

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, MARCH 1, 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 [February 15, 2022](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the [Smith and Oesterle](#) Drain
2. Farmland and Open Space Preservation Board – Resolution to Authorize a Three-Year Extension to the Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct [Mapping Services](#) for the Farmland and Open Space Selection Criteria of the Farmland and Open Space Preservation Board
3. Parks Department – Resolution to Approve of the [Reorganization](#) of the Ingham County Parks Department (*Discussion*)
4. Animal Control and Shelter – Proposed [Reorganization](#) of the Office Staff of Ingham County Animal Control and Shelter (*Discussion*)
5. Facilities Department – Resolution to Authorize an Agreement with [Laux Construction](#) for the Remodel of the Circuit Court Clerk's Office on the Third Floor of the Historical Mason Courthouse
6. Innovation & Technology Department
  - a. Resolution to Approve the Lease of Dark Fiber from [Zayo Group](#)
  - b. Resolution to Approve the Uninterruptable Power Supply Support Contract from [CDWG](#)
7. Road Department
  - a. Resolution to Amend an Engineering Services Agreement for the [Okemos Road](#) Project with Fishbeck
  - b. Resolution to Authorize an Agreement with the Lansing [Board of Water & Light](#) for Emergency Traffic Signal Maintenance

- c. Resolution to Authorize the Purchase of 2022 Seasonal Requirement of [Emulsified Asphalt](#)
  - d. Resolution to Authorize the Purchase of 2022 Seasonal Requirement of Hot Mix [Asphalt Mixtures](#)
8. Controller's Office
- a. Resolution to Amend the Drain Commissioner's [Fee Schedule](#) to Address Aerial Drain Crossing Permit and Inspection Fees
  - b. Resolution to Approve an [Alternate Work Site](#) Policy

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE  
February 15, 2022  
Draft Minutes

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

Members Absent:     None.

Others Present:     Jeffrey Clark, Tiffany Nordé, Tony Willis, Dillon Rush, Bob Trezise, Bonnie Toskey, Barb Davidson, Becky Bennett, Gregg Todd, Kylie Rhoades and others.

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

Approval of the February 1, 2021 Minutes

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

Additions to the Agenda

9.     Controller's Office
  - b.     Veterans Affairs Director Severance
10.    Board of Commissioner's Office
  - c.     Resolution Honoring Ingham County Treasurer Eric Schertzing on the Event of His Retirement
12.    Controller's Office - Collective Bargaining Pursuant to MCL 15.268(c) (Closed Session)
11.    Board Referral
  - b.     Letter from Chair of Finance Committee

Limited Public Comment

Tiffany Nordé, LEAP One and All Alumn, stated she was a business owner in Reo Town. She further stated that the program had resulted in an established physical location for her business.

Ms. Nordé had stated that she had previously lost her job before the COVID-19 pandemic. She further stated that teaching dance classes had been a side job that had transitioned into a full time occupation.

Ms. Nordé stated that she had previously been part of the SpringGR program in Grand Rapids, Michigan. She further stated that LEAP One and All had been described as a similar program that included teaching, and mentorship.

Ms. Nordé stated that the LEAP One and All program had provided her an individual mentor who had provided guidance. She further stated she and her mentor had participated in a separate business mentorship program after LEAP One and All had ended.

Ms. Nordé stated the One and All program had given her the confidence to pursue additional competitions. She further stated that she was one of 25 individuals who had won a \$25,000 grant from a national competition.

Ms. Nordé stated that she secured a physical location with the grant and opened business called Rock The Block in Reo Town. She further stated that the space was used to host dance classes as well as party rental.

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

3. Environmental Affairs Commission – Resolution to Authorize a Contract with Bureau Veritas Technical Assessments LLC for an Energy Audit of County Facilities
4. Potter Park Zoo – Notice of Emergency Water Main Repair
5. Facilities Department
  - a. Resolution to Authorize a Purchase Order to FD Hayes Electric Co. for the Electrical Work for the New Modular Furniture Cubicles in the Health Department Admin Area
  - b. Resolution to Authorize a Purchase Order to Knight Watch Inc. for a New Door Access Swipe and Upgrading Intercom System as Part of the 9-1-1 Center’s Remodel Project
6. Health Department
  - a. Authorization to Start a Managerial/Confidential Employee at Grade 16 Step 5
  - b. Resolution to Convert Position #601398 (Disease Control Nurse) from .5 FTE to .75 FTE
7. Road Department
  - a. Resolution to Approve and Certify the Ingham County 2021 Public Road Mileage Certification
  - b. Resolution to Amend the Acceptance of Silverstone Way within the Silverstone Estates Subdivision as a Public County Road
8. Human Resources Department – Resolution to Authorize Enrollment in Davenport University’s Certificate of Management Program (Cohort Three)

10. Board of Commissioners
  - a. Resolution to Amend the Board Rules
  - b. Resolution Reaffirming the Board of Commissioners' Authority to Appoint, Employ, and Remove Certain Positions
  - c. Resolution Honoring Ingham County Treasurer Eric Schertzing on the Event of His Retirement

THE MOTION CARRIED UNANIMOUSLY.

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

1. Farmland and Open Space Preservation Board – Interviews

Jeffrey Clark interviewed for the agricultural position on the Ingham County Farmland and Open Space Preservation Advisory Board.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. CELENTINO, TO RECOMMEND THE APPOINTMENT OF JEFFREY CLARK FOR THE AGRICULTURAL POSITION OF THE FARMLAND AND OPEN SPACE PRESERVATION BOARD.

THE MOTION CARRIED UNANIMOUSLY.

2. Lansing Area Economic Partnership – ARP Status and Annual Presentation

Bob Trezise, Lansing Economic Area Partnership (LEAP) President and CEO, stated they would review the results of the Sunrise Grant Program as well as make recommendations for stage two. He further stated that Ingham County led the State of Michigan in executing American Rescue Plan (ARP) funding to the community.

Mr. Trezise stated together Ingham County and LEAP had distributed \$8,550,000 of competitive grants to 630 businesses across Ingham County. He further stated LEAP had a process in place where applicants received independent review by three individuals with different areas of expertise.

Mr. Trezise stated the program was of one hundred percent integrity and each of the approximate 1,100 applicants were treated fairly.

Tony Willis, LEAP Chief Equity Development Officer, stated it should be noted that seventy percent of grants awarded went to underrepresented businesses in the community.

Mr. Trezise stated LEAP had originally estimated that the program would take 800 hours to implement. He further stated that the program had exceeded 3,000 hours.

Mr. Trezise stated recipients of the grants have expressed gratitude and the program had bridged a gap in a time of emergency.

Mr. Trezise stated LEAP had presented targeted grants to childcare facilities that pledged to expand capacity. He further stated that the expanded capacity allowed room for approximately 450 additional children.

Mr. Trezise stated LEAP gave impact grants to areas that had faced historic and social inequities. He further stated that Ingham had provided a significant grant to the Southwest Action Group, downtown Lansing, as well as Incubators.

Mr. Trezise stated while the goals were to help the immediate need, they also want to build sustainability within the community.

Mr. Trezise stated the approved allocation included \$450,000 that was used for the succession planning and employee cooperative exploration. He further stated this specifically reviewed how the retiring Baby Boomer generation would impact businesses.

Mr. Trezise stated \$250,000 of the approved funding accounted for various technical assistance. He further stated \$1,250,000 was reserved for a revolving loan fund at the Ingham Economic Development Corporation.

Mr. Trezise stated there was currently \$440,000 of the initial funding that had not been spent. He further stated that LEAP had two program recommendations for the remaining funds.

Mr. Willis stated LEAP would like to allocate \$300,000 to the One and All program, and \$140,000 to the Elevate program. He further stated that the Elevate program would be launched this month.

Mr. Willis stated the eight-week One and All program included education, training, business mentorship, and resulted in a \$2,500 grant. He further stated the program participants included 77% women and 67% were people of color.

Mr. Willis stated 75% of participants were from Ingham County. He further stated that the additional funding would allow the program to stay in operation for Ingham County.

Mr. Willis stated the second program, Elevate, was directed at Black-owned businesses and was in partnership with PNC Bank. He further stated that this program focused on revenue, profitability, and promise for Black-owned businesses.

Mr. Willis stated PNC Bank had committed three years of funding for eight businesses a year. He further stated LEAP would like Ingham County to support the funding of the program as well.

Mr. Trezise stated \$1,250,000 had been allocated to the revolving loan fund initially. He further stated it had since been clarified that the funds had to be spent by the end of 2024.

Mr. Trezise stated LEAP had the idea to create an Ingham County Business Booster with the available funds. He further stated the Ingham County Business Booster would serve as an incentive to draw in businesses that have demonstrated success to the County.

Mr. Trezise stated LEAP believed the Business Booster would be an excellent opportunity for economic development. He further stated that Ingham County might be the only county to offer such a program.

Commissioner Naeyaert stated that she represented a great deal of the rural community in Ingham County. She further asked if any rural businesses had been applicants to the program, and if LEAP had any recommendation for serving the rural communities.

Mr. Trezise stated that proportional amounts of the grants were distributed to the rural communities. He further stated that the rural communities had received very few applicants to meet the proportionality.

Mr. Trezise stated that the rural needs are concerned with infrastructure problems. He further stated that he believed that State ARP funding would address the presented infrastructure issues.

Commissioner Naeyaert stated she understood the need that Lansing had for assistance. She further stated available childcare in rural areas lacked greatly.

Dillion Rush, LEAP Director of Business Attraction, stated LEAP could review the data and determine who the businesses had gone through. He further stated the Ingham County Business Booster could be available countywide.

Mr. Trezise stated that the rural areas might have a better chance at utilizing the Ingham County Business Booster. He further stated they would review the data for the eight childcare facilities that had participated in the funding.

Chairperson Sebolt stated LEAP had presented 75% of the All and One participants were from Ingham County. He further asked to ensure that if approved, the funding would only be given to Ingham County participants.

Mr. Trezise stated the funding would only be spent on businesses that were physically located within Ingham County.

Chairperson Sebolt stated PNC had committed to three years of funding for the Elevate program. He further asked if Ingham County's funding would allow for more participants or additional time.

Mr. Willis stated that the duration and number of participants in the Elevate program would not change. He further stated that the funding provided by Ingham County would be used as grant incentives for Black-Owned businesses that participated in the program.

Chairperson Sebolt stated he was unclear if the Ingham County Business Booster would qualify for ARP funding eligibility.

Mr. Trezise stated LEAP believed that it did qualify. He further stated that he encouraged the County Services Committee to further review and determine if it did qualify.

Chairperson Sebolt expressed his thanks to LEAP for their participation. He further stated he believed that the County Services Committee would hold a few future discussions to determine how to handle the funds.

Mr. Trezise stated the City Pulse had published an article that stated one grant had been awarded to a fraudulent case. He further stated that LEAP had vast security processes in place.

Mr. Trezise stated that LEAP had recognized 84 attempts at fraud. He further stated that \$15,000 of the \$8.5 million had been part of the one fraudulent case.

Mr. Trezise stated the one fraudulent case had been highly sophisticated and involved several cases of identity theft. He further stated that local police and FBI were working towards tracing the strands of identity theft and money.

Chairperson Sebolt stated the fraud associated with ARP funding was not limited to Ingham County. He further stated that sophisticated criminals had taken advantage of a program that was meant to help those in need.

9. Controller's Office  
a. COVID-19 Testing Update (*Discussion*)

Gregg Todd, Controller, stated that 1,077 employees had signed up through the portal. He further stated the original resolution included the Committee would be revisited in six months, and March would mark six months.

Commissioner Maiville asked if there had been improvement with Sparrow.

Mr. Todd stated that Sparrow Occupational Health was making direct calls to the employee with results. He further stated that the County had not received any complaints.

Commissioner Grebner asked for clarification on the turnaround of the testing.

Mr. Todd stated the turnaround of COVID-19 testing was 48 hours.

Commissioner Grebner asked for clarification on the denominator of employees compared to those who had registered in the portal.

Mr. Todd confirmed that there were 1,400 employees total.

Commissioner Grebner stated there were approximately 300 employees who tested regularly.



Mr. Todd stated there were employees who worked remotely full time that were not required to test regularly.

Commissioner Grebner asked if those individuals were included in the total number of employees.

Mr. Todd confirmed that they were included in the total. He further stated that it could be reviewed to determine if the full-time remote employees had registered in the portal.

Chairperson Sebolt stated the employees who were registered had increased since the last update. He further asked if that included the Court employees.

Mr. Todd stated the total number did increase with the Court employees.

Commissioner Maiville asked for clarification on which Courts were included in that total.

Mr. Todd stated that the District Court was not included in that total. He further stated that the Circuit Court, Family Court, and Probate Court were included.

9. Controller's Office
  - b. Veterans Affairs Director Severance

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESIGNATION AND WAIVER AND RELEASE WITH NATRENAH BLACKSTOCK IN THE AMOUNT OF \$12,952.22 (EQUIVALENT OF 2 MONTHS SEVERANCE) AND AUTHORIZE THE BOARD CHAIRPERSON TO SIGN PURSUANT TO THE MANAGERIAL AND CONFIDENTIAL MANUAL.

THE MOTION CARRIED UNANIMOUSLY.

11. Board Referral
  - a. Resolution from Marquette County Board of Commissioners Supporting the Cause of Protecting Democracy, Promoting Policies that Protect Access to the Ballot for Voters and Building on the Progress of the 2020 Elections

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

11. Board Referral
  - b. Letter from Chair of Finance Committee

**Chairperson Sebolt asked the Controller to make sure this becomes a future discussion item in March.**

12. Controller's Office - Collective Bargaining Pursuant to MCL 15.268(c) (Closed Session)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, AT APPROXIMATELY 7:23 P.M., TO ENTER CLOSED SESSION TO DISCUSS COLLECTIVE BARGAINING AS PERMITTED BY MCL 15.268 ( C).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

CHAIRPERSON SEBOLT DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 7:35 P.M.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. STIVERS, TO GO WITH THE STAFF RECOMMENDATION FOR COLLECTIVE BARGAINING FOR 911.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated the Alfreda Schmidt Center would host the ongoing Veterans Story Project event on February 25, 2022 at 7 p.m. He further stated the event would focus on the Michigan Veterans Trust Fund.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:38 p.m.

**MARCH 1, 2022 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**1.     *Drain Commissioner* – *Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the Smith and Oesterle Drain***

This resolution authorizes the allocation of \$392,000 from ARP funds to fund 40% of the cost of the \$980K Smith and Oesterle Drain project. The project is in Leroy Township and, among other things, would replace +/-600 linear foot of collapsed drain that causes flooding over Frost Road. By utilizing ARP funds, the total project allocation would be:

- 40% ARP – \$392,000
- 35% County – \$343,000
- 15% Leroy Township – \$147,000
- 10% Landowners – \$98,000

The 35% County allocation would be paid through annual bond contributions.

Although the Board of Commissioners has not concluded on the allocation of second tranche ARP funds, there is currently \$8.75 million allocated to sewer/water/broadband, infrastructure, and stormwater projects such as this that are eligible for ARP funding.

See memo for details.

**2.     *Farmland and Open Space Preservation Board*– *Resolution to Authorize a Three-Year Extension to the Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Selection Criteria of the Farmland and Open Space Preservation Board***

This resolution authorizes a three-year contract with Michigan State University Remote Sensing and Geospatial Information Systems to conduct mapping services for the Farmland and Open Space selection criteria.

See memo for details.

**5.     *Facilities Department* – *Resolution to Authorize an Agreement with Laux Construction for the Remodel of the Circuit Court Clerk’s Office on the Third Floor of the Historical Mason Courthouse***

This resolution authorizes an agreement with Laux Construction for remodeling of the Mason Courthouse Circuit Court Clerk’s third floor office for safety and security of staff. The \$103,077 funding is through ARP First Tranche remaining funds.

See memo for details.

**6a. Innovation & Technology Department – Resolution to Approve the Lease of Dark Fiber from Zayo Group**

This resolution authorizes a dark fiber lease with Zayo Group to provide dedicated bandwidth to the Allen Neighborhood Clinic. The lease of dark fiber, installation, and 10 years of service in the amount not to exceed \$2,100 monthly for a total of \$252,000 over the 10-year period will be funded through the Health Center Fund.

See memo for details.

**6b. Innovation & Technology Department – Resolution to Approve the Uninterruptable Power Supply Support Contract from CDWG**

This resolution authorizes a contract through CDWG for Nationwide Power to provide batteries, capacitors, and filters on the uninterruptible power supply (UPS) in both the Mason facility datacenter and the 9-1-1 datacenter.

The funding for the \$28,492.59 quote for three years of support will come from the County's Innovation and Technology Department's Network Maintenance Fund.

See memo for details.

**7a. Road Department– Resolution to Amend an Engineering Services Agreement for the Okemos Road Project with Fishbeck**

This resolution approves an amendment to the engineering services agreement with Fishbeck for engineering design services for the replacement of two bridges on Okemos Road. The original design contract included a budget of \$194,189 with a 20% contingency for a total authorized budget of \$234,000. This budget amendment is requesting \$59,900 in additional services, adjusting the project budget to \$293,900. The total cost for the design services equates to 3.3% of the construction budget for this project.

The additional cost for these design services are included in the 2022 Road Fund Budget.

See memo for details.

**7b. Road Department– Resolution to Authorize an Agreement with the Lansing Board of Water & Light for Emergency Traffic Signal Maintenance**

This resolution authorizes an agreement with Lansing Board of Water & Light (LBWL) for emergency traffic signal maintenance for 69 signalized intersections and numerous red/yellow flashers. LBWL has been providing this service to the County since May 2002.

The annual expense for this emergency contract has consistently been less than \$10,000 per year, but is based on actual needs. The anticipated costs for the LBWL contract are included in the 2022 Road Fund Budget.

See memo for details

**7c. Road Department– Resolution to Authorize the Purchase of 2022 Seasonal Requirement of Emulsified Asphalt**

This resolution authorizes the purchase of seasonal emulsified asphalt products based on the per bid price and availability. The following bids were received and recommended:

Bit-Mat of Michigan	Delivered per gallon	Plant pickup per Gallon	Plant pickup per gallon
CRS-2M	\$2.25		
Low Track Bond		\$2.30	
AE-90			\$2.15

Michigan Paving and Materials	Plant pickup per gallon	Plant pickup per gallon
SS-1H per gallon	\$2.40	

	CRS-2M per gallon	HFRS-2M per gallon	Low Track Tac. per gallon	AE-90 per gallon
Michigan Paving and Materials	\$2.28 Delivered	N/A	\$2.60 Plant Pickup	\$2.20 Plant Pickup
Asphalt Materials	\$2.37 Delivered	\$2.37 Delivered	N/A	N/A

See memo for details

**7d. Road Department– Resolution to Authorize the Purchase of 2022 Seasonal Requirement of Hot Mix Asphalt Mixtures**

This resolution authorizes the purchase of 2022 seasonal hot mix from the following vendors based on availability of required material, trucks and location, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$3,390,000.

Reith Riley Construction 4150 S. Creyts Road Lansing, MI. 48917 and 2325 Kipp Road Mason, Mi. 48854

- 13A @ \$52.00 per ton
- 13A Top @ \$62.50 per ton
- 1100T @ \$58.00 per ton
- 36A @ \$58.50 per ton
- Flowboy trucking rate, \$185.00 per hour
- Quad-axle trucking rate, \$155.00 per hour

Michigan Paving & Materials 16777 Wood St. Lansing, Michigan 48906 and 1600 N. Elm Road Jackson, Michigan 49202

- 13A @ \$55.50 per ton
- 13A Top @ \$59.50 per ton
- 1100T @ \$56.50 per ton
- 36A @ \$ 56.50 per ton
- Flowboy trucking rate, \$165.00 per hour
- Quad-axle trucking rate, \$120.00 per hour

Capital Asphalt 3888 S. Canal Road, Lansing Michigan 48917

- 13A @ \$49.75 per ton
- 13A Top @ \$54.00 per ton
- 1100T @ \$49.75 per ton
- 36A @ \$50.00 per ton
- Winter grade 36A asphalt @ \$137.00 per ton
- Flowboy trucking rate, \$165.00 per hour
- Quad-axle trucking rate, \$135.00 per hour

See memo for details

**8a. Controller's Office– Resolution to Amend the Drain Commissioner's Fee Schedule to Address Aerial Drain Crossing Permit and Inspection Fees**

This resolution amends the Drain Commissioner's Fee Schedule to address the concern of charging communication providers a fee for aerial installations of cables/wires above drain easements.

See memo for details.

**8b. Controller's Office– Resolution to Approve the Alternate Work Site Policy**

This resolution approves a new alternate work site policy to reflect the increase in remote work. The policy was created by the Policy Review Committee consisting of representatives from the Clerk's Office, Treasurer's Office, Sheriff's Office, Circuit Court, Health Department, Controller's Office, and Human Resources.

See memo for details.

**Additional Items:**

**3. Parks Department– Resolution to Approve of the Reorganization of the Ingham County Parks Department (Discussion)**

**4. Animal Control and Shelter – Proposed Reorganization of the Office Staff of Ingham County Animal Control and Shelter (Discussion)**

## **Agenda Item 1**

**From:** Patrick E. Lindemann, Ingham County Drain Commissioner

**Re:** Resolution for American Rescue Plan Funds for Smith and Oesterle Drain

**Date:** February 15, 2022

I am requesting that the Ingham County Board of Commissioners approve the allocation of \$392,000 of American Rescue Plan (ARP) funds to the Smith and Oesterle Drain Drainage District (the “Drainage District”) for the purposes of maintenance and improvement of the Smith and Oesterle Drain (the “Drain”), located in Leroy Township.

On May 20, 2020, I received a petition requesting the maintenance and improvement of the Drain. The petition submitted is intended to alleviate the persistent and significant flooding of county road, properties and homes. The properties within the Drainage Districts are all located on septic systems and wells. The Drain also serves two county roads including Dietz Road which is a county primary road. On July 8, 2020, the petition was found necessary and conducive to the public health, convenience, or welfare by a statutory Board of Determination. The construction of the Drain is proposed for the Spring/Summer of 2022. The contractor who won the bid is preparing to begin work once the Notice to Proceed is signed.

The issues within the Smith and Oesterle Drainage District are unique in that the existing clay tile originally constructed in 1910 has now failed and is beyond its useful life. The failure of the Smith and Oesterle tile forces flooding across Frost Road and then across private property to Dietz Creek. It is no longer cost effective to continue to repair this failed and undersized system. The Drain is critical infrastructure that needs to be replaced to serve agricultural businesses adversely affected by COVID-19 including the County’s only organic dairy farm; affordable rural homes; and county road assets, including one primary road.

The Smith and Oesterle Drain Project involves the reconstruction of this critical stormwater infrastructure to restore drainage into the Dietz Creek Drain and reduce the incidence of flooding over Frost Road. The Project is designed to meet current stormwater standards and, as such, will reduce the incidence of flooding of a county road protecting the public in general, and protecting private property, homes and sanitary drain fields. The project is a long-term solution and, when complete, can be expected to last another 100 years.

The cost of this capital improvement for replacement of the drain is \$980,000. Since the Drainage District is small (4 farming operations and 20 residences) we are seeking ARP funding for 40% of the cost (\$392,000) to help offset costs to the landowners and public corporations.

Thank you for consideration of my request. I will be in attendance at your County Services meeting March 1, 2022 and Finance Committee meeting March 2, 2022, to answer any questions you might have regarding my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

# INGHAM COUNTY MICHIGAN ARPA ASSISTANCE REQUEST

## **ORGANIZATION INFORMATION**

Organization: **Smith and Oesterle Drain Drainage District**  
Location: **Ingham County**  
Primary Contact: **Patrick E. Lindemann, Ingham County Drain Commissioner**  
**707 Buhl Street, PO Box 220**  
**Mason, MI 48854**  
**(517) 676-8395 Phone**  
Signatory Contact: **Carla F. Clos, Ingham County Deputy Drain Commissioner**  
If any contact information has changed, email us at [cclos@ingham.org](mailto:cclos@ingham.org)

## **NARRATIVE**

Project Title: **Smith and Oesterle Drain Project**  
Amount Requested: **\$392,000**  
Project Start Date: **March, 2022**  
Project End Date: **Fall 2022**

### 1. Executive Summary

Provide a high-level overview of the jurisdiction's proposed use of funding including, but not limited to: the jurisdiction's plan for use of funds to promote a response to the pandemic and economic recovery, with key outcome goals.

**In recent years, increased precipitation throughout Michigan has resulted in regional flooding impacting low lying properties and county roads. As Ingham County Drain Commissioner, in the past three to five years, my office has received an unprecedented number of petitions requesting improvements to stormwater infrastructure for drains to address and relieve severe flooding, erosion, water quality and other stormwater related problems throughout Ingham County. One of the adversely impacted areas has been within the Smith and Oesterle Drain Drainage District (“Drainage District”). In May 2020 during the COVID-19 Pandemic, I received a landowners’ Petition to address flooding issues within the Drainage District, specifically flooding across Frost Road. The Petition was found necessary and conducive to the public health, convenience and welfare by an independent board of determination.**

**The issues within the Smith and Oesterle Drainage District are unique in that the existing clay tile, originally constructed over 100 years ago in 1910, has now failed and is well beyond its useful life. The failure of the Smith and Oesterle tile forces flooding across Frost Road and then across private property to Dietz Creek. It is no longer cost effective to continue to repair this failed and undersized system. The Drain is critical infrastructure that needs to be replaced to serve agricultural businesses adversely affected by COVID-19 including the County’s only organic dairy farm; affordable rural homes; and county road assets, including one primary road. The Chaffee family’s organic dairy farm has approximately 15% of the County’s dairy herd.**



**In Michigan, county drains are critical infrastructure which support millions of dollars of property values as well as agriculture. Within the Smith and Oesterle Drain District this drain supports about \$3,000,000 of taxable value which generates over \$20,000 annual revenue for the General Fund.**

**The Smith and Oesterle Drain Project involves the reconstruction of critical stormwater infrastructure to restore drainage into the Dietz Creek Drain and reduce the incidence of flooding over Frost Road. The Project is designed to meet current standards and, as such, will reduce the incidence of flooding of a county road, protecting the public in general, and protecting private property, homes and sanitary drain fields. The project is a long-term solution and, when complete, can be expected to last another 100 years. This is a long-term solution for this critical infrastructure and will evidence low maintenance costs during the 20-year term of the assessment.**

**While this Project will provide for health, convenience and welfare, it comes at a cost of \$980,000, the cost of which would normally be spread over this drainage district. The American Rescue Plan Act (“ARPA”) funding would directly offset the cost of the Smith and Oesterle Drain Project that will still largely be borne by the impacted landowners and public corporations within the Drainage District who are assessed for the cost of the Project.**

**Use of these funds for this Project is appropriate under Section 603(c)(1)(D) of ARPA as eligible uses include investment in water, stormwater, sewer and broadband infrastructure.**

**More importantly, payment for this Project is through assessments to the citizens in the Drainage District. During a recent public hearing regarding this Project, we confirmed that many of the individuals responsible for assessments are affordable rural residential or agricultural property owners (4 farms, 20 residences). Should the County Commissioners approve this request, the funds will be used to lower assessments to the citizens and the public corporations responsible for these payments. This provides property tax assistance, assisting with the County’s financial stabilization. Keep in mind that some of these citizens have already suffered from the flooding which limited access to their properties or caused property damage.**

**To assist with the consideration of this request, this Project and this Request, at a minimum, falls within the categories of “Appendix 1: Expenditure Categories” attached hereto. Specifically, this Project fits within the following categories:**

- 2.2 Household Assistance: Rent, Mortgage, and Utility Aid**
- 2.11 Aid to Tourism, Travel, or Hospitality**
- 5.6 Clean Water: Stormwater**
- 5.9 Clean Water: Non-point source**

**This Project also provides other public health and economic benefits to the community as a whole.**

## 2. Purpose of Grant

Describe in further detail your jurisdiction's intended uses of the funds, such as how your jurisdiction's approach would help support a strong and equitable recovery from the COVID-19 pandemic and economic downturn. Describe any strategies employed to maximize programmatic impact and effective, efficient, and equitable outcomes. Given the broad eligible uses of funds and the specific needs of the jurisdiction, please also explain how the funds would support the communities, populations, or individuals in your jurisdiction. Your description should address how you are promoting each of the following, to the extent they apply:

- a. Public Health (EC 1): As relevant, describe how funds are being used to respond to COVID-19 and the broader health impacts of COVID-19 and the COVID-19 public health emergency.
- b. Negative Economic Impacts (EC 2): As relevant, describe how funds are being used to respond to negative economic impacts of the COVID-19 public health emergency, including to households and small businesses.
- c. Services to Disproportionately Impacted Communities (EC 3): As relevant, describe how funds are being used to provide services to communities disproportionately impacted by the COVID-19 public health emergency.
- d. Premium Pay (EC 4): As relevant, describe the approach, goals, and sectors or occupations served in any premium pay program. Describe how your approach prioritizes low-income workers.
- e. Water, sewer, and broadband infrastructure (EC 5): Describe the approach, goals, and types of projects being pursued, if pursuing.
- f. Revenue Replacement (EC 6): Describe the loss in revenue due to the COVID-19 public health emergency and how funds have been used to provide government services.

**The intended use of the ARPA funds falls into categories of (EC-1) Public Health (EC-2) Negative Economic Impacts and (EC-5) Water, sewer, and broadband infrastructure.**

**(EC-1) There are considerable public health benefits to the Project. Homes within the district rely on septic drain fields to dispose of sewage. Septic drain fields utilize soil to filter waste constituents from sewage effluent before infiltration to the groundwater level. Failed septic drain fields are a public health issue, not only on private property but to downstream public waters.**

**The flooding in and of itself constitutes a public health issue. Mold and mildew in homes and/or failed septic drain fields is a direct public health threat. At times during the flooding, vehicles, including emergency vehicles, would not have been able to get to certain points in Ingham County due to road flooding. All of these exacerbate issues related to COVID-19. Already overwhelmed systems are further stressed by the combination of local and international health crisis.**

**(EC-2) We believe that this Project will provide a positive economic impact by protecting properties values and encouraging commerce. Upon completion of the Project, we believe that the Project will provide general economic benefits to the area reducing property damage, reducing the incidence of flooding and insuring access for residents and emergency vehicles.**

**Additionally, the farming operations with property in the district have experienced supply chain issues due to the COVID-19 pandemic. Supply chain delayed deliveries have directly affected equipment maintenance as well as the farming operations.**

**The ARPA funds will be used to directly offset the costs of the Smith and Oesterle Drain Project for the landowners and municipal corporations. This will assist those who have already suffered negative economic impacts from the COVID-19 crisis and flooding. If granted, the Drain Commissioner will reduce the apportionment of the costs to the detrimentally impacted landowners to 10% without raising the at-large apportionment to the municipal corporations.**

**(EC-5) The investment in this critical stormwater infrastructure project will significantly reduce any future costs to the district for long term maintenance and will provide long term continued service for the lands within the district as well as public roads.**

### **3. Community Engagement**

Please describe how your jurisdiction's proposed use of funds incorporates written, oral, and other forms of input that capture diverse feedback from constituents, community based organizations, and the communities themselves. Where relevant, this description must include how funds will build the capacity of community organizations to serve people with significant barriers to services, including people of color, people with low incomes, limited English proficient populations, and other traditionally underserved groups.

