

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, JANUARY 18, 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 [December 7, 2021](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Approve the [Reorganization](#) of the County Clerk's Office
(Discussion)
2. Lansing Economic Area Partnership – Resolution to Amend Contract with [Capital Consultants, Inc.](#) for State Community Development Block Grant Site Readiness Preliminary Engineering Services
3. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham [Conservation District](#)
4. Sheriff's Office – Resolution to Reclassify the [Central Records Office Coordinator](#) to Central Records and Freedom of Information Act Coordinator
5. Drain Commissioner - Resolution Pledging Full Faith and Credit to [Smith and Oesterle](#) Drain Drainage District Bonds
6. Equalization Department – Resolution to Contract for Commercial and Industrial [Appraisals](#)
7. Innovation and Technology Department – Resolution to Approve the Lease of Dark Fiber from [Zayo Group](#)
8. Potter Park Zoo – Resolution to Authorize a [Reorganization](#) of Potter Park Zoo Maintenance Positions
9. Facilities Department
 - a. Resolution to Authorize an Agreement with [Lansing Tile](#) for the Carpet Replacement at the Human Services Building Admin Office Area
 - b. Resolution to Authorize an Agreement with [Trane U.S. Inc.](#), for the Replacement of Multiple Units and Upgrade Tracer Summit at Several Ingham County Buildings

- c. Notice of Emergency Purchase Order for the Release of [Fire Suppression](#) HFC-227 in Hilliard IT Server Room
 - d. Notice of Emergency Purchase Order for Temporary [Electric Service](#) for COVID-19 Test Site at Human Services Building
10. Road Department
- a. Resolution to Authorize an Engineering Design Services Contract with [Bergmann](#) and Authorize a 2nd Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road
 - b. Resolution to Approve Stop Sign Traffic Control Orders for [Meadow Ridge](#) Subdivision, Section 20, Delhi Township
 - c. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
11. Human Resources Department
- a. Authorization to Start an ICEA County Professional Employee at [Step 5](#)
 - b. Pursuant to MCL 15.268(h) a Written Attorney/Client Privileged Legal Opinion from Corporate Counsel (*Closed Session*)
12. Controller's Office
- a. [American Rescue Plan](#) Act Second Tranche (*Discussion*)
 - b. COVID-19 Testing Update (*Discussion*)
 - c. Resolution to Approve a Letter of Agreement between Ingham County and Capitol City Labor Program, [Corrections Unit](#), for COVID-19 Related Use of Leave Time
13. Board of Commissioners
- a. Resolution Recognizing [Black History/Cultural Diversity Month](#) in Ingham County
 - b. Resolution to Authorize the Release of [Attorney/Client Privileged Communication](#)
14. Board Referral – Resolution #21-443 from the [Oakland County](#) Board of Commissioners Urging State Legislature to Amend the Michigan No-Fault Auto Insurance Reform Act to Address a Reimbursement Cap for Auto Accident Victims

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

December 7, 2021

Draft Minutes

Members Present: Stivers, Celentino, Grebner, Peña, Sebolt, Slaughter.

Members Absent: Naeyaert.

Others Present: Sheriff Scott Wriggelsworth, Becky Bennett, Kris Drake, Kris Gilbert, Sue Graham, Adenike Shoyinka, Gregg Todd, Bonnie Toskey, Linda Vail, Cynthia Wagner, Michelle Wright, Mary Konieczny, and others.

The meeting was called to order by Chairperson Stivers 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 November 16, 2021 Minutes and Closed Session Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES FROM THE NOVEMBER 16, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Naeyaert.

Additions to the Agenda

9. Human Resources Department

- d. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Park Rangers Unit
- e. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the COAM 9-1-1 Supervisory Unit
- f. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA County Professional Employees Unit
- g. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Public Health Nurses Unit
- h. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Professional Court Employees Unit

10. Controller's Office

- f. Resolution Requesting the State of Michigan Legislature and Governor Whitmer Make Changes to the Open Meetings Act
- g. Resolution to Authorize an Agreement with Jensen Partners LLC for Correctional Medical Consulting Services
- h. Resolution to Authorize an Agreement with Fox 47 for a Recruitment Campaign for Jail Medical Staff Positions
- i. Resolution to Amend the Sick Leave Donation Policy

Limited Public Comment

None.

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

2. Clerk's Office – Resolution to Authorize the Purchase of Software for Electronic Processing of Campaign Finance Statements
3. Financial Services Department – Resolution to Approve a Pension Contribution to Michigan Employees Retirement System
4. Community Corrections – Resolution to Reclassify the Community Corrections Manager Position
5. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of Backup Software from CDW-G
 - b. Resolution to Approve the Battery Replacement Service from CDW-G
 - c. Resolution to Approve the Renewal of Website Hosting and Support
7. Facilities Department – Resolution to Authorize a Purchase Order to Knight Watch Inc. for the Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse
9. Human Resources Department
 - a. Resolution to Approve an Additional Modification to Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a Reclassification Request
 - b. Resolution to Approve Modifications to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 – 2024
 - d. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Park Rangers Unit
 - e. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the COAM 9-1-1 Supervisory Unit
 - f. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA County Professional Employees Unit
 - g. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Public Health Nurses Unit
 - h. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Professional Court Employees Unit
10. Controller's Office
 - a. Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C.
 - b. Resolution Authorizing Adjustments to the 2021 Ingham County Budget
 - c. Resolution Establishing the Ingham County Broadband Taskforce

- f. Resolution Requesting the State of Michigan Legislature and Governor Whitmer Make Changes to the Open Meetings Act
 - g. Resolution to Authorize an Agreement with Jensen Partners LLC for Correctional Medical Consulting Services
 - h. Resolution to Authorize an Agreement with Fox 47 for a Recruitment Campaign for Jail Medical Staff Positions
 - i. Resolution to Amend the Sick Leave Donation Policy
- 11. Board of Commissioners
 - a. Resolution Approving 2022-2024 Compensation for Non-Judicial County-Wide Elected Officials
 - b. Resolution Honoring Dr. Martin Luther King, Jr.
 - c. Authorization for a Step Increase for the Animal Control Director
- 12. Board Referral – Resolution 2021-18 from the Alger County Board of Commissioners to Support Amendments to the Open Meetings Act

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

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

1. Women's Commission – Interviews

Kris Gilbert interviewed for a position on the Women's Commission.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO RECOMMEND THE APPOINTMENT OF KRIS GILBERT AND CHELISE BOODOO TO THE WOMEN'S COMMISSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

6. Potter Park Zoo – Potter Park Zoo Reorganization (*Discussion*)

Cynthia Wagner, Potter Park Zoo Director, stated the reasoning behind the reorganization request and provided the history behind the positions. She further stated she believed the changes would improve employee morale and increase employee retention.

Ms. Wagner stated the collective bargaining units and current employees were in favor of the reorganization.

Discussion ensued in regards to the Potter Park Zoo positions that were within the City of Lansing compensation scheme.

Chairperson Stivers asked if any additional positions needed to be converted to the County compensation scheme.

Sue Graham, Human Resources Director, stated she believed the remaining positions in the City of Lansing compensation scheme were those that were requested to be reclassified.

Commissioner Grebner stated he wondered if any positions would be presented to the County Services Committee in the future.

Gregg Todd, Controller, stated his office would evaluate to clarify if any additional positions needed to be converted to the County compensation scheme.

Ms. Wagner stated the current employees were hired by the County and not direct transfers from the City of Lansing.

8. Road Department

- a. Resolution to Extend Contracts for As-Needed Engineering Design Services
- b. Resolution to Extend Contracts for As-Needed Material Testing and Fabrication Inspection Services

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

Commissioner Peña stated his support for the companies within the contracts.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

9. Human Resources Department

- c. Resolution to Approve UAW TOPS Unit Reclassification Requests

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

Commissioner Sebolt disclosed his professional relationship to the UAW TOPS Unit.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

10. Controller's Office

- d. Covid-19 Testing Policy Update (*Discussion*)

Mr. Todd provided an update to the County Services Committee regarding the Vaccination and Testing Policy.

Chairperson Stivers asked if any County employees had quit due to the policy.

Mr. Todd stated he believed there were a few members within the Health Department that had quit. He further stated he thanked the County Services Committee for approving the Resolution to Amend the Sick Leave Donation Policy, as it would help many employees that had been hired more recently.

Commissioner Sebolt asked Mr. Todd if data for booster vaccine doses was required to be entered into the vaccine self-registration portal.

Mr. Todd stated the option to input data for booster vaccine doses was available, and employees were notified of the option. He further stated the data was not required.

Chairperson Stivers asked if the current vaccine and testing policy would need to be amended by the Board of Commissioners to require a booster vaccine.

Mr. Todd stated the current policy would not need to be amended, as it was written to be aligned with CDC guidelines.

Linda Vail, Health Officer, stated the CDC still defined fully vaccinated as having received either one dose of the Johnson and Johnson vaccine, or two doses of the Pfizer or Moderna vaccine. She further stated there would not be a way to require a booster vaccine until the CDC directed otherwise.

10. Controller's Office

e. Jail Medical Update (*Discussion*)

Ms. Vail read a statement to the County Services Committee, which is included in the minutes as Attachment A.

Commissioner Grebner stated his thanks to Ms. Vail.

Ms. Vail stated Dr. Adenike Shoyinka, Medical Director, was the best Medical Director she could hope for. She further stated the County owed her a debt of gratitude.

Chairperson Stivers stated her thanks.

Commissioner Grebner stated the Jail Medical staffing issue extended beyond the information provided by Ms. Vail. He further stated he believed an extra million dollars had the potential to solve the problem but money was not a clear solution.

Commissioner Grebner asked Sheriff Scott Wriggelsworth, County Sheriff, how many inmates were currently being held in the jail.

Sheriff Wriggelsworth stated there were 320 inmates in the jail today.

Commissioner Grebner stated the liaison committees for the Board of Commissioners had heard from many of those involved with providing inmate care but never heard from the people receiving services. He further stated the County had done a great job in regards to saving money on inmate care.

Commissioner Grebner stated it was possible that the job market was competitive to the point that neither money nor privatized medical staff could be guaranteed to solve the issue. He further stated he believed the County should not depend on the Health Department for Jail Medical staffing.

Commissioner Sebolt stated his thanks. He further stated his frustration with the recurrence of the issue, as he felt the Board of Commissioners had signaled through multiple resolutions that they were willing to solve the problem.

Commissioner Sebolt stated it should be accepted that the solution to the Jail Medical staffing issue would be expensive. He further stated he continued to be willing to entertain any idea presented and was committed to finding a solution.

Commissioner Sebolt stated it was likely that the Board of Commissioners would need to spend their way out of the Jail Medical staffing issue, and would prefer to be told the solution with the price tag to resolve the issue.

Commissioner Celentino asked Mr. Todd if the Correctional Medical Consulting Services provided by Jensen Partners LLC would identify solutions to the Jail Medical staffing issue.

Mr. Todd stated yes and described the services included within the agreement.

Commissioner Grebner stated he assumed there would be much work to do when Requests for Proposals (RFP's) for the Jail Medical services were returned.

Mr. Todd stated the County would work with consultants to develop an RFP that reflected the needs determined by the Board of Commissioners.

Commissioner Grebner stated the Board of Commissioners should not limit the scope of arrangements they were willing to consider given the severity of the situation. He further stated the jail was so severely understaffed that the County did not provide the minimal level of services to protect the health and safety of people who were incarcerated in the jail.

Commissioner Grebner stated the Jail Medical staffing issue was a financial risk to the County. He further stated there was no simple definition of privatization.

Chairperson Stivers stated her agreement with the point made by Commissioner Grebner and urged the County Services Committee and the Board of Commissioners to consider all options. She further stated her thanks to Ms. Vail.

Commissioner Grebner stated he wanted to provide the history for the Blue Cross Blue Shield insurance issue of 2007. He further stated there would be no permanent solution for Jail Medical staffing, as it was an ever-evolving issue.

11. Board of Commissioners

d. Pursuant to MCL 15.268(e) Consult with Counsel, Pending Litigation (*Closed Session*)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, AT APPROXIMATELY 7:33 P.M., TO ENTER CLOSED SESSION TO CONSULT WITH THE COUNTY ATTORNEY REGARDING PATRICIA KIDD V INGHAM COUNTY, CASE NO. 1:20-CV-00342., PENDING IN THE US DISTRICT COURT WESTERN DISTRICT.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioner Naeyaert.

CHAIRPERSON STIVERS DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 7:49 P.M. Absent: Commissioner Naeyaert.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RECOMMENDATION OF THE COUNTY'S ATTORNEY FOR SETTLEMENT IN THE FEDERAL COURT LAWSUIT ENTITLED *PATRICIA KIDD V INGHAM COUNTY*, PRESENTLY PENDING IN THE U.S. DISTRICT COURT BEFORE U.S. MAGISTRATE JUDGE GREEN IN THE AMOUNT AS RECOMMENDED BY THE COUNTY'S ATTORNEY AND TENTATIVELY AGREED TO BY THE PLAINTIFF, AND FURTHER DIRECT THE COUNTY'S ATTORNEY TO PREPARE A SETTLEMENT AGREEMENT REFLECTING THOSE TERMS TO BE EXECUTED BY THE BOARD CHAIR ON BEHALF OF INGHAM COUNTY CONSISTENT WITH THE ATTORNEY'S RECOMMENDATION, AND TO PREPARE AND FILE A STIPULATION AND ORDER OF DISMISSAL WITH THE COURT.

Commissioner Grebner stated his support for the work done by Cohl, Stoker & Toskey, P.C.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Announcements

Commissioner Peña stated Foster Farms planned to host a reindeer viewing event at the Foster Community Center on December 13, 2021.

Commissioner Peña stated the 38th Annual Greater Lansing Hispanic Christmas Symposium was planned for December 14, 2021.

Commissioner Peña stated the Lansing Bike Co-Op had planned the fifth annual children's bike giveaway on December 18, 2021.

Commissioner Peña stated his appreciation for Chairperson Stivers.

Public Comment

Sheriff Wriggelsworth read a statement, which is included in the minutes as Attachment B.

Adjournment

The meeting was adjourned at 7:53 p.m.

ATTACHMENT A – Comments from Linda Vail, Health Director

ATTACHMENT B – Comments from Ingham County Sheriff Scott Wrigglesworth

At the last democratic caucus meeting, Comm Sebolt stated he was concerned about the jail medical RFP process. He stated it was “my decision” to put an RFP out, that I “unilaterally put this out”then questioned whether “I am working with the board on this or not” says I’m “playing on sympathies for a crisis in the jail to get the board to go in a direction they are not willing to go” and lastly alleges I am “manipulating the crisis to use as leverage in order to get the outcome that I desire”.

My “outcome” has always been, and will continue to be proper, timely, regular, reliable and professional medical care for our incarcerated population.

Commissioner Stivers then mentioned that Health Officer Linda Vail, “signed onto my letter” Although it was on my letter head, it was a joint letter from both of us. The letter was for the benefit of inmates who rely on us for their health care, the jail medical employees, and the deputies who work in the jail that end up traversing, you name it, medical issue after issue when no jail medical staff are on site an estimated 73% of the time. Comm Stivers also mentioned that “Director Vail signing onto my letter, validates what we are being told, and this is not just a ploy for the Sheriff to get something he’s long been in favor of. “

Again my “something” has always been, and will continue to be proper, timely, regular, reliable and professional medical care for Ingham County Inmates. Its abundantly clear my word doesn’t resonate with some on this board. Why in the world would I ever fabricate or manipulate any of these facts? If the Health Department was staffed and operating optimally, we would not be seeking alternatives.

Commissioner Grebner, Tennis, Celentino, and other tenured members of the board, know, and have stated publicly multiple times this issue has been ongoing for years, if not decades.....long before I was Sheriff. I am not making this up, I’m not playing on sympathies, nor manipulating anything to get any personally desired result. My goal remains proper, timely, regular, routine and professional medical care for inmates. This situation DID NOT just become a problem, and everyone but Commissioner Cahill has heard it again and again. Comm Tennis even said at caucus, this comes up every year.

You may not like continuing to hear about this issue, nor a potential fix, but it is my responsibility on behalf of the entire ICSO operation, most importantly the inmates, to keep the board up to date on the issues.

I have stated numerous times I have never cared who provides this service, and don’t care as I stand (sit) here today. My job is to care that it IS provided regularly IN OUR FACILITY on a timely, professional and routine basis. The reliable part of jail medical is lacking severely and has been for quite some time. The choice of how this gets done (or doesn’t) is the board’s alone. Sadly, some on this board feel I should have little if any say in it, even though my staff live it every minute or every hour of every day. If you truly want to know what YOU, (not me) are talking about, you are all invited to spend a day in the medical clinic, on post, or come pass meds for 4 hours some day or night.

ATTACHMENT B – Comments from Ingham County Sheriff Scott Wrigglesworth

I continue to come to board committees with staffing updates, issues, gaps in service, and suggestions for fixes. Fighting for our often underserved population.

To publicly suggest, that my motives are impure, or not from the heart, is untrue and frankly shameful. I have always been above board with the board, and have worked with the Health Department, the Controller's Office and my staff about this issue and potential fixes

I'm simply trying to do what's right by inmates. It is what I was elected to do, and will continue to fight for, as long as I am Sheriff and as long as the situation doesn't significantly improve.

If some of you don't want to believe or at the very least listen to me, please at least listen to Health Officer Vail. She's the expert on public health, not me..... and not any of you that I know of. You've listened to her during COVID, I recommend you listen to her on this issue as well.

**JANUARY 18, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. **Lansing Economic Area Partnership – Resolution to Amend Contract with Capital Consultants, Inc. for State Community Development Block Grant Site Readiness Preliminary Engineering Services**

This resolution authorizes a contract update with an adjusted scope of services not-to-exceed \$138,000 with Capital Consultants, Inc. (dba C2AE), an architecture and engineering firm located in Ingham County at 106 West Allegan St. Suite 500, Lansing, MI 48933. The BOC approved #21-512 which authorized \$120,500 but did not include matching funds.

This contract update is at no cost to the County.

See memo for details.

3. **Ingham Conservation District– Resolution to Authorize an Agreement with the Ingham Conservation District**

This resolution authorizes the 2022 agreement with the Ingham Conservation District for an amount not to exceed \$10,000.

See memo for details.

4. **Sheriff's Office – Resolution to Reclassify the Central Records Office Coordinator to Central Records and Freedom of Information Act Coordinator**

This resolution approves the reclassification of the Central Records Office Coordinator to Central Records and Freedom of Information Act (FOIA) Coordinator. Demands for greater law enforcement accountability and the addition of body worn cameras have greatly increased the number of FOIA requests received by the Sheriff's Office. The position is currently vacant and the newly classified position, job title, and job description will more accurately reflect the responsibilities for applicants. The updated job description was reviewed and evaluated by Human Resources, and the reclassification from a UAW/G grade (\$40,130.88 - \$47,848.31) to a UAW/H grade (\$42,457.97 - \$50,646.74) is recommended. The UAW has been notified and is supportive of the reclassification and salary placement. The long-term cost of the change will be \$4,054.

See memo for details.

5. **Drain Commissioner – Resolution Pledging Full Faith and Credit to Smith and Oesterle Drain Drainage District Bonds**

This resolution pledges the full faith and credit for the Smith and Oesterle Drain District bonds. The Smith and Oesterle Drain (the "Drain") and Smith and Oesterle Drain Drainage District (the "Drainage District") are located entirely within the Township of Leroy.

Project not-to-exceed amount is \$1.2mil.

See memo for details.

6. Equalization Department – Resolution to Contract for Commercial and Industrial Appraisals

This resolution authorizes awarding a multi-year contract for commercial and/or industrial appraisal services for the Ingham County Equalization Equalization/Tax Mapping Department by Michigan Equalization Services at the following rates:

Years 1 - 3: \$ 96,000
Years 4 - 5: \$102,000

See memo for details.

7. Innovation and Technology Department– Resolution to Approve the Lease of Dark Fiber from Zayo Group

This resolution authorizes an agreement with Zayo Group to lease dark fiber installation and 24 months of service in the amount not to exceed \$2,000 monthly for a total of \$48,000. This is to help the Ingham County Family Center, which currently has an unreliable fiber connection that runs through several Lansing schools.

Funds for this project will be paid out of the Juvenile Division fund #2926629-921000.

See memo for details.

8. Potter Park Zoo– Resolution to Authorize a Reorganization of Potter Park Zoo Maintenance Positions

This resolution authorizes a reorganization of Potter Park Zoo Maintenance positions. After discussions with the Ingham County Human Resources Department it was determined reorganizing these four positions as well as updating the job description would be beneficial to zoo operations. The four 400 positions will become four multiple grade positions, 400/500/600. As the employee meets the required qualifications they are able to advance levels without requiring a position to become vacant at a higher level. This reorganization takes into consideration budgetary constraints, as well as employee recruitment, retention, and satisfaction. Total cost increase in 2022 will not exceed \$33,992 for the four positions. There are sufficient funds in the Zoo budget to cover the total increase.

See memo for details.

9a. Facilities Department– Resolution to Authorize an Agreement with Lansing Tile for the Carpet Replacement at the Human Services Building Admin Office Area

This resolution authorizes an agreement with Lansing Tile for carpet replacement in the admin office area of the HSB. Lansing Tile submitted the most responsive and responsible proposal of \$56,000 for the replacement of the carpet. Facilities is requesting a \$2,000 contingency for a total of \$58,000.

Funds are available in the 2022 CIP.

See memo for details.

9b. Facilities Department– Resolution to Authorize an Agreement with Trane U.S. Inc., for the Replacement of Multiple Units and Upgrade Tracer Summit at Several Ingham County Buildings

This resolution authorizes an agreement Trane U.S. Inc., for the replacement of multiple units at county buildings including:

- Three roof top units at Forest Community Health Center
- 15 roof top units at the Ingham County Family Center
- The Liebert unit in the server room at HSB
- The Tracer Summit Software and equipment for the HVAC controls for the Mason Courthouse and Hillard Building.

Total cost for all is an amount not-to-exceed of \$676,053 (includes \$9,560 contingency).

See memo for details.

9c. Facilities Department– Notice of Emergency Purchase Order for the Release of Fire Suppression HFC-227 in Hilliard IT Server Room

Where there is smoke, there is not always fire, but you cannot tell the fire suppression system in the Hilliard Building server room that. During routine maintenance, oil on the heating coil of the Liebert CRAC unit began to smoke, triggering the release of flame retardant. This caused the servers and the fire suppression system to go down and needed to be remedied as quickly as possible.

An emergency purchase order was issued to Boynton Fire Safety Services, LLC. for a total cost of \$19,500 which includes the service call, materials, pick up, delivery, and installation of the recharged cylinder (HFC-227).

See memo for details.

9d. Facilities Department– Notice of Emergency Purchase Order for Temporary Electric Service for COVID-19 Test Site at Human Services Building

LynxDx, who is providing the COVID-19 testing for county employees, required temporary service at their HSB testing site. They had been utilizing a diesel generator but the cold weather made that option uneconomical.

See memo for details.

10a. Road Department– Resolution to Authorize an Engineering Design Services Contract with Bergmann and Authorize a 2nd Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road

ICRD has recently been awarded Highway Safety Improvement Program (HSIP) funding to perform a road diet on Lake Lansing Road (apparently even roads have New Year's resolutions to lose weight....) from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue, and Birch Row Drive in Section 6 of Meridian Township.

Design costs are not an eligible reimbursable for the HSIP funding and East Lansing had previously contracted with Bergmann to do trail millage funded design work at the intersection. With the introduction of the HSIP funding, ICRD is required to be the lead agency so this resolution would authorize ICRD to be the lead and roll the Bergmann contract, \$132,690 of which EL will contribute \$50K, under the County and a second party agreement with EL.

ICRD funding portion is included in the 2022 Road Fund Budget.

See memo for details.

10b. Road Department– Resolution to Approve Stop Sign Traffic Control Orders Meadow Ridge Subdivision, Section 20, Delhi Township

This resolution authorizes Traffic Control Orders for the following locations in the Meadow Ridge Subdivision:

- Parakeet Lane and Ladderback Drive
- Parakeet Lane and Hollowbrook Drive
- Mockingbird Lane and Hollowbrook Drive
- Hollowbrook Drive and Ladderback Drive
- Bittern Drive and Nightingale Drive
- Skylar Drive and Nightingale Drive
- Kestrell Drive and Ladderback Drive

See memo for details

10c. Road Department– Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

This resolution approves special and routine permits for the ICRD.

11a. Human Resources – Authorization to Start an ICEA County Professional Employee at Step 5

This authorizes the start of Sarah Cummings, R.N. at a Step 5 Jail Medical Nurse. Article 28 of the Ingham County Employees' Association for County Professional Employee (ICEA County Pro) allows that a new ICEA County Pro employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

See memo for details.

12c. Controller's Office – Resolution to Approve a Letter of Agreement between Ingham County and Capitol City Labor Program, Corrections Unit, for COVID-19 Related use of Leave Time

The Omicron variant is having a significant impact on the Sheriff's Office operations, especially Corrections. CCLP requested that we agree to a Letter of Agreement (LOA) that provides CCLP Corrections members the ability to utilize any of their available accrued but unused leave time for the purposes of covering the time the employee is off of work due to COVID-19 quarantine or isolation requirements.

The LOA has been reviewed and approved by legal counsel and signed by the Sheriff's Office and CCLP.

13a. Board of Commissioners – Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

13b. Board of Commissioners – Resolution to Authorize the Release of Attorney/Client Privileged Communication

This resolution authorizes the release of attorney/client privileged communication from Cohl, Stoker & Toskey, P.C., dated November 18, 2021 to the Ingham County Elections Commission.

Additional Items:

1. Clerk's Office – Resolution to Approve the Reorganization of the County Clerk's Office (Discussion)

11b. Human Resources – Pursuant to MCL 15.268(h) a Written Attorney/Client Privileged Legal Opinion from Corporate Counsel (Closed Session)

12a. Controller's Office – American Rescue Plan Act Second Tranche (Discussion)

12b. Controller's Office – COVID-19 Testing Update (Discussion)

Agenda Item 1

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: December 13, 2021

SUBJECT: County Clerk Reorganization Discussion

BACKGROUND

This reorganization affects the Vital Records and Elections staff of the Ingham County Clerk's Office.

The job descriptions for these roles have not been amended for a number of years, some have not been touched since 2014. As a result, the office has changed dramatically, as have the positions, and yet have been classified under the same pay grade.

After interviewing the current occupants of these positions, updated draft job descriptions were created. After speaking with Ingham County Human Resources, it was determined that the updating of several job descriptions and position gradings would be best accomplished via reorganization. Clerk Byrum worked with Human Resources, including Director Graham, to repoint and regrade the positions after the job descriptions were updated and modernized. The results of that repointing are below.

- Recording Secretary – MC 4 to MC 5
- Clerk Coordinator (prev. Executive Assistant) – MC 5 to MC 7
- Elections Director (prev. Elections/Clerk Coordinator) – MC 10 to MC 12
- Chief Deputy County Clerk – MC 13 to MC 14
- Deputy County Clerk (x6) – UAW TOPS E to UAW TOPS G

This reorganization takes budgetary restraints, employee recruitment, and retention into consideration.

FINANCIAL IMPACT

The Human Resources/Clerk repointing results were sent to Director Townsend in the Budget Office, who calculated the financial impact of each change. The results have been included individually and collectively below. The total increase across all 5 positions (10 employees) would be \$92,909.

Current Position	MC 4 Step 5 Total Cost	MC 5 Step 5 Total Cost	Difference
Recording Secretary	\$97,741	\$102,777	\$5,036
TOTAL	\$97,741	\$102,777	\$5,036

Current Position	MC 5 Step 5 Total Cost	MC 7 Step 5 Total Cost	Difference
Clerk Coordinator	\$102,777	\$115,903	\$13,126
TOTAL	\$102,777	\$115,903	\$13,126

Current Position	MC 10 Step 5 Total Cost	MC 12 Step 5 Total Cost	Difference
Elections Director	\$144,017	\$163,194	\$19,177
TOTAL	\$144,017	\$163,194	\$19,177

Current Position	MC 13 Step 5 Total Cost	MC 14 Step 5 Total Cost	Difference
Chief Deputy County Clerk	\$172,922	\$184,464	\$11,542
TOTAL	\$172,922	\$184,464	\$11,542

Current Position	UAW TOPS E Step 5 Total Cost	UAW G TOPS Step 5 Total Cost	Difference
Deputy County Clerk x6	\$85,743	\$93,081	\$7,338
TOTAL	\$514,458	\$558,486	\$44,028

SUMMARY

Current Position	Current Max. Cost	Future Max Cost	Difference
Recording Secretary	\$97,741	\$102,777	\$5,036
Clerk Coordinator	\$102,777	\$115,903	\$13,126
Elections Director	\$144,017	\$163,194	\$19,177
Chief Deputy County Clerk	\$172,922	\$184,464	\$11,542
Deputy County Clerk x6	\$514,458	\$558,486	\$44,028
TOTAL	\$1,031,915	\$1,124,824	\$92,909

OTHER CONSIDERATIONS

The UAW is supportive of this reorganization, and the e-mail affirming their support has been included with the discussion materials.

RECOMMENDATIONS

I respectfully recommend approval of the reorganization for these five positions.

Agenda Item 1

TO: Clerk Byrum

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: 12-10-2021

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization the County Clerk is requesting:

1. Position number 215008 is currently a Chief Deputy – County Clerk. The County Clerk has updated the job description to accurately reflect the duties that are being performed. After analysis, the salary would move from a MC 13 to a MC 14. I have attached a copy of the job description.
2. Position number 215004 is currently an Election Clerk Coordinator – County Clerk. The County Clerk would like to convert this position into an Election Director – County Clerk. After analysis, the salary would move from a MC 10 to a MC 12. I have attached a copy of the job description.
3. Position number 215014 is currently an Executive Assistant – County Clerk. The County Clerk would like to convert this position into a Clerk Coordinator – County Clerk. After analysis, the salary would move from a MC 05 to a MC 07. I have attached a copy of the job description.
4. Position number 215012 is currently a Recording Secretary. The County Clerk has updated the job description to accurately reflect the duties that are being performed. After analysis, the salary would move from a MC 04 to a MC 05. I have attached a copy of the job description.
5. Position numbers 215005, 215006, 215007, 215009, 215011 and 215013 are currently Deputy County Clerks. The County Clerk has updated the job description to reflect the duties that are being performed. After analysis, the salary would move from a UAW E to a UAW G. I have attached a copy of the job description.

I have sent the UAW chair notice and they support the reorganization.

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

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

From: [Bradley Prehn](#)
To: [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: RE: Deputy County Clerk Re-org updated JD
Date: Thursday, December 02, 2021 12:39:31 AM

Beth,

The UAW is okay with Deputy County Clerk position pointing out at a UAW–G pay grade with 825 points.

Thank you Brad

From: Elisabeth Bliesener <EBliesener@ingham.org>

Sent: Tuesday, November 30, 2021 2:56 PM **To:**
Bradley Prehn <BPrehn@ingham.org> **Cc:** Joan Clous
<JClous@ingham.org>

Subject: Deputy County Clerk Re-org updated JD

Hi Brad,

The Clerk’s office is working on a re-organization which includes updating the Deputy County Clerk position. I have included the Track changes JD and the clean copy of the JD for your review. Below is the updated JPE and we did discuss the JPE with the Clerk’s office as well.

Please let me know if the Union approves these changes and the updated JPE. Old JPE:

	Updated JPE:
1. 45	1. 190
2. 135	2. 135
3. 65	3. 85
4. 60	4. 80
5. 50	5. 50
6. 70	6. 90
7. 50	7. 70
8(1) 35	8(1) 35
8. 35	8(2) 60
9. 10	9. 10
10. 10	10. 10
11. 10	11. 10
Total 575 UAW E	Total 825 UAW G Let I

know if you have any questions.

Thanks,

Beth

Transmission is Privileged and Confidential.

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2022

	MCF 4 Step 1	MCF 4 Step 5	MCF 5 Step 1	MCF 5 Step 5
Recording Secretary Wages	\$40,621	\$48,755	\$43,382	\$52,075
Unemployment	203	244	217	260
FICA	3,107	3,730	3,319	3,984
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	12,109	14,534	12,932	15,524
Retirement	1,016	1,219	1,085	1,302
Future Retiree Health	1,828	2,194	1,952	2,343
Life	144	144	144	144
Work Comp	1,401	1,682	1,497	1,797
Disability	53	63	56	68
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	554	665	592	711
Separation	711	853	759	911
Total Cost	\$85,405	\$97,741	\$89,593	\$102,777
	MCF 5 Step 1	MCF 5 Step 5	MCF 7 Step 1	MCF 7 Step 5
Clerk Coordinator Wages	\$43,382	\$52,075	\$50,593	\$60,731
Unemployment	217	260	253	304
FICA	3,319	3,984	3,870	4,646
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	12,932	15,524	15,082	18,104
Retirement	1,085	1,302	1,265	1,518
Future Retiree Health	1,952	2,343	2,277	2,733
Life	144	144	144	144
Work Comp	1,497	1,797	1,745	2,095
Disability	56	68	66	79
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	592	711	690	829
Separation	759	911	885	1,063
Total Cost	\$89,593	\$102,777	\$100,528	\$115,903
	MCF 10 Step 1	MCF 10 Step 5	MCF 12 Step 1	MCF 12 Step 5
Elections Director Wages	\$66,040	\$79,269	\$76,578	\$91,914
Unemployment	330	396	383	460
FICA	5,052	6,064	5,858	7,031
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	19,687	23,630	22,828	27,400
Retirement	1,651	1,982	1,914	2,298
Future Retiree Health	2,972	3,567	3,446	4,136
Life	144	144	144	144
Work Comp	2,278	2,735	2,642	3,171
Disability	86	103	100	119
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	901	1,082	1,045	1,254
Separation	1,156	1,387	1,340	1,608
Total Cost	\$123,955	\$144,017	\$139,936	\$163,194

	MCF 13 Step 1	MCF 13 Step 5	MCF 14 Step 1	MCF 14 Step 5
Chief Deputv Countv Clerk Wages	<u>\$81,922</u>	<u>\$98,329</u>	<u>\$88,262</u>	<u>\$105,940</u>
Unemployment	410	492	441	530
FICA	6,267	7,522	6,752	8,104
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	24,421	29,312	26,311	31,581
Retirement	2,048	2,458	2,207	2,648
Future Retiree Health	3,686	4,425	3,972	4,767
Life	144	144	144	144
Work Comp	2,826	3,392	3,045	3,655
Disability	106	128	115	138
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	1,118	1,342	1,204	1,445
Separation	1,434	1,721	1,545	1,854
Total Cost	<u>\$148,040</u>	<u>\$172,922</u>	<u>\$157,654</u>	<u>\$184,464</u>
	UAW E Step 1	UAW E Step 5	UAW G Step 1	UAW G Step 5
Deputv Countv Clerk Wages	<u>\$36,638</u>	<u>\$43,640</u>	<u>\$40,933</u>	<u>\$48,805</u>
Unemployment	183	218	205	244
FICA	2,803	3,338	3,131	3,734
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	7,958	9,479	8,891	10,601
Retirement	366	436	409	488
Future Retiree Health	1,649	1,964	1,842	2,196
Life	88	88	88	88
Work Comp	1,264	1,506	1,412	1,684
Disability	48	57	53	63
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	500	595	558	666
Separation	641	764	716	854
Total Cost	<u>\$75,795</u>	<u>\$85,743</u>	<u>\$81,898</u>	<u>\$93,081</u>

INGHAM COUNTY JOB DESCRIPTION

CHIEF DEPUTY- COUNTY CLERK

General Summary:

Under the broad administrative direction of the County Clerk, serves as a confidential personal advisor and assistant to the County Clerk including preparation of correspondence, file maintenance, screening of telephone calls, maintaining the Clerk's scheduling, travel reservations and other administrative duties as required. Acts as a first level supervisor of clerical workers engaged in the processing of vital record transactions with responsibility for training and scheduling of personnel, assignment of work, review and evaluation of employee performance, initiation of disciplinary action, and participation in hiring and termination decisions. Assists with statutory duties as Clerk to the Board of Commissioners and other Boards and Commissions as assigned by the Clerk. In coordination with the Elections Director, initiates and revises policies and services as needed and/or required by law. Troubleshoots problems as they arise.

Essential Functions:

1. Directs the day-to-day operations of the Clerk's Office. Plans, schedules, assigns work and redistributes workloads as necessary at both office locations. Supervises all staff assigned to the County Clerk's Office. Ensures optimal staffing for both office locations. Takes lead in the screening and interviewing process for new employees, training, performance evaluation, recommends and offers advice regarding disciplinary and/or corrective actions, and implements disciplinary and/or corrective actions up to and including terminations.
2. Coordinates the filing of executed contracts and purchase orders with the Office by other County entities pursuant to county policy and Michigan law, including fielding County department concerns, providing formal presentations and formal trainings, and conducting audits and reporting results to the County Clerk, Board of Commissioners and other county entities. Review and promote county processes to promote efficient processing. Develop and implement contract storage program for long-term record retention.
3. Performs back-up responsibilities as needed for the Deputy County Clerks including but not limited to filing birth records, marriage licenses, death certificates, notary applications, concealed pistol license applications, military discharge papers, and other vital records. Also acts as a backup for the issuance of certified copies of vital records, counter assistance for customers, and answering calls faxes or emails.
4. Utilizing substantial discretion, administers Office's concealed pistol license ("CPL") program, including reviewing and approving or denying CPL applications, reviewing prohibited premises exemption applications, and investigating CPL course instructors for proper credentialing. Serves as user administrator for the Michigan Criminal Justice Information Network ("MiCJIN") portal, including creation, deletion, revising of user profiles and access rights. Primary liaison with County IT Department, County Attorney, and Michigan State Police to ensure secure connectivity with MiCJIN, resolve application issues, and respond to appeals of CPL application denials filed in the Circuit Court. Responsible for reporting, audits, reconciling payments/billing, and staff training.
5. Administers access to the Michigan Electronic Death Registry System, Michigan Centralized Birth Certification System, Vital Events Registration System, Qualified Voter File, and others. Responsible for the creation, deletion, and rights of users. Oversees user training and conduct on systems and reconcile billing. Monitors access contract to ensure compliance with State regulations and continued access. Liaises with funeral homes, licensed mortuaries, Ingham County-located hospitals, Ingham

County Medical Examiner, Michigan Department of Health and Human Services (“DHHS”), and other agencies/offices for accurate preparation of death and birth records, including rendering training and providing process updates

6. Leads investigations of requests for birth records of missing persons, including interacting with requesters, possible missing persons, and associates; coordinating with law enforcement and DHHS; coaching staff; and verifying accuracy of missing person status. Utilize substantial discretion to achieve a positive resolution due to long-term and/or irreversible impact upon well-being and legal rights of others.
7. Verifies, signs and processes employee time cards and per diem payments for all employee of the Clerk’s Office, the Ingham County Board of Canvassers, the Ingham County Election Commission, the Ingham County Apportionment Commission, and temporary employees. Approves and coordinates staff requests for leave time and makes adjustments to office leave schedule, and processes personnel records.
8. Develops, continually amends, and promulgates standard operating procedure manuals, the County Clerk’s employee handbook, and role-based succession manuals as necessary. Monitors changes in applicable statutes and policies/procedures as the State’s Vital Records Offices. Advises staff of statutory and/or procedural changes in the recording and maintenance of vital records.
9. Continuously review internal policies and procedures to determine relevant process improvements that can increase efficiency of County Clerk employees. Draft and recommend policy changes to effect desired improvements and implement said changes to the desired effect.
10. Must be familiar with local, state, and federal statutes, as well as constitutional obligations, relating to the processing, confidentiality, handling, and retention of vital records including but not limited to the Firearms Laws of Michigan, Assumed Name Certificates, Birth Records, Marriage Licenses, Death Certificates and Michigan Election Law.
11. In the absence of the Chief Deputy Court Clerk, assigns duties to, monitors performance of and supervises Circuit Court Clerk’s Office staff.
12. Orders and maintains inventory of office supplies and other equipment necessary at both office locations to perform duties required by staff.
13. In conjunction with the Elections Director, prepares and monitors the annual budget for the County Clerk, Elections and Circuit Court Clerk’s Office. Monitors budgets and advises the County Clerk of the status throughout the year. Assures appropriate distribution of costs to various funding sources.
14. Assist the Elections Director prepare and conduct elections, ensure compliance with the Michigan Campaign Finance Act, process voter registration and absent voter ballot applications, assist with the programming of elections, and other election-related tasks as assigned.
15. Processes the payment of all bills for expenses paid from the County Clerk’s, Elections and Circuit Court Clerk’s budgets.
16. Serves as confidential personal assistant to the County Clerk, including preparation of correspondence, file maintenance, maintenance of Clerk’s schedule, screening of telephone calls, travel reservations and other administrative duties as required by the Clerk.

17. Directs Clerk's Office web-based services. Serves as the administrator of the County Clerk's website by making timely regular updates to content and; posting weekly reports, election-related information, and election results, both unofficial and official.
18. Serves as liaison with the IT Department and the Facilities Department to file and monitor the completion of service work orders for both office locations.
19. Reviews and distributes incoming correspondence from multiple sources, including, but not exclusively, mail, packages, email and faxes. Performs constituent relations work, including responding to inquiries and determining the best solutions within regulations, County procedures and the law.
20. Acts as the County Clerk's liaison to internal policy-related, security, and ad-hoc committees charged with attending, providing written notes and verbal updates, and representing the County Clerk's interests.
21. Provides staff support to various Boards, Commissions, and professional organizations that the County Clerk is statutorily obligated to engage with.
22. Represent County Clerk's Office before the Board of Commissioners, news media, and state, local, and municipal entities. Prepare, submit, and guide resolutions for consideration by the Board of Commissioners. Perform follow up tasks including securing contracts and purchase orders.
23. Act as administrator for communications software, generate content for and coordinate the release of public-interest information regarding the ongoing operations of the County Clerk's office. Implement strategic communications strategies for the purpose of increasing public awareness for the County Clerk's Office. Draft press releases, statements, public remarks, talking points, speeches, in addition to responding to press inquiries.
24. Serves as liaison with other county agencies, local and state-government offices and other outside agencies to achieve the mission of the Clerk's Office. Assists Clerk with responsibilities associated with memberships in related organizations and leadership roles locally, state-wide and nationally. This position requires resolution of situations and matters characterized by complexity and difficulty through skills such as negotiation, formalized debate, and formal presentations to outside groups and individuals which exercise major influence or decision-making authority
25. In the absence of the County Clerk, serve in the capacity as directed for all statutorily-allowed actions.

Other Functions:

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their 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 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: Bachelor Degree required. Master's Degree preferred.

Experience Five to seven years of progressively more responsible or expansive experience providing a familiarity with supervising employees. Demonstrated experience with computers and technology required.

Other Requirements:

- Ability to work responsibly alone to manage the Deputy Clerk responsibilities of the County Clerk
- Must be able to perform high quality and complex managerial and bookkeeping functions.
- Must be able to work evenings and extended hours.
- Must be able to be commissioned to serve as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.
- Must be able to obtain State of Michigan Election Certification within 6 months of hire date.

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 traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers
- This position requires the ability to use a step ladder to access files, supplies and office equipment.
- This position requires the ability to work in confined spaces with cramped body positions.
- This position performs light work requiring the ability to exert 20 pounds or less 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 primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, 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.)

December 2021
MC 14

INGHAM COUNTY JOB DESCRIPTION

ELECTIONS DIRECTOR – COUNTY CLERK

General Summary:

Under the broad administrative direction of the County Clerk, serves as a confidential assistant to the County Clerk and serves as the first level Elections Director in the Clerk's office with responsibilities that include the review of filing and petitions, ballot preparation and distribution, computer tabulation, order and providing election supplies, training election workers, certifying election results, and coordinating all other aspects of elections. Review and determine compliance with campaign finance laws, notify candidates of violations and fines owed. Coordinates Election web-based initiatives. Assists the County Clerk and Chief Deputy County Clerk in fulfilling their statutory duties as Clerk of the Board of Commissioners. Assists with vital records transactions. Assists in the development and monitoring of the annual budget.

Essential Functions:

1. Coordinates voting activities with cities and townships by providing officials with information concerning the voting process and campaign financing and notifies them of requirements as set forth by law, rules and Secretary of State notices.
2. Develops procedures based on current laws and rules to accept election filings, voter registration applications, absent voter ballot applications, and campaign finance documents and ensures timely and accurate processing and review.
3. Drafts and issues notices of violations, fines, and various other letters and electronic communications regarding elections and campaign finance.
4. Collects and assimilates information needed for ballot preparation and oversees the preparation, editing and proofing of ballots generated on ballot printing software.
5. Supervises the Recording Secretary ensures they are trained to properly perform the role as well as being able to assist with campaign finance filings and during elections. Reviews Recording Secretary's work for accuracy and makes determinations on matters of complexity outside of routine tasks. Acts as backup for all Recording Secretary duties in the absence or vacancy of the Recording Secretary.
6. Supervises temporary elections staff, which includes the hiring, supervision, and oversight of dozens of individuals, and assigns and reviews tasks relating to data entry, correspondence, filing, record retention, and election supply fulfillment.
7. Programs necessary technology to conduct election and coordinates election web-based services, ensures that ADA-compliant voting machines are properly programmed, creates and proofs paper ballots, requests supplies and the printing of created ballots.
8. Discusses problems, concerns and election law requirements with local clerks, candidates, and the general public.
9. Consults with the State Elections Bureau regarding election matters. Plans and organizes the duties and activities of the County Board of Canvassers and the County Election Commission.

10. Solicits bids for supplies and services and consults with the Clerk on which vendor should be selected. Orders all election, voter registration, and campaign finance supplies, including supplies for voting machines. Verifies billings, distributes supplies to local jurisdictions and maintains inventory. Creates and maintains election materials to be produced in-house for use by local and County clerks.
11. In conjunction with the Chief Deputy County Clerk, prepares and monitors the annual budget and advises the County Clerk of the status. Assures appropriate distribution of costs to various funding sources.
12. Develops forms, documents, informational brochures, and training materials and provides training for election inspectors and candidates. Organizes distribution of materials and arranges web-based and in-person training opportunities.
13. Compiles costs and bills local jurisdictions for items relating to elections. Maintains an invoice log and records payments as they are received.
14. Provides assistance to the County Clerk and Chief Deputy County Clerk in fulfilling their statutory duties as Clerk of the Board of Commissioners and other relevant boards and commissions. Assures timely and accurate preparation of minutes. Assures staffing to meetings and records processing, record votes and actions on agenda items. Directs preparation and maintenance of files for all Board actions, including minutes, resolutions, indexing, and completion of special requests as directed by the County Clerk. Maintains resolutions of continuing effect original contracts and resolution files.
15. Develops training manuals for election equipment and trains poll workers and local election staff on election procedures and equipment.
16. Trains candidates and campaign treasurers in campaign finance laws and procedures to encourage compliance with the Michigan Campaign Finance Act. Creates and distributes materials and arranges web-based and in-person training opportunities.
17. In the absence of the County Clerk or Chief Deputy County Clerk, represents the County Clerk's Office to the media on election issues and at election-related meetings of various boards and commissions.
18. Responds to constituent and election official inquiries and determines the best solutions within rules, regulations and County procedures. Coordinates with County Clerk and Chief Deputy County Clerk on election-related communications.
19. In coordination with the County Clerk and Chief Deputy County Clerk oversees staff.
20. Receives, analyzes for errors and if applicable, processes various documents relating to the processing of concealed weapon license applications, for proper documentation and completeness. These include new applications, renewal applications, and emergency applications. Assist customers with completing the Concealed Pistol License application process by taking and submitting fingerprints to the Michigan State Police.
21. Reviews proposed legislative bills, ballot initiatives, and administrative rules at the County, State and Federal levels. Advises the County Clerk regarding their effects on election administration.
22. Prepares and organizes data into reports for use in the clerk's office and dissemination to officials and general public. Contributes County data to state and national reports.

23. Oversees the technological aspects of meetings for which the County Clerk must maintain the record, including but not limited to software to allow for hybrid meeting availability and audio recordings.

Other Functions:

- Performs other duties as directed and/or delegated by the County Clerk and Chief Deputy Clerk.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their 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 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: Bachelor Degree required.

Experience Three years of experience providing a familiarity with the State election laws and election procedures. Experience preferred with computer systems related to that used in the elections process.

Other Requirements:

- Must be able to work evenings and extended hours.
- Must be able to obtain State of Michigan Election Certification within 6 months of hire date.
- Must have excellent interpersonal and communication skills with an emphasis on customer service.
- Must be able to resolve disagreements, disputes, or conflicts that assist the customer yet stay within the confines of law and policy. Leads training and educational sessions involving new policies and changes as a result of law.
- Must be able to perform high quality and complex managerial and bookkeeping functions.
- Must have excellent computer skills and the ability to learn new systems quickly.
- Must have excellent time management skills.
- Must have possession of a valid Michigan driver's license.
- Must be free of Federal or State felony conviction as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust.
- Must be able to be commissioned as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.

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:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers
- This position requires the ability to use a step ladder to access files, supplies and office equipment.
- This position requires the ability to work in confined spaces with cramped body positions.
- This position performs light work requiring the ability to exert 20 pounds or less 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 primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, 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.)

December 2021

MC 12

INGHAM COUNTY JOB DESCRIPTION

RECORDING SECRETARY

General Summary:

Under the supervision of the Elections Director, performs general secretarial and stenographic functions, including taking, preparing and distribution of minutes for the Board of Commissioners meetings including committees, task forces, and other meetings where a quorum of commissioners is present or as directed. Assists customers at the counter, by telephone and email, by responding to inquiries related to all records of the Clerk's Office.

Essential Functions:

1. Records minutes of meetings by use of recording equipment and handwritten notes.
2. Transcribes and proofreads minutes.
3. Sends draft minutes to proper recipients by established deadlines.
4. Prepares and distributes packets of information for the meetings of the Board of Commissioners.
5. Maintains and updates public notice boards for the various Boards and Commissions that the County Clerk is responsible to in compliance with the Open Meetings Act.
6. Sets up and manages webinars to ensure accessibility for hybrid participation at any meeting for which the County Clerk is responsible for minutes, across Ingham County in a variety of locations.
7. Responsible for the transportation, setup, functionality, and tear down of recording and meeting technology.
8. Manage online archive of meeting minutes, audio and video recording files meeting board-established deadlines.
9. Assists in the creation of social media and informational graphics on topics relevant to the County Clerk's job functions in the areas of elections, vital records, and other civic responsibilities.
10. Assists with election preparation, including, but not limited to, proofreading and typing, programming and testing ballots, tabulators, ADA compliant machines and accessories.
11. Manages election-related mail, faxes and emails, relating to voter requests including, but not limited to processing and distributing requests for Permanent Absent Voter Ballot Applications, Voter Cancellations upon Death, election-related communications, and voter cancellation notices.
12. Assists with training sessions for poll workers for elections. Assists with training sessions for candidates and treasurers on campaign finance.
13. Indexes vital and election records for future access. Enters data in computer-based systems and retrieves information to respond to inquiries.

14. Receives campaign filings and assists with the review of such documents for errors and omissions. Assists with maintaining campaign filings index and the preparation of notification letters.
15. Represents the County Clerk at various events to register voters, staff the County Clerk, and other various event-related functions.
16. Assists the Elections Director in his/her role as liaison to municipal clerks including but not limited to the distribution of election-related material, conducting post-election audits, assisting with election material inspection and maintenance sessions.
17. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions.
18. Provides counter assistance and assists with clerical duties necessary in processing concealed weapons permits. Receives, analyzes for errors and if applicable, processes concealed weapon permits by checking for proper documentation and completeness. Typing and responding to related inquiries at the counter and via other forms of communication.
19. Receipts cash, check, credit/debit cards; balances tills; and other money handling duties as necessary.

Other Functions:

- Performs other duties as assigned.
- Travel to meetings of the Board of Commissioners, including committees, task forces, other meetings where a quorum of commissioners is present or as directed. Also travel to meetings that the Clerk is a statutory or constitutional member of, or has an obligation to support. These meetings include, but are not limited to the Ingham County Board of Commissioners, any of the Board-created Committees, the County Apportionment Commission, the County Election Commission, the Board of Canvassers, and the Plat Board.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues, as it relates to work with confidential documents and applications.
- 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.
- 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

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

Employment Qualifications:

Education: Bachelor's degree

Experience: A minimum of one-two years' experience as a Recording Secretary or equivalent experience. Experience preferred in graphic design, customer service, social media management, and/or meeting/event facilitation.

Other Requirements:

- Must be able to obtain State of Michigan Election Certification within 6 months of hire date

- Must be able to be commissioned to serve as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.
- Must be able to work in a fast-paced environment managing multiple deadlines and projects.

(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. Periodic physical exertion beyond that which is typical in an office setting is expected due to the maintenance requirements of County records and the transportation of meeting-related equipment.
3. This position requires Mandatory day and evening hours, often with an irregular schedule.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in in all other physical requirements listed above.
- This position's physical requirements require continuous stamina in in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position's physical requirements require the ability to use a step ladder to access files, supplies, and office equipment.
- This position occasionally requires the ability to work in confined spaces with cramped body positions.
- 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 read fine detail and writing and numbering of documents and case files.
- 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.)

December 2021
MC 05

INGHAM COUNTY JOB DESCRIPTION

DEPUTY COUNTY CLERK

General Summary:

Under the supervision of the County Clerk and direct supervision of the Chief Deputy Clerk, receives, processes and records documents of births, deaths, marriages and other records processed by the Office of the County Clerk. Assists customers at the counter, by telephone and email, by responding to inquiries related to all records of the Clerk's Office. Processes complex requests for information and documents which require researching county records, files of the Clerk's Office and the law.

Essential Functions:

1. Processes requests for information, certificates and documentation relating to the many vital records that the County Clerk is the custodian of. These files include, but are not limited to, birth certificates, death certificates, marriage licenses, concealed weapons license applications, Assumed Name and Co-Partnership Certificates, Military Discharge records, County Contracts, Campaign Finance Reports, and more. Searches files of the Clerk's Office and other county offices or law to obtain needed information.
2. Provides counter assistance in issuing certified copies of vital records listed previously and explaining the procedures of the Clerk's Office to customers. Fulfills requests for certified copies of vital records listed previously that are made with the Clerk's office through mail, fax, email and other means of transmission.
3. Answers calls, emails, faxes, and written requests to the Clerk's Office and responds to inquiries related to the processing of vital records and other functions of the office. Possess functional knowledge of the operations of multiple other County Departments to facilitate directing callers to the proper office or individual.
4. Receives, analyzes for errors and if applicable, processes various documents relating to the processing of concealed weapon license applications, for proper documentation and completeness. These include new applications, renewal applications, and emergency applications. Assist customers with completing the Concealed Pistol License application process by taking and submitting fingerprints to the Michigan State Police. Typing and responding to related inquiries at the counter via other forms of communication. Review Personal Protection Orders and the NICS database and compare against registry of Concealed Pistol License holders throughout the State of Michigan. Process notices of disqualification, suspension, and revocation for existing Concealed Pistol License holders. Process name changes and issue replacement Concealed Pistol License cards. Send Concealed Pistol License renewal letters to those that qualify on a regular basis.
5. Issues marriage licenses by checking residency, reviewing application for completeness, accepting and receipting fees and preparing marriage licenses. Keeps track of marriage licenses and waivers and provides necessary data to the State of Michigan or other agencies as directed by law or by the County Clerk. Processes marriage license requests for out-of-state residents seeking to get married in Ingham County. Schedules wedding ceremonies within the Clerk's availability. Notifies customers of incomplete or incorrect marriage licenses that will require a court order to correct and process and track ex parte orders to correct those licenses.
6. Accepts, reviews for acceptable filing and processes Notary applications and surety bonds. Provide Notarization services for county residents and non-county residents on a variety of documents provided by the customer. Issue Notarial Certificates for customers.

7. Accepts, reviews, and files military discharge paperwork (DD-214s), and issues certified copies as necessary and by request. Accepts applications for and processes Veteran's Identification cards and Veteran's Peddler's licenses.
8. Receives, analyzes for proper information, and processes birth certificates by reviewing for completeness, assigning numbers making copies and filing. Creates and files birth records for those births that occur outside of a hospital environment. Must work with hospitals to ensure the accurate and complete finalization of birth records to be placed on file. Must act as liaison with State of Michigan Office of Vital Records to recreate and/or reissue replacement birth records from legacy-formatted records. Processes and flags birth records of missing persons as reported by the State Office of Vital Records, as well as missing persons cancellation notices.
9. Receives, analyzes for proper completion, and processes death certificates by reviewing for completeness, assigning file numbers, making copies and filing. Work with Funeral Homes and Crematoriums for accurate completion and submission of death certificates. Requests amended death records from certifying physicians and medical examiners prior to certification and filing.
10. Receives, processes and prepares Assumed Name Certificates, enters information from Assumed Name Certificates in the computer. Processes Assumed Name Certificate requests received by mail, fills requests for copies and responds to related requests for services. Processes Co-Partnership requests; enter them in the computer and process certified copy requests via mail, fax, or email. Processes Assumed Name and Co-Partnership Dissolutions, Address Changes, and Irrevocable Consent forms. Sends semi-monthly reminders for those Assumed Name Certificates and Co-Partnerships that are approaching their expiration dates, as required by statute.
11. Assists with ballot preparation, including, but not limited to, proofreading and typing. Indexes vital and election records for future access. Enters information on office records in the computer and retrieves information to respond to inquiries. May be asked to assist with other election-related duties, as necessary.
12. Receives campaign filings and assists with the review of such documents for errors and omissions. Assists with maintaining campaign filings index and the preparation of notification letters. Receives and files Statements of Organization, Affidavits of Identity, Campaign Finance Reports, campaign finance fines, Precinct Delegate applications, Permanent Absent Voter Ballot Applications, and more. Assists voters and potential voters with registering to vote or updating their registration.
13. Receives, processes, and files Oaths of Offices, deputizations, and Revocations of Oaths of Office for various offices.
14. Prepares reports for other governmental agencies of records or documents files or applications made with the County Clerk's Office. Processing, filing, retention and providing copies of County Contracts and Purchase Orders. Filing various other public notices, ordinance changes, and other reports from intergovernmental and semi-governmental agencies.
15. Scanning and filing physical vital records to electronic media for later ease of review and provision of certified copies.
16. Counts and balances till daily. This balancing includes, but is not limited to, cash, checks, debit and credit card transactions.

17. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions.
18. Must be familiar with local, state, and federal statutes, as well as constitutional obligations relating to the processing, confidentiality, handling, and retention of vital records including but not limited to the Firearms Laws of Michigan, Assumed Name Certificates, Birth Records, Marriage Licenses, and Death Certificates.
19. Uses software programs provide by the State of Michigan and others to process and handle vital records. These systems include but are not limited to VERA, EDRS, MiCJIN, QVF, and others.
20. May be required to assist in training new Deputy Clerks after gaining experience in the position.

Other Functions:

- Performs other duties as assigned.
- Must adhere to confidentiality standards applicable to trial courts
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their 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 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: A minimum of a Bachelor's Degree is required. Prefer some experience related to processing of vital records, data processing and related areas.

Experience: A minimum of two years' experience as a Deputy Clerk or equivalent experience.

Other Requirements:

Must be able to be commissioned and serve as a Notary Public. Employer would be responsible for cost of acquiring commission, including the surety bond fee.

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.

Physical Requirements:

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

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

December 2021 / UAW G

INGHAM COUNTY JOB DESCRIPTION

CLERK COORDINATOR - COUNTY CLERK

General Summary:

Under the supervision of the County Clerk, serve as a confidential, personal assistant to the County Clerk and other staff as assigned. Provides a variety of administrative support services. Coordinates the processing of Concealed Pistol Licenses (CPLs). Performs backup duties for the Deputy County Clerks, Recording Secretary, Elections Director, and Chief Deputy County Clerk.

Essential Functions:

1. Provides a variety of administrative support services for the County Clerk, Chief Deputy County Clerk, Elections Director, and other County Clerk's Office staff. Fields, processes, composes, and disseminates correspondence, phone calls, mail, email, reports, press releases, and other communications on behalf of the County Clerk. Assists with data collection for grants, reports, charts, and projects as assigned. Compiles large amounts of data into concise reports and charts. Screens and directs visitors. Helps manage calendars for the County Clerk and other administrative staff. Schedules appointments, confirms meetings and makes corresponding travel arrangements.
2. Assists in the screening and interviewing process for new employees, investigates and assists the Chief Deputy County Clerk in implementing disciplinary and/or corrective actions.
3. Schedules internal and external meetings. Assists with the meeting logistics regarding room set-up, agendas, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Works with the County Clerk and Chief Deputy County Clerk to follow-up on tasks assigned at meetings. Monitors work projects and deadlines.
4. Performs review of concealed pistol license applications after initial processing by Deputy County Clerks, including screening for errors, processing disqualifications/revocations, or handling other issues as they arise. Reviews CPL-related billing statements from Michigan State Police for accuracy and works with the Michigan State Police Concealed Pistol Unit if needed for adjustments, corrections or errors. Attends CPL-related trainings, meetings, and conferences on behalf of the County Clerk. Conducts CPL trainings for County Clerk's Office staff.
5. Serves as User Administrator for the Michigan Criminal Justice Information Network portal, including creation, deletion, and revision of user profiles, and assigning access rights as well as the creation and filing of annual costs.
6. Performs back-up responsibilities as needed for the Deputy County Clerks including but not limited to filing birth records, marriage licenses, death certificates, notary applications, concealed pistol license applications, military discharge papers, and other vital records. Also acts as a backup for the issuance of certified copies of vital records, counter assistance for customers, and answering calls, faxes, and emails.
7. Organizes and maintains filing systems, including those that are confidential, sensitive, or public in nature. Records include, but are not limited to, concealed pistol license applications and related materials, personnel records, vital records, and other records as assigned.
8. Compiles and posts weekly reports to the County Clerk's website of summary information for vital record statistics and necessary updates as required by statute.

9. Takes lead in preparing and conducting outreach regarding County Clerk operations, including but not limited to, vital records, CPL's, campaign finance, and voter registration/engagement activities. Accompany and assist Clerk at meetings, conferences, and other events.
10. Receipts cash, checks, credit/debit cards, money orders; balances tills; prepares and submits deposits to the Treasurer's Office.
11. Orders and maintains office supplies for two office locations. Coordinate the reconciliation and payment of invoices and purchase orders, prepare bills and procurement card statements for the County Clerk's administrative.
12. Verifies and processes employee time cards and per diem payments for all employees of the Clerk's office including but not limited to full and part-time staff, temporary employees, the Ingham County Board of Canvassers, the Ingham County Election Commissioners, the Ingham County Apportionment Commissioners, and others. Assists the Chief Deputy in making necessary adjustments to office leave schedule.
13. Assists in the training of new hires; supplies information and necessary materials to Deputy County Clerks, Recording Secretary, and others. Assists in the creation of new and revised policy documentation, standard operating procedures, employee manual updates, and revisions to frequently used forms and informational guides.
14. Assist the Elections Director prepare and conduct elections, ensure compliance with the Michigan Campaign Finance Act, process voter registration and absent voter ballot applications, assists with the programming of elections, and other election-related tasks as assigned.
15. Monitors activities occurring in the County and community. Composes and submits summary updates to County Clerk.
16. Processes Personnel Action Requests for new hires, terminations, retirements, promotions, transfers, etc. Works with Human Resources and the Chief Deputy County Clerk to track EFMLA, FMLA, and other ongoing personnel situations.
17. Assists in the administration of access to various state software systems including, but not limited to, the Michigan Electronic Death Registry, Michigan Centralized Birth Certification System, Michigan Vital Events Registration System, Qualified Voter File, and others.
18. Coordinates work orders and communications with County Departments and other entities, including IT, Facilities, and Human Resources.
19. Provides backup support to the Recording Secretary, Elections Director, Chief Deputy County Clerk and Deputy County Clerks, as needed.
20. Must be familiar with local, state, and federal statutes, as well as constitutional obligations relating to the processing, confidentiality, handling, and retention of vital records, including but not limited to the Firearms Laws of Michigan, Assumed Name Certificates, Birth Records, Marriage Licenses, and Death Certificates.

Other Functions:

- Performs other duties as assigned.

- Must adhere to departmental standards in regard to HIPAA and other privacy issues, as it relates to work with confidential documents and applications.
- 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.
- 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

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

Employment Qualifications:

Education: Bachelor's degree

Experience: Two years of administrative/secretarial support experience, including extensive experience with computers and technology

Other Requirements:

- Must be able to work evenings and extended hours.
- Must obtain access credentials to Michigan's Qualified Voter File within 6 months of beginning employment in this position and must maintain credentials for duration of employment
- Must be able to be commissioned as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.

(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. Periodic physical exertion beyond that which is typical in an office setting is expected due to the maintenance requirements of County records and the transportation of meeting-related equipment.
3. This position is required to travel for meetings and appointments

Physical Requirements:

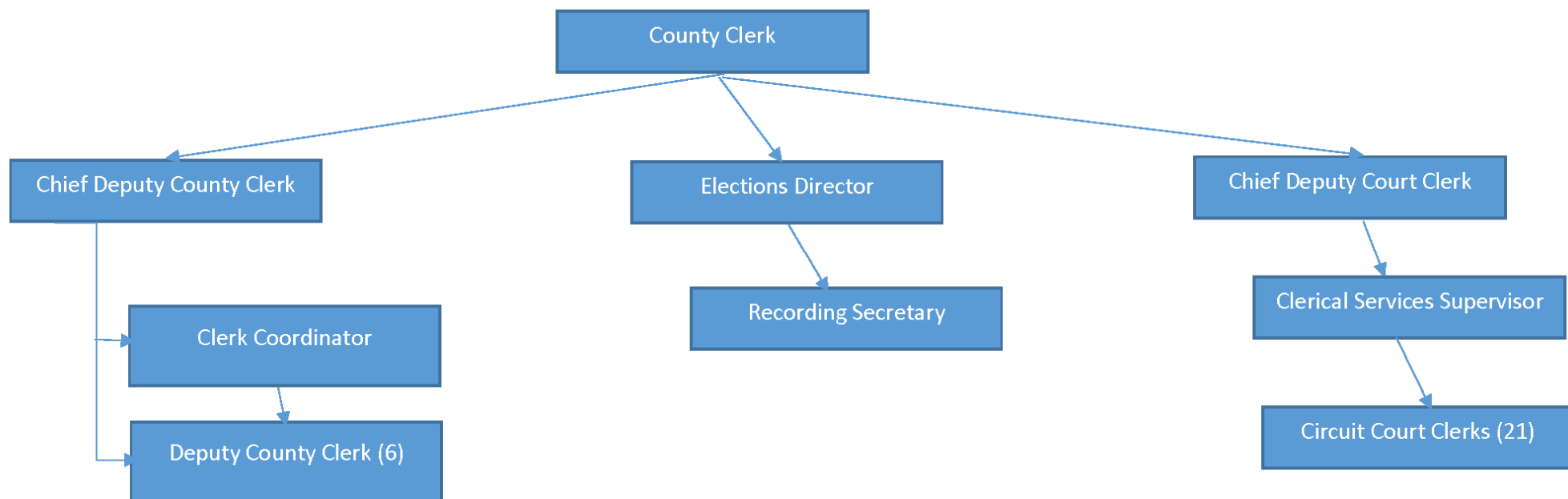
- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in in all other physical requirements listed above.
- This position's physical requirements require continuous stamina in in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position's physical requirements require the ability to use a step ladder to access files, supplies, and office equipment.

- This position occasionally requires the ability to work in confined spaces with cramped body positions.
- 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 read fine detail and writing and numbering of documents and case files.
- 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.)

December 2021

MC 07



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE REORGANIZATION OF THE COUNTY CLERK'S OFFICE

WHEREAS, the roles and responsibilities of the County Clerk's office staff change periodically due to a myriad of reasons; and

WHEREAS, new service offerings and new requirements from state and federal statutes related to election law are some of these reasons that have happened several times in the last several years; and

WHEREAS, some job descriptions in the County Clerk's office have not been updated since 2014; and

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

WHEREAS, employee recruitment and retention are of paramount importance in a tight job market and accurate job descriptions and reasonable compensation play a key factor in both; and

WHEREAS, the UAW 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 County Clerk's office.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
215012	Recording Secretary	Move from MC 4 to MC 5 and update the current job description
215014	Executive Assistant	Move from MC 5 to MC 7, update the current job description, and change title to Clerk Coordinator
215004	Elections/Clerk Coordinator	Move from MC 10 to MC 12, update the current job description, and change the title to Elections Director
215008	Chief Deputy County Clerk	Move from MC 13 to MC 14 and update the current job description
215005	Deputy County Clerk	Move from UAW E to UAW G and update the current job description
215006	Deputy County Clerk	Move from UAW E to UAW G and update the current job description
215007	Deputy County Clerk	Move from UAW E to UAW G and update the current job description

215009	Deputy County Clerk	Move from UAW E to UAW G and update the current job description
215011	Deputy County Clerk	Move from UAW E to UAW G and update the current job description
215013	Deputy County Clerk	Move from UAW E to UAW G and update the current job description

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

	2021	2022	
<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Recording Secretary	MC 4: 48,755	MC 5: 52,075	3,320.00
Clerk Coordinator	MC 5: 52,075	MC 7: 60,731	8,656.00
Elections Director	MC 10: 79,269	MC 12: 91,914	12,645.00
Chf. Dep. Cty Clk	MC 13: 98,329	MC 14: 105,940	7,611.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
TOTAL:			63,222.00

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

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

Agenda Item 2

TO: Ingham County Board of Commissioners

FROM: Lansing Economic Area Partnership

DATE: Tuesday, January 4, 2022

RE: Amended Contract for Preliminary Engineering Site Readiness Activities Under Community Development Block Grant Planning Funds

BACKGROUND

With the intent to better prepare the state of Michigan's vacant industrial sites for development, the Michigan Economic Development Corporation (MEDC) created the Site Readiness Improvement Program. This program offers technical assistance and grant opportunities to local and regional municipalities and economic development organizations to assist in making sites "Build Ready". Ingham County was invited to submit a request for CDBG funding for four sites within Ingham County and was awarded \$120,500 in grant funding:

- I-96 Industrial Park, City of Williamston
- Temple Rd. Sites, City of Mason
- Frederick's Property, Vevay Township
- Mid-MI Mega Site, Delhi Township

After long delays caused by the COVID-19 pandemic, Ingham County launched a Request for Qualifications for Preliminary Engineering Services in August 2021 and selected Capital Consultants, Inc. (dba C2AE) to complete the contract for services, as approved by the Board of Commissioners in Resolution #21-512 for an amount not-to-exceed \$120,500.

After discussions with the contractor, project partners, and county financial services, it was determined that the contract approved by the Board of Commissioners and attorney would make for a complicated financial process, as the contract did not include in the not-to-exceed amount the matching funds from partners required to complete the services. The request below is made to enable a simpler and more efficient internal administrative process. Also, the Phase I environmental assessment should be removed from the scope of services for the Vevay Township site as the work will be completed through LEAP's EPA assessment dollars. Ingham County still is not liable for any costs for the project, as all funds expended will be fully reimbursed.

REQUEST

Authorize Ingham County and the board chair to enter into an updated contract with adjusted scope of services not-to-exceed \$138,000 with Capital Consultants, Inc. (dba C2AE), an architecture and engineering firm located in Ingham County at 106 West Allegan St. Suite 500, Lansing, MI 48933, to complete the various site readiness activities at the four identified sites, in alignment with the CDBG grant agreement executed on May 19, 2021 by the Ingham County Controller as the Certifying Officer.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE CONTRACT WITH CAPITAL CONSULTANTS, INC.
FOR STATE COMMUNITY DEVELOPMENT BLOCK GRANT SITE READINESS
PRELIMINARY ENGINEERING SERVICES**

WHEREAS, the Michigan Strategic Fund invited Units of General Local Government to apply for its Community Development Block Grant (CDBG) Program to support the Michigan Economic Development Corporation (MEDC) Site Readiness Improvement Program; and

WHEREAS, Ingham County is an eligible Unit of General Local Government and approved Resolution #20-116 on March 9, 2021 authorizing the County Controller as Certifying Officer to submit a CDBG grant request of \$120,500 to better prepare key vacant industrial sites for development in the townships of Vevay and Delhi and the cities of Mason and Williamston; and

WHEREAS, Ingham County was awarded the CDBG grant request and fully executed the grant agreement on May 19, 2021, approved as to form by Cohl, Stoker & Toskey, P.C.; and

WHEREAS, the relevant property owners, municipalities, and project partners have committed local funds in the estimated amount of \$30,000; and

WHEREAS, Ingham County is not liable for any matching funds, and grant management falls under the auspices of the Economic Development Corporation (EDC), currently managed by the Lansing Economic Area Partnership (LEAP); and

WHEREAS, Ingham County published a Request for Qualifications (RFQ) #70-21 for preliminary engineering services on August 10, 2021, and after due public notice provided in the City Pulse on August 18, 2021, Ingham County received four bids; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-512 to enter into a contract with Capital Consultants, Inc. for an amount not-to-exceed \$120,500; and

WHEREAS, after discussion with Capital Consultants, Inc. and project partners, including county financial services, LEAP recommends amending the contract for an amount not-to-exceed \$138,000, which includes the matching funds altogether in one contract for a more simplified and efficient financial process for all parties; and

WHEREAS, the Phase I environmental assessment currently in the scope of services for the Vevay Township site should be removed from the Ingham County and Capital Consultants, Inc. contract and will be completed via a separate contract through LEAP's EPA brownfield assessment dollars; and

WHEREAS, Ingham County still is not liable for any costs as the entire contracted amount will be reimbursed fully by grant funds and partner matching funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the contract with Capital Consultants, Inc. for an amount not-to-exceed \$138,000.

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

BE IT FURTHER RESOLVED, that should any section, clause, or phrase of this resolution be declared by the Courts to be invalid, the same shall not affect the validity of this resolution as a whole nor any part thereof other than the part so declared to be invalid and all resolutions or parts of resolutions in conflict with any of the provisions of this resolution are hereby repealed.

Agenda Item 3

TO: Board of Commissioners County Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: December 20, 2021

SUBJECT: Resolution to Authorize an Agreement with the Ingham Conservation District
For the meeting agendas of January 19 and January 20

BACKGROUND

This resolution authorizes a 2022 agreement with the Ingham Conservation District.

ALTERNATIVES

None.

FINANCIAL IMPACT

This agreement will be for an amount not to exceed \$10,000. Funds for this agreement are included in the 2022 budget. Funds will be allocated as follows:

Staff Support - \$7,000

Education and Outreach - \$1,000

Vehicle and Property Maintenance - \$1,000

Office Support - \$1,000

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting environmental protection, smart growth, and conservation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2022 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all-natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation-oriented events, vehicle, and property maintenance and office support; and

WHEREAS, the 2022 Ingham County budget includes \$10,000 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, staff support, vehicle, and property maintenance and office support.

BE IT FURTHER RESOLVED, that this agreement shall be for the period of January 1, 2022 through December 31, 2022 in an amount not to exceed \$10,000.

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 4

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Captain Andy Daenzer
DATE: December 21, 2021
SUBJECT: Request to reclassify the Office Coordinator ICSO
For the meeting agenda of January 13, 18 and 19 2022

BACKGROUND

The Ingham County Sheriff's Office would like the approval to reclassify the Office Coordinator to Central Records and Freedom of Information Act Coordinator. With the societal demands of greater law enforcement accountability and the addition of body word cameras, the FOIA requests for ICSO have increased greatly. The newly classified position, job title, and job description will more accurately depict the responsibilities for any new applicant. The reclassification and job description were sent to Human Resources. Human Resources supported the reclassification with a change in salary range from a G to an H.

ALTERNATIVES

The alternative is to not reclassify the position. Those that apply for the position in the future may not understand that the position weighs heavily on FOIA responsibilities with some central records oversight also being required.

FINANCIAL IMPACT

The cost of the reclassification based on the Human Resources analysis takes the salary range from a UAW G to an H. There would likely be no impact in the short term as a new employee would start at Step 1, below Ms. Sarah Ricketts top pay. This change is an increase of approximately \$3,400-\$4,000/year over the five-step scale.

STRATEGIC PLANNING IMPACT

This does not affect the strategic plan.

OTHER CONSIDERATIONS

Our current office coordinator is leaving for another position in Ingham County after many years of dedicated service to ICSO. We are inundated with FOIA requests. We are in need of quickly finding a highly qualified candidate who can navigate the complexities of FOIA.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the reclassification of Office Coordinator to Central Records and Freedom of Information Act Coordinator.

Agenda Item 4

TO: Scott Wrigglesworth, Sheriff

FROM: Joan Clous, Human Resources Specialist

DATE: December 16, 2021

RE: Support for Reclassification: Office Coordinator – Sheriff's Office

Per your request, Human Resources has reviewed the classification titled Office Coordinator. The position's primary responsibility is to oversee the central records and FOIA requests.

After analysis, the position is appropriately compensated at UAW salary range H (\$42,457.97 - \$50,646.74). The UAW has been notified. They support the reclassification 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.

INGHAM COUNTY JOB DESCRIPTION

CENTRAL RECORDS & FREEDOM of INFORMATION ACT COORDINATOR – SHERIFF’S OFFICE

General Summary:

Under the supervision of the Command Officer for Staff Services, provides clerical, administrative and other central records related service for the Sheriff’s Office and the Public in support of the Mission.

Essential Functions:

1. Participates in employment interviews,
2. Provides a variety of secretarial and administrative support services for command staff, including typing letters, reports, and other documents, answering telephone calls, scheduling appointments, arranging and attending meetings, preparing and maintaining reports and files, and processing records. Serves as back-up to the Executive Assistant of the Sheriff for personnel matters.
3. Researches and responds to requests under the Freedom of Information Act and Criminal or Civil Discovery. Provides copies of various documents and computes fees. This includes knowledge and capability of significant time spent on redaction of written, audio, and visual material.
4. Assists with the review of departmental payroll, includes verifying scheduled work hours and overtime and accuracy of time cards regarding leave requests, compensation time, and holiday pay. Forwards payroll information to Financial Services Department.
5. Assists with preparation and billing for all requested off-duty police services and overtime assignments.
6. Reviews citizen letters and other correspondence and drafts responses. Prepares other correspondence from verbal direction and edits and proofs documents.
7. Assists with administrative activities such as updating policies and procedures, collecting budget data and related financial documents, assists with the preparation of annual reports, and other reporting functions.
8. Responds to staff inquiries regarding personnel and administrative procedures.
9. Backs-up other departmental support staff including records and accounting staff.

Other Functions:

- Performs other duties as assigned.

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

Employment Qualifications:

Education: High school graduation or equivalent, with some advanced coursework in accounting, data/word processing, and office management.

Experience: Four years of progressively more responsible accounting, secretarial, records processing or related administrative experience, with at least two years of experience with a law enforcement agency or in a closely related setting. Freedom of Information Act experience preferred.

Other Requirements:

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

Physical Requirements:

- Ability to enter and retrieve documents from office filing systems.
- Ability to access all administrative areas of the department.
- Ability to enter and retrieve information from computer.
- Ability to ascend and descend stairs.

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

Working Conditions:

- Works in office conditions.

**UAW H
November 29, 2021**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY THE CENTRAL RECORDS OFFICE COORDINATOR TO
CENTRAL RECORDS AND FREEDOM OF INFORMATION ACT COORDINATOR WITH A JOB
DESCRIPTION AND WAGE SCALE CHANGE**

WHEREAS, the Ingham County Sheriff's Office has a Central Records Office Coordinator; and

WHEREAS, the Office Coordinator position has previously been heavy in management and delegation responsibilities; and

WHEREAS, the increase of FOIA requests now demands the majority of the Office Coordinator's time and attention; and

WHEREAS, the Ingham County Sheriff's Office and Human Resources Department has updated the job description and its title to Central Records and Freedom of Information Act Coordinator to better depict the current job responsibilities; and

WHEREAS, the responsibilities from increase in FOIA requests is in addition to the current job responsibilities; and

WHEREAS, the Ingham County Human Resources Department supports a change in UAW wage scale from a G to an H for the described added responsibilities, an increase of approximately \$3,400-\$4,000/year; and

WHEREAS, a memo from Human Resources supporting the reclassification is attached; and

WHEREAS, the UAW has been notified and is agreeable to the proposed job description/classification changes; and

WHEREAS, the Ingham County Sheriff's Office has contacted the Budget Office and has their support.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of Central Records Office Coordinator to Central Records and Freedom of Information Act Coordinator as described above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office budget and position allocation list.

Agenda Item 5

TO: County Services Committee and Finance Committee

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

RE: Smith and Oesterle Drain Maintenance and Improvement Project Full Faith and Credit

January 3, 2022

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Smith and Oesterle Drain Maintenance and Improvement Project (“Project”). Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the property owners and municipalities of a drainage district who are liable to pay for the benefits of a drain project. The Smith and Oesterle Drain (the “Drain”) and Smith and Oesterle Drain Drainage District (the “Drainage District”) are located entirely within the Township of Leroy (please see the location of the Drain and Drainage District on the attached map). There are 37 properties and 416.57 acres within the Smith and Oesterle Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for this Project include the Township of Leroy and the County of Ingham.

The Smith and Oesterle Drain Maintenance and Improvement Project results from a May 20, 2020 petition submitted by landowners within the District. Petitioners wanted the drainage improved to alleviate the persistent and significant flooding of a county road, properties, and homes. The properties within the Drainage District are all located on septic systems and wells. On July 8, 2020, the petition was found necessary by a statutory Board of Determination. The proposed Project includes the installation of 2,915 feet of enclosed storm drain pipe ranging in size from 12-inch to 42-inch which replaces the deteriorated original clay drain constructed in 1910. The 42-inch tile replaces the original 24-inch tile and represents a more than three-fold increase in capacity to improve the outlet for drainage along Frost Road, and thereby reducing the incidence of flooding of properties and homes along the road. Additionally, 3,929 feet of open channel drain will be cleaned including the replacement of numerous culverts. Project construction is expected to commence in Spring/Summer, 2022 and be completed in Fall, 2022.

The Project will contain contract requirements for nondiscrimination and prevailing wage, pursuant to my adopted policies and consistent with the Board of Commissioners’ resolutions.

Project bids will not be opened until January 20, 2022, so the total Project computation of cost will not be completed by the time of the Committee meetings or the Board of Commissioners’ meeting. As a result, the attached Full Faith and Credit Resolution includes a “not-to-exceed” amount, instead of an exact amount. This “not to exceed” amount (\$1,200,000) is also used in the attached SEV Analysis which is customarily submitted with these Full Faith and Credit requests.

In connection with this request for full faith and credit, the Drain Office has performed certain due diligence for the Project. Attached is additional material that includes an explanation of Drain Code provisions that provide powers and safeguards with respect to Chapter 8 drain bonds in general, and an explanation of the financial due diligence performed for the Project in particular.

Based on the attached analysis, it is my opinion that there is significant property value in the Drainage District to support the payment of the assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

I will be in attendance at your Committee meetings on January 18th and 19th to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

**SMITH AND OESTERLE DRAIN
PROJECT SUMMARY DESCRIPTION**

This project replaces a combination of tile and open channel drain originally constructed in 1910. The tile is badly deteriorated, with parts having failed. This has resulted in the frequent flooding of Frost Road, a county road under jurisdiction of the Ingham County Road Department, as illustrated below.



Looking westerly along Frost Road during the May 18, 2020 flooding . Note the “Flooding Over the Road” sign in the distance. This flooding event resulted in the petition being filed with the Drain Commissioner’s Office.

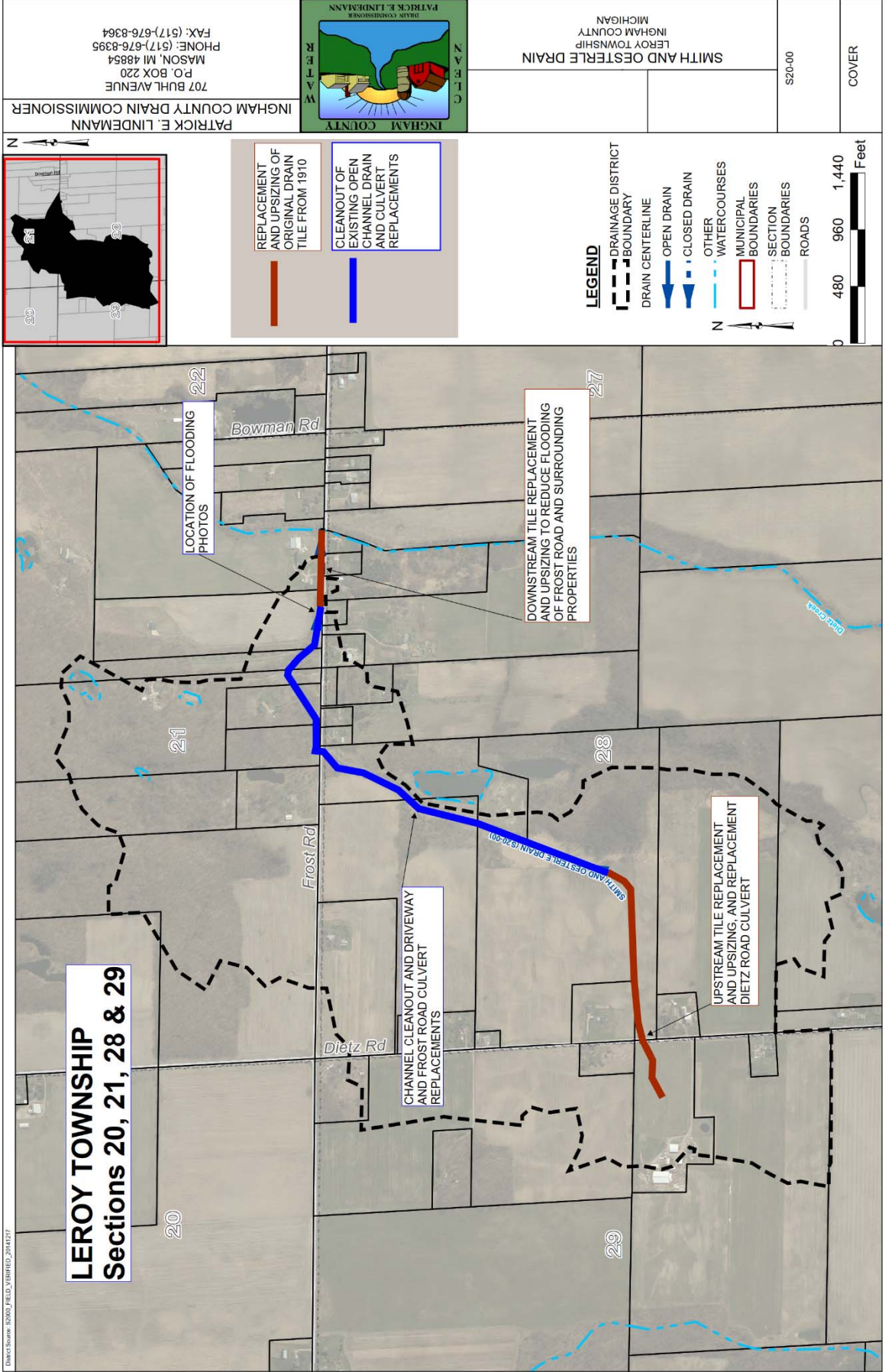


Still photo taken from a landowner recorded video during October 4, 2021 flooding over the Frost Road. Flooding over the road not only resulted in a road closure but also private property damage.

The project is designed to accommodate a rainfall of 4.1 inches (25-year 24-hour storm) with sufficient additional capacity to help reduce flooding for larger rainfall events. The design solution reduces the incidence of the persistent flooding of Frost Road and provides an improved suitable outlet for the road and other district properties.

The project includes the following:

- installation of 2,915 feet of 12 thru 42-inch tile to replace the failing tile;
- the 42-inch tile replaces a 24-inch tile at the outlet, providing a more than three-fold increase in capacity; and,
- cleaning out of 3,929 feet of open channel drain along with replacement of driveway and road culverts.



NOTICE OF LETTING OF DRAIN CONTRACT

Ingham County Drain Commissioner
Patrick E. Lindemann

SMITH AND OESTERLE DRAIN

NOTICE IS HEREBY GIVEN that I, Patrick E. Lindemann, Ingham County Drain Commissioner, will receive sealed construction bids on **Thursday, January 20, 2022**, until 10:00 a.m. local time at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, MI 48854. Bids will be opened and publicly announced at 10:00 a.m. for the construction, maintenance and improvement of a certain drain known and designated as the "Smith and Oesterle Drain." Bids must be delivered to 707 Buhl Avenue, Mason, MI 48854 within the timeframes listed above in accordance with the Bidding Documents.

The Drain project consists of clearing, spoil leveling, open channel excavation/cleanout, culvert replacement, enclosed drain construction, drainage structures, repair of public (asphalt) road, driveway repair, traffic control, landscape restoration, riprap, and soil erosion and sedimentation control.

The Drain will be let in one section totaling 6,844 feet: 3,929 feet of open channel drain with an average depth of 4.4 feet and bottom width of 4 feet; and 2,915 feet of 12-inch thru 42-inch diameter enclosed drain with an average depth of 5.7 feet and width of 1.8 feet.

In the construction, maintenance and improvement of said Drain, the project consists of furnishing all supplies and installation and construction of the following quantities for major items of work and character of tile or pipe, with appurtenances, and the contract let for the same. The following quantities are approximate and final payment will be made on measured quantities:

<u>Estimated</u>			
<u>Qty</u>	<u>Units</u>	<u>Description</u>	
1	Ls	Maintaining traffic	
3,929	Ft	Excavation, channel	
630	Ft	SLCPP, 42 inch dia	
670	Ft	SLCPP, 18 inch dia	
1,096	Ft	SLCPP, 15 inch dia	
519	Ft	SLCPP, 12 inch dia	
1	Ea	End section, 48 inch, concrete	
1	Ea	Dr structure, conc, 60 inch dia	
1	Ea	Dr structure, conc, 48 inch dia	
2	Ea	Dr structure, HDPE, 30 inch dia	
5	Ea	Lateral tile drain connection, SLCPP or PVC, 4 inch (allowance)	
5	Ea	Lateral tile drain connection, SLCPP or PVC, 6 inch (allowance)	
5	Ea	Lateral tile drain connection, SLCPP or PVC, 8 inch (allowance)	
280	Sy	Riprap, fieldstone	
160	Sy	Remove and replace gravel driveway	
24	Sy	Remove and replace asphalt driveway	
70	Sy	Remove and replace concrete driveway (incl. integral curb & gutter)	
175	Sy	Remove and replace asphalt pavement	

35	Sy	Remove and replace gravel shoulder
1	Ls	Remove, salvage and re-install existing guardrail and posts
3.7	Ac	Seed and mulch (channel, uplands, and road ROW)
1.2	Ac	Topsoil, seed, and mulch (lawns and organic pasture)
8,000	Sy	Mulch blankets (allowance)
1	Ls	Soil erosion and sedimentation control
1	Ls	Dewatering and maintaining stream flow
1	Ls	Cleanup and restoration

All stations are 100 feet apart. There are no bridges. There are 6 culverts in this contract at the following locations:

CULVERTS

Station 9+59	57"S x 38"R CSPA	driveway
Station 11+29	57"S x 38"R CSPA	driveway
Station 13+22	57"S x 38"R CSPA	driveway
Station 15+77	57"S x 38"R CSPA	driveway
Station 20+88	60" CSP	Frost Rd
Station 63+17	12" CSP	Dietz Rd

Plans and Bidding Documents will be available on **Tuesday, November 30, 2021, at 8:00 a.m.** local time. Bidders wishing to download the Plans and Specifications at NO COST may do so by contacting LSG Engineers & Surveyors, Inc., Attn: Alan Boyer (x 225) or Shannon Pugh (x 230) at (517) 393-2902. For bidders wishing to purchase the plans and specifications, a fee of Thirty-Five Dollars (\$35.00) will be required for each set of proposed plans and specifications and will not be refunded. A mailing fee of Twenty-Five Dollars (\$25.00) to cover handling and postage will be charged to anyone wishing to receive the plans and specifications.

A MANDATORY pre-bid conference will be held on Thursday, December 9, 2021, at 10:00 a.m. local time. Please take notice that due to the COVID-19 pandemic, this pre-bid conference will be conducted via video and telephone conference at the weblink, or telephone number and access code as follows:

Join Zoom Mandatory Pre-Bid Meeting
<https://us02web.zoom.us/j/89049571303>

or

Dial: +1 (312) 626-6799
Meeting ID: 890 4957 1303

Representatives of the Ingham County Drain Commissioner and Engineer will be present to discuss the contract. Prospective Bidders are required to attend and participate in the pre-bid conference. Attendance will be taken. Prospective Bidders who fail to attend the pre-bid conference will be considered non-responsive and will be disqualified from bidding on the Contract. The Engineer will transmit to all prospective Bidders of record such Addenda as the Engineer considers necessary in response to questions. Oral statements may not be relied upon and will not be binding or legally effective. The Contractor is responsible for ensuring that all addenda have been received and acknowledged prior to submittal of the bid.

Bids will be made and received in accordance with these documents. A contract will be made with the lowest responsible Bidder giving adequate security for the performance of the work. I reserve the right to reject any and all bids, and to adjourn such bid letting to such time and place as I shall publicly announce.

The date for the substantial completion of such contract is **Friday, September 16, 2022**, with final completion by **Friday, November 4, 2022**, and the terms of payment are contained in the contract specifications. Any responsible person wanting to bid on the above-mentioned work will be required to deposit bid security in the amount specified in the bidding documents as a guarantee that they will enter into a contract and furnish the required bonds as prescribed by the contract specifications and applicable law. All bids shall remain open for ninety (90) days after the day of the bid opening, but I reserve the right at my sole discretion to release any bid and bid security before that date.

Bidders shall comply with the Ingham County policies regarding the payment of Prevailing Wages and Equal Opportunity/Nondiscrimination, as set forth in Ingham County Board of Commissioners Resolutions #02-263 and #02-283, respectively.

This notice is pursuant to Section 154 of the Michigan Drain Code of 1956, as amended.

Persons with disabilities needing accommodations for effective participation in the meeting should contact Patrick E. Lindemann, the Ingham County Drain Commissioner at (517) 676-8395, or through the Michigan Relay Center at 711 (TTY) at least 24 hours in advance of the meeting to request mobility, visual, hearing or other assistance.

Dated: November 23, 2021



Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue, Mason, MI 48854
(517) 676-8395



December 29, 2021

Mr. Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Ave.
Mason, MI 48854

RE: Smith and Oesterle Drain Drainage District (S20-70)
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Smith and Oesterle Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Leroy Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2021 property tax records found on the Ingham County web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2021 equalization report available at:

<https://cms3files.revize.com/inghamcounty/2021%20Equalization%20Report.pdf>

The requested full faith and credit amount for the drain project is \$1,200,000. **This amount is to be assessed to benefitted parcels in the district, Ingham County for benefit to public roads and to the Township for health safety and welfare.**

The total SEV for Leroy Township is \$174,109,100. The estimated SEV for the lands within the special assessment district is \$4,185,400. Additionally, the total SEV for all of Ingham County is \$10,113,627,214. The Smith and Oesterle Drain Drainage District is comprised of 37 parcels, representing 1.90% of the land and 2.40% of the SEV of Leroy Township. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount = \$1,200,000.00			
Estimated SEV of the lands in the special assessment district	\$4,185,400	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.	28.67%
Leroy Township SEV	\$174,109,100	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Municipality.	0.52%
Ingham County SEV	\$10,113,627,214	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.01%

Please contact our office at (517) 393-2902 x225 with any questions or concerns.

Sincerely

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a horizontal line.

Alan D. Boyer, PE
Vice President

SEV and Taxable Valuation Analysis		
Full Faith and Credit		\$1,200,000.00
SEV for Ingham County		\$10,113,627,214.00
SEV for Leroy Township		\$174,109,100.00
SEV for the Smith & Oesterle Drainage District		\$4,185,400.00
SEV for the Smith & Oesterle Drainage District / SEV for Leroy Township		2.40 %
SEV for the Smith & Oesterle Drainage District / SEV for Ingham County		0.04 %
Taxable Valuations for Ingham County		\$8,789,444,841.00
Taxable Valuations for Leroy Township		\$140,613,221.00
Taxable Valuations for the Smith & Oesterle Drainage District		\$3,006,675.00
Taxable Valuations for the Smith & Oesterle Drainage District / Taxable Valuations for Leroy Township		2.14 %
Taxable Valuations for the Smith & Oesterle Drainage District / Taxable Valuations for Ingham County		0.03 %
Full Faith and Credit / SEV of Ingham County		0.01 %
Full Faith and Credit / SEV of Leroy Township		0.69 %
Full Faith and Credit / SEV of the Smith & Oesterle Drainage District		28.67 %
Full Faith and Credit / Taxable Valuations of Ingham County		0.01 %
Full Faith and Credit / Taxable Valuations of Leroy Township		0.85 %
Full Faith and Credit / Taxable Valuations of the Smith & Oesterle Drainage District		39.91 %
Area of the Smith & Oesterle Drainage District in Leroy Township		0.65 sq. mi.
Area of the Smith & Oesterle Drainage District in Ingham County		0.65 sq. mi.
Area of Leroy Township		34.20 sq. mi.
Area of Ingham County		560.26 sq. mi.
Area of Smith & Oesterle Drainage District / Area of Ingham County		0.12 %
Area of Smith & Oesterle Drainage District within Leroy Township / Area of Leroy Township		1.90 %

To: Ingham County Board of Commissioners

From: Patrick E. Lindemann, Drain Commissioner

Re: Full Faith and Credit Resolutions in Support of County Drain Projects

Date: December 20, 2021

The Ingham County Drain Office performs certain due diligence for each drain project it undertakes for which the County will be asked to pledge its full faith and credit. The project for the Smith and Oesterle Drain Drainage District is a project that has been petitioned under Chapter 8 of the Drain Code. The purpose of this memo is to summarize the due diligence my office has performed for this Chapter 8 drain project and to provide some background on the general Drain Code provisions that provide safeguards to a county when it pledges its full faith and credit. Based on the following analysis, it is my opinion that there is significant property value in the drainage district to support the payment of the assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

DRAIN CODE POWERS AND SAFEGUARDS REGARDING PAYMENT OF DRAIN BONDS

In considering the risk that there would be insufficient funds to pay drain bonds (which could lead to an advance by a county on its full faith and credit pledge), the Michigan Drain Code and Michigan law in general build in many safeguards to protect the vital public interest in being able to finance drain projects:

- 1) The debt service on drain bonds under Chapter 8 of the Drain Code is primarily paid from assessments levied against public corporations and benefitted properties in the drainage district.
 - a) The assessments against benefitted properties are a strong source of revenue since they have the same priority for payment as taxes, having a first priority superior to mortgages and other forms of debt that might encumber a property.
 - b) If a property owner is delinquent in paying the property owner's assessment, the assessment is turned over to the County to be collected with the delinquent taxes. The County has significant powers to collect delinquent taxes which would ultimately end up with the property being sold at tax sale if the property owner does not pay the delinquent taxes and assessments. At that point, there would only be a shortfall in revenues to pay the drain assessment if the property is sold for less than the amount of outstanding delinquent taxes and assessments and the interest and penalties on them. The balance of the assessment that has not yet become due would continue to be a lien against the property payable by the new property owner after it is sold.
 - c) During the time the delinquent assessments are being collected, the amount of the delinquent assessment would be paid to the drainage district from the County's delinquent tax revolving fund (so long as the County continues this program) and would be used to pay the debt service on the drain bonds.
 - d) Assessments against the municipalities are a general obligation of those municipalities and as such a legally binding obligation of the general fund of the municipalities.
- 2) By adopting a resolution pledging full faith and credit, the County is agreeing to be a backup source of payment for the bonds if there is a shortfall in the primary source of payment and the county would only make payments in the event there is ever a shortfall in the assessment collections.

- a) For assessments against benefitted property owners, a shortfall would only come into play after the property was sold at tax foreclosure (again assuming the continuation of the delinquent tax revolving fund), if the sale price was less than the amount of delinquent taxes, assessments, and interest and penalties on them.
- b) Such amounts will normally be relatively small since on most assessment rolls any one assessment against a benefitted property is only a small part of the whole, and the delinquency would most often only be for a few years of a multiyear assessment.
- 3) Payments by counties pursuant to a full faith and credit resolution are rare, and if they are required would normally be small and only for a short time.
- a) County payments are usually short term since under the Drain Code the drainage district is required to levy a deficiency assessment against the district for the amount of any shortfall within two years and when that assessment is levied and collected, the County would be paid back.
- b) In addition to deficiency assessments, the drainage district has the ability to levy an administrative fee in the way of an interest rate on the assessments that is 1 percent over the interest rate of the bonds issued in anticipation of the assessments. This small additional amount of interest is allowed to the drainage district to cover costs, including costs that could lead to a shortfall, thus further mitigating risk to the County.
- c) **The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district bonds issued by a drainage district during my 29-year tenure as drain commissioner.**

DUE DILIGENCE PERFORMED FOR THE SMITH AND OESTERLE PROJECT

The Drain Office has performed specific due diligence for the Smith and Oesterle Drain Drainage District project which is undertaken under Chapter 8 of the Drain Code.

- 1) As stated above, the main chance of a special assessment against a property becoming delinquent and not being able to ultimately satisfy the assessment levied against it would result from an assessed property being sold at tax sale for an amount that is less than the amount of delinquent taxes, assessments, interest, and penalties currently due with respect to the property. Therefore, the due diligence evaluates the total amount of the assessment against the drainage district for a project compared to the total assessed value (the “SEV”) of the properties in the district in order to ascertain that there is enough assessed value in the district to support the payment of the special assessment, making the risk of a long-term default very unlikely.
- 2) The analysis performed for this project compares the total amount of the assessment that will be levied in the drainage district to the total SEV of the drainage district (the “SEV percentage”). Since the SEV is an amount that is required to be 50% of the true cash value of property, the total property value in the district is an amount that is two times the SEV. Therefore, comparing the total amount of the assessment to a number that is two times the SEV will show the ratio of the assessment to the true cash value of the district (“Total Value percentage”). The Total Value percentage shows the amount of value there is in the properties of the drainage district over and above the amount of the assessment. The due diligence performed contains a similar analysis with respect to the municipalities subject to an assessment.
- 3) The SEV analysis that was performed for this Project is attached to this memo. The resolution that has been presented to the Board uses \$1,200,000 as the not-to-exceed amount for the bonds. This is an estimate and the final amount may be less if assessments are prepaid. For the project, the analysis shows that the SEV percentage is 28.67% of the SEV of the special assessment district and the Total Value percentage is 14.33% of

the true cash value of the properties in the district. In reality, since some of the assessments will be levied against the public corporations and the bonded amount may be less than the not-to-exceed amount, the Total Value percentage will in fact be lower than 14.33% when looking at the amount actually assessed to the properties, providing more than 85.67% property value coverage. The ratio to municipal SEVs is also shown, ranging from 0.01% to 0.52%.

4) Based on this analysis, there is significant value in the Smith and Oesterle Drain Drainage District to support the payment of the assessments for the bonds that will be issued for this project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS
**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
SMITH AND OESTERLE DRAIN DRAINAGE DISTRICT BONDS**
RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on _____, 2022, at _____ p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner:

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Smith and Oesterle Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Smith and Oesterle Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed \$1,200,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District (the “Special Assessments”); and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the Drainage District, has analyzed the Special Assessments and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by the Special Assessments, and that the Special Assessments will be levied in an amount equal to or greater than the par amount of the Bonds, assuring the County that there is a sufficient amount of Special Assessments levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

WHEREAS, PFM Financial Advisors LLC has been engaged by the Drainage District to review such projections and to assist the Drainage District as registered municipal advisor for the issuance of the Bonds; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Bonds will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, if the County has advanced funds pursuant to its full faith and credit pledge and the Drainage District does not have funds to reimburse the County, the Act requires the Drain Commissioner to levy an additional assessment in such an amount as is required to reimburse the County for its advance; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Bonds.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$1,200,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, the County Finance Director and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefore.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred

to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

FINANCE:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _____, 2022, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2022

Barb Byrum, Clerk
County of Ingham

Agenda Item 6

TO: County Services Committee and Finance Committee

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

DATE: December 15, 2021

**RE: RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL
APPRAISALS FOR THE INGHAM COUNTY EQUALIZATION DEPARTMENT**

Attached please find the resolution approving and authorizing the awarding a multi-year contract for commercial and/or industrial appraisal services for the Ingham County Equalization Equalization/Tax Mapping Department by Michigan Equalization Services.

Respectfully

Agenda Item 6

TO: James Hudgins, Director of Purchasing

FROM: William Fowler, Director of Equalization/Tax Mapping

DATE: November 17, 2021

RE: RFP No. 121-21 Commercial and Industrial Property Appraisal Services

Per your request, the Equalization/Tax Mapping Department has reviewed the responses/proposals received relative to RFP 121-21. Responses/proposals were received from:

Tyler Technology Inc.
Michigan Equalization Services LLC and
Integra Realty Resources-Detroit

Review of the Proposal Submitted by Tyler Technology

- 1) Tyler Technology Inc. is corporate based out of Plano, Texas
- 2) Tyler Technology Inc. proposes that this project will be coordinated and supervised out of its Heartland Regional Office located in Lebanon, Indiana.
- 3) Tyler Technology Inc. has established a business office within the State of Michigan in Troy, Michigan.
- 4) Tyler Technology Inc. has secured the services of Ms. Shalice Northrop, MMAO. There is no indication that the remaining support staff hold any level of Michigan assessing officer certifications issued by the Michigan State Tax Commission.
- 5) Tyler Technology Inc. sets forth that its response/proposal is the first step starting point and reserves the right to negotiate any and all (future) terms.
- 6) Tyler Technology Inc. states that it has provided contractual reappraisal and appraisal services for the Cities of Detroit, Hamtramck, and Benton Harbor, but not since 2016. Based upon the Tyler Technology Inc. response/proposal Tyler Technology Inc. has not provided any contractual appraisal services to any of the 83 county equalization departments within the State of Michigan.
- 7) Tyler Technology Inc. response/proposal does not set forth the appraisal software that will be utilized for this project. Nor does Tyler Technology Inc. set forth that any appraisal software to be utilized has been approved and authorized by the Michigan State Tax Commission.

Review of the Proposal Submitted by Michigan Equalization Services LLC

- 1) Michigan Equalization Services LLC is corporate based out of Clark Lake, Michigan and prior to 2021 was based out of Williamston, MI.
- 2) Michigan Equalization Services LLC has provided contractual appraisal services for Shiawassee County, Clinton County, Isabella County and Ingham County specifically dedicated to annual equalization study requirements.
- 3) Mr. Scott Cunningham, principal member of Michigan Equalization Services LLC, is certified as a Michigan Master Assessing Officer (MMAO) and serves as the appointed Designated Assessor for Clinton County. All fulltime employees of Michigan Equalization Services LLC are certified by the Michigan State Tax Commission as Michigan Advanced Assessing Officer (MAAO).

- 4) Michigan Equalization Services LLC is licensed and utilizes BS&A software, the standard for assessment/equalization administration and property valuation within the State of Michigan.

Review of the Proposal Submitted by Integra Realty Resources

- 1) Dean Appraisal Services, dba Integra Realty Resources-Detroit would provide contractual services from its Birmingham, Michigan office location.
- 2) Integra Realty Resources' response/proposal has provided a list of Michigan based clients, but only cites the City of Dearborn and Oakland County as clients that may have contractual assessment/equalization valuation needs.
- 3) Integra Realty Resources' response/proposal cites the utilization of 5 employees, but provides no background as to experience or level of STC certification. Further, Integra Realty Resources' response/proposal does not identify an employee meeting the STC Michigan Master Assessing Officer (MAAO) as required in Section 11.0 Scope of Work, Line item #13.

Recommendation:

Based upon the review of each response/proposal submitted for RFP No. 121-21 (Commercial and Industrial Property Appraisal Services) it is the Equalization/Tax Mapping Department's recommendation the award for contractual services be awarded to Michigan Equalization Services LLC. The contractual award to cover the contract period of January 1, 2022 through December 31, 2024 with allowable extension for January 1, 2025 to December 31, 2025 and January 1, 2026 to December 21, 2026.

Respectfully submitted,

Agenda Item 6

TO: William Fowler, Director of Equalization

FROM: James Hudgins, Director of Purchasing

DATE: October 20, 2021

RE: Memorandum of Performance for RFP No. 121-21 Commercial and Industrial Property Appraisal Services

Per your request, the Purchasing Department sought proposals from qualified and experienced appraisers for the purpose of entering into a contract to perform commercial and industrial real property appraisals for equalization purposes.

The scope of work includes, but is not limited to, making every reasonable effort to appraise a representative sample of the taxable commercial and/or industrial property in the assigned local unit, stratified by SEV and parcel count; ensuring that each completed appraisal contains all necessary data and computations, a satisfactory land and building sketch, satisfactory photograph(s), appropriate market data and income to value determinations; and, ensuring that all reviews and final estimate of values, in connection with the Contractor's appraisals, be conducted by an appraiser with a Michigan Master Assessing Officer (4) Certification from the Michigan State Tax Commission.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	8
Vendors responding	3	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

TYLER TECHNOLOGY						
Local Preference: No, Troy MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2022	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
2023	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00
2024	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00
2025	\$116.00	\$116.00	\$116.00	\$116.00	\$116.00	\$116.00
2026	\$122.00	\$122.00	\$122.00	\$122.00	\$122.00	\$122.00
MICHIGAN EQUALIZATION SERVICES LLC						
Local Preference: No, Clark Lake MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2022	\$330.00	\$325.00	\$320.00	\$330.00	\$325.00	\$320.00
2023	\$330.00	\$325.00	\$320.00	\$330.00	\$325.00	\$320.00
2024	\$330.00	\$325.00	\$320.00	\$330.00	\$325.00	\$320.00
2025	\$350.00	\$345.00	\$340.00	\$350.00	\$345.00	\$340.00
2026	\$350.00	\$345.00	\$340.00	\$350.00	\$345.00	\$340.00
INTEGRA REALTY RESOURCES - DETROIT						
Local Preference: No, Birmingham MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2022	\$3,800.00	\$3,600.00	\$3,400.00	\$3,000.00	\$2,850.00	\$2,500.00
2023	\$3,850.00	\$3,650.00	\$3,450.00	\$3,000.00	\$2,900.00	\$2,550.00
2024	\$3,900.00	\$3,700.00	\$3,500.00	\$3,050.00	\$2,950.00	\$2,600.00
2025	\$3,950.00	\$3,750.00	\$3,550.00	\$3,100.00	\$3,000.00	\$2,650.00
2026	\$4,000.00	\$3,850.00	\$3,600.00	\$3,150.00	\$3,050.00	\$2,700.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL APPRAISALS

WHEREAS, the contracting for commercial and/or industrial appraisals has been approved for the 2022 Equalization Department Budget; and

WHEREAS, the Purchasing Department has advertised and requested proposals for the necessary contractual service; and

WHEREAS, Michigan Equalization Services of Clark Lake, Michigan has submitted an acceptable proposal in accordance with the qualifications required by the Equalization Department; and

WHEREAS, it is the recommendation of the Ingham County Equalization Department in concurrence with the Purchasing Department to award this contract to Michigan Equalization Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, through the Equalization Department, authorizes entering into a contract with Michigan Equalization Services in an amount as set forth in the following schedule:

Years 1 - 3:	\$ 96,000
Years 4 - 5:	\$102,000

The cost to be provided for in the 2022 and subsequent years Equalization Department Budget.

BE IT FURTHER RESOLVED, that a three-year contract be approved with the stipulation that a fourth year and fifth year renewal shall be a permissible option of the County.

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

Agenda Item 7

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: January 3, 2022
SUBJECT: Dark fiber for Office of the Family Center
For the Agendas of January 18th, January 19th, and January 25th

BACKGROUND

The Ingham County Family Center currently has an unreliable fiber connection that runs through several Lansing schools. This allows the circuit to be interrupted often by events such as power being turned off at buildings that are unoccupied during school breaks. In order to increase the reliability of this connection, they will need a different circuit path. Innovation and Technology has worked with the current vendor to ensure such a path can be created and used until such time as a County-owned alternative is put into place.

ALTERNATIVES

Quotations were requested from other vendors, however, none, other than the selected vendor, were able to offer a dark fiber solution. The options that were quoted in lieu of dark fiber were metered connections that were a significantly higher price per gigabit than we will receive with a dark fiber solution.

FINANCIAL IMPACT

Funds for this project will be paid out of the Juvenile Division fund #2926629-921000.

STRATEGIC PLANNING IMPACT

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

By utilizing the re-engineered dark fiber solution we will receive better support than our current solution which runs through areas that are not within the control of the vendor.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to enter into an agreement with Zayo Group to lease dark fiber installation and 24 months of service in the amount not to exceed \$2,000 monthly for a total of \$48,000.

Agenda Item 7

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE LEASE OF DARK FIBER FROM ZAYO GROUP

WHEREAS, Ingham County's Family Center utilizes a fiber data connection solution currently; and

WHEREAS, there is a need for better data network connectivity back to the County's network; and

WHEREAS, a dark fiber solution has been determined to meet all data connectivity needs while providing the best price for performance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the lease of dark fiber from Zayo Group in an amount not to exceed \$48,000.

BE IT FURTHER RESOLVED, that the recurring monthly fees will be paid from the Juvenile Division's fund (2926629-921000).

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

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

Agenda Item 8

TO: Board of Commissioners, Human Services, County Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 4, 2022
SUBJECT: Zoo Reorganization
For the meeting agendas of January 18, 19 and 24, 2022

BACKGROUND

There are four UAW 400 Maintenance Worker positions at Potter Park Zoo. Two of the positions are vacant at this time. The job description for this position needs substantial updates.

After discussions with the Ingham County Human Resources Department it was determined reorganizing these four positions as well as updating the job description would be beneficial to zoo operations. The four 400 positions will become four multiple grade positions, I/II/III. As the employee meets the required qualifications they are able to advance levels without requiring a position to become vacant at a higher level. This reorganization takes into consideration budgetary constraints, as well as, employee recruitment, retention, and satisfaction.

ALTERNATIVES

One alternative is the four positions could all remain 400 level. A second alternative is two positions could remain 400 level and two positions could be either other level.

FINANCIAL IMPACT

The 2022 budget office wage projections show the total cost increase is \$33,992 for the four positions at Step 7 of the III level. There are sufficient funds in the Zoo budget to cover the total increase.

Current Positions	F/T Step 7
(4) Zoo Maintenance 400	\$83,688 per
TOTAL	\$334,752

New Positions	F/T Step 7
(4) Zoo Maintenance I/II/III	\$92,186 per
TOTAL	\$368,744

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

OTHER CONSIDERATIONS

The UAW Zoo Unit is in support of the proposed reorganization and job description update. The Potter Park Zoo Board unanimously voted in support of the proposed reorganization.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for a reorganization of the four UAW Zoo Maintenance Worker positions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF POTTER PARK ZOO
MAINTENANCE POSITIONS**

WHEREAS, the Zoo has four UAW Zoo Maintenance Worker 400 positions of which two are vacant; and

WHEREAS, a reorganization of these positions provides a more effective structure for employee recruitment, retention, and satisfaction; and

WHEREAS, the four new UAW Zoo Maintenance Worker I/II/III positions have a salary range of \$38,413 to \$48,101 at the I level, \$41,953 to \$51,562 at the II level and \$45,315 to \$54,924 at the III level; and

WHEREAS, the 2022 personnel cost projections provided by the budget department show a total (wage and fringe) annual cost increase of \$33,992 at Step 7 of the III level for the four proposed multiple grade positions; and

WHEREAS, there are sufficient funds in the Zoo Fund, #25869200, for the proposed reorganization; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and the Potter Park Zoo Advisory Board support the proposed updated job description and reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a reorganization of the following Potter Park Zoo Maintenance Worker positions:

Four existing UAW Zoo 400 Maintenance Worker positions to four UAW Zoo I/II/III Maintenance Worker positions.

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

Agenda Item 9a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 4, 2022

RE: Resolution to Authorize an Agreement with Lansing Tile for Carpet Replacement in the Admin Office Space at the Human Services Building

For the meeting agendas of: January 18 & 19

BACKGROUND

The carpet in the admin office area of the Human Services Building (HSB) has deteriorated and outlived its useful life, is showing wear, and needs to be replaced as a part of the office renovations. Lansing Tile, a local vendor, submitted the most responsive and responsible proposal of \$56,000 for the replacement of the carpet. We are requesting a Contingency of \$2,000 for any unforeseen circumstances for a not to exceed total of \$58,000.

ALTERNATIVES

The alternative would be to install new cubicles over existing carpet and risk higher prices of carpet replacement at a later date.

FINANCIAL IMPACT

Funds are available in the 2022 approved CIP's.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
Health Dept. Carpet Replace	\$50,000	\$50,000	\$50,000	\$0
General Fund				
Health Dept. Office Constr.	\$50,000	\$50,000	\$8,000	\$42,000
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Lansing Tile for the carpet replacement in the Health Department's Admin Office area of the Human Services Building.

Agenda Item 9a

TO: Richard Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: December 14, 2021

RE: Memorandum of Performance for RFP No. 140-21 Carpet Replacement

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for replacing 3,700± SF of carpet throughout the Administrative area of the Health Department.

The scope of work includes, but is not limited to, removing and disposing of existing carpet, preparing sub-floor(s), installing new carpet, removing and replacing vinyl cove base with new and repairing any damages to wall finishes caused by removal of cove base.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	70	21
Vendors attending pre-bid/proposal meeting	4	4
Vendors responding	4	4

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

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Base Bid 3,000± SF	Alternate #1 3,700± SF	Estimate to Complete Project	Substitution (±)
Lansing Tile & Mosaic	Yes, Lansing MI	\$23,000.00	\$33,000.00	5 working days	
Seelye Group LTD	Yes, Lansing MI	\$23,000.00	\$35,000.00	Base: 4 working days/ Alt #1: 5 more working days	
Integrity Interiors Inc.	Yes, Lansing MI	\$25,890.00	\$32,655.00	3 weeks	
William Reichenbach Co.	Yes, Okemos MI	\$28,485.00	\$38,390.00	1 working week for each area	If bonding is required (+) \$670 to the base

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LANSING TILE FOR THE CARPET REPLACEMENT AT THE HUMAN SERVICES BUILDING ADMIN OFFICE AREA

WHEREAS, the carpet has deteriorated and outlived its useful life, showing wear and needs to be replaced as a part of the office renovations; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Lansing Tile a local vendor, who submitted a responsive and responsible proposal of \$56,000 for carpet replacement at the Human Services Building Admin Office area; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2022 CIP Health Department Carpet Replacement from the General Fund which has a balance of \$50,000 and the approved 2022 CIP Health Department Office Construction from the General Fund which has a balance of \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Lansing Tile, 2210 Apollo Drive, Lansing, Michigan 48906, for the carpet replacement at the Human Services Building Admin Office area for an amount not to exceed \$58,000 which includes a \$2,000 contingency.

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 9b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 4, 2022

RE: Resolution to Authorize an Agreement with Trane U.S. Inc., for the Replacement of Multiple Units and Upgrade Tracer Summit at Several Ingham County Buildings

For the meeting agendas of: January 18 & 19

BACKGROUND

There are three Roof Top Units at Forest Community Health Center (FCHC) that are failing and need to be replaced. The cost to replace the three units is \$167,653. Facilities is requesting a contingency of \$2,000 for any unforeseen circumstances.

There are 15 Roof Top Units at the Ingham County Family Center (ICFC) that are failing and need to be replaced. The cost of the 15 units is \$418,700. Facilities is requesting a contingency of \$1,200 for any unforeseen circumstances.

The Liebert unit that is in the Server Room at the Human Services Building (HSB) is failing and in need of replacement. The cost is \$34,140. Facilities is requesting a contingency of \$2,860 for any unforeseen circumstances. Funding will be from HSB Operating Fund and the Equipment Revolving Fund.

The Tracer Summit Software and equipment for the HVAC controls for the Mason Courthouse and Hilliard Building is in need of upgrades to properly control the HVAC systems. The cost is \$46,000. Facilities is requesting a contingency of \$3,500 for any unforeseen circumstances.

Trane U.S. Inc., who is on the cooperative Omnia Contract, therefore three quotes are not required per the Ingham County Purchasing Policy, submitted all the proposals which include materials, engineering, installation labor, training, and warranty. The grand total not to exceed amount is \$676,053.

ALTERNATIVES

The alternative would be to not go forward with part or all of the replacements and upgrades, costing more as there will be a substantial cost increase in 2022 if we hold off.

FINANCIAL IMPACT

Funds are available from the approved 2022 CIP's.

Project	Beginning Balance	Current Amount	Requested Amount	Remaining Balance
FCHC: 245-60199-976000-22F01	\$170,000	\$170,000	\$169,653	\$347
Public Imp. Fund				

ICFC: 245-66299-976000-22F03	\$420,000	\$420,000	\$419,900	\$100
Public Imp. Fund				
HSB: 631-23304-978000-22F05	\$31,450	\$31,450	\$31,450	\$0
HSB Operating				
HSB: 664-60199-935000-22F05	\$5,550	\$5,550	\$5,550	\$0
Equip. Rev. Fund				
HRB/CH: 245-90210-976000-22F04	\$60,000	\$60,000	\$49,500	\$10,500
Public Imp. Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Trane U.S. Inc., for the replacement of multiple units and Tracer Summit upgrades at several Ingham County Buildings.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE U.S. INC., FOR THE REPLACEMENT OF MULTIPLE UNITS AND UPGRADE TRACER SUMMIT AT SEVERAL INGHAM COUNTY BUILDINGS

WHEREAS, three roof top units at Forest Community Health Center (FCHC) are failing and need to be replaced for a cost of \$167,653; and

WHEREAS, 15 roof top units at the Ingham County Family Center (ICFC) are failing and need to be replaced for a total cost of \$418,700; and

WHEREAS, the Liebert unit in the Server Room at the Human Services Building (HSB) is failing and in need of replacement for a cost of \$34,140; and

WHEREAS, the Tracer Summit software and equipment for the HVAC controls for the Mason Courthouse and Hilliard Building is in need of upgrades to properly control HVAC systems for a cost of \$46,000; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the Omnia co-operative contract do not require three quotes; and

WHEREAS, Trane U.S. Inc., is on the Omnia contract; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Trane U.S. Inc. , who submitted proposal of \$666,493 for the replacement of three roof top units at FCHC, 15 roof top units at ICFC, the Liebert unit in the HSB server room and Tracer Summit upgrades for the Mason Courthouse and Hilliard Building; and

WHEREAS, the Facilities Department is requesting the following contingencies; \$2,000 at FCHC; \$1,200 at ICFC; \$2,860 at HSB; and \$3,500 for Tracer Summit upgrades; and

WHEREAS, funds are available in the approved 2022 CIP for FCHC line item #245-60199-976000-22F01 Public Imp. Fund which has a balance of \$170,000; and

WHEREAS, funds are available in the approved 2022 CIP for ICFC line item #245-66299-976000-22F03 Public Imp. Fund which has a balance of \$420,000; and

WHEREAS, funds are available in the following approved 2022 CIP's for HSB line item #631-23304-978000-22F05 HSB Operating Fund which has a balance of \$31,450 and line item #664-60199-935000-22F05 Equip. Revolving Fund which has a balance of \$5,550; and

WHEREAS, funds are available in the approved 2022 CIP for Tracer Summit upgrades line item #245-90210-976000-22F04 which has a balance of \$60,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911 for the replacement of; three roof top units at Forest Community Health Center for an amount not exceed \$169,653 which includes a \$2,000 contingency; 15 roof top units at the Ingham County Family Center for an amount not to exceed \$419,900 which includes a \$1,200 contingency; the Liebert unit in the Human Services Building server room for an amount not to exceed \$37,000 which includes a \$2,860 contingency; Tracer Summit software and equipment at the Mason Courthouse and Hilliard Building for an amount not to exceed \$49,500 which includes a \$3,500 contingency; for a grand total not to exceed amount of \$676,053.

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 9c

TO: County Service and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 4, 2022

SUBJECT: Release of Fire Suppression HFC-227 in Hilliard IT Server Room

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

During a standard routine maintenance of the Liebert CRAC unit in the IT Server Room at the Hilliard Building, the onsite tech ran diagnostics of Unit 2. While running through the heating mode, oil on the coil began to smoke triggering a chain of events that lead to the fire suppression system's release of flame retardant (HFC-227). This caused the servers and the fire suppression system to go down and needed to be remedied as quickly as possible.

Due to the life safety and equipment concerns, an emergency purchase order was issued to Boynton Fire Safety Services, LLC. for a total cost of \$19,500 which includes the service call, materials, pick up, delivery, and installation of the recharged cylinder (HFC-227).

Funds for this purchase are available in Line Item 101-23303-931000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill
Facilities Director

Agenda Item 9d

TO: County Service and Finance Committee

FROM: Rick Terrill, Facilities Director

DATE: January 4, 2022

SUBJECT: Temporary Electric Service for COVID Test Site at Human Services Building

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

Temporary electrical service was needed for the COVID-19 testing site that is in the parking lot of the Human Services Building. The testing site has running water, bathroom, and electrical heat that is running on a diesel generator. Due to the colder temperatures it has become costly and uneconomical to run 24/7 therefore needing electrical service.

Centennial Electric submitted a proposal of \$7,200 to permit, install, and remove service when it is no longer needed.

Funds for this purchase are available in line item 286-13200-818000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill
Facilities Director

Agenda Item 10a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: January 4, 2022

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with Bergmann and to Enter into a 2nd Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road

For the meeting agendas of January 18, 19 and 25

BACKGROUND

The Ingham County Road Department (ICRD) has recently been awarded Highway Safety Improvement Program (HSIP) funding to perform a road diet on Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue and Birch Row Drive in Section 6 of Meridian Township. The scope of work includes converting Lake Lansing Road from a four-lane cross section to a three-lane cross section, geometric improvements at the Lake Lansing Road/Towar Avenue/Birch Row Drive intersection, and signal replacement with pedestrian push buttons. The HSIP funding is capped at \$600,000 for eligible construction costs. This funding is ineligible for use on design costs.

Previously, the City of East Lansing obtained funding through various sources, including the Ingham County Regional Trails and Parks Millage Fund to supplement the project funding at the intersection named above. The current funding available through the City of East Lansing's grant sources is approximately \$400,000 of which a portion can be used for design costs. Bergmann is currently under contract with the City of East Lansing to perform the design of the intersection. Due to the recent award of federal HSIP funding, the lead agency responsibility transferred to the Road Department, requiring Bergmann to enter into an engineering services contract with the County.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county. Five consultants were selected and approved by the County Board of Commissioners (Resolution #19-299). In 2021, the Ingham County Board of Commissioners extended the retention of the previously selected consultants for as-needed engineering design services through 2023 (Resolution #21-609).

Upon Road Department and City of East Lansing review and recommendation, Bergmann has a significant expertise and understanding of the scope of work for this project based on their current contract with the City of East Lansing to prepare a safety analysis for the various intersection alternatives. Pursuant to Board Resolutions #19-299 and #21-609, the Road Department obtained a proposal from Bergmann for \$132,690 of which the City of East Lansing has committed to funding \$50,000 of the engineering design costs.

ALTERNATIVES

None. The Road Department and the City of East Lansing do not have the staff available to perform the design services for this project.

FINANCIAL IMPACT

Bergmann provided a fee proposal of \$132,690 to perform engineering design services for the Lake Lansing Road project. In addition to this fee, the Road Department requests a 10% contingency for unidentified costs associated with the design portion of the project, such as additional work required by the Drain Office. The total design contract cost with the contingency included is \$146,000. This design fee equates to 13% of the estimated construction costs for the Lake Lansing Road project, which aligns within the anticipated budget range for these types of services. The City of East Lansing has committed to funding \$50,000 of the design costs. The remaining design costs are included in the 2022 Road Fund Budget. Construction related costs will be included in the 2023 Road Fund Budget and will be supplemented by the City of East Lansing's grants.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from Bergmann for the Lake Lansing Road project and to enter into a 2nd party agreement with the City of East Lansing.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH
BERGMANN
AND
TO AUTHORIZE A 2ND PARTY AGREEMENT WITH THE CITY OF EAST LANSING
FOR
THE LAKE LANSING ROAD PROJECT FROM ABBOT ROAD TO HAGADORN ROAD**

WHEREAS, the Ingham County Road Department has recently been awarded Highway Safety Improvement Program funding to perform a road diet on Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue, and Birch Row Drive in Section 6 of Meridian Township; and

WHEREAS, the Highway Safety Improvement Program provides funding for 80% of construction costs up to a capped amount of \$600,000 for eligible construction items, with the Road Department being responsible for the remaining funding match, design engineering, construction engineering, and right of way costs; and

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

WHEREAS, the costs associated with the local funding match for the Highway Safety Improvement Program and the construction engineering will be included in the 2023 Road Fund Budget; and

WHEREAS, the City of East Lansing has obtained \$400,000 in funding through various sources, including the Ingham County Regional Trails and Parks Millage Fund, of which a portion can be used for engineering design costs; and

WHEREAS, the City of East Lansing has committed to funding \$50,000 of the engineering design costs for this project, with the remaining portion of the available grant funding to be applied to the construction phase of the project; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from the Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #19-299 and extended through 2023 in Resolution #21-609; and

WHEREAS, Road Department and City of East Lansing staff reviewed the proposals for experience, expertise, proposed labor rates, and overall value to the county; and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorizes an engineering design services contract with Bergmann to provide professional engineering services on the Lake Lansing Road Project from Abbot Road to Hagadorn Road; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 10% contingency for unidentified costs associated with the design portion of the project, such as additional work required by the Drain Office; and

WHEREAS, the County on behalf of the Road Department, will enter into a second party agreement with the City of East Lansing to define funding responsibilities for the engineering design and construction phases of the Lake Lansing Road Project from Abbot Road to Lake Lansing Road.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Lake Lansing Road Project from Abbot Road to Hagadorn Road with Bergmann located at 7050 West Saginaw Highway, Suite 200, Lansing, MI 48917, for the not to exceed fee of \$146,000, which includes a 10% contingency.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second party agreement with the City of East Lansing for \$50,000 to be applied towards the engineering design services contract with the remaining \$350,000 of their grant funding to be applied towards the construction phase of the Lake Lansing Road Project from Abbot Road to Hagadorn Road.

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

TO: County Services Committee

FROM: Thomas Husby, Sign And Signal Supervisor, Road Department

DATE: January 4, 2022

SUBJECT: Proposed Resolution To Approve Stop Sign Traffic Control Orders
Meadow Ridge Subdivision, Section 20, Delhi Township

For The Meeting Agendas Of January 18 And 25

BACKGROUND

This memo and the accompanying resolution are offered to recommend new intersection control signage to be placed at public road intersections in the following subdivision: Meadow Ridge Subdivision, Section 20, Delhi Township. Upon Board approval of the Stop Sign Traffic Control Order (TCO), stop signs will be placed at the following intersection locations: Parakeet Lane and Ladderback Drive, Parakeet Lane and Hollowbrook Drive, Mockingbird Lane and Hollowbrook Drive, Hollowbrook Drive and Ladderback Drive, Bittern Drive and Nightingale Drive, Skylar Drive and Nightingale Drive, and Kestrell Drive and Ladderback Drive. The TCO will be prepared by the Road Department, executed by the Board Chair, and then filed with the County Clerk so the new signs will be lawful. The Road Department will then install the signs.

FINANCIAL IMPACT

For newer subdivisions, the costs associated with the signs and installation are funded by the subdivision developers. In older subdivisions, existing intersections are revisited as yard improvements and/or landscape growth impact sight distances. In many instances, the original intersection controls need to be upgraded, typically from yield signs to stop signs, or from unsigned to stop controlled. Additionally, urban fill-in and redevelopment can greatly change the traffic patterns at an existing intersection, which could lead to revisions to existing traffic control. Costs to upgrade signs in an older subdivision or modify existing intersection signage due to redevelopment are typically absorbed by the Road Department budget.

BACKGROUND

Engineering staff from the Road Department review subdivision intersections to determine and recommend traffic control signs which are appropriate for the existing conditions. Reviewed conditions include, but are not limited to, available sight distance, individual approach traffic volumes, directional approach volumes, and crash history. Typically traffic control signs are placed on the approach(es) which motorists would more naturally feel the need to stop, such as on the base leg of a T-intersection, or on any side-street approach to the main or more heavily traveled (collector) street. Control signs should never be placed where not warranted, or for speed control, as this fosters disrespect and lack of compliance for all traffic control signs, thus violating directives provided by the traffic control manual Michigan statute requires (MCL 257.610).

The reason for this memo is to recommend approval of the attached resolution for a Traffic Control Order for Stop Signs at various locations listed in this resolution and to request authorization for the Board Chairperson to execute the prepared Traffic Control Orders. After the executed Traffic Control Orders are filed with the County Clerk, the new traffic control signs will be installed and will have the force of law.

RECOMMENDATION

Approval of the attached resolution to authorize Traffic Control Orders for stop signs in Meadow Ridge Subdivision, Section 20, Delhi Township is recommended.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
STOP SIGN TRAFFIC CONTROL ORDERS
FOR MEADOW RIDGE SUBDIVISION,
SECTION 20, DELHI TOWNSHIP**

WHEREAS, the Ingham County Road Department is responsible for placing, maintaining, and, when conditions warrant, upgrading county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development, and other current conditions of the given intersection; and

WHEREAS, the Road Department has reviewed the various intersections in Meadow Ridge subdivision in Section 20 of Delhi Township and find that certain intersections therein, listed below in this resolution, should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Parakeet Lane for eastbound and westbound traffic on Ladderback Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Parakeet Lane for eastbound and westbound Hollowbrook Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Mockingbird Lane for eastbound and westbound traffic on Hollowbrook Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Hollowbrook Drive for eastbound and westbound traffic on Ladderback Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Bittern Drive for northbound and southbound traffic on Nightingale Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Skylar Drive for northbound and southbound traffic on Nightingale Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Kestrell Drive for eastbound and westbound traffic on Ladderback Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the necessary Traffic Control Orders on behalf of the Board of Commissioners and filing of the same with the County Clerk.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated January 4, 2022, as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: January 4, 2022

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP
2021-153	GA HUNT EXCAV	SANITARY	BRYNFORD AVE	LANSING
2021-154	NCI WAVERLY	DEVELOPMENT	WAVERLY RD	LANSING
2021-326	METRO FIBERNET	CABLE	OKEMOS RD	MERIDIAN
2021-384	CONSUMERS	GAS	WAVERLY RD	LANSING
2021-508	METRO FIBERNET	CABLE	HAMILTON RD	MERIDIAN
2021-569	CONSUMERS	GAS	HOWELL RD	ALAIEDON
2021-594	CONSUMERS	GAS	OKEMOS RD	MERIDIAN
2021-618	CONSUMERS	LAND DIVISION	MILTON RD	WILLIAMSTOWN
2021-640	EVERSTREAM	CABLE	BASE LINE RD	ONONDAGA
2021-642	FRONTIER	CABLE	DEXTER TRAIL	STOCKBRIDGE
2021-643	COMCAST	CABLE	HAGADORN RD	MERIDIAN
2021-649	FRONTIER	CABLE	BURKLEY RD	WHEATFIELD
2021-650	FRONTIER	CABLE	HOWELL RD	WHEATFIELD
2021-662	VISION QUEST CONS	SANITARY	PATIENT CARE DR	DELHI
2021-667	CONSUMERS	GAS	SAGINAW ST	LANSING
2021-669	CONSUMERS	GAS	WOODWORTH AVE	DELHI
2021-670	CONSUMERS	GAS	FOSTER AVE	LANSING
2021-671	CONSUMERS	GAS	SHAWNEE TRAIL	MERIDIAN
2021-672	CONSUMERS	GAS	OKEMOS RD	MERIDIAN
2021-673	CONSUMERS	GAS	BROGAN RD	STOCKBRIDGE
2021-674	CONSUMERS	GAS	DELL RD	DELHI

2021-675	FRONTIER	CABLE	SWAN RD	WHITE OAK
2021-676	CONSUMERS	GAS	EASTWOOD DR	MERIDIAN
2021-677	CONSUMERS	GAS	ONONDAGA RD	ONONDAGA
2021-680	CONSUMERS	GAS	CORWIN RD	WHEATFIELD
2021-681	CONSUMERS	GAS	DALLAS AVE	DELHI
2021-682	CONSUMERS	GAS	DALLAS AVVE	DELHI
2021-686	CONSUMERS	GAS	HARWICK DR	LANSING
2021-688	CONSUMERS	GAS	DEAN AVE	DELHI
2021-689	CONSUMERS	GAS	WEMPLE AVE	DELHI
2021-690	CONSUMERS	GAS	EIFERT RD	DELHI
2021-691	CONSUMERS	GAS	TRIANON TRAIL	DELHI
2021-692	CONSUMERS	GAS	OAKCLIFF LN	LANSING
2021-693	CONSUMERS	GAS	HULETT RD	MERIDIAN
2021-694	CONSUMERS	GAS	PENOBSCOT DR	MERIDIAN
2021-695	CONSUMERS	GAS	SMALL ACRES LN	MERIDIAN
2021-696	CONSUMERS	GAS	MEADOWLAWN DR	DELHI
2021-697	CONSUMERS	GAS	MANITOU DR	MERIDIAN
2021-698	CONSUMERS	GAS	CHIPPEWA DR	MERIDIAN
2021-700	CONSUMERS	ELECTRIC	EDGAR RD	DELHI
2021-701	ZAYO	CABLE	OKEMOS RD	MERIDIAN
2021-703	CONSUMERS	CABLE	OKEMOS RD	MERIDIAN
2021-705	CONSUMERS	GAS	MICHIGAN AVE	LANSING
2021-706	CONSUMERS	ELECTRIC	GILBERT RD	DELHI
2021-708	CONSUMERS	GAS	STONEYCROFT DR	MERIDIAN
2021-709	AT & T	CABLE	FAIRVIEW AVE	LANSING
2021-710	AT & T	CABLE	MT HOPE RD	MERIDIAN
2021-711	AT&T	CABLE	GRACE ST	LANSING
2021-714	LBWL	SOIL BORINGS	KALAMAZOO ST	LANSING
2021-720	CONSUMERS	GAS	INGALLS RD	LESLIE
2021-721	CONSUMERS	GAS	COLUMBIA ST	MERIDIAN

2021-724	FRONTIER	CABLE	GRAMER RD	LEROY
2021-725	FRONTIER	CABLE	HOLT RD	WHEATFIELD
2021-728	CONSUMERS	GAS	WAVERLY HILLS RD	LANSING
2021-730	CONSUMERS	GAS	FOSTER AVE	LANSING
2021-731	CONSUMERS	GAS	HAYFORD AE	LANSING
2021-732	CONSUMERS	GAS	HAYFORD AVE	LANSING
2021-733	IC DRAIN OFFICE	DRAIN	VARIOUS	MERIDIAN
2021-742	GA HUNT EXCAV	SANITARY	JOLLY RD	MERIDIAN
2021-743	METRO FIBERNET	ANNUAL BLANKET	VARIOUS	VARIOUS
2021-749	CONSUMERS	ELECTRIC	NIMS RD	BUNKER HILL
2021-751	AT & T	CABLE	FOSTER AVE	LANSING
2021-752	ACD NET	CABLE	HASLETT RD	MERIDAIN
2021-753	ACD NET	CABLE	SILVERSTONE WAY	MERIDIAN
2021-756	FRONTIER	CABLE	OLD PLANK RD	ONONDAGA
2021-758	COMCAST	CABLE	GREEN RD	MERIDIAN
2021-759	COMCAST	CABLE	JOLLY OAK RD	MERIDAIN
2021-760	CONSUMERS	GAS	HAMILTON RD	MERIDIAN
2021-761	CONSUMERS	GAS	HAGADORN RD	ALAIEDON
2021-763	CONSUMERS	GAS	GOULD RD	LANSING
2021-764	CONSUMERS	GAS	GROVENBURG RD	DELHI
2021-765	CONSUMERS	GAS	COLUMBIA RD	AURELIUS
2021-766	CONSUMERS	GAS	ROSEMARY ST	LANSING
2021-767	CONSUMERS	GAS	BIBER ST	MERIDIAN
2021-768	CONSUMERS	GAS	SHAW ST	MERIDIAN
2021-769	MDOT	MDOT PROJECT	BARNES RD	VEVAY
2021-770	SPEEDWAY	GROUNDWATER	KALAMAZOO ST	LANSING
2021-771	FRONTIER COMM	CABLE	KINNEVILLE RD	ONONDAGA
2021-774	CONSUMERS	GAS	MAPLE ST	DELHI
2021-775	CONSUMERS	GAS	KENMORE DR	MERIDIAN
2021-779	CONSUMERS	GAS	MARQUERITE AVE	LANSING

2021-781	MARGARET KINNEY TRUST	LAND DIVISION	HAGADORN RD	ALAIEDON
2021-782	DELHI TWP	SANITARY	GROVENBURG RD	DELHI
2021-788	CONSUMERS	GAS	WAVERLY RD	LANSING
2021-790	CONSUMERS	GAS	KINGSWOOD DR	MERIDIAN
2021-792	COMCAST	CABLE	WOODFIELD RD	MERIDIAN
2021-793	CONSUMERS	ELECTRIC	CURTICE RD	AURELIUS
2021-794	CONSUMERS	GAS	NAKOMA DR	MERIDIAN
2021-796	FRONTIER	CABLE	LINN RD	WHEATFIELD
2021-797	FRONTIER	CABLE	DIETZ RD	LOCKE
2021-798	CONSUMERS	GAS	AUBURN AVE	DELHI
2021-799	CONSUMERS	GAS	DELL RD	DELHI
2021-800	FRONTIER	CABLE	HEENEY RD	STOCKBRIDGE
2021-801	FRONTIER	CABLE	BROGAN RD	STOCKBRIDGE
2021-803	CONSUMERS	GAS	JOLLY RD	MERIDIAN
2021-804	CONSUMERS	GAS	HASLETT RD	MERIDIAN
2021-805	CONSUMERS	ELECTRIC	MOHAWK RD	MERIDIAN
2021-808	CONSUMERS	GAS	GROVENBURG RD	DELHI
2021-809	CONSUMERS	ELECTRIC	SKYLINE DR	MERIDIAN
2021-879	EVERSTREAM	CABLE	MT HOPE RD	MERIDIAN

Director of Engineering & County Highway Engineer: _____
Kelly R. Jones

Agenda Item 11a

To: County Services Committee
CC: Eric Thelen, ICHD CFO

From: Kelli Zurek, Correctional Health Administrator

Date: January 6, 2022

Subject: Authorization to start an ICEA County Professional Employee at step 5

BACKGROUND

Recruitment of a registered nurse for the day position at the Ingham County Jail has concluded with a selection of a candidate to fill the position. The chosen candidate has asked to be compensated at step 5 of the Ingham County Employees Association for Professional Employers (ICEA Professional) wage scale (see below). Article 28 of the Ingham County Employees' Association for County Professional Employees (ICEA County Pro) allows that a new ICEA County Pro employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

The selected candidate has a broad range of experience from various clinical care settings. However, the majority of her nursing career has been in correctional health. She has a total of 7.1 years' experience in correctional medicine. She has extensive nursing skills, including conducting health assessments, patient triage, addressing medical emergencies, wound care, medication administration, and venipuncture. In addition, she has administrative experience, as she has managed a clinical care team in the correctional setting. This candidate has the qualifications to be a successful member of the Jail Medical team. Given her experience and performance during our interview process, we believe that Sarah Cummings, R.N. would make an excellent addition to our staff and request authorization to hire at Step 5.

ALTERNATIVES

The chosen candidate has indicated a willingness to accept an offer to fill the Day Registered nurse position at the Ingham County Jail. If no agreement regarding salary is reached, then the nurse-staffing search, and shortage, will continue.

FINANCIAL IMPACT

The Registered Nurse position at the Ingham County Jail is classified as an ICEA County Professional position with the following pay scale for 2022:

Jail Nurse	Eff. 1/1/2022
Step 1	\$68,864.75
Step 2	\$72,085.31
Step 3	\$75,453.73
Step 4	\$78,977.39
Step 5	\$82,689.33

The additional cost of starting at Step 5 will be covered by the savings related to the vacant positions in the jail medical unit.

OTHER CONSIDERATIONS

Filling positions for Registered Nurses at the Ingham County Jail has been challenging. The national talent shortage for clinical staff due to the COVID-19 pandemic has further exacerbated this staffing challenge. The position for a day shift registered nurse has been open for over a year and no qualified applicants have applied until now.

This candidate presented with experience and a clear understanding of correctional healthcare. Members of the Jail Medical division team interviewed her and she was a consensus choice based on her knowledge and experience. She would be an excellent candidate for the position. The Human Resources Director supports Ms. Cummings starting at Step 5 based upon her qualifications and experience, particularly her experience in correctional medicine.

RECOMMENDATION

Based on the knowledge, skills and expertise of the chosen candidate, I respectfully recommend that the County services Committee approve the selected Registered Nurse candidate to begin at Step 5 of the ICEA County Professional wage scale for registered nurses.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: January 5, 2022
SUBJECT: American Rescue Plan Act Second Tranche Discussion
 For the meeting agendas of January 18, 19

BACKGROUND

The second tranche of ARP funds, \$28,398,219, will arrive May/June of 2022. There is currently \$157,811 unallocated first tranche funds, leaving total remaining ARP funds of \$28,556,030. The current proposed allocation is as follows:

Revenue		
Tranche 2 May 2022 - Dec 2026		\$28,398,219
Tranche 1 Uncommitted		\$ 157,811
ARP Revenue Remaining		\$28,556,030
Expense	Proposed	Committed
Revenue Reimbursement	\$ 4,000,000	\$ 3,000,000
Housing Trust Fund	\$ 9,000,000	\$ -
Child and Family Charities	\$ -	\$ 3,000,000
Sewer/Water/Broadband Revolving Loan Fund	\$ 8,800,000	\$ -
Additional Staffing	\$ 738,578	\$ -
Total Tranche II Proposed	\$22,538,578	
Total Tranche II Committed		\$ 6,000,000
Total Tranche II Expenditures (Proposed + Committed)		\$28,538,578
ARP Final		\$ 17,452

Committed funds include:

- \$3,000,000 Revenue Reimbursement – utilized to balance the 2022 budget
- \$3,000,000 to Child and Family Charities – contingent on raising \$3,000,000 in matching funds.

Proposed \$22.5 million include:

- \$4,000,000 Revenue Reimbursement – proposed to offset future budget deficits.
- \$9,000,000 Housing Trust Fund – low interest revolving loans, new construction of moderately priced units, etc.
- \$8,800,000 Sewer/Water/Broadband Revolving Loan Fund – low interest revolving loans for townships/cities/villages which have requested over \$57 million in ARP funding for infrastructure projects. Would also include septic repairs.
- \$738,478 Additional Staffing – covers cost of new ARP related positions (accountant, foreclosure specialist, fair maintenance worker) through 2024.

Additional requested/proposed projects:

- Vaccination incentive program - \$1,000,000 estimate
- Park Development - \$3,000,000
- Stormwater management (Rayner Drain) - \$1,500,000 - \$2,000,000 estimate
- Mason Courthouse armed security - \$80,000/year
- Public Defender's Office client assistance - \$50,000 - \$75,000
- Additional school-based health centers - \$600,000/school
- IT Upgrades - \$2,000,000 - \$4,500,000
- Mason Courthouse 3rd Floor security upgrades - \$100,000

We would like to discuss prioritizing the remaining ARP funds and identifying any additional projects/initiatives of interest.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: January 10, 2022
SUBJECT: Resolution to Approve a Letter of Agreement between Ingham County and Capitol City Labor Program, Corrections Unit, for COVID-19 Related Use of Leave Time
For the meeting agenda of January 18

BACKGROUND

The Omicron variant is having a significant impact on the Sheriff's Office operations, especially Corrections. CCLP requested that we agree to a Letter of Agreement (LOA) that provides CCLP Corrections members the ability to utilize any of their available accrued but unused leave time for the purposes of covering the time the employee is off of work due to COVID-19 quarantine or isolation requirements.

The LOA has been reviewed and approved by legal counsel and signed by the Sheriff's Office and CCLP.

RECOMMENDATION

Respectfully request approval of LOA.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A LETTER OF AGREEMENT
BETWEEN INGHAM COUNTY AND CAPITOL CITY LABOR PROGRAM, CORRECTIONS UNIT,
FOR COVID-19 RELATED USE OF LEAVE TIME**

WHEREAS, an agreement has been reached between Ingham County and the Capitol City Labor Program (CCLP) Corrections Unit to address access to leave time to cover necessary quarantine periods after exposure to an individual positive with COVID-19 or isolation periods after testing positive for COVID-19; and

WHEREAS, the parties wish to provide relief to Corrections employees experiencing hardship with leave time shortages as the coronavirus pandemic continues; and

WHEREAS, in order to provide this relief, a Corrections employee may utilize any of their available accrued but unused leave time for the purposes of covering the time the employee is off of work due to COVID-19 quarantine or isolation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached Letter of Agreement with the CCLP Corrections Unit regarding use of leave time for COVID-19 quarantine and/or isolation to be reviewed six (6) months from the execution of the agreement.

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

COUNTY OF INGHAM AND INGHAM COUNTY SHERIFF
AND
CAPITOL CITY LABOR PROGRAM, INC. (FOR ITS CORRECTIONS UNIT)

AGREEMENT

WHEREAS, with the ongoing coronavirus pandemic, the parties have identified a need to ensure employees in the bargaining unit have access to enough leave time to cover any necessary quarantine period after exposure to an individual positive for COVID-19 or isolation period after testing positive for COVID-19; and

WHEREAS, the parties wish to provide relief to corrections employees experiencing hardship with leave time shortages as the coronavirus pandemic continues.

NOW THEREFORE, THE PARTIES AGREE:

1. Regardless of any limitations in the collective bargaining agreement between the parties, a corrections employee may utilize any of their available accrued but unused leave time for the purposes of covering the time the employee is off of work due to COVID-19 quarantine or isolation requirements.
2. Supporting documentation from a health care provider is not required to support a quarantine period after exposure to the virus originating from the workplace. However, medical documentation would be required to support a claim of workplace exposure, including proof of a positive test, for purposes of determining workers' compensation eligibility.
3. The employee may not use such leave time for previously scheduled unrelated medical appointments/procedures, vacation or other leaves of absence unrelated to COVID-19.
4. Utilization of this leave time is to cover hours an employee is regularly scheduled to work.
5. An employee must follow established call-in/reporting procedures to notify supervision of their absence.
6. The parties agree to revisit this issue in six (6) months from the execution of this Agreement.

This Agreement is without precedence or prejudice as to any future matters between the parties.

CCLP: 

01/10/2022

Date

INGHAM COUNTY SHERIFF:



1/10/2022

Date

INGHAM COUNTY:

Date

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY
MONTH IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2022 as “Black History/Cultural Diversity Month” in Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RELEASE OF
ATTORNEY/CLIENT PRIVILEGED COMMUNICATION**

WHEREAS, the County Attorney issued an Attorney/Client privileged communication to the Ingham County Elections Commission on November 18, 2021; and

WHEREAS, the County Services Committee is requesting the release of the Attorney/Client privileged communication; and

WHEREAS, the County Attorney has determined that the release of this communication would not have a negative effect on pending litigation or other legal matters; and

WHEREAS, the County Services Committee recommends that this document be released.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the release of the Attorney/Client privileged communication from Cohl, Stoker & Toskey, P.C., dated November 18, 2021 to the Ingham County Elections Commission.



November 10, 2021

MISCELLANEOUS RESOLUTION #21-443

Sponsored By: Charles Cavell, Eileen Kowall, Robert Hoffman, Janet Jackson, Gwen Markham, Gary McGillivray, Yolanda Smith Charles

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

Chairperson and Members of the Board:

WHEREAS the Michigan No-Fault Auto Insurance Reform Act of 2019 introduced a fee schedule, which took effect on July 1, 2021, that set percentage limits on how much doctors, hospitals, clinics, institutions, and persons can be paid or reimbursed for providing treatment or care to auto accident victims; and

WHEREAS the reimbursement rates under the Michigan No-Fault medical fee schedule limit the amount payable to a health provider for treatment or services reimbursable by Medicare, limit the reimbursement rate for care providers whose treatment or services are not covered by Medicare, and limit No-Fault coverage for in-home family provided care; and

WHEREAS rates for services not provided by Medicare were reduced by 45% from what providers received in January 2019; and

WHEREAS the new law applies retroactively the changes made to a fee schedule, which is fundamentally unfair to individuals who purchased coverage and were injured in motor vehicle accidents before the No-Fault Act was amended in 2019; and

WHEREAS these fee caps affect the auto accident victims who are receiving long-term care and rehabilitation paid for by the Michigan Catastrophic Claims Association (MCCA) through the per-vehicle annual fee that all Michigan drivers were once assessed; and

WHEREAS the MCCA's 2021 Annual Statement shows its assets are over \$27 billion and its total liabilities are slightly over \$22 billion; and

WHEREAS after the updated medical fee schedules have gone into effect, auto accident victims are struggling now to access even minimal care; and

WHEREAS some patients who are not able to find long-term catastrophic care services could be forced to leave their own homes; and

WHEREAS the new law is also causing a lot of payment delays, payment denials and unnecessary hurdles which patients did not have to go through prior to July 1, 2021; and

WHEREAS even though lifetime medical benefits are still guaranteed under the new law, they are meaningless if patients have very limited or no access to them; and

WHEREAS there are many Oakland County residents, and their families, who are currently benefitting, or would in the future, from services pertaining to their care, recovery and rehabilitation from catastrophic injuries but are already directly affected if the current law is not changed; and

WHEREAS significant numbers of Oakland County medical and rehabilitation businesses that serve accident victims who are covered under this law suffer income loss and could be forced to lay off employees, or even close entirely, if this reform is not changed; and

WHEREAS already more than 18,000 individuals with spinal cord injuries, brain injuries and other catastrophic injuries in Michigan have to find another way to receive care and support because of this major change to the State's No-Fault auto insurance law; and

WHEREAS according to the Michigan Brain Injury Provider Council (MBIPC), more than 750 patients have already lost access to medical care since the changes took effect in July; and

WHEREAS at least 41 Michigan-based care companies have had to either close their doors completely or discharge patients receiving benefits via No-Fault auto insurance; and

WHEREAS these actions have already put at least 1,500 healthcare workers out of a job; and

WHEREAS this is a humanitarian crisis born from a government-mandated price fix, and only the legislature can undo it; and

WHEREAS there is bipartisan support to address the reimbursement issues, but the House and Senate leadership have so far taken what appears to be a "wait and see" approach to the July 1, 2021, fee schedule change.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners hereby urges the Michigan Legislature to amend the Michigan No-Fault Auto Insurance Reform Act to address a sustainable reimbursement cap for services provided to auto accident victims and preserve the benefits to survivors who receive long-term care paid by the Michigan Catastrophic Claims Association

BE IT FURTHER RESOLVED that the Oakland County Clerk/Register of Deeds is requested to forward copies of the adopted resolution to the Governor of the State of Michigan, the State Senate Majority and Minority leaders, the State House Speaker and Minority Leader, and the members of the Oakland County delegation to the Michigan Legislature.

Chairperson, the following Commissioners are sponsoring the foregoing Resolution: **Charles Cavell, Eileen Kowall, Robert Hoffman, Janet Jackson, Gwen Markham, Gary McGillivray, Yolanda Smith Charles.**



David Woodward, Commissioner

Date: November 16, 2021



Lisa Brown, County Clerk / Register of Deeds

Date: November 16, 2021

COMMITTEE TRACKING

2021-10-28 Full Board - Introduced and Referred to LAGO

2021-11-02 Legislative Affairs & Government Operations - recommend to Board
2021-11-10 Full Board

VOTE TRACKING

Motioned by Commissioner Christine Long seconded by Commissioner Kristen Nelson to adopt the attached Resolution: Urging State Legislature to Amend the Michigan No-Fault Auto Insurance Reform Act to Address a Reimbursement Cap for Auto Accident Victims.

Yes: David Woodward, Michael Gingell, Michael Spisz, Karen Joliat, Kristen Nelson, Eileen Kowall, Christine Long, Philip Weipert, Gwen Markham, Angela Powell, Chuck Moss, Marcia Gershenson, Yolanda Smith Charles, Charles Cavell, Penny Luebs, Janet Jackson, Robert Hoffman, Adam Kochenderfer (18)

No: None (0)

Abstain: None (0)

Absent: (0)

The Motion Passed.

ATTACHMENTS

None

STATE OF MICHIGAN)
COUNTY OF OAKLAND)

I, Lisa Brown, Clerk of the County of Oakland, do hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Oakland County Board of Commissioners on November 10, 2021, with the original record thereof now remaining in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of the Circuit Court at Pontiac, Michigan on Wednesday, November 10, 2021.

A handwritten signature in black ink, appearing to read "Lisa Brown", with a stylized flourish at the end.

Lisa Brown, Oakland County Clerk / Register of Deeds