

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, MAY 3, 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 [April 19, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Farmland and Open Space Preservation Board – Resolution to Approve the Farmland and Open Space Preservation (FOSP) Board’s Recommended Selection Criteria (Scoring System) for the 2022 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a [2022 Application Cycle](#)
2. Treasurer’s Office – Authorization to Start a [Managerial Employee](#) Above Step 2
3. Homeland Security and Emergency Management – Resolution to Convert the Temporary Project Coordinator Position to a Full-Time [Regional Planner/Deputy Emergency Manager Position](#)
4. Health Department – Resolution to Reorganize/Rename the [Senior Public Health Nurse](#) Positions in Maternal and Child Health
5. Purchasing Department – Resolution to Approve the Disposal of [County-Owned Surplus Property](#)
6. Potter Park Zoo – Notice of Emergency Purchase of [Penguin Shade Cloth](#)
7. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [Tri-Terra](#) for Consultation and Testing for Hazardous Materials
 - b. Resolution to Authorize an Agreement with [Rose Pest Solutions](#) for Pest Control and Management at Several Ingham County Facilities

8. Road Department
 - a. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and Ingham County in Relation to a State Funded Project on [Waverly Road](#) over the Grand River (SN 3871)
 - b. Resolution to Authorize a Contract for Rental and [Cleaning Services](#) for Uniform Work Apparel, Floor Mats, and Shop Towels
9. Controller's Office
 - a. Resolution Authorizing [Adjustments](#) to the 2022 Ingham County Budget
 - b. Resolution to Remove COVID-19 [Vaccination Requirements](#) for Vendors' Employees from the Ingham County Purchasing Policy
 - c. Resolution to Amend the Agreement with [Jensen Partners LLC](#) for Correctional Medical Consulting Services

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

April 19, 2022

Draft Minutes

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

Members Absent: None.

Others Present: Treasurer Alan Fox, Brandon Laninga, Linda Vail, Becky Bennett, Gregg Todd, Sue Graham, Kylie Rhoades and others.

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

Approval of the April 5, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 5, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

8. 30th Judicial Circuit Court
 - a. Resolution to Authorize a Lease of 426 S. Walnut Street in Lansing for Visiting Judge Purposes
 - b. Resolution to Authorize a Contract with Smart Homes Smart Offices for Visiting Judge Technology
7. Board of Commissioners
 - c. Resolution to Authorize the Release of Attorney/Client Privileged Communication

Removed –

5. Road Department
 - a. Authorization to Start a Managerial and Confidential Ingham County Road Department Director of Engineering Above Step 2

Limited Public Comment

None.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. GREBNER, TO REMOVE AGENDA ITEM 2B FROM THE TABLE AND BE CONSIDERED FOR THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

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

2. Drain Commissioner
 - a. A Resolution Committing Ingham County to Continued Action Against Non-Point Source Pollution in Compliance with Phase II of the Federal Clean Water Act
 - b. Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the Smith and Oesterle Drain
3. Health Department
 - a. Resolution to Authorize the Reorganization of Four Positions within the Ingham County Health Department
4. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Knight Watch Inc. for a New Access Swipes at the Allen Street Neighborhood Clinic
 - b. Resolution to Authorize an Agreement with John E. Green Company to Replace the Blower Fan Assemblies in the Two CRAC Units at the 9-1-1 Center
 - c. Resolution to Authorize a Purchase Order to Deer Creek Sales, Inc. for a Replacement Kubota Tractor
5. Road Department
 - b. Resolution to Authorize Agreements with Locke, Meridian, and Wheatfield Townships for the 2022 Local Road Program
 - c. Resolution to Reclassify Reception/Permits/Public Information Clerk to Reception and Public Information Coordinator
 - d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
6. Controller's Office
 - a. Resolution to Approve the Reorganization of the Controller's Office
 - b. Resolution to Utilize \$9 Million in American Rescue Plan Funds for Affordable Housing Opportunities through the Ingham County Housing Trust Fund
 - c. Resolution to Approve American Rescue Plan Funds for the 30th Circuit Court Visiting Judge Program
 - d. Resolution to Approve an Alternate Work Site Policy
7. Board of Commissioners
 - a. Resolution to Recognize All Women's "Equal Pay Days" in Ingham County
 - b. Resolution in Honor of Workers Memorial Day
8. 30th Judicial Circuit Court
 - a. Resolution to Authorize a Lease of 426 S. Walnut Street in Lansing for Visiting Judge Purposes

- b. Resolution to Authorize a Contract with Smart Homes Smart Offices for Visiting Judge Technology

THE MOTION CARRIED UNANIMOUSLY.

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

1. Equal Opportunity Committee – Interviews

Brandon Laninga interviewed for the Equal Opportunity Committee.

3. Health Department

- b. Resolution to Reorganize/Rename the Senior Public Health Nurse Positions in Maternal and Child Health (*Discussion*)

Chairperson Sebolt stated that despite his objection to Board of Commissioner policy and procedures, the Human Services Committee moved to proceed with the resolution rather than wait the standard two weeks.

Linda Vail, Ingham County Health Officer, stated that there were several senior public health nurses that supervised programs within Maternal and Child Health. She further stated that the resolution to reorganize would elevate their pay and place them in a supervisor role.

Ms. Vail stated that one position was filled and the other two of the positions had been vacant for at least a year.

Commissioner Celentino stated that he had no issue with the resolution, but asked for clarification on why the Human Services Committee did not follow policy and procedure.

Chairperson Sebolt stated that in his personal opinion, Chairperson Crenshaw had a case of senioritis. He further stated that Director Vail had noted that the positions had been open for some time and the County would be better off if they were filled.

Chairperson Sebolt stated that Commissioner Tennis had made the suggestion that the County Services Committee review the policy regarding reorganizations. He further stated that the reorganization policy had been recently addressed.

Chairperson Sebolt stated that Director Vail had expressed concern that two unrelated positions would automatically be considered a reorganization. He further stated that the Human Services Committee felt that proceeding promptly to fill the two vacant positions were of higher priority than following policy and procedures.

Chairperson Sebolt stated that he had expressed concern that by making an exception, further departments would expect the same treatment.

Ms. Vail stated that the Health Department was a large department, and she could receive requests for a single position from Community Health Centers and one from Environmental Health, which does not constitute a reorganization. She further stated that other than the two week wait; there was a total of a twelve-week wait for the reorganization process.

Commissioner Celentino stated that he was in agreement with Chairperson Sebolt, and would have voted no for the resolution. He further stated that he understood that the reorganization policy had not been a favorite for many, however, he tried to remain consistent and follow the procedures unless it was an extreme emergency.

Commissioner Celentino stated that he was disappointed that the Human Services Committee provided the wrong message by not following the procedures. He further stated that the reorganization policy had come after receiving several complaints that individuals had not been made aware of reorganizations.

Chairperson Sebolt stated that he had discussion with Greg Todd, Controller, about the reorganization process. He further stated that language that better defined when a situation was an actual reorganization could be brought to the County Services Committee.

Commissioner Grebner stated that if the policy was not revised, large departments would continue to fill their calendar with reorganizations and restrict how many positions would be reviewed at a given time.

Ms. Vail stated that she had not made the request to expedite the resolution along in the process. She further stated that Commissioner Crenshaw had made the motion.

Commissioner Stivers asked for clarification on what would happen to the resolution if the County Services Committee chose not to vote on it. She further asked if the resolution would still continue on to the full Board of Commissioners agenda.

Mr. Todd stated that the discussion portion would not go to the Finance Committee.

Becky Bennett, Board of Commissioners Director, stated that if the resolution were to be approved then it would be added as a late agenda item for the Finance Committee.

Chairperson Sebolt stated that even if the County Services Committee did not act on the resolution then it would continue to the Finance Committee.

MOVED BY COMM. PEÑA, SUPPORTED BY COMM. CELENTINO, TO TABLE THE RESOLUTION TO REORGANIZE/RENAME THE SENIOR PUBLIC HEALTH NURSE POSITION IN MATERNAL AND CHILD HEALTH UNTIL THE NEXT COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

7. Board of Commissioners

c. Resolution to Authorize the Release of Attorney/Client Privileged Communication

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

Commissioner Grebner stated that it was a good idea to release everything unless there was a strong reason not to, in this case the Attorneys were being very cautious. He further stated that he would not have thought an advisory body without staff, budgetary or legal powers was a public body.

Chairperson Sebolt stated that most advisory committees did have a small budget of \$500 and that they do have counsel.

Commissioner Grebner stated that when he said budgetary powers, he meant the power to appropriately spend funds, and not the money that had been budgeted to them. He further stated that their opinion would keep the Board of Commissioners very safe.

Commissioner Stivers stated that the County Services Committee was not debating the merit of the contents, but rather the act of releasing the Attorney/Client privileged communication. She further stated that Community Mental Health had been sued under the Americans with Disabilities Act for not immediately allowing virtual participation to a board member.

Commissioner Stivers stated that she believed it was not only important that they release the communication to show the progress but also to establish official policy to identify which meetings were under the Open Meetings Act.

Commissioner Peña stated that the interviewee seemed to be in tune with Commissioner Stivers' point of discussion.

Chairperson Sebolt stated that several advisory boards had become accustomed to virtual meetings, and this resolution would help to clarify why Ingham County required them to follow the Open Meetings Act.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated the Labor Council for Latin American Advancement Scholarship Luncheon would be held at April 23, 2022 at UAW Local 625, which was located at 426 Clare Street in Lansing. He further stated that doors would open at 12 p.m. and tickets would cost \$20 for adults and \$7 for individuals 10 years of age and under.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:01 p.m.

**May 3, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. **Farmland and Open Space Preservation Board– Resolution to Approve the Farmland and Open Space Preservation (FOSP) Board’s Recommended Selection Criteria (Scoring System) for the 2022 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2022 Application Cycle**

This resolution approves the FOSP scoring criteria for the 2022 Farmland Open Space application cycles and approves the FOSP Board to host the 2022 application cycle.

See memo for details.

2. **Treasurer’s Office– Authorization to Start a Managerial Employee Above Step 2**

This authorizes Treasurer Fox to start his new Chief Deputy at an MC Grade 12, Step 5. The chosen candidate brings extensive experience to the position, including nine years of service as a municipal treasurer, two designations as acting city manager and a leadership position in the Michigan Municipal Treasurers Association.

See memo for details.

3. **Homeland Security and Emergency Management – Resolution to Convert the Temporary Project Coordinator Position to a Full-Time Regional Planner/Deputy Emergency Manager Position**

This resolution will approve the conversion of the temporary Project Coordinator position to a full-time Regional Planner/Deputy Emergency Manager position. For several years, the Office of Homeland Security and Emergency Management has employed a temporary Project Coordinator. The required number of hours to fulfill the functions of this position necessitate that it be classified as full-time. The Sheriff’s Office prepared an updated job description and proposes a title change to Regional Planner/Deputy Emergency Manager. Upon review by the Human Resources Department, it has been determined that the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67). The long-term cost of the full-time position is \$138,203. The Homeland Security Grant Program funds reimburse \$60,000 to Ingham County for the Regional Planner Position. Additional funding is available from unbudgeted projected revenue from the United States Marshal Service Housing Contract.

See memo for details.

4. **Health Department– Resolution to Reorganize/Rename the Senior Public Health Nurse Positions in Maternal and Child Health**

This resolution approves the reorganization of the Health Department to reclassify the Senior Public Health Nurse positions in Maternal and Child Health from an ICEA 4 to an ICEA 5. The fiscal impact is as follows:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

See memo for details.

5. Purchasing Department– Resolution to Approve the Disposal of County-Owned Surplus Property

This resolution approves the disposal of surplus property through the public auction site GOVDEALS.COM. All of the property has exceeded its useful life, and therefore no longer serves the County's needs.

6. Potter Park Zoo– Notice of Emergency Purchase of Penguin Shade Cloth

The penguins need their shade (not recently but soon). Wind destroyed the old one.

7a. Facilities Department– Resolution to Authorize a Purchase Order to Tri-Terra for Consultation and Testing for Hazardous Materials

This resolution authorizes a PO with Tri-Terra for hazardous materials testing at the Mason Courthouse, Annex, and Road Department building. Testing is required prior to construction.

The \$8,930 cost is included in the 2021 Capital Bond.

See memo for details.

7b. Facilities Department– Resolution to Authorize an Agreement with Rose Pest Solutions for Pest Control and Management at Several Ingham County Facilities

This resolution authorizes an agreement with Rose Pest Solutions for pest control/management of County facilities. Funding for the three-year proposal of \$46,548 is available in Facilities maintenance contractual budget.

See memo for details.

8a. Road Department– Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and Ingham County in Relation to a State Funded Project on Waverly Road over the Grand River (SN 3871)

This resolution authorizes a second party agreement with MDOT to define the Road Department's responsibilities with regard to the Local Bridge Program (LBP) funded Waverly Road Bridge project.

The LBP funding pays for 95% of the actual construction costs, with the remaining 5% being the responsibility of the Local Agency. The local match for this project has been included in the 2022 Road Fund Budget.

Per MDOT Contract #22-5098:

Local Bridge Program (LBP):	\$ 910,670
Local Participation:	<u>\$ 67,930</u>
Total Project Cost =	\$ 978,600

Additionally, due to the nature of construction and the higher than average bid results over the past year, a 20% contingency is being requested for this project, equating to a total project cost of \$1,174,320. Since the LBP costs are not capped, the local share of the final project costs will remain at 5%.

8b. Road Department– Resolution Authorizing a Contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats and Shop Towels for the Road Department

This resolution approves a contract with Cintas Corporation for the rental and cleaning services of Road Department uniforms, shop towels, floor mats and other related services.

Total cost for the three-year contact is \$8,806.20. Funding is available through the Road budget.

9a. Controller's Office – Resolution Authorizing Adjustments to the 2022 Ingham County Budget

This resolution approves first quarter adjustments to the 2022 County budget as required by Public Act 621 of 1978.

See memo for details.

9b. Controller's Office – Resolution to Remove COVID-19 Vaccination Requirements for Vendors' Employees from the Ingham County Purchasing Policy

This resolution removes the COVID-19 vaccination requirements for vendors' employees.

See memo for details.

9c. Controller's Office – Resolution to Amend the Agreement with Jensen Partners LLC for Correctional Medical Consulting Services

This resolution approves an amendment to the Jensen Partners LLC agreement to take us through the short-term staffing solutions and RFP development for a long-term solution to jail medical. The amendment is for a not to exceed price of \$75,000 (\$25,000/month for three months). Funding is available in the 2022 Contingency Fund.

See memo for details.

Agenda Item 1

TO: Board of Commissioners County Services Committee

FROM: Stacy Byers, Director Farmland and Open Space Preservation Board

DATE: April 19, 2022

SUBJECT: Resolution to Approve the Farmland and Open Space Preservation (FOSP) Board's Recommended Selection Criteria (Scoring System) For The 2022 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host A 2022 Application Cycle

BACKGROUND

This resolution approves the 2022 Farmland and Open Space Selection Criteria's (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the 2022 Selection Criteria's for both the Farmland and Open Space Preservation programs and approve the FOSP Board to host a 2022 Farmland and Open Space Preservation application cycle.

ALTERNATIVES

There are no other alternatives to the selection criteria.

FINANCIAL IMPACT

There will be future costs associated with a 2022 Farmland and Open Space Application Cycle, including, but not limited to, postage and mailings, newspaper announcement costs and staff time to assist with scoring and ranking applications. Once all Applications, both new and old, are scored and ranked the FOSP Board will recommend approval of the top ranked applicants by the Board of Commissioners. Those costs are included in the 2022 budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for approving the farmland and open space preservation board's recommended selection criteria (scoring system) for the 2022 farmland and open space application cycles and approve the FOSP board to host a 2022 application cycle.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS:

**RESOLUTION TO APPROVE THE FARMLAND AND OPEN SPACE PRESERVATION
(FOSP) BOARD'S RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR
THE 2022 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVE
THE FOSP BOARD TO HOST A 2022 APPLICATION CYCLE**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and natural land in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Preservation Ordinance in July 2004 and amended it in 2010 (Resolution #10-99); and

WHEREAS, the Ingham County Farmland and Open Space Preservation Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland and Open Space Preservation Program; and

WHEREAS, Ingham County voters passed a millage of 0.14 mills in 2008 and renewed that millage in 2018 to fund purchases of agricultural conservation easements through the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, in the course of implementing the Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Selection Criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Ordinance requires that the Farmland and Open Space Selection Criteria be approved by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2022 Farmland and Open Space Selection Criteria developed by the Ingham County Farmland and Open Space Preservation Board as set forth in the Farmland and Open Space Preservation Ordinance passed July 27, 2004.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Farmland and Open Space Preservation Board to host a 2022 farmland and open space preservation application cycle.

Selection Criteria for Farmland Preservation Program 2022 Application Cycle

Tier I Criteria

I.	Agricultural Characteristics	55 points
II.	Development Pressure	43 points
III.	Additional Ag Protection Efforts	35 points
IV.	<u>Other Criteria</u>	<u>10 points</u>
V.	Total Points	143 points

I. AGRICULTURAL CHARACTERISTICS (55 POINTS)

1. Agricultural Productivity – Prime and Unique Soils

Maximum Points: 20

Prime and Unique Soils

Prime under all circumstances

20 points

Prime if adequately drained

15 points

Not prime or unique

0 points

Example: 70% of parcel is prime under all circumstances (0.70 x 20 pts) = 14 points

30% of parcel is prime if adequately drained (0.30 x 15 pts) = 4.5 points

Total points = 18.5 points

2. Size of Parcel (s)

Maximum Points: 15

Points for parcels between 15 and 150 acres are calculated by multiplying 0.1 times the parcel size. Any parcel above 150 acres receives 15 points. Parcels between 15 and 39.99 acres **must** be in specialty crop production. Parcels that are 0-14.99 acres receive 0 points. Parcels less than 40 acres will receive a zero for Size of Parcel, unless there is Additional Agricultural Income, in which case parcels 15 acres or more receive points.

Example: Parcel size is 150 acres: 150 x 0.1 = 15

Example: Parcel is 85 acres: 85 x 0.1 = 8.5

Example: Parcel is 350 acres: 350 x 0.1 = 35; 15 points, the maximum possible

Example: Parcel is 13 acres: (0 points for parcel less than 14.99 acres)

Parcels MUST be contiguous to be considered under one application. Parcels that are not contiguous must be submitted under different applications. For example, if two 80-acre parcels are applied, but are ½ mile apart, each 80 acre parcel will have its own application. This a new policy adopted in 2022.

3. Additional Agricultural Income

Maximum Points: 15

Points will be awarded to operations that have “value-added” agriculture either through animal related production or through production of a specialty crop (crops other than corn, wheat, soybeans), or both, with total sales over \$5,000.00 annually.

Example: Parcel is integral to farm operation that produces a specialty crop, which grosses over \$15,000 annually. Total points = 15 points

4. Proximity to Existing Livestock Farms**Maximum Points: 5**

A livestock operation for this purpose means a farm with more than 50 animal units (EPA definition: 1000 lbs = 1 unit)

Parcel is contiguous to an existing livestock operation 5 points

Parcel is located between 0.5 miles and 1 mile of an existing livestock operation 3 points

Parcel is located further than 1 mile from an existing livestock operation 0 points

**Contiguous for this section means no other parcel is located between the parcels. Parcels separated only by a road are considered contiguous.*

II. DEVELOPMENT PRESSURE (43 POINTS)

5. Proximity to Existing Public Sanitary Sewer or Water, or Both**Maximum Points: 10**

Linear (straight line) distance to existing, usable public sanitary sewer, or water services, or both, will result in the following scoring options:

Less than one-half (1/2) mile from sewer or water 5 points

One-half (1/2) mile or more but less than 1 mile 7 points

One (1) mile or more but less than 2 miles 10 points

Two (2) miles or more but less than 5 miles 5 points

More than 5 miles 0 points

Example: Parcel is located 3 miles from existing sewer lines. Total points = 5 points.

6. Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, September 2005. Population Centers for the purposes of this criteria, include areas around Lansing, Mason, and Williamston.

Maximum Points: 25

<i>Distance to Lansing</i>	<i>max points</i>	<i>25</i>	<i>Distance to Mason and Williamston,</i>	
			<i>max points</i>	<i>10</i>
<i>Farm is up to 1 mile from Lansing Pop</i>	<i>25</i>		<i>Farm is 1 mile, or within city boundary</i>	<i>10</i>
<i>Farm is 1-2 miles from Pop Center</i>	<i>20</i>		<i>Farm is 1-2 Miles from Pop Center</i>	<i>8</i>
<i>Farm is 2-3 miles from Pop Center</i>	<i>15</i>		<i>Farm is 2-3 miles from Pop Center</i>	<i>6</i>
<i>Farm is 3-4 miles from Pop Center</i>	<i>10</i>		<i>Farm is 3-4 miles from Pop Center</i>	<i>4</i>
<i>Farm is 4-5 miles from Pop Center</i>	<i>5</i>		<i>Farm is 4-5 miles from Pop Center</i>	<i>2</i>
<i>More than 5 miles from Pop Center</i>	<i>0</i>		<i>More than 5 miles from Pop Center</i>	<i>0</i>

Example: Farm is located 2 miles from Lansing Designated Population Center Total points = 20

Example: Farm is located 4 miles from City boundary of Mason Total points = 4

7. Road Frontage (paved or gravel)**Maximum Points: 8**

Emphasis is placed on parcels with greater linear distance of road frontage, placing the farmland under a greater threat of fragmented development. Frontage can be gravel, paved, or both and must be adjacent to the subject parcel.

Road frontage of 5280 feet (1 mile) or more	8 points
Road frontage of 2640 feet (1/2 mile) to 5279 (just under 1 mile)	6 points
Road frontage of 1320 feet (1/4 mile) to 2639 (just under 1/2 mile)	4 points
Road frontage less than 1/4 mile	0 point

Example: Parcel has 1 mile of road frontage. Total points = 8 points

III. ADDITIONAL AGRICULTURAL PROTECTION EFFORTS **(35 POINTS)**

8. Location to Protected Property**Maximum Points: 20**

Parcel is near other private land which has been permanently protected from development through a conservation easement or deed restriction (development rights may have been purchased, transferred or donated). Linear distance is used from nearest farm boundary.

Parcel is adjacent to protected land	20 points
Parcel is not adjacent but within 1/2 mile of protected land	15 points
Parcel is not adjacent but within 1 mile of protected land	10 points
Parcel is not adjacent but within 2 miles of protected land	5 points

Example: Parcel is adjacent to property under a permanent conservation easement = 20 points

Note: Points are awarded regardless of last name of property owner(s). For example if three people with the same last name apply, each receives points for the block. There is no point penalty for block properties that happen to be owned by members of the same family.

9. Block Applications**Maximum Points: 15**

Emphasis is placed on applications which consist of two more landowners who create a 150-acre or more block of contiguous farmland. Contiguous blocks of farmland have a greater potential for creating a long-term business environment for agriculture. Parcels included in a block application must be contiguous (touching but may be separated by a road). Each applicant in the block application will receive points for this section.

Two or more landowners apply together to create 1000 or more contiguous acres	15 points
Two or more landowners apply together to create 750 to 999 contiguous acres	10 points
Two or more landowners apply together to create 500 to 749 contiguous acres	8 points
Two or more landowners apply together to create 300 to 499 contiguous acres	6 points
Two or more landowners apply together to create 299 to 150 contiguous acres	5 points
Contiguous acreage of 149 acres or less	0 points

Example: Four landowners, with varying parcel acreage, submit a block-application of about 800 contiguous acres. (Each of the four landowners would receive 10 points for this section).

Note: If a parcel in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided they still wish to participate in the block application.

IV. OTHER CRITERIA (10 POINTS)

10. Additional Agricultural Characteristics

Maximum Points: 5

Additional agricultural characteristics are USDA certified organic farm or Centennial farm.

Parcel has one or more additional agricultural features 5 points

Parcel does not have an additional agricultural feature 0 points

11. Michigan Agricultural Environmental Assurance Program (MAEAP) Maximum Points: 5

Participation in the MAEAP demonstrates a commitment to environmental stewardship above and beyond a conservation plan. The State Agriculture Preservation Board has identified the MAEAP as a priority to providing matching funds. Farms verified under the MAEAP must show *verification* to receive points.

Farm is MAEAP verified 5 points

Farm is not MAEAP verified 0 points

TIER I: TOTAL POINTS POSSIBLE IS 143

Selection Criteria for **Open Space** Land Preservation Program 2022 Application Cycle

Tier I Criteria Sections	
Ecological, scenic, geological criteria	103 points
Property size and location criteria	<u>55 points</u>
<i>Maximum Total Points</i>	<i>158 points</i>

I. ECOLOGICAL, SCENIC AND GEOLOGICAL CRITERIA (Maximum 103 POINTS)

- 1. Potential Conservation Area(s) (from the Greening Mid-Michigan Project)** **maximum points: 10**
 - 1. Highest Potential** 10 points
 - 2. High Potential** 8 points
 - 3. Medium Potential** 6 points
 - 4. Low Potential** 4 points

Example: parcels fall within a High Potential Conservation Area = 8 points

2. Water quality values

1. Riparian land

maximum points: 20

Property with a water frontage of 200 linear feet or greater receives 20 points. Points for a property with water frontage of less than 200 linear feet are: $20 \times \text{linear feet of water frontage} / 200 = \text{points}$.

Example: parcel has 75 feet of water frontage on the Red Cedar River: $20 \times 75 = 1500 / 200 = 7.5 \text{ points}$

2. Wetlands, including buffer area

maximum points: 20

Property that is 100% wetland receives 20 points. Points for a property with less than 100% wetland are: $10 \times \text{percent in wetland} = \text{points}$.

Example: 5 acres of an 40 acre parcel is wetland: $20 \times 12.5 / 100 (5/40 = 0.125) = 250 / 100 = 2.5 \text{ points}$

3. Aquifer recharge land

maximum points: 20

Property that is qualified by the MSU RS&GIS model as aquifer recharge land will receive points based on the following formula; $20 \times \text{percent aquifer recharge land} = \text{points}$.

Example: 10 acres of a 20 acre parcel is recharge land: $20 \times 50 / 100 (10/20 = 0.5) = 1000 / 100 = 10 \text{ points}$

3. Habitats

1. Forestland

maximum points: 10

Property that is 100% forest land receives 10 points. Points for a property with less than 100% forest land are: $10 \times \text{percent in forest land} = \text{points}$.

Example: 15 acres of a 20 acres parcel is wooded: $10 \times 75 / 100 (15/20 = 0.75) = 750 / 100 = 7.5 \text{ points}$

2. Others – grassland, shrub land, etc.

maximum points: 10

Property that is 100% in other types of natural habitat receives 10 points. Points for a property with less than 100% in other types of habitat are: $10 \times \text{percent in other types of habitat} = \text{points}$.

Example: 10 acres of a 15 acre parcel is grassland: $10 \times 66 / 100 (10/15 = 0.66) = 660 / 100 = 6.6 \text{ points}$

4. Rare species

maximum points: 10

1. State and federal threatened and endangered species on the property

Up to 10 points may be given depending on the Bio-Rarity Score category for the parcels; from the Greening Mid-Michigan Project using Michigan Natural Features Inventory. Bio-rarity Score .01-11.5 = 2.5 points. 11.51-24.0 = 5 point, 24.01-40.5 = 7.5 points, 40.51 and over = 10 points

Example: Parcel has a Bio-Rarity Score of 28 = 7.5 points

5. Physically (geologically) significant features

maximum points: 3

Up to 3 points may be given. Example: property has a terminal marine.

II. PROPERTY SIZE and LOCATION CRITERIA (Maximum 55 points)

6. Parcel size **maximum points: 20**

Parcels of 100 acres or greater receives 20 points. Points for a property of less than 100 acres are: $20 \times \text{acreage of parcel}/100 = \text{points}$.

Example: Parcel is 40 acres in size: $20 \times 40/100 = 800/100 = 8 \text{ points}$

Parcels MUST be contiguous to be considered under one application. Parcels that are not contiguous must be submitted under different applications. For example, if two 80 acre parcels are applied, but are ½ mile apart, each 80 acre parcel will have its own application. This a new policy adopted in 2022.

7. Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, September 2005. Population Centers for the purposes of this criteria, include areas around Lansing, Mason, and Williamston) **maximum points: 20**

<i>Distance to Lansing</i> <i>max points 20</i>	<i>Distance to Mason, Williamston</i> <i>max points 10</i>
<i>Property is up to 1 mile from Lansing Pop</i> 20	<i>Property is up to 1 mile, or within city boundary</i> 10
<i>Property is 1-2 miles from Pop Center</i> 15	<i>Property is 1-2 Miles from Pop Center</i> 8
<i>Property is 2-3 miles from Pop Center</i> 10	<i>Property is 2-3 miles from Pop Center</i> 6
<i>Property is 3-4 miles from Pop Center</i> 5	<i>Property is 3-4 miles from Pop Center</i> 4

Example: Property is located 1.5 miles from Lansing Designated Population Center Total points = 15

Example: Property is located 4 miles from City boundary of Mason Total points = 4

8. Location with respect to other protected property **maximum points: 10**

Permanently protected land is property with a conservation easement or a deed restriction that permanently prohibits development on the property. Linear distance is from nearest land boundaries.

Property is adjacent to protected land 10 points

Property is not adjacent but within 1/2 mile of protected land 8 points

Property is not adjacent but within 1 mile of protected land 6 points

Property is not adjacent but within 2 miles of protected land 4 points

Example: Parcel is between ½ mile and 1 mile of an already protected property = 6 points

9. Road frontage (paved or gravel) **maximum points: 2**

Road frontage of 1320 feet (1/4 mile) or greater receives 2 points. Points for road frontage of less than 1320 feet are: $2 \times \text{feet of road frontage}/1320 = \text{points}$.

Example: Parcel has 500 feet of road frontage: $2 \times 500 = 1000/1320 = 0.76 \text{ points}$

10. Block applications

maximum points: 3

Properties applying in a block application must be contiguous (they may be separated by a road). Each applicant in the block application will receive the stated points.

Two or more landowners applying together and submitting 300 or more contiguous acres each receives 3 points. Points for two or more landowners submitting less than 300 acres are: $3 \times \text{number of contiguous acres submitted} / 300 = \text{points}$.

Example: Parcel is applying with three other landowners to make a 450 acre block of land: $3 \times 450 = 1350 / 300 = 4.5$ therefore the points received are 3, the maximum.

Note: If only one property in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided the remaining landowners still wish to participate in the block application.

MAXIMUM TOTAL TIER I POINTS POSSIBLE – 158

Applicants note: Landowners who accept federal, state or local matching funds to protect their open space land may be selected for the program before landowners who do not accept such funds, regardless of their relative ranking based on the above “Selection Criteria for Protection of Open Space Land”.

TO: County Services Committee

FROM: Alan Fox, Treasurer

DATE: April 21, 2022

SUBJECT: Authorization to Start a Managerial Employee Above Step 2

BACKGROUND

Recruitment of a new Chief Deputy Treasurer has concluded with selection of a candidate to fill the position. The chosen candidate brings extensive experience to the position, including nine years of service as a municipal treasurer, two designations as acting city manager and a leadership position in the Michigan Municipal Treasurers Association.

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

FINANCIAL IMPACT

The recommendation is to start the new Chief Deputy at the same step as the former Chief Deputy so there will be no impact on the Treasury budget.

OTHER CONSIDERATIONS

The responsibilities and expectations for the Chief Deputy Treasurer are high. Persons experienced in local government finance are in great demand and have opportunities at high pay elsewhere. The management responsibilities are expanding as changes in the law and court decisions governing tax auction sale proceeds have become more complicated. The Treasurer's office's role administering the Housing Trust Fund will also bring additional responsibilities.

RECOMMENDATION

Base on the knowledge, skills and experience of the selected candidate and in recognition of local market demands, the Treasurer recommends that the County Services Committee allow the selected Chief Deputy Treasurer candidate to begin at Grade 12, Step 5 of the MCF scale.

Agenda Item 3

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

FROM: Undersheriff Andrew Bouck

DATE: April 19, 2022

SUBJECT: Resolution to Convert the Temporary Project Coordinator Position to a Full-Time Regional Planner/Deputy Emergency Manager Position

For the meeting agendas of April 28, May 3 and May 4

BACKGROUND

For several years, the Office of Homeland Security and Emergency Management has employed a temporary Project Coordinator. When Ingham County began operating as the fiduciary agent for the Michigan Homeland Security Region 1 grant, funding became available to support this position. Currently, the required number of hours to fulfill the function of this position necessitate that it be classified as full-time. The Sheriff's Office prepared an updated job description, and proposes a title change to Regional Planner/Deputy Emergency Manager. The Human Resources Department has reviewed the job description and determined that the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67). See attached job description and memo from Human Resources for details.

ALTERNATIVES

The number of hours of the position could be limited to remain properly classified as a special part-time employee, requiring no provision of benefits, and limiting the amount of services the position could provide.

FINANCIAL IMPACT

The long-term cost of the full-time position is \$138,203. The Homeland Security Grant Program funds reimburse \$60,000 to Ingham County for the Regional Planner Position. Additional funding is available from unbudgeted projected revenue from the United States Marshal Service Housing Contract authorized by Resolution #21-132.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Agenda Item 3

TO: Scott Wigglesworth, Sheriff

FROM: Joan Clous, Human Resources Specialist

DATE: April 11, 2022

RE: Support for conversion of a temporary position to a full-time position

Per your request, Human Resources has reviewed the classification titled Deputy Emergency Manager

After analysis, the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67).

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

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

**INGHAM COUNTY
JOB DESCRIPTION
REGIONAL PLANNER / DEPUTY EMERGENCY MANAGER POSITION
HOMELAND SECURITY & EMERGENCY MANAGEMENT OFFICE**

General Summary:

The Regional Planner / Deputy Emergency Manager works under the supervision of the Emergency Manager (EM.) The Regional Planner assists the EM with addressing local and regional emergency management issues and the maintenance of all emergency operation plans as they pertain to all hazards to include terrorism. The planner will further assist the EM with the coordination, mitigation and preparedness, response, and recovery processes for both natural, man-made, and terrorist related emergencies and disasters within Ingham County and Michigan Region 1. Some required activities as the Deputy Emergency Manager may take place outside of normal business hours, and may require work outside of the office setting.

Essential Functions:

1. In the event of a disaster, the Deputy Emergency Manager will assist with coordination of the response through the Emergency Operations Center and/or Mobile Command Van. Depending on needs as determined by the Emergency Manager, can serve as one or multiple of the following:
 - a. Public Information Officer
 - b. Operational Liaison for on-scene coordination
 - c. Logistics / Tracking / Planning officer
 - d. Public Alert & Warning dissemination
 - e. Piloting the UAS (drone) for response / recovery missions.
 - f. Update the MICIMS (WebEOC) statewide status board
 - g. Other roles deemed necessary in an emergency
2. Assist with the Everbridge Mass Notification System. Add/remove administrative users, train message senders, and handle major event alert and warning. Assist public and county employee end users with their account settings.
3. Assist with social media pages for ICSO and HSEM, respond to questions from the public, send press releases for ICSO and the county to local media, and update the ICSO / HSEM webpages as needed.
4. Oversee Ingham County's FEMA EAS/IPAWS system, and activate emergency alerts as needed to deliver messages to cellular phone users and mass media outlets in the county.
5. Assist with weather briefings to EOC staff, county officials, and mutual aid agencies for severe summer / winter events. Monitor weather conditions disaster responses, along with planned outdoor events (Ingham County Fair, etc.) Coordinate with Tri-County partners for cold / hot weather shelter planning and operations.
6. Facilitate Tri-County Hazard Mitigation planning, file applications for hazard mitigation projects using FEMA grant funds, and report financial and project updates to MSP-EMHSD for reimbursement.

7. Assist with emergency planning efforts with all political jurisdictions within the county for all hazards to include terrorism. Ensure emergency plans meet federal regulations and assist as an agent in securing disaster relief funding.
8. Assist with the completion of federal and state forms, activity logs, and financial reports for emergency management to ensure federal grant reimbursement for the HSGP grant and other homeland security grants as necessary.
9. Assist with updating emergency operations plans to ensure they are viable for all hazards to include terrorism, which involves working with each agency/department that is included in the plan to identify tasks they will perform in a disaster or emergency. Assist in the regular review of plans to ensure they are compliant with all federal regulation.
10. Assist with the planning and coordination of drills and exercises carried out in preparation for all hazards to include terrorism related incidents. Assist EM along with regional and local partners to identify potential gaps and deficiencies in emergency plans.
11. Assist EM and members of Local Emergency Planning Committee (LEPC) by providing information and other staff support.
12. Work with individual schools and school districts to develop and test emergency plans to address all hazards to include terrorist activities, both foreign and domestic. Make presentations to schools, service groups, and healthcare facilities to raise the awareness of hazards, and advise on planning for emergencies and reunification.
13. Work with industrial and private sector organizations to review emergency policies for all hazards to include terrorism. Assist with developing procedures, shelter designation, evacuation procedures and other areas of emergency planning and mitigation.
14. Correspond with the Michigan State Police Emergency Management and Homeland Security Division (MSP-EMHSD) to provide information in times of disaster or terrorist attack utilizing communication methods such as social media. Assist with documentation record keeping for the duration of the disaster or terrorism related event.
15. Establish relationship with the District 1 Regional Medical Response Coalition (D1RMRC) to coordinate planning efforts with medical care providers in the county and region.
16. Have the ability and temperament to coordinate with internal and external partners to ensure effective communication, connectivity, planning, training, and exercising, in preparation for a real world disaster or terrorism related event.
17. Stay informed about legislative and regulatory developments and current issues through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate. These conferences may require travel either in- or out of state.
18. Assist with SARA Title III requirements and documentation. Assist with development and maintenance of mitigation plans for Ingham County as they relate to homeland security, critical infrastructure, all hazards and terrorist related issues and events.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

Employment Qualifications:

Education: Bachelor's Degree in Emergency Management, Public Administration, or a closely related field from an accredited college or university. Master's Degree in Emergency Management preferred.

Experience: Demonstrated at least two years of experience working with State agencies (especially the Michigan State Police – Emergency Management and Homeland Security Division) and Local Government agencies and officials. In addition, a record of coordinating with community partner entities such as the American Red Cross, Hospitals, Regional Medical Coalitions, businesses and service groups, and more. Track record showing a minimum of two years of experience working with federal grants such as the Emergency Management Performance Grant (EMPG) and the Homeland Security Grant Program (HSGP) and how to leverage these funding opportunities to allocate funds available to increase capabilities. Comprehensive understanding of Michigan's Emergency Management Act (PA 390 of 1976). At least two years of experience managing the development and maintenance of complex multi-year, multi-disciplinary, and multi-jurisdictional plans that meet local, state, and federal requirements.

Other Requirements:

- Certifications in NIMS/ICS 100, 200, 300, 400, 700, and 800 as required by state and federal mandates within two years of hire and Professional Emergency Manager (PEM) certification within three years of hire.
- Possess valid Michigan Vehicle Operator's License, and be in compliance with current county driving policy.
- Pass a background investigation.
- General First Aid training.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Ability to take and transcribe accurate meeting minutes.
- Skill in effectively communicating ideas and concepts verbally and in writing. Ability to develop and give presentations in public forums.

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

Working Conditions:

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

3. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

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

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

March 2022
MC9

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT THE TEMPORARY PROJECT COORDINATOR POSITION TO A
FULL-TIME REGIONAL PLANNER/DEPUTY EMERGENCY MANAGER POSITION**

WHEREAS, the Office of Homeland Security and Emergency Management has employed a temporary Project Coordinator position for several years; and

WHEREAS, when Ingham County began operating as the fiduciary agent for the Michigan Homeland Security Region 1 grant, funding became available to support this position; and

WHEREAS, the required number of hours to fulfill the function of this position necessitate that it be classified as full-time; and

WHEREAS, an updated job description and title change to Regional Planner/Deputy Emergency Manager has been developed and has been reviewed by the Human Resources Department, which has determined that the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67); and

WHEREAS, the Regional Planner/Deputy Emergency Manager will work under the supervision of the Emergency Manager assisting with addressing local and regional emergency management issues and the maintenance of all emergency operation plans as they pertain to all hazards including terrorism; and

WHEREAS, the long-term cost of the full-time position will be \$138,203, with current funding of \$60,000 from the Homeland Security Region 1 grant, and up to \$78,203 in funding from unbudgeted projected revenue from the United States Marshal Service Housing Contract authorized by Resolution #21-132.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the conversion of the temporary Project Coordinator position to a full-time Regional Planner/Deputy Emergency Manager position effective the first full pay period following passage of this resolution.

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

TO: Board of Commissioner's County Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 31, 2022
SUBJECT: Authorization to Reorganize the Senior Public Health Nurse Positions into Nurse Supervisor Positions

BACKGROUND

Ingham County Health Department (ICHD) wishes to reorganize the Senior Public Health Nurse (PHN) positions (#601141, #601144, #601426) in Maternal and Child Health (MCH) from an Ingham County Employees' Association for their Professional Employees (ICEA) PHN 04 to an ICEA PHN 05, effective upon approval. The Senior Public Health Nurse positions will be renamed Nurse Supervisor.

The Senior Public Health Nurse positions are grant/general revenue-funded positions located within MCH's Children's Special Health Care Services (CSHCS) (#601141), Maternal Infant Health Program (MIHP) (#601426), and Nurse Family Partnership (NFP) (#601144). The reorganization of these positions will enable the Nurse Supervisors to provide direct supervision and enhanced support to the 12.5 FTE Public Health Nurses and 6.5 FTE ancillary staff of the CSHCS, MIHP, and NFP teams. The Nurse Supervisors will provide leadership to MCH teams, ensure that all program requirements are being met, develop policies and procedures for joint work within MCH, and ensure close collaboration and care coordination within ICHD as well as with external community partners. This will lead to better health outcomes for the families served by the CSHCS, MIHP, and NFP programs. Further, this change will allow for parity among workers with similar qualifications and job duties working within MCH at ICHD. This reorganization has been reviewed and approved by the Human Resources Department and the ICEA PHN Unit.

ALTERNATIVES

If the positions are left unchanged, ICHD will fail to adequately compensate these positions for their increasing jurisdictions and demands.

FINANCIAL IMPACT

Positions #601141, #601144, and #601426 (Senior Public Health Nurse) are currently ICEA PHN 04 (\$66,769.42-\$80,168.59) and would be increased to ICEA PHN 05 (\$69,735.57-\$83,736.25) positions and be renamed Nurse Supervisor.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

All costs of this reorganization will be covered by grant and general revenue funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reorganization of the MCH Senior Public Health Nurse positions and approval of the attached resolution to convert the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25) and change the position names to Nurse Supervisor, effective upon approval.

From: [Sally Meyer](#)
To: [Jennifer Granning](#)
Subject: FW: HR Support for change in status of Nurse Supervisor
Date: Thursday, March 31, 2022 12:09:18 PM
Attachments: [image003.png](#)
[image001.png](#)
[image004.png](#)

[Here's HR's support....](#)

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, March 31, 2022 8:15 AM
To: Sally Meyer <SMeyer@ingham.org>
Cc: Sue Graham <SGraham@ingham.org>
Subject: HR Support for change in status of Nurse Supervisor

Sally,

This email is to show that HR is in support of the change in status for the Nurse Supervisor, it will remain in the PHN and will be paid at grade 5 (New Grade) (\$69,735.57 to \$83,736.25). The ICEA PHN union is in support of this change. Please let me know if you have any questions.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



“Success is a project that is always under construction.” ~ Pat Summit

From: [Sally Meyer](#)
To: [Jennifer Granning](#)
Subject: FW: LOU Nurse Supervisor Position
Date: Thursday, March 31, 2022 12:10:30 PM
Attachments: [image001.png](#)

Here's ICEA PHN Unit support....

From: Sue Graham <SGraham@ingham.org>
Sent: Wednesday, March 30, 2022 5:46 PM
To: Sally Meyer <SMeyer@ingham.org>; Jeffrey Donahue <jdonahue@whiteschneider.com>
Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>; Brenda Gray <BGray2@ingham.org>; Jennifer Granning <JGranning@ingham.org>
Subject: RE: LOU Nurse Supervisor Position

Good afternoon Sally. For the ICEA PHN Unit, Jeff and Shajuana are in support of adhering to the terms agreed upon being presented for approval via the memo and resolution. Joan, please provide an email indicating HR support for the new scale negotiated with the Union (not a memo of analysis – that would be something provided following reclassification to an existing grade).

From: Sally Meyer <SMeyer@ingham.org>
Sent: Wednesday, March 30, 2022 2:32 PM
To: Jeffrey Donahue <jdonahue@whiteschneider.com>; Sue Graham <SGraham@ingham.org>
Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>; Brenda Gray <BGray2@ingham.org>; Jennifer Granning <JGranning@ingham.org>
Subject: RE: LOU Nurse Supervisor Position
Importance: High

Hi Sue.

We were set to submit our memo and resolution by tomorrow for consideration by the Health Commissioners. Can you please let us know the status of creating a new pay grade/scale? We also need a memo of analysis from HR and a memo of approval from the union stating they are supportive of these changes.

Please let me know and thanks.

-Sally

From: Jeffrey Donahue <jdonahue@whiteschneider.com>
Sent: Monday, March 28, 2022 10:29 AM
To: Sue Graham <SGraham@ingham.org>
Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Sally Meyer <SMeyer@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>
Subject: RE: LOU Nurse Supervisor Position

Thanks for the clarification Sue. Jeff

Jeffrey S. Donahue

White Schneider PC

1223 Turner Street, Suite 200

Lansing, Michigan 48906

www.whiteschneider.com

P: 517/347-7225

F: 517/349-8295



White Schneider PC



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From: Sue Graham <SGraham@ingham.org>

Sent: Monday, March 28, 2022 8:07 AM

To: Jeffrey Donahue <jdonahue@whiteschneider.com>

Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Sally Meyer <SMeyer@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>

Subject: RE: LOU Nurse Supervisor Position

Good morning Jeff,

What is needed is a different process (a reorganization) than a LOU to create the new position of Nurse Supervisor and eliminate the Sr. Public Health Nurse position (the one incumbent is reclassified into the Nurse Supervisor so they keep their job). The terms that would have been in the LOU document will go into the reorganization document, which includes placement in the ICEA PHN bargaining unit and creating a new pay grade/scale at the level envisioned in the LOA. In a reorganization process, everything is reviewed with the Union for concurrence prior to being sent to the BOC for approval, which concurrence becomes part of the materials.

We hope to have this ready for the next round of meetings (it starts as a discussion item at County Services), so we should be back with you for your review soon. Thank you for your collaboration with this, it is much appreciated!

Regards,

Sae

Sue Graham, Director
(Pronouns: She/Her/Hers)
Ingham County Human Resources
(517) 887-4372

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From: Jeffrey Donahue <jdonahue@whiteschneider.com>

Sent: Friday, March 25, 2022 3:56 PM

To: Sue Graham <SGraham@ingham.org>

Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>

Subject: RE: LOU Nurse Supervisor Position

Sue, just confirming the conversation we had yesterday on this matter. You stated that the County has some internal processing issues with how the LOA deals with these positions. However, you stated that the LOA in terms of being placed in the ICEA PHN bargaining unit, and the pay at the level envisioned will be the same as in the LOA. While I don't exactly understand all of the nuances involved in what you were saying, Shajuana and I are fine with you moving in the direction you indicated as long as there is no substantive change in the LOA.

Thanks. Jeff

Jeffrey S. Donahue

White Schneider PC

1223 Turner Street, Suite 200

Lansing, Michigan 48906

www.whiteschneider.com

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From: Sarah Osburn <sosburn@cstmlaw.com>

Sent: Monday, March 7, 2022 12:02 PM

To: Jeffrey Donahue <jdonahue@whiteschneider.com>

Cc: Gwen Kamm <gkamm@cstmlaw.com>

Subject: LOU Nurse Supervisor Position

Hi Jeff,

Attached please find a finalized version of the Nurse Supervisor LOU ready for signature.

Please do not hesitate to contact me with any questions.

Thanks!

Sarah K. Osburn
Cohl, Stoker & Toskey, P.C.
601 N. Capitol Ave.
Lansing, MI 48933
(517) 372-9000
sosburn@cstmlaw.com

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**INGHAM COUNTY
JOB DESCRIPTION
NURSE SUPERVISOR**

General Summary:

Under the supervision of the Maternal and Child Health Division Director, the Nurse Supervisor acts as program manager and supervisor of staff for one of the MCH programs such as the Maternal Infant Health Program, Nurse Family Partnership, and Children's Special Health Care Services. Responsible for oversight of all aspects of the programs in compliance with Medicaid requirements (if applicable) and model fidelity. Develops program policies and protocols, manages program budgets and prepares grant funding requests. Coordinates home visiting and community outreach to provide intensive, multidisciplinary services to high need families. Represents the department on various committees and participates in conferences.

Essential Functions:

1. Supervises staff utilizing motivational interviewing, coaching, reflective practice, and staff professional development. Hires, orients, trains, and schedules staff. Assigns duties, approves leave time and travel requests. Oversees and monitors referral, intake, and follow-up of clients. Monitors staff performance and develops performance improvement plans as necessary. Facilitates case consultation across disciplines.
2. Develops, plans and implements program policies, procedures, protocols, and services. Assures the program operates in compliance with state and federal standards, policies and guidelines and grant contract terms and conditions. Prepares for certification reviews, accreditation, site visits, audits, and submits corrective action plans as applicable.
3. Develops and monitors program budgets and expenditures. Researches and requests purchases to enhance the program and service to families. Monitors contracts. Oversees professional billing process and coordinates with internal billing department as needed.
4. Implements continuous quality improvement; conducts chart reviews, productivity analyses, customer satisfaction analyses, and MDHHS data reports; implements quality improvement strategies based on the findings.
5. Manages grants for compliance with funding requirements. May develop proposals and seek funding, as well as maintaining eligibility criteria.
6. Monitors and tracks demographic and other data on clients participating in MCH programs such as the Maternal Infant Health Program, Nurse Family Partnership, and Children's Special Health Care Services. Completes all program reports, supervises data collection and tracking for the purposes of departmental reports, evaluations, and fund development. Reviews and interprets reports; shares with staff and partners as appropriate. Ensures that data is accessed and secured in compliance with department/program guidelines.
7. Develops marketing/educational materials to ensure visibility in the community and to further educational efforts. Creates marketing campaigns to provide outreach to the community.
8. Oversees the scheduling of student nurses. Facilitates their orientation and works closely with staff to provide an enhanced student experience.
9. Conducts regular site visits at community-based sessions to ensure program compliance and purpose. Coordinates and collaborates with other program staff members as well as key departments within ICHD.
10. Participates on various committees, coalitions, task forces, and projects to further the quality of services to families. Will serve on the Ingham County Infant Mortality Coalition.

11. Meets regularly with community stakeholders in order to engage and involve them in issues related to infant mortality and health disparities in our community and develops and maintains contacts with local and state agencies (e.g. MDHHS, DHS) that provide funding and/or programmatic guidance of the programs in the Division and the department.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

Employment Qualifications:

Education:

Nurse Supervisor for Nurse Family Partnership must possess a Bachelor's degree in Nursing, and a Master's degree in Nursing is preferred.

Nurse Supervisor for Maternal Infant Health Program must possess a Bachelor's degree in Nursing, Social Work, Public Health or a related field.

Nurse Supervisor for Children's Special Health Care Services must possess a Bachelor's degree in Nursing, Social Work, Public Health or a related field.

Experience:

A minimum of four years of experience working in a community health or public health setting is required. Previous experience in supervision and program management is preferred.

Other Requirements:

- An unencumbered, current license to practice as a registered nurse in the State of Michigan when a Bachelor's degree in Nursing is possessed/required.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
3. 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 little to no stamina in climbing, balancing and pinching.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, and crawling.
- This position's physical requirements require regular stamina in walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.

- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying levels of stress.

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

***ICEA PHN 5
August 31, 2021***

Personnel cost analysis request by S. Meyer
Position #'s 601141, 601144, 601426

	ICEA - PHN	ICEA - PHN
	Grade 4 Step 1	Grade 4 Step 5
SALARY	66,769	80,169
UNEMPLYMT	334	401
FICA/MEDICARE	5,108	6,133
DENTAL	936	936
VISION	135	135
PHP MED	21,880	21,880
MERS 0101H	43,453	52,174
RTEE CHG B	3,585	3,585
SEPARATE	1,168	1,403
RET/HLTH/T	3,005	3,608
DISABILITY	167	200
LIFE 30K	117	117
CARES	<u>33</u>	<u>33</u>
	146,690	170,774
Salary	66,769	80,169
Fringes	<u>79,921</u>	<u>90,605</u>
	146,690	170,774
	ICEA - PHN	ICEA - PHN
	Grade 5 Step 1	Grade 5 Step 5
SALARY	69,736	83,736
UNEMPLYMT	349	419
FICA/MEDICARE	5,335	6,406
DENTAL	936	936
VISION	135	135
PHP MED	21,880	21,880
MERS 0101H	45,384	54,495
RTEE CHG B	3,585	3,585
SEPARATE	1,220	1,465
RET/HLTH/T	3,138	3,768
DISABILITY	174	209
LIFE 30K	117	117
CARES	<u>33</u>	<u>33</u>
	152,023	177,185
Salary	69,736	83,736
Fringes	<u>82,287</u>	<u>93,449</u>
	152,023	177,185
Increase cost due to reorganization	5,333	6,411
3/31/2022		

Agenda Item 4

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE/RENAME THE SENIOR PUBLIC HEALTH NURSE POSITIONS IN MATERNAL AND CHILD HEALTH

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize the Senior Public Health Nurse (PHN) positions (#601141, #601144, #601426) in Maternal and Child Health (MCH) from an Ingham County Employees' Association for their Professional Employees (ICEA) PHN 04 (\$66,769.42-\$80,168.59) to an ICEA PHN 05 (\$69,735.57-\$83,736.25), effective upon approval; and

WHEREAS, each Senior Public Health Nurse position will be renamed as Nurse Supervisor; and

WHEREAS, the Senior Public Health Nurse positions are grant and general revenue-funded positions located within MCH's Children's Special Health Care Services (CSHCS) (#601141), Maternal Infant Health Program (MIHP) (#601426), and Nurse Family Partnership (NFP) (#601144); and

WHEREAS, the reorganization of these positions will enable the Nurse Supervisors to provide direct supervision and enhanced support to the 12.5 FTE Public Health Nurses and 6.5 FTE ancillary staff of the CSHCS, MIHP, and NFP teams; and

WHEREAS, the Nurse Supervisors will provide leadership to MCH teams, ensure that all program requirements are being met, develop policies and procedures for joint work within MCH, and ensure close collaboration and care coordination within ICHD as well as with external community partners; and

WHEREAS, this reorganization will lead to better health outcomes for the families served by the CSHCS, MIHP, and NFP programs; and

WHEREAS, this change will also allow for parity among workers with similar qualifications and job duties working within MCH at ICHD; and

WHEREAS, this reorganization has been reviewed and approved by the Human Resources Department and the ICEA PHN Unit; and

WHEREAS, positions #601141, #601144, and #601426 (Senior Public Health Nurse) are currently ICEA PHN 04 (\$66,769.42-\$80,168.59) and would be increased to ICEA PHN 05 (\$69,735.57-\$83,736.25) and each position will be renamed Nurse Supervisor; and

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

WHEREAS, all costs of this reorganization will be covered by grant and general revenue funds; and

WHEREAS, the Health Officer respectfully recommends that the Ingham County Board of Commissioners authorizes the reorganization of the MCH Senior Public Health Nurse positions by converting the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25) and changing the position names to Nurse Supervisor, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the MCH Senior Public Health Nurse positions by converting the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25), and authorizes changing the position names to Nurse Supervisor, effective upon approval.

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

Agenda Item 5

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 18, 2022

SUBJECT: Disposal of Surplus Vehicles

This is a resolution authorizing a publically advertised auction conducted by the Purchasing Department for the disposal of certain vehicles and goods which have been replaced or have exceeded its useful life, and therefore no longer serves the County's needs.

Surplus vehicles and items are solicited for bids online through GOVDEALS.COM. The award is made to the highest responsive bidder. If a bidder does not claim the vehicle(s) and/or item(s) awarded then the award goes to the next highest responsive bidder. The Purchasing Department at its discretion can ban a bidder from bidding again if the bidder is in default of payment.

Bidder payment is received by GOVDEALS.COM and then the proceeds are forwarded to the Purchasing Department; which are then deposited in the General Fund or appropriate account. There is no cost to the County since the bidder pays a 12.5% premium on the winning bid amount.

Vehicles and items to be auctioned are identified in Attachment "A".

I respectfully request approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles and goods that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles and goods will be auctioned off through GOVDEALS.COM a competitive, publically advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Director of Purchasing has reviewed the surplus items before placement on the surplus property list.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Department is authorized to place in an auction those surplus vehicles and items in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle or item not sold at the auction may be disposed of by the Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

2022 SURPLUS LISTING
Attachment "A"

ID	Description	Long Description	Category	VIN/Serial	Make	Year
159	1979 Athey Power Feed Loader	1979 Athey Power Feed Loader. 7-12D. Engine: John Deere. Condition of Athey is Fair. Equipment has rust and dents.	Vehicle Equipme	703267		1979
226	2015 Ford Explorer Police 4WD	2015 Ford Explorer Police 4WD SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. No other information or details available, sold as-is.	SUV	1FM5K8AR1FGC51942	Ford	2015
231	2017 Ford Explorer Police 4WD	2017 Ford Explorer Police 4WD SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. Deer crash with airbag deployment. Mileage unknown, no other information or details available. Sold as-is.	SUV	1FM5K8AR1HGA36645	Ford	2017
232	2016 Ford Explorer Police 4WD	2016 Ford Explorer Police 4WD SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. 174,553 miles. No other information or details available, sold as-is.	SUV	1FM5K8ARXGGD16661	Ford	2016
223	1998 Ford Econoline E150	1998 Ford Econoline E150 CARGO VAN, 4.6L V8 SOHC 16V. Mileage unknown. No other information or details available, sold as-is.	Vans	1FTRE1466WHB51528	Ford	1998
158	2002 GMC Sierra 1500 SL Short Bed 2WD	2002 GMC Sierra 1500 SL Short Bed 2WD REGULAR CAB PICKUP 2-DR, 4.3L V6 OHV 12V. Vehicle Color: Orange Vehicle is in poor condition and not drivable. Bidder will need a tow truck to	Trucks, Light D	1GTEC14W52Z312282	GMC	2002
154	2013 Dodge Grand Caravan SXT	2013 Dodge Grand Caravan SXT SPORTS VAN, 3.6L V6 DOHC 24V.	Vans	2C4RDGCG3DR640261	Dodge	2013
152	2014 Dodge Grand Caravan SXT	2014 Dodge Grand Caravan SXT SPORTS VAN, FWD, 3.6L V6 DOHC 24V. Runs with a boost and is drivable. Engine has a coolant leak. Black exterior w/black cloth interior. Driver's right	Vans	2C4RDGCG9ER161957	Dodge	2014
153	2011 Dodge Grand Caravan Mainstreet	2011 Dodge Grand Caravan Mainstreet SPORTS VAN, 3.6L V6 DOHC 24V.	Vans	2D4RN3DG4BR608925	Dodge	2011
151	Dodge Grand Caravan	2010 Dodge Grand Caravan 2WD 6 Cylinders 1 3.8L FI OHV 231 CID. Exterior color: Silver. Bad rattle, multiple lights illuminated on dash, maintained every 3,000. Automatic	Vans	2D4RN5D17AR169418	DODGE/CARAVAN	2010
224	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. No other information or details available, sold as-is.	Automobiles	2G1WD5E33D1166952	Chevrolet	2013
227	2014 Chevrolet Impala Police Cruiser	2014 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. No other information or details available, sold as-is.	Automobiles	2G1WD5E35E1177291	Chevrolet	2014
225	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. No keys and mileage unknown. No other information or details available, sold as- is.	Automobiles	2G1WD5E37D1166517	Chevrolet	2013
222	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. No other information or details available, sold as-is.	Automobiles	2G1WD5E38D1263001	Chevrolet	2013
228	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV., Color: White. No other information or details available, sold as-is.	Automobiles	2G1WD5E3XD1263906	Chevrolet	2013

176	1999 Volvo Auto Car Tandem Axle Dump Truck	1999 Volvo Auto Car - AC164B Tandem Axle Dump Truck with Cummins ISM Engine. Hydraulic Reversible Scraper. Condition: Poor.	Vehicle Equipme	4V5SC2UE0YN520487	Auto Car	1999
175	1999 Volvo Auto Car Tandem Axle Dump Truck	1999 Volvo Auto Car - AC164B Tandem Axle Dump Truck wit Cummins ISM Engine. Hydraulic Reversible Scraper. Condition: Poor. Transmission Grinds	Vehicle Equipme	4V5SC2UE9YN20486	Auto Car	1999
149	ROLL TOP DESK	DESK IS 54" LONG, 52" HIGH, 28 3/4 DEPTH.	Office Equipmen			
155	2 Floor Scrubbers and 1 Vacuum	2 Minuteman floor scrubbers and 1 Kent vacuum. No other information available, sold as-is.	Janitorial Equi		Minuteman/Kent	
156	Witchita Chipper	Witchita Chipper with 8HP Briggs & Stratton Engine. No other information and/or details available, sold as-is.	Heavy Equipment		Witchita	
157	2 MTD Yard Machines Snow Blowers	2 MTD Yard Machines Snow Blowers. No other information and/or details available, sold as-is.	Snow Removal Eq		MTD	
160	Cummins Engine Parts	Various Cummins engine parts for ISB, ISC & ISM engines. Mostly new in boxes. Seals, gaskets, coolant lines, fuel parts, other.	Vehicle Equipme			
161	Various Truck Parts - Freightliner, Ford, etc.	Various Truck Parts. Boxes of miscellaneous Freightliner, Ford and International Truck parts. Brake lines, Lights, alternator, HVAC Parts, other. Good condition, mostly unused parts.	Vehicle Equipme			
162	Various Oil - Fuel Filters	Various Oil & Fuel Filters for Freightliner & International Trucks. Various Filters for John Deere and JCB equipment.	Vehicle Equipme			
163	Various Caterpillar Equipment Parts	Miscellaneous Cat Loader and C-9 Engine Parts. Exhaust parts, Bearings, seals and gaskets.	Vehicle Equipme			
164	Various Dodge Ram & GMC Parts	Miscellaneous Dodge Ram front end parts. Miscellaneous GM Driveline Parts. Seals and Gaskets.	Vehicle Equipme			
165	Freightliner Truck Parts	Miscellaneous Freightliner Truck Parts. Brake Valve, Blower motor, washer fluid tanks, etc.	Vehicle Equipme			
166	Various Freightliner-International Truck Parts	Miscellaneous Freightliner and International Truck Parts. Driveline parts, brake parts, seals, slack adjusters, driveline yoke. etc.	Vehicle Equipme			
167	Various Storage Bins	Miscellaneous Storage Bins. Various different sizes. Yellow and Blue.	Commodities / G			
168	Weatherguard Tool box	Weather Guard Truck Toolbox. 71 1/4" Long x 21" Wide x 18" High. Condition: Fair Has some rust. Color: White	Vehicle Equipme			

169	Truck Topper	8 Foot Truck Bed Topper with windows and side windows that open. Condition: Fair with Normal Wear. Color: Black.	Vehicle Equipme	
170	Truck Topper	8 Foot Truck Topper with Windows and side window opens. Front glass window is broken. Otherwise normal wear. Condition: Fair	Vehicle Equipme	
171	Truck Topper	8 Foot Truck Bed Topper with windows and side windows that open. Condition: Fair with Normal Wear. Color: Black.	Vehicle Equipme	
172	Truck Topper	8 Foot Truck Bed Topper with windows and side windows that open. Condition: Fair with Normal Wear. Color: Black.	Vehicle Equipme	
173	1986 Cedar Rapids Paver	1986 Cedar Rapids Asphalt Paver. Model: CR-431. Condition: Poor. Engine size 3.9 BTA. Runs and drives.	Vehicle Equipme	
174	Exmark Mower	Exmark Lawn mower, no other information or details available, sold as-is.	Mowing Equipmen	Exmark
177	4 Turnstiles	4 turnstiles, no other information or details available, sold as-is.	Public Safety a	
178	3 Small Engines	Group of 3 small engines. No other information or details available, sold as-is.	Mowing Equipmen	
179	2 Air Compressors	2 Air compressors, 1 DeWalt and 1 unknown. No other information or details available, sold as-is.	Compressors	
180	2 Pressure Washers	2 Pressure washers, hose reel, and extra hose. No other information or details available, sold as-is.	Tools, All Type	
181	2 Paint Sprayers	2 Paint sprayers: 1 walk behind, brand unknown and 1 Graco Magnum XR7 Airless Paint Sprayer. No other information or details available, sold as-is.	Tools, All Type	
182	Chemical Sprayer	Chemical Sprayer with hitch. No other information or details available, sold as-is.	Tools, All Type	
183	Tennant Floor Scrubber	Tennant 1480 walk behind floor scrubber. No other information or details available, sold as-is.	Janitorial Equi	
184	Lighting Fixtures	Group of misc. lighting fixtures. No other information or details available, sold as-is.	Lighting/Fixtur	

185	1962 Survival Supply Kit	1962 SK IV Sanitation Kit Survival Supplies furnished by Office of Civil Defense, Department of Defense. There are approx. 30 total barrels. Approx. 20 of those are full and approx. 10 are	Arts, Crafts, a
186	Trash Can Enclosure	Green Trash Can Enclosure. No other information or details available, sold as-is.	Janitorial Equi
187	Door	Used door. No other information or details available, sold as-is.	Commodities / G
188	IV Holder	IV Holder. No other information or details available, sold as-is.	Medical Equipme
189	Electrical Wire/Extension Cords	Misc. assortment of electrical wire and extension cords. No other information or details available, sold as-is.	Electrical Supp
190	Fan	Fan, see pictures for details. No other information or details available, sold as-is.	Industrial Equi
219	(5) File Cabinets	(5) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
220	(2) Metal Shelves	(2) Metal Shelves, no other information or details available, sold as-is.	Furniture/Furni
221	(9) File Cabinets	(9) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
229	(2) File Cabinets	(2) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
230	(2) Brown Office Chairs	(2) Brown Office Chairs. No other information or details available, sold as-is.	Furniture/Furni

191	Interior Doors	Misc. lot of interior doors. No other information or details available, sold as-is.	Builders Suppli
192	2 Fuji Bicycles	2 Fuji bikes. No other information or details available, sold as-is.	Bicycles
193	Table Saw	Table Saw, no other information or details available, sold as-is.	Woodworking Equ
194	Folding Chairs	Approx. 13 folding chairs, various colors. No other information or details available, sold as-is.	Furniture/Furni
195	4' x 6' Outside Air Vents (2)	(2) 4' x 6' Outside air vents. No other information or details available, sold as-is.	Industrial Equi
196	Desks and Chairs	3 desks/tables and 3 chairs. No other information or details available, sold as-is.	Furniture/Furni
197	Heater & A/C Unit	(1) Newer Trane UniTrane Fan-Coil Room Conditioner Force Flo Cabinet Heater. (2) damaged A/C units and (1) mini-fridge. No other information or details on any of the items, sold as-is.	HVAC Equipment
198	Tables w/Folding Legs	(3) Tables with folding legs, varying sizes and colors. No other information or details available, sold as-is.	Furniture/Furni
199	Doors	Various sizes and types of doors. No other information or details available, sold as-is.	Builders Suppli
200	Door Frames - Metal	36 inch metal door frames and a metal door frame with side windows (no glass present). No other information or details available, sold as-is.	Builders Suppli
201	Skilsaw Circular Saw	Skilsaw 2.4 HP, 11 AMP Legend Circular Saw. No other information or details available, sold as-is.	Tools, All Type
202	(4) Desks and (1) Chair	(4) Desks and (1) Green Chair. No other information or details available, sold as-is.	Furniture/Furni
203	Bolt Down Chairs	Lot of Bolt Down Blue Chairs. No other information or details available, sold as-is.	Furniture/Furni
204	(4) Televisions	(4) TV's of varying sizes and brands. No other information or details available, sold as-is.	Audio/Visual Eq
205	Cabinet and Shelves	Metal shelf, wood shelf, and a metal cabinet. No other information or details available, sold as-is.	Furniture/Furni

206	(5) Tables and (2) Typewriters	(5) Tables of varying sizes and colors along with (2) typewriters. No other information or details available, sold as-is.	Office Equipmen
207	(4) Chairs	(4) Chairs of varying styles and colors. No other information or details available, sold as-is.	Furniture/Furni
208	Various Desks and a Projector	Various Desks and a Projector. No other information or details available, sold as-is.	Furniture/Furni
209	Desks and (1) Chair	Desks and (1) Chair. No other information or details available, sold as-is.	Furniture/Furni
210	Chairs and Sofa	Chairs and sofa. No other information or details available, sold as-is.	Furniture/Furni
211	Rolling Cart and File Storage	Rolling Cart and File Storage. No other information or details available, sold as-is.	Furniture/Furni
212	(7) File Cabinets	(7) File Cabinets, no other information available, sold as-is.	Furniture/Furni
213	(2) Shelving Units	(2) Shelving Units, no other information or details available, sold as-is.	Furniture/Furni
214	Set of Scales	Set of Scales, no other information or details available, sold as-is.	Medical Equipme
215	(5) File Cabinets	(5) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
216	Desk and (2) Round Tables	Desk and (2) Round Tables. No other information or details available, sold as-is.	Furniture/Furni
217	(7) File Cabinets	(7) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
218	(6) File Cabinets	(6) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni

233	2007 Dodge Grand Caravan SXT	2007 Dodge Grand Caravan SXT SPORTS VAN, 3.8L V6 . Does not run must be towed. Repairs needed: transmission, alternator, starter, suspension, exhaust and brakes. Exterior color blue with scratches. Interior is gray cloth. Tire condition is poor. Additional damage, Vans rust; located on driver's door, both side doors, rear hatch, hood, wheel wells. Stock radio. Has A/C, dual air bags, cruise control, tilt steering, power steering, power windows, door locks and seats.	2D4GP44L97R264312	Dodge	Grand Caravan	2007
234	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. Poor condition	2G1WD5E3XD1262965	Chevrolet		2013
235	2010 Chevrolet Impala Police Cruiser	2010 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.9L V6 OHV 16V FFV., Color: metallic grey. Poor condition.	2G1WD5EM1A1241359	Chevrolet		2010
236	2002 Chevrolet Tahoe 2WD	2002 Chevrolet Tahoe 2WD SPORT UTILITY 4-DR Color: White Condition: Poor	1GNEC13ZX2J322758	Chevrolet		2002

Agenda Item 6

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: April 19, 2022
SUBJECT: Emergency Purchase – Penguin Shade Cloth
For the meeting agenda of May 03, 2022

BACKGROUND

As the result of high winds April 13, 2022 the shade cloth used to cover the penguin exhibit sustained substantial damage. The damage was beyond repair and required replacement of the shade cloth. Shade Systems is the manufacturer of and sole source for this shade cloth system that was installed at Potter Park Zoo in 2008. The new cover will be custom made to ensure proper securing and compatibility with the Shade Systems structure.

The shade cloth provides shade for both the guests and the penguins in the summer months. It also helps maintain the penguin exhibit water temperature at a safe temperature for the penguins. Without the shade cloth the chiller would struggle to maintain the 60-degree water temperature that is necessary for the health of the penguins. In addition, the shade cloth is providing protection from avian influenza by limiting penguin exposure to feces from wild birds that fly over the exhibit.

The lead time for receiving the new shade cloth is six to eight weeks from the time the order was placed. Emergency replacement of the shade cloth was approved by the Controller's office and the Purchasing Department.

ALTERNATIVES

The shade cloth purchase could not be delayed without negatively impacting the welfare of the Magellanic penguins at Potter Park Zoo.

FINANCIAL IMPACT

The cost of the new shade cloth is \$23,234. Funds to cover the total cost were available in Zoo Budget line item #25869200 740000 30000.

Agenda Item 7a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 19, 2022

RE: Resolution to Authorize a Purchase Order to Tri-Terra for Consultation and Testing for Hazardous Materials

For the meeting agendas of: May 3 & 4

BACKGROUND

The 2021 Capital Bond Project which encompasses the Mason Courthouse, Annex, and Road Department will need hazard materials testing completed prior to the request for proposal (RFP) going out for construction services. Tri-Terra, a local vendor, submitted the lowest responsive and responsible proposal of \$8,930 for the consulting and testing of hazardous materials at the Mason Courthouse, Annex, and Road Department.

ALTERNATIVES

The alternative would be to not go forward with the testing resulting in inaccurate bids for the construction services.

FINANCIAL IMPACT

Funds are available in the 2021 Capital Bond.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Tri-Terra for consultation and testing for hazardous materials at the Mason Courthouse, Annex, and Road Department.

Agenda Item 7a

TO: Richard Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 18, 2022

RE: Memorandum of Performance for Packet #81-22 Consultation and Testing for Hazardous Materials

The Purchasing Department can confirm that written proposals were received from experienced and qualified vendors to provide hazardous materials consulting, material and air quality testing services in order to determine mitigation and renovation strategies at the County Courthouse, Annex building, and a building located within the Road Department site.

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

Company Name	Local Preference	Amount
Tri-Terra	Yes, Lansing MI	\$8,930.00
Red Cedar Consulting	Yes, Lansing MI	\$19,50.00

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO TRI-TERRA FOR
CONSULTATION AND TESTING FOR HAZARDOUS MATERIALS**

WHEREAS, the 2021 Capital Bond Project encompasses the Mason Courthouse, Annex, and Road Department; and

WHEREAS, these locations need to be tested for hazardous materials prior to the request for proposals for construction services; and

WHEREAS, the Facilities Department recommends a purchase order to Tri-Terra., a local vendor, who submitted the lowest proposal of \$8,930 for the consulting and testing of hazardous materials at the Mason Courthouse, Annex and Road Department; and

WHEREAS, funds are available in the 2021 Capital Bond.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Tri-Terra., 1305 S. Washington Ave, Suite 102, Lansing, Michigan 48910, in the amount of \$8,930 for consultation and testing for hazardous materials at the Mason Courthouse, Annex, and Road Department.

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

Agenda Item 7b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 19, 2022

RE: Resolution to Authorize an Agreement with Rose Pest Solutions for Pest Control and Management at Several Ingham County Facilities

For the meeting agendas of: May 3 & 4

BACKGROUND

The current pest control agreement expired and a new request for proposals (RFP) was sent out with three bids received. Rose Pest Solutions submitted the lowest responsive and responsible proposal of \$46,548 for the three-year agreement.

ALTERNATIVES

The alternative would be to not go forward with the agreement and call as needed costing more per service call and not maintain the control of pests within the facilities.

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Rose Pest Solutions for pest control and management at several county facilities.

Agenda Item 7b

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 5, 2022

RE: Memorandum of Performance for RFP No. 76-22 Pest Control & Management Services

Per your request, the Purchasing Department sought proposals from licensed and experienced pest control vendors for the purpose of entering into a three-year contract to provide countywide pest control and management services.

The scope of work includes full exterminating services throughout various County facilities and is not limited to, the periodic eradication of rats, mice, as well as roaches, ants, silverfish, spiders and other crawling non-boring insects. The Contractor is responsible for controlling or eliminating varied pest infestation(s). The frequency shall be as required by the scope of work described in the RFP, more often if requested by the County, or as deemed necessary by the local health authority.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	5
Vendors responding	3	0
Vendors Non-responsive	1	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Total 3-Year Cost Basic Service	Additional Services Rate/Hour (Est. 40 Hours)	Additional Services Extension
Rose Pest Solutions	No, Lansing (Eaton County) MI	\$46,548.00	\$136.00	\$5,440.00
Griffin Pest Control Inc.	No, Lansing MI	\$52,416.00	\$120.00	\$4,800.00
Becks Pest Control	No, Flushing MI	Non-Responsive - Missing Required Forms		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROSE PEST SOLUTIONS FOR
PEST CONTROL AND MANAGEMENT AT SEVERAL INGHAM COUNTY FACILITIES**

WHEREAS, the current pest control agreement expired; and

WHEREAS, a request for proposals was completed and bids were received; and

WHEREAS, the Facilities Department recommends an agreement with Rose Pest Solutions, who submitted the lowest proposal of \$46,548 for pest control and management at several Ingham County facilities; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Rose Pest Solutions., 7706 Rickle St., Lansing, Michigan 48917, for pest control and management at several Ingham County facilities for an amount of \$46,548 for the three-year agreement term.

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

Agenda Item 8a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 19, 2022

SUBJECT: Proposed Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State Funded Project on Waverly Road over the Grand River (SN 3871)

For the meeting agendas on May 3, 4, 10

BACKGROUND

The Ingham County Road Department has received state Local Bridge Program (LBP) funding to perform preventative maintenance work on the Waverly Road Bridge over the Grand River (SN 3871). This bridge is located north of Moores River Drive in Section 30 of Lansing Township. The scope of work includes expansion joint replacement, concrete deck patching, crack sealing, epoxy overlay, partial cleaning and coating of steel beams, substructure repaint, and approach work. The project has been designed pursuant to applicable federal, state and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a first party contract with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and obligations for the funding.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The LBP funding pays for 95% of the actual construction costs, with the remaining 5% being the responsibility of the Local Agency. The local match for this project has been included in the 2022 Road Fund Budget.

Per MDOT Contract #22-5098:

Local Bridge Program (LBP):	\$ 910,670
Local Participation:	<u>\$ 67,930</u>
Total Project Cost =	\$ 978,600

Additionally, due to the nature of construction and the higher than average bid results over the past year, a 20% contingency is being requested for this project, equating to a total project cost of \$1,174,320. Since the LBP costs are not capped, the local share of the final project costs will remain at 5%.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second party agreement with MDOT as described in Contract 22-5098, plus the 20% requested contingency for additional construction costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY IN RELATION
TO A STATE FUNDED PROJECT ON
WAVERLY ROAD OVER THE GRAND RIVER (SN 3871)**

WHEREAS, the Ingham County Road Department received state Local Bridge Program (LBP) funding to repair the bridge at Waverly Road over Grand River (SN 3871), located in Section 30 of Lansing Township; and

WHEREAS, the Michigan Department of Transportation (MDOT) Contract #22-5098 states the uncapped LBP funding ratio is 95% of construction costs and the remaining local participation costs are the responsibility of the Road Department; and

WHEREAS, the estimated construction funding responsibilities for the project are as follows:

Local Bridge Program (LBP):	\$ 910,670
Local Participation:	<u>\$ 67,930</u>
Total Project Cost =	\$ 978,600; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs to accommodate unexpected construction costs and high bid results, totaling \$1,174,320; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Local Bridge Program (LBP):	\$1,092,804
Local Participation:	<u>\$ 81,516</u>
Total Budgeted Project Cost, Plus 20% Contingency =	\$1,174,320; and

WHEREAS, the Road Department's local participation costs detailed above have been included in the 2022 Road Fund Budget; and

WHEREAS, the project will be undertaken pursuant to a first party contract between the MDOT and the Contractor; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5098 with the Michigan Department of Transportation for the Waverly Road over Grand River (SN 3871) project in Section 30 of Lansing Township, for an estimated project cost of \$978,600, consisting of an uncapped funding ratio of 95% in Local Bridge Program funds and \$67,930 in local participation costs.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$1,174,320 of which the LBP funding ratio will remain at 95% and the anticipated Road Department's funding responsibility shall be \$81,516, which has been included in the 2022 Road Budget.

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.

Agenda Item 8b

TO: County Services and Finance Committees

FROM: Carl Langham Jr., Director of Operations ICRD

DATE: March 23, 2022

SUBJECT: Proposed Resolution Authorizing a contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels for the Road Department.

For the April 19, 20 and 26 meeting agendas

The purpose of this correspondence is to support the attached resolution to accept IFB #56-22 from and authorize entering into a 3-year contract, with a 2-year renewal option, with Cintas Corporation, 3524 S. Canal Road, Lansing, Michigan 48917, to provide the Road Department flame resistant uniforms for its mechanics and fleet manager per their respective labor agreements and safety policy. The proposed contract would also supply mechanics' shop towels, floor mat cleaning and related services for all Road Department facilities.

The Road Department's adopted 2022 budget includes controllable expenditures and funds for these services. The Road Department will have sufficient funds budgeted for the second and third years for this contract.

Bids from qualified and experienced vendors for the purpose of Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels, for the Road Department were solicited and evaluated by the Ingham County Purchasing Department per Invitation for Bid (IFB) 56-22, and it is their recommendation, with the concurrence of Road Department staff, to award this to Cintas Corporation, 3524 S. Canal Road Lansing, Michigan 48917.

The Cintas Corporation offers the Uniform Advantage program for uniform replacement, with a price of \$0.19 per a garment per week. With the current work force at the Road Department, the cost would be \$36.71 a week. Cintas will replace uniforms if they are torn, burned and if they are unable to get them clean due to grease and oils. I believe this Uniform Advantage program would be a smart choice for the Road Department due to history of uniform repairs and replacement cost.

Therefore approval of the attached resolution is recommended to authorize a 3-year contract with a 2-year renewal option with Cintas Corporation, 3524 S. Canal Road, Lansing, Michigan 48917. With the current work force the weekly total for all services is \$169.35 with an annual cost of \$8,806.20

Agenda Item 8b

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

FROM: James Hudgins, Director of Purchasing

DATE: March 16, 2022

RE: Memorandum of Performance for IFB No. 56-22: Rental and Cleaning Services for Uniform Work Apparel, Floor Mats and Shop Towels

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing rental uniforms, cleaning of such uniforms, rental and cleaning of area protection mats and shop towels for the Ingham County Road Department, for a period of three (3) years with an option for a two-year renewal. Prices will remain constant with no yearly price increases for the initial three-year term of the contract.

The scope of services includes, but is not limited to, supplying, picking up, counting and billing for contracted amount of uniforms, floor mats and shop towels each week, providing weekly inventory count sheet(s), and adding and/or subtracting service(s) during the life of this contract.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to bid	8	1
Vendors responding	1	0

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

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

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

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

VENDOR'S COSTS

Vendor Name: CINTAS

Local Preference: No, Lansing (Eaton County) MI

<u>MECHANICS UNIFORMS</u>			
Description	Uniform Cost per Mechanic	Quantity	Total Weekly Cost
*Seven (7) complete uniforms w/name & emblem; Two (2) winter jackets	\$7.99	6	\$47.94
XXL Uniform charge	\$0.15		
<u>FLEET MANAGER UNIFORMS</u>			
Description	Uniform Cost per Manager	Quantity	Total Weekly Cost
**Six (6) complete uniforms w/name & emblem; Two (2) winter jackets	\$7.09	1	\$7.09
XXL Uniform Charge	\$0.15		
<u>FLOOR MATS</u>			
Description	Cost Each	Quantity	Total Weekly Cost
3' x 5' Mat w/safety Logo	\$2.95	2	\$5.90
3' x 10' Mat, Black	\$3.10	6	\$18.60
4' x 6' Mat, Black	\$2.47	1	\$2.47
4' x 6' Mat, Blue	\$2.47	2	\$4.94
3' x 10' Mat, Blue	\$3.10	3	\$9.30
<u>SHOP TOWELS</u>			
Description	Cost Each	Quantity	Total Weekly Cost
Shop Towels, Red	\$0.07	300	\$21.00
Lost Shop Towel Replacement Fee	\$8.40		\$8.40
<u>Miscellaneous Items</u>			
Description	Cost Each	Quantity	Total Weekly Cost
Soled Locker Fee	\$2.00	1	\$2.00
Optional Item			
Description			Total Weekly Cost
Mechanic Uniform Shirt Change			No cost
Short Sleeve in Summer & Long Sleeve in Winter			
The additional charge for uniform advantage is \$0.10 per garment. This program covers any damages that may occur to the uniforms in the program.			Est. Weekly \$22.40
For prep advantage is \$0.04 per garment. Covers all cost associated with garment preparation.			Est. Weekly \$8.96
For emblem advantage is \$0.05 per garment covers name and company emblems initially selected by customer.			Est. Weekly \$5.35
Delivery Fee:			\$5.00 per delivery
<u>**Services to include with the above costs: Cleaning and processing, repairs, replacements, initial setup, individual measuring and fitting; and placing uniforms in individual lockers.</u>			
* This is a total of 15 with 7 in rotation			
**This is a total of 13 with 6 in rotation			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR
RENTAL AND CLEANING SERVICES FOR UNIFORM WORK APPAREL, FLOOR MATS, AND
SHOP TOWELS**

WHEREAS, the Road Department provides flame resistant uniforms for its mechanics and fleet manager per their respective labor agreements, and services to supply mechanics' shop towels, floor mats and related services for all Road Department facilities, and

WHEREAS, the Purchasing Department recently released bid packet #56-22 and received sealed, competitive bid proposals for these services for the next 3-year period with a 2-year renewal option, beginning from date of service contract execution; and

WHEREAS, the current vendor, Cintas Corporation, 3524 S. Canal Road, Lansing, Michigan 48917 was the only responding bidder; and

WHEREAS, Cintas Corporation has been providing these services for the Road Department for five years; and

WHEREAS, bids for rental and cleaning services for uniform work apparel, floor mats and shop towels were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award the contract to Cintas Corporation, 3524 S. Canal Road, Lansing, Michigan 48917; and

WHEREAS, the Cintas Corporation bid has a Uniform Advantage program available for damaged uniform replacement, at a price of \$0.19 per a garment per each week, with no additional replacement cost. With the current work force at the Road Department, the cost would be \$36.71 a week; and

WHEREAS, the total weekly cost for all services provided by Cintas Corporation per bid packet #56-22 is \$169.35, equating to an annual cost of \$8,806.20.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Cintas Corporation, 3524 S. Canal road, Lansing, Michigan 48917 for rental and cleaning services for uniform work apparel, including the Uniform Advantage program, floor mats and shop towels with delivery to the Road Department per bid packet 56-22 for annual costs of \$8,806.20 for the three year period, with a 2-year renewal option, beginning from date of service contract execution.

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 approval as to form by the County Attorney.

Agenda Item 9a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 20, 2022

RE: First Quarter 2022 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2022. The total increase to the General Fund is \$158,977.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2021. Some of the larger projects are as follows:

- Burchfield Dirt School - \$190,000
- Parks Spicer, Crannie and Johnson Contracts - \$104,434
- Circuit Court Courtroom Technology - \$261,187
- Circuit Court Imaging/Scanning Project - \$330,281
- Probate Court Imaging/Scanning Project - \$121,268
- Clerk Imaging/Scanning Project - \$236,432
- DHHS Carpet Replacement - \$240,000
- CMHA Renovations - \$500,000
- Fair Paved Surfaces - \$129,418
- Drain Hydro Hoe - \$150,000
- IT Department Network Design - \$436,000
- IT Department Microsoft Licensing - \$177,000
- IT Department Other Projects - \$121,000
- Retaining Wall Lake Lansing Project - \$635,200

While the Friend of Court Fund request \$421,353 for contractual services due to an increase of interpreter services the General Fund portion is \$143,260. The increase of interpreter service increase in the later part of 2021 after the 2022 budget was submitted and the increase is continuing in 2022. The Friend of Court is also requesting to move 2022 budgeted salary funds to overtime funds due the vacancies in staff. The Family Court is also requesting that the 2022 approved CIP project funded by the Juvenile Justice Millage for OnBase Imaging (\$404,500) be funded 50% by the American Rescue Fund, \$202,250.

In the General Fund, \$1,981 re-appropriated for Cultural Diversity, Equity and Inclusion funds not spent in 2021. The Emergency Operations is requesting \$6,311 be rolled over from 2021 and the Health Department is requesting that \$7,425 recruiting fund be rolled over to 2022. The Sheriff Department requested acceptance of \$155,222 additional supplemental funding for Secondary Road Patrol and the use of fund balance uncommitted will be increased to balance these changes.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$165,092. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$355,142.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

2022 CONTINGENCY

Adopted Contingency Amount	\$355,142
R21-579: Additional Community Agency Funding	(23,050)
R21-621: Funding for Consultant Jail Medical	(58,100)
R22-073: Funding for Certificate of Management	(31,900)
R22-075: Funding for Contract with Bureau Veritas for Energy Audit	(64,000)
R22-121: Funding for Contract with Resolution Services Center for Small Claims	(13,000)
Current Contingency Amount	\$165,092

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2022 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2022 Budget on October 26, 2021 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2022 BUDGET</u> <u>04/19/22</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$90,121,133	158,977	\$90,280,110
208	Parks	\$3,144,514	276,705	\$3,421,219
214	American Rescue	\$3,792,321	202,250	\$3,994,571
215	Friend of Court	\$6,554,535	454,083	\$7,008,618
221	Health	\$24,024,672	14,203	\$24,038,875
228	Trails & Parks Millage	\$1,856,160	1,018,176	\$2,874,336
230	Hotel/Motel	\$2,500,000	187,517	\$2,687,517
245	Public Improvements	\$1,375,238	516,040	\$1,891,278
261	911 Emergency Phone	\$11,709,825	290,575	\$12,000,400
264	Juvenile Justice Millage	\$6,100,371	0	\$6,100,371
511	Community Health Center	\$29,495,013	13,500	\$29,508,513
561	Fair	\$1,628,976	187,517	\$1,816,493
595	Jail Commissary Fund	\$573,897	26,465	\$600,362
631	Building Authority Operating	\$2,654,959	733,197	\$3,388,156
636	Innovation & Technology	\$5,795,668	1,091,700	\$6,887,368
639	Drain Revolving	\$2,002,881	120,000	\$2,122,881
664	Mach. & Equip. Revolving	\$1,026,408	1,102,601	\$2,129,009

GENERAL FUND REVENUES

	<u>2022 Budget –</u> <u>04/19/22</u>	<u>Proposed</u> <u>Changes</u>	<u>2022 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	57,500,000	0	57,500,000
Property Tax Adjustments	(150,000)	0	(150,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	13,500	0	13,500
Intergovernmental Transfers			
State Revenue Sharing	6,493,249	0	6,492,249
Convention/Tourism Tax - Liquor	1,287,779	0	1,356,030
Cigarette/Marijuana	450,000	0	450,000
Court Equity Funding	1,511,000	0	1,511,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance – Uncommitted	4,004	3,755	7,759
Department Generated Revenue			
Animal Control	1,305,533	0	1,305,533
Circuit Court - Family Division	1,406,903	0	1,406,903
Circuit Court - Friend of the Court	750,000	0	750,000
Circuit Court - General Trial	1,603,296	0	1,603,296
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	816,675	0	816,675
District Court	1,804,948	0	1,804,948
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	46,650	0	46,650
Elections	86,500	0	86,500
Homeland Security/Emergency Ops	56,000	0	56,000
Equalization /Tax Mapping	10,100	0	10,100
Facilities	150,953	0	150,953
Financial Services	55,285	0	55,285
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	872,706	0	872,706
Register of Deeds	2,665,963	0	2,665,963
Remonumentation Grant	85,000	0	85,000
Sheriff	4,952,352	155,222	5,107,574
Treasurer	3,799,404	0	3,799,404

Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	522,846	0	522,846
Total General Fund Revenues	90,121,133	158,977	90,280,110

GENERAL FUND EXPENDITURES

	<u>2022 Budget – 04/19/22</u>	<u>Proposed Changes</u>	<u>2022 Proposed Budget</u>
Board of Commissioners	642,468	0	642,468
Circuit Court - General Trial	7,771,934	0	7,771,934
District Court	3,508,692	0	3,508,692
Circuit Court - Friend of the Court	1,541,327	0	1,541,327
Jury Board	1,190	0	1,190
Probate Court	2,133,664	0	2,133,664
Circuit Court - Family Division	6,149,042	143,260	6,292,302
Jury Selection	178,867	0	178,867
Elections	492,365	0	492,365
Financial Services	1,110,818	0	1,110,818
County Attorney	490,708	0	490,708
County Clerk	1,352,632	0	1,352,632
Controller	1,261,323	0	1,261,323
Equalization/Tax Services	831,139	0	831,139
Human Resources	955,718	1,981	957,699
Prosecuting Attorney	8,293,805	0	8,293,805
Public Defender	874,787	0	874,787
Purchasing	386,032	0	386,032
Facilities	2,324,838	0	2,324,838
Register of Deeds	1,029,474	0	1,029,474
Remonumentation Grant	85,000	0	85,000
Treasurer	1,079,418	0	1,079,418
Drain Commissioner	1,219,216	0	1,219,216
Economic Development	105,000	0	105,000
Community Agencies	215,550	0	215,550
Ingham Conservation District Court	10,000	0	10,000
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	218,600	0	218,600
Sheriff	23,121,564	0	23,121,564
Metro Squad	60,000	0	60,000
Community Corrections	127,560	0	127,560

Animal Control	2,759,755	0	2,759,755
Emergency Operations	327,495	6,311	333,806
Board of Public Works	300	0	300
Drain Tax at Large	713,000	0	713,000
Health Department	6,555,680	7,425	6,563,105
CHC	2,258,171	0	2,258,171
Jail Medical	3,634,373	0	3,634,373
Medical Examiner	748,037	0	748,037
Substance Abuse	647,135	0	647,135
Community Mental Health	2,170,656	0	2,170,656
Department of Human Services	1,738,258	0	1,738,258
Tri-County Aging	71,683	0	71,683
Veterans Affairs	757,776	0	747,776
Cooperative Extension	463,795	0	463,795
Parks and Recreation	2,036,518	0	2,036,518
Contingency Reserves	165,092	0	165,092
Attrition	-1,500,000		-1,500,000
Legal Aid	20,000	0	20,000
Environmental Affairs	164,500	0	164,500
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	32,500	0	32,500
Capital Improvements	1,516,618	0	1,516,618
American Rescue Funds	-2,787,136	0	-2,787,136
Total General Fund Expenditures	90,121,133	158,977	90,280,110

General Fund Revenues

Sherriff	Increase in Supplemental funding for Secondary Road Patrol from State of Michigan of \$155,222.
Use of Fund Balance	Increase to offset shortages of \$3,755.

General Fund Expenditures

Board of Commissioners	Re-appropriate Cultural Diversity, Equity and Inclusion funds of \$1,981.
Family Court	To appropriate funds for additional contractual expenses in Friend of Court Fund (\$421,353) not budgeted General Fund portion (\$143,260).
Emergency Operations	Reappropriate Sycamore Creek funds \$6,311
Health Department	Reappropriate Recruiting funds \$7,425 per R21-561

Non-General Fund Adjustments

Parks (F208)	Re-appropriate funds for the following 2019 CIP projects: LL Roofs, Revenue Management System (\$13,136) and 2020 CIP projects: Hawk Island Fence (\$23,863), Burchfield Gates (\$40,986), and 2021 CIP project: Burchfield Dirt School (\$190,000), ICMCF Discount Tree R21-548 (8,720).
American Rescue Fund (F214)	Appropriate funds for the Family Court 2022 Imaging Project fully budgeted (\$404,500) by Juvenile Justice Millage to 50% (\$202,250) Juvenile Justice Millage and 50% (\$202,250) American Rescue Fund
Friend of Court (F215)	Re-appropriate funds for the following CIP projects; Reinforcement of Doors (\$12,730) for CIP 2018 and Vehicle (\$20,000) from 2019. To appropriate funds for additional contractual expenses not budgeted (\$421,353). The Friend of court is requesting to change funding of salaries (\$20,000) to cover overtime incurred due to vacant positions their 2022 budget.
Health (F221)	Re-appropriate funds for the following 2019 CIP projects; Swipe Card Readers in HSB Building (\$14,203).
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects Re-appropriate funds for 2019 CIP projects, Path Replacement Hawk (\$3,440), Crack Seal Lake Lansing (\$7,185), Retaining Wall Lake Lansing South (\$635,200), Lake Lansing South Topographic Survey (\$11,970), and CIP 2020 projects: Hawk Island Snowcat Building (\$43,822), Lake Lansing North Maintenance Facility (\$75,000), Lake Lansing North Main Shelter Roof (\$33,866), Burchfield Park ADA Improvements (\$60,746) and CIP 2021 projects: Lake Lansing Boat Launch Improvements (\$42,513) Re-

appropriate funds for 2021 Spicer, Crannie and Johnson Contracts (\$104,434).

Hotel/Motel
(F230)

Re-appropriate funds for the transfer to Fair Fund for following 2019 and 2020 CIP; Replace Paved Surfaces (\$129,418), and Building Maintenance (\$58,099).

Public Improvement
(F245)

Re-appropriate funds for gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000). Concrete Replacement Mason (\$48,000). Re-appropriate funds for 2020 CIP: Circuit Court Courtroom Carpet (\$78,000), Probate Courtroom Carpet (\$2,540), VMC Gate (\$35,000), Forest Community Health Center Tuck Point Chimney (\$9,500), Ingham County Family Center Sink (\$4,500), Youth Center Tuck Pointing Phase 2 (\$50,000), Youth Center Security Gate (\$3,500), Mason Courthouse Door Refinishing (\$18,000), Mason Fountain Replacement (\$40,000), and Mason Courthouse Swing Gates (\$5,000). Re-appropriate funds for 2021 CIP: HSB CMHA Renovations (\$200,000), Ingham County Family Center Fire Panel Assessment (\$8,000)

911 Emergency Phone
(F261)

Re-appropriate funds for the following projects; Office Remodel (\$90,000), Curb and Gutter (\$50,000) from CIP 2019. Re-appropriate funds from 2020 CIP: Entry Doors Ballistic Glass (\$5,000), Internal Hallway Cameras (\$5,000), Parking Lot Drainage (\$50,000), Repainting Administration Area (\$10,000) and Backup Center Fiber (\$15,075). Re-appropriate funds from 2021 CIP: Blackout Blinds (\$60,000), Concrete Walkway (\$5,500)

Juvenile Justice Millage
(F264)

Change funding for the Family Court 2022 Imaging Project fully budgeted (\$404,500) by Juvenile Justice Millage to 50% (\$202,250) Juvenile Justice Millage and 50% (\$202,250) American Rescue Fund

Health Clinic
(F511)

Re-appropriate funds for the following project; Cabinets in the Forest Clinic (\$13,500).

Fair
(F561)

Re-appropriate funds for the following projects; Replace Paved Surfaces (\$129,418), Building Maintenance (\$58,099).

Jail Commissary Fund
(F595)

Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access, Court Room Gates, and Main Interior Security Door (\$6,465). Re-appropriate funds for the

following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000).

Bldg. Authority Operating
(F631)

Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$20,074), Parking Lot Repairs (\$91,709), Door Replacement (\$21,685), New Blower Shaft (\$10,019), Drinking Fountain Replacement (\$5,975), Carpet Replacement (\$25,000), DHHS Carpet Replacement (\$240,000) from 2019 CIP. Re-appropriate funds from 2020 CIP projects: 20 Cubicle Workstations (\$5,520), 21 CMHA Renovations (\$300,000).

Innovation & Technology
(F636)

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2021; Network Redesign (\$436,000), phones (\$30,000), Microsoft Licensing (\$177,000), Maintenance (\$58,000), faxing integration (\$14,000), and Wiring Project (\$19,000).

Drain Office
(F639)

Re-appropriate remaining funds for the following projects: Computer Replacement (\$20,000), Drain Camera (\$20,000), Hydro Hoe (\$33,215), Overhead Garage Door (\$17,000), Community Security Cameras (\$16,000), Garage Walls (\$13,785) from 2020 CIP.

Mach./Equip. Revolving
(F664)

Reappropriate Circuit Court's imaging/scanning project (\$330,281), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$261,187), Document Management System (\$50,000), Projectors Jury Room (\$6,860) from 2019. Animal Control's bullet proof vest (\$5,085). Equalization's Software for Online Mapping (\$4,118) District Court's Backup Audio System (\$7,210) from 2019. FOC Scanner (\$7,500) from 2019. Probate Court E Filing Case (\$30,000), Courtroom Updates (\$48,160), 2020 CIP Courtroom Gates (\$10,000), and Clerk's Electric Document System (\$30,000), Clerk's Scanners (\$2,000) To re-appropriate (\$44,798) for scanners and Image subpoenas for PA Office R19-192, 2020 CIP Terabyte Server (\$9,879). Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500). Re-appropriate 2019 CIP: County Wide Fall Protection (\$25,000), Mason Courthouse Client Room Tables (\$8,000), Delhi Office Chairs (\$11,000) and Veterans Affairs Transportation Vehicle (\$17,115). Re-appropriate 2020 CIP Projects: VMC/GPB

Tracer Upgrades (\$15,000), VMC Exterior Cameras (\$20,000), and Jail Oven (\$23,000). Lake Lansing South Maintenance Generator (\$4,995), Burchfield Automatic Standby Generator (\$1,427). Re-appropriate 2021 CIP Projects: District Court Ballistic Vest (\$3,625), Circuit Court Plexiglass Barriers (\$20,000), Sheriff Body Armor (\$5,961), Clerk Office Embosser (\$3,352), Computer Replacements (\$63,875).

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: April 18, 2022
SUBJECT: RESOLUTION TO REMOVE COVID-19 VACCINATION REQUIREMENTS FOR VENDORS' EMPLOYEES FROM THE INGHAM COUNTY PURCHASING POLICY
For the meeting agenda of May 3, 2022

BACKGROUND

Due to the dramatic decrease in COVID-19 cases and the recent suspension of the Ingham County employee COVID-19 Testing Policy, removal of the COVID-19 vaccination requirements for vendors' employees per Resolution #21-440 is appropriate at this time.

ALTERNATIVES

Board of Commissioners could leave the policy as it is.

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Respectfully recommend that County Services approve the amended policy resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REMOVE COVID-19 VACCINATION REQUIREMENTS FOR
VENDORS' EMPLOYEES FROM THE INGHAM COUNTY PURCHASING POLICY**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-440 amending the Ingham County Purchasing Policy to require vendors' employees be fully vaccinated at or above Ingham County's current COVID-19 vaccination rates; and

WHEREAS, COVID-19 positive test cases have decreased from a peak on January 4, 2022 of 3,243 cases to 77 positive cases on April 12, 2022; and

WHEREAS, given this decrease in cases and the removal of other COVID-19 related mitigation practices such as masking requirements in County buildings and the County testing policy, removing the vaccination requirement for vendors' employees is appropriate at this time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners removes the COVID-19 vaccination requirements for vendors' employees from the Ingham County Purchasing Policy effective upon passage of this resolution.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 14, 2022
SUBJECT: Resolution to Amend the Agreement with Jensen Partners LLC for Correctional Medical Consulting Services
For the meeting agendas of May 3 and May 4

BACKGROUND

Jensen Partners LLC completed their review of the Ingham County Jail medical program and presented their findings to the Law and Courts Committee on April 14, 2022. The recommendations included addressing the immediate staffing needs by partnering with a local vendor to supply staffing and to develop an RFP for a long-term contract with either a local public health provider or correctional care provider.

To successfully develop an RFP that fits the County's needs, vet the applicants and negotiate the best terms for the County both in regard to costs and services rendered, we are requesting an extension to the existing Jensen Partners LLC contract through July 2022 with a not to exceed amount of \$75,000. This fee will be based on a per month amount of \$25,000/month (May-July).

ALTERNATIVES

Do the RFP/vetting/negotiating in-house.

FINANCIAL IMPACT

Funding is available through the 2022 Contingency Fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE AGREEMENT WITH JENSEN PARTNERS LLC FOR
CORRECTIONAL MEDICAL CONSULTING SERVICES**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-621 approving an agreement with Jensen Partners LLC for correctional medical consulting for the Ingham County Jail; and

WHEREAS, the recommendation from Jensen Partners LLC is to identify a short-term staffing solution to address the current jail medical staffing crisis and develop a long-term solution utilizing an RFP to define the preferred care model, staffing levels and cost structure for jail medical services; and

WHEREAS, utilizing Jensen Partners LLC knowledge and expertise in identifying both short-term staffing partners and a long-term care model for the Jail is critical to the long-term success of jail medical services; and

WHEREAS, Jensen Partners LLC has proposed an amendment to their contract of a not to exceed amount of \$75,000 based on a monthly fee of \$25,000 for three months; and

WHEREAS, funding is available through the 2022 Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with Jensen Partners LLC, 145 S. Spring Street, Suite 750, Los Angeles, CA 90012, to help identify short-term staffing solutions to address the current jail medical staffing crisis and help develop an RFP, review proposals and negotiation terms for the preferred care model, staffing levels and cost structure for jail medical services for correctional medical consulting services for an amount not to exceed \$75,000.

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.