**During the course of Project planning, meetings were held to update those citizens in the community and township officials that needed to understand the Project, the scope of the project and the economic impact of the Project. These outreach programs were of particular benefit to those concerned about future assessments.**

**We also believe, as stated above, that this Project will encourage commerce and economic growth of agricultural properties. Not addressing the flooding may lead to other additional losses to those already sustained by the COVID-19 shut downs and supply chain issues. This would lead to further loss of business and jobs – some of which do fall within the low-income category.**

### **4. Labor Practices**

Describe workforce practices on any infrastructure projects being pursued (EC 5). How are projects using strong labor standards to promote effective and efficient delivery of high-quality infrastructure projects while also supporting the economic recovery through strong

employment opportunities for workers? For example, report whether any of the following practices are being utilized: project labor agreements, community benefits agreements, prevailing wage requirements, and local hiring.

**Michigan law requires open bidding for this infrastructure Project. In addition, the Ingham County Drain Commissioner requires that the work be done as a Prevailing Wage project, consistent with Ingham County policy.**

5. Use of Evidence

Briefly describe the goals of the project, and the evidence base for the interventions to be funded. Recipients must specifically identify the dollar amount of the total project spending that is allocated towards evidence based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), and Water, sewer, and broadband infrastructure (EC 5) Expenditure Categories.<sup>21</sup>

<sup>21</sup> Of note, recipients are only required to report the amount of the total funds that are allocated to evidence-based interventions in the areas of Public Health, Negative Economic Impacts, and Services to Disproportionately Impacted Communities that are marked by an asterisk in Appendix 1: Expenditure Categories.

**The total Project cost is \$980,000. All of this is paid for through special assessments. The goals of the Project, as provided above, are flooding abatement and to relieve public health crisis (i.e. roads impassable for emergency vehicles (ambulance, police, fire), public safety and public health. The evidence-based interventions are the Project itself and similar projects that have relieved flooding and improved the living environment throughout the State of Michigan.**

6. Table of Expenses by Expenditure Category

Please include a table listing the amount of funds to be used in each Expenditure Category (See Appendix 1).

**The requested amount of \$392,000 will be used to offset a portion of the total project cost and is not assigned to any single expenditure category.**

**Attached are the following documents for the Project:**

- **\*Appendix 1: Expenditure Categories**
- **\*Appendix 2: Evidence Based Intervention Additional Information**
- **Photographs**

\*Excerpts from “Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds”, U.S. Department of Treasury, November 15, 2021, Version: 2.1

## Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term "Expenditure Category" refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to at the summary level (e.g., EC 1) it includes all Expenditure Categories within that summary level.

<b>1: Public Health</b>	
	Vaccination A
1.2	COVID-19 Testing A
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.) *
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
<b>2: Negative Economic Impacts</b>	
	Programs * A
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* A
2.3	Household Assistance: Cash Transfers* A
2.4	Household Assistance: Internet Access Programs* A
2.5	Household Assistance: Eviction Prevention* A
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives) * A
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* A
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* A
2.14	Rehiring Public Sector Staff
<b>3: Services to Disproportionately Impacted Communities</b>	
3.2	Education Assistance: Aid to High-Poverty Districts A
3.3	Education Assistance: Academic Services* A
3.4	Education Assistance: Social, Emotional, and Mental Health Services* A
3.5	Education Assistance: Other* A

3.6	Healthy Childhood Environments: Child Care* A
3.7	Healthy Childhood Environments: Home Visiting* A
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System*
3.9	Healthy Childhood Environments: Other* A
3.10	Housing Support: Affordable Housing* A
3.11	Housing Support: Services for Unhoused Persons* A
3.12	Housing Support: Other Housing Assistance* A
3.13	Social Determinants of Health: Other* A
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* A
3.15	Social Determinants of Health: Lead Remediation A
3.16	Social Determinants of Health: Community Violence Interventions* A
4: Premium Pay	
Employees	
4.2	Private Sector: Grants to Other Employers
5: Infrastructure <sup>27</sup>	
Centralized Wastewater Treatment	
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage

5.15 Drinking water: Other water infrastructure
5.16 Broadband: "Last Mile" projects
5.17 Broadband: Other projects
<b>6: Revenue Replacement</b>
Services
<b>7: Administrative</b>
Expenses
7.2 Evaluation and Data Analysis
7.3 Transfers to Other Units of Government
7.4 Transfers to Non-entitlement Units (States and territories only)

\*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

A Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

<sup>27</sup> Definitions for water and sewer Expenditure Categories can be found in the EPA's handbooks. For "clean water" expenditure category definitions, please see: <https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf>. For "drinking water" expenditure category definitions, please see: <https://www.epa.gov/dwsrf/drinking-water-state-revolving-fund-national-information-management-system-reports>

## Appendix 2: Evidenced-Based Intervention Additional Information

### What is evidence-based?

For the purposes of the SLFRF, evidence-based refers to interventions with strong or moderate evidence as defined below:

Strong evidence means the evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

Moderate evidence means that there is a reasonably developed evidence base that can support causal conclusions. The evidence base consists of one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more nonexperimental studies with positive findings on one or more intended outcomes. Examples of research that meet the standards include: well-designed and well-implemented quasi experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e., a similar population that does not receive the intervention).

Preliminary evidence means that the evidence base can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study. A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.



## **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.

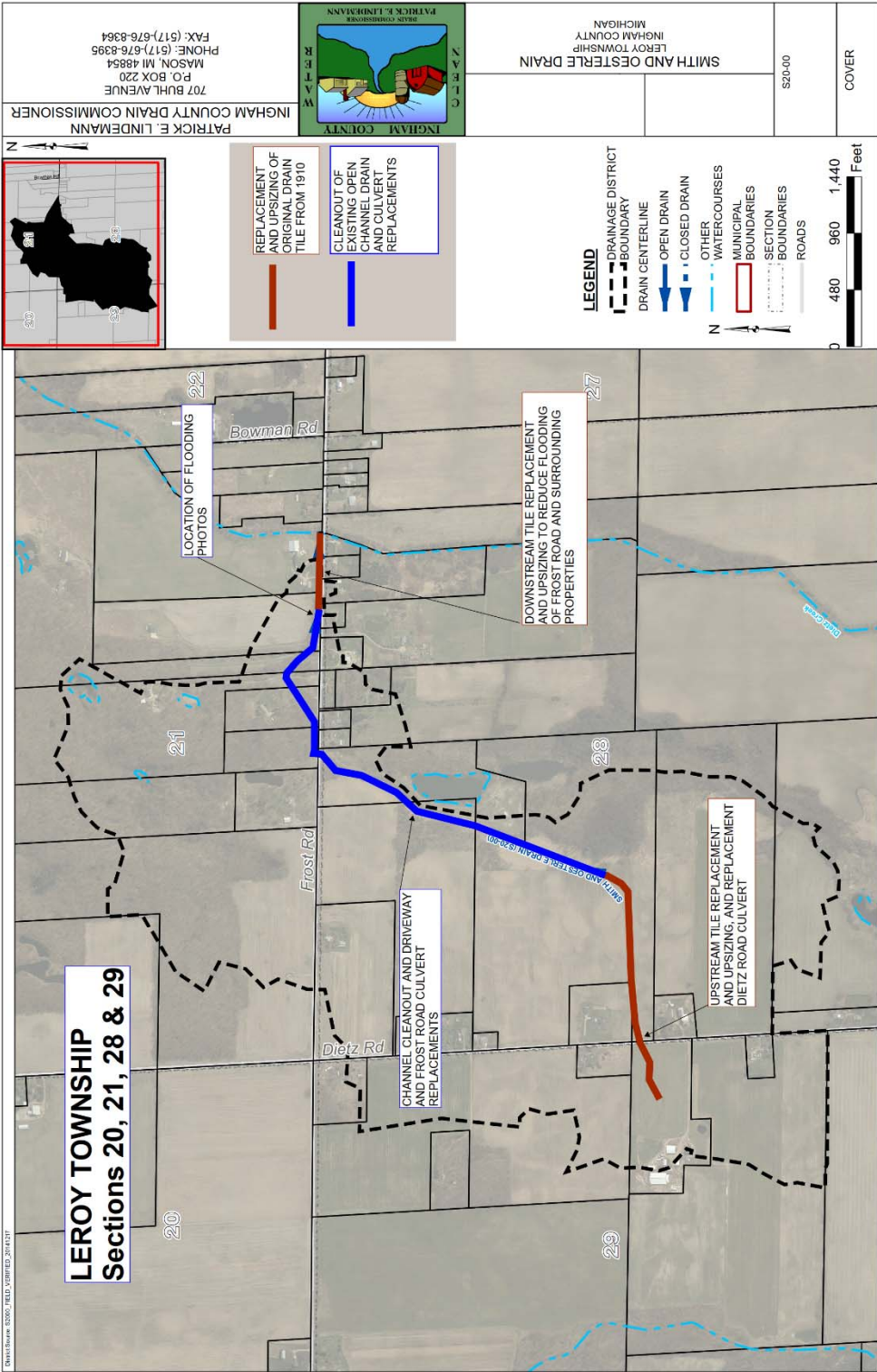
## **SMITH AND OESTERLE DRAIN**

Public Safety Issues:           Frost Road flooding  
  Public road access  
  Emergency vehicle access

Property Damage/Flooding: 3860 E. Frost Road  
  3880 E. Frost Road (not in drainage district)  
  3900 E. Frost Road (not in drainage district)

- The drain project includes replacement of a failed tile with a new, larger, perforated tile to reduce the incidence of flooding and provide road embankment under/subdrainage.
- This tile conveys runoff along the northside of Frost Road to the Dietz Creek Drain. If the flow conveyed by the tile followed the natural flow path there would be the need for an additional culvert crossing of Frost Road to the south. That flow would then be included in the flows through the Frost Road bridge/culvert over the Dietz Creek Drain, likely necessitating an increase in the bridge/culvert size.
- The drain project also includes culvert upgrades/replacements of the existing culverts for both Frost Road and Dietz Road.

Revised 20220126





Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ALLOCATE \$392,000 IN AMERICAN RESCUE PLAN FUNDS TO FUND THE MAINTENANCE AND IMPROVEMENT OF THE SMITH AND OESTERLE DRAIN**

WHEREAS, on May 20, 2020, property owners filed a petition with the Ingham County Drain Commissioner for the maintenance and improvement of the Smith and Oesterle Drain recognizing that said maintenance and improvement was necessary and conducive for public health, convenience, or welfare; and

WHEREAS, on July 8, 2020, a Board of Determination did determine and order that the maintenance and improvement of the Smith and Oesterle Drain was necessary and conducive to public health, convenience, or welfare and further necessary for the protection of the public health of Leroy Township; and

WHEREAS, the Smith and Oesterle Drain was originally constructed in 1910, and has failed and exceeded its useful life, and is in need of an affordable long-term solution; and

WHEREAS, the construction of the Smith and Oesterle Drain includes a long-term solution for replacement of existing critical infrastructure serving agricultural businesses adversely affected by COVID-19, including the County's only organic dairy farm; affordable rural homes; and county road assets, including a primary road; and

WHEREAS, the Smith and Oesterle Drain project includes the installation of 2,915 feet of enclosed storm drain pipe ranging in size from 12 inches to 42 inches and 3,929 feet of open channel drain cleanout including replacement of culverts, some of which are under county roads, including a county primary road; and

WHEREAS, the construction of the Smith and Oesterle Drain has been bid and is proposed to be constructed in 2022; and

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

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

WHEREAS, Ingham County will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219; and

WHEREAS, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount will be received no earlier than 12 months after the first tranche payment is received; and

WHEREAS, under Section 603(c)(1)(D) of the American Rescue Plan, an eligible use of funds includes making necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, the national labor and material shortages and resulting cost increases will negatively affect the Smith and Oesterle Drain and the Ingham County Drain Commissioner's ability to cost effectively complete the maintenance and improvement of the Smith and Oesterle Drain that is necessary for the protection of the public health of Leroy Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding from Ingham County's allocation from the American Rescue Plan in an amount not to exceed \$392,000 to assist in the completion of the maintenance and improvement of the Smith and Oesterle Drain that is necessary for the protection of the public health of Leroy Township.

## **Agenda Item 2**

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Stacy Byers, Director Farmland and Open Space Preservation Board  
**DATE:** February 14, 2022  
**SUBJECT:** Resolution to Authorize A Three-Year Contract Extension with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for The Farmland and Open Space Preservation Board

### **BACKGROUND**

The Ingham County Farmland Preservation Board wishes to contract with MSU RS&GIS in the Geography Department for mapping services. The FOSP Board and the County Board of Commissioners annually approves the selection criteria for ranking applications received by the FOSP Program. The purpose of the selection criteria is to prioritize properties for protection through the purchase of a conservation easement.

Many variables are used to develop this comprehensive document. The Selection Criteria consists of four categories, Agricultural Characteristics, Development Pressure, Additional Ag Protection Efforts and Other Criteria. These categories each have variables that require data for application to the selection criteria. The end product is a qualitative score that is used to objectively rank and prioritize properties for protection.

These data sets are not easily discovered or user friendly. Although most data sets are available, they are not always in a usable format or there is a significant amount of interpretation that must occur before the information is relevant to the selection criteria, leaving room for error. MSU RS&GIS has access to these required data sets and the expertise and resources to interpret them into a usable format for the FOSP Board use.

MSU RS&GIS has developed a modeling system structure to subjectively rank applications and streamline the process to allow for better use of available data sets and technology. MSU RS&GIS will also provide mapping services for properties under consideration for preservation.

### **ALTERNATIVES**

The County could use in house mapping services for Easement mapping, however the County does not have the technology to run the models and apply the scoring system as MSU RS&GIS does, therefore the FOSP Board feels continuing with MSU RS&GIS is the best option.

### **FINANCIAL IMPACT**

The total cost of the contract extension is not to exceed \$60,000 for a contract term of 3 years, \$20,000 each year. The FOSP Board has budgeted for this cost in the 2022 budget.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of meeting basic needs.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for a three-year contract extension with Michigan State University remote sensing and geospatial information systems to conduct mapping services for the farmland and open space preservation board.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A THREE-YEAR EXTENSION TO THE CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE SELECTION CRITERIA OF THE FARMLAND AND OPEN SPACE PRESERVATION BOARD**

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board (FOSP) to oversee the Farmland Preservation Program; and

WHEREAS, the voters of Ingham County approved a millage for Farmland and Open Space Preservation in August 2008 and renewed the millage for another ten years in 2018; and

WHEREAS, the selection criteria approved for ranking farmland and open space applications to the FOSP Program requires numerous data sets, such as soils, parcel size, geographic location, proximity to other protected properties, to calculate an objective score; and

WHEREAS, the FOSP Board contracted with MSU RS & GIS to complete Farmland and Open Space Modeling on applications in 2013, and entered into a three-year contract in 2019, which expired December 31, 2021 (Resolution #19-206); and

WHEREAS, the cost of this service is to continue, as it did for the previous three-year contract, at a not to exceed amount of \$60,000 for a term of three years (\$20,000/year) and the contractor will only bill for hours worked on the project; and

WHEREAS, the FOSP Board has money in the budget to cover this expense.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year contract, effective March 1, 2022 with Michigan State University Remote Sensing and Geospatial Information Systems in an amount not to exceed \$60,000 for the purpose of data collection and preparation, geospatial modeling, and the development of land use cover maps for farmland applications.

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



TO: Board of Commissioners Human Services and County Services Committees  
FROM: Tim Morgan, Parks Director  
DATE: February 15, 2022  
SUBJECT: Ingham County Parks Reorganization  
For the meeting agendas of February 28 and March 1

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**BACKGROUND**

Reorganization of the Parks Department has been identified in order to effectively provide customer service due to the increased numbers visiting Ingham County Parks. The Parks Department submitted the reorganization request to the Human Resources Department on November 24, 2020. The job descriptions for these roles have not been amended for a number of years. As a result, the office has changed dramatically, as have the positions, and yet have been classified under the same pay grade.

## Attendance look back

2017: 1,313,124  
2018: 1,308,551  
2019: 1,265,017  
2020: 1,486,472  
2021: 2,306,976

## Fund balance look back

<u>2015</u>	
Start	\$ 66,737.07
Finish	\$ 232,618.84
Difference	\$ 165,881.77
<u>2016</u>	
Start	\$ 232,618.84
Finish	\$ 414,047.14
Difference	\$ 181,428.30
<u>2017</u>	
Start	\$ 414,047.14
Finish	\$ 410,121.11
Difference	\$ (3,926.03)
<u>2018</u>	
Start	\$ 410,121.11
Finish	\$ 455,837.99
Difference	\$ 45,716.88
<u>2019</u>	

Start	\$ 455,837.99
Finish	\$ 476,355.07
Difference	\$ 20,517.08
<u>2020</u>	
Start	\$ 476,355.70
Finish	\$ 584,033.76
Difference	\$ 107,678.06

6 Year Average      \$86,216.01

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. Director Morgan 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.

The reorganization is proposed to consist of:

Immediate request (started with Human Resources request on November 24, 2020)

- 1) Reclassification of the current Account Clerk (MC 4) position to a Financial & Account Clerk (MC 6) position
- 2) Reclassification of the current Administrative Office Coordinator (MC 7) position to an Administrative Office Coordinator (MC 8) position
- 3) Reclassification of two (2) Park Manager II (MC 10) to a Park Manager III (MC 11)
- 4) Convert the Park Manager III (MC 11) position into Deputy Director reclassification (MC 12)

**ALTERNATIVES**

The Board of Commissioners could decline to approve the proposed reorganization and the Parks Department will remain status quo.

**FINANCIAL IMPACT**

The Human Resources 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.

<b>Current Position</b>	<b>MC 4 Step 5 Total Cost</b>	<b>MC 6 Step 5 Total Cost</b>	<b>Difference</b>
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage funded- \$5,676.65
<b>TOTAL</b>	<b>\$99,514.12</b>	<b>\$110,867.41</b>	<b>\$11,353.29</b>
<b>Current Position</b>	<b>MC 7 Step 5 Total Cost</b>	<b>MC 8 Step 5 Total Cost</b>	<b>Difference</b>
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
<b>TOTAL</b>	<b>\$118,110.31</b>	<b>\$127,004.68</b>	<b>\$8,894.37</b>

<b>Current Position</b>	<b>MC 10 Step 5 Total Cost</b>	<b>MC 11 Step 5 Total Cost</b>	<b>Difference</b>
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
<b>TOTAL</b>	<b>\$146,897.34</b>	<b>\$156,741.92</b>	<b>\$9,844.52</b>

<b>Current Position</b>	<b>MC 10 Step 5 Total Cost</b>	<b>MC 11 Step 5 Total Cost</b>	<b>Difference</b>
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
<b>TOTAL</b>	<b>\$146,897.34</b>	<b>\$156,741.92</b>	<b>\$9,844.52</b>

<b>Current Position</b>	<b>MC 11 Step 5 Total Cost</b>	<b>MC 12 Step 5 Total Cost</b>	<b>Difference</b>
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
<b>TOTAL</b>	<b>\$156,741.92</b>	<b>\$166,532.49</b>	<b>\$9,790.57</b>

**Total: \$49,727.27**  
**-50% millage funded     - \$ 5,676.65**  
**Subtotal: \$44,050.62**

### **STRATEGIC PLANNING IMPACT**

Our goal is to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

### **OTHER CONSIDERATIONS**

The Controller's Office directed the Parks Department to address their reorganization in a two-step process. Step one is the reclassifications and conversion reclassification as step one that is presented in this resolution. Step two would be for the Parks Department to bring forward as part of the 2023 budget request consideration for adding new positions that were identified as part of this reorganization process due to the overwhelming increase in part usage and attendance over the past two years.

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Parks Department.

### Agenda Item 3

TO: Tim Morgan, Director Ingham County Parks

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: February 9, 2022

RE: Memo of Analysis for Re-organization

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Human Resources can confirm the following information regarding the re-organization the Parks Department is requesting:

1. Position number 759002 is currently a Park Manager III. The Parks Department would like to convert this position into a newly created job description, Parks Deputy Director. After analysis, the salary would be MC 12. I have attached a copy of the job description.
2. Position number 759008 and 759009 are currently a Park Manager II. The Parks Department would like to convert these positions into an updated job description, Park Manager III. After analysis, the salary would be a MC 11. I have attached a copy of the job description.
3. Position number 759014 is currently an Account Clerk, Parks. The Parks Department has updated the job description to accurately reflect the duties that are being performed and re-titled this position to Financial and Account Clerk, Parks. After analysis, the salary would be a MC 06. I have attached a copy of the job description.
4. Position number 759012 is currently an Administrative Office Coordinator. The Parks Department has updated the job description to reflect the duties that are being performed. After analysis, the salary would be a MC 08. I have attached a copy of the job description.

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).

# INGHAM COUNTY JOB DESCRIPTION

## FINANCIAL & ACCOUNT CLERK, PARKS

### **General Summary:**

Under the supervision of the Administrative Office Coordinator, performs a variety of bookkeeping, payroll and clerical tasks in support of the Parks Department. Coordinates accounts payables. Oversees the collection, deposit and transmittal of park and revenue. Coordinates payroll processing, tracks leave time and maintains office files. Responds to inquiries from employees and the public regarding Parks Department information.

### **Essential Functions:**

1. Coordinates accounts payables for the Department. Ensures invoices have proper approval and documentation. Sets up and codes payables for payment. Balances vouchers, processes purchase orders and balances accounts to vendor month-end statements. Works with vendors to resolve account discrepancies.
2. Serves as Site Coordinator for P-Card processing. Collects each employee's monthly p-card statement with receipts. Assures that each charge is tax exempt and approved. Fills out p-card spreadsheet with vendor and account numbers for financial services.
3. Prepares millage reimbursement requests for approval by the Trails and Parks Millage Program coordinator by running line item and contract inquiries to verify the requested amount is accurate. Processes all millage related payments.
4. Accounts for all monies received by the department including revenue, donations and reimbursements.
5. Enters cash receipts for revenues, balances daily receipts and prepares deposits to take to bank. Runs accounting and bookkeeping reports as requested. Prepares journal entries to reclass revenue as needed.
6. Performs monthly bank reconciliations, balancing bank statement to general ledger. Identifies and performs corrective actions required to balance bank general ledger. Prepares journal entry to book bank fees and interest payments.
7. Prepares monthly cash transmittal to transfer parks account balance for treasurer's office.
8. Responsible for payroll tracking, processing and reporting. Verifies timecards for accuracy and resolves discrepancies regarding hours worked, accrual usage and pay rates. Processes PARs regarding new hires, terminations, wage changes and all other payroll data. Enters SAR in preparation of new employee.
9. Tracks and monitors accrual balances including but not limited to sick, vacation, FMLA and unpaid time off. Notifies managers when employee balances are misused or insufficient to cover requested time. Runs time and attendance reports as requested.
10. Prepares and maintains a seasonal personnel spreadsheet tracking status, wage, and basic information. Processes and maintains confidential information regarding Parks' employees.
11. Responds to questions regarding the payroll processes. Explains procedures as outlined in bargaining unit contracts, department policies and County-wide protocols.

12. Assists supervisor in selecting, interviewing and training new office employees. Acts as supervisor and assumes duties of Administrative Office Coordinator in their absence.
13. Works with the Director and Supervisor to review budget reports. Drafts contract list for preparation of annual budget request. Enters annual budget request in financial software.
14. Develops and prepares annual and monthly financial report for management and the park commission for the entire 208 fund, 228 fund and CIP projects. Oversees expenditures and advises management when accounts need attention. Works closely with Director to identify alternate funding sources. Prepares journal entries when expenditures need to be reclassified.
15. Tracks fund balance and estimates how operating budget may affect it throughout the year.
16. Responds to inquiries regarding department facilities, park reservations and day camp reservations. Takes reservations for facility rentals. Refers inquiries to appropriate staff as necessary. Maintains and updates related records.
17. Enters Park and Millage contracts into MUNIS. Updates the contract database for Parks and Millage contracts. Monitors the status of contracts and closes contracts.
18. Provides administrative and clerical assistance to other staff. Examples include, but are not limited to, data entry, creating correspondence, preparing reports, keeping records, proofreading documents, making copies, sending faxes and maintaining files.
19. Assists the Trails and Parks Millage Program Coordinator with clerical tasks as assigned.
20. Processes dog FOB's applications. Keeps records of FOB's sold at City of Lansing and Soldan's. Quarterly bills each facility, maintains a file on all FOBs sold. Reconciles animal control journal entry payments in general ledger to applications received.
21. Assists other office staff such as providing guidance and direction to full-time and seasonal staff as needed.
22. Compiles and submits grant reimbursement requests. This includes keeping detailed records of invoices throughout the entire length of each project and then uploading the necessary documents when the project is finished in order to receive the reimbursement. Assistance with tracking DNR grant funds throughout term of project.
23. Responsible for the administration of the Revenue Management System. Provides initial and on-going training and help for departmental users of the system. Responsible for making templates, creating profiles and running reports.
24. Provides technical support for the POS System, including: system functionality, hardware issues and general troubleshooting.

#### **Other Functions:**

- Performs other duties as assigned.
- 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.

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

### **Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree in Accounting, Bookkeeping, Business or related field is required

**Experience:** A minimum of 2 years of experience in a customer service, bookkeeping, payroll or accounts payable is required.

### **Other Requirements:**

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

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

# INGHAM COUNTY JOB DESCRIPTION

## ADMINISTRATIVE OFFICE COORDINATOR, PARKS

### **General Summary:**

Under the supervision of the Director of Parks, provides managerial and administrative tasks while assisting with the monitoring of departmental and Park Commission processes and projects. Responsible for supervising full-time and seasonal staff. Serves as the departmental communication liaison and prioritizes incoming request. Composes correspondence and reports for the Director's signature. Assists with ensuring appropriate actions and deadlines are met. Schedules meetings and helps manage administrative calendars. Compiles data into summary reports and documents. Processes confidential information and serves on interview panels for new employees. Reviews and maintains competitive vendor contracts.

### **Essential Functions:**

1. Supervises and directs full-time and seasonal employees engaged in administrative support of all park operations. Participates in the employment process, schedules work, orients and trains and is responsible for employee discipline, as warranted. Advises and discusses performance problems of staff with Parks Director. Processes confidential paperwork for staff regarding personnel issues. Helps evaluate current processes and makes recommendations to update and improve policies and procedures.
2. Responsible for the administration of the Revenue Management System. Provide initial and on-going training and help for departmental users of the system. Responsible for making templates, taking reservations and running reports.
3. Oversees administrative budget and assists with the department's budget process. Monitors expenditures and advises management regarding funding allocations and works closely with the Parks Director to identify alternate funding sources. Provides financial analysis to the Department Head in preparation for strategic planning. Oversees and prepares journal entries to adjust the general ledger as needed.
4. Supervises and manages Special Events and Day Camps. Maintaining a working relationship with customers and/or vendors. Planning events aspects such as, but not limited to advertising, receiving and reviewing the registration or application, distributing information and policies, ensuring insurance level meets the requirements and issuing invoices and collecting payments in a timely manner. Post events to the Parks website.
5. Provides administrative support to the department and the Parks Commission including setting-up and composing correspondences, writing resolutions, processing reports, develops and prepares the annual report, surveys, Board of Commission and Park Commission packets, and other documents. Proofreads and edits documents. Upon approval from the Director submits resolution in a timely manner.
6. Assists in the coordination of preparation of grant applications. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks. Works with County legal to request contracts to be drafted. Assists in gathering information and responsible for writing the resolution to authorize contracts. Works with Budget to set up the accounts.
7. Responsible for data collection for grants, reports, charts, strategic planning and projects. Provides staff with preliminary background information as requested. Compiles large amounts of data into concise reports and charts. Monitors publication on topic related to departmental activity and composes summary updated for staff review.



8. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems. Serves as the Department Head's communication liaison to other Department Heads, vendors, the Controller's Office and the Board of Commissioners.
9. Responsible for the Parks Department website, adds, deletes and changes information as necessary. Works with the IT Department on the website. Trains and assist Park Managers on editing materials.
10. Schedules internal and external meetings. Assists with the meeting logistics regarding room, set-up, agendas, travel arrangements, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Works with the Department Head to follow-up on tasks assigned at meetings. Monitors work projects and deadlines. May attend meetings in-lieu of the Department Head or other staff when scheduling conflicts occur.
11. Performs various accounting functions. Verifies invoices and processes payments. Receipts payments and reconciles various statements. Responsible for tracking and checking out change funds to field staff and administrative staff. Tracks departmental expenditures.
12. Organizes and processes inventories for supplies, furnishings, brochures, forms, and equipment. Serves as the liaison for internal and external vendors. Maintains records and receipts on office purchases and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
13. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation and the development of operating procedures.
14. Oversees all reservations of rentals such as livery operations, inflatables, shelters, cross country skiing, snow tubing hills, annual passes, park patron and gift certificates.
15. Accounts for all monies collected and maintains records such as equipment and material inventory, employee attendance, car counts, Soldan's Dog Park key fob sales.
16. Serve as the point-of-sale administrator for the administrative office. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports and ability to trouble shoot and diagnose some hardware and software technical issues.

**Other Functions:**

- Performs other duties as assigned.
- 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.

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

## **Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree is required.

**Experience:** A minimum of 3 years of experience in an administrative support role is required.

## **Other Requirements:**

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

## **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is required to travel for meetings and appointments.

## **Physical Requirements:**

- This position requires the ability to sit, stand, walk, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, reach, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying and pinching.
- 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.)*

**November 2021  
MC 08**

## **INGHAM COUNTY JOB DESCRIPTION**

### **PARK MANAGER III**

#### **General Summary:**

Under the supervision of the Director of Parks and Deputy Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. May serve as Supervising Winter Sports Manager for all tube/snow hill operations.

#### **Essential Functions:**

1. Responsible for the management of a metropolitan park complex. On a temporary basis, may be required to manage multiple park complexes.
2. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
4. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
5. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.
6. Responsible for working with local police jurisdictions for the enforcement of park rules and regulations, as well as assistance with any investigations or training within the Ingham County Parks.
7. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
8. Operates and maintains picnic shelters, including reservations. Oversees the operation of department-operated rentals such as paddle boats, livery operations, disc golf equipment, inflatable games, public boat launch, Community Band Shell, and food concessions.
9. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
10. Serve as Coordinator for Community Band Shell, including scouting and researching talent groups, contracting stage talent, band coordination, solicit sponsorship funding, develop performance policies and guidelines, and develop marketing plan for entire concert series.
11. Research, prepare, write and submit grant proposals for Ingham County Parks Properties and Friends of Ingham County Parks for the purpose of expanding facilities and programs. Identify community resources and matching funds for networking and collaboration. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks.

12. Serve as an Environmental Stewardship Coordinator at one of the three parks. Responsible for overseeing stewardship efforts using best land management practices. Works with various vendors, consultants, volunteers, and community organizations in reaching stewardship goals. Securing funding to support environmental mapping, treatments, removal, planning, and education for invasive plant removal and management.
13. Coordinate Special Events, including permitting, staffing, EMS/Law Enforcement, and traffic controls. Events include: community festivals, 5 K and marathon races, biathlon/triathlons, fund raising concerts, company picnics, and fishing tournaments.
14. Represent and serve as Liaison for Ingham County Parks to a variety of groups including: Lake Lansing Watershed Advisory Board, Lake Lansing Property Owners Association, Friends of Ingham County Parks' Stewardship and Band Shell Committees, Meridian Township Land Preservation Board, Community groups, clubs and organizations and various State of Michigan Departments.
15. Serve as the point-of-sale administrator at one of the three parks. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports, and ability to trouble shoot and diagnose some hardware and software technical issues.
16. Act as the Day Camp Director overseeing the safe operations of the summer Nature Day Camp at Burchfield County Park. Responsible for hiring and training naturalist and assisting in creation and implementing educational programming. Maintains appropriate records, licensing, certifications, updates to policy and procedures, and any required State and County inspections.
17. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation, and the development of operating procedures.

**Other Functions:**

- Performs other duties as assigned.
- 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

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

**Employment Qualifications:**

**Education:** Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

**Experience:** A minimum of three to five years of experience in parks operations, services or related field work is required.

**Other Requirements:**

Ability to obtain a State License as a Pesticide Applicator is required within six months of hire date. A valid Motor Vehicle Operator's License.

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

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- 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 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.)*

January 12, 2021  
MCF 11

**INGHAM COUNTY  
JOB DESCRIPTION**

**PARKS DEPUTY DIRECTOR**

**General Summary:**

Under the supervision of the Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Assists the Director of Parks with the planning and implementation of capital improvement projects and purchases. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. Serve as Supervising Winter Sports Manager for all tube/snow hill operations. Serves as the acting Director of Parks in their absence.

**Essential Functions:**

1. Serves as Acting Parks Director in the absence of the Parks Director.
2. Assisting the Parks Director with formulating the Parks Department annual budget, development and implementation of the Parks Master Plan including the Trails and Parks Comprehensive report.
3. Serves as internal and external Parks Department liaison to groups as assigned.
4. Attend Board of Commissioners, Parks Commission, Friend of Ingham County Parks meetings, and departmental events as requested.
5. Monitors capital improvement projects and purchases, while serving as liaison to the Ingham County Purchasing Department.
6. Assists the Parks Director in the supervision of all full time Parks staff.
7. Responsible for the management of a metropolitan park complex with assistance from Assistant Park Manager.
8. Serves as lead, with the assistance of other staff, on the park wide point of sale system.
9. Maintains frequent contact with all park staff, officials, and organizations, which have a significant impact on park operations and Master Plan implementation.
10. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
11. Operates and supervises all snow making equipment; snowmaking is a 24/7 operation starting Mid-November to March, and facilities and staffing to provide and maintain snow and all facilities operations (magic carpet, tubes, etc.) of the tube/snow hill throughout the annual season.
12. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
13. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.

14. Assists park police in the enforcement of rules and regulations on during the summer months.
15. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
16. Operates and maintains picnic shelters, including reservations. Oversees the operation of supervised plan areas and department-operated rentals such as boat rentals and food concessions.
17. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
18. Assists the Director with the development of operating procedures.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

**Employment Qualifications:**

**Education:** Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

**Experience:** A minimum of three to five years of experience in parks operations, services or related field work is required.

**Other Requirements:**

A valid Motor Vehicle Operator's License.

Ability to obtain and maintain either Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) within 1 year of hire.

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

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.

3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- 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 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.)*



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE INGHAM COUNTY  
PARKS DEPARTMENT**

WHEREAS, reorganization of the Parks Department has been identified as desirable in order to expand upon and enhance the efficient delivery and funding of services; and

WHEREAS, the Reorganization Procedure Policy is intended to provide the Board of Commissioners with careful analysis of workforce demands, financial resources, and the needs of County residents; and

WHEREAS, a reorganization started November 24, 2020 is proposed to consist of:

- 1) Reclassification of the current Account Clerk (MC 4) position to a Financial & Account Clerk (MC 6) position
- 2) Reclassification of the current Administrative Office Coordinator (MC 7) position to an Administrative Office Coordinator (MC 8) position
- 3) Reclassification of two (2) Park Manager II (MC 10) to a Park Manager III (MC 11)
- 4) Covert the Park Manager III (MC 11) position into Deputy Director reclassification (MC 12)

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

WHEREAS, the Park Director has met with the Controller/Administrator and the Controller/Administrator is in agreement with the proposed reorganization; and

WHEREAS, the Parks Department has complied with the County's Reorganization Policy; and

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

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

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
759014	Account Clerk	Move from MC 4 to MC 6 and update the current job description, and change the title to Financial & Account Clerk (50% millage funded position and 50% general funded)
759012	Administrative Office Coordinator	Move from MC 7 to MC 8, update the current job description
759002	Park Manager III	Move from MC 11 to MC 12, update the current job description, and change the title to Deputy Director
759008	Park Manager II	Move from MC 10 to MC 11 and update the current job description, and change the title to Park Manager III
759009	Park Manager II	Move from MC 10 to MC 11 and update the current job description, and change the title to Park Manager III

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

<b>Current Position</b>	<b>Current Max. Cost</b>	<b>Future Max Cost</b>	<b>Difference</b>
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage - \$5,676.65
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
<b>TOTAL</b>	<b>\$668,161.03</b>	<b>\$717,888.42</b>	<b>\$49,727.27</b>

**Total: \$49,727.27**  
**-50% millage funded      - \$ 5,676.65**  
**Subtotal: \$44,050.62**

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

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

## Agenda Item 4

TO: Ingham County Board of Commissioners Law & Courts and County Services Committees

FROM: Heidi Williams, Director

DATE: February 14, 2022

RE: Proposed re-organization of the office staff of Ingham County Animal Control and Shelter

---

### **BACKGROUND**

The current organizational structure of the Ingham County Animal Control and Shelter provides for five Animal Shelter Clerks, one Clerk/Rescue Coordinator, and one Volunteer and Foster Coordinator.

Currently, each of these positions perform very similar job functions but are classified as separate positions in different pay bands. During times of staff shortages, especially within the Rescue and Volunteer Coordinator positions, this results in major disruptions of operations, service levels, and causes conflict with members of the UAW performing job duties out of class.

In addition to these issues, the current workload of the Volunteer and Foster Coordinator is too burdensome for one staff member to effectively manage while pursuing the primary goal of growing our volunteer and foster base.

In order to remedy these issues, I propose the following:

Convert the Rescue Coordinator and Volunteer Coordinator position into Animal Shelter Clerks. The job duties of the Animal Shelter Clerk position will be modified to include the following special assignments:

- Rescue Coordinator
- Foster Coordinator
- Volunteer Coordinator

These special assignments would be assigned to the Animal Shelter Clerks on a rotating basis. This would allow Animal Shelter Clerks to gain organizational knowledge that would assist the agency in maintaining continuity of service to the public during staff shortages or unexpected vacancies.

In addition, the Animal Shelter Clerks are not members of the ICAC Enforcement Division and cannot access Criminal Justice Information. To remedy this, I propose converting one Animal Shelter Clerk position to a newly created Administrative Field Support Assistant. This position would be classified as a member of the ICAC Enforcement Division and would gain the ability to access Criminal Justice Information and allow them to handle sensitive law enforcement data which is generated by Animal Control Officers.

The Administrative Field Support Assistant would remain within the UAW workgroup, but would be a direct report to the Deputy Director position.

Currently, the five Animal Shelter Clerks positions are classified under the UAW C pay grade. The Rescue Coordinator is classified as UAW D and the Volunteer Coordinator as UAW E. This proposed reorganization would result in a total of six Animal Shelter Clerks that are classified in the UAW E pay grade and the position proposed to be converted into the Administrative Field Support Assistant being classified as UAW F.

### **ALTERNATIVES**

If this reorganization is not approved, we will continue with the current organizational structure and criminal justice related job duties will be redistributed from UAW personnel to CCLP personnel.

### **FINANCIAL IMPACT**

The long-term annual cost of this reorganization using 2022 rates will be \$46,034. Funds are available for the CY 2022 budget cycle in the Animal Shelter Millage Fund. We will ask for an increase in our budget for CY 2023 to cover the additional costs.

### **RECOMMENDATION**

I respectfully recommend approval of this reorganization as presented. Ingham County's reorganization process requires that this be brought to the Law & Courts Committee as a discussion item, and then, if approved by the committee, a resolution will be brought through the committee process for approval at the next round of meetings.

#### Agenda Item 4

TO: Heidi Williams, Director Ingham County Animal Control &  
Daniel Verhougstraete – Deputy Director Ingham County Animal Control

FROM: Beth Bliesener, Human Resources Generalist  
Joan Clous, Human Resources Generalist

DATE: 1-26-2022

RE: Memo of Analysis for Re-organization

---

Human Resources can confirm the following information regarding the re-organization that Animal Control is requesting:

1. Per the request of Animal Control, Human Resources has updated the job description to accurately reflect the duties that are being performed and to encompass the duties of the Animal Shelter Clerk/Rescue Clerk and the Volunteer Coordinator to one job description titled Animal Shelter Clerk. After analysis, the salary would be a UAW E. I have attached a copy of the job description. The following position numbers would convert to the newly updated Animal Shelter Clerk:

421014, 421015, 421016, 421026, 421027, 421013 and 421023.

2. Per the request of Animal Control, Human Resources created a new position titled Administrative and Field Support Assistant. After analysis, the classification has a community of interest with the UAW- TOPS and is appropriately compensated at a UAW F. I have attached a copy of the job description. The Animal Control department will post this position internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position.

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

***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).***

**Heidi Williams**

---

**From:** Bradley Prehn  
**Sent:** Sunday, January 23, 2022 1:49 AM  
**To:** Elisabeth Bliesener  
**Cc:** Joan Clous  
**Subject:** RE: Animal Control Re-organization  
  
**Sensitivity:** Confidential

Beth,

The UAW is okay with Administrative and Field Support Assistant point out at a UAW- F paygrade with 690 points and the Animal Shelter Clerks/ Rescue Clerk and Volunteer Coordinator pointing out at a UAW-E paygrade with 645 points.

Thank you,

Brad

---

**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Wednesday, January 19, 2022 11:40 AM  
**To:** Bradley Prehn <BPrehn@ingham.org>  
**Cc:** Joan Clous <JClous@ingham.org>  
**Subject:** Animal Control Re-organization  
**Sensitivity:** Confidential

Brad,  
I believe you have seen these two draft job descriptions, these are the two that Animal Control would like to create.

New position: Administrative and Field Support Assistant

JPE:

1 = 45

2 = 90

3 = 100

4 = 80

5 = 50

6 = 70

7 = 70

8 (1) = 35

8(2) = 115

9 = 10

10 = 10

11 = 15

Total 690 UAW F

Animal Shelter Clerk (This would be the new jd for all the Animal Shelter clerks (UAW C), Animal Shelter/Rescue Clerk (UAW D) and Volunteer Coordinator (UAW E));

JPE:

1 = 45

2 = 90

3 = 100  
4 = 80  
5 = 50  
6 = 70  
7 = 70  
8(1) = 35  
8(2) = 60  
9 = 15  
10 = 15  
11 = 15  
Total 645 UAW E.

Does the Union support the New/Updated JD's and the New/Updated JPE?

Let me know if questions.

Thanks,  
Beth and Joan

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

**INGHAM COUNTY  
JOB DESCRIPTION**

**INGHAM COUNTY ANIMAL CONTROL**

**ADMINISTRATIVE AND FIELD SUPPORT ASSISTANT**

**General Summary:**

Under the supervision of the Deputy Director, is assigned to the Ingham County Animal Control Enforcement Division and serves as an administrative and field support assistant for criminal justice related operations. Communicates information to officers in the field regarding calls for service, prepares documents and citations for submission to local courts and prosecutors, and responds to public requests for information. Performs the functions of the Animal Shelter Clerk as necessary.

**Essential Functions:**

1. Provides a variety of administrative support services for Enforcement Division staff, includes typing letters, reports, and other documents, answering telephone calls, scheduling appointments, arranging and attending meetings, and preparing and maintaining files.
2. Answers calls and inquiries from the public regarding animal related complaints, collects and documents relevant information, and assigns the complaint to an animal control officer.
3. Provides support to officers by researching various records systems and relaying relevant information.
4. Communicates to officers in field by radio and phone regarding complaint response and field operations. Tracks officer locations in the field.
5. Communicates with other shelter divisions to facilitate field operations such as search warrants and animal seizures.
6. Performs data entry regarding animals that are housed in ICACS.
7. Uses the LEIN system, including entering, deleting, and modifying warrants and communicating on LEIN with other law enforcement agencies. May query information at the request of officers.
8. Regularly enters information pertaining to tickets, complaint reports, and warrants into the records management software.
9. Provides information regarding criminal cases to the local prosecutor and courts.
10. Researches and responds to requests under the Freedom of Information Act from attorneys and the general public. Redacts information as required by law. Provides copies of various documents and computes fees.
11. Reviews citizen letters and other correspondence. Drafts responses as needed.
12. Assists in compiling statistical information to provide to state of Michigan regulatory agencies.
13. Processes animal bite reports received by ICACS and dispatches officers as required.



14. Refers complaints regarding non-ICACS issues to the appropriate agency.
15. Backs-up Animal Shelter Clerks in the event of emergencies and staff shortages.

**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:** A minimum of a High School graduation or equivalent. Some advanced coursework in accounting/bookkeeping, business, and legal terminology is preferred.

**Experience:** A minimum of one year of secretarial or clerical related experience in a law enforcement setting or in the legal field.

**Pre-employment Requirements:**

Must have no prior felony convictions (includes expunged convictions).

*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:**

- Works in office conditions and the animal shelter.
- Regular exposure to animal odors and noises.
- Exposure to disease and parasites communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.

**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.)*

January 2022  
UAW F

**INGHAM COUNTY  
JOB DESCRIPTION**

**INGHAM COUNTY ANIMAL CONTROL**

**ANIMAL SHELTER CLERK**

**General Summary:**

Works under the supervision of the Deputy Director. The Animal Shelter Clerk serves as the primary point of contact for citizens to adopt, redeem, and surrender animals. This position also staffs special assignments such as coordinating with Shelter volunteers, fosters, and animal welfare organizations.

**Essential Functions:**

**Clerk:**

1. Responds to public inquiries and complaints and explains departmental policies and the laws and ordinances related to animal control. Documents complaints and forwards them to appropriate staff. Refers calls to other agencies as appropriate.
2. Interacts with the public regarding stray and surrendered animals brought and into retrieved from ICACS, processes associated paperwork and collects applicable fees.
3. Performs data entry on animals brought into and housed at ICACS.
4. Performs adoptions for animals from ICACS, including: Explanation of adoption process to customers, conducting adoption interviews, preparation of necessary records and collection of fees.
5. Sells dog licenses, inputs license information and collects fees on behalf of the Ingham County Treasurer's Office.
6. Communicates and corresponds with potential animal owners for stray animals brought into ICACS.
6. Maintains the lost-and-found register.
7. Performs data entry and query involving essential job functions.
8. At the direction of the Office Coordinator, trains new clerks in department policies and procedures.
9. Handles animals coming into or leaving the shelter in the absence of other staff.
10. Processes animal bite reports received by ICACS.

**Other Functions**

1. Takes part in rotating or temporary special assignments to include:

**Foster coordinator:**

- Responds to public inquiry regarding the foster program, screens and processes foster applications and trains new Shelter fosters.
- Maintains records of active fosters for ICACS.
- Tracks animal progress while in foster and coordinates veterinary care for said animals.
- Provides timely response to questions and concerns to fosters and provides information regarding animal care.

**Rescue coordinator:**

- Coordinates with external animal welfare organizations to place and accept animals with behavioral or medical issues.
- Coordinates transportation, prepares paperwork and tracks animals being transferred to and from ICACS.
- Develops and maintains relationships with external animal welfare organizations.
- Reviews applications and 501c paperwork from animal rescue organizations.

**Volunteer coordinator:**

- Responds to public inquiry regarding the volunteer program, screens and processes volunteer applications and hosts training sessions for new volunteers.
- Maintains roster of current ICACS volunteers and their activities.
- Communicates with existing volunteers by phone, electronic communication and social media.
- Coordinates with other divisions within the Shelter to provide volunteer support for daily operations and special events.
- Provides the Outreach Manager with volunteer related information that is to be distributed to the public through media outlets and the Shelter website.
- Updates volunteers on new ICACS policies and practices.

**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:** A minimum of a high school diploma or equivalent education is required.

**Experience:** A minimum of one year of customer service experience.

*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:**

- Works in office conditions and the animal shelter.
- Regular exposure to animal odors and noises.
- Exposure to disease and parasites communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.

**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.)*

**January 2022  
UAW E**

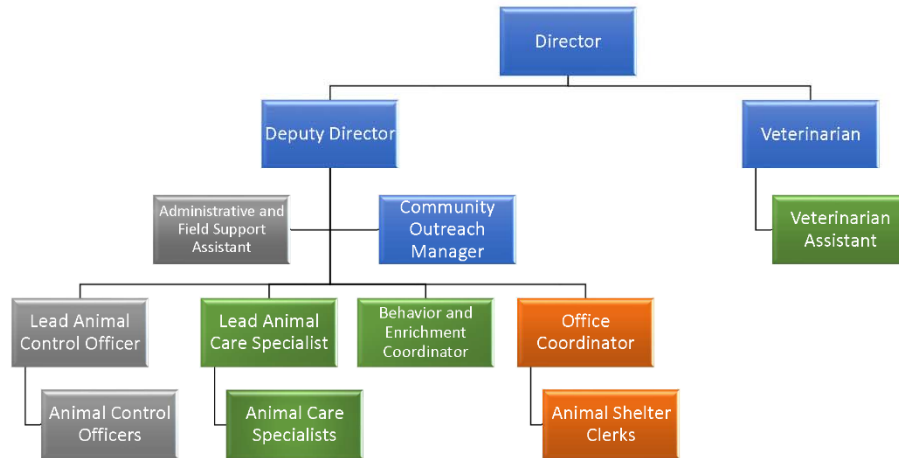
	UAW C LEVEL 1	UAW C LEVEL 5	UAW D LEVEL 1	UAW D LEVEL 5
SALARY	33,991	40,506	36,267	43,195
UNEMPLOYMENT	170	203	181	216
FICA	2,600	3,099	2,774	3,304
LIABILITY	464	553	495	589
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,530	1,823	1,632	1,944
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	595	709	635	756
LIFE	88	88	88	88
DISABILITY	44	53	47	56
RETIREMENT	7,383	8,798	7,877	9,382
RETIREMENT	340	405	363	432
<b>TOTAL</b>	<b>70,864</b>	<b>79,894</b>	<b>74,019</b>	<b>83,621</b>

	UAW E LEVEL 1	UAW E LEVEL 5	UAW F LEVEL 1	UAW F LEVEL 5
SALARY	38,635	46,051	40,820	48,679
UNEMPLOYMENT	193	230	204	243
FICA	2,956	3,523	3,123	3,724
LIABILITY	527	628	557	664
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,739	2,072	1,837	2,191
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	676	806	714	852
LIFE	88	88	88	88
DISABILITY	50	60	53	63
RETIREMENT	8,391	10,002	8,866	10,573
RETIREMENT	386	461	408	487
<b>TOTAL</b>	<b>77,300</b>	<b>87,580</b>	<b>80,329</b>	<b>91,223</b>

**Current Level 5 Cost**  
\$570,670

**Proposed Level 5 Cost**  
\$616,704

**Increase to Budget**  
\$46,034



Revised January 2022

## Agenda Item 5

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** February 15, 2022

**RE:** Resolution to Authorize an Agreement with Laux Construction for the Remodel of the Circuit Court Clerk's Office on the Third Floor of the Historical Mason Courthouse

For the meeting agendas of: March 1 & 2

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### **BACKGROUND**

The Circuit Court Clerk's Office on the third floor of the Mason Courthouse needs to be remodeled for the safety and security of staff. A proposal in the amount of \$98,077 was submitted by Laux Construction, a local vendor who is on the MiDeals Co-operative agreement therefore three quotes are not required per the Ingham County Purchasing Policy. We are requesting a contingency of \$5,000, which makes the not to exceed amount \$103,077.

### **ALTERNATIVES**

The alternative would be to not go forward with the project, risking higher prices as well as the safety of staff.

### **FINANCIAL IMPACT**

Funds are available from the American Rescue Plan funds.

### **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 Laux Construction for the remodel of the Circuit Court Clerk's Office on the third floor of the Mason Courthouse.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION FOR  
THE REMODEL OF THE CIRCUIT COURT CLERK'S OFFICE ON THE THIRD FLOOR OF THE  
HISTORICAL MASON COURTHOUSE**

WHEREAS, the Circuit Court Clerk's Office on the third floor of the Historical Mason Courthouse needs to be remodeled for safety and security reasons; and

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

WHEREAS, Laux Construction is on the MiDeals co-operative contract; and

WHEREAS, the Facilities Department recommends authorizing an agreement with Laux Construction who submitted a proposal of \$98,077 for the remodel of the Circuit Court Clerk's Office on the third floor of the Historical Mason Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$5,000 for any unforeseen circumstances; and

WHEREAS, funds are available from the American Rescue Plan Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction, 1018 Hogsback Road, Mason, Michigan 48854, for the remodel of the Circuit Court Clerk's Office on the third floor of the Historical Mason Courthouse for an amount not to exceed \$103,077, which includes a \$5,000 contingency.

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

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

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** February 15, 2022  
**SUBJECT:** Dark fiber for Allen Neighborhood Clinic  
For the Agendas of March 1<sup>st</sup>, March 2<sup>nd</sup>, and March 8<sup>th</sup>, 2022

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**BACKGROUND**

Allen Neighborhood Clinic is expected to be in operation sometime late spring or early summer. This new clinic will need to be able to connect to the County network for systems and data in order to operate effectively. In order to ensure the reliability and security of this connection, Innovation and Technology is proposing a dark fiber circuit that will allocate dedicated bandwidth that is not shared with others.

**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 Health Center fund #511-61525 978000 02385.

**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 engineered dark fiber solution we will receive a reliable connection that is more cost effective than other researched solutions while isolating our data to help with security.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to enter into an agreement with Zayo Group to lease dark fiber installation and 10 years of service in the amount not to exceed \$2,100 monthly for a total of \$252,000 over the 10-year period.

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 currently utilizes fiber data connection solutions successfully at various locations;  
and

WHEREAS, there is a need for reliable and protected data network connectivity from the new clinic 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 Board of Commissioners do hereby authorize the lease of dark fiber from Zayo Group for 10 years in an amount not to exceed \$252,000.

BE IT FURTHER RESOLVED, that the recurring monthly fees will be paid from the Health Center Fund (#511-61525 978000 02385).

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

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

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

**FROM:** Deb Fett, CIO

**DATE:** 02/15/2022

**SUBJECT:** Resolution – UPS Support Contract for Datacenter  
For the meetings of March 1<sup>st</sup>, March 2<sup>nd</sup>, and March 8<sup>th</sup>, 2022

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**BACKGROUND**

Nationwide Power has worked extensively with Ingham County to provide batteries, capacitors and filters on the uninterruptible power supply (UPS) in both the Mason facility datacenter and the 911 datacenter in the past. They have also provided support services and their performance has been very satisfactory so far. These UPS devices ensure that the systems and networks at our two datacenters will remain operational should a power failure occur and the site need to operate on generator power, while it also provides consistent filtered power. We are able to leverage the State of Michigan MiDeal contract now through CDWG to obtain their services at a competitive price.

**ALTERNATIVES**

It is possible to utilize a time and materials method for service but this would lower our priority and could negatively affect our uptime and service to the departments that rely on our systems.

**FINANCIAL IMPACT**

The funding for the \$28,492.59 quote for 3 years of support will come from the County's Innovation and Technology Department's Network Maintenance Fund #636-25810-932030.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

Our current support contract expired on February 6, 2022. This quote was obtained through CDWG under the State of Michigan MiDeal contract (#071B6600110).

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached contract for UPS Support provided by Nationwide Power from CDWG.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE UNINTERRUPTABLE POWER SUPPLY  
SUPPORT CONTRACT FROM CDWG**

WHEREAS, an Uninterruptable Power Supply (UPS) is a critical component to the Ingham County Network and are located in both Ingham County Datacenters; and

WHEREAS, this UPS provides power to all computers and equipment in the Ingham County Datacenters in the case of a power failure; and

WHEREAS, Nationwide Power has been maintaining our UPS devices for several years and ITD is very happy with their service; and

WHEREAS, ITD utilized the State of Michigan MiDeal contract to obtain pricing from CDWG for Nationwide Power support; and

WHEREAS, the annual contract amount is in the approved 2022 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contracting with CDWG for three years of UPS support provided by Nationwide Power for our datacenters in the amount not to exceed \$28,500.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund #63625810-932030.

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

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

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

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

**DATE:** February 15, 2022

**SUBJECT:** Proposed Resolution to Amend an Engineering Services Agreement for the Okemos Road Project with Fishbeck

For the Meeting Agendas of March 1, 2, and 8

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### **BACKGROUND**

The Ingham County Road Department (ICRD) has received state Local Bridge Program (LBP) funding, federal Earmark Repurposed Funds, federal Surface Transportation Program (STP) funding, federal National Highway Performance Program (NHPP) funding, and federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding for the Okemos Rd project in Sections 16, 21, 28 and 33 of Meridian Township. The scope of work for the bridge portion of the project includes the removal of two existing Okemos Road bridges and construction of a single bridge over the Red Cedar River. The scope of work for the road portion of the project includes road reconstruction, drainage improvements and other necessary related work on Okemos Road from Mt Hope Road to Clinton Street. The scope of work for the traffic signal portion of the project includes traffic signal replacement, traffic signal improvements, and traffic signal optimization along Okemos Road from Jolly Road to Central Park Drive.

Ingham County on behalf of the Road Department entered into an agreement (Resolution #20-194) with Fishbeck to provide engineering design services for the Okemos Road project. This contract is nearly complete, but a few additional services and unanticipated permitting efforts were required as part of the design process, requiring a budget amendment to the original contract. Throughout the design process, additional effort was required to mitigate right-of-way impacts, coordinate with the Drain Office to improve stormwater management, and submit additional documents to meet Michigan Department of Transportation (MDOT) funding requirements.

### **ALTERNATIVES**

No alternatives are available, due to these services being required by other regulatory agencies.

### **FINANCIAL IMPACT**

The original design contract included a budget of \$194,189 with a 20% contingency for a total authorized budget of \$234,000. This budget amendment is requesting \$59,900 in additional services, adjusting the project budget to \$293,900. The total cost for the design services equates to 3.3% of the construction budget for this project. The additional cost for these design services are included in the 2022 Road Fund Budget.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

I respectfully recommend the Board of Commissioners approve the attached resolution to amend the agreement with Fishbeck in the amount of \$59,900 for a total contract budget of \$293,900.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND AN ENGINEERING SERVICES AGREEMENT FOR THE  
OKEMOS ROAD PROJECT WITH FISHBECK**

WHEREAS, the Ingham County Road Department received state Local Bridge Program (LBP) funding, federal Earmark Repurposed Funds, federal Surface Transportation Program (STP) funding, federal National Highway Performance Program (NHPP) funding, and federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding for the Okemos Rd project in Sections 16, 21, 28, and 33 of Meridian Township; and

WHEREAS, the costs associated with the design engineering, construction engineering, right-of-way acquisition, and the local portion of the construction costs are included in the 2020-2022 Road Fund Budgets; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #20-194 to enter into an engineering services agreement with Fishbeck for a not-to-exceed fee of \$234,000; and

WHEREAS, additional engineering services and unanticipated permitting efforts were required as part of the design process, resulting in a budget amendment request in the amount of \$59,900, for a revised total budget of \$293,900.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the engineering services contract for the Okemos Road Project with Fishbeck located at 5913 Executive Drive, Suite 100, Lansing, MI 48911, for a revised contract amount of \$293,900.

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

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

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

**DATE:** February 15, 2022

**SUBJECT:** Proposed Resolution to Enter into an Agreement with the Lansing Board of Water & Light for  
Emergency Traffic Signal Maintenance

For the Meeting Agendas of March 1, 2, and 8

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**BACKGROUND**

The Ingham County Road Department (ICRD) is responsible for maintaining 69 signalized intersections and numerous red/yellow flashers. The ICRD traffic signals are located in Aurelius Township, Delhi Township, Lansing Township, Leroy Township, Leslie Township, Meridian Township, and Vevay Township. The ICRD also maintains traffic signals within the City of Mason and the Village of Webberville, per separate contracts.

The ICRD has arranged for emergency traffic signal maintenance assistance from the Lansing Board of Water & Light (LBWL) since May 2002. The agreement is intended to provide the ICRD with emergency maintenance support when our only Signal Technician is unavailable to fulfill his work duties, such as sick leave, vacation leave, etc. The contract also provides aid to the ICRD in the event a signal is damaged from a traffic crash, requiring specialized services or additional personnel. The LBWL provides a low cost and local alternative to the ICRD for these services, in lieu of contracting with a private contractor at higher costs and slower response times.

The expectation is that the agreement with LBWL would commence upon contract execution and expire on January 1, 2026.

**ALTERNATIVES**

The alternative is to hire another signal technician, which is the long-range goal for the ICRD, but is not currently supported in the Road Fund Budget.

**FINANCIAL IMPACT**

The annual expense for this emergency contract has consistently been less than \$10,000 per year, but is based on actual needs. The anticipated cost for the LBWL contract is included in the 2022 Road Fund Budget.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

I respectfully recommend the Board of Commissioners approve the attached resolution to enter into an agreement with LBWL for emergency traffic signal maintenance.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE LANSING BOARD OF WATER & LIGHT FOR EMERGENCY TRAFFIC SIGNAL MAINTENANCE**

WHEREAS, the Ingham County Road Department is responsible for maintaining 69 signalized intersections and numerous red/yellow flashers located in Aurelius Township, Delhi Township, Lansing Township, Leroy Township, Leslie Township, Meridian Township, Vevay Township, City of Mason, and the Village of Webberville; and

WHEREAS, the Road Department has arranged for emergency traffic signal maintenance assistance from the Lansing Board of Water & Light since May 2002; and

WHEREAS, the agreement with the Lansing Board of Water & Light is intended to provide the Road Department with maintenance support when the Signal Technician is unavailable to fulfill work duties and to assist with emergency traffic signal repairs caused by vehicular damage; and

WHEREAS, the Lansing Board of Water & Light provides a cost effective and local alternative in the event of emergencies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Lansing Board of Water & Light, located in Lansing, Michigan to provide emergency traffic signal maintenance in an amount no to exceed \$10,000 per year for a total amount not to exceed of \$50,000 for the five-year life of the contract with an expiration date of January 1, 2026.

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 and Finance Committees

FROM: Carl Langham, Director of Operations ICRD

DATE: February 15, 2022

SUBJECT: ITB No.31-22: Emulsified Asphalts for the Road Department

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### **BACKGROUND**

The purpose of this correspondence is to support the attached resolution to purchase the following: emulsified asphalts; CRS-2M, HFRS-2M, SS-1H, low tracking tac, AE-90, and CM-300 emulsions for the scheduled 2022 Chip Seal program and various other road maintenance requirements.

The Ingham County Road Department annually purchases these emulsified asphalts for placement by Road Department crews in various road maintenance operations. The various types of Emulsions are designed to meet the needs for maintaining county roads. The following are estimated quantities and application of the bid product.

- AE-90 for spray-patching cracks and potholes. +/- 10,000 gallons
- Low Tracking bond coat for asphalt pavement tac +/- 10,000 gallons
- SS-1H for asphalt pavement tac +/- 5,000 gallons
- CRS-2M and/or HFRS-2M for chip sealing. +/- 700,000 gallons
- CM-300 for on-site manufacturing of cold patch. +/- 15,000 gallons
- Pug Mill – for on-site manufacturing of cold patch.

### **ALTERNATIVES**

Each of these emulsions are designed for different needs for repairing and preserving the Ingham County Roads. The Michigan Department of Transportation (MDOT) has researched and field-tested all of these emulsions and has recommend the use of these products in their 2012 MDOT Construction Manual.

All emulsions purchased shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Construction, tables 904-4 and 904-6 Emulsified Asphalts, and the ITB packet #31-22, Section 8, Specifications.

### **FINANCIAL IMPACT**

The Road Department's adopted 2022 budget includes fund for this and other maintenance material purchases in controllable expenditures.

Bids for CRS-2M, HFRS-2M, Low Tracking Tac, SS-1H, AE-90, and CM-300 emulsions were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #31-22, and it is their recommendation, with the concurrence of Road Department, to award these bids and purchase HFRS-2M, SS-1H, AE-90, low tracking tac, and CM-300 Emulsions on an as-needed, unit price per gallon basis as shown below:

	CRS-2M per gallon	HFRS-2M per gallon	SS-1H per gallon	Low Track Tac. Per gallon	AE-90 per gallon	CM-300 per gallon
Michigan Paving and Materials	N/A	N/A	\$2.40 Plant Pickup	N/A	\$2.20 Plant pickup	N/A
Asphalt Materials	N/A	N/A	N/A	N/A	N/A	\$3.27 Delivered *
BIT-MAT of Michigan	\$2.25	N/A	N/A	\$2.30 Plant pickup	\$2.15 Plant pickup	N/A

\* CM-300 Emulsion is designed for manufacturing Cold patch. The Pug mill mobilization cost of \$1,500 is only required for the day of Cold patch manufacturing at the Metro District garage. There is a Cold Patch production cost of \$3.00 per ton of finished Cold Patch.

The emulsions purchased for any given operation will be based on Road Department's judgment as to which product and supplier is most advantageous for the County, with preference based on lowest qualifying bid unit price.

### **OTHER CONSIDERATIONS**

These emulsions are a blend of liquid asphalt, emulsifiers, and water. These mixtures have been known to fail to meet specifications if not managed correctly. The Road Department performs several quality control inspections to confirm the materials meet the required specifications.

In the event the awarded providers' emulsions fail to meet the required specifications, or the provider is unable to provide material when and where requested, the Road Department is requesting the following secondary providers be approved, as needed:

	CRS-2M per gallon	HFRS-2M per gallon	Low Track Tac. per gallon	AE-90 per gallon
Michigan Paving and Materials	\$2.28 Delivered	N/A	\$2.60 Plant pickup	\$2.20 Plant pickup
Asphalt Materials	\$2.37 Delivered	\$2.37 Delivered	N/A	N/A

### **RECOMMENDATION**

Therefore, approval of the attached resolution is recommended to authorize purchase of the Road Department's 2022 seasonal supply of emulsions.

**Agenda Item 7c**

TO: Carl Langham, Jr., Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: February 14, 2021

RE: Memorandum of Performance for RFP No. 31-22 Emulsified Asphalts

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for furnishing its 2022 seasonal requirements of emulsified asphalts to the Ingham County Road Department. This year the Ingham County Road Department is requesting quotes on CRS-2M as an alternative to the HFRS-2M as well as CSS-1H as an alternative to the SS-1H emulsified asphalts.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	27	6
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 ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare 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](mailto:jhudgins@ingham.org) or by phone at 676-7309.***

## SUMMARY OF VENDORS' COSTS

VENDOR: Asphalt Materials					
Emulsified Asphalt Designation/Pickup or Delivery	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
SS - 1H (F.O.B. Plant Pickup)		No Bid	5,000±		
CSS-1H (F.O.B. Plant Pickup)		No Bid	5,000±		
Low Tracking Bond Cost (F.O.B. Plant Pickup)		No Bid	10,000±		
HFRS-2M (F.O.B. Delivery to Job Site )	\$130.00 (see below)	\$2.37	400,000±	\$948,000.00	Oregon OH
CRS-2M (F.O.B. Delivery to Job Site)	\$130.00 (see below)	\$2.37	400,000±	\$948,000.00	Oregon OH
AE-90 ((or qualified equivalent) F.O.B. Plant Pickup)		No Bid	10,000±		
CM-300 ((or qualified equivalent) F.O.B delivery to Garage)	N/A	\$3.27	15,000±	\$49,050.00	Oregon OH
Pug Mill Mobilization Cost	\$1,500.00				
Cold Patch Production Costs (per ton):	\$3.00				
Frieght Cost	\$0.18 per gallon				
Truck Availability for HFRS- 2M/CRS-2M	10,000+ gallon 8 axle "Michigan Trailers" - 4 hours free unloading / \$130.00 per hour thereafter, 9500 gallons minimum				
	6,000+ gallon tandem axle trailers - 2 hours free unloading / \$130.00 per hour thereafter, 5500 gallon minimum				

VENDOR: Michigan Paving & Materials Stoneco of MI					
Emulsified Asphalt Designation/Pickup or Delivery	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
SS - 1H - F.O.B. Plant Pickup	N/A	\$2.40	5,000±	\$12,000.00	Alma MI
CSS-1H - F.O.B. Plant Pickup		No Bid	5,000±		
Low Tracking Bond Cost - F.O.B. Plant Pickup	N/A	\$2.60	10,000±	\$26,000.00	Alma MI
HFRS-2M - F.O.B. Delivery to Job Site		No Bid	400,000±		
CRS-2M - F.O.B. Delivery to Job Site	\$100.00/hour	\$2.28	400,000±	\$912,000.00	Alma MI & Monroe MI
AMS SP AE-90 (or qualified equivalent) - F.O.B. Plant	N/A	\$2.20	10,000±	\$22,000.00	Alma MI
CM-300 (or qualified equivalent) - F.O.B delivery to Garage		No Bid	15,000±		
Pug Mill Mobilization Cost	No Bid				
Cold Patch Production Costs (per ton):	No Bid				
Frieght Cost	No Bid				
Truck Availability for HFRS- 2M/CRS-2M	See Attachments				

VENDOR: Bit-Mat of Michigan					
Emulsified Asphalt Designation/Pickup or Delivery	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
SS - 1H - F.O.B. Plant Pickup		No Bid	5,000±		
CSS-1H - F.O.B. Plant Pickup		No Bid	5,000±		
Low Tracking Bond Cost - F.O.B. Plant Pickup	N/A	\$2.30	10,000±	\$23,000.00	Bay City MI
HFRS-2M - F.O.B. Delivery to Job Site		No bid	400,000±		
CRS-2M - F.O.B. Delivery to Job Site	\$125.00/3 hours	\$2.25	400,000±	\$900,000.00	Bay City MI
AE-90 (or qualified equivalent) - F.O.B. Plant Pickup	N/A	\$2.15	10,000±	\$21,500.00	Bay City MI
CM-300 (or qualified equivalent) - F.O.B delivery to Garage	N/A	No Bid	15,000±		
Pug Mill Mobilization Cost	No Bid				
Cold Patch Production Costs (per ton):	No Bid				
Frieght Cost	No Bid				
Truck Availability for HFRS- 2M/CRS-2M	40,000 gallons/day				

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
2022 SEASONAL REQUIREMENT OF EMULSIFIED ASPHALT**

WHEREAS, the Ingham County Road Department annually purchases various types of emulsified asphalts for placement by Road Department crews in various road maintenance operations and for the local road maintenance program; and

WHEREAS, the following are estimated purchase quantities: 5,000 gallons of SS-1H for asphalt pavement tac, 700,000 gallons of HFRS-2M and/or CRS-2M for chip-sealing, 10,000 gallons of AE-90 for spray-patching, 10,000 gallons of low tracking tac, and 15,000 gallons of CM-300 for on-site manufacturing of cold patch; and

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

WHEREAS, the Road Department recommends authorizing purchase from all three responding vendors, based on availability of required material and location, with preference based on lowest qualifying bid unit price; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #31-22, and it is their recommendation, with the concurrence of the Road Department, to award these bids and to purchase the CRS-2M, low track bond coat, and AE-90 emulsions on an as-needed, unit price basis from Bit-Mat of Michigan, based on their lowest qualified bids as shown below:

Bit-Mat of Michigan	Delivered per gallon	Plant pickup per Gallon	Plant pickup per gallon
CRS-2M	\$2.25		
Low Track Bond		\$2.30	
AE-90			\$2.15

; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #31-22, and it is their recommendation, with the concurrence of Road Department, to award these bids and to purchase the SS-1H emulsions on an as-needed, unit price basis from Michigan Paving and Materials, based on their lowest qualified bids as shown below:

Michigan Paving and Materials	Plant pickup per gallon	Plant pickup per gallon
SS-1H per gallon	\$2.40	



; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #31-22, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase CM-300 asphalt emulsion, with Pug Mill mobilization for onsite production of cold patch, on an as-needed, unit price basis from Asphalt Materials Inc., as shown below:

Asphalt Materials Inc. of Ohio	Delivered per gallon	Per day	Per finished ton
CM-300	\$3.27		
Cold Patch Production			\$3.00
Pug Mill mobilization		\$1,500	

; and

WHEREAS, the Road Department recommends to approve as secondary providers Asphalt Materials and Michigan Paving & Materials for CRS-2M, HFRS-2M, low tracking bond coat, and AE-90 as shown below, in the event the awarded lowest bid providers' emulsions fail to meet the required specifications or are unable to provide materials when requested:

	CRS-2M per gallon	HFRS-2M per gallon	Low Track Tac. per gallon	AE-90 per gallon
Michigan Paving and Materials	\$2.28 Delivered	N/A	\$2.60 Plant Pickup	\$2.20 Plant Pickup
Asphalt Materials	\$2.37 Delivered	\$2.37 Delivered	N/A	N/A

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of these various types of emulsified asphalts on an as-needed, unit price basis from the Bit Mat of Michigan for \$2.25 per gallon of CRS-2M delivered, \$2.30 per gallon for low track bond coat, and \$2.15 per gallon for AE-90; Michigan Paving and Materials for \$2.40 per gallon of SS-1H; and Asphalt Materials for \$3.27 per gallon for CM-300 delivered, \$3.00 per ton for cold patch, and \$1,500 per day for Pug Mill mobilization based on their qualified bids and/or availability of specified emulsions as shown above.

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 on behalf of the County, after review by the County Attorney.

TO: County Services and Finance Committees

FROM: Carl Langham, Director of Operations ICRD

DATE: February 15, 2022

SUBJECT: ITB No.30-22 Hot Mix Asphalt (HMA) Mixtures with optional trucking

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**BACKGROUND**

The Road Department annually purchases approximately 50,000 to 55,000 tons of various hot mix asphalt (HMA) mixtures, with the option of Flowboy and Quad axle trucking furnished by the supplier with a per hour rate.

The purpose of this correspondence is to support the attached resolution to purchase 13A, 13A Top, 1100 T, and 36A HMA for the scheduled 2022 HMA maintenance program and various other road maintenance agreements. The four different types of HMA are designed to meet the various needs for building and repairing county roads, by Road Department staff in various road maintenance operations.

**ALTERNATIVES**

There are other HMA mixtures available from the three HMA suppliers, but the design and cost of some of these other HMA mixtures may not meet the standards or performance requirements set by the Michigan Department of Transportation HMA production manual for the type of road maintenance performed by the ICRD.

**FINANCIAL IMPACT**

The Road Department's adopted 2022 budget includes fund for this and other maintenance material purchases in controllable expenditures.

Bids for 13A, 13A top, 1100T, and 36A HMA were solicited and evaluated by the Ingham County Purchasing Department per ITB #30-22, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 13A, 13A top, 1100T, and 36A HMA on an as-needed, unit price per ton basis from all 3 vendors.

1. Reith Riley Construction 4150 S. Creyts Road Lansing, MI. 48917 and 2325 Kipp Road Mason, Mi. 48854

13A @ \$52.00 per a ton,

13A Top @ \$62.50 per a ton

1100T @ \$58.00 per a ton

36A @ \$58.50 per a ton

The provided Flowboy trucking rate is \$185.00 per an hour

The provided Quad-axle trucking rate is \$155.00 per an hour

2. Michigan Paving & Materials 16777 Wood St. Lansing, Michigan 48906 and 1600 N. Elm Road Jackson, Michigan 49202

13A @ \$55.50 per a ton

13A Top @ \$59.50 per a ton

1100T @ \$56.50 per a ton

36A @ \$ 56.50 per a ton

The provided Flowboy trucking rate is \$165.00 per an hour

The provided Quad-axle trucking rate is \$120.00 per an hour

3. Capital Asphalt 3888 S. Canal Road, Lansing Michigan 48917

13A @ \$49.75 per a ton

13A Top @ \$54.00 per a ton

1100T @ \$49.75 per a ton

36A @ \$50.00 per a ton

Winter grade 36A asphalt @ \$137.00 per a ton

The provided Flowboy trucking rate is \$165.00 per an hour

The provided Quad-axle trucking rate is \$135.00 per an hour

The decision to where the HMA will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for Ingham County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$3,390,000.

#### **OTHER CONSIDERATIONS**

The HMA shall meet or exceeds the specifications from the HMA production manual, Marshall HMA mixture according to the "Special Provision for Marshall Hot Mix Asphalt Mixtures", the MDOT Standard Specifications for Construction, Section 501, and the Invitation to Bid (ITB) packet #30-22, Section 8 Specifications.

#### **RECOMMENDATION**

Therefore, approval of the attached resolution is recommended to authorize the purchase of the Road Department's 2022 seasonal supply of HMA, with the option of provided Flowboy and Quad axle trucking.

**Agenda Item 7d**

TO: Carl Langham, Jr., Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: February 14, 2022

RE: Memorandum of Performance for ITB No. 30-22 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing the Road Department's 2022 seasonal requirement of hot mix asphalt mixtures, in addition to furnishing flow boys or quad axle trucks on an as-needed basis.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors
Vendors invited to propose	43
Vendors responding	3

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](mailto:jhudgins@ingham.org) or by phone at 676-7309.***

SUMMARY OF VENDORS’ COSTS

Vendor: Reith-Riley				Vendor: Michigan Paving & Materials			
Local Preference: N/A Resolution 13-119				Local Preference: N/A Resolution 13-119			
	HMA per ton	Total Amount	Plant Location		HMA per ton	Total Amount	Plant Location*
13A	\$52.00	\$1,560,000.00	Lansing or Mason MI	13A	\$55.50	\$1,665,000.00	Lansing MI
HMA 13A Top	\$62.50	\$625,000.00	Lansing or Mason MI	HMA 13A Top	\$59.50	\$595,000.00	Lansing MI
1100T	\$58.00	\$580,000.00	Lansing or Mason MI	1100T	\$56.50	\$565,000.00	Lansing MI
HMA 36A	\$58.50	\$585,000.00	Lansing or Mason MI	HMA 36A	\$56.50	\$565,000.00	Lansing MI
Batch Plant 36A (Winter grade)	No Bid	No Bid		Batch Plant 36A (Winter grade)	No bid		
TOTAL BID PRICE	\$3,350,000.00			TOTAL BID PRICE	\$3,390,000.00		
Flowboy Trucking	\$185/Hr			Flowboy Trucking	\$165/Hr		
Quad-axle Trucking	\$155/Hr			Quad-axle Trucking	\$120/Hr		
Hours in Advance	18 Hours			Hours in Advance	24 Hours		
				*HMA material may also be purchased at the Jackson location at same prices.			
Vendor: Capital Asphalt				NA: In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.			
Local Preference: N/A Resolution 13-119							
	HMA per ton	Total Amount	Plant Location				
13A	\$49.75	\$1,492,500.00	Lansing MI				
HMA 13A Top	\$54.00	\$540,000.00					
1100T	\$49.75	\$497,500.00					
HMA 36A	\$50.00	\$500,000.00					
Batch Plant 36A (Winter grade)	\$137.00	\$27,400.00					
TOTAL BID PRICE	\$3,057,400.00						
Flowboy Trucking	\$165/Hr						
Quad-axle Trucking	\$135/Hr						
Hours in Advance	24 Hours						

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
2022 SEASONAL REQUIREMENT OF HOT MIX ASPHALT MIXTURES**

WHEREAS, the Road Department (ICRD) annually purchases approximately 50,000 to 55,000 tons of various hot mix asphalt (HMA) mixtures 13A, 13A Top, 1100T, and 36A, with assistants by the supplier with furnished Flowboy and Quad axle trucking, for placement by Road Department crews in various road maintenance operations; and

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

WHEREAS, bids for maintenance HMA and related trucking by the asphalt suppliers were solicited and evaluated by the Ingham County Purchasing Department per ITB #30-22, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HMA on an as-needed, unit price per ton basis from all three responding bidders: Michigan Paving & Materials, Reith Riley, and Capital Asphalt with trucking provided at a cost when requested by ICRD staff and to award bid and purchase on an as-needed, unit price per ton and per an hourly basis; and

WHEREAS, a blanket purchase order shall be processed with HMA purchases from the three vendors, based on availability of required material, trucks and location, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$3,390,000; and

WHEREAS, this decision will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time, availability of required material and trucks.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of HMA, with furnished trucking on an as-needed, unit price per ton and on an hourly trucking rate basis from all three respondents to ITB #30-22 as follows:

Reith Riley Construction 4150 S. Creyts Road Lansing, MI. 48917 and 2325 Kipp Road  
Mason, Mi. 48854

- 13A @ \$52.00 per ton
- 13A Top @ \$62.50 per ton
- 1100T @ \$58.00 per ton
- 36A @ \$58.50 per ton
- Flowboy trucking rate, \$185.00 per hour
- Quad-axle trucking rate, \$155.00 per hour

Michigan Paving & Materials 16777 Wood St. Lansing, Michigan 48906 and 1600 N. Elm Road Jackson, Michigan 49202

- 13A @ \$55.50 per ton
- 13A Top @ \$59.50 per ton
- 1100T @ \$56.50 per ton
- 36A @ \$ 56.50 per ton
- Flowboy trucking rate, \$165.00 per hour
- Quad-axle trucking rate, \$120.00 per hour

Capital Asphalt 3888 S. Canal Road, Lansing Michigan 48917

- 13A @ \$49.75 per ton
- 13A Top @ \$54.00 per ton
- 1100T @ \$49.75 per ton
- 36A @ \$50.00 per ton
- Winter grade 36A asphalt @ \$137.00 per ton
- Flowboy trucking rate, \$165.00 per hour
- Quad-axle trucking rate, \$135.00 per hour

BE IT FURTHER RESOLVED, that purchases will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

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 on behalf of the County, after review by the County Attorney.

**TO:** Board of Commissioners County Services  
**FROM:** Gregg Todd, Controller  
**DATE:** February 24, 2022  
**SUBJECT:** Resolution to Amend the Drain Commissioner's Fee Schedule to Address Aerial Drain Cross Permit and Inspection Fees  
For the meeting agendas of March 1 and March 2, 2022

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**BACKGROUND**

Based on the discussion held at the February 1, 2022 County Services meeting regarding Drain Commissioner Fees associated with aerial crossings of drains, the Drain Commissioner has offered up the following language to be added in the footnote section the fee schedule:

*Aerial crossings over drains that do not involve disturbance of the surface or subsurface, are exempted from permit fees and inspection deposits.*

**ALTERNATIVES**

Leave the fee schedule as it is.

**FINANCIAL IMPACT**

Potential reduction in fees collected although to date, no fees have been paid to the Drain Commissioner for aerial drain crossings unless there has been disturbance of the surface or subsurface.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services approve the resolution.



# Patrick E. Lindemann

## Ingham County Drain Commissioner

PO Box 220  
707 Buhl Avenue  
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos  
Deputy Drain Commissioner

Paul C. Pratt  
Deputy Drain Commissioner

Angie Cosman  
Chief of Engineering and Inspection

Sheldon Lewis  
Administrative Assistant

## Ingham County Fee Schedule

Effective January 1, 2022

*Fees Set By The Ingham County Board of Commissioners*

### PLAT REVIEW

Preliminary Plat Site Plan Review .....\$725.00

#### Preliminary Plat Drainage/Construction Plan Review<sup>1</sup>

First acre.....\$725.00

Each additional acre.....\$82.00

*(Fractions of Acres are rounded up to the Whole Acre)*

Re-submission fee<sup>2</sup>.....\$240.00, plus actual costs

Agreements Review for establishing "plat drain" (425 & 433 Agreements) .....\$2540.00

### COMMERCIAL REVIEW

Commercial Site Plan Review.....\$725.00

Re-submission fee<sup>2</sup>.....\$240.00, plus actual costs

#### Commercial Drainage Review<sup>1</sup>

First acre.....\$725.00

Each additional acre.....\$82.00

*(Fractions of Acres are rounded up to the Whole Acre)*

Re-submission fee<sup>2</sup>.....\$240.00, plus actual costs

### CROSSING PERMITS/TAP-IN PERMITS

#### **Drain Crossing Permit<sup>3</sup>**

Residential.....\$140.00

Commercial.....\$525.00

<sup>1</sup> Project fees may be adjusted by ICDC based on certain site factors.

<sup>2</sup> Charged for third review of the same identified deficiency.

<sup>3</sup> Aerial crossings over drains that do not involve disturbance of the surface or subsurface, are exempted from permit fees and inspection deposits.

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

Inspection Deposit<sup>4</sup>.....\$1500.00

**Tap-In Permit**

Residential.....\$110.00

Commercial.....\$440.00

Inspection Deposit<sup>4</sup>.....\$1500.00

**SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT FEES**

**Commercial Soil Erosion and Sedimentation Pollution Control Permit**

Application review and site visit, issuance of permit, and permit closeout site review

Six-month duration (First acre).....\$480.00

Each additional acre.....\$48.00

Nine-month duration (First acre).....\$560.00

Each additional acre.....\$56.00

Twelve-month duration (First acre).....\$640.00

Each additional acre.....\$64.00

Renewal<sup>5</sup>.....Half rate based on current fee schedule

Transfer of permit.....\$100.00

Compliance Inspections Escrow<sup>6</sup> (Do not submit with application)

Less than half-acre.....\$595.00

Half-acre up to one acre.....\$1740.00

One acre up to five acres.....\$3440.00

Five acres up to ten acres.....\$5665.00

Each additional ten acres or fraction of ten acres.....\$2865.00

**Residential Soil Erosion and Sedimentation Pollution Control Permit**

Application review, permit issuance and inspection

Six-month duration.....\$220.00

Nine-month duration.....\$265.00

Twelve-month duration.....\$275.00

Renewal<sup>5</sup>.....Half rate based on current fee schedule

Transfer of permit.....\$25.00

**Commercial Minor Disturbance Erosion and Sedimentation Pollution Control Permit**

Application review and site visit, issuance of permit, and permit closeout site

review .....\$350.00

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<sup>4</sup> Project fees may be adjusted by ICDC based on certain site factors. Unspent balance will be refunded and overages will be invoiced.

<sup>5</sup> Renewal will be issued at the half rate if renewed before the expiration date. Permittee has responsibility to timely renew the permit whether or not ICDC has sent a courtesy notice.

<sup>6</sup> Inspections will be charged at an hourly rate. Specific escrow will be determined by the ICDC based on site factors. Escrow amount will be indicated in issued permit. Escrow will need to be submitted prior to the commencement of the earth disturbance. Unspent balance will be refunded and overages will be invoiced.

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

Renewal<sup>5</sup>..... Half rate based on current fee schedule  
 Compliance Inspections Escrow..... See commercial soil erosion fees above

**Residential Minor Disturbance Erosion and Sedimentation Pollution Control Permit**

Application review, permit issuance and inspection..... \$51.00  
 Renewal<sup>5</sup>..... Half rate based on current fee schedule

**Waiver**..... No Fee

A Waiver is issued for projects that do not require a Soil Erosion and Sedimentation Pollution Control Permit. The Waiver must be presented to the local building inspector to verify compliance with Act 451 Part 91.

**PENALTIES**

Projects by licensed builders, contractors, and developers that commence without the appropriate approvals and/or permits from the Drain Commissioner's Office will be required to pay double the normal fees.

In the event that a Soil Erosion and Sedimentation Pollution Control Permit is revoked, the permit fee and a performance deposit must be submitted prior to the Cease and Desist Order being rescinded.

Follow-up inspection to Violation Notice..... \$320.00  
 Follow-up inspection to Cease and Desist Order..... \$320.00

A performance deposit of at least \$1000.00 is required of all permit holders that have received a Cease and Desist Order. This requirement will expire 12 months from the date of the Cease and Desist Order. The amount of the Performance Deposit will increase with each successive Cease and Desist Order issued due to non-compliance.

All outstanding fees must be paid in full prior to the issuance of permits.

**MISCELLANEOUS FEES**

Title Search for Drain Assessments..... \$5.00  
 License to Encroach..... Staff/Consultant costs and \$30.00 Deposit  
 Maintenance Agreement Fees..... Hourly Rates plus \$30 Recording Fee  
 Geographical Information Systems (GIS) Maps  
 Photography..... \$305.00 per quarter section or part thereof  
 Topography..... \$595.00 per quarter section or part thereof  
 Freedom of Information Requests..... Fees will be charged in accordance with Ingham County FOIA policy, as established by County Resolution 15-221. This policy and associated fees can be found at: <http://www.ingham.org/>.

Revised 2/22/2022

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE DRAIN COMMISSIONER'S FEE SCHEDULE TO ADDRESS  
AERIAL DRAIN CROSSING PERMIT AND INSPECTION FEES**

WHEREAS, the Drain Commissioner's Schedule of Fees includes drain crossing permit fees and inspection deposits which are approved by the Ingham County Board of Commissioners upon recommendations from the Drain Commissioner; and

WHEREAS, the 2022 Schedule of Fees includes drain crossing permit fees for residential projects of \$140, commercial projects of \$525 and an inspection deposit of \$1,500; and

WHEREAS, these permit fees and inspection deposits are intended for projects that require the disturbance of the surface or subsurface; and

WHEREAS, crossings of drains with aerial utilities that do not involve surface or subsurface disturbance were not intended to be included in the current drain crossing fee schedule although there was never any clarity in the fee language for administrative staff; and

WHEREAS, as most aerial drain crossings will be installed on existing utilities' poles in the road rights-of-way, they should be exempt from drain permit fees and inspection deposits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a modification of the Drain Commissioner's Schedule of Fees as a clarification to include the following language:

*Aerial crossings over drains that do not involve disturbance of the surface or subsurface, are exempted from permit fees and inspection deposits.*

BE IT FURTHER RESOLVED, that these changes to the Drain Commissioner's Schedule of Fees shall take effect upon approval of this resolution.

## Agenda Item 8b

**TO:** Board of Commissioners County Services Committee  
**FROM:** Gregg Todd, Controller  
**DATE:** February 18, 2022  
**SUBJECT:** Resolution to Approve an Alternate Work Site Policy  
For the meeting agenda of March 1, 2022

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### **BACKGROUND**

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

### **ALTERNATIVES**

Leave administration of remote work to departments/elected officials.

### **FINANCIAL IMPACT**

None.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN ALTERNATE WORK SITE POLICY**

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

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

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

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

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

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

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

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

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

## Alternate Work Site Policy

Approved:

### Resolution No.

#### A. Purpose and Applicability

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

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

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

#### B. Definitions

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

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

#### C. Procedure

##### 1. Work from AWS

Allowing an employee to work from an AWS is discretionary; decisions to allow, deny, modify, or suspend work from an AWS are not grievable under collective bargaining agreements. At any time, possibly with little notice, and either based on the standards in this policy or for other operational reasons, an employee working from an AWS may be directed to work from the normal County worksite or may be

directed to modify the number of days in a given period that work is performed from an AWS.

## **2. Applying to Work from AWS**

Any employee may request to work from an AWS by completing, signing, and submitting an application. [See attached] (Seamless Doc Link Pending)

## **3. Decision on Application for Work from AWS**

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

- a. The duties of the position must be able to be performed from an AWS.
- b. The employee must not be on probation or under any discipline, unless in special situations this requirement is waived by the supervisor.
- c. The employee's worksite is suitable:
  - i. The worksite is in the employee's primary residence, or if not, the site is specifically approved by the supervisor.
  - ii. The worksite has access to employee-provided reliable high-speed internet sufficient to enable work without interruption.
  - iii. All necessary office equipment other than that provided by the county (e.g., chair, desk, and other furniture) is provided by the employee.
  - iv. The worksite is safe and the work conditions are conducive to performing necessary tasks.
  - v. The worksite provides for the confidentiality and security of information.
- d. In the case that a supervisor denies an application for work from an AWS, the supervisor will explain the reason for the denial to the employee.

## **4. Additional Expectations**

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

- a. Work schedules for AWS employees shall be consistent with operational needs and will be approved by both employee and supervisor.
- b. During scheduled work times, AWS employees are expected to be responsive to communication from management and co-workers and will suitably communicate times when they are busy in a meeting or other work commitment, or on lunch or break, or on a pre-planned absence.



- c. When appearing for a remote meeting, an AWS employee will be dressed professionally, as if attending the meeting in person at the worksite.
- d. If something arises, either in relation to technology or personal commitments (such as dependent care), which prevents an AWS employee from completing job tasks, the employee will notify the supervisor immediately, just as if they were on-site. The supervisor, in consultation with the employee, will determine if the employee is to come on-site to access technology needed for work, the employee is to take paid leave, or some other solution is to be implemented.
- e. If unplanned leave is necessary, an AWS employee will contact the supervisor with as much notice as possible.
- f. AWS employees must safeguard county resources, including computers and associated equipment, and abide by the Ingham County Acceptable Use Policy (including, but not limited to, that no non-county equipment will be utilized to access county resources and that county resources will not be used by non-county employees or for personal purposes).
- g. Employee will have access to answer their office phone remotely.
- h. Employees who are scheduled to work onsite in-service departments and call in sick should have an alternate on site to cover for them. A supervisor shall call an employee originally scheduled offsite to work onsite, if necessary.

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

Employee Name \_\_\_\_\_

Job Title \_\_\_\_\_

Home  
Address \_\_\_\_\_

Phone  
Number \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Approved: ☐

Denied: ☐ Reason

Denied: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature