

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE

ROBERT PEÑA, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
SIMAR PAWAR
KARLA RUEST
MONICA SCHAFER

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, FEBRUARY 20, 2024 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 [February 6, 2024](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Resolution to Expend [Brownfield Tax Increment Proceeds](#) for Eligible Expenses on 400 Block of North Martin Luther King Jr Boulevard
2. Drain Commissioner – Public Hearing on Lake Lansing Level Control Structure Alternatives Analysis
3. Health Department
 - a. Authorization to Start a Managerial/Confidential [Employee Above Step 2](#)
 - b. Authorization to Start a Managerial/Confidential [Employee Above Step 2](#)
 - c. Authorization to Start an ICEA County Professional [Employee Above Step 2](#)
 - d. Resolution to Authorize the Creation of a .50 FTE Region 7 Perinatal Quality Collaborative [Project Specialist](#)
4. Potter Park Zoo – Notice of [Emergency Purchase](#) Order for HVAC Controls Replacement
5. Innovation & Technology Department
 - a. Resolution to Authorize a Security Assessment from [Dewpoint](#)
 - b. Resolution to Approve Retainer Hours for Support Provided by [Sentinel Technologies](#)
6. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [W.W. Grainger Inc.](#), for the Metal Detector at the Ingham County Family Center
 - b. Resolution to Authorize a Special Part-Time [Administrative Assistant](#) Position for the Ingham County Facilities Department
 - c. Resolution to Authorize an Amendment to the Current Agreement with [Teachout Security](#) for Unarmed Security Services at New Hope

7. Road Department
 - a. Resolution to Authorize Agreements with Bunkerhill, Meridian, Stockbridge and White Oak Townships for the 2024 [Local Road Program](#)
 - b. Resolution to Authorize a Purchase Order for [Trimble Business Center Software](#)
 - c. Resolution to Approve a Yield to Stop Sign [Traffic Control Order](#) for the Intersection of Banyon Trail and Burcham Drive
 - d. Resolution to Authorize Purchase Orders for [Roto Milling and Pulverizing Services](#)
 - e. Resolution to Approve and Certify the Ingham County 2023 [Public Road Mileage Certification](#)
 - f. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on [Holt Road](#) from US-127 to Okemos Road
8. Controller's Office – Resolution to Amend Economic Development Service Contract with [Lansing Economic Area Partnership](#)
9. Board of Commissioners – Resolution to Recognize March 2024 as [Women's History Month](#) in Ingham County

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

February 6, 2024

Draft Minutes

Members Present: Sebolt, Peña, Pawar, Celentino, Grebner, Ruest and Schafer.

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Roxanne Case, Paul Pratt, Diana Bartlett, Claudia Kerbawy, Kevin Schoen, Susan Metcalf, Rick Metcalf, Lauren Swanson-Aprill, Robert Shelton, Jeffery Charnley, Amy Broer, Madison Hughes, Anika Ried and others.

The meeting was called to order by Chairperson Peña 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 January 16, 2024 Minutes

CHAIRPERSON PEÑA STATED, WITHOUT OBJECTION, THE MINUTES OF THE JANUARY 16, 2024 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

Additions to the Agenda

10. Human Resources

- a. Authorization to Start an Employee Above Step 2
- b. Authorization to Start and Managerial & Confidential Employee Above Step 2

Limited Public Comment

Claudia Kerbawy, Lake Lansing Property Owners Association President, thanked the County Services Committee for the opportunity to address the Committee and stated that they were present to discuss their interest and concerns with the Lake Lansing Level Control Structure. Kerbawy further stated they were aware there was a resolution on the County Services Agenda to establish a public hearing on February 20, 2024 and they had submitted a resolution that they would also like to have adopted in addition to the resolution currently on the Agenda.

Kerbawy stated the proposed resolution would extend the public comment on that until April 5, 2024 and would also resolve that the Drain Commissioner would bring back another resolution to hold another public hearing to the County Services Committee after consideration of public questions and comments. Kerbawy provided an overview of the proposed resolution, which was provided in the minutes as Attachment A.

Kerbawy stated they had sent a letter to Commissioner Peña where they had requested that the hearing would be postponed for 45 days, but that they wanted to modify that request so that it

would have a comment period that would last until April 5, 2024. Kerbawy stated they would also like to be brought into the process beginning now and ending when the Drain Commissioner would ask for another public hearing in May of 2024 to review the recommended plan of action.

Susan Metcalf, Okemos resident, stated that they had met with the John Hood, Okemos Public Schools Superintendent, regarding the issue of the Hiawatha Elementary School Jolly Road entrance. S. Metcalf further stated that, after the School Board meeting on January 22, 2024, Hood had heard back from the Ingham County Road Department, who stated that if the school would drop Jolly Road by one foot, they could have the entrance they requested.

S. Metcalf stated their disapproval as a community of the proposed solution because they believed it was unfair to the school since they would have been unable to fund it through the recently passed bond for Okemos Schools. S. Metcalf further asked for the assistance of the County Services Committee because Meridian Township's hands were tied and it appeared they were at an impasse with the Ingham County Road Department.

S. Metcalf stated they did not know where else to turn and they were hoping the County Services Committee could light a fire under the Road Department to make some kind of entrance work off of Jolly Road. S. Metcalf further stated, for the record, that Okemos Public Schools did not ask the community to speak on their behalf, they wanted to come speak because they wanted to see change for the school and for it to not impact another subdivision.

Kevin Schoen, Lake Lansing Property Owners Association member and Dam Committee Chairperson, stated they would not be able to attend the public hearing, but further stated they wanted to remind the Board of Commissioners of critical items needed when evaluating the report that was provided by the Drain Commissioner's Office. Schoen further stated that, in the law, there was a requirement that the entity assigned to work on the dam was required to hire a licensed engineer every three years to evaluate the condition of the dam.

Schoen stated that the company that was hired to provide the required report was Lockwood, Andrews & Newman, Inc., who had hired a Licensed Engineer to produce the report with the Professional Engineering stamp that certified the report was properly completed, and a number of deficiencies were identified in the dam that needed to be corrected. Schoen further stated those deficiencies arose to the next step of the process and, under Part 307 of the Inland Lakes Act, the County may retain a Licensed Professional Engineer to prepare a preliminary study, when determined necessary by the County Board, to perform maintenance of the dam.

