

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
ROBERT PEÑA  
MARK GREBNER  
RYAN SEBOLT  
GABRIELLE LAWRENCE  
RANDY MAIVILLE  
KARLA RUEST

**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, JUNE 6, 2023 AT 6:00 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 [May 16, 2023](#) 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 2023 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2023 [Application Cycle](#)
2. Circuit Court – Resolution to Reclassify the Full-Time Mental Health Court [Case Coordination Specialist](#) Position to Part-Time
3. Parks Department – Notice of Emergency Purchase for [Hawk Island Irrigation](#) Backflow Preventer Replacement
4. Health Department
  - a. Authorization to Start an [Employee Above Step 2](#)
  - b. Resolution to Authorize Creating an AmeriCorps [Public Health Coordinator](#) Position
5. Innovation & Technology Department – Resolution to Approve the Purchase of Firewall Hardware/Licensing Renewal from [Sentinel Technologies](#)
6. Diversity, Equity, and Inclusion Office – Resolution to Accept [Sponsorship Donations](#) for Unity in the Community on an Ongoing Basis
7. Road Department
  - a. Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, and [Sign Posts](#)
  - b. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the [Columbia Road](#) and Eifert Road Project

- c. Resolution to Authorize Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2023 [Pavement Marking Program](#)
  - d. Resolution to Authorize an Associate Member Service Agreement with Michigan County Road Commission [Self-Insurance Pool](#)
8. Human Resources Department
- a. Resolution to Approve an Agreement for the [Employee Assistance Program](#)
  - b. Resolution to Approve UAW TOPS and MC [Reclassification](#) Requests
  - c. Resolution to Authorize a Letter of Agreement with the [CCLP Corrections Unit](#) Regarding Rehire of Retired Corrections Deputies
  - d. Resolution to Authorize a Letter of Agreement with the [CCLP Law Enforcement Unit](#) Regarding Rehire of Retired Law Enforcement Officers
  - e. Resolution to Approve Revisions to the [Animal Control Director](#) Job Description
9. Controller's Office
- a. Resolution to Authorize [Adjustments](#) to the 2023 Ingham County Budget
  - b. Consideration of Purchase or Lease of Real Property Pursuant to MCL 15.268 (d) (*Closed Session*)

Announcements

Public Comment

Adjournment

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

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

## COUNTY SERVICES COMMITTEE

May 16, 2023

Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner, Lawrence, Ruest, and Maiville.

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, Kelly Jones, Rigoberto Flores, Ross Michels, Madison Hughes, and others.

The meeting was called to order by Chairperson Celentino at 6:00 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 May 2, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE MAY 2, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED.

### Additions to the Agenda

Substitute –

7. Road Department – Resolution to Authorize an Amended Agreement with the Michigan Department of Environment, Great Lakes, and Energy for a Scrap Tire Market Development Grant and to Subcontract with Michigan State University for Required Testing, Monitoring, and Reporting

### Limited Public Comment

None.

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

2. Lansing Economic Area Partnership – Resolution to Set Public Hearing for Closeout of State Community Development Block Grant Site Readiness Planning Funding on June 27, 2023
3. Clerk's Office
  - a. Resolution to Add Non-CPL Fingerprinting Services to the Ingham County Clerk's Office
  - b. Resolution to Authorize the Ingham County Clerk to Purchase a Tabulator for Ingham County Election Administration

4. Drain Commissioner – Resolution Honoring David C. “Dave” Solberg
5. Circuit Court – Resolution to Approve the Reorganization of the 30<sup>th</sup> Circuit Court General Trial Division
6. Equalization Department – Resolution to Approve a Grant with the Michigan Department of Licensing and Regulatory Affairs for the 2023 Remonumentation Project
9. Board of Commissioners Office
  - a. Resolution Designating the Month of June, 2023 as LGBTQ+ Pride Month in Ingham County
  - b. Resolution Honoring the Lansing Juneteenth Committee on the 30th Annual Juneteenth Celebration

THE MOTION CARRIED UNANIMOUSLY.

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

1. Interviews
  - a. Equal Opportunity Committee

Rigoberto Flores interviewed for the Equal Opportunity Committee.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO RECOMMEND RIGOBERTO FLORES TO THE EQUAL OPPORTUNITY COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

- b. Economic Development Corporation Board of Directors

Ross Michels interviewed for the Economic Development Corporation Board of Directors.

MOVED BY COMM. PEÑA, SUPPORTED BY COMM. LAWRENCE, TO RECOMMEND ROSS MICHELS TO THE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS.

THE MOTION CARRIED UNANIMOUSLY.

7. Road Department – Resolution to Authorize an Amended Agreement with the Michigan Department of Environment, Great Lakes, and Energy for a Scrap Tire Market Development Grant and to Subcontract with Michigan State University for Required Testing, Monitoring, and Reporting

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

Commissioner Peña stated asphalt roads that are black were made up of about 5% asphalt. He further stated the main components would be sand and gravel.

Commissioner Peña stated there was a small concern with the use of scrap tires and the newer technology. He further stated the amount of sulfur used should be monitored.

Commissioner Peña stated Kelly Jones, Ingham County Road Department Managing Director, was present for further clarification. He further stated he did not believe it should not be done, but that there should be caution moving forward.

Ms. Jones stated this grant was not for tires to be used in the asphalt but rather to be used as an aggregate. She further stated it was a little different, but would be used as a fill.

Commissioner Maiville asked if this was like the Bellevue Road project where it was used for lightweight fill.

Ms. Jones stated it was similar, but the Bellevue Road project used tires and tire rims as containment. She further stated tire rims would not be used this time.

THE MOTION CARRIED UNANIMOUSLY.

8. Human Resources Department – Resolution to Approve UAW TOPS, OPEIU TCU, and ICEA County Professional Unit Reclassification Requests

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

Commissioner Sebolt disclosed that the UAW TOPS and OPEIU TCU was affiliated with his employer, the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION CARRIED UNANIMOUSLY.

#### Announcements

Commissioner Peña stated the Women's Center, located on Michigan Avenue, would have an open house on May 17, 2023 at 9:00 a.m. He further invited those present to attend.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:19 p.m.

**JUNE 6, 2023 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 2023 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2023 Application Cycle***

This resolution approves the Farmland and Open Space Preservation Board’s recommended selection criteria for the 2023 Farmland and Open Space application cycles as well as approves the Board to host a 2023 application cycle.

See memo for details.

2. ***Circuit Court – Resolution to Reclassify the Full-Time Mental Health Court Case Coordination Specialist Position to Part-Time***

This resolution reclassifies the current full-time Mental Health Court Case Coordination Specialist to a part-time position based on current need.

See memo for details.

3. ***Parks Department – Notice of Emergency Purchase Order for Hawk Island Irrigation Backflow Preventer Replacement***

This notice of Emergency PO is for the Hawk Island irrigation backflow preventer replacement. The existing one failed and needs to be replaced. A PO has been issued to Myers Plumbing and Heating, Inc. for a total cost of \$4,880.

- 4a. ***Health Department – Authorization to Start an Employee above Step 2***

This request to start the selected candidate for the Community Health Centers’ Operation Manager at an MC14/Step 5 based on a Master’s Degree in Healthcare Administration and over 20 years of healthcare management experience.

See memo for details.

- 4b. ***Health Department – Resolution to Authorize Creating an AmeriCorps Public Health Coordinator Position***

This resolution Commissioners authorizes creating a third AmeriCorps Coordinator position pending acceptance of the grants, effective July 24, 2023 and to be ongoing based upon continued funding.

See memo for details.

5. **Innovation & Technology Department – Resolution to Approve the Purchase of Firewall Hardware/Licensing Renewal from Sentinel Technologies**

This resolution approves the purchase of firewall hardware/licensing renewal from Sentinel Technologies. This will replace an older firewall that is nearing end of life. The funding for the \$481,200 total for the hardware, implementation services and training will come from the \$2,000,000 recommended second tranche ARPA funds for the IT infrastructure project.

See memo for details.

6. **Diversity, Equity and Inclusion Office – Resolution to Accept Sponsorship Donations for Unity in the Community on an Ongoing Basis**

This resolution allows the DEI Office to accept sponsorship donations for the annual Unity in the Community event to be held this year on August 25<sup>th</sup> at Hawk Island Park.

Sponsorship levels are as follows:

- **Platinum Sponsor:** \$10,000 toward the facility, operations, and promotion, including logo on all promotional materials
- **Gold Sponsor:** \$7,500 toward the facility and operations, including logo on social media and printed materials
- **Silver Sponsor:** \$5,000 toward the facility and operations, including logo on social media and printed banner
- **Bronze Sponsor:** \$2,500 toward the facility and operations, including logo on social media
- **Contributor:** \$500 or less toward donation of raffle prizes, meeting materials, or general giveaways

See memo for details.

7a. **Road Department – Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, and Sign Posts**

This resolution authorizes the purchase of reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts through Rathco Safety Supply, Inc., which provided the lowest bid at \$25,037.

The cost to purchase signs and posts are included in the 2023 Road Fund Budget.

See memo for details.

7b. **Road Department – Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Columbia Road and Eifert Road Project**

This resolution authorizes an agreement with the Michigan Department of Transportation (MDOT) for preliminary engineering activities for a roundabout and road approaches at the Columbia Road/Eifert Road intersection.

The estimated costs for the preliminary engineering phase of the project are as follows:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 73,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 36,500</u>
Road Department Responsibility:	\$ 36,500

These costs are included in the 2023 Road Fund Budget.

See memo for details.

**7c. Road Department – Resolution to Authorize Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2023 Pavement Marking Program**

This resolution authorizes agreements with the Cities of Leslie, Mason, Williamston, and the Village of Webberville for the 2023 Pavement Marking Program.

Per Board Resolution #22-167, an agreement was authorized with Michigan Pavement Markings, LLC. Per Board Resolution #22-594, the agreement was extended at the same unit prices for the 2023 season. The estimated 2023 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #36-22:

City of Leslie:	\$3,191.20
City of Mason:	\$5,104.56
City of Williamston:	\$2,813.40
Village of Webberville:	\$2,187.00

See memo for details.

**7d. Road Department – Resolution to Authorize an Associate Member Service Agreement with Michigan County Road Commission Self-Insurance Pool**

This resolution authorizes the Road Department to be an associate member of the Michigan County Road Commission Self-Insurance Pool (MCRCSIP). The benefits for road departments becoming MCRCSIP associate members include building inspections, building appraisals, training programs, loss recovery assistance, and historical knowledge of similar issues being experienced at other road agencies.

The annual membership cost is \$21,283 for the Ingham County Road Department. The cost for this associate membership will come out of the 2023 and 2024 Road Fund Budgets.

See memo for details.

**8a. Human Resources – Resolution to Approve an Agreement for the Employee Assistance Program**

This resolution approves an agreement with Encompass/AllOne Health Co. for Employee Assistance Program (EAP) services. EAP assists employees and members of their household with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being.

Costs for the following services will come for the Employee Benefit Fund for three contract years (2023-2026):



- EAP Services per Employee per Month Fixed Fee (as needed sessions per issue per year): \$1.70 Per Member/Per Month
- On-site Critical Incident Stress Management Debriefing: \$350.00 Per Hour/Per Counselor
- On-site Orientation(s): \$0.00 Per Hour/Per Trainer

See memo for details.

**8b. Human Resources – Resolution to Approve UAW TOPS and MC Reclassification Requests**

This resolution approves reclasses for one UAW TOPS position – Clerk, Public Defender’s Office from a UAW D to a UAW F and on MC position – Community Health Center Manager from an MC 11 to MC 12. Financial Impact is:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
CHC Manager	MC 11: 92,321.60	MC 12: 99,121.01	6,799.41
TOTAL:			12,392.83

See memo for details.

**8c. Human Resources – Resolution to Authorize a Letter of Agreement with the CCLP Corrections Unit Regarding Rehire of Retired Corrections Deputies**

This resolution authorizes a Letter of Agreement with CCLP Corrections to enable the Sheriff’s Office to re-hire retired corrections officers. Due to difficulties in hiring corrections officers, this will be a benefit to the Sheriff’s Office as well as a benefit to the retired officers.

See memo for details.

**8d. Human Resources – Resolution to Authorize a Letter of Agreement with the CCLP Law Enforcement Unit Regarding Rehire of Retired Law Enforcement Officers**

This resolution authorizes a Letter of Agreement with CCLP Law Enforcement to enable the Sheriff’s Office to re-hire retired law enforcement officers. Due to difficulties in hiring law enforcement officers, this will be a benefit to the Sheriff’s Office as well as a benefit to the retired officers.

See memo for details.

**8e. Human Resources – Resolution to Approve Revisions to the Animal Control Director Job Description**

This resolution approves revisions to the Animal Control Director job description to reflect the Michigan Department of Agriculture and Rural Development’s (MDARD) rules require that the administrator of an animal control shelter be certified or able to be certified as an animal control officer. MDARD also requires that this individual possess a Michigan Euthanasia Technician Certification or possess the ability to be so certified. In addition, it is desired to eliminate the alternative education requirement of an associate’s degree with additional years of experience, leaving a bachelor’s degree as the single educational requirement, aligning this requirement with the large majority of other County director positions.

See memo for details.

**9a.     Controller's Office – Resolution to Authorize Adjustments to the 2023 Ingham County Budget**

This resolution authorizes adjustments to the Ingham County budget for the first quarter of fiscal year 2023. The total increase to the General Fund is \$84,715. The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2022.

**ADDITIONAL ITEMS:**

**9b.     Controller's Office – Consideration of Purchase or Lease of Real Property Pursuant to MCL 15.268  
(d) (Closed Session)**

## **Agenda Item 1**

**TO:** Board of Commissioners County Services Committee  
**FROM:** Stacy Byers, Director Farmland and Open Space Preservation Board  
**DATE:** May 23, 2023  
**SUBJECT:** Resolution Approving The Farmland And Open Space Preservation (FOSP) Board's Recommended Selection Criteria (Scoring System) For The 2023 Farmland And Open Space Application Cycles And Approve The FOSP Board To Host A 2023 Application Cycle

### **BACKGROUND**

This resolution approves the 2023 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 2023 Selection Criteria's for both the Farmland and Open Space Preservation programs and approve the FOSP Board to host a 2023 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 2023 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 2023 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 2023 farmland and open space application cycles and approve the FOSP board to host a 2023 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 2023 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVE  
THE FOSP BOARD TO HOST A 2023 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's be approved by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2023 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 2023 Farmland and Open Space Preservation Application Cycle.

# Selection Criteria for Farmland Preservation Program

2023 Application Cycle (approved 5-16-23)

## Criteria

I.	Agricultural Characteristics	55 points
II.	Development Pressure	53points
III.	Additional Ag Protection Efforts	35 points
IV.	<u>Other Criteria</u>	<u>15points</u>
V.	Total Points	158 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:  $150 \times 0.1 = 15$*

*Example: Parcel is 85 acres:  $85 \times 0.1 = 8.5$*

*Example: Parcel is 350 acres:  $350 \times 0.1 = 35$ ; 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 (53 POINTS)**

**5. Proximity to Existing Public Sanitary Sewer or Water, or Both****Maximum Points: 20**

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 20 points

One-half (1/2) mile or more but less than 1 mile 15 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 1.5 miles from existing sewer lines. Total points – 10 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>Distance to Mason and Williamston,</i>	
	<i>25</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 (15 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: 10**

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. The Ingham County FOSP Board intends to prioritize farms that utilize regenerative agriculture principles. The MAEAP program scores these principles through the verification process. Farms verified under the MAEAP must show *verification* to receive points.

Farm is MAEAP verified 10 points

Farm is not MAEAP verified 0 points

**TOTAL POINTS POSSIBLE IS 158**



Selection Criteria for **Open Space** Land Preservation Program  
2023 Application Cycle (approved 5-16-23)

Criteria Sections	
Ecological, scenic, geological criteria	113 points
<u>Property size and location criteria</u>	<u>55 points</u>
<i>Maximum Total Points</i>	<i>168 points</i>

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

- |   |                           |
|---|---------------------------|
| <b>1. Potential Conservation Area(s) (from the Greening Mid-Michigan Project)</b> | <b>maximum points: 20</b> |
| <b>1. Highest Potential</b>   | 20 points                 |
| <b>2. High Potential</b>  | 16 points                 |
| <b>3. Medium Potential</b>  | 12 points                 |
| <b>4. Low Potential</b>   | 8 points                  |

*Example: parcels fall within a High Potential Conservation Area = 16 points*

**2. Water quality values**

- |                         |                           |
|-------------------------|---------------------------|
| <b>1. Riparian land</b> | <b>maximum points: 20</b> |
|-------------------------|---------------------------|

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:  $20 \times 75 = 1500 / 200 = 7.5 \text{ points}$*

- |   |                           |
|---|---------------------------|
| <b>2. Wetlands, including buffer area</b> | <b>maximum points: 20</b> |
|---|---------------------------|

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:  $20 \times 12.5 / 100 (5/40 = 0.125) = 250 / 100 = 2.5 \text{ points}$*

- |                                 |                           |
|---------------------------------|---------------------------|
| <b>3. Aquifer recharge land</b> | <b>maximum points: 20</b> |
|---------------------------------|---------------------------|

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**

- |                      |                           |
|----------------------|---------------------------|
| <b>1. Forestland</b> | <b>maximum points: 10</b> |
|----------------------|---------------------------|

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:  $10 \times 75 / 100 (15/20 = 0.75) = 750 / 100 = 7.5 \text{ points}$*

- |  |                           |
|--|---------------------------|
| <b>2. Others – grassland, shrub land, etc.</b> | <b>maximum points: 10</b> |
|--|---------------------------|

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:  $10 \times 66 / 100 (10/15 = 0.66) = 660 / 100 = 6.6 \text{ points}$*

- |                        |                           |
|------------------------|---------------------------|
| <b>4. Rare species</b> | <b>maximum points: 10</b> |
|------------------------|---------------------------|

- |   |  |
|---|--|
| <b>1. State and federal threatened and endangered species on the property</b> |  |
|---|--|

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*

- |  |                          |
|--|--------------------------|
| <b>5. Physically (geologically) significant features</b> | <b>maximum points: 3</b> |
|--|--------------------------|

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

*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 POINTS POSSIBLE – 168**

**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”.

## Agenda Item 2

**TO:** Board of Commissioners Law & Courts, County Services, and Finance Committees  
**FROM:** Nicholas J. Hefty, Deputy Court Administrator - GTD  
**DATE:** May 5, 2023  
**SUBJECT:** Resolution to reclassify the full-time Mental Health Case Coordination Specialist position to part time  
For the meetings of June 1 and June 7, 2023

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### **BACKGROUND**

In 2018, the full-time position of Mental Health Court Case Coordination Specialist was created to: 1. Establish, implement and monitor case plans for Mental Health Court (MHC) participants; 2. Coordinate court services to MHC participants; 3. Assist the MHC Services Coordinator in the collection and management of MHC program data.

In the beginning of 2020, at the request of the Mental Health Court Case Coordination Specialist, the position was decreased to be utilized part-time. In December of 2020, the Mental Health Case Coordination Specialist resigned from her role and the position was never re-hired.

Currently, the need for the Mental Health Court Case Coordination Specialist is present and MHC is looking to fill said position, however, the position has been determined to be needed on a part-time basis, as opposed to full-time. As such, MHC is requesting permission from the Board of Commissioner's to re-classify the position of Mental Health Court Case Coordination Specialist from full-time, to part-time.

### **ALTERNATIVES**

If this request was not granted, the Mental Health Court Case Coordination Specialist could remain classified as a full-time position though the need for it to be full-time is not present.

### **FINANCIAL IMPACT**

The Mental Health Court Case Coordination Specialist position is exclusively funded by the MHC Grant received by the State Court Administrators Office (SCAO). Funds for said position are already allocated for the current fiscal year and re-classifying the position to part-time would allow additional funds allocated for this position to be full-time to be utilized for treatment costs for MHC participants.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Respectfully recommend approval of the resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RECLASSIFY THE FULL-TIME MENTAL HEALTH COURT  
CASE COORDINATION SPECIALIST POSITION TO PART-TIME**

WHEREAS, in 2018, the full-time position of Mental Health Court Case Coordination Specialist was created to:  
1. Establish, implement, and monitor case plans for Mental Health Court (MHC) participants; 2. Coordinate court services to MHC participants; 3. Assist the MHC Services Coordinator in the collection and management of MHC program data; and

WHEREAS, in the beginning of 2020, the position was decreased to be utilized part-time, then in December of 2020, the Mental Health Case Coordination Specialist resigned and the position was never re-hired; and

WHEREAS, currently, the need for the Mental Health Court Case Coordination Specialist is present and MHC is looking to fill said position, however, the position has been determined to be needed on a part-time basis, as opposed to full-time; and

WHEREAS, MHC is requesting permission from the Board of Commissioner's to reclassify the position of Mental Health Court Case Coordination Specialist from full-time to part-time; and

WHEREAS, the Mental Health Court Case Coordination Specialist position is exclusively funded by the MHC Grant received by the State Court Administrators Office (SCAO); and

WHEREAS, funds for said position are already allocated for the current fiscal year and reclassifying the position to part-time would allow additional funds allocated for this position to be utilized for treatment costs for MHC participants.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the position of Mental Health Court Case Coordination Specialist to be classified from full-time to part-time

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

### Agenda Item 3

**TO:** Board of Commissioners County Services Committee  
**FROM:** Tim Morgan, Parks Director  
**DATE:** May 23, 2023  
**SUBJECT:** Emergency Purchase for Hawk Island irrigation backflow preventer replacement  
For the meeting agenda of June 6, 2023 County Services

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This memo is to inform you of an emergency purchase approved by the Controller's Office and Purchasing Department that was made prior to receiving approval from the County Services Committee.

Hawk Island's irrigation system backflow system failed and needed to be replaced. The quote received by Myers Plumbing and Heating, Inc. for the backflow preventer replacement was \$4,880.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and a Purchase Order has been issued to Myers Plumbing and Heating, Inc. for a total cost of \$4,880.

Funds for this purchase are available in the Ingham County Parks fund balance.

The Controller, Purchasing Director, and myself approved this purchase.

TO: Ingham County Board of Commissioner's County Services

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: May 5, 2023

SUBJECT Authorization to Start an Employee Above Step 2

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**BACKGROUND**

Recruitment of the Operations Director position has concluded with a selection of a candidate to fill the position. We are requesting to compensate the candidate at MC 14/Step 5 of the Managerial/Confidential 2023 Wage Scale. Even with this request to increase the current pay, the candidate will be compensated less than she was in her previous position.

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

With a Master's Degree in Healthcare Administration and over 20 years of healthcare management experience, the selected candidate brings a broad range of knowledge, skills, and experience to the position. Throughout her professional journey, she has served in leadership capacities within large health system settings, beginning with her most recent position as Administrative Director and Radiation Oncology Manager at the former Sparrow Health System (now University of Michigan), where she led and managed all aspects of the Radiation Oncology Department for the health system. The candidate has participated in large-scale projects that enhanced the patient care experience, including the construction of Sparrow's recently erected Herbert-Merman Cancer Center and relocation of oncology programs into this new state-of-the-art facility. Prior to this role, she served as Business Operations Manager for Sparrow's Pain Management program, where she managed day-to-day operations, and assured compliance with accreditation standards. The candidate brings experience in driving positive results in operations, financial viability, quality and safety, employee satisfaction, patient experience and programmatic growth. This candidate has strong and well-suited qualifications to be a successful member of the Community Health Centers (CHCs) Administration team. Given her experience, qualifications, and performance during our interview process, we believe that this candidate would make an excellent addition to our leadership staff and request authorization to hire at the MC 14, Step 5.

**ALTERNATIVES**

Ten candidates met qualifications for the Operations Director position and were interviewed by a five-member selection committee. The chosen candidate was the consensus recommendation of the committee. If no agreement regarding salary is reached, then the Operations Director search will continue. Given the very scarce talent availability in the market place, it would be untenable to continue operating as a CHC Administrative team for any length of time, without this position being filled.

**FINANCIAL IMPACT**

The Operations Director MC 14, beginning at Step 5 with the following pay scale for 2023:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 14	\$95,155.10	\$99,600.40	\$104,247.66	109,117.74	\$114,246.27

**OTHER CONSIDERATIONS**

There are no other considerations.

**STRATEGIC PLANNING IMPACT**

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

**RECOMMENDATION**

Based on the knowledge, skills and expertise of the chosen candidate, I respectfully recommend that the Ingham County Board of Commissioner's County Services Committee allow the selected Operations Director candidate to begin at Grade 14, Step 5 of the 2023 MC salary schedule.



**TO:** Human Services, County Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** May 17, 2023  
**SUBJECT:** Authorization to Create an AmeriCorps Public Health Coordinator Position  
For the Meeting Agendas of June 5 and June 7, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to create a third AmeriCorps Coordinator position to support a newly funded 2023 AmeriCorps Public Health program effective July 24, 2023. The ICHD Public Health AmeriCorps Program has been approved by the AmeriCorps agency for the FY 2023-2024 program year in the amount of up to \$287,571, plus an additional \$24,462 to be used for planning prior to the start of program year. Public Health AmeriCorps seeks to address local public health needs and create public health-related career pathways. From July 24, 2023 through September 30, 2023, planning work is needed so that the program may launch on October 1, 2023. As a condition of this funding, a full-time coordinator is required to oversee the planning of the project, the project launch on October 1, 2023, and the ten (10) AmeriCorps members in organizations working to advance local public health efforts. Continued annual funding and project renewal is anticipated.

**ALTERNATIVES**

A full-time program coordinator is a condition of the grant funding. Without a coordinator, ICHD would be forced to decline the grant funding.

**FINANCIAL IMPACT**

Upon the October 1, 2023 program start date, ICHD AmeriCorps program will be funded 98% via grants, host site fees and in-kind contributions, with an annual cost to ICHD's general fund up to \$9,000 annually. General funds already allocated to ICHD will cover this one-time expense, up to \$200 to aid in onboarding this staff member.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize creating a third AmeriCorps Coordinator position pending acceptance of the aforementioned grants, effective July 24, 2023 and to be ongoing based upon continued funding.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CREATING AN AMERICORPS PUBLIC HEALTH  
COORDINATOR POSITION**

WHEREAS, Ingham County Health Department (ICHD) wishes to create a third AmeriCorps Coordinator position to support a newly funded AmeriCorps Public Health program effective July 24, 2023 and to be ongoing based upon continued funding; and

WHEREAS, the ICHD Public Health AmeriCorps Program has been approved by the AmeriCorps agency for the FY 23-24 program year, October 1, 2023 through September 30, 2024 in an amount not to exceed \$287,571, plus an additional planning grant, July 24, 2023 through September 30, 2023 in an amount not to exceed \$24,462; and

WHEREAS, Public Health AmeriCorps seeks to address local public health needs and create public health-related career pathways; and

WHEREAS, from July 24, 2023 through September 30, 2023, planning work is needed so that the program may launch on October 1, 2023; and

WHEREAS, as a condition of this funding, a full-time coordinator is required to oversee the planning of the project, the project launch on October 1, 2023, and the ten (10) AmeriCorps members in organizations working to advance local public health efforts; and

WHEREAS, continued annual funding and project renewal is anticipated; and

WHEREAS, without a coordinator, ICHD would be forced to decline the grant funding; and

WHEREAS, upon the October 1, 2023 program start date, ICHD AmeriCorps program will be funded 98% via grants, host site fees and in-kind contributions, with an annual cost to ICHD's general fund up to \$9,000; and

WHEREAS, general funds already allocated to ICHD will cover this one-time expense, up to \$200 to aid in onboarding this staff member.

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a third AmeriCorps Coordinator position pending acceptance of the aforementioned grants, effective July 24, 2023 and to be ongoing based upon continued funding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a third AmeriCorps Coordinator position pending acceptance of the aforementioned grants, effective July 24, 2023 and to be ongoing based upon continued funding.

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

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

## Agenda Item 5

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

FROM: Deb Fett, CIO

DATE: May 22, 2023

SUBJECT: Resolution –Firewall Hardware/Licensing Renewal  
For the meeting dates of June 6<sup>th</sup>, June 7<sup>th</sup>, and June 13<sup>th</sup>, 2023

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### **BACKGROUND**

In 2017, Ingham County had a cybersecurity incident that started with a single infected computer and rapidly spread throughout many others before it was contained. A next generation firewall was purchased that year to help prevent further incidents of that magnitude or greater. It has now reached the age where it is nearing end of life and the licensing is costly to renew.

ITD has been working to find a solution that will best protect the County's resources at the most cost-effective price. As a result of that research and testing, we have found that replacing the hardware with smaller and more efficient firewalls will not only give us a better response time, it will reduce future licensing costs thus saving the County approximately a total of \$100,000 over the next 5 years in just licensing costs alone while giving us new hardware as well which normally costs over \$200,000.

### **ALTERNATIVES**

We could continue licensing our current models for another two years before the end of support while paying for licensing at the higher rate. There are also a couple of other brands that do provide similar features but with either a very substantial increase in price or at the expense of throughput and performance. These were ruled out as unsuitable to our needs.

### **FINANCIAL IMPACT**

The funding, for a total of \$481,200, includes the hardware, implementation services, and training, which will come from the \$2,000,000 recommended second Tranche ARP funds for the IT infrastructure project.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

In accordance with our purchasing requirements, this solution was put together from the 1 Government Procurement Association (1GPA) contract with Sentinel Technologies. Sentinel will be able to provide for our needs with hardware, implementation services, and training.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution for Firewall Hardware/Licensing Renewal from Sentinel Technologies.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF FIREWALL HARDWARE/LICENSING  
RENEWAL FROM SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County needs to protect our data and our network from cyber threats; and

WHEREAS, our current firewall solution is reaching end of life with expensive license renewals; and

WHEREAS, it is possible to replace our current solution with a robust, affordable, top-rated edge and interior security products, including licensing, for less than 5 years of licensing renewals; and

WHEREAS, the purchase price of said appliances, installation, and training will be \$481,200 from Sentinel Technologies under the 1 Government Procurement Association (1GPA) contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the Firewall Hardware/Licensing Renewal from Sentinel Technologies in the amount not to exceed \$481,200.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the American Rescue Plan funds.

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

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

## Agenda Item 6

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

**FROM:** Feliz E. Rodriguez, Diversity, Equity & Inclusion Director

**DATE:** May 24, 2023

**SUBJECT:** Resolution Authorizing the Office of Diversity, Equity and Inclusion to accept sponsorship donations for Unity in the Community on an ongoing basis

For the meetings of June 6th and 7th

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### **BACKGROUND**

The Diversity, Equity, and Inclusion Office is requesting ongoing authorization to receive sponsorship and/or donation funds from community partners for the annual Unity in the Community event with the amounts received to go directly toward maintaining a free family-friendly event for Ingham County residents and employees. The purpose of Unity in the Community is to provide a free event in collaboration with our community partners to share our community resources and highlight the diversity in our region.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

None.

### **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 ACCEPT SPONSORSHIP DONATIONS FOR  
UNITY IN THE COMMUNITY ON AN ONGOING BASIS**

WHEREAS, Ingham County Diversity, Equity, and Inclusion hosts an annual Unity in the Community event in the summer/fall; and

WHEREAS, this event is free to all Ingham County residents; and

WHEREAS, free food and entertainment will be provided for all attendees; and

WHEREAS, to host this event, it will exceed the maximum budget allotted; and

WHEREAS, to help offset the cost of the event, sponsorships in the following amounts will be accepted:

- **Platinum Sponsor:** \$10,000 toward the facility, operations, and promotion, including logo on all promotional materials
- **Gold Sponsor:** \$7,500 toward the facility and operations, including logo on social media and printed materials
- **Silver Sponsor:** \$5,000 toward the facility and operations, including logo on social media and printed banner
- **Bronze Sponsor:** \$2,500 toward the facility and operations, including logo on social media
- **Contributor:** \$500 or less toward donation of raffle prizes, meeting materials, or general giveaways; and

WHEREAS, each sponsorship or donation will not exceed \$10,000 per organization; and

WHEREAS, Ingham County Office of Diversity, Equity, and Inclusion seeks Board of Commissioners authorization to accept these sponsorships and/or donations on an ongoing basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants the Ingham County Office of Diversity, Equity, and Inclusion ongoing authorization to receive sponsorship and/or donation funds from community partners for the annual Unity in the Community event with the amounts received to go directly towards maintaining a free, family-friendly event for Ingham County residents and employees.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer sponsorship donations specified in this resolution to line item 101-22300-960080 for the Unity in the Community annual event and to make other necessary budget adjustments as needed, consistent with this resolution.

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

## Agenda Item 7a

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

**FROM:** Neal Galehouse, Director of Engineering  
Road Department

**DATE:** May 22, 2023

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

For the Meeting Agendas of June 6, 7, and 13

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### **BACKGROUND**

The Road Department annually purchases hundreds of signs and posts to replace damaged or outdated signs throughout the county. The purpose of this resolution is to purchase signing materials for the 2023 fiscal year.

The Purchasing Department solicited bids from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts. Three vendors provided bids for Packet #112-23, as shown in the bid opening results provided by the Purchasing Department. Both Purchasing and Road Department staff reviewed the bids for adherence to county purchasing requirements, and selected the lowest responsive and most responsible bidder.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

Rathco Safety Supply, Inc. provided the lowest bid in the amount of \$25,027. The order will include approximately 470 signs and 350 posts. The cost to purchase signs and posts are included in the 2023 Road Fund Budget.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

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



## Agenda Item 7a

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

FROM: James Hudgins, Director of Purchasing

DATE: May 1, 2023

RE: Memorandum of Performance for IFB No. 112-23 Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Sign Posts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels & sign posts for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

The scope of work includes, but is not limited to, meeting the Michigan Department of Transportation's 2020 Standard Specifications ensuring that all materials used for the construction of reflective sign faces are 3M brand or approved equal and certifying that sign panel hole punching conforms to the Ingham County Road Department specifications. Additionally, all sign posts are to conform to the Ingham County Road Department's specifications and any post not conforming will be rejected.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	2
Vendors responding	3	0

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

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

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

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

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Initial Order Total Cost
Rathco Safety Supply Inc.	No, Portage MI	\$25,027.00
Vulcan Inc.	No, Alabama	\$29,632.60
MD Solutions	No, Ohio	See Packet - Initial order not provided

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

WHEREAS, the Purchasing Department solicited bids per Packet #112-23 from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts, receiving three bids; and

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

WHEREAS, the Road Department's adopted 2023 budget includes funding for this and other material purchases in controllable expenditures; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a purchase order with Rathco Safety Supply, Inc. in the not to exceed amount of \$25,027 for the annual purchase of signs and posts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bids and authorizes a purchase order with Rathco Safety Supply, Inc. of 6742 Lovers Lane, Portage, MI 49002 to furnish reflective sign faces, complete signs, aluminum sheet sign panels, and sign posts for the 2023 fiscal year at the rates detailed in the proposal in response to Request for Proposal #112-23, for a not to exceed amount of \$25,027.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Rathco Safety Supply, Inc. on behalf of the Road Department.

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

## Agenda Item 7b

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

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

**DATE:** May 23, 2023

**SUBJECT:** Proposed Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Columbia Road and Eifert Road Project

For the Meeting Agendas of June 6, 7 and 13

---

### **BACKGROUND**

The Ingham County Road Department has received federal funding for the design and construction of the safety improvement project located at Columbia Road and Eifert Road. The scope of work includes installing a roundabout and improving the road approaches at the intersection.

The design phase of the project requires an agreement (Contract #23-5245) between the Michigan Department of Transportation (MDOT) and Ingham County, on behalf of the Road Department. The estimated costs eligible for the preliminary engineering phase of the project is \$73,000, of which the federal participation ratio is 50%, resulting in \$36,500 in federal aid and \$36,500 in Road Department costs. This agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and obligations for the federal funding.

The construction phase of the project will require an MDOT agreement at a later date.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The estimated costs for the preliminary engineering phase of the project are as follows:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 73,000
HSIP Funding Participation (50%):	\$ 36,500
Road Department Responsibility:	\$ 36,500

These costs are included in the 2023 Road Fund Budget.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with MDOT as described in Contract #23-5245.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN  
DEPARTMENT OF TRANSPORTATION FOR PRELIMINARY ENGINEERING ACTIVITIES  
ON THE COLUMBIA ROAD AND EIFERT ROAD PROJECT**

WHEREAS, the Road Department received federal funding for the design and construction of a safety improvement project at the Columbia Road and Eifert Road intersection; and

WHEREAS, both the design phase and the construction phase of the project will require individual contracts with the Michigan Department of Transportation (MDOT); and

WHEREAS, the MDOT contract for the construction phase of the project is anticipated in early 2024; and

WHEREAS, the design phase of the project requires the execution of MDOT Contract #23-5245 to define the Road Department's responsibilities and obligations to utilize federal funding for preliminary engineering activities on the project; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with MDOT consistent with state and federal funding requirements; and

WHEREAS, the estimated funding costs for the preliminary engineering activities are as follows, with the local costs being the responsibility of the Road Department:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 73,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 36,500</u>
Local Costs, Road Department Responsibility:	\$ 36,500; and

WHEREAS, the local costs for preliminary engineering activities are included in the 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #23-5245 with the Michigan Department of Transportation for the preliminary engineering activities related to the safety improvement project located at Columbia Road and Eifert Road, for a total funding award of \$73,000 consisting of \$36,500 in federal Highway Safety Improvement Program funds and \$36,500 in Road Department funds, which have been included in the 2023 Road Fund 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.

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

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

**DATE:** May 23, 2023

**SUBJECT:** Proposed Resolution to Authorize Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2023 Pavement Marking Program

For the meeting agendas on June 6, 7 and 13

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**BACKGROUND**

This memo contains a recommendation for the Board of Commissioners to approve individual agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2023 Waterborne Pavement Marking Program.

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

In 2022, the Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #36-22. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the bidders' proposals met all necessary qualifications, specifications, and requirements. Per Board Resolution #22-167, an agreement was authorized with Michigan Pavement Markings, LLC. Per Board Resolution #22-594, the agreement was extended at the same unit prices for the 2023 season.

Annually, the Road Department invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the pavement marking program, for which they pay for the work performed on the roads within their jurisdiction. The estimated 2023 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #36-22:

City of Leslie:	\$3,191.20
City of Mason:	\$5,104.56
City of Williamston:	\$2,813.40
Village of Webberville:	\$2,187.00

### **ALTERNATIVES**

The cities and villages can enter individual agreements with their own pavement marking contractors, but their unit prices would be much higher than those received through the Road Department contract. Historically, the Road Department has offered this option to all of the cities and villages within Ingham County, but only Leslie, Mason, Williamston, and Webberville have participated in the program.

### **FINANCIAL IMPACT**

There is no financial impact to the Road Department, as each of the agencies are invoiced actual costs for work performed within their jurisdiction through the countywide Pavement Marking Program.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2023 Pavement Marking Program.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS  
WITH THE CITY OF LESLIE, CITY OF MASON,  
CITY OF WILLIAMSTON, AND THE VILLAGE OF WEBBERVILLE  
FOR THE 2023 PAVEMENT MARKING PROGRAM**

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

WHEREAS, in 2022, the Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #33-22; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #22-167 authorizing an agreement with Michigan Pavement Markings, LLC for the 2022 Pavement Marking Program; and

WHEREAS, the agreement for the 2022 Pavement Marking Program contained a provision to extend the contract for an additional one-year term, at the same unit prices as the original agreement, provided both parties agree; and

WHEREAS, Michigan Pavement Markings, LLC agreed to the agreement extension for the 2023 Pavement Marking Program, holding their prices at the original unit prices contained in the 2022 agreement; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #22-594 authorizing an extension of the agreement for the 2023 Pavement Marking Program; and

WHEREAS, the Road Department annually invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the Pavement Marking Program as an economical solution to place pavement markings on roads within their jurisdiction; and

WHEREAS, the estimated 2023 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #36-22:

City of Leslie:	\$3,191.20
City of Mason:	\$5,104.56
City of Williamston:	\$2,813.40
Village of Webberville:	\$2,187.00; and

WHEREAS, the Road Department will invoice the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for all costs for work performed on the roads within their jurisdictions, at no additional cost to the Road Department budget; and



WHEREAS, the County on behalf of the Road Department, will enter into individual agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into individual agreements with the City of Leslie for an estimated cost of \$3,191.20, the City of Mason for an estimated cost of \$5,104.56, the City of Williamston for an estimated cost of \$2,813.40, and the Village of Webberville for an estimated cost of \$2,187 for the 2023 Pavement Marking Program and at no additional cost to the Road Department.

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

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

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

**DATE:** May 23, 2023

**SUBJECT:** Proposed Resolution to Authorize an Associate Member Service Agreement with Michigan County Road Commission Self-Insurance Pool

For the Meeting Agendas of June 6, 7 and 13

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**BACKGROUND**

When the Ingham County Road Department (ICRD) ceased being a Road Commission in 2012, the ICRD lost the advantages of being a longtime member of the Michigan County Road Commission Self-Insurance Pool (MCRCSIP). While road departments are not allowed to be a full member of MCRCSIP, an option has recently been offered for an associate membership. The benefits for road departments becoming MCRCSIP associate members include building inspections, building appraisals, training programs, loss recovery assistance, and historical knowledge of similar issues being experienced at other road agencies. Some of these options are available from other vendors, such as training, but they are typically more expensive and not directly applicable to a road agency's responsibilities.

The associate membership will not provide pooled insurance or profit-sharing opportunities available through the full membership available to road commissions.

**ALTERNATIVES**

The Road Department can continue to seek training or services from outside vendors, but these costs are more expensive and less applicable than those provided through MCRCSIP.

**FINANCIAL IMPACT**

The annual membership cost is \$21,283 for the Ingham County Road Department. The cost for this associate membership will come out of the 2023 and 2024 Road Fund Budgets.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize an associate membership with MCRCSIP for a one-year term commencing on the date of the fully executed agreement.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN ASSOCIATE MEMBER SERVICE AGREEMENT WITH  
MICHIGAN COUNTY ROAD COMMISSION SELF-INSURANCE POOL**

WHEREAS, when the Road Commission was dissolved in 2012 per Resolution #12-123, the services provided as a full member of the Michigan County Road Commission Self-Insurance Pool were eliminated; and

WHEREAS, the Michigan County Road Commission Self-Insurance Pool recently made available an option for road departments to become associate members, regaining some of the benefits previously received through full membership; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with the Michigan County Road Commission Self-Insurance Pool to define the responsibilities of each party related to the associate membership; and

WHEREAS, as an associate member, the Road Department would be able to take advantage of specialized training and services directly related to road agency responsibilities; and

WHEREAS, the term of the contract is for one year, commencing on the date the agreement is fully executed, at an annual cost of \$21,283; and

WHEREAS, the cost for the associate membership is included in the 2023 and 2024 Road Fund Budgets.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Michigan County Road Commission Self-Insurance Pool, located at 417 Seymour Ave #2, Lansing, MI 48933, for a contract amount of \$21,283 with a contract term of one-year, commencing on the date the agreement is fully executed.

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

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** May 16, 2023  
**SUBJECT:** Resolution to Approve an Agreement for the Employee Assistance Program

For the meeting agendas of June 6 and June 7

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### **BACKGROUND**

The objective of an Employee Assistance Program (EAP) is to assist employees and members of their household with personal problems and/or work-related problems that may impact their job performance, health, mental, and emotional well-being. Counselors may also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs. The scope of desired work includes, but is not limited to, the following:

1. *Assessment, Treatment, and Referrals:* Provide access 24 hours a day, 7 days a week to experienced mental health or other medical professionals on an as needed basis without limitation to a pre-determined number of visits.
2. *EAP Development & Ongoing Consultation:* Offer program development, supervisory consultation, and employee/supervisory training and education.
3. *Job Performance Issue Referrals:* Provide assessment, counseling, and appropriate referrals for employees experiencing job performance issues.
4. *Educational Materials:* Provide wellness-related educational materials for distribution to County employees.
5. *Critical Incident Stress Debrief (CISD):* Conduct CISD for Ingham County should extraordinary or abnormal situations occur, provide materials designed to address normal responses to such events, and identify those individuals needing referral for counseling or more specialized care.
6. *Reporting:* Provide quarterly and annual utilization reports to Ingham County.

RFP #207-22 was issued, to which 10 vendor responses were received.

### **ALTERNATIVES**

The current EAP offered through Lincoln Life, EmployeeConnect, provides only employee assessment, treatment, and referrals with no reporting capability. EmployeeConnect also doesn't offer other needed services such as ongoing consultation, job performance issue referrals, wellness educational referrals, CISD, and reporting. Continued use of this more limited program could result in detrimental impact to employee job performance, health, and mental and emotional well-being.

### **FINANCIAL IMPACT**

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Human Resources Department staff, to award the contract to Encompass/AllOne Health Co. for the following:

- EAP Services per Employee per Month Fixed Fee (as needed sessions per issue per year): \$1.70 Per Member/Per Month
- On-site Critical Incident Stress Management Debriefing: \$350.00 Per Hour/Per Counselor
- On-site Orientation(s): \$0.00 Per Hour/Per Trainer

We are requesting funding from the Employee Benefit Fund for three contract years (2023 – 2026). We are also requesting an option for a two-year renewal.

**STRATEGIC PLANNING IMPACT**

Providing comprehensive EAP benefits supports the County's goal of attracting and retaining exceptional employees who value public service.

**OTHER CONSIDERATIONS**

Encompass/AllOne Health Co. is the only responding vendor with a local office in Lansing, MI.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Human Resources Department to enter into a contract with Encompass/AllOne Health Co.

**Agenda Item 8a**

TO: Sue Graham, Director, Human Resources

FROM: James Hudgins, Director of Purchasing

DATE: December 6, 2022

RE: Memorandum of Performance for RFP No. 207-22 Employee Assistance Program (EAP)

Per your request, the Purchasing Department sought proposals to enter into a contract with a qualified and experienced State of Michigan licensed vendors to provide an Employee Assistance Program to the employees of Ingham County and members of their household with personal problems and/or work-related problems that may impact their job performance, health, mental, and emotional well-being.

The scope of work includes, but is not limited to, providing 24/7 as-needed confidential assessments, treatments, and referrals for employees and their families combined with distributing educational materials, addressing job performance issues, organizing training, utilizing reporting, and implementing policies and procedures.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	21	0
Vendors responding	10	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](mailto:jhudgins@ingham.org) or by phone at 676-7309.***

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Item #1 EAP Services per Employee per Month, (PEPM) fixed fee / As needed sessions per issue per year	Item #2 Additional Fees for On-site Services / On-site Critical Incident Stress	Item #3 On-site Orientations(s)
		Cost PEPM	Cost - Per Hour Per Counselor Management Debriefing	Cost - Per Hour Per Trainer
Northstar EAP	No, Marquette, MI	\$3.75 for 3 annual sessions / \$4.00 for 5 annual sessions (See Packet)	\$400.00 - Onsite critical and \$200.00 virtual	\$100.00 + Travel Time Onsite/ \$50.00 Virtual
ComPsych Corporation	No, Chicago IL	\$1.79 (See Packet)	\$265.00 (See Packet)	\$215.00 (See Packet)
Henry Ford Health	No, Detroit MI	\$1.75	\$150.00	Included
Encompass / AllOne Health Co.	No, Grand Rapids MI	\$1.70	\$350.00	-0-
Care of SE MI	No, Fraser MI	\$1.95	Included	Included
Health Management Systems of America	No, Detroit MI	\$2.50	\$300.00	2 hours onsite included; additional \$400/ Hour
Spring Health / Spring Care Inc.	No, NY NY	\$12.24 + 0.18 (12 Session Bundle)	Varies \$195.00 - \$275.00 on timing + 25.00 admin fee for Virtual Support and \$165.00 in-person travel fee (See Packet)	Included
Employee Network Inc.	No, Durham NC	\$1.40 for 8 sessions	12 hours included thereafter \$375/hour, \$850/Hour DOT-SAP Mgmt./Mediation \$350/Hour (See Packet)	-0-
Ulliance Inc.	No, Troy MI	\$1.75	CISD Hours are included within the Resolution EAP Model / 10 Hours included, \$300 each additional hour for the fixed 1-5 visit model	Included
CuraLink Healthcare	No, Chicago IL	\$1.47 - \$2.41 depending on number of sessions (See Packet)	4 Hours Included, \$245.00 thereafter.	4 Hours Included, \$245.00 thereafter.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN AGREEMENT FOR THE EMPLOYEE ASSISTANCE PROGRAM**

WHEREAS, Ingham County collective bargaining agreements require the County to provide an Employee Assistance Program (EAP) for all employees; and

WHEREAS, the goal of providing the EAP is to help employees navigate difficult life issues, which ultimately assists with attracting and retaining employees; and

WHEREAS, the current EAP available through Lincoln Life, EmployeeConnect, provides only employee assessment, treatment and referrals with no reporting capability; and

WHEREAS, additional needs for ongoing consultation, job performance issue referrals, wellness educational referrals, critical incident stress debrief (CISD), and reporting are essential components of a comprehensive EAP promoting employee job performance, health, and mental and emotional well-being; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced State of Michigan licensed vendors to provide a comprehensive EAP; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Encompass/AllOne Health Co.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize entering into a three-year agreement with Encompass/AllOne Health Co for the EAP with an option to extend for an additional two years in the amount not to exceed: EAP Services per Employee per Month Fixed Fee (as needed sessions per issue per year): \$1.70; Per Member/Per Month On-site Critical Incident Stress Management Debriefing: \$350.00 Per Hour/Per Counselor; and On-site Orientation(s): \$0.00 Per Hour/Per Trainer.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Employee Benefit Fund.

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

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



**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** May 23, 2023  
**SUBJECT:** Resolution to Approve UAW TOPS and MC Reclassification Requests

For the meeting agendas of June 6 and June 7

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**BACKGROUND**

The UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement, and the Managerial and Confidential Personnel Group Manual are effective January 1, 2022 through December 31, 2024. Each includes a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in these groups. These reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

**STRATEGIC PLAN CONSIDERATIONS**

Compensation reclassification supports the County's goal of attracting and retaining exceptional employees who are committed to the community.

**RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE UAW TOPS AND MC RECLASSIFICATION REQUESTS**

WHEREAS, the UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement and the Managerial and Confidential Personnel Group Manual are effective January 1, 2022 through December 31, 2024 and each includes a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests for employees in these groups; and

WHEREAS, these reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
144055	Clerk – Public Defenders Office	Move from UAW D to UAW F
601376	Community Health Center Manager	Move from MC 11 to MC 12

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

<u>Position Title</u>	2023	2023	<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
CHC Manager	MC 11: 92,321.60	MC 12: 99,121.01	6,799.41

TOTAL: 12,392.83

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** May 23, 2023  
**SUBJECT:** Resolution Authorizing a Letter of Agreement with the CCLP Corrections Unit Regarding Rehire of Retired Corrections Deputies  
For the meeting agendas of June 6 and 7

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**BACKGROUND**

The Ingham County Board of Commissioners and the Ingham County Sheriff (the “Employer”) and the Capitol City Labor Program, Inc., Ingham County Corrections Unit (the “Union”) are parties to a collective bargaining agreement with a term running from January 1, 2022 through December 31, 2024 (the “CBA”). The CBA contains Article 7, C. which states that an employee shall lose his/her status as an employee and seniority if he/she retires from employment. In that the Employer needs experienced corrections deputies and is willing to re-hire employees who have recently retired from employment with the County, the parties are agreeable to allow the Employer to re-hire employees under certain following terms and are requesting authorization to enter into a Letter of Agreement specifying those terms as set forth in the attached proposed Letter of Agreement.

**ALTERNATIVES**

If the Board of Commissioners declines to approve the proposed resolution, the Employer likely will not benefit from the services of experienced corrections deputies as it would if the proposed resolution is approved.

**FINANCIAL IMPACT**

The financial impact on Ingham County will continue as is in the present, due to the continuation of current CBA provisions regarding employee wages and benefits.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a Letter of Agreement with the CCLP Corrections Unit regarding rehire of retired corrections deputies.

Introduced by the County Services & Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A LETTER OF AGREEMENT WITH THE CCLP  
CORRECTIONS UNIT REGARDING REHIRE OF RETIRED CORRECTIONS DEPUTIES**

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Sheriff (the “Employer”) and the Capitol City Labor Program, Inc., Ingham County Corrections Unit (the “Union”) are parties to a collective bargaining agreement with a term running from January 1, 2022 through December 31, 2024 (the “CBA”); and

WHEREAS, the CBA contains Article 7, C. which states that an employee shall lose his/her status as an employee and seniority if he/she retires from employment; and

WHEREAS, the Employer needs experienced corrections deputies and is willing to re-hire employees who have recently retired from employment with the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached Letter of Agreement with the CCLP Corrections Unit regarding rehire of retired corrections deputies.

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

**LETTER OF UNDERSTANDING  
BETWEEN  
COUNTY OF INGHAM  
SHERIFF OF INGHAM COUNTY  
-AND-  
CAPITOL CITY LABOR PROGRAM  
Corrections Division**

**WHEREAS**, the INGHAM COUNTY BOARD OF COMMISSIONERS and the INGHAM COUNTY SHERIFF (the “Employer”) and the CAPITOL CITY LABOR PROGRAM, INC., INGHAM COUNTY CORRECTIONS UNIT (the “Union”) are parties to a collective bargaining agreement with a term running from January 1, 2022 through December 31, 2024 (the “CBA”); and

**WHEREAS**, the CBA contains Article 7, C. which states that an employee shall lose his/her status as an employee and seniority if he/she retires from employment; and

**WHEREAS**, the Employer is in need of experienced corrections deputies and is willing to re-hire employees who have recently retired from employment with the County; and

**WHEREAS**, the parties are agreeable to allow the Employer to re-hire employees under the following terms.

**NOW, THEREFORE, IT IS HEREBY AGREED** as follows:

1. The Employer shall be entitled to re-hire employees to work regular full-time hours who have retired from this bargaining unit at the Ingham County Sheriff’s Office and compensate them at the top step rate found in the parties’ CBA, Article 23, Section 1.
2. Employees re-hired by the Sheriff’s Office must be eligible for re-employment under applicable Michigan Municipal Employees’ Retirement System (MERS) rules regarding returning to work post-retirement. To be eligible for re-hire, an employee must have retired from the Ingham County Sheriff’s Office in good standing. For the purposes of this Agreement, retirement shall be defined as termination of employment or service pursuant to and in accordance with the employee’s MERS retirement plan insofar as the participant’s age and/or accrued service credit qualify them to immediately collect an unreduced retirement benefit.
3. Employees shall receive fringe benefits such as healthcare coverage, vision and dental pursuant to the provisions of the CBA as if they were a regular employee. Employees will transition to retiree health, dental and vision upon separation of their employment under this LOU.
4. Employees hired back under this Agreement will accrue vacation time at the Ten through Fourteen Year rate found in Article 30, Section 1, A. of the parties’ CBA, which is 5.846 hours earned each payroll period with a total of 152 annually. Payout of accrued time will be pursuant to the applicable provisions of the CBA.
5. Employees will not keep their seniority status that they held prior to their retirement but rather will be placed on the seniority list as a newly hired employee into the bargaining unit. Re-hired employees shall not be considered probationary nor shall they be subject to any probationary period or provisions as required by Article 16 of the CBA.
6. Employees shall be hired back for two (2) years with the option for one (1) additional year at the Sheriff’s discretion. Duration of hire is subject to this Agreement’s duration based on MERS work hour limitations as outlined in paragraph 8 below.

7. Employees hired back will not be eligible to accrue additional MERS service credits.
8. This Agreement shall remain in place until December 31, 2027, which is the current expiration of MERS waiving the requirement that caps the numbers of hours a retiree can work in a year to 1000 hours or at any point prior upon mutual agreement of the parties.
9. Re-hired employees shall not be eligible for promotion. Additionally, they shall not be eligible for special assignment(s) unless they held the assignment at the time of their retirement or no other eligible bargaining unit member(s) express interest in the assignment.
10. The Employer shall not utilize any re-hired employees while any regular, full-time bargaining unit employees are on layoff.
11. If, during the duration of this Agreement, MERS or any other regulatory or legislative agency or body promulgate rules or statutes which substantively and substantially affect any term of this Agreement, the parties shall collectively bargain at a reasonable time and place within fourteen (14) calendar days of the date of delivery of a written request invoking this provision.
12. All other terms of the collective bargaining agreement between the Employer and the Union shall govern the terms and conditions of employment for the employees. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.

**INGHAM COUNTY:**

**CAPITOL CITY LABOR PROGRAM:**

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Ryan Sebolt  
Chairperson, Board of Commissioners

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Ben DeRosa  
Bargaining Unit President

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Scott Wriggelsworth  
Sheriff

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Bradley Richman  
Director, CCLP

APPROVED AS TO FORM FOR  
COUNTY OF INGHAM  
COHL, STOKER & TOSKEY, P.C.

By: /s/ Gordon J. Love

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** May 23, 2023  
**SUBJECT:** Resolution Authorizing a Letter of Agreement with the CCLP Law Enforcement Unit Regarding  
Rehire of Retired Law Enforcement Officers  
For the meeting agendas of June 6 and 7

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**BACKGROUND**

The Ingham County Board of Commissioners and the Ingham County Sheriff (the “Employer”) and the Capitol City Labor Program, Inc., Ingham County Law Enforcement Unit (the “Union”) are parties to a collective bargaining agreement with a term running from January 1, 2022 through December 31, 2024 (the “CBA”). The CBA contains Article 7, C. which states that an employee shall lose his/her status as an employee and seniority if he/she retires from employment. In that the Employer needs experienced law enforcement officers and is willing to re-hire employees who have recently retired from employment with the County, the parties are agreeable to allow the Employer to re-hire employees under certain following terms and are requesting authorization to enter into a Letter of Agreement specifying those terms as set forth in the attached proposed Letter of Agreement.

**ALTERNATIVES**

If the Board of Commissioners declines to approve the proposed resolution, the Employer likely will not benefit from the services of experienced law enforcement officers as it would if the proposed resolution is approved.

**FINANCIAL IMPACT**

The financial impact on Ingham County will continue as is in the present, due to the continuation of current CBA provisions regarding employee wages and benefits.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a Letter of Agreement with the CCLP Law Enforcement Unit regarding rehire of retired law enforcement officers.

Introduced by the County Services & Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A LETTER OF AGREEMENT WITH THE CCLP LAW ENFORCEMENT UNIT REGARDING REHIRE OF RETIRED LAW ENFORCEMENT OFFICERS**

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Sheriff (the “Employer”) and the Capitol City Labor Program, Inc., Ingham County Law Enforcement Unit (the “Union”) are parties to a collective bargaining agreement with a term running from January 1, 2022 through December 31, 2024 (the “CBA”); and

WHEREAS, the CBA contains Article 7, C. which states that an employee shall lose his/her status as an employee and seniority if he/she retires from employment; and

WHEREAS, the Employer needs experienced law enforcement officers and is willing to re-hire employees who have recently retired from employment with the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached Letter of Agreement with the CCLP Law Enforcement Unit regarding rehire of retired law enforcement officers.

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



LETTER OF UNDERSTANDING BETWEEN  
  
**COUNTY OF INGHAM SHERIFF OF  
INGHAM COUNTY AND  
CAPITOL CITY LABOR PROGRAM  
Ingham County Division**

**WHEREAS**, the INGHAM COUNTY BOARD OF COMMISSIONERS and the INGHAM COUNTY SHERIFF (the “Employer”) and the CAPITOL CITY LABOR PROGRAM, INC., INGHAM COUNTY DIVISION LAW ENFORCEMENT UNIT (the “Union”) are parties to a collective bargaining agreement with a term running from January 1, 2022 through December 31, 2024 (the “CBA”); and

**WHEREAS**, the CBA contains Article 7, C. which states that an employee shall lose his/her status as an employee and seniority if he/she retires from employment; and

**WHEREAS**, the Employer is in need of experienced law enforcement officers, particularly in courts and transports, and is willing to re-hire employees who have recently retired from employment with the County; and

**WHEREAS**, the parties are agreeable to allow the Employer to re-hire employees under the following terms.

**NOW, THEREFORE, IT IS HEREBY AGREED** as follows:

1. The Employer shall be entitled to re-hire employees to work regular full-time hours who have retired from this bargaining unit at the Ingham County Sheriff’s Office and compensate them at the top step rate found in the parties’ CBA, Article 23.
2. Employees re-hired by the Sheriff’s Office must be eligible for re-employment under applicable Michigan Municipal Employees’ Retirement System (MERS) rules regarding returning to work post-retirement. To be eligible for re-hire, an employee must have retired from the Ingham County Sheriff’s Office in good standing and, in the time since their retirement, maintained an active Michigan Commission on Law Enforcement Standards (MCOLES) license. For the purposes of this Agreement, retirement shall be defined as termination of employment or service pursuant to and in accordance with the employee’s MERS retirement plan insofar as the participant’s age and/or accrued service credit qualify them to immediately collect an unreduced retirement benefit.
3. Employees shall receive fringe benefits such as healthcare coverage, vision and dental pursuant to the provisions of the CBA as if they were a regular employee. Employees will transition to retiree health, dental and vision upon separation of their employment under this LOU.
4. Employees hired back under this Agreement will accrue vacation time at the Ten through Fourteen Year rate found in Article 29, Section 1, A. of the parties’ CBA, which is 5.846 hours earned each payroll period with a total of 152 annually. Payout of accrued time will be pursuant to the applicable provisions of the CBA.
5. Employees will not keep their seniority status that they held prior to their retirement but rather will be placed on the seniority list as a newly hired employee into the bargaining unit. Re-hired employees shall not be considered probationary nor shall they be subject to any probationary period or provisions as required by Article 16 of the CBA.

6. Employees shall be hired back for two (2) years with the option for one (1) additional year at the Sheriff's discretion. Duration of hire is subject to this Agreement's duration based on MERS work hour limitations as outlined in paragraph 8 below.
7. Employees hired back will not be eligible to accrue additional MERS service credits.
8. This Agreement shall remain in place until December 31, 2027, which is the current expiration of MERS waiving the requirement that caps the number of hours a retiree can work in a year to 1000 hours or at any point prior upon mutual agreement of the parties.
9. Re-hired employees shall not be eligible for promotion. Additionally, they shall not be eligible for special assignment(s) unless they held the assignment at the time of their retirement or no other eligible bargaining unit member(s) express interest in the assignment.
10. The Employer shall not utilize any re-hired employee(s) while any regular, full- time bargaining unit employees are on layoff.
11. If, during the duration of this Agreement, MERS or any other regulatory or legislative agency or body promulgate rules or statutes which substantively and substantially affect any term of this Agreement, the parties shall collectively bargain at a reasonable time and place within fourteen (14) calendar days of the date of delivery of a written request invoking this provision.
12. All other terms of the collective bargaining agreement between the Employer and the Union shall govern the terms and conditions of employment for the employees. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.

INGHAM COUNTY:

CAPITOL CITY LABOR PROGRAM:

\_\_\_\_\_  
Ryan Sebolt  
Chairperson, Board of Commissioners

\_\_\_\_\_  
Ryan Cramer  
Bargaining Unit President

\_\_\_\_\_  
Scott Wriggelsworth  
Sheriff

\_\_\_\_\_  
Bradley Richman  
Director, CCLP

APPROVED AS TO FORM FOR COUNTY OF  
INGHAM  
COHL, STOKER & TOSKEY, P.C.

By: /s/ Gordon J. Love

**TO:** Board of Commissioners Law & Courts and County Services Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** May 18, 2023  
**SUBJECT:** Resolution to Approve Revisions to the Animal Control Director Job Description  
For the meeting agendas of June 1 and June 6

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**BACKGROUND**

Michigan Department of Agriculture and Rural Development (MDARD) rules require that the administrator of an animal control shelter be certified or able to be certified as an animal control officer. MDARD also requires that this individual possess a Michigan Euthanasia Technician Certification or possess the ability to be so certified. The Human Resources Department desires that the Animal Control Director job description be updated to reflect these requirements. In addition, it is desired to eliminate the alternative education requirement of an associate's degree with additional years of experience, leaving a bachelor's degree as the single educational requirement, aligning this requirement with the large majority of other County director positions. A copy of the proposed, revised Animal Control Director is attached.

**ALTERNATIVES**

These revisions are important to 1) reflect the current requirements of MDARD rules for this position and 2) align the educational requirement for this position with other County director positions. The Board of Commissioners could choose not to approve these revisions, leaving the position requirements out of compliance with MDARD rules and out of alignment with other County director positions.

**FINANCIAL IMPACT**

There are no financial impacts.

**STRATEGIC PLAN CONSIDERATIONS**

N/A

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

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

## **INGHAM COUNTY JOB DESCRIPTION**

### **ANIMAL CONTROL DIRECTOR**

#### **General Summary:**

The Animal Control Director reporting to the County Controller/Administrator or his/her designee has the primary responsibility for managing and administering the County's domestic animal control program. In this capacity, the individual shall oversee employees engaged in the enforcement of State law and County ordinance and be responsible for the day to day operation of the county's animal shelter. The director will advise and consult with other County and State officials and concerned citizens with regard to animal welfare concerns and disease control, and must maintain effective working relationships with the public and local officials as related to the operation of the Animal Control Department.

#### **Essential Functions:**

1. Formulates and implements the strategic goals and objectives of the organization. Provides leadership toward the achievement of the organization's philosophy, mission, annual goals, objectives and growth.
2. Organizes, plans, and distributes work in such a way as to maximize the efficiency and effectiveness of the manpower, supplies, equipment and facilities used in the Animal Control Program.
3. Working through a lead person or subordinate supervisors, manages a group of employees to include animal care staff, Shelter Behaviorist, adoption staff, Shelter Veterinarian, Veterinary Assistant, Animal Control Officers, Community Outreach Manager and dispatch staff.
4. Performs personnel management functions, directly and through mid-level managers and supervisors. Examples include interviewing, selecting and training staff. Addresses employee relation issues including promotions and terminations. Works with multiple union groups and assists in negotiating contracts as requested.
5. Prepares budget request and administers the budget for the County Animal Control Program. Monitors expenditures through out the fiscal year.
6. Acts as the primary spokesperson for the County Animal Control program; provides oversight and direction for all communications representing the organization; maximizes public relations opportunities to enhance the image of Ingham County Animal Control and Shelter in the community; represents Ingham County Animal Control and Shelter before agencies and the public in delineating these positions affecting public policy, and assures the organization's mission, programs and services are consistently presented with a strong positive image.
7. Monitors animal welfare issues and ensures compliance with all applicable law and regulations; State and Federal law; networks with other local animal shelters, animal welfare and rescue groups establishing coalitions; and leads the development of community educational program promoting animal welfare.

8. Cultivate and maintains donors and prospective donors; works to develop, implement and oversee fundraising projects including, but not limited to special events, grant-writing, funding requests, and direct solicitations.
9. Ensures the accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
10. Enforces the County's Animal Control ordinance as adopted by the Ingham County Board of Commissioners.
11. Ability to establish working relationships with Board members, City and County officials, managers, staff volunteers and vendors.
12. Attend Ingham County Animal Shelter Advisory Committee Meetings, and The Ingham County Animal Shelter Fund Meetings
13. Maintain policies and procedures to remain compliant with regulations surrounding access to Criminal Justice Information per the Michigan State Police and the Federal Bureau of Investigation.

**Other Functions:**

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

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

**Employment Qualifications:**

~~A minimum of **one** of the following combinations is required:~~

A Bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration or related field **AND** 3 to 5 years of experience in Animal Welfare and/or Animal Control including 1 year in a supervisory or management capacity.

~~OR~~

~~2. An Associate's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration or related field **AND** 5 years of experience in Animal Welfare and/or Animal Control including 1 year in a supervisory or management capacity.~~

**Other Requirements:** Experience of dealing with collective bargaining agreements in the management and supervision of staff strongly desired. Must be eligible for and able to obtain F.D.A. and Michigan Controlled drug licenses. Must pass a background and security check. Must possess flexibility for night meetings. No

felony convictions. **Certification or ability to be certified as an Animal Control Officer through the Michigan Department of Agriculture and Rural Development. Michigan Euthanasia Technician Certification or ability to be certified is 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)*

**Physical Requirements:**

- Responsible for pushing, pulling and lifting weights up to 100lbs, occasionally.
- Work requires frequent periods of standing for 30 minute intervals though out the day and frequent periods of time sitting, bending and squatting.
- Walks on various types of terrain indoors and outdoors.
- May capture and restrain animals to assist the officers, kennel person and the general public.
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

- Works in office conditions and the animal shelter.
- Regular exposure to odors of animals.
- Exposure to noise of the impounded animals.
- Exposure to disease communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.
- Exposure to parasites (fleas, ticks, mites)

***MCF-14  
2022-2023***

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE REVISIONS TO THE ANIMAL CONTROL DIRECTOR  
JOB DESCRIPTION**

WHEREAS, Michigan Department of Agriculture and Rural Development (MDARD) rules require that the administrator of an animal control shelter be certified or able to be certified as an animal control officer; and

WHEREAS, MDARD also requires that this individual possess a Michigan Euthanasia Technician Certification or possess the ability to be so certified; and

WHEREAS, the Human Resources Department desires that the Animal Control Director job description be updated to reflect these requirements; and

WHEREAS, it is also desirable to eliminate the alternative education requirement of an associate's degree with additional years of experience, leaving a bachelor's degree as the single educational requirement, and aligning this requirement with the large majority of other County director positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves revisions to the Animal Control Director job description to reflect the requirement that the administrator of an animal control shelter be certified or able to be certified as an animal control officer and to possess a Michigan Euthanasia Technician Certification or the ability to be so certified.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves revisions to the Animal Control Director job description to eliminate the alternative education requirement of an associate's degree with additional years of experience, leaving a bachelor's degree as the single educational requirement.

## Agenda Item 9a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

RE: First Quarter 2023 Budget Adjustments, Contingency Fund Update

DATE: May 8, 2023

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2023. The total increase to the General Fund is \$84,715.

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 2022. Some of the larger projects are as follows:

- Parks Playground Safety - \$110,430
- Parks Spicer, Crannie and Johnson Contracts - \$121,159
- Circuit Court Courtroom Technology - \$255,375
- Circuit Court Imaging/Scanning Project - \$330,281
- Probate Court Imaging/Scanning Project - \$121,268
- Clerk Imaging/Scanning Project - \$236,432
- DHHS Carpet Replacement - \$214,350
- CMHA Renovations - \$200,000
- IT Department Network Design - \$219,000
- IT Department Consulting - \$130,000
- IT Department Other Projects - \$225,000
- Retaining Wall Lake Lansing Project - \$624,243

In the General Fund, \$9,015 is re-appropriated for Cultural Diversity, Equity, and Inclusion funds not spent in 2022. The Controller's Office, on behalf of Environmental Affairs Commission, is requesting \$68,500 be rolled over from 2022, and 55<sup>th</sup> District Court is requesting that \$7,200 for storage fees not budgeted in 2023. 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 \$122,010. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$351,000.

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



## 2023 CONTINGENCY

<b>Adopted Contingency Amount</b>	<b>\$351,000</b>
R22-485: Funding for Environmental Sustainability Manger Position	-\$60,414
R22-560: Additional funding for Community Agency	-\$4,750
R23-066: Additional funding for service contract Mobile Communications America	-\$17,500
R23-137: Additional funding for Vehicle for Sheriff Office	-\$41,726
R23-077: Funding for Justice Complex Scissor Lifts	-\$29,600
R23-153: Funding for Accounting Services	-\$75,000
	\$0
<b>Current Contingency Amount</b>	<b>\$122,010</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADJUSTMENTS TO THE 2023 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2023 Budget on October 25, 2022 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>2023 BUDGET 04/11/23</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$95,353,682	84,715	\$95,438,397
208	Parks	\$2,914,590	352,604	\$3,267,194
215	Friend of Court	\$7,282,505	32,730	\$7,315,235
228	Trails & Parks Millage	\$1,211,712	845,873	\$2,057,585
245	Public Improvements	\$584,500	1,199,219	\$1,783,719
264	Juvenile Justice Millage	\$5,873,820	555,000	\$6,428,820
595	Jail Commissary Fund	\$586,691	26,465	\$613,156
631	Building Authority Operating	\$2,698,634	433,477	\$3,132,111
636	Innovation & Technology	\$6,246,877	931,700	\$7,178,577
639	Drain Revolving	\$2,387,234	144,000	\$2,531,234
664	Mach. & Equip. Revolving	\$1,477,343	1,094,141	\$2,571,484

**GENERAL FUND REVENUES**

	<u>2023 Budget –</u> <u>04/11/23</u>	<u>Proposed</u> <u>Changes</u>	<u>2023 Proposed</u> <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	60,787,850	0	60,787,850
Property Tax Adjustments	(150,000)	0	(150,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax/Other	200,500	0	200,500
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,882,844	0	6,882,844
Convention/Tourism Tax - Liquor	1,429,381	0	1,429,381
Cigarette/Marijuana/SPP Tax	2,600,000	0	2,600,000
Court Equity Funding	1,250,000	0	1,250,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance – Uncommitted	803,922	84,715	888,637
<b>Department Generated Revenue</b>			
Animal Control	1,461,035	0	1,461,035
Circuit Court - Family Division	1,423,064	0	1,423,064
Circuit Court - Friend of the Court	804,104	0	804,104
Circuit Court - General Trial	1,646,046	0	1,646,046
Controller	0	0	0
Cooperative Extension	2,500	0	2,500
County Clerk	925,075	0	925,075
District Court	1,594,948	0	1,594,948
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	46,650	0	46,650
Elections	77,100	0	77,100
Homeland Security/Emergency Ops	56,000	0	56,000
Equalization /Tax Mapping	10,100	0	10,100
Facilities	0	0	0
Financial Services	75,285	0	75,285
Health Department	0	0	0
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	826,665	0	826,665
Register of Deeds	2,950,200	0	2,950,200
Remonumentation Grant	85,000	0	85,000
Sheriff	4,814,800	0	4,814,800

Treasurer	2,634,565	0	2,634,565
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	795,867	0	795,867
<b>Total General Fund Revenues</b>	<b>95,353,682</b>	<b>84,715</b>	<b>95,438,397</b>

## GENERAL FUND EXPENDITURES

	<u>2023 Budget –</u> <u>04/11/23</u>	<u>Proposed</u> <u>Changes</u>	<u>2023 Proposed</u> <u>Budget</u>
Board of Commissioners	769,635	0	769,635
Circuit Court - General Trial	8,194,734	0	8,194,734
District Court	3,749,221	7,200	3,756,421
Circuit Court - Friend of the Court	1,992,335	0	1,992,335
Jury Board	1,190	0	1,190
Probate Court	2,281,533	0	2,281,533
Circuit Court - Family Division	6,791,901	0	6,791,901
Jury Selection	192,763	0	192,763
Elections	523,276	0	523,276
Financial Services	1,268,335	0	1,268,335
County Attorney	510,749	0	510,749
County Clerk	1,489,177	0	1,489,177
Controller	1,530,283	16,015	1,546,298
Equalization/Tax Services	865,556	0	865,556
Human Resources	1,595,705	-7,000	1,588,705
Prosecuting Attorney	9,241,119	0	9,241,119
Public Defender	890,347	0	890,347
Purchasing	402,364	0	402,364
Facilities	2,393,952	0	2,393,952
Register of Deeds	1,083,803	0	1,083,803
Remonumentation Grant	85,000	0	85,000
Treasurer	1,158,716	0	1,158,716
Drain Commissioner	1,293,291	0	1,293,291
Economic Development	105,000	0	105,000
Community Agencies	295,375	0	295,375
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	227,264	0	227,264
Sheriff	27,581,089	0	27,581,089
Metro Squad	31,057	0	31,057

Community Corrections	110,391	0	110,391
Animal Control	3,131,055	0	3,131,055
Emergency Operations	386,679	0	386,679
Board of Public Works	300	0	300
Drain Tax at Large	856,030	0	856,030
Health Department	7,269,830	0	7,269,830
CHC	4,225,149	0	4,225,149
Jail Medical	0	0	0
Medical Examiner	779,091	0	779,091
Substance Abuse	717,936	0	717,936
Community Mental Health	2,297,035	0	2,297,035
Department of Human Services	1,642,566	0	1,642,566
Tri-County Aging	73,833	0	73,833
Veterans Affairs	1,157,601	0	1,157,601
Cooperative Extension	473,419	0	473,419
Parks and Recreation	1,960,594	0	1,960,594
Contingency Reserves	226,610	0	226,610
Attrition	-3,931,898		-3,931,898
Legal Aid	20,000	0	20,000
Environmental Affairs	100,500	68,500	169,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	34,375	0	34,375
Capital Improvements	1,066,340	0	1,066,340
American Rescue Funds	-3,500,000	0	-3,500,000
<b>Total General Fund Expenditures</b>	<b>95,353,682</b>	<b>84,715</b>	<b>95,438,397</b>

### **General Fund Revenues**

Use of Fund Balance                      Increase to offset shortages of \$84,715.

### **General Fund Expenditures**

Board of Commissioners	Re-appropriate Cultural Diversity, Equity, and Inclusion funds of \$9,015.
Controller	Re-appropriate funds for Cultural Diversity, Equity, and Inclusion funds of \$7,000 from Human Resources Department to Controller's budget.

Environmental Affairs	Re-appropriate funds designed for the energy audit and re-designated them for energy efficiency improvements and saving projects (\$68,500).
55 <sup>th</sup> District Court	To appropriate \$7,200 for storage fees not budget in District Court.
Human Resources	Re-appropriate funds for Cultural Diversity, Equity, and Inclusion funds \$7,000 from Human Resources Department to Controller's budget.

### **Non-General Fund Adjustments**

Parks (F208)	Re-appropriate funds for the following 2019 CIP projects: LL Roofs, Revenue Management System (\$5,202) and 2020 CIP projects: Hawk Island Fence (\$7,529), and 2021 CIP project: Burchfield Dirt School (\$30,713), 2022 CIP projects: Burchfield Pineknoll Roof (\$9,700), LL Tree and Branch Removal (\$2,700), HI Dog Park Dock (\$34,228), HI Snow Gun (\$3,650), Rental Equipment (\$37,346), Bunker Road Landing R21-379 (\$104,898), Playground Safety R22-242 (\$110,430), LL Disc Golf Course (\$6,208).
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.
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects Re-appropriate funds for 2019 CIP projects, Crack Seal Lake Lansing (\$7,185), Retaining Wall Lake Lansing South (\$624,243), Lake Lansing South Topographic Survey (\$11,970), and CIP 2020 projects: Hawk Island Snowcat Building (\$8,253), Lake Lansing North Maintenance Facility (\$27,769), and CIP 2021 projects: Lake Lansing Boat Launch Improvements (\$45,294) Re-appropriate funds for 2022 Spicer, Crannie and Johnson Contracts (\$121,159).
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: VMC Gate (\$35,000), 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). Re-appropriate 2022 CIP Projects: CC Pretrial Services Officer Reconfiguration (\$65,569), CC Jury Assembly Room Improvements (\$75,000), VMC/GPB Parking Lot Replacement (\$175,000), VMC/Probate Carpet Replacement (\$30,000), FCHC RTU#4,#7,#9 Replacement (\$170,000), ICFC Domestic Hot Water Replacement (\$45,000), ICFC RTU MAU Replacements (\$210,650), BMS Tracer Summit Upgrade (\$60,000)

Juvenile Justice Millage  
(F264)

Change funding for the Family Court 2022 Imaging  
Re-appropriate funds for following CIP 2022 projects: Circuit Court Juvenile Parking Lot ICFC (\$330,000), CC Juvenile Parking Lot (\$225,000)

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 (\$214,350) from 2019 CIP. Re-appropriate funds from 2022 CIP projects: 22 HSB Server Liebert (\$31,450)

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 2022; Network Redesign (\$219,000), Microsoft Licensing (\$80,000), Maintenance (\$125,000), Consulting (\$130,000), and Wiring Project (\$20,000).

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. Tractor and Wheel Kit (\$24,000)

Mach./Equip. Revolving  
(F664)

Re-appropriate 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  
(\$255,375), Document Management System (\$50,000), Projectors  
Jury Room (\$6,860) from 2019. 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), To re-appropriate (\$44,798) for  
scanners Re-appropriate 2019 CIP: County Wide Fall Protection  
(\$25,000), Mason Courthouse Client Room Tables (\$8,000), and  
Veterans Affairs Transportation Vehicle (\$17,115). Re-appropriate  
2020 CIP Projects: VMC/GPB Tracer Upgrades (\$15,000), VMC  
Exterior Cameras (\$20,000), Re-appropriate 2021 CIP Projects:  
District Court Ballistic Vest (\$3,625), Re-appropriate 2022 CIP  
Projects: CC Pretrial Services Officer Reconfiguration (\$34,431),  
Drain Scanner (\$15,000), AC Security Cameras (\$42,460), 55<sup>th</sup> DC  
FTR Upgrade (\$19,565), HSB Server Liebert (\$5,550), Tractor  
Replacement VMC (\$3,521), 2 Tractors Replacement (\$4,299),  
Plow Salt Truck (\$28,600), Cube Truck HSB (\$6,000)