bid) portions of the Drain project. The highlights are this:

- Drain Commissioner needs \$13 mil to complete
- The \$1 mil ARP funding will not make the system operable
- The Trails Millage is funding the +/- \$1 mil in trails
- This would leave \$11mil to fund (if the \$1 mil in ARP is approved) which would more than likely be assessed to District members as the Drain Commissioner is adamant not to cut.

See memo for details, and the Controller's memo and resolution requesting terms for the funding.

**3. Public Defender's Office – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating One New Grant Funded Position**

This resolution will authorize a grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA), and Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court for the time period October 1, 2022 through September 30, 2023. The total amount of the grant is \$7,036,057.78, which includes the local share of \$929,081.63. The local share will be split among Ingham County (\$890,346.63), the City of Lansing (\$22,158), and the City of East Lansing (\$16,577).

This will be the fifth year of grant funding from the State of Michigan for the compliance plan. The major changes in the year's grant over last year's is the addition of one Clerk – Public Defender position (UAW/D) and increased funding for experts and investigators.

See memo for details.

**4a. Health Department– Resolution to Amend the Status of Position #601541 (CHW– Forest) from Part-Time to Full-Time**

This resolution increases the status of position #601541 Community Health Worker (CHW) at Forest Community Health Center (FCHC) from a .50 FTE to a 1.0 FTE effective November 1, 2022. The increased cost related to increasing this position from .50 FTE to 1.0 FTE is \$38,846. The additional costs will be covered by the HIV Prevention-Forest Community Health grant included in the FY '23 MDHHS Master Agreement.

See memo for details.

**4b. Health Department– Resolution to Authorize the Creation of a Grant-Term Limited Mobile Health Unit Coordinator Position**

This resolution creates a grant-term limited “Mobile Health Unit Coordinator” position, UAW bargaining unit, Grade E with an annual cost of \$81,958 - \$92,567. The “Mobile Health Unit Coordinator” will assist in the coordination and operation of the mobile health unit. Funding to support the position is available through a grant from the Michigan Department of Health and Human Services (MDHHS) through at least September 30, 2023.

See memo for details.

**4c. Health Department– Resolution to Authorize a New 1.0 FTE Workforce Development Coordinator Position for Ingham County Health Department**

This resolution creates a 1.0 FTE Workforce Development Coordinator position within the Community Health, Planning, and Partnerships/Administrative Branch effective upon approval through September 30, 2023 for an amount not to exceed \$113,632. The Workforce Development Coordinator will develop, plan, and coordinate a resilient and robust public health workforce amidst the ongoing COVID-19 response across the health department. Funds for this position are included in the FY '22 & FY '23 Emerging Threats Master Agreement.

See memo for details.



**6. Innovation and Technology Department – Notice of Emergency Purchase Order to Obtain Replacement Uninterruptible Power Supply for Grady Porter Building Data Closet**

This Emergency PO was for the uninterruptible power supply (UPS) at the Grady Porter Building in the technology data closet, which stopped working on July 25. Cost is \$20,689 for the necessary UPS to support the devices necessary. Funds for the purchase are available through the Network Fund Miscellaneous account.

See memo for details.

**7. Potter Park Zoo – Notice of Emergency Purchase Order for Penguin Exhibit Chiller Repair**

Emergency PO for the penguin pool chiller, which died on July 1. Temperatures were forecasted to reach 90 degrees throughout the holiday weekend, which would heat the water well above the safe 65-degree threshold for Magellanic penguins. The total cost for repair of the penguin chiller was \$4,827.56.

Funds for this repair are available in Zoo Budget Line Item 25869200 931000 30000.

See memo for details.

**8. Animal Control and Shelter – Resolution to Create a Second Lead Animal Care Specialist**

This resolution will approve the creation of a second lead Animal Care Specialist. Ingham County Animal Control and Shelter currently employs seven full-time Animal Care Specialists with one of those positions being designated as a Lead Animal Care Specialist. The lead worker designation is responsible for directing the activities of the animal care unit staff, providing them with advice and assistance as needed, and is responsible to assure their proper and timely performance of assigned duties. Additionally, the position performs the duties of Animal Care Specialist as needed. The Animal Control Director has determined that there is a need for one additional Lead Animal Care Specialist position to balance the work load that currently falls to one person.

This designation will be assigned to one of the existing Animal Care Specialists, so staffing totals will remain the same. The cost for implementing this additional designation will be \$3,200, the annual stipend for this lead worker designation. Funds are available within the Animal Shelter millage fund for this expense. The Capital City Labor Program (CCLP) is in agreement with this change.

See memo for details.

**9a. Facilities Department – Notice of Emergency Purchase Order for 30<sup>th</sup> Circuit Court Annex Building Access Card Swipes**

This Emergency PO is for access swipe cards at the 30<sup>th</sup> Circuit Court Annex Building (Visiting Judge Program) which is scheduled to begin trials on September 12, 2022. The cost of the access swipe cards is \$38,631.39 and funded through ARPA.

See memo for details.

**9b. Facilities Department – Notice of Emergency Purchase Order for 30<sup>th</sup> Circuit Court Annex Building Metal Detector**

This Emergency PO is for a metal detector at the 30<sup>th</sup> Circuit Court Annex Building (Visiting Judge Program) which is scheduled to begin trials on September 12, 2022. The cost of the metal detector is \$3,757.79, which is ADA-compliant and funded through ARPA.

See memo for details.

**9c. Facilities Department – Notice of Emergency Purchase Order for 30<sup>th</sup> Circuit Court Annex Building Parking Lot Safety Fence**

This Emergency PO is for a privacy fence wall around the parking spaces to allow for some security at the 30<sup>th</sup> Circuit Court Annex Building (Visiting Judge Program) which is scheduled to begin trials on September 12, 2022. The cost of the privacy fence is \$9,723 and funded through ARPA.

See memo for details.

**9d. Facilities Department – Resolution to Authorize an Agreement Extension with Teachout Security for Unarmed Security Guard Services at Multiple Ingham County Facilities and to Rescind Resolution #22-254**

This resolution rescinds Resolution #22-254, which awarded unarmed security services to Securitas Security. Securitas was unable to meet the terms of the agreement and Teachout Security has agreed to hold their current hourly bill rate of \$23.76 plus the living wage increase in 2023. Legal has been involved throughout this issue.

See memo for details.

**10a. Road Department– Notice of Emergency Purchase Order with T.H. Eifert**

This Emergency PO is for Road Department's Administration Building air conditioning system, which stopped working. The requested emergency purchase order with T.H. Eifert was for \$17,843.53 for expenses directly related to restoring the air conditioning at the Road Department's Administration Building.

Funds for these repairs are available through the 2022 Road Fund Budget.

See memo for details.

**10b. Road Department– Resolution to Authorize a Contract for Propane Supplied and Delivered to the Ingham County Road Department**

This resolution authorizes propane purchase from Avery Oil & Propane. The contract to provide propane fuels to the Ingham County Road Department (ICRD) will be effective for a three (3) year period with an option for a two (2) year extension. The ICRD annually purchases 15,000 gallons of propane for heating the Eastern District Garage.

Bids received are below:

Vendor Name	Local	Year 1	Year 2	Year 3	Grand Total	Annual Inspection	Repair Cost/Hr
Avery Oil	Yes	\$22,350	\$21,750	\$20,250	<b>\$64,350</b>	\$0.00	\$75.00
Webster Garner	No	\$23,040	\$21,450	\$19,890	<b>\$64,470</b>	\$200	\$100

See memo for details

***10c. Road Department– Resolution to Authorize a Contract for Liquid De-Icing Corrosion Inhibited Solution***

This resolution authorizes the purchase of de-icing corrosion inhibited solution from MBH Trucking and Chloride Solutions to be supplied and delivered to Ingham County Road Department (ICRD) district garages on an as-needed basis.

Bids received are below:

Vendor Name	Local Preference	Three Year Aggregate Total for Three District Garages
MBH Trucking and Chloride Solutions	Yes	\$44,400
Corrigan Environmental Solutions	No	\$45,880
E. Brookmyer, Inc. d/b/a: Bare Ground	No	\$54,000
Northern Michigan Dust Control	No	\$63,000

See memo for details

***10d. Road Department– Resolution to Authorize a Contract for Dust Control Solutions and Services***

This resolution authorizes the purchase of liquid calcium chloride solution for dust control on gravel roads for a period of three years with an option for a two-year extension from the lowest qualified bidder, Corrigan Environmental Solutions.

See memo for details.

***11a. Human Resources Department – Resolution to Approve a Letter of Understanding with the ICEA County Professionals Unit and Michigan Nurses Association Unit Regarding Jail Medical Nurses***

This resolution approves a Letter of Understanding between the ICEA County Professionals unit and the Michigan Nurses Association (MNAs) for the transfer of two Jail Medical Nurses into existing Health Department nurse positions at an annual rate of \$76,677.08 (\$36.86/hour) which are all MNAs. There are no other ICEA County Pro nurse positions in the County.

See memo for details.

**11b. Human Resources Department – Resolution Certifying Representatives for the MERS 2022 Retirement Conference**

This resolution approves representatives for the MERS 2022 Retirement Conference September 26-27. The governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body. The employee delegate election is currently in process.

See memo for details.

**12. Controller's Office– Resolution Defining the Terms of the Montgomery Drain American Rescue Plan Act Funding Allocation**

This resolution sets the terms for allocating \$1 mil in ARPA funds for the Montgomery Drain, namely:

- Funding and construction of Division XII – Ranney Park Phase II
- A clear and practical plan to fund the remaining phases of the Montgomery Drain
- A thorough review of the remaining Montgomery Drain plans by a third party engineer to verify their efficacy and need to the successful operation of the Montgomery Drain not to exceed \$7,500.

See memo for details.

**ADDITION ITEMS:**

**5. Financial Services Department – Resolution to Approve the Reorganization of the Financial Services Department (Discussion)**

## Agenda Item 1a

**TO:** Human Services, County Services, and Finance Committees

**FROM:** Amy Pocan, Director

**DATE:** August 2, 2022

**SUBJECT:** Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept the 2023 County Veteran Service Fund Grant

For the meeting agendas of August 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>

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### **BACKGROUND**

Under Michigan Public Act 192 of 1953, Section 35.623a, County Veteran Service Fund Grant Program, the Michigan Veteran Affairs Agency has accepted the FY23 grant application for Ingham County Department of Veterans Affairs.

This resolution authorizes the Ingham County Board of Commissioners to accept the FY23 County Veteran Service Fund Grant from the Michigan Veteran Affairs Agency for the Ingham County Department of Veteran Affairs.

The 2023 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded MC Veteran Benefits Counselor position, effective October 1, 2022 to September 30, 2023.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

The resolution authorizes the Ingham County Department of Veteran Affairs to administer a grant in the amount of \$102,061 for the period of October 1, 2022 through September 30, 2023. Ingham County will receive a base payment of \$50,000 and the remaining \$52,061 will be paid on a reimbursement basis.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the county's strategic planning by providing direct services to the veteran population.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the FY23 County Veteran Service Fund Grant for Ingham County.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE 2023 COUNTY VETERAN SERVICE FUND GRANT**

WHEREAS, Michigan Public Act 192 of 1953, Section 35.623a, under the Michigan Veteran Affairs Agency has accepted the 2023 County Veteran Service Fund Grant application for Ingham County; and

WHEREAS, the grant award will be funded for up to \$102,061 of approved costs during the grant period; and

WHEREAS, Ingham County will receive a direct payment of \$50,000 and the remaining \$52,061 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the 2023 County Veteran Service Fund Grant in the amount of \$102,061.

BE IT FURTHER RESOLVED, that the 2023 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded MC Veteran Benefits Counselor position, effective October 1, 2022 to September 30, 2023.

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

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

**TO:** Human Services, County Services, and Finance Committees

**FROM:** Amy Pocan, Director

**DATE:** August 2, 2022

**SUBJECT:** Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept the 2023 County Veteran Service Fund Grant on Behalf of Clinton County

For the meeting agendas of August 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>

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**BACKGROUND**

Under Michigan Public Act 192 of 1953, Section 35.623a, County Veteran Service Fund Grant Program, the Michigan Veteran Affairs Agency has accepted the FY23 grant application for Clinton County.

This resolution authorizes the Ingham County Board of Commissioners to accept the FY23 County Veteran Service Fund Grant on behalf of Clinton County from the Michigan Veteran Affairs Agency for Ingham County Department of Veteran Affairs. The 2023 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded UAW Benefits Support Specialist position, effective October 1, 2022 to September 30, 2023.

Since 1981, Ingham County and Clinton County have held a continuous service agreement. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The resolution authorizes Ingham County Department of Veteran Affairs to administer the County Veteran Service Fund Grant for Clinton County in the amount of \$65,416 for the period of October 1, 2022 through September 30, 2023. Ingham County, on behalf of Clinton County, will receive a base payment of \$50,000 and the remaining \$15,416 will be paid on a reimbursement basis.

**STRATEGIC PLANNING IMPACT**

This resolution supports the county's strategic planning by providing services to the veteran population.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the FY23 County Veteran Service Fund Grant for Clinton County.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS  
AFFAIRS TO ACCEPT THE 2023 COUNTY VETERAN SERVICE FUND GRANT ON BEHALF OF  
CLINTON COUNTY**

WHEREAS, Michigan Public Act 192 of 1953, Section 35.623a, under the Michigan Veteran Affairs Agency, has accepted the 2023 County Veteran Service Fund Grant for Clinton County; and

WHEREAS, a grant award will be funded for up to \$65,416 of approved costs during the grant period; and

WHEREAS, Ingham County, on behalf of Clinton County, will receive a direct payment of \$50,000 and the remaining \$15,416 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the 2023 County Veteran Service Fund Grant on behalf of Clinton County in an amount of \$65,416.

BE IT FURTHER RESOLVED, that the 2023 County Veteran Service Fund Grant for Clinton County will be used for the purpose of continuing a grant funded UAW Benefits Support Specialist position, effective October 1, 2022 to September 30, 2023.

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

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



## **Agenda Item 2**

TO: County Services and Finance Committees

FROM: Paul C. Pratt, Deputy Drain Commissioner

CC: Patrick E. Lindemann, Carla F. Clos, Tim Inman, Brian Cenci, Gregg Todd

DATE: August 2, 2022

Commissioners,

The Drain Commissioner is renewing his request for \$1 Million dollars in American Rescue Plan funds, for further work on the Montgomery drain. This request was tabled at the June 21, 2022 County Services Committee meeting.

Attached are 5 documents:

- 1) Budget History, two pages
- 2) Project Change Orders
- 3) Project Construction Totals
- 4) Additional Requested information, two pages
- 5) Status of Construction, as of 8/2/2022, seven pages

Each of these documents are in Word or Excel and in PDF format.

I plan to attend the August 16, 2022, County Services meeting and the August 17, 2022 Finance Committee meeting to review these documents with you and to answer any questions.

Thank you,  
Paul Pratt, Deputy Drain Commissioner

## MONTGOMERY DRAIN (M12-64)

## BUDGET HISTORY

6/22/2022

City of Lansing Supplemental
MDOT Supplemental
Continental Ferguson
Capital Area Transportation Authority
Board of Water and Light

ITEM	Project Funded To Date		Proposed Additional Project Funding		Proposed Total
	COST		ADDITIONAL COST (TOTAL)		TOTAL COST
1. Layout & Design (MDOT - MDOT and CSO Relief Branches)	\$ -	\$ -	\$ -	\$ -	\$ -
Design Engineering - To Date (CSO Relief, MDOT)	\$ -	\$ -	\$ -	\$ -	\$ -
Design Engineering - To Date (Syphon Elimination Branch, MDOT)	\$ -	\$ -	\$ -	\$ -	\$ -
Design Engineering - To Completion (MDOT for Syphon Elimination & CSO Relief)	\$ -	\$ -	\$ -	\$ -	\$ -
Layout & Design (Montgomery Drain - Design Engineering, TOTAL)	\$ 7,047,785.48	\$ -	\$ -	\$ -	\$ 7,047,785.48
Design Engineering - Other Vendors (Montgomery 610.5)	\$ 49,181.25	\$ -	\$ -	\$ -	\$ 49,181.25
Design Engineering - To Date (Montgomery 610.1)	\$ 6,348,059.22	\$ -	\$ -	\$ -	\$ 6,348,059.22
Design Engineering - To Completion (Montgomery)	\$ 650,545.01	\$ -	\$ -	\$ -	\$ 650,545.01
Layout & Design (Montgomery Drain - SAW Grant & DNR Grant Expenses)	\$ 1,658,331.20	\$ -	\$ -	\$ -	\$ 1,658,331.20
SAW Inspection (Z31-02 925-603)	\$ 145,685.25	\$ -	\$ -	\$ -	\$ 145,685.25
SAW Inspection (Z31-02 801-603)	\$ 33,238.66	\$ -	\$ -	\$ -	\$ 33,238.66
SAW Maintenance (Z31-02 925-604)	\$ 59,501.00	\$ -	\$ -	\$ -	\$ 59,501.00
SAW Maintenance (Z31-02 801-604)	\$ 3,926.83	\$ -	\$ -	\$ -	\$ 3,926.83
SAW Exempt Maintenance (Z31-02 925-605)	\$ 2,494.90	\$ -	\$ -	\$ -	\$ 2,494.90
SAW Exempt Maintenance (Z31-02 801-605)	\$ 2,673.00	\$ -	\$ -	\$ -	\$ 2,673.00
SAW Environmental Consulting (Z31-02 925-610.3)	\$ 6,133.80	\$ -	\$ -	\$ -	\$ 6,133.80
SAW Maintenance Inspection (Z31-02 801-680.2)	\$ 40,559.77	\$ -	\$ -	\$ -	\$ 40,559.77
SAW Grant Match and Televising (Z31-02 925-620.15)	\$ 66,285.50	\$ -	\$ -	\$ -	\$ 66,285.50
SAW Grant Eligible Administrative (Z31-02 801-601)	\$ 4,463.50	\$ -	\$ -	\$ -	\$ 4,463.50
SAW Grant Eligible Engineering (Z31-02 801-602)	\$ 421,415.63	\$ -	\$ -	\$ -	\$ 421,415.63
SAW Grant Eligible Engineering (Z31-02 925-602)	\$ 175,562.36	\$ -	\$ -	\$ -	\$ 175,562.36
SAW Grant Eligible Engineering (M12-64 602)	\$ 544,595.00	\$ -	\$ -	\$ -	\$ 544,595.00
MDNR Grant Eligible ICDC Engineering - To Date (Z31-05 925-680.2)	\$ 231.00	\$ -	\$ -	\$ -	\$ 231.00
MDNR Grant Eligible ICDC Engineering - To Completion	\$ -	\$ -	\$ -	\$ -	\$ -
MDNR Grant Eligible Phase II Community Outreach (Z31-05 925-601)	\$ -	\$ -	\$ -	\$ -	\$ -
MDNR Grant Eligible Fisheries Environmental Consulting - To Date (Z31-05 925-610.3)	\$ 27,500.00	\$ -	\$ -	\$ -	\$ 27,500.00
MDNR Grant Eligible Fisheries Engineering - To Date (Z31-05 925-620.38)	\$ 16,712.00	\$ -	\$ -	\$ -	\$ 16,712.00
MDNR Grant Eligible Fisheries Engineering - To Completion	\$ 107,353.00	\$ -	\$ -	\$ -	\$ 107,353.00
Layout & Design (Montgomery Drain)	\$ 8,706,116.68	\$ -	\$ -	\$ -	\$ 8,706,116.68
Layout & Design	\$ 8,706,116.68	\$ -	\$ -	\$ -	\$ 8,706,116.68
2. Locating & Establishing Drain (ICDC - Total)	\$ 326,579.02	\$ -	\$ -	\$ -	\$ 326,579.02
ICDC Administrative (925-601)	\$ 10,569.75	\$ -	\$ -	\$ -	\$ 10,569.75
ICDC Staff - To Date (925-680.2)	\$ 211,497.52	\$ -	\$ -	\$ -	\$ 211,497.52
To Completion	\$ 104,511.75	\$ -	\$ -	\$ -	\$ 104,511.75
Locating & Establishing Drain (DEQ Permits - Fees, Part 301/303 & Part 31, Streamside, Modeling, Engineering)	\$ 283,466.52	\$ -	\$ -	\$ -	\$ 283,466.52
Permits (925-620.3)	\$ 44,883.10	\$ -	\$ -	\$ -	\$ 44,883.10
MDEQ Permit (925-620.7)	\$ 95,918.96	\$ -	\$ -	\$ -	\$ 95,918.96
MDEQ Engineering (925-620.27A)	\$ 129,882.00	\$ -	\$ -	\$ -	\$ 129,882.00
MDEQ Environmental Consultant (925-620.27B)	\$ 5,407.98	\$ -	\$ -	\$ -	\$ 5,407.98
MDEQ Legal (925-620.27C)	\$ 1,271.50	\$ -	\$ -	\$ -	\$ 1,271.50
To Completion	\$ 6,100.98	\$ -	\$ -	\$ -	\$ 6,100.98
Locating & Establishing Drain (Easements - Legal, Engineering, Acquisition, Title Searches, Recording Fees)	\$ 975,149.86	\$ -	\$ -	\$ -	\$ 975,149.86
Easement Acquisition & Research - Legal (925-620.32)	\$ 384,064.94	\$ -	\$ -	\$ -	\$ 384,064.94
Title Searches (925-620.16)	\$ 14,900.00	\$ -	\$ -	\$ -	\$ 14,900.00
Recording Fees (925-620.4)	\$ 627.00	\$ -	\$ -	\$ -	\$ 627.00
Appraisals (925-620.7)	\$ 2,447.50	\$ -	\$ -	\$ -	\$ 2,447.50
Easements - Engineering, Drafting, Surveying & Acquisition Costs - To Date (925-620.5)	\$ 356,971.11	\$ -	\$ -	\$ -	\$ 356,971.11
Easements - To Completion	\$ 216,139.31	\$ -	\$ -	\$ -	\$ 216,139.31
Locating & Establishing Drain (Wetland & Environmental Consulting, Habitat & Environmental Consulting)	\$ 1,314,291.94	\$ -	\$ -	\$ -	\$ 1,314,291.94
Wetland & Environmental Consulting (925-610.3)	\$ 1,282,706.19	\$ -	\$ -	\$ -	\$ 1,282,706.19
Habitat & Environmental Consulting (925-610.6)	\$ 25,834.74	\$ -	\$ -	\$ -	\$ 25,834.74
To Completion	\$ 5,750.00	\$ -	\$ -	\$ -	\$ 5,750.00
Locating & Establishing Drain (Watershed Mgmt., Water Testing/Sampling)	\$ 530,554.22	\$ -	\$ -	\$ -	\$ 530,554.22
Watershed Management (925-620.28)	\$ 16,210.25	\$ -	\$ -	\$ -	\$ 16,210.25
Watershed Management - To Completion	\$ 288.00	\$ -	\$ -	\$ -	\$ 288.00
Watershed Management Plan (925-620.30)	\$ 514,055.97	\$ -	\$ -	\$ -	\$ 514,055.97
Water Testing (925-620.37)	\$ 532,400.05	\$ -	\$ -	\$ -	\$ 532,400.05
Locating & Establishing Drain (Mapping & Utility Coordination/Relocation)	\$ 500,412.49	\$ -	\$ -	\$ -	\$ 500,412.49
Mapping (925-620.1)	\$ 500,412.49	\$ -	\$ -	\$ -	\$ 500,412.49
Copies of Plans (925-610.2)	\$ 6,559.24	\$ -	\$ -	\$ -	\$ 6,559.24
Miscellaneous (925-620.12)	\$ 5,376.25	\$ -	\$ -	\$ -	\$ 5,376.25
Utility Relocation (925-620.5)	\$ 15,419.00	\$ -	\$ -	\$ -	\$ 15,419.00
To Completion	\$ 4,633.07	\$ -	\$ -	\$ -	\$ 4,633.07
Locating & Establishing Drain (Watershed Mgmt., Testing, Mapping, Utilities)	\$ 1,062,954.27	\$ -	\$ -	\$ -	\$ 1,062,954.27
Locating & Establishing Drain	\$ 3,962,441.61	\$ -	\$ -	\$ -	\$ 3,962,441.61
3. Construction (Montgomery Drain - DNR AHG)	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ 1,050,000.00
MDNR Fisheries Grant Eligible Materials	\$ -	\$ -	\$ -	\$ -	\$ -
MDNR Fisheries Grant Eligible Construction	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ 1,050,000.00
Contract Price	\$ -	\$ -	\$ -	\$ -	\$ -
Construction (Montgomery Drain, Tree Clearing)	\$ 86,904.39	\$ -	\$ -	\$ -	\$ 86,904.39
Contract Price	\$ 86,904.39	\$ -	\$ -	\$ -	\$ 86,904.39
Construction (Montgomery Drain)	\$ 14,579,839.89	\$ 8,802,789.87	\$ -	\$ -	\$ 23,382,629.76
Division I (Contract Price) - Originally Described as "Red Cedar Stormwater Interception"	\$ 4,293,310.03	\$ -	\$ -	\$ -	\$ 4,293,310.03
Additional Maintenance Contract	\$ 74,000.00	\$ -	\$ -	\$ -	\$ 74,000.00
Division I Tree Clearing	\$ 46,000.00	\$ -	\$ -	\$ -	\$ 46,000.00
Emergency Log Jam Removal	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00
Division II (FD Estimate) - Originally Described as "Ranney Park Storm Water Treatment"	\$ 1,487,287.58	\$ -	\$ -	\$ -	\$ 1,487,287.58
Division III Base (Bid Price) - Originally Described as "Capacity Improvement"	\$ -	\$ -	\$ -	\$ -	\$ -
Division III Supplemental Bid 1 (Bid Price)	\$ -	\$ -	\$ -	\$ -	\$ -
Division III Supplemental Bid 2 (Bid Price)	\$ -	\$ -	\$ -	\$ -	\$ -
Division IV (Bid Price) - Originally Described as "In System Pipe Rehabilitation"	\$ 739,398.60	\$ 1,109,097.90	\$ -	\$ -	\$ 1,848,496.50
Division V (Bid Price) - Originally Described as "Water Quality Return System"	\$ 3,909,140.30	\$ -	\$ -	\$ -	\$ 3,909,140.30
Division VI (CD Estimate) - Originally Described as "Water Treatment Systems"	\$ -	\$ 1,025,000.00	\$ -	\$ -	\$ 1,025,000.00
Division VII (CD Estimate) - Originally Described as "Restoration and Finishing"	\$ 2,594,932.08	\$ -	\$ -	\$ -	\$ 2,594,932.08
Division VIII (CD Estimate From ENG) - Originally Described as "Prandora Hills"	\$ -	\$ 1,068,862.83	\$ -	\$ -	\$ 1,068,862.83
Division IX (Contract Price)	\$ 674,597.86	\$ -	\$ -	\$ -	\$ 674,597.86
Division IX CRJ Related Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Division IX (Permanent Headwall)	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 250,000.00
Division X (CD Estimate) "2021 Division 7 work"	\$ -	\$ 845,821.63	\$ -	\$ -	\$ 845,821.63
Division XII (CD Estimate) "2021 Division 2 work"	\$ -	\$ 2,987,983.53	\$ -	\$ -	\$ 2,987,983.53
Division XII Pathway Grant	\$ -	\$ 1,040,000.00	\$ -	\$ -	\$ 1,040,000.00
Bond Sale Savings	\$ 481,173.44	\$ -	\$ -	\$ -	\$ 481,173.44
Division XIV - Lighting	\$ -	\$ 726,023.96	\$ -	\$ -	\$ 726,023.96
Construction (Montgomery Drain - Misc., Fair Labor Monitoring)	\$ 34,235.62	\$ -	\$ -	\$ -	\$ 34,235.62
Construction (Montgomery Drain - Const. Admin., Const. Eng., Inspection, Surveying, Staking, Material Testing)	\$ 4,111,524.19	\$ 1,657,830.04	\$ -	\$ -	\$ 5,769,354.23
Construction (Montgomery Drain - Total)	\$ 19,862,504.09	\$ 10,460,619.91	\$ -	\$ -	\$ 30,323,124.00
Construction (City of Lansing - Lighting)*	\$ -	\$ -	\$ -	\$ -	\$ -
Construction (City of Lansing - Prandora Hills)*	\$ -	\$ -	\$ -	\$ -	\$ -
Construction (City of Lansing - sidewalks on Vine St. & Homer St.)*	\$ -	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
Construction (City of Lansing - RCD)*	\$ 195,195.14	\$ -	\$ -	\$ -	\$ 195,195.14
Division I	\$ 195,195.14	\$ -	\$ -	\$ -	\$ 195,195.14
Division VII	\$ -	\$ -	\$ -	\$ -	\$ -
Division XI	\$ -	\$ -	\$ -	\$ -	\$ -
Construction (City of Lansing - Const. Admin., Const. Eng., Inspection, Surveying, Staking, Material Testing)*	\$ -	\$ -	\$ -	\$ -	\$ -
Construction (City of Lansing - Total)*	\$ 195,195.14	\$ 100,000.00	\$ -	\$ -	\$ 295,195.14
Construction (MDOT - MDOT Relief Branch)	\$ 1,061,710.91	\$ 2,847,772.58	\$ -	\$ -	\$ 3,909,483.49
Division III	\$ -	\$ -	\$ -	\$ -	\$ -
Division VA	\$ -	\$ 2,847,772.58	\$ -	\$ -	\$ 2,847,772.58
Division IX	\$ 1,061,710.91	\$ -	\$ -	\$ -	\$ 1,061,710.91
Construction (MDOT - CSO Relief)	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Only (MDOT)	\$ 1,061,710.91	\$ 3,859,357.63	\$ -	\$ -	\$ 4,921,068.54
Construction (MDOT - Const. Admin., Const. Eng., Inspection, Surveying, Staking, Material Testing)	\$ 324,143.51	\$ 990,000.00	\$ -	\$ -	\$ 1,314,143.51
Construction and Administration (MDOT - Total)	\$ 1,385,854.42	\$ 4,849,357.63	\$ -	\$ -	\$ 6,235,212.05
Division V - Continental Ferguson (Meter Station Panel Relocation)	\$ 7,587.31	\$ -	\$ -	\$ -	\$ 7,587.31
Division VII - Capital Area Transportation Authority (Bus Stop)	\$ 1,018.40	\$ -	\$ -	\$ -	\$ 1,018.40
Division VII - Board of Water and Light (Clippert Street Utility Improvements)	\$ 229,649.47	\$ -	\$ -	\$ -	\$ 229,649.47

Additional Bid Estimate		\$	-	\$	-	\$	-
Construction		\$	21,681,808.83	\$	15,409,977.54	\$	37,091,786.37
4.	Chapter 20 Board Proceedings	\$	5,000.00	\$	-	\$	5,000.00
5.	Publication & Mailing	\$	11,885.48	\$	-	\$	11,885.48
6.	Legal/Litigation	\$	1,026,906.23	\$	-	\$	1,026,906.23
7.	Interest and Borrowing Expenditures - To Date (Montgomery Drain portion)	\$	694,613.43	\$	-	\$	694,613.43
	Interest and Borrowing Expenditures - To Date (MDOT portion)	\$	-	\$	-	\$	-
	Interest and Borrowing Expenditures - To Date (Total)	\$	694,613.43	\$	-	\$	694,613.43
	Interest and Borrowing Expenditures - To Completion (Montgomery Drain portion)	\$	822,550.10	\$	790,000.00	\$	1,612,550.10
	Interest and Borrowing Expenditures - To Completion (City of Lansing portion)*	\$	13,927.42	\$	-	\$	13,927.42
	Interest and Borrowing Expenditures - To Completion (MDOT portion)	\$	-	\$	-	\$	-
	Interest and Borrowing Expenditures - To Completion (Total)	\$	836,477.52	\$	-	\$	836,477.52
	Estimated Interest Accrued Yet to Be Paid (Montgomery Drain Portion)	\$	315,714.32	\$	-	\$	315,714.32
	Estimated Interest Accrued Yet to Be Paid (MDOT Portion)	\$	-	\$	-	\$	-
	Estimated Interest Accrued Yet to Be Paid (Total)	\$	433,717.20	\$	-	\$	433,717.20
	Borrowing Expenditures - To Completion (City of Lansing Supplemental)	\$	580,000.00	\$	-	\$	580,000.00
	Interest and Borrowing Expenditures	\$	2,244,808.15	\$	790,000.00	\$	3,034,808.15
8.	Interest Revenue and Grant Proceeds	\$	(1,920,599.69)	\$	-	\$	(1,920,599.69)
	SUBTOTAL	\$	15,718,367.29	\$	16,199,977.54	\$	51,918,344.83
9.	Contingency (Montgomery Drain portion)	\$	3,229,138.49	\$	1,750,000.00	\$	4,979,138.49
	Contingency (City of Lansing portion)*	\$	692.74	\$	-	\$	692.74
	Contingency (MDOT portion)	\$	311,760.61	\$	311,760.61	\$	623,521.21
	Contingency (Total)	\$	3,541,591.84	\$	2,061,760.61	\$	5,603,352.44
TOTAL AMOUNT DRAIN PLUS SUPPLEMENTALS		\$	39,259,959.13	\$	18,261,738.15	\$	57,521,697.27
	City of Lansing - Supplemental Total*	\$	789,815.30	\$	100,000.00	\$	889,815.30
	MDOT Supplemental Total	\$	1,697,615.03	\$	5,161,118.24	\$	6,858,733.26
	Continental Ferguson	\$	7,587.31	\$	-	\$	7,587.31
	Capital Area Transportation Authority	\$	1,018.40	\$	-	\$	1,018.40
	Board of Water and Light	\$	229,649.47	\$	-	\$	229,649.47
<b>Montgomery Drain Total Amount (for Benefit Derived)</b>		<b>\$</b>	<b>36,534,273.62</b>	<b>\$</b>	<b>13,000,619.91</b>	<b>\$</b>	<b>49,534,893.53</b>
<b>Estimate Before Bids (November 2018), \$34,890,742.42</b>							
<b>Project Funded To Date (July 21, 2020), \$36,534,273.62</b>							
<b>Unencumbered Cash On Hand (6/30/2022) = \$2.75 Million</b>							

**Montgomery Drain Change Orders**

	Change Order #	Authorized Project Amount	Net Change	New Authorized Project Amount	Description
Division I	1	\$ 4,502,155.03	\$ 9,200.00	\$ 4,511,355.03	Addition of Flared End Sections
	2	\$ 4,511,355.03	\$ 15,275.00	\$ 4,526,630.03	Mulch Blanket
	3	\$ 4,526,630.03	\$ (153,805.24)	\$ 4,372,824.79	Change Order 003: Final As-Constructed Balancing of Quantities and C-350 Blanket Removal and Reseeding
	<b>SUBTOTAL</b>		<b>\$ (129,330.24)</b>		
Division II	1	\$ 1,487,287.58	\$ (52,993.79)	\$ 1,434,293.79	Grading Changes
	2	\$ 1,434,293.79	\$ -	\$ 1,434,293.79	Completion Date Changes
	3	\$ 1,434,293.79	\$ (4,610.00)	\$ 1,429,683.79	Quantity Modifications
	4	\$ 1,429,683.79	\$ 4,410.00	\$ 1,434,093.79	Quantity Modifications
	5	\$ 1,434,093.79	\$ 13,500.00	\$ 1,447,593.79	Quantity Modifications
	6	\$ 1,447,593.79	\$ (21,472.20)	\$ 1,426,121.59	Balancing Change Order
	7	\$ 1,426,121.59	\$ 650.00	\$ 1,426,771.59	Balancing Change Order
<b>SUBTOTAL</b>			<b>\$ (60,515.99)</b>		
Division V-A	1	\$ 2,249,493.50	\$ (93,702.50)	\$ 2,155,791.00	Remove Morgan Lane Metering Station
	2	\$ 2,155,791.00	\$ 3,000.00	\$ 2,158,791.00	Control Panel Changes
	3	\$ 2,158,791.00	\$ -	\$ 2,158,791.00	Increase In Electrical Service Capacity
	4	\$ 2,158,791.00	\$ 46,363.88	\$ 2,205,154.88	Ranney Park Metering Station Conduit
	5	\$ 2,205,154.88	\$ 7,587.31	\$ 2,212,742.19	Red Cedar #2 Metering Station Panel Changes (Paid for by RCD)
	6	\$ 2,212,742.19	\$ 128,870.00	\$ 2,341,612.19	Bulletin 7B for Force Main Operable State
	7	\$ 2,341,612.19	\$ 4,952.18	\$ 2,346,564.37	Repairing Damaged Electrical Conduit along Cascade Boulevard
	8	\$ 2,346,564.37	\$ 2,847,722.58	\$ 5,194,336.95	Adding items for 60 inch MDOT Relief Branch
Pending Draft	<b>SUBTOTAL</b>		<b>\$ 2,944,843.45</b>	<b>(Includes \$7,587.31 for Continental Ferguson Funded Panel Change)</b>	
Division V-B	1	\$ 1,846,746.70	\$ 47,250.00	\$ 1,893,996.70	Adding new items for 4" Ductile Crossing at Cascade and Michigan Intersection
<b>SUBTOTAL</b>			<b>\$ 47,250.00</b>		
Division VI	1	\$ 2,367,367.59	\$ 37,664.40	\$ 2,405,031.99	Plan and Quantity Updates for Construction
	2	\$ 2,405,031.99	\$ -	\$ 2,405,031.99	VOID Change Order
	3	\$ 2,405,031.99	\$ 51,586.27	\$ 2,456,618.26	Quantity Modification and LBWL Water Main Updates
	4	\$ 2,456,618.26	\$ 12,242.85	\$ 2,468,861.11	Quantity Modification and Additional Work Items
	5	\$ 2,468,861.11	\$ 198,244.15	\$ 2,667,105.26	LBWL Changes
	6	\$ 2,667,105.26	\$ 8,496.75	\$ 2,675,602.01	LBWL Changes
<b>SUBTOTAL</b>			<b>\$ 308,234.42</b>	<b>(Includes \$229,649.47 for BWL Funded Clippert Street Utility Improvements, and \$1,018.40 for CATA Funded Bus Stop)</b>	
Division IX	1	\$ 1,259,349.31	\$ 12,197.37	\$ 1,271,546.68	SESC Updates
	2	\$ 1,271,546.68	\$ 97,528.11	\$ 1,369,074.79	MDOT CSO Relief Branch
	3	\$ 1,369,074.79	\$ 4,714.10	\$ 1,373,788.89	MDOT CSO Relief Branch Sidewalk Replacement
	4	\$ 1,373,788.89	\$ 29,954.30	\$ 1,403,743.19	MDOT Relief Branch Outlet into Pond
	5	\$ 1,403,743.19	\$ 18,035.00	\$ 1,421,778.19	Montgomery Drain Outlet into Open Channel Design Change
	6	\$ 1,421,778.19	\$ 33,164.10	\$ 1,454,942.29	Contaminated Soil Removal and Remediation
	7	\$ 1,454,942.29	\$ 7,200.17	\$ 1,462,142.46	DRAFT Balancing Change Order
	8	\$ 1,454,942.29	\$ 359,838.83	\$ 1,814,781.12	MDOT Michigan Ave 60 inch Storm Sewer Crossing (MDOT = \$340,280.32)
	9	\$ 1,814,781.12	\$ 18,950.00	\$ 1,833,731.12	Bagged Headwall Reinforcement
<b>SUBTOTAL</b>			<b>\$ 581,581.98</b>		
<b>TOTAL</b>			<b>\$ 3,692,063.62</b>		

Montgomery Drain Project Construction Totals:							
Division	Funded Amount	Awarded Project Amount	Bid Date	Change Order Net Change	Current Project Amount	Division Balance	Description of Change Orders
Division I - Red Cedar Treatment Pond and Outlet Improvements	\$ 4,293,310.03	\$ 4,502,155.03	2/24/2020	\$ (129,330.24)	\$ 4,372,824.79	\$ (0.02)	-Change in Pond Inlet -Additional SESC Measures -Balancing Change Order
Division II - Ranney Park Phase I	\$ 1,487,287.58	\$ 1,487,287.58	5/15/2020	\$ (60,515.99)	\$ 1,426,771.59	\$ -	-Grading Changes -Quantity Changes -Balancing Change Order
<b>Broken into 2 sub-divisions</b> Division V-A - Force Main, Metering Stations, and MDOT Improvements (Draft Change Order)	\$ 6,616,046.78	\$ 2,249,493.50	5/20/2020	\$ 2,944,843.45	\$ 5,194,336.95	\$ 2,915,915.06	-Removal of Metering Station -Electric/Controls Changes (\$7,587.31) -Temporary Outlet -Conduit Changes/Repairs -MDOT Capacity Improvements Added
Division V-B - Pump Station		\$ 1,846,746.70	5/20/2020	\$ 47,250.00	\$ 1,893,996.70	\$ 178,556.46	-Force Main for Future Connection
Division VII - Low Impact Design Phase I	\$ 2,825,599.95	\$ 2,367,367.59	5/28/2020	\$ 308,234.42	\$ 2,675,602.01	\$ 97,066.00	-Quantity Changes -LBWL Water Main Work (\$229,649.47) and CATA (\$1,018.40)
Division IX - Drain and MDOT Improvements	\$ 1,263,831.94	\$ 1,259,349.31	11/25/2019	\$ 581,581.98	\$ 1,833,731.12	\$ 30,287.36	-Additional SESC Measures -MDOT CSO Relief Branch Added -Open Channel Inlet/Outlet Changes/Repairs -Contaminated Soil Remediation -MDOT Branch Added
Division XIII - River Restoration	\$ 1,050,000.00	\$ -	Not Bid Yet	\$ -	\$ -	\$ 1,050,000.00	-Not Yet Started
<b>Total:</b>	\$ 17,536,076.28	\$ 13,712,399.71		\$ 3,692,063.62	\$ 17,397,263.16	\$ 3,221,824.86	

Montgomery Drain Project Funding Gap Construction Totals:						
Division	Original Budget Amount	Bid/Estimate Amount	Bid Date	Bid Status	Current Estimated Amount	Notes
Division III - Capacity Improvements	\$ 7,461,983.78	\$ 11,043,939.76	4/6/2020	Rejected Bid - NOT TO BE REBID		Some work scope reduced from Montgomery Project, other work moved
Division IV - Pipe Rehabilitation	\$ 739,398.60	\$ 739,398.60	5/20/2020	Expired	\$ 1,109,097.90	
Division VI - Water Quality Plazas	\$ 500,000.00	\$ 973,963.95	4/20/2021	Expired - TO BE REBID	\$ 1,025,000.00	
Division VIII - Frandora Hills	\$ 430,000.00	\$ 994,415.61	5/5/2021	Expired - TO BE REBID	\$ 1,068,862.83	
Division X - Low Impact Design Phase II	\$ 650,000.00	\$ 815,720.38	5/14/2021	Expired - TO BE REBID	\$ 845,821.65	Some work moved to other divisions
Division XII - Ranney Park Phase II	\$ 1,665,000.00	\$ 4,352,983.53	5/12/2021	Expired - TO BE REBID	\$ 2,987,983.53	Work scope reduced from Montgomery Project
Division XII - Path Grants	\$ -	\$ -		Not Bid Yet	\$ 1,040,000.00	Work scope reduced from Montgomery Project
Division XIV - Lighting	\$ 750,000.00	\$ 726,023.96	Not Bid Yet	Estimated by Lighting Consultant	\$ 726,023.96	
<b>Total:</b>	\$ 12,196,382.38	\$ 19,646,445.79			\$ 8,802,789.87	

- *If no more money is found, and you are forced to make do with what you already have, how would you employ the funds? What would be cut, what would be deferred, and how would the system function and look?*

It is crucial to understand that the project goals are not going to be met without additional funds and portions of the project will remain unfinished and become at risk of deterioration. Some work that has been completed already will have little to no value in stormwater treatment if the project did not receive additional funds, like all work done for Division 2 in Ranney Park in 2020 and some of the work in Division 7 for the construction of the Low-Impact Design infrastructure. The main storm sewer infrastructure for both Divisions 2 and 7 was constructed in these other divisions, but that will have very little value towards water quality without additional funds because both divisions anticipated a 2<sup>nd</sup> phase of work to complete and finish the items that were originally constructed within these first phases of work. Without additional funding the project will wrap up ongoing construction and close out existing contracts. No new work is planned given existing funding levels. Remaining funds will be used for future maintenance costs.

- *Where are you looking for additional money? What are the prospects? What events would be required to make the funds forthcoming, and who are the decision makers?*

We have looked at the state, federal and local levels for additional funds and the prospects are not good outside of locally available ARP money and additional assessments. If there was a concerted effort by local politicians to contact legislators at the state and federal level there is a small possibility of getting funds in future fiscal years, but that becomes problematic due to project timing.

#### POSSIBLE FUNDING SOURCES FOR MONTGOMERY DRAIN

- American Rescue Plan Act (ARPA) - Signed into law on March 11, 2021, bringing \$10.3 billion into Michigan
  - Funding is delivered through local government – Ingham County and City of Lansing, East Lansing & Lansing Township need to appropriate dollars for this project
- State Budget Line Items – 2022-2023 State Budget is being approved right now
  - State Senators and Representatives can include a line item in appropriations bills to include dollars for this project
  - It should be noted that although this is a ‘possible’ funding source, it is unlikely that funding would be received through this means without substantial local political efforts.
- State Revolving Fund dollars - \$1.9 Billion approved for water infrastructure projects by the state on April 12, 2022
  - Project should be eligible for these funds but not until 2023-2024 due to current administrative deadlines
  - It should be pointed out that these revolving fund dollars are not direct payments and are almost always given out as low-interest loans that the communities will still need to pay back.
- Congressional Budget Requests – Line item earmarks
  - Senators Peters, Stabenow and Congresswoman Slotkin are able to request additional funding for this project in budget negotiations
  - In the Spring of 2023 we applied for FY23 Community Project Funds to Rep. Slotkin and on May 4<sup>th</sup>, 2022 we received notice back from her office that the Montgomery Drain project was not selected for funding.

- Bonding – additional funds can be provided through bonding which would increase the cost to local units of governments who may pass this cost through assessments on residents
  - Approval of the Montgomery Drain Drainage Board is needed to add additional funds through an increase in the local units of governments assessment to the project.
- *If the Board of Commissioners ponies up some money, what exactly changes as far as the look-and-feel of the project? Imagine we would consider a range of contribution sizes - what do we get in exchange for larger or smaller amounts?*

The project has gone through substantial evolution to cut costs to arrive at the amount that is currently needed. The project could meet its goals with as little as \$10 million, though the full amount of \$13 million is needed to proceed with all planned components remaining in the project. The drain commissioner has considered reducing the lighting commitments in an effort to save money but that will require negotiation with several parties which has not already been completed. See the attached “Status of Construction 8/02/2022” letter detailing the additional work still to be done on the project.

- *If the Board elects to construct the pathways, how much money will be required? What would the timetable be?*

The request is for \$995,000 and is more specifically outlined in the Memorandum and Exhibit from the City of Lansing that was presented to the Ingham County Parks Board in June. This would be treated as a separate project and is ready to be bid for construction once funding is available. However, for the work on Ranney Park there are some efficiencies gained if the paving is coordinated with the anticipated Montgomery Drain project work taking place in 2023 on that site.

The new pathways will connect the Lansing River Trail to Michigan Ave, Michigan State University and it will install a new pedestrian crossing to cross Michigan Ave. at Morgan Ln. (as part of the City’s work to reconstruct the new intersection). The work would install pathways around the west and east sides of northern Ranney Park to connect to a new pathway already constructed along the west edge of the southern ½ of Ranney Park. When all the work is completed, it will connect the Lansing River Trail to main non-motorized transportation pathways from the City of East Lansing along Coolidge Rd., E. Grand River and E. Saginaw St. The Board of Commissioners approved this Parks and Trails Millage request by the City of Lansing on July 26<sup>th</sup>, 2022.



## Status of Construction

The Montgomery Drain Project delivers the key elements of the Chapter 20 Board's direction to satisfy the executed Drain Petition. It rehabilitates the pipes in the existing stormwater collection system and adds new elements which capture and treat polluted water, resulting in cleaner water being discharged to the Red Cedar River.

Two multi-year studies (performed by different consultants) identified a host of pollutants present at levels of concern in the drain. The drain project established improvement goals of pollution removal and system rehabilitation and in response to this pollution analysis a storm water recirculation system was designed to work in conjunction with a treatment train of rain-gardens and ponds. These also add capacity to help manage localized flooding in conjunction with the addition of a new branch of the drain. The storm sewer throughout the system was televised and analyzed and selective pipe rehabilitation was designed to extend the life of the system while minimizing the impact on traffic in the area.

The work completed to date has already shown improvement in the water quality, but we still have a long way to go. The ponds, several rain-gardens, and the pump station and force main for the recirculation system have been constructed, but several of the outlets for it have not been. Rehabilitation work still needs to be completed throughout the service area, and specific pieces required by contractual agreement are still yet to be done. Without funding for the final pieces the project will remain visibly unfinished and pollution will continue to reach the river.

The Red Cedar Pond over a period of 4 days after a large rain/flooding event in August 2021



Preliminary water quality testing of the effluent in in E. coli, well below the TMDL limit for the and the drain outlets into the river are visibly less dirty. Initial water quality improvement is encouraging; however the full treatment system has not yet been completed.

2021 shows  
Middle Grand River

considerable reduction  
and Red Cedar River,





For a breakdown of the work already completed, see the end; a breakdown of the remaining work is as follows:

1. Division IV: Pipe Rehabilitation

Division IV involves lining over four thousand feet of cracked and failing pipes and heavy-duty cleaning and clearing in specific locations to remove built up debris. throughout the service area from Michigan Avenue to Chester Street. Several of the pipes are reaching their end of life and are developing cracks and showing signs of their age. By lining instead of replacing these pipes we can extend their useful life in a cost-effective manner without the need to dig them up and replace them, which minimizes impact to traffic and businesses.

Leaving them in place as is will lead to eventual pipe failure and collapse which will cause flooding and dangerous sinkholes and require costly emergency repairs. This work is estimated to be \$1,110,000.



2. Division VI: Storm Water Plazas

Division VI will see the construction of two water quality plazas in Michigan Avenue. This work is important for the project to meet its water quality requirement, as well as to finish the intersection area currently being constructed by the Red Cedar development and the City of Lansing. This area will look unfinished if this work is not completed. One of the significant water quality issues in the Montgomery Drain is low levels of dissolved oxygen. Nearly all aquatic organisms require dissolved oxygen to live. Low oxygen levels mean that fish and other aquatic organisms can't survive. These plazas take water from the previously built recirculation system and release it across several stepped weirs to provide a wide surface area and turbulence to help oxygenate the water. The water will then flow into already constructed rain-gardens where biological uptake and filtration will remove pollutants from the stormwater. This work is estimated to be \$1,050,000

3. Division VIII: Frandora Hills Rehabilitation

This division covers the repair or replacement of old and failing pipes in the Frandora Hills residential subdivision. Many of the storm sewer pipes in Frandora Hills are reaching their end of life and are cracked and failing and beginning to collapse. This division replaces the worst pipes and lines some of the others to extend their useable life. Leaving them as is will lead to pipe failure which will cause flooding and could lead to sinkholes under the street and will require expensive emergency repair. Also included are 2 rain-gardens to help capture and treat runoff. The work is planned to be done in conjunction with a City of Lansing sanitary sewer replacement project to share costs for traffic control and restoration. The city will be unable to complete its project without Division VIII. The estimate for the drain portion of work is \$1,070,000.



4. Division X: Low impact Design phase II

The second phase of low impact design work establishes animal habitats and plant life in the rain-gardens and the ponds already constructed on the project. This is specialty work which will increase the functionality of the LID features previously installed and prevent it from failing to meet the water quality goals of the project. Without this work the LID elements built in phase I will have a diminished treatment capacity and will fail before the end of their designed lifecycle. This division is estimated at \$846,000.

## 5. Division XII: Ranney Park Phase II

Construction of treatment system components at Ranney Park as designed at the upper end of the treatment circulation system. This includes the construction of a water quality wall and aeration stream. This must be done to achieve the water quality benefit outlined in the petition requirements. Failing to build this will significantly reduce the treatment efficacy of the drain and will make the goal of removing 50,000-70,000 lbs of pollution annually impossible. This division is estimated at \$3,030,000.

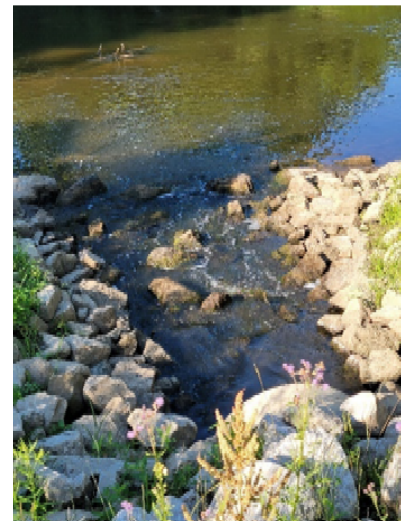
## 6. Division XIV: Lighting

This division will install lighting along the paths throughout the project. It was negotiated with the City of Lansing in exchange for city drain right of way along paths. Estimated at \$726,000. This must be done to meet contractual requirements of the easements granted for the project. If this division is not completed the drain will have legal obligations to address.

The project has constructed the following to date:

### 1. Division I: The Red Cedar Pond

The Red Cedar Pond is a large pond at the downstream end of the drain service area that acts as a final staging point before the stormwater discharges to the Red Cedar River. The pond takes advantage of vegetation nutrient uptake and filtration and natural settling for pollutant removal and also acts as the intake source for the stormwater recirculation system. The pond also added storage capacity to the drainage system. During construction over 12,000 cubic yards of contaminated soil were removed from the floodway zone.







## 2. Division 2: Ranney Park

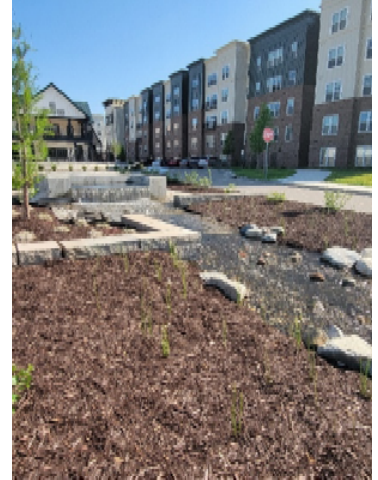
A series of ponds were constructed in Ranney Park that, similar to the Red Cedar Pond, take advantage of vegetation nutrient uptake and filtration and natural settling for pollutant removal. The ponds also added storage capacity to the drainage system.





### 3. Division V: Stormwater Recirculation System

A recirculation system has been designed to cycle water from the Red Cedar Pond up to several different locations throughout the service area, allowing the stormwater to continuously flow through a treatment train of filtration, settling, mixing, and plant uptake for increased water quality. Division V saw the construction of the pump station, force main, and metering stations that moves and regulates the water flow at each location, but did not construct the outlets. The Red Cedar Development in conjunction with the Montgomery Drain has constructed several minor outlets that help oxygenate the water (See example image).



### 4. Division VII: Low Impact Design Phase I

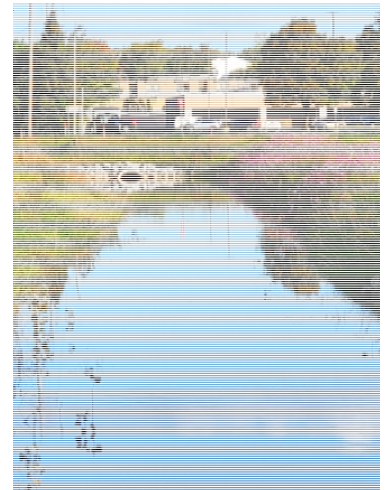
Several vegetated retention areas or rain-gardens have been constructed throughout the service area with cooperation from several landowners. These areas act as the first step in the treatment train for some of the stormwater, filtering out debris and pollutants and allowing for increased ground infiltration and storage, lessening the immediate flooding impact of high-volume rainstorms.

### 5. Division IX: Drain and MDOT Improvements

Just north of the Red Cedar Pond, a section of the 2 main pipes that discharged all the water from the Montgomery Drain to the Red Cedar River were daylighted into an open channel. The open channel adds storage capacity to the system and provides further plant uptake pollutant removal capability. The construction of this channel also resulted in the removal of an additional 1,000 cubic yards of contaminated soil.

In addition to the open channel, Division IX also included the first phase of the construction of an additional storm sewer branch (paid for by MDOT) that once it is completed will help relieve some of the system upstream by providing a different path for the stormwater that crosses the freeway. It also included the removal of a sanitary overflow.

Without completion of the remaining divisions the agreed upon project performance will not be met as stated in the “Alternatives Analysis” published in 2018, this project continues to be the lowest cost approach to meet the requirements of the drain petition.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ALLOCATE \$1,000,000 IN AMERICAN RESCUE PLAN FUNDS TO THE MONTGOMERY DRAIN MAINTENANCE AND IMPROVEMENT PROJECT**

WHEREAS, on June 3, 2014, a petition was submitted by the City of Lansing and Ingham County to address public health, pollution, and flooding problems; and

WHEREAS, the Montgomery Drain Drainage Board found the Drain Project necessary for public health on July 15, 2014; and

WHEREAS, the Montgomery Drain, originally established in 1906, serves the largely commercial area near the City of Lansing's eastern edge where US-127 intersects with major thoroughfares of Grand River Avenue, Saginaw Highway, Michigan Avenue, and Kalamazoo Street; and

WHEREAS, the Drain Project's targeted low impact design maximizes the use of existing infrastructure within the system while adding storage capacity where needed, providing a water quality "treatment train" consisting of various facilities to significantly reduce the estimated 50,000-75,000 pounds of pollutants conveyed through the Montgomery Drain into the Red Cedar River on a yearly basis; and

WHEREAS, the construction of the Drain Project includes repair, replacement, and improvement of existing critical infrastructure serving residents and businesses adversely affected by COVID-19; and

WHEREAS, construction of the Drain Project is in progress, and involves ongoing bidding of over 13 separate construction divisions, with the bidding environment being extremely volatile due to labor and supply chain issues directly impacted by the COVID-19 pandemic; and

WHEREAS, the relief being sought herein relates specifically to urgent stormwater infrastructure in the Frandora Hills subdivision that must be addressed this year in conjunction with work performed for the City of Lansing in the same locations in order to repair failed storm sewers, sanitary sewers, and roads; and

WHEREAS, the relief being sought also relates to critical stormwater relief connections for the City of East Lansing required to reduce combined sewage flooding of public and private lands; and

WHEREAS, on March 11, 2021, the H.R. 1319 of the 117<sup>th</sup> Congress, also known as the American Rescue Plan Act of 2021, became a law; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, non-entitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19); and

WHEREAS, Section 603(c)(1)(D) of the American Rescue Plan provides that an eligible use of funds includes investments in water, sewer, or broadband infrastructure, for which the Montgomery Drain Project qualifies; and

WHEREAS, the national labor and material shortages and resulting cost increases have negatively affected the Montgomery Drain and the Drainage Board's ability to cost effectively complete the maintenance and improvement of the Drain Project determined necessary for the protection of the public health of the City of Lansing, the City of East Lansing, and Lansing Charter Township.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding from Ingham County's allocation from the American Rescue Plan in an amount not to exceed \$1,000,000 to assist in the completion of the maintenance and improvement of the Montgomery Drain necessary for the protection of the public health of the City of Lansing, the City of East Lansing, and Lansing Charter Township.

### **Agenda Item 3**

**TO:** Law & Courts, County Services, and Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** August 2, 2022

**SUBJECT:** Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating One New Grant Funded Position

For the meeting agendas of August 11, 16, and 17

#### **BACKGROUND**

The Michigan Indigent Defense Commission (MIDC) has approved Ingham County's FY23 Compliance Plan Renewal for funding the Ingham County Public Defenders Office, which provides indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court. This will be the fifth year of grant funding from the State of Michigan for the compliance plan, and will cover the time period of October 1, 2022 through September 30, 2023.

The major changes in this year's grant over last year's is the addition of one Clerk - Public Defender position and increased funding for experts and investigators.

#### **FINANCIAL IMPACT**

The 2022-2023 grant budget is \$7,036,057.78, including a local share of \$929,081.63. The local share will be split among Ingham County (\$890,346.63), the City of Lansing (\$22,158), and the City of East Lansing (\$16,577).

#### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

#### **OTHER CONSIDERATIONS**

The newly created position of Clerk – Public Defender is classified as UAW/TOPS Grade D (salary range \$36,267.11 - \$43,194.87) and will be effective October 1, 2022.

The Cities of Lansing and East Lansing will continue to contribute their local share to the grant. Memorandums of Understanding between the County and the Cities will be brought before the Board of Commissioners for approval at a future round of committee meetings.

#### **RECOMMENDATION**

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



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A GRANT BETWEEN THE STATE OF MICHIGAN,  
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC), DEPARTMENT OF LICENSING AND  
REGULATORY AFFAIRS, AND INGHAM COUNTY TO PROVIDE FUNDING TO ASSIST THE  
COUNTY IN COMPLYING WITH THE COMPLIANCE PLAN AND COST ANALYSIS APPROVED  
BY MIDC AND CREATING ONE NEW GRANT FUNDED POSITION**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's Compliance Plan and Cost Analysis, which creates a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court; and

WHEREAS, this plan was accepted and approved by Ingham County Board Resolution #17-445; and

WHEREAS, the Ingham County Public Defenders Office submitted a FY23 grant request which was accepted and approved by the State of Michigan, the Michigan Indigent Defense Commission (MIDC), and the Department of Licensing and Regulatory Affairs (LARA); and

WHEREAS, this grant includes the creation of a new Clerk - Public Defender position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA), and Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court.

BE IT FURTHER RESOLVED, that the grant period is October 1, 2022 through September 30, 2023, and the budget is approved for an amount of up to \$7,036,057.78, including a local share of \$929,081.63.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of one Clerk – Public Defender position (UAW/D) effective October 1, 2022.

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

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

**TO:** Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** July 5, 2022  
**SUBJECT:** Authorization to Change Position #601541 from Part-time to Full-time at Forest Community Health Center  
For the Meeting Agendas of August 15, August 16, and August 17, 2022.

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to increase the status of position #601541 Community Health Worker (CHW) at Forest Community Health Center (FCHC) from a .50 FTE to a 1.0 FTE effective November 1, 2022. CHWs are frontline public health workers who are trusted and have a close understanding of the community they serve. This position will be primarily responsible for care coordination and navigation activities related to HIV and STI prevention. FCHC was awarded HIV Prevention-Forest Community Health Center funds to be made available starting October 1, 2022. Such funds will be included in the FY '23 Michigan Department of Health and Human Services Master Agreement. ICHD would like to use these grant funds to increase this position to a 1.0 FTE to complete rapid testing, navigation services, and health education in the STI Navigation program. The CHW is currently funded as a 0.5 FTE through STD Specialty Services.

**ALTERNATIVES**

ICHD's CHCs could choose not to create this position and fewer families would be served.

**FINANCIAL IMPACT**

The increased cost related to increasing this position from .50 FTE to 1.0 FTE is \$38,846. The additional costs will be covered by the HIV Prevention-Forest Community Health grant included in the FY '23 MDHHS Master Agreement.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes increasing position #601541 from .50 FTE to 1.0 FTE effective November 1, 2022.

Introduced by the Human Services, County Services. and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE STATUS OF POSITION #601541 (CHW– FOREST)  
FROM PART-TIME TO FULL-TIME**

WHEREAS, Ingham County Health Department's (ICHHD) wish to change the status of position #601541 Community Health Worker (CHW) at Forest Community Health Center from part-time to full-time, effective November 1, 2022; and

WHEREAS, the current position is part-time at 0.5 FTE; and

WHEREAS, CHWs are frontline public health workers who are trusted and have a close understanding of the community they serve; and

WHEREAS, this position will be primarily responsible for care coordination and navigation activities related to HIV and STI prevention; and

WHEREAS, Forest Community Health Center was awarded HIV Prevention-Forest Community Health Center funds made available starting October 1, 2022; and

WHEREAS, such funds will be included in the 2023 Michigan Department of Health and Human Services Master Agreement; and

WHEREAS, ICHHD would like to use these grant funds to increase position #601541 from .50 FTE to 1.0 FTE to complete rapid testing, navigation services, and health education in the STI Navigation program; and

WHEREAS, the CHW is currently funded as a 0.5 FTE through STD Specialty Services; and

WHEREAS, the increased cost related to increasing the FTE to 1.0 is \$38,846 and will be covered by the HIV Prevention-Forest Community Health Grant which is included in the FY '23 Master Agreement; and

WHEREAS, the Ingham County Health Center Board of Directors and the Health Officer recommend that Ingham County Board of Commissioners authorizes amending the status of position #601541 CHW from part-time to full-time for an amount not to exceed \$38,846, effective November 1, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the status of position #601541 CHW from part-time to full-time for an amount not to exceed \$38,846, effective November 1, 2022.

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

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.

**TO:** Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** August 2, 2022  
**SUBJECT:** Authorization to Create a Grant Term-Limited Mobile Health Unit Coordinator Position  
For the meeting agendas August 15, August 16, and August 17, 2022

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**BACKGROUND**

Ingham County Health Department wishes to create a grant-term limited “Mobile Health Unit Coordinator” position. The “Mobile Health Unit Coordinator” will assist in the coordination and operation of the mobile health unit. Funding to support the position is available through a grant from the Michigan Department of Health and Human Services (MDHHS) through at least September 30, 2023.

**ALTERNATIVES**

The health department could continue to carry out these job duties with existing staff, potentially leaving grant funds unspent and staff with high workloads.

**FINANCIAL IMPACT**

The cost of the 1.0 FTE position (UAW Grade E) is \$81,958 - \$92,567 and will be funded with grant funds included in the Emerging Threats Master Agreement with Michigan Department of Health & Human Services.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to create a “Mobile Health Unit Coordinator” position effective immediately until at least September 30, 2023 or the exhaustion of grant funds.

TO: Jessica Yorko, Health Promotion and Prevention Manager

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist  
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: July 1, 2022

RE: Memo of Analysis for New Classification

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Human Resources can confirm the following information:

Per your request, Human Resources has created a new classification titled Mobile Health Unit Coordinator.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at an UAW E. The UAW has been notified. They support the classification and salary placement.

I have attached the UAW response. I have also attached the job description.

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

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

**From:** [Teresa Carter](#)  
**To:** [Elisabeth Bliesener](#)  
**Subject:** Re: New JD - Mobile Health Unit Coordinator - Health Department  
**Date:** Thursday, June 30, 2022 11:06:07 PM

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Elisabeth

I looked over this job description and it looks good, the UAW agrees with the points and grade level.

**Teresa Carter**  
Unit Chair Local 2256  
517-676-8374 desk  
517-676-8380 fax

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**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Wednesday, June 29, 2022 9:22 AM  
**To:** Teresa Carter <TCarter@ingham.org>  
**Cc:** Joan Clous <JClous@ingham.org>  
**Subject:** New JD - Mobile Health Unit Coordinator - Health Department

Hi Teresa,

The Health Department would like to create a new Job description that would be grant funded – Mobile Health Unit Coordinator. Joan and I factored this position to be a UAW E.

Does the Union approve the new JD and salary placement?

Thanks,

Beth Bliesener  
Ingham County  
Human Resources  
517-887-4375

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# INGHAM COUNTY JOB DESCRIPTION

## Mobile Health Unit Coordinator

### **General Summary:**

Under the supervision of the Public Health Program Coordinator, assists in the coordination and operation of the mobile health unit. Assists with outreach to identify and plan community events. Supports logistics with community host sites. Assists with ensuring appropriate staffing to provide health services and screenings at outreach events. Trains and oversees all non-clinical concerns and staffing during events. Assists in data collection and grant reporting. Drives mobile unit to and from events, refuels unit and assumes responsibility for maintenance and repair of vehicle and equipment as needed.

### **Essential Functions:**

1. Responsible for working with Public Health Program Coordinator to identify, coordinate, and schedule community outreach events.
2. Assists with Ensuring appropriate staffing support for each event and provides on-site, non-clinical supervision and logistical support during all events.
3. Assists in data collection and grant reporting.
4. Assists in development of policies, procedures, and protocols related to mobile unit outreach events.
5. Supports coordination between the Ingham County Health Department and local businesses and organizations.
6. Assists with scheduling outreach events, committing department resources to community partners.
7. Trains staff and volunteers in their roles and responsibilities supporting the mobile outreach unit. Serves as on-site coordinator.
8. Drives mobile unit to and from events.
9. Maintains preventative maintenance records on vehicle and arranges for routine maintenance, following agency policies and procedures. Inspects equipment and supplies such as tires, lights, brakes, gas, oil and water and reports any problems to the Public Health Program Coordinator.

### **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.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

*(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)*

### **Employment Qualifications:**

Education: High School Diploma or its equivalent.



Experience: A minimum of 6 months experience in outreach, health care or transportation-related job is required. EMT/paramedic certification a plus.

Other Requirements: Must possess and maintain an excellent driving record and be comfortable towing a trailer.

**Other Requirements:**

- Knowledge of computer systems, methods, and application of various software packages.
- Skilled in written and oral communication to prepare and present information regarding programs and to represent the organization.
- Events may frequently take place on evenings and weekends.

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

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to variety of hazards such as traffic, moving vehicles.
3. This position is exposed to communicable diseases, blood, other body fluids, etc.
4. 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.
5. 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, squatting, kneeling, lifting, pushing, pulling and reaching.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing, enduring repetitive movements of the wrists, hands or fingers
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

Personnel cost analysis -Community  
Health Worker Position #: 601541

	0.5 FTE UAW D Step 1	1.0 FTE UAW D Step 1	Increase in cost from .50 FTE to 1.0 FTE	1.0 FTE UAW D Step 5
SALARY	18,498	36,992	18,495	44,059
UNEMPLYMT	92	185	92	220
FICA/MEDICARE	1,415	2,830	1,415	3,371
DENTAL	936	936	0	936
VISION	135	135	0	135
PHP MED	9,117	21,880	12,763	21,880
MERS 0101H	4,621	9,241	4,620	11,006
RTEE CHG B	3,585	3,585	0	3,585
SEPARATE	370	740	370	881
RET/HLTH/T	832	1,665	832	1,983
DISABILITY	0	48	48	57
LIFE 30K	0	120	120	120
WORKERS' COMP	91	181	91	216
CARES	<u>33</u>	<u>33</u>	<u>0</u>	<u>33</u>
	39,725	78,571	38,846	88,482
Salary	18,498	36,992	18,495	44,059
Fringes	<u>21,227</u>	<u>41,578</u>	<u>20,351</u>	<u>44,423</u>
	39,725	78,571	38,846	88,482

**Notes:**

Calculation based on FY '23 wages and  
fringe documents PHP Med costs are  
based on a 2 person rate

7/6/2022  
CHW PT to FT 70622 et

S:\HA\Financial\POSITION BUDGET\Personnel Cost Analysis Position #601541

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CREATION OF A GRANT-TERM LIMITED  
MOBILE HEALTH UNIT COORDINATOR POSITION**

WHEREAS, Ingham County Health Department (ICHD) wishes to create a grant-term limited “Mobile Health Unit Coordinator” position; and

WHEREAS, the “Mobile Health Unit Coordinator” will assist in the coordination and operation of the mobile health unit; and

WHEREAS, funding to support the position is available through a grant from the Michigan Department of Health and Human Services (MDHHS) through at least September 30, 2023; and

WHEREAS, the “Mobile Health Unit Coordinator” is part of the Ingham County UAW bargaining unit, Grade E with an annual cost of \$81,958,- \$92,567; and

WHEREAS, the Health Officer recommends the creation of a “Mobile Health Unit Coordinator” position upon Board approval until at least September 30, 2023 or the exhaustion of grant funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a “Mobile Health Unit Coordinator” position effective immediately until September 30, 2023 or the exhaustion of grant funds.

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

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.

**TO:** Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** July 27, 2022  
**SUBJECT:** Authorization to create a New 1.0 FTE Workforce Development Coordinator Position  
For the Meeting Agendas of August 15, August 16, and August 17, 2022

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to create a 1.0 FTE Workforce Development Coordinator position within the Community Health, Planning, and Partnerships/Administrative Branch effective upon approval through September 30, 2023 for an amount not to exceed \$113,632. The Workforce Development Coordinator will develop, plan, and coordinate a resilient and robust public health workforce amidst the ongoing COVID-19 response across the health department. Funds for this position are included in the FY '22 & FY '23 Emerging Threats Master Agreement. The Workforce Development Coordinator will lead and broaden ICHD's workforce development activities with a special emphasis on pandemic preparedness, response, and recovery. This position will create and implement workforce development initiatives to build, sustain, and retain a viable workforce that can support current and future needs. Additionally, the position will research, develop, and advocate for system-level improvements related to public health workforce development.

**ALTERNATIVES**

ICHD could choose not to create this position and have less staff capacity to build and establish workforce development initiatives at ICHD.

**FINANCIAL IMPACT**

The cost of the 1.0 FTE Workforce Development position (ICEA Professional Grade 7) is \$113,632 - \$131,088 and will be covered by funding from the FY22-23 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a new 1.0 FTE Workforce Development Coordinator position (ICEA Professional Grade 7) in the CHPP/Admin Branch to coordinate and build workforce development initiatives for ICHD effective upon approval through September 30, 2023 for an amount not to exceed \$113,632.

TO: Anne Barna, Deputy Health Officer

FROM: Joan Clous, Human Resources Specialist

DATE: July 21, 2022

RE: Support for creation of new position Workforce Development Coordinator

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Per your request, Human Resources has reviewed the information that was provided by the Health Department to create a new position.

After analysis, the position has a community of interest with the ICEA County Pro and is appropriately compensated at an ICEA salary range of Level 7 (\$58,458.33 to \$70,195.50). The ICEA has been notified. They support the creation and salary placement.

***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:** [Anne Barna](#)  
**To:** [Lisa Malone](#)  
**Subject:** FW: Workforce Development Coord  
**Date:** Monday, August 01, 2022 2:21:22 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image008.png](#)

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To put in board packet

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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Thursday, July 21, 2022 9:52 AM  
**To:** Anne Barna <[ABarna@ingham.org](mailto:ABarna@ingham.org)>  
**Subject:** FW: Workforce Development Coord

Please use this email in your packet to the board.

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**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Thursday, July 21, 2022 9:43 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Workforce Development Coord

Looks good to me. Thank you.

---

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Thursday, July 21, 2022 9:37 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** Workforce Development Coord

Desiree

The Health Dept. has created a new position, I have placed the position at an ICEA County Pro 7 which is a salary of \$58,458.33 to \$70,195.50. Please review and let me know if you approve.

Thanks,  
Joan

**Joan Clous MPA, SHRM-CP**

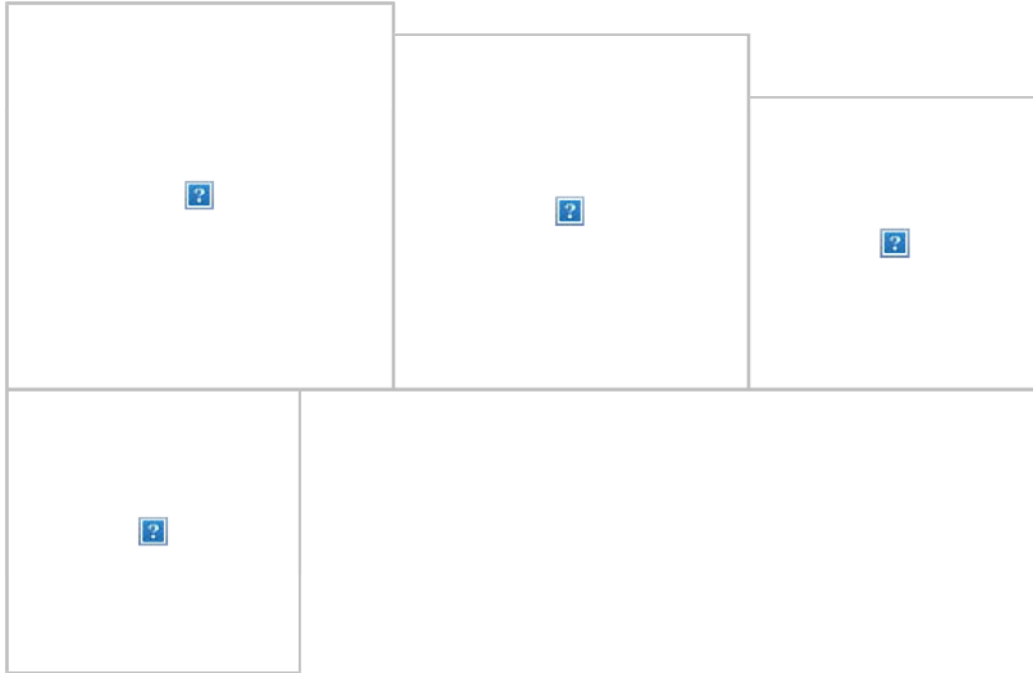
Human Resources Specialist – Labor & Employee Relations

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102  
Lansing MI 48911  
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“Success is a project that is always under construction.” ~ Pat Summit

**INGHAM COUNTY  
JOB DESCRIPTION  
WORKFORCE DEVELOPMENT COORDINATOR**

**General Summary:** Under the supervision of the Deputy Health Officer – Administration, the Workforce Development Coordinator leads and develops the Health Department’s workforce development activities with a special emphasis on pandemic preparedness, response, and recovery. Collaborates with others from all branches of the department to create and implement workforce development initiatives to create, sustain, and retain a viable workforce that can support current and future needs. Researches, develops, and advocates for systems-level improvements related to workforce development.

**Essential Functions:**

1. Leads the Department’s internal effort to create, sustain, and retain a viable workforce that can support current and future needs, including COVID-19 response and other pandemic preparedness. Works collaboratively across Department divisions to coordinate and focus multiple department efforts to improve workplace culture.
2. Coordinates, supports, and facilitates the Department’s Workforce Development Committee, with representation across the Health Department, to develop a Workforce Development Plan, with associated goals, objectives, and activities. Monitors implementation of the plan and prepares progress reports.
3. Implements, evaluates, facilitates, and promotes staff training to improve competencies and capabilities, particularly in pandemic and COVID-19 response and recovery. This work is in collaboration with other Community Health Planning and Partnerships Branch staff, such as the Health Educator II and Emergency Preparedness Coordinator.
4. Collaborates with the Health Equity and Social Justice Coordinator to ensure health equity goals and strategies are fully integrated into the Department’s workforce development efforts. Collaborates with the Health Communications Specialist to ensure workforce development efforts are incorporated into the Department’s Communications Plans.
5. Works with Ingham County Human Resources, Finance, and Departmental management to collect, generate and analyze internal data and information for workforce development planning and evaluation.
6. Researches, develops, and writes appropriate grant proposals for funds in support of workforce development efforts.
7. Develops mutually beneficial partnerships within the community to advance the recruitment and retention of health department staff, including with training programs, apprenticeship programs, and educational institutions.
8. Creates and implements marketing and outreach strategies and materials to recruit under-represented persons for employment at the Health Department.
9. Develops and maintains a coordinated system for student placement and internship support in multiple professions (nursing, public health, dietetics, social work, and others) to increase the number of new professionals experienced in public health and clinical practice and encourage student-to-employee pathways.
10. Supports the internal mentorship program within the health department. Assists staff with identifying external mentors as appropriate.
11. Facilitates the Health Department’s Academic Health Department program and activities.
12. Based on departmental priorities, advocates for local, state and national changes in policy, funding, programs and services to strengthen public health workforce capacity.



**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:**

A Master's degree and a minimum of 3 years of experience in public health, workforce development, or human resources in a health department or governmental setting.

OR

A Bachelor's degree and a minimum of 5 years of experience in public health, workforce development or human resources in a health department or governmental setting.

**Other Requirements:**

- Must possess excellent writing, analytical and communication skills

*(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 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 climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in walking, traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, standing, 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.)*

July 2022  
ICEA 7

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A NEW 1.0 FTE WORKFORCE DEVELOPMENT  
COORDINATOR POSITION FOR INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to create a 1.0 FTE Workforce Development Coordinator position in the Community Health, Planning, and Partnerships/Admin Branch, effective upon approval through September 30, 2023; and

WHEREAS, public health workforce development is the practice of developing and creating efforts to improve recruitment, retention, representation, pandemic recovery, and competency of the public health workforce; and

WHEREAS, funds for Workforce Development are included in the 2022 & 2023 Emerging Threats Master Agreement, under the Michigan Department of Health and Human Services (MDHHS) Comprehensive Agreement; and

WHEREAS, ICHD would like to use these grant funds to create a 1.0 FTE Workforce Development Coordinator position in the Community Health, Planning, and Partnerships/Admin Branch effective upon approval through September 30, 2023; and

WHEREAS, in addition, this position will develop and create critical initiatives to recruit, retain, and assure a high-performing public health workforce as the community recovers from the COVID-19 pandemic; and

WHEREAS, the cost of the ICEA Prof Grade 7 position is \$113,632 – \$131,088 and will be funded using funding included in the 2022 and 2023 MDHHS Comprehensive Agreement; and

WHEREAS, the Health Officer recommends authorizing a new 1.0 FTE Workforce Development Coordinator position effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes utilizing funding included in the 2022 and 2023 MDHHS Comprehensive Agreement, to create a new 1.0 FTE Workforce Development Coordinator position (ICEA Prof Grade 7) to develop and coordinate public health workforce development initiatives effective upon approval.

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

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

## **Agenda Item 5**

**TO:** County Services Committee, and Finance Committee  
**FROM:** Tori Meyer, Director Financial Services  
**DATE:** August 8, 2022  
**SUBJECT:** Approval of Reorganization for the Financial Services Department  
For the meetings of August 16 and August 17, 2022

### **BACKGROUND**

Financial Services has in the past and continues to have difficulty in attracting quality employees and retaining them. Job positions have not been reassessed for more than ten years. Financial staff compensation does not appear to be competitive with the local job market. Demands for the job responsibilities have become more complex with changes in federal and state regulations and increased audit requirements.

### **ALTERNATIVES**

1. Approve the reorganization to aid in the hiring and retention of quality staff.
2. Disapprove the reorganization and continue to struggle with employee hiring and retention.

### **FINANCIAL IMPACT**

Annual cost in wages and fringe benefits will amount to \$64,785.

### **STRATEGIC PLANNING IMPACT**

Maintain the County's financial reserves at adequate levels.

### **RECOMMENDATION**

I respectfully request the approval of the reorganization in the Financial Services Department.

**Agenda Item 5**

TO:           Tori Meyer, Financial Services Director

FROM:       Joan Clous, Human Resources Specialist

DATE:        3/09/2022

RE:           Support for Reorganization for the Financial Services Department

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

Accounts Payable – UAW G no change.

Sr. Lead Accountant - ICEA Pro 9 title change to Senior Accountant no level change.

Accountant ICEA Pro 7 (\$58,458.33 to \$70,195.50) will now be Accountant ICEA Pro 8 (\$63,763.66 to \$76,564.20).

Payroll Coordinator MC 5 (\$45,855.88 to \$55,057.56) will now be Payroll Administrator MC 7 (\$53,476.64 to \$64,208.34).

Deputy Finance Director will be placed within the MC group at a MC 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 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.***

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE  
FINANCIAL SERVICES DEPARTMENT**

WHEREAS, employee recruitment and retention are of paramount importance; and

WHEREAS, the positions in the Financial Services Department have not been re-evaluated for more than ten years; and

WHEREAS, the responsibilities for the positions have expanded to include the Affordable Care Act, Sarbanes-Oxley Act, increased audit requirements, and other federal and state regulations; and

WHEREAS, the ICEA Professional union organization was consulted and provided their support for the reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Financial Services Department.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
201009	Payroll Administrator	MC 06 to MC 07 and update current job description
253010	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201006	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201005	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201004	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201002	Lead Sr Accountant to Deputy Finance Director	Prof Grade 09 to MC 12, change job title, and update current job description

The financial impact associated with the proposed reorganization (including wages and fringe benefits) is as follows:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Payroll Administrator	MC 06: \$114,314	MC 07: \$121,845	\$7,531
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965

Deputy Finance Director	PROF 09: \$154,793	MC 12: \$172,187	\$17,394
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Total Cost of this Reorganization:	\$64,785
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BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary amendments 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 each was submitted to the Human Resources Department.

## Agenda Item 6

**TO:** County Services Committee

**FROM:** Deb Fett, CIO

**DATE:** July 27, 2022

**SUBJECT:** Emergency Purchase Order to Obtain Replacement Uninterruptible Power Supply for Grady Porter Building Data Closet

---

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

During the weekend of July 25<sup>th</sup>, the uninterruptible power supply (UPS) at the Grady Porter Building in our technology data closet stopped working. Despite the best efforts of Facilities and Innovation & Technology, the unit failed to be resurrected. The team was able to bypass the unit to keep everything powered up, but if we lose power to that building the critical infrastructure equipment will not stay operational while the generator kicks in.

Innovation and Technology Department (ITD) was able to obtain a quote for a replacement unit but the lead time for said equipment is 4-6 weeks. In order to minimize the time that the devices are unprotected, we needed to place an order as soon as possible.

Sentinel quoted \$20,689 for the necessary UPS to support the devices necessary. ITD will handle the installation of this equipment with the assistance of Facilities to ensure we have the fastest possible scheduling.

Funds for the purchase are available through the Network Fund Miscellaneous account, 63625810-932034.

Both the Controller and Purchasing Director approved this purchase.



**Agenda Item 7**

TO: County Services Committee

FROM: Cynthia Wagner, Potter Park Zoo Director

DATE: July 26, 2022

SUBJECT: Penguin Exhibit Chiller Repair

This memo is to inform you of an emergency repair that was made prior to receiving approval from the Human Services and Finance Committees.

The chiller used to cool the penguin pool water temperature stopped working the evening of July 1, 2022. Due the importance of maintaining safe penguin housing conditions, it was determined an emergency repair was necessary. Temperatures were forecasted to reach 90 degrees throughout the holiday weekend which would heat the water well above the safe 65-degree threshold for Magellanic penguins.

The total cost for repair of the penguin chiller was \$4,827.56.

Funds for this repair are available in Zoo Budget Line Item 25869200 931000 30000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Cynthia Wagner  
Potter Park Zoo Director

## Agenda Item 8

**TO:** Law & Courts, County Services, and Finance Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** August 1, 2022  
**SUBJECT:** Creation of second Lead Animal Care Specialist  
For the agenda of August 11, 2022 and August 17, 2022

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### **BACKGROUND**

Ingham County Animal Control and Shelter currently employs seven full-time Animal Care Specialists with one of those positions being designated as a Lead Animal Care Specialist. The lead worker designation is responsible for directing the activities of the animal care unit staff, providing them with advice and assistance as needed, and is responsible to assure their proper and timely performance of assigned duties. Additionally, the position performs the duties of Animal Care Specialist as needed.

I have determined that there is a need for one additional Lead Animal Care Specialist position to balance the work load that currently falls to one person.

### **FINANCIAL IMPACT**

The cost for implementing this additional designation will amount to \$3,200 to be taken out of existing Ingham County Animal Control and Shelter millage funds.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the creation of an additional Lead Animal Care Specialist Designation out of the existing Animal Care Staff at the Ingham County Animal Control & Shelter.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING BETWEEN THE  
COUNTY OF INGHAM AND THE CAPITAL CITY LABOR PROGRAM TO CREATE  
A SECOND LEAD ANIMAL CARE SPECIALIST**

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) seeks to create a second lead Animal Care Specialist to increase oversight in daily operations regarding animal care; and

WHEREAS, ICACS and the Capital City Labor Program (CCLP) agree to enter into a letter of understanding to create a second lead Animal Care Specialist position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a modification of Article 15, section 2 to create a second lead Animal Care Specialist to be paid a stipend of \$3,200 annually in addition to regular wages.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

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

**Agenda Item 9a**

TO: County Service and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 29, 2022

SUBJECT: 30<sup>th</sup> Circuit Court Annex Building Access Card Swipes

This memo is to inform you of an emergency purchase order that was made prior to receiving approval from the County Service and Finance Committees.

The 30<sup>th</sup> Circuit Court Annex Building will need the same standard of security as the Veterans Memorial Courthouse. Therefore, a purchase order for access card swipes was issued prior to committee approval to ensure it of a timely install prior to September 12, 2022. The cost of the access swipe cards is \$38,631.39.

Funds for this purchase are available in Line Item 214-13200-977000-JUDGE.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill  
Facilities Director

**Agenda Item 9b**

TO: County Service and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 29, 2022

SUBJECT: 30<sup>th</sup> Circuit Court Annex Building Metal Detector

This memo is to inform you of an emergency purchase order that was made prior to receiving approval from the County Service and Finance Committees.

The 30<sup>th</sup> Circuit Court Annex Building will need the same standard of security as the Veterans Memorial Courthouse. Therefore, a purchase order for a metal detector was issued prior to committee approval to ensure it arrives prior to the start of hearings. The cost of the metal detector is \$3,757.79, which is ADA compliant.

Funds for this purchase are available in Line Item 214-13200-726010-JUDGE.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill  
Facilities Director

**Agenda Item 9c**

TO: County Service and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 29, 2022

SUBJECT: 30<sup>th</sup> Circuit Court Annex Building Parking Lot Safety Fence

This memo is to inform you of an emergency purchase order that was made prior to receiving approval from the County Service and Finance Committees.

The 30<sup>th</sup> Circuit Court Annex Building does not have a lower level parking for the safety of the Judge and defendant. Therefore, at the request of the Circuit Court and Sheriff's Office, a privacy fence will be placed around the parking spaces to allow for some security. The purchase order was issued prior to committee approval to ensure it will be in place prior to the start of hearings. The cost of the fence is \$9,723.

Funds for this purchase are available in Line Item 214-13200-977000-JUDGE.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill  
Facilities Director

## Agenda Item 9d

**TO:** County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** July 29, 2022

**RE:** Resolution to Authorize an Agreement Extension with Teachout Security for Unarmed Security Guard Services at Multiple Ingham County Facilities and Rescind Resolution 22-254

For the meeting agendas of: August 16 & 17

---

### **BACKGROUND**

The Facilities Department is requesting to rescind Resolution #22-254, which was for unarmed security services with Securitas Security Services. The terms of the agreement could not be agreed upon and it was advised to not go forward by the County Attorney. Therefore, the Facilities Department is requesting to extend the agreement with Teachout Security for one additional year. Teachout Security has agreed to hold their current hourly bill rate of \$23.76 plus the living wage increase in 2023.

### **ALTERNATIVES**

The alternative would be to not go forward with security services leaving staff and elected officials at risk.

### **FINANCIAL IMPACT**

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

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT EXTENSION WITH TEACHOUT SECURITY  
FOR UNARMED SECURITY GUARD SERVICES AT MULTIPLE INGHAM COUNTY FACILITIES  
AND RESCIND RESOLUTION #22-254**

WHEREAS, the Facilities Department is requesting to rescind Resolution #22-254 for unarmed security guard services with Securitas Security Services as the terms of the agreement could not be agreed upon; and

WHEREAS, the Facilities Department is requesting to extend the agreement with Teachout Security for one additional year; and

WHEREAS, Teachout Security has agreed to hold the current hourly bill rate of \$23.76 plus the living wage increase in 2023; and

WHEREAS, the Facilities Department recommends extending the agreement with Teachout Security, for unarmed security guard services at multiple Ingham County facilities; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement extension with Teachout Security, regional office located at 6920 South Cedar Street Suite 11, Lansing, Michigan, 48911, and corporate offices at 2348 Stone Bridge Drive Flint, Michigan 48532, for unarmed security guard services at multiple Ingham County facilities at the current hourly bill rate of \$23.76 plus the 2023 living wage increase.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby rescinds Resolution #22-254 to authorize an agreement with Securitas Security Services USA, Inc. for unarmed security services at multiple County facilities.

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



## Agenda Item 10a

**TO:** County Services Committee and Finance Committee

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** August 1, 2022

**SUBJECT:** Emergency Purchase Order with T.H. Eifert

For the meeting agendas of August 16 and 17

---

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

Recently, the air conditioning at the Road Department's Administration Building unexpectedly stopped working, so the as-needed boiler inspection contractor (T.H. Eifert) inspected the system and determined the condenser motor, motor blade, and valves in the main HVAC compressor had failed. For the immediate fix, the contractor replaced the condenser motor and motor blade, in addition with other minor repairs for a total invoice charge of \$7,363.53. The failed valves required the replacement of one of the four compressor units, which had to be ordered and was estimated to cost \$10,480.00. Without the replacement of the compressor unit, the air conditioning would not function properly, making working conditions for office staff intolerable.

The requested emergency purchase order with T.H. Eifert was in the amount of \$17,843.53 for expenses directly related to restoring the air conditioning at the Road Department's Administration Building.

Funds for these repairs are available through the 2022 Road Fund Budget.

The Controller approved this emergency purchase order.

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: August 2, 2022

SUBJECT: Proposed Resolution Authorizing a Contract for Propane supplied and delivered to the Road Department

---

**BACKGROUND**

The purpose of this memorandum is to request approval to purchase propane from Avery Oil & Propane that will be supplied and delivered to the Ingham County Road Department's (ICRD) Eastern District Garage located at 1335 E. Howell Road, Williamston, Michigan 48895. The contract to provide propane fuels to the ICRD will be effective for a three (3) year period with an option for a two (2) year extension. The ICRD annually purchases 15,000 gallons of propane for heating the Eastern District Garage.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The ICRD budget includes sufficient funds to cover the cost associated with this contract.

Bids for propane were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (ITB) #69-22 as shown below and per the Memorandum of Performance.

Vendor Name	Local	Year 1	Year 2	Year 3	Grand Total	Annual Inspection	Repair Cost/Hr
Avery Oil	Yes	\$22,350	\$21,750	\$20,250	<b>\$64,350</b>	\$0.00	\$75.00
Webster Garner	No	\$23,040	\$21,450	\$19,890	<b>\$64,470</b>	\$200	\$100

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

I recommend that the Committees approve the attached resolution to authorize a contract with Avery Oil & Propane for heating at the ICRD's Eastern District Garage.

**Agenda Item 10b**

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: July 26, 2022

RE: Memorandum of performance for ITB No. 69-22: Propane for Eastern Garage

---

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of entering into a contract to provide propane fuels to the Ingham County Road Department for a three (3) year period with an option for a two (2) year extension.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	18	3
Vendors responding	2	1

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

Vendor Name	Local Preference	Total Year 1	Total Year 2	Total Year 3	Grand Total ( All 3 Years)	Annual Inspection	Repair Cost / Hour plus parts
Avery Oil	Yes, Mason	\$22,350.000	\$21,750.000	\$20,250.000	<b>\$64,350.000</b>	\$0.00	\$75.00
Webster Garner	No, Clio MI	\$23,040.000	\$21,540.000	\$19,890.000	<b>\$64,470.000</b>	\$200.00	\$100.00

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto: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 CONTRACT FOR  
PROPANE SUPPLIED AND DELIVERED TO THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Ingham County Road Department requires propane to be supplied and delivered to the Eastern District Garage located at 1335 E. Howell Road, Williamston, Michigan 48895 for heating water and the building (collectively, the “Heating Services”); and

WHEREAS, the Ingham County Purchasing Department recently released bid packet #69-22 and received competitive bid proposals for these heating services for the next three-year period with a two-year renewal option, beginning from date of service contract execution; and

WHEREAS, bids for supplied and delivered propane for the Eastern Garage were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to award the contract to the lowest qualified bidder, Avery Oil & Propane for \$64,350 for the three-year contract item; and

WHEREAS, the Road Department budget includes sufficient funds to cover the cost associated with this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Avery Oil & Propane located at 402 North St, Mason, Michigan for propane to be supplied and delivered to the Ingham County Road Department per bid packet #69-22 with a total estimated cost of \$64,350 for the three-year period, with a two-year renewal option, plus \$75.00 per hour on labor for any required repairs, beginning from date of service contract execution.

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: August 2, 2022

SUBJECT: Proposed Resolution Authorizing a Contract for Liquid De-Icing Corrosion Inhibited Solution for the Road Department

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**BACKGROUND**

The purpose of this memorandum is to request the approval to purchase de-icing corrosion inhibited solution from MBH Trucking and Chloride Solutions that will be supplied and delivered to Ingham County Road Department (ICRD) district garages on an as-needed basis. The contract will be effective for a three-year period with an option for a two-year extension. The ICRD annually purchases approximately 12,000 gallons of liquid de-icing solution for use in winter maintenance operations.

Bids were sought per Invitation to Bid (ITB) #104-22 from experienced and qualified vendors for the purpose of furnishing de-icing solution to all three ICRD district garages for a period of three years with an option for a two-year extension. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and ICRD are in concurrence to award the contract to the lowest qualified bidder.

The table below summarizes the bid results to provide de-icing solution to the three district garages over a three-year period.

Vendor Name	Local Preference	Three Year Aggregate Total for Three District Garages
MBH Trucking and Chloride Solutions	Yes	\$44,400
Corrigan Environmental Solutions	No	\$45,880
E. Brookmyer, Inc. d/b/a: Bare Ground	No	\$54,000
Northern Michigan Dust Control	No	\$63,000

**ALTERNATIVES**

The alternative is to not use any de-icing solution for winter maintenance.

**FINANCIAL IMPACT**

The ICRD budget includes sufficient funds for this contract.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

I recommend that the approval of the attached resolution to authorize a contract with MBH Trucking and Chloride Solutions for the purchase of de-icing solution.

**Agenda Item 10c**

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: July 27, 2022

RE: Memorandum of performance for ITB No. 104-22 De-Icing Corrosion Inhibited Solution

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing de-icing solution to all three (3) Ingham County Road Department garages for a period of three (3) years with an option for a two (2) year extension.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	2
Vendors responding	4	1

The following grid is a summary of the vendors' costs on the following page.

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

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

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

SUMMARY OF VENDORS' COSTS:

Vendor Name	Local Preference	Western District Garage Total for 3 Years	Metro District Garage Total for 3 Years	Eastern District Garage Total for 3 Years	Grand Total
		Est. 2,000± Gallons per year	Est. 2,000± Gallons per year	Est. 8,000± Gallons per year	All 3 Years
MBH Trucking / Chloride Solutions	Yes, Webberville MI	\$7,400.00	\$7,400.00	\$29,600.00	\$44,400.00
Corrigan Environmental Solutions	No, Whitmore Lake, MI	\$8,340.00	\$8,340.00	\$29,200.00	\$45,880.00
E. Brookmyer, Inc. d/b/a: Bare Ground	No, Framingham MA	\$9,000.00	\$9,000.00	\$36,000.00	\$54,000.00
Northern Michigan Dust Control LLC	No, Gaylord, MI	\$10,500.00	\$10,500.00	\$42,000.00	\$63,000.00

VENDOR NAME: MBH Trucking / Chloride Solutions			Local Preference: Yes, Webberville MI	
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Western District Garage	2,000± Gallons	\$1.10	\$1.25	\$1.35
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$2,200.00	\$2,500.00	\$2,700.00
Western Garage Total for 3 Years:				\$7,400.00
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Metro District Garage	2,000± Gallons	\$1.10	\$1.25	\$1.35
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$2,200.00	\$2,500.00	\$2,700.00
Metro District Garage Total for 3 Years:				\$7,400.00
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Eastern District Garage	2,000± Gallons	\$1.10	\$1.25	\$1.35
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$8,800.00	\$10,000.00	\$10,800.00
Eastern District Garage Total for 3 Years:				\$29,600.00
MBH Trucking / Chloride Solutions GRAND TOTAL - ALL THREE (3) LOCATIONS FOR 3 YEARS:				\$44,400.00



VENDOR NAME: Corrigan Environmental Solutions		Local Preference: No, Whitmore Lake MI		
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Western District Garage	2,000± Gallons	\$1.20	\$1.38	\$1.59
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$2,400.00	\$2,760.00	\$3,180.00
Western Garage Total for 3 Years:				\$8,340.00
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Metro District Garage	2,000± Gallons	\$1.20	\$1.38	\$1.59
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$2,400.00	\$2,760.00	\$3,180.00
Metro District Garage Total for 3 Years:				\$8,340.00
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Eastern District Garage	2,000± Gallons	\$1.05	\$1.21	\$1.39
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$8,400.00	\$9,680.00	\$11,120.00
Eastern District Garage Total for 3 Years:				\$29,200.00
Corrigan Environmental Solutions GRAND TOTAL - ALL THREE (3) LOCATIONS FOR 3 YEARS:				\$45,880.00

VENDOR NAME: E. Brookmyer, Inc. d/b/a: Bare Ground		Local Preference: No, Framingham MA		
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Western District Garage	2,000± Gallons	\$1.50	\$1.50	\$1.50
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$3,000.00	\$3,000.00	\$3,000.00
Western Garage Total for 3 Years:				\$9,000.00
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Metro District Garage	2,000± Gallons	\$1.50	\$1.50	\$1.50
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$3,000.00	\$3,000.00	\$3,000.00
Metro District Garage Total for 3 Years:				\$9,000.00
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Eastern District Garage	2,000± Gallons	\$1.50	\$1.50	\$1.50
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$12,000.00	\$12,000.00	\$12,000.00
Eastern District Garage Total for 3 Years:				\$36,000.00
E. Brookmyer, Inc. d/b/a: Bare Ground GRAND TOTAL - ALL THREE (3) LOCATIONS FOR 3 YEARS:				\$54,000.00

VENDOR NAME: Northern Michigan Dust Control		Local Preference: No, Gaylord MI		
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Western District Garage	2,000± Gallons	\$1.75	\$1.75	\$1.75
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$3,500.00	\$3,500.00	\$3,500.00
Western Garage Total for 3 Years:				\$10,500.00
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Metro District Garage	2,000± Gallons	\$1.75	\$1.75	\$1.75
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$3,500.00	\$3,500.00	\$3,500.00
Metro District Garage Total for 3 Years:				\$10,500.00
DELIVERY LOCATION:	Estimated Quantity / Yr.	Price/Gallon: Year 1	Price/Gallon: Year 2	Price/Gallon: Year 3
Eastern District Garage	2,000± Gallons	\$1.75	\$1.75	\$1.75
		Grand Total: Year 1	Grand Total: Year 2	Grand Total: Year 3
		\$14,000.00	\$14,000.00	\$14,000.00
Eastern District Garage Total for 3 Years:				\$42,000.00
Northern Michigan Dust Control GRAND TOTAL - ALL THREE (3) LOCATIONS FOR 3 YEARS:				\$63,000.00

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR LIQUID DE-ICING  
CORROSION INHIBITED SOLUTION**

WHEREAS, the Ingham County Road Department annually purchases approximately 12,000 gallons of liquid de-icing solution for use in winter maintenance operations; and

WHEREAS, the Ingham County Purchasing Department recently released bid packet #104-22 and received competitive bid proposals for liquid de-icing corrosion inhibited solution for a three-year period, beginning from date of contract execution, with the option for a two-year extension; and

WHEREAS, bids for liquid de-icing corrosion inhibited solution were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of the Road Department staff, to award this contract to the lowest qualified bidder and purchase liquid de-icing corrosion inhibited solution on an as-needed, unit price basis from MBH Trucking and Chloride Solutions; and

WHEREAS, the Road Department budget includes sufficient funds for this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a contract with MBH Trucking and Chloride Solutions, located at 672 N. M-52, Webberville, MI 48892 for the purchase of liquid de-icing corrosion inhibited solution on an as-needed, unit price basis for a three-year period, beginning from the date of contract execution, with the option for a two-year extension, at the rates detailed in their proposal response to ITB #104-22.

BE IT FURTHER RESOLVED, that the Ingham County Purchasing Department is hereby authorized to execute purchase orders with MBH Trucking and Chloride Solutions to purchase liquid de-icing corrosion inhibited solution as needed and budgeted, on behalf of the Ingham County Road Department.

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 10d

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: August 2, 2022

SUBJECT: Proposed Resolution to Authorize a Contract for Dust Control Solutions and Services for the Road Department

For the meeting agendas of August 16 and 17

### **BACKGROUND**

The purpose of this memorandum is to request approval to purchase liquid calcium chloride solution for dust control on gravel roads for a period of three years with an option for a two-year extension. The product will be delivered to storage tanks or applied directly to the gravel roads, per the direction of the Ingham County Road Department (ICRD).

The Purchasing Department solicited, received, and reviewed bids for the Invitation to Bid (ITB) #161-22 as detailed in the attached Memorandum of Performance. The Purchasing Department and ICRD are in concurrence to award the contract to the lowest qualified bidder, Corrigan Environmental Solutions, whose detailed bid prices are shown below.

Vendor Name: Corrigan Environmental Solutions				Local Preference: No, Whitmore Lake MI		
*DELIVERED TO EASTERN DISTRICT GARAGE STORAGE TANK						
Product Concentration	Price/gallon	Price/gallon	Price/gallon			
	Year 1	Year 2	Year 3			
28%	\$0.20	\$0.21	\$0.22			
32%	-	-	-			
38%	-	-	-			
*Applied to any location within Ingham County per Road Department direction.						
Product Concentration	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)
	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3
28%	\$0.27	\$0.28	\$0.27	\$0.28	\$0.29	\$0.30
32%	-	-	-	-	-	-
38%	-	-	-	-	-	-

### **ALTERNATIVES**

The alternative is to not perform dust control on gravel roads.

### **FINANCIAL IMPACT**

The ICRD budget includes sufficient funds to cover the cost associated with this contract.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

I recommend approval of the attached resolution to authorize a contract with Corrigan Environmental Solutions for the purchase and delivery of liquid calcium chloride for the Road Department.

**Agenda Item 10d**

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: July 27, 2022

RE: Memorandum of Performance for ITB No. 161-22 Liquid Calcium Chloride Solution

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing liquid calcium chloride solution for dust control on gravel roads for the Ingham County Road Department for a period of three (3) years with an option for a two (2) year extension.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	2
Vendors responding	3	1

The summary of the vendors' costs grid is on the next page:

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

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

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

## SUMMARY OF VENDORS' COSTS:

Vendor Name: MBH TRUCINGING / CHLORIDE SOLUTIONS				Local Preference: Yes, Webberville MI		
*DELIVERED TO EASTERN DISTRICT GARAGE STORAGE TANK						
Product Concentration	Price/gallon	Price/gallon	Price/gallon			
	Year 1	Year 2	Year 3			
28%	\$0.24	\$0.25	\$0.26			
32%	-	-	-			
38%	-	-	-			
*Applied to any location within Ingham County per Road Department direction.						
Product Concentration	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)
	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3
28%	\$0.27	\$0.28	\$0.28	\$0.29	\$0.29	\$0.30
32%	-	-	-	-	-	-
38%	-	-	-	-	-	-
Vendor Name: Corrigan Environmental Solutions				Local Preference: No, Whitmore Lake MI		
*DELIVERED TO EASTERN DISTRICT GARAGE STORAGE TANK						
Product Concentration	Price/gallon	Price/gallon	Price/gallon			
	Year 1	Year 2	Year 3			
28%	\$0.20	\$0.21	\$0.22			
32%	-	-	-			
38%	-	-	-			
*Applied to any location within Ingham County per Road Department direction.						
Product Concentration	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)
	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3
28%	\$0.27	\$0.28	\$0.27	\$0.28	\$0.29	\$0.30
32%	-	-	-	-	-	-
38%	-	-	-	-	-	-
Vendor Name: AVAM GROUP				Local Preference: No, Odessa FL		
*DELIVERED TO EASTERN DISTRICT GARAGE STORAGE TANK						
Product Concentration	Price/gallon	Price/gallon	Price/gallon			
	Year 1	Year 2	Year 3			
28%	\$1.78	\$1.80	\$1.82			
32%	\$1.88	\$1.90	\$1.92			
38%	\$1.98	\$2.00	\$2.02			
*Applied to any location within Ingham County per Road Department direction.						
Product Concentration	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)	Price/gallon (>6,000 gallons)	Price/gallon (<3,000 gallons)
	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3
28%	\$1.78	\$1.78	\$1.80	\$1.80	\$1.82	\$1.82
32%	\$1.88	\$1.88	\$1.90	\$1.90	\$1.92	\$1.92
38%	\$1.98	\$1.98	\$2.00	\$2.00	\$2.02	\$2.02



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR DUST CONTROL  
SOLUTIONS AND SERVICES**

WHEREAS, the Ingham County Road Department uses a vendor to provide and apply approximately 250,000 gallons of 28% liquid calcium chloride solution for dust control on the 80 miles of gravel county roads during the dry months of the year; and

WHEREAS, the Ingham County Purchasing Department solicited bids for liquid calcium chloride solution per ITB #161-22 and received bid proposals for a three-year service period, beginning from the date of contract execution, with a two-year renewal option; and

WHEREAS, the bids were evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of the Road Department staff, to enter into a contract with Corrigan Environmental Solutions, who was the lowest qualified bidder, for 28% liquid calcium chloride solution delivered to Road Department storage tanks or applied on gravel county roads; and

WHEREAS, the Road Department budget includes sufficient funds to cover the cost associated with this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes entering into a three-year contract with a two-year renewal option, with Corrigan Environmental Solutions located at 11620 Whitmore Lake Rd, Whitmore Lake, MI 48189 to supply 28% liquid calcium chloride solution on an as-needed basis at the rates specified in their proposal response to ITB #161-22, which shall be delivered to the Road Department storage tanks or applied on gravel roads as directed by the Road Department.

BE IT FURTHER RESOLVED, that the Ingham County Purchasing Department is hereby authorized to execute purchase orders consistent with this resolution on behalf of the Ingham County Road Department.

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.

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** August 4, 2022  
**SUBJECT:** Resolution to Approve a Letter of Understanding with the ICEA County Professionals Unit and Michigan Nurses Association Unit Regarding Jail Medical Nurses

For the meeting agendas of August 16 & August 17

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**BACKGROUND**

Jail Medical services are currently the subject of a request for proposals for a vendor to assume operations. There are currently two employees in Jail Medical Nurse positions within the ICEA County Professionals Unit who desire to remain Ingham County employees. There are no other nurse positions within the ICEA County Professionals bargaining unit in Ingham County. There are currently vacant nurse positions available within the Michigan Nurses Association bargaining unit in Ingham County Community Health Centers that these two employees have expressed interest in. To effectuate their transfer to such a position, the ICEA County Professionals and the Michigan Nurses Association are in support of entering into a Letter of Understanding with Ingham County regarding negotiated wages, benefits, and other terms and conditions of employment upon their transfer as follows: 1) wage rates will initially be \$36.864 hourly/\$76,677.08 annual and will be subject to such wage adjustments which may subsequently be negotiated through collective bargaining with the Michigan Nurses Association; 2) terms of MERS benefits and contributions will be pursuant to the terms of the ICEA County Professionals Unit 2022-2024 collective bargaining agreement for services provided under that agreement until the date of transfer into a Michigan Nurses Association bargaining unit position and then pursuant to the terms of the Michigan Nurses Association collective bargaining agreement thereafter for services provided under that agreement(s); 3) all other terms and conditions of employment will be pursuant to the terms of the Michigan Nurses Association collective bargaining agreement(s) from the date of transfer into a Michigan Nurses Association position going forward for services provided under that agreement(s).

**ALTERNATIVES**

If approval of a Letter of Understanding regarding Jail Medical Nurses is not granted, the employees have the option of layoff, making a new application for employment for any vacant positions which may or may not be available upon the vendor assuming Jail Medical services, or accepting employment with the vendor, provided such offer is made.

**FINANCIAL IMPACT**

The financial impact is as described above.

**STRATEGIC PLAN CONSIDERATIONS**

The recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to approve a letter of understanding with the ICEA County Professionals Unit and Michigan Nurses Association Unit regarding Jail Medical Nurses.

Introduced by the County Services & Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING WITH THE ICEA COUNTY PROFESSIONALS UNIT AND MICHIGAN NURSES ASSOCIATION UNIT REGARDING JAIL MEDICAL NURSES**

WHEREAS, Jail Medical services are currently the subject of a request for proposals for a vendor to assume operations; and

WHEREAS, there are currently two employees in Jail Medical Nurse positions within the ICEA County Professionals Unit who desire to remain Ingham County employees; and

WHEREAS, there are no other nurse positions within the ICEA County Professionals bargaining unit in Ingham County; and

WHEREAS, there are currently vacant nurse positions available within the Michigan Nurses Association bargaining unit in Ingham County Community Health Centers that these two employees have expressed interest in; and

WHEREAS, to effectuate their transfer to such a position, the ICEA County Professionals and the Michigan Nurses Association are in support of entering into a Letter of Understanding with Ingham County regarding negotiated wages, benefits, and other terms and conditions of employment upon their transfer as follows: 1) wage rates will initially be \$36.864 hourly/\$76,677.08 annual and will be subject to such wage adjustments which may subsequently be negotiated through collective bargaining with the Michigan Nurses Association; 2) terms of MERS benefits and contributions will be pursuant to the terms of the ICEA County Professionals Unit 2022-2024 collective bargaining agreement for services provided under that agreement until the date of transfer into a Michigan Nurses Association bargaining unit position and then pursuant to the terms of the Michigan Nurses Association collective bargaining agreement thereafter for services provided under that agreement(s); 3) all other terms and conditions of employment will be pursuant to the terms of the Michigan Nurses Association collective bargaining agreement(s) from the date of transfer into a Michigan Nurses Association position going forward for services provided under that agreement(s).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a Letter of Understanding with the ICEA County Professionals Unit and Michigan Nurses Association Unit regarding negotiated wages, benefits, and other terms and conditions of employment upon their transfer as follows: 1) wage rates will initially be \$36.864 hourly/\$76,677.08 annual and will be subject to such wage adjustments which may subsequently be negotiated through collective bargaining with the Michigan Nurses Association; 2) terms of MERS benefits and contributions will be pursuant to the terms of the ICEA County Professionals Unit 2022-2024 collective bargaining agreement for services provided under that agreement until the date of transfer into a Michigan Nurses Association bargaining unit position and then pursuant to the terms of the Michigan Nurses Association collective bargaining agreement thereafter for services provided under that agreement(s); 3) all other terms and conditions of employment will be pursuant to the terms of the Michigan Nurses Association collective bargaining agreement(s) from the date of transfer into a Michigan Nurses Association position going forward for services provided under that agreement(s).

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

## **Agenda Item 11b**

**TO:** Board of Commissioners, County Services Committee, and Finance Committee  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** August 5, 2022  
**SUBJECT:** Resolution Certifying Representatives for the MERS 2022 Retirement Conference  
For the Meeting Agendas of County Services (8/16) and Finance (8/17)

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### **BACKGROUND**

The 76<sup>th</sup> MERS Annual Retirement Conference of the participating municipalities enrolled in the Municipal Employees' Retirement System (MERS) will be held September 26 - 27, 2022. According to the provisions of the Retirement Act, a non-managerial member of the Retirement System is to be elected by secret ballot for the Annual Conference to act as the Employee Delegate. One appointed Officer Delegate will also be in attendance in accordance with the Act.

### **ALTERNATIVES**

Ingham County could elect not to certify delegates and be unrepresented during the Annual Conference.

### **FINANCIAL IMPACT**

Funds previously anticipated to be necessary for 2022 MERS Retirement Conference expenses are included in the fiscal year 2022 Human Resources Department budget.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

I respectfully recommend approval of the attached resolution for the certified Ingham County Delegates to attend the 2022 MERS Retirement Conference.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE  
MERS 2022 RETIREMENT CONFERENCE**

WHEREAS, the Municipal Employees' Retirement System (MERS) will hold the 76<sup>th</sup> Annual Retirement Conference September 26 - 27, 2022; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body; and

WHEREAS, funds previously anticipated to be necessary for 2022 MERS Retirement Conference expenses are included in the fiscal year 2022 Human Resources Department budget.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Conference:

Employee Delegate:	<u>(TBD via election currently in progress)</u>
Officer Delegate:	<u>Tori Meyer, Financial Services Director</u>

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** August 5, 2022  
**SUBJECT:** Resolution Defining the Terms of the Montgomery Drain American Rescue Plan Act Funding Allocation  
For the meeting agendas of August 16 and 17

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**BACKGROUND**

The following phases remain per the Drain Commissioner for the Montgomery Drain:

- Division IV – Pipe Rehabilitation – cleaning, clearing and lining of over 4,000 lf of cracked and failing pipes throughout the service area. \$1,110,000
- Division VI – Storm Water Plazas – construction of two water quality plazas in Michigan Ave and what is proposed for the County funding. \$1,050,000
- Division VIII – Frandora Hills Rehabilitation – Repair or replacement of old and failing pipes in the Frandora Hills subdivision. \$1,070,000
- Division X – Low Impact Design – establishment of animal habitats and plant life in the rain gardens and ponds (Ranney Park). \$846,000
- Division XII – Ranney Park Phase II – Construction of the water quality wall and aeration system (water falls) in Ranney Park \$3,030,000
- Division XII Pathways – trails throughout Ranney Park and the Michigan Ave crossing (millage funded) \$995,000
- Division XIV – Pathway Lighting \$726,000
- **TOTAL CONSTRUCTION** **\$8,827,000**
- Engineering/Construction Management \$1,657,830
- **TOTAL** **\$10,484,830**
- Contingency (for future maintenance) \$1,750,000
- Interest and borrowing fees \$790,000
- **TOTAL PROJECT** **\$13,024,830**
- Less millage funded trails (\$995,000)
- **TOTAL FUNDING NEEDED** **\$12,029,830**



Division VI, (Storm Water Plazas) is the phase that the Drain Commissioner is requesting ARPA funding of \$1,000,000. Unfortunately, funding this phase alone will not make the project operable. Division XII – Ranney Park Phase II, which is the upper end of the treatment circulation system and includes the construction of the water quality wall and circulation stream, is required to “turn the water on”. Therefore, the ARPA funding should be contingent on a funding commitment from the Drain Commissioner of Division XII, along with a funding plan for the rest of the project. Subsequently, as the most probable source of funding will be an assessment on County residents in the Montgomery Drain District, a third-party engineering assessment of the remaining phases should be undertaken to determine how essential they are to the successful operation of the project.

#### **ALTERNATIVES**

Provide the ARPA funding for the Montgomery Drain without any terms or conditions.

#### **FINANCIAL IMPACT**

\$7,500 for third party review to be funded through ARPA.

#### **OTHER CONSIDERATIONS**

None.

#### **RECOMMENDATION**

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DEFINING THE TERMS OF THE MONTGOMERY DRAIN  
AMERICAN RESCUE PLAN ACT FUNDING ALLOCATION**

WHEREAS, the Ingham County Drain Commissioner has requested \$1,000,000 in American Rescue Plan Act (ARPA) funding to go toward the Montgomery Drain Project; and

WHEREAS, the following costs remain in the Montgomery Drain Project:

• Division IV – Pipe Rehabilitation	\$1,110,000
• Division VI – Storm Water Plazas	\$1,050,000
• Division VIII – Frandora Hills Rehabilitation	\$1,070,000
• Division X – Low Impact Design	\$846,000
• Division XII – Ranney Park Phase II	\$3,030,000
• Division XII Pathways (millage funded)	\$995,000
• Division XIV – Pathway Lighting	\$726,000
• Engineering/Surveying/Construction Management	\$1,657,830
• Contingency (for future maintenance costs)	\$1,750,000
• Interest and Borrowing Fees	<u>\$790,000</u>
• TOTAL PROJECT COSTS REMAINING	\$13,024,830
• Less Millage Funded Trails	<u>(\$995,000)</u>
• TOTAL FUNDING NEEDED	\$12,029,830

;and

WHEREAS, the \$1,000,000 ARPA allocation would go toward Division VI – Storm Water Plazas on Michigan Avenue, which is downstream of Ranney Park and therefore inoperable without the completion of Division XII – Ranney Park Phase II; and

WHEREAS, the Ingham County Board of Commissioners wants to ensure the ARPA funded portion of the project is used effectively and wants to ensure that taxpayer dollars are being utilized in a responsible manner, therefore ARPA funding for Division VI is contingent on the following conditions:

- Funding and construction of Division XII – Ranney Park Phase II
- A clear and practical plan to fund the remaining phases of the Montgomery Drain
- A thorough review of the remaining Montgomery Drain plans by a third party engineer to verify their efficacy and need to the successful operation of the Montgomery Drain not to exceed \$7,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve the following terms as a condition of the \$1,000,000 in ARPA funding for the Montgomery Drain:

- Funding and construction of Division XII – Ranney Park Phase II
- A clear and practical plan to fund the remaining phases of the Montgomery Drain

- A thorough review of the remaining Montgomery Drain plans by a third party engineer to verify their efficacy and need to the successful operation of the Montgomery Drain not to exceed \$7,500.

BE IT FURTHER RESOLVED, that the third party engineering review will be funded through ARPA funds.

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.