Schoen stated that the Drain Commissioner issued a Request for Proposal (RFP) titled "Professional Engineering Services for the Lake Lansing Dam Improvement Project," which was awarded to Spicer Group, Inc., who performed the preliminary study to determine what should be done with the dam. Schoen further stated that the preliminary report that was received by the Lake Lansing Property Owners Association did not have the Professional Engineer stamp, and they were concerned about the credibility of the report without the required stamp.

Schoen explained why the professional stamp was of importance and further discussed proper upkeep of the dam and rising water levels. Schoen further stated that, before the Committee began to evaluate the report, they needed a Professional Engineer to certify it.

Rick Metcalf, Okemos resident, stated their concern with the secondary Hiawatha Elementary School entrance. R. Metcalf explained that the Jolly Road entrance would be the best choice for both the school and community.

R. Metcalf further stated it would ease congestion off the road and allowed the subdivision to operate safely. R. Metcalf explained that they could not understand why an entrance would not be allowed along Jolly Road when there was 900 feet of frontage.

R. Metcalf explained that the Road Department's own rules and regulations allowed an entrance on a frontage of that size if a different criterion was used, based on the Ingham County Road Commission's Rules Standards and Procedures for Driveways, Banners, and Parades. R. Metcalf further explained they hoped the County Services Committee would be able to help, as they wanted an equitable solution for everybody but they kept hitting road blocks with the Road Department.

R. Metcalf stated they wanted to thank Meridian Township for allowing signage along Summergate Lane to eliminate some of the congestion at that entrance of the school, which should help. R. Metcalf further stated the entrance at Jolly Road would be the best solution.

Lauren Swanson-Aprill, Okemos resident, stated they had made some progress with the school regarding the Hiawatha Elementary School entrance, but that they were there to discuss the Road Commission. Swanson-Aprill further stated they had slowed down the decision on where the secondary entrance would go until 2025, but that the school did plan to move forward with the decision one way or another, and they needed the second entrance to be located off of Jolly Road.

Swanson-Aprill stated they needed to work with the Road Department to ensure that a second entrance off of Jolly Road was allowed and supported by them. Swanson-Aprill stated they understood that a Road Study needed to be done, a School Zone was currently being looked at and there was a marker there to reduce the speed limit, which was very good.

Swanson-Aprill stated that Road Department staff had suggested that the speed limit on Jolly Road would need to be lowered, which was crazy and asked if that was really necessary. Swanson-Aprill further stated they needed the Road Department and the County Commissioners' support on this and funding options would also need to be considered.

Swanson-Aprill stated the American Rescue Plan Act (ARPA) funds, as well as a grant opportunity through the Office of Highway Safety, could be viable funding options. Swanson-Aprill explained the grant opportunity was open to learn about on February 9, 2024 and the grants were due by March 15, 2024.

Swanson-Aprill stated work needed to be done concerning this and they recommended that to be considered as an option to resolving the issue. Swanson-Aprill stated they were willing to work with the school district and the County Services Committee on that issue.

Swanson-Aprill thanked the County Services Committee for their time and attention.

Diana Bartlett, Housing Trust Fund Coordinator, provided overview on the Treasurer's Office Agenda Items.

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

3. Treasurer's Office
 - a. Resolution to Authorize the Housing Trust Fund Committee to Update and Administer Down Payment Assistance Program, As Needed
5. Innovation & Technology Department – Resolution to Approve Renewal of Support from Core Technology
6. Facilities Department
 - a. Notice of Emergency Purchase Order for Human Services Building Automatic Door Opener
 - b. Notice of Emergency Purchase Order for Panic Buttons at Veterans Affairs Office
 - c. Notice of Emergency Purchase Order for Sheriff's Office Vehicle Lift Replacement
 - d. Resolution to Authorize an Agreement with Facilities 360 for Carpet Cleaning Services at Several Ingham County Facilities
 - e. Resolution to Amend Resolution #22-559 for the Renovations to the Families Forward Space at the Human Services Building
 - f. Resolution to Amend Resolution Regarding DHHS
7. Road Department
 - a. Resolution to Authorize Purchase Orders for Hot Mix Asphalt Mixtures
 - b. Resolution to Authorize Purchase Orders for Emulsified Asphalts
 - c. Resolution of Commitment and Support for the Bridge Investment Program Grant for the Michigan Department of Transportation Statewide Local Agency Bridge Bundle Program
8. Controller's Office – Resolution to Approve Funding for Broadband State Mapping Challenge Citizen Outreach
9. Board of Commissioners – Resolution Honoring James Hudgins, Jr. on the Event of His Retirement
10. Human Resources
 - a. Authorization to Start an Employee Above Step 2
 - b. Authorization to Start and Managerial & Confidential Employee Above Step 2

THE MOTION CARRIED UNANIMOUSLY.

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

1. Historical Commission – Interviews

Robert Shelton was interviewed for the Historical Commission.

Jeffery Charnley was interviewed for the Historical Commission.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, TO RECOMMEND TO APPOINT ROBERT SHELTON AND JEFFERY CHARNLEY TO THE HISTORICAL COMMISSION.

THE MOTION CARRIED UNANIMOUSLY.

2. Women's Commission – Interviews

Amy Broers was interviewed for the Women's Commission.

MOVED BY COMM. PAWAR, SUPPORTED BY COMM. SEBOLT, TO RECOMMEND TO APPOINT AMY BROERS TO THE WOMEN'S COMMISSION.

THE MOTION CARRIED UNANIMOUSLY.

3. Treasurer's Office

- b. Resolution to Amend Resolution #23-492 Authorizing Community Development Block Grant Housing Improving Local Livability Program Application

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

Commissioner Schafer stated she pulled the item because it was new from the nine million dollars of ARPA funds that were set aside. Commissioner Schafer further asked what the status of the site in Leslie was.

Bartlett stated the site was still a Land Bank site and that Roxanne Case, Land Bank Director, was present to also discuss the status and development of the site. Bartlett further stated that, because the site in Leslie was a former High School, it was not eligible for Community Development Block Grant (CDBG) funds at all.

Bartlett stated the Land Bank was working with their grant writer who had obtained many opportunities for funding.

Commissioner Schafer stated that she had not been out to see the site but wanted to clarify that the site would be cleaned up.

Bartlett confirmed that the building was demolished.

Case clarified that the site was demolished through the State Land Bank Authority and had already been cleaned up.

Chairperson Peña disclosed that they, Commissioner Grebner, Commissioner Schafer, and Commissioner Sebolt were members of the Land Bank.

THE MOTION CARRIED UNANIMOUSLY.

3. Treasurer's Office

- c. Resolution to Approve a Contingency Fund for Housing Trust Fund Competitive Grant Projects
- d. Resolution to Change the Site of a Housing Trust Fund Project

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

Commissioner Schafer asked for clarification regarding which site would be replaced and which would be a renovation and further asked how the \$90,000 would be applied to the one site being renovated.

Bartlett clarified that the \$90,000 that was committed to the 836 Dornell Street was based on a budget that was submitted through the competitive application process and approved. Bartlett further explained that the developer had requested to move support to 232 S. Hayford Street site because the Hayford Street property had just come into the Land Bank's possession through the latest round of foreclosures and had not been available when the competitive application was first released.

Bartlett stated that a budget was submitted for the Hayford Street property and was found to be a substantial rehabilitation project. Bartlett further explained the extent of the renovations needed and the building was in poor shape and was almost set to be demolished.

Case stated that renovations and new construction were almost the same cost, especially when the property was a foreclosure. Case further stated that they were trying to limit the number of demolitions and would rather renovate as to avoid losing stock of buildings.

Case stated they would still eventually build on the vacant lot located at 836 Dornell Street, but would prefer to focus on making smart changes with the funding they currently had.

Commissioner Schafer stated her concern over putting \$90,000 of taxpayer money into a home that was only 500 to 600 square feet, in an area where the home may only be worth \$40,000 to \$60,000. Commissioner Schafer stated she wondered if it would be better to reduce the amount

given to that home and put the rest in Competitive Grant Contingency Funds and further asked if it would be equitable to put the same amount of money into such a small home.

Bartlett stated that in recently passed policy for Gap Financing, \$90,000 was the set maximum per unit and was based on the rising costs of construction. Bartlett further stated there was still a need for housing of all sizes in the community and there was value in investing in neighborhoods in need, so it would be enough to justify the cost.

Case added that if they did demolish the property, they would not rebuild on the property and would likely split the property with the neighbors, meaning they would be lose a home entirely. Case further stated they understood Commissioner Schafer's view.

Commissioner Celentino stated that he thought each home would have a different cost to rehabilitate based on the needs of the property. Commissioner Celentino wondered if the reason the South Hayford Street site needed such a large amount of funding was because the property needed more work and asked how it was determined what work needed to be done.

Bartlett stated that a budget was submitted by the developer that was very similar to a new build, so the assumption that the rehabilitation was substantial enough that it was comparable to a new build.

Case reiterated that new construction and renovations for foreclosures were very similar in cost.

Commissioner Celentino clarified the location of the South Hayford Street site.

Case provided clarification.

Commissioner Ruest asked if there might have been lead that needed to be remediated, because the building looked old enough to have lead paint, which could skyrocket the price.

Case stated that they were sure the building was pre-1974 and therefore likely had lead paint, and could also have asbestos that could be an issue.

THE MOTION CARRIED. **Yeas:** Sebolt, Peña, Pawar, Celentino, Grebner, Ruest

Nays: Schafer **Absent:** None

3. Treasurer's Office

- e. Resolution to Create a Housing Trust Fund Grants Administrator Position in the Treasurer's Office

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

Commissioner Schafer asked if the position could potentially be a temporary position rather than a permanent one, as they were approaching the end of the ARPA funding.

Bartlett stated that they would have to defer to Treasurer Alan Fox, County Treasurer, on that.

Gregg Todd, Controller, stated that typically the position would go away once the funding went away because it was grant funded.

Commissioner Sebolt stated that a discussion item at the Board Leadership meeting on February 8, 2024 would be regarding a millage that would include funding for housing and the unhoused and they imagined that would create a need for an ongoing position.

Commissioner Grebner clarified that the correct wording should be used and stated it would be a permanent position because a temporary position would be excluded from Union representation, among other exclusions. Commissioner Grebner further clarified that the position would simply expire without the Board needing to take further action and the language would be written in the job description and be contingent on the funding.

Case stated that the ARPA funds expired in December of 2026 and the position would go past that date because there would be follow-up past 2026.

THE MOTION CARRIED UNANIMOUSLY.

4. Drain Commissioner – Resolution to Set a Public Hearing on Repair Alternatives for Lake Lansing Level Control Structure

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

Commissioner Pawar stated that she wanted to highlight that the Lake Lansing Property Owners Association and their Committee had provided very diligent work towards the project. Commissioner Pawar further stated that the proposals were very well-researched and had the best interest of the public in mind.

Commissioner Pawar stated that she hoped the County Services Committee gave serious consideration to granting the public hearing because the taxpayer money would be funding the project and it set a precedent for other Drain Commission projects in the County.

Commissioner Sebolt wondered if the Drain Commissioner's Office might be able to give some information regarding what the impact a 40-day public comment period might have.

Paul Pratt, Deputy Drain Commissioner, stated they did not think it would impact the project, as there was a lot of work to do since they had not had their second consult from County lawyers regarding what the district had to be. Pratt further stated that they did not consider that this was an administrative proceeding where there was an Administrative Law Judge holding comment open and then closing it to issue their ruling.

Pratt stated that, as far as they were concerned, the law required public comment to be open up until the final vote that the Board of Commissioners would take to authorize a project. Pratt further

stated they had no objection, but respectfully requested that everyone get their comments in by April 5, 2024, but it was not a hard deadline.

Pratt stated that they did enjoy working with the Lake Lansing Property Owners Association. Pratt further clarified that the Engineer was licensed, would get their stamp on record, has had good interactions with people, and had prepared an answer to their questions asked.

Pratt stated they had several drafts and re-drafts on their desk for several days, but they had been busy with the January thaw and had not been able to get to them yet.

Commissioner Peña asked about whether the Engineer's license was from Michigan.

Pratt stated that he was not sure if a Professional Engineer would have to be from Michigan specifically, but that this particular Engineer was licensed in Michigan.

Commissioner Grebner stated they were sure someone would make sure the right person would be signing the report. Commissioner Grebner further asked if the Lake Lansing Dam was the only dam in the county.

Pratt stated that it was one of two Lake Levels in the County and was technically not a dam, but a Lake Level Control Structure, and therefore was governed under separate sections of the Natural Resources and Environmental Protection Act.

Commissioner Grebner asked where the other dam was located.

Pratt stated it was on Tom Washington's estate on Barnes Road, and the Washington family had issues with a pond flooding.

Commission Grebner asked what the alternatives would be for managing the project and who would control the allocation.

Pratt clarified it would be the Board of Commissioners that would control the allocation, but the Drain Commissioner's Office received the RFP and Spicer Group, Inc. had produced a report with six alternatives that needed to be refined, but the next step would be to have the Drain Commissioner provide the Board of Commissioners with a recommendation on which alternative or alternatives should be used. Pratt further explained the following step would be another RFP for a Design Engineer to create the plan to be contracted out.

Commissioner Grebner asked, if the Board of Commissioners was in control, they could write the contract.

Pratt confirmed that the contract was signed by Board of Commissioners Chairperson Sebolt for the initial study. Pratt further confirmed that this would not be a Drain project, however it had been treated like a Drain Project, as they had allowed it to float its debts into Fund 801, the Drain Commissioner's Office checking account. Pratt stated that they had not assessed them since 2005 and 2006 and consequently there was \$134,000 of negative balance.

Commissioner Grebner asked if the downstream past the dam was a Drain.

Pratt confirmed.

Discussion ensued regarding who owned the Lake Level Control Structure and whose jurisdiction the structure was in.

Commissioner Grebner asked about the real estate fee under the dam and if there was a fee ownership of the structure.

Pratt stated they did not believe so.

Commissioner Celentino wondered if the resolution was for the public hearing to be set on February 20, 2024 at County Services Committee meeting at 6:00 p.m., and further asked how they should incorporate the proposed draft resolution.

Todd stated Pratt still needed to submit to the Resolutions Group the Notice of Publication for the Public Hearing. Todd stated they believed that Pratt would add that the public comment would remain open until April 5, 2024.

Commissioner Sebolt stated that they believed that the Lake Lansing Property Owners Association also wanted to hold a second public hearing and wondered how necessary that would be and if they needed to consider that tonight.

Pratt stated that they were thinking that the second public hearing would be on a proposal by the Drain Commissioner and hopefully concurred in by the Lake Lansing Property Owners Association and that it would go through both the County Services Committee and the Finance Committee.

Commissioner Sebolt clarified that after the public hearing, there would be 45-day window that allowed for public comment that would result in a final proposal and, if property owners had further comment on the proposal, they could come back prior to the Board of Commissioners voting to speak on the item.

Pratt stated they believed that, legally, public comment remained open until the final vote.

Commissioner Sebolt stated that they believed the Lake Lansing Property Owners Association would like if there was something in the motion that clarified that the public would be able to make comment up until the final vote.

Commissioner Pawar stated one of the reasons the research into the dam arose was because the property owners were very concerned about the high assessment and wanted it to be fair for all those that have vested interest in the dam.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHAFER, TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the Drain Commissioner is interested in hearing this public response before giving the Board of Commissioners his advice and believes such a hearing would be in the public interest.

WHEREAS, the Board of Commissioners is interested in exploring alternatives for management of the needed repairs.

Commissioner Grebner explained their proposed amendment. Commissioner Grebner further explained they wished to have staff recommendations and some legal review to know what their status was to consider alternative methods for supervising the work.

Pratt stated they had discussed this with Drain Commissioner Pat Lindemann, County Drain Commissioner, who wished to make it clear that they did not have a dog in this fight, and it was not a task that would take up a lot of time. Pratt further stated it was subject to a \$10,000 a year limit on what could be spent and it probably needed more work than \$10,000 a year.

Commissioner Grebner stated they imagined there would be a public entity that actually collected the bid and that would have to go to a private firm with a lot of experience in minor drains.

Commissioner Pawar stated Pratt had made great effort in working with the Lake Lansing Property Owners Association and a lot of work had been put into this project. Commissioner Pawar further thanked Pratt for their work and making that happen.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. GREBNER, TO AMEND THE RESOLUTION AS FOLLOWS:

BE IT FURTHER RESOLVED, that the Drain Commissioner shall provide notice of the public hearing to the public by causing notice to be published in a newspaper of general circulation in the County before the date set for the public hearing, and by posting the notice on the County website, and on such websites as are willing, such as the Meridian Township website and that of the Lake Lansing Property Owners Association.

BE IT FURTHER RESOLVED, that following the public hearing on February 20, 2024, a public comment period shall be open and not close sooner than 5:00 p.m. on Friday, April 5, 2024.

Discussion ensued regarding the proposed amendment.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Announcements

Commissioner Grebner stated the Board Leadership meeting on February 8, 2024 would discuss modifications to Commissioners Rooms and stated they wished to point out that the acoustics in the room were terrible and that they, as well as the audience, had difficulty hearing discussion due to various issues, such as the ventilation and distractions outside of the room. Commissioner Grebner further stated that they hoped it would be considered that they had managed to build themselves fairly inadequate facilities.

Commissioner Grebner stated that anyone in the meeting virtually would be unable to hear or be heard, as well the lack of a method to display motions and amendments. Commissioner Grebner further stated there were a lot of improvements to be made to the Conference Room and hoped that would be fixed so it was an adequate meeting room in the future.

Commissioner Grebner stated they hoped this would be considered at the Board Leadership meeting on February 8, 2024.

Commissioner Schafer stated that, even though it was not on the Agenda to discuss the Hiawatha Elementary School entrance, it was something the County Services Committee was taking a look at and forming a potential committee.

Commissioner Peña stated that the City of Lansing had a program that citizens of the City of Lansing who owned property could apply to have trees planted on their property to help to alleviate some issues in the Lansing area.

Public Comment

Kerbawy stated they wanted to thank the County Services Committee for considering their resolution and incorporating some of the information into their resolution. Kerbawy further asked for clarification regarding how the recommended alternative for the Lake Level Control Structure would come back before the County Services and Finance Committees with enough time for further public comment.

S. Metcalf thanked Commissioner Schafer for stating she was trying to get a committee together. S. Metcalf further stated that Okemos Public Schools had put forward a plan two weeks ago to establish a lower speed zone on Jolly Road and that the Superintendent stated they had heard from Ingham County that nothing had been done with it yet.

S. Metcalf stated they could not urge the County Services Committee enough to get involved, as it was not fair to the school that the plan was just sitting at the Ingham County Road Department's inbox and nothing had been done. S. Metcalf further thanked the County Services Committee for trying to form a committee.

Adjournment

The meeting was adjourned at 7:31 p.m.

Proposed by Claudia Kerbawy, President, Lake Lansing Property Owners Association:

RESOLUTION TO EXTEND PUBLIC COMMENT ON REPAIR ALTERNATIVES FOR THE LAKE LANSING LEVEL CONTROL STRUCTURE TO APRIL 5, 2024

WHEREAS, the Ingham County Drain Commissioner has requested a public hearing to be held February 20, 2024 on the Lake Lansing Level Control Structure Alternative Analysis, released on the Ingham County Drain Commissioner's website on January 3, 2024; and

WHEREAS, The Lake Lansing property owners will likely be funding a significant portion of this project through a special assessment district to be established in accordance with Part 307, Inland Lake Levels of Michigan Act 451, the Michigan Natural Natural Resources and Environmental Protection Act, and have substantial financial, property and environmental interest in this project; and

WHEREAS, the Lake Lansing Property Owners Association sent an email to the Drain Commissioners office on January 17, 2024 identifying concerns and information deficiencies which bear directly on evaluating appropriate alternatives for the repairs to the Lake Lansing Level Control Structure; and

WHEREAS, the Lake Lansing Property Owners Association has not yet received a written response from the Drain Commissioners office, and need additional time to give our membership an appropriate opportunity to evaluate the report, the response to our concerns and determine the alternative for repair that we can best support; and

WHEREAS, the Lake Lansing Property Owners Association sent an email to Ingham County Services Committee Chairman Robert Pena on February 6, 2024 requesting that the public hearing be postponed for 45 days;

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby determines that the public comment period for the public hearing set for February 20, 2024 at 6:00 PM in Conference Room A of the Human Services Building, 5303 S. Cedar, Lansing, before the County Services Committee of the Board of Commissioners, shall remain open until 5 PM on Friday, April 5, 2024 to provide for the additional comment period requested by the Lake Lansing Property Owners Association.

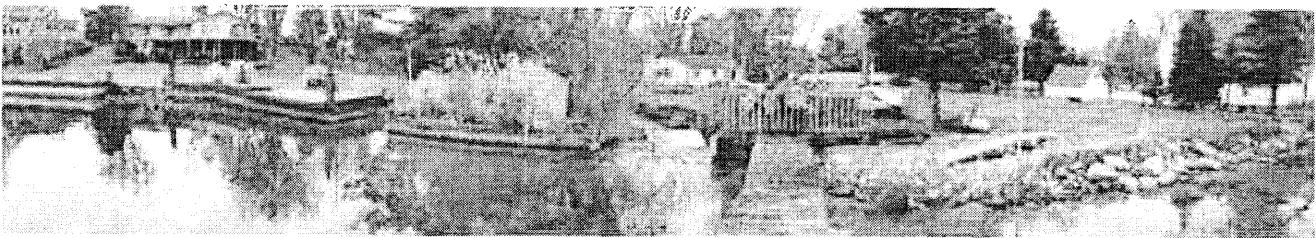
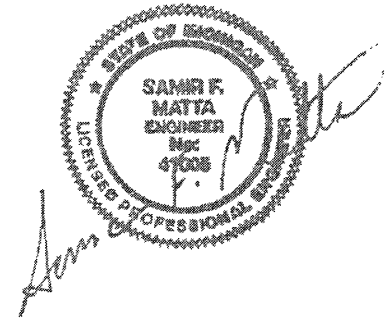
BE IT FURTHER RESOLVED, that the Drain Commissioner will bring to the County Services Committee, after consideration of public questions and comments and working with interested parties, another resolution to hold a public hearing in May 2024 to review the recommended plan of action to address the Lake Lansing Level Control Structure.

LAKE LANSING DAM INSPECTION REPORT

Dam Identification No. 1957

Meridian Township, Ingham County, Michigan

12/29/2022



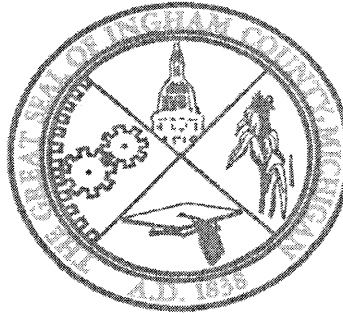
Lockwood, Andrews
& Newnam, Inc.
A TETRA TECH COMPANY

3681 Okemos Road, Suite 600

Okemos, MI 48864

County of Ingham

Request for Proposals (RFP) Packet #116-23



Professional Engineering Services for the Lake Lansing Dam Improvement Project

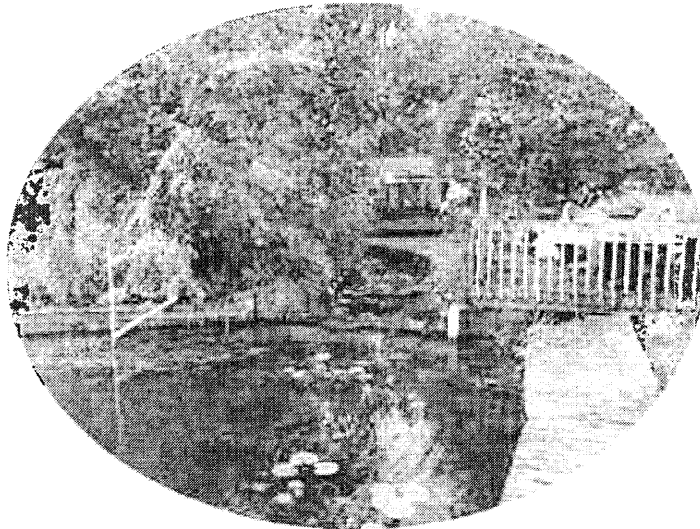
**Proposals Due:
June 29, 2023 at 11:00 A.M.**

**Proposals are to be submitted by email to:
packetresponse@ingham.org**

Phone (517) 676-7222

LAKE LANSING LEVEL CONTROL STRUCTURE ALTERNATIVE ANALYSIS

Ingham County, Michigan



Prepared For:
Ingham County



Prepared By:



December 2023
Project No. 134489SG2023

In proceedings involving Part 307, Inland Lake Levels, of the Natural Resource and Environmental Protection Act, 1994 PA 451, as amended, County Boards of Commissioners may delegate certain duties required under the act to the County Drain Commissioner, or any other person designated by the County Board. Normally, those duties include the following:

1. Retain a Licensed Professional Engineer to prepare a preliminary study, when determined necessary by the County Board.
2. Provide for the necessary surveys, data and studies necessary for the circuit court to determine the legal level(s).
3. Draw up assessment district boundaries for consideration and confirmation by the county circuit court.
4. Testify at circuit court lake level hearings.
5. Prepare assessment roll after confirmation of assessment district boundaries by the circuit court.
6. Hold hearing on the assessment roll.
7. Provide for the preparation of necessary final engineering plans of the maintenance of the established lake level.
8. Acquire necessary construction permits and/or approvals from the Water Resources Division, Department of Environmental Quality.
9. Construct necessary lake level control facilities.
10. Maintain the lake at the level, or levels, established by order of the circuit court.
11. Every three (3) years, engage a Licensed Professional Engineer to prepare an inspection report on the lake level control structure and submit a copy to the Dam Safety Unit, Water Resources Division, Department of Environmental Quality. This requirement pertains to all lake level control structures for which a normal level has been established under Act 451 or any previous lake level statute.
12. Based on the recommendations of three year inspection reports, maintain the lake level control structure in good repair. May spend up to \$10,000/year on maintenance and repair without County Board's approval.

-4-

PETITION TO THE BOARD OF COMMISSIONERS

County

Your petitioners, the undersigned property owners of land abutting

_____ Lake,
_____ Township,
_____ County, a lake occupying all or portions
of Sections _____, Town _____, Range _____ respectfully submit
unto this Board as follows:

That the seasonable variations of inflow and evaporation or other losses, combined with a lack of suitable control over outflow, causes the water level of said Lake to vary to a degree which is harmful to our interests.

**FEBRUARY 20, 2024 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Treasurer's Office – Resolution to Expend Brownfield Tax Increment Proceeds for Eligible Expenses on 400 Block of North Martin Luther King Jr Boulevard

This resolution authorizes the expenditure of \$182,657 in tax increment proceeds for eligible expenses relating to the Land Bank's development of lots on the 400 Block of North Martin Luther King JR Boulevard.

See memo for details.

3a. Health Department – Authorization to Start a Managerial/Confidential Employee Above Step 2

This authorizes the Health Department to start the candidate selected for the Operations Manager for Allen, Birch, and New Hope Community Health Centers at an MC12, Step 3 based on experience. The MC 12 scale is the following:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$84,209.20	\$88,141.74	\$92,259.09	\$96,564.87	\$101,103.43

HR approves this recommendation as well.

See memo for details.

3b. Health Department – Authorization to Start a Managerial/Confidential Employee Above Step 2

This authorizes the Health Department to start the candidate selected for the Operations Manager responsible for managing Cedar Community Health Centers' Pediatrics and Women's Health practices at an MC12, Step 5 based on experience. The MC 12 scale is the following:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$84,209.20	\$88,141.74	\$92,259.09	\$96,564.87	\$101,103.43

HR approves this recommendation as well.

See memo for details.

3c. Health Department – Authorization to Start an ICEA County Professional Employee Above Step 2

This authorizes the Health Department to start the candidate selected for the Behavioral Health Consultant position, which is responsible for assessing social and emotional needs of health center patients at various clinics to identify risk areas related to various health conditions, pregnancy, parenting, families in crisis, and adolescents and adults with psycho-social needs at Allen Community Health Center. The ICEA Pro scale is the following:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ICEA Pro 09	\$72,552.89	\$75,942.63	\$79,492.52	\$83,208.40	\$87,119.20

The union and HR approve this recommendation as well.

See memo for details.

3d. Health Department – Resolution to Authorize the Creation of a .50 FTE Region 7 Perinatal Quality Collaborative Project Specialist

This resolution authorizes the creation of a .5 FTE Region 7 Perinatal Quality Collaborative Project Specialist at an ICEA Pro Grade 5 to help ensure the Region 7 Perinatal Quality Collaborative program is successful and sustainable. This position, which has a salary range of \$25,650.36 to \$30,801.32, is financially covered by the Region 7 Perinatal Quality Collaborative Grant.

See memo for details.

4. Potter Park Zoo – Notice of Emergency Purchase Order for HVAC Controls Replacement

This authorizes an Emergency PO for HVAC replacement at the Feline Primate Building with Trane Heating and Air Conditioning for a cost of \$27,350. Funding is available in the Zoo Budget.

See memo for details.

5a. Innovation and Technology Department – Resolution to Authorize a Security Assessment from Dewpoint

This resolution authorizes an agreement with Dewpoint for a full security assessment of Ingham County IT assets. Funding for the not to exceed cost of \$14,500 will be paid through the FY 2022 Homeland Security Grant Program.

See memo for details.

5b. Innovation and Technology Department – Resolution to Approve Retainer Hours for Support Provided by Sentinel Technologies

This resolution approves retainer support hours with Sentinel Technologies for continued support involving the County's telephone system, network, and backup system. Funding for the \$20,000 retainer expense is available in the IT Department's Network Consulting Fund.

See memo for details.

6a. Facilities Department – Resolution to Authorize a Purchase Order to W.W. Grainger Inc., for the Metal Detector at the Ingham County Family Center

This authorizes a PO with W.W. Grainger Inc. for an ADA compliant metal detector at the Ingham Family Center. The funding for \$5,025.27 purchase is available in the Juvenile Justice Millage.

See memo for details.

6b. Facilities Department – Resolution to Authorize a Special Part-Time Administrative Assistant Position for the Ingham County Facilities Department

This resolution authorizes the creation of a part-time Administrative Assistant position for the Facilities Department. This position, which would be UAW G salary grade, will help maintain the timeliness of requests and duties in the Facilities Department. Funding is available in the Facilities Department wages, and is approved by both the union and HR.

See memo for details.

6c. Facilities Department – Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at New Hope

This resolution approves an amendment to the agreement with Teachout Security to provide unarmed security at New Hope. This is response to a request from the Health Department to provide additional security for staff and clients at the New Hope clinic. Funding is available in the Facilities Department contractual line item.

See memo for details.

7a. Road Department – Resolution to Authorize Agreements with Bunkerhill, Meridian, Stockbridge, and White Oak Townships for the 2024 Local Road Program

This resolution authorizes the 2024 Local Road Program agreements with Bunkerhill, Meridian, Stockbridge, and White Oak Townships. The Road Department will perform the improvements for all of the townships except Meridian and only charge for materials and vendor expenses for the projects performed by Road Department staff and will pay 50% of the project costs up to the capped allocation for each township.

Funding for the 50% capped match of \$482,600 is available in the 2024 Road Fund budget.

See memo for details.

7b. Road Department – Resolution to Authorize a Purchase Order for Trimble Business Center Software

This resolution authorizes the purchase of Trimble Business Center Software, which can efficiently communicate between the surveying equipment and design software for road and bridge plans, which the current software cannot do.

Funding for the \$9,288 purchase is available in the 2024 Road Department budget.

See memo for details.

7c. Road Department – Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Banyon Trail and Burcham Drive

This resolution approves a traffic control order to change the current yield sign to a stop sign at the intersection of Banyon Trail and Burcham Drive based on recent review of the intersection.

See memo for details.

7d. Road Department – Resolution to Authorize Purchase Orders for Roto Milling and Pulverizing Services

This resolution authorizes purchase orders for roto milling and pulverizing services on an as-needed basis with McKearney Asphalt & Sealing Inc., and Extreme Milling & Pulverizing LLC per their costs submitted on a current request for proposals.

Funding is available in the 2024 Road Department budget.

See memo for details.

7e. Road Department – Resolution to Approve and Certify the Ingham County 2023 Public Road Mileage Certification

This resolution approves and verifies the Ingham County 2023 Public Road Mileage of 1,255.36, a 0.33 miles net increase.

See memo for details.

7f. Road Department – Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on Holt Road from US-127 to Okemos Road

This resolution authorizes a second party agreement with MDOT for the reconstruction of Holt Road from US-127 to Okemos Road. The Road Department received STP funding, which pays 80% of actual costs with a 20% funding match from the Road Department. The funding breakdown, with a 20% contingency, is as follows:

2024-2025 STP Funds with 20% Contingency:	\$2,136,000
Road Department Match with 20% Contingency:	<u>\$ 534,000</u>
Total Estimated Project Cost (+20%):	\$2,670,000

The Road Department amount is available in the 2024 Road Fund budget.

See memo for details.

8. Controller's Office – Resolution to Amend Economic Development Service Contract with Lansing Economic Area Partnership

This resolution amends our current contract with LEAP for 2024 at the current rate of \$105,000.

See memo for details.

9. Board of Commissioners Office – Resolution to Recognize March 2024 as Women's History Month in Ingham County

The resolution recognizes March 2024 as Women's History Month in Ingham County.

Additional Items:

2. Drain Commissioner – Public Hearing on Lake Lansing Level Control Structure Alternatives Analysis

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Treasurer

DATE: January 26, 2024

SUBJECT: RESOLUTION TO EXPEND BROWNFIELD TAX INCREMENT PROCEEDS FOR ELIGIBLE EXPENSES ON 400 BLOCK OF N MARTIN LUTHER KING JR BOULEVARD
For the meeting agendas of February 20 and 21

BACKGROUND

In 2007, the Board of Commissioners approved a Brownfield Plan for the Redevelopment of Ingham County Land Bank properties. The Plan was amended in 2008 and now includes parcels throughout Ingham County. A bond was issued to fund initial redevelopment work and the plan has generated additional revenue through tax increment financing. The plan calls for expenditure of tax increment funds beyond what is needed to make bond payments on eligible expenses on parcels in the Brownfield.

The countywide Brownfield Plan, commonly called the 242 Fund, has a balance of over \$700,000. Annual bond payments of about \$160,000 must be made through 2027. Annual tax increment revenue now exceeds 350,000. The plan will end after the bond payments are completed.

The Treasurer and the Land Bank have identified eligible expenses on parcels within the Brownfield. One eligible project is the Land Bank's construction of four row houses on the 400 block of North Martin Luther King Jr Boulevard in Lansing. This project has also received support from the County in the form of a Housing Trust Fund allocation and from the State of Michigan in the form of Revitalization and Placemaking funds from a grant to the City of Lansing. Because the property includes area in the Brownfield eligible expenses incurred by the Land Bank for site preparation and other purposes may be reimbursed from the Fund 242 balance. The county's Brownfields are administered by the Ingham County Brownfield Redevelopment Authority (ICBRA) with staff support from Lansing Area Economic Partnership (LEAP). The ICBRA has reviewed the proposal and recommends expenditure of up to \$182,657 on eligible expenses authorized by the Plan.

ALTERNATIVES

If funding does not come from this source either other unknown sources of funding will have to be identified or the costs of the units to potential buyers will have to be increased.

FINANCIAL IMPACT

The \$182,657 must be expended on eligible activities on eligible parcels. The funds are in hand and do not impact other services.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXPEND BROWNFIELD TAX INCREMENT PROCEEDS FOR
ELIGIBLE EXPENSES ON 400 BLOCK OF NORTH MARTIN LUTHER KING JR BOULEVARD**

WHEREAS, on November 13, 2001, pursuant to the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended (“the Act”), the Ingham County Board of Commissioners adopted Resolution #01-328 creating the Ingham County Brownfield Redevelopment Authority (the “ICBRA”), in order to promote the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the County; and

WHEREAS, the Board of Commissioners approved the Brownfield Plan for Redevelopment of Ingham County Land Bank Fast Track Authority Properties on June 26, 2007 (Resolution #07-183) and further amended the Plan on February 12, 2008 (Resolution #08-022) and on October 28, 2008 (Resolution #08-292) in order to restore environmental and economic viability of those properties pursuant to the Act; and

WHEREAS, the plan called for the use of both bond proceeds and funds received through tax increment financing to revitalize parcels within the Brownfield Plan and to restore those properties to the tax roll; and

WHEREAS, redevelopment of the eligible properties within the Plan will increase tax increment revenues to repay the Bonds and improve the County’s environmental and economic viability; and

WHEREAS, the Ingham County Land Bank and ICBRA are engaged in the development of the 400 Block of North Martin Luther King Jr Boulevard, parcel numbers: 33-01-01-17-231-011; 33-01-01-17-231-021; 33-01-01-17-231-031; 33-01-01-17-231-041, currently owned by the Ingham County Land Bank; and

WHEREAS; the site includes eligible property in the Brownfield Plan; and

WHEREAS, the ICBRA recommends expending up to \$182,657, on eligible expenses and activities authorized in the Plan on the 400 Block of North Martin Luther King Jr Boulevard site to enable eligible activities in accordance with City of Lansing planned zoning; and

WHEREAS, the fund used to make payments for bond and eligible activity expenses has sufficient funds to meet obligations including these eligible expenses and activities and is projected to earn more annually in tax increment receipts than it will expend on bond payments.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham authorizes expenditure in the amount of \$182,657 for eligible activities and authorizes the Chair of the Board of Commissioners to execute a Reimbursement Agreement between ICBRA and the Ingham County Land Bank.

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

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

To: Ingham County Board of Commissioner's County Services

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

Date: January 24, 2024

Subject Authorization to start a Managerial/Confidential Employee at Grade 12 - Step 3

BACKGROUND

Recruitment of the Operations Manager position (Position #601197) has concluded with the selection of a candidate to fill the position. The candidate will be responsible for managing Allen, Birch, and New Hope Community Health Centers. Ingham County Health Department (IHD) is requesting to compensate the candidate at Grade 12, Step 3 of the Managerial/Confidential (MC) 2024 Wage Scale. With this request to increase the pay above Step 2, the candidate will be compensated at a level equivalent to her previous position.

Page 3 Section B: Compensation Plan subsection #6 of the 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 bachelor's degree in healthcare administration and over 8 years of healthcare leadership experience, the selected candidate brings a broad range of knowledge, skills, and experience to the position. Throughout her professional journey, she has served in support or management roles within regional health system settings, beginning with her most recent position as Provider Compensation Administrator at University of Michigan – Sparrow Health System, where she managed systems that monitor provider agreements, productivity, and quality outcomes. Prior to this role, she served in leadership roles, such as Senior Operations Manager and Manager of Independent Providers, both at Memorial Healthcare System. The candidate brings experience in driving positive results in operations, provider productivity and employee engagement in regional health systems. This candidate has strong and well-aligned qualifications to be a successful Operations Manager. Given her experience, qualifications, and performance during our interview process, we believe that this candidate would make an excellent addition to our leadership staff. Therefore, we are requesting authorization to hire at Grade 12, Step 3.

ALTERNATIVES

Two candidates met qualifications for the Operations Manager position and were interviewed by an eight-member selection committee. The chosen candidate was the consensus recommendation of the committee. If no agreement regarding salary is reached, then the Operations Manager search will continue. Given the upcoming departure of the current leader in this role, effective January 31, 2024, it is imperative to fill this position as soon as possible to ensure minimum disruption in, and continuity of, management coverage.

FINANCIAL IMPACT

The Operations Manager MC 12, beginning at Step 3 with the following pay scale for 2024:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$84,209.20	\$88,141.74	\$92,259.09	\$96,564.87	\$101,103.43

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 Manager candidate to begin at Grade 12, Step 3 of the 2024 MC salary schedule.

To: Ingham County Board of Commissioner's County Services Committee

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

Date: January 24, 2024

Subject: Authorization to start a Managerial/Confidential Employee at Grade 12 - Step 5

BACKGROUND

Recruitment of the Operations Manager position (Position #601197) has concluded with the selection of a candidate to fill the position. The candidate will be responsible for managing Cedar Community Health Centers' Pediatrics and Women's Health practices. Ingham County Health Department (ICHHD) is requesting to compensate the candidate at Grade 12, Step 5 of the Managerial/Confidential (MC) 2024 Wage Scale. With this request to increase the pay above Step 2, the candidate will be compensated at a level equivalent to her previous position.

Page 3 Section B: Compensation Plan subsection #6 of the 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 administration and over 20 years of healthcare leadership experience, the selected candidate brings a broad range of knowledge, skills, and experience to the position. Throughout her professional journey, she has served in physician coaching, physician practice management, and supply chain management capacities within large health system or private practice settings. In her most recent position as Senior Physician Coach at the University of Michigan - Sparrow Health System, she facilitated coaching and communications between medical specialties and collaborated with community hospitals on patient experience and education. Prior to this role, she managed a large urology practice, supporting day-to-day operations, physician coordination, strategic planning, change management, team building, facilities management, and regulatory compliance. Other leadership roles include Outpatient Program Director and Supply Chain Manager at Munson Medical Center. The candidate brings experience in driving positive results in building teams, patient safety and satisfaction, and quality and financial performance for private and health system-based practices. This candidate has strong and well-suited qualifications to be a successful Operations Manager. 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 Grade 12, Step 5.

ALTERNATIVES

Two candidates met qualifications for the Operations Manager position and were interviewed by an eight-member selection committee. The chosen candidate was the consensus recommendation of the committee. If no agreement regarding salary is reached, then the Operations Manager search will continue. Given the very scarce talent availability in the marketplace, it would be untenable to continue operating without a permanent Operations Manager for an additional length of time.

FINANCIAL IMPACT

The Operations Manager MC 12, beginning at Step 5 with the following pay scale for 2024:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$84,209.20	\$88,141.74	\$92,259.09	\$96,564.87	\$101,103.43

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 Manager candidate to begin at Grade 12, Step 5 of the 2024 MC salary schedule.

To: Ingham County Board of Commissioner's County Services

From: Adenike Shoyinka, MD, Medical Health Officer

Date: February 5, 2024

Subject Authorization to start a ICEA County Professional Employee at Grade 09 - Step 4

BACKGROUND

Recruitment of the Behavioral Health Consultant position (Position #610376) has concluded with a selection of a candidate to fill the position. The candidate will be responsible for assesses social and emotional needs of health center patients at various clinics to identify risk areas related to various health conditions, pregnancy, parenting, families in crisis, and adolescents and adults with psycho-social needs at Allen Community Health Center. We are requesting to compensate the candidate at Grade 09, Step 4 of the ICEA County Professionals (ICEA Pro) 2024 Wage Scale. With this request to increase the pay above Step 2, the candidate will be compensated at a level equivalent to her current position.

Page 57 Article 28: Salaries subsection B of the ICEA Pro contract states that at the discretion of the County Services Committee, for ICEA Pro employees, a new employee may be started above Step 2 of the appropriate grade.

With a master's degree in social work and over 20 years of behavioral health experience, the selected candidate brings a broad range of knowledge, skills, and experience to the position. The candidate has provided behavioral health services in numerous health system settings, beginning with her current role as a contractual Behavioral Health Consultant through Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI), where she provides substance abuse disorder treatment in multiple sites at Ingham Community Health Centers. Prior to this role, the candidate served as a Mental Health Therapist at the Okemos Center for Therapy, providing individual, family and group mental health therapy services. Other clinical roles include Clinical Faculty at Michigan State University's School of Social Work, Mental Health Therapist at Brighton Hospital and Substance Abuse Counselor at the National Council of Alcoholism. The candidate brings a wealth of experience and clinical knowledge in behavioral health service delivery in public, private, ambulatory and hospital settings. Given her extensive clinical experience, qualifications, and performance during our interview process, we believe that this candidate would make an excellent addition to our clinical staff and request authorization to hire at the Grade 09, Step 4.

ALTERNATIVES

Two candidates met qualifications for the Behavioral Health Consultant position and were interviewed by a two-member selection committee. The chosen candidate was the consensus recommendation of the committee. If no agreement regarding salary is reached, then the Behavioral Health Consultant search will continue. Given the scarcity of available behavioral health professionals in the marketplace, it would be untenable for Allen Community Health Center to continue operating without a Behavioral Health Consultant for an additional length of time.

FINANCIAL IMPACT

The Behavioral Health Consultant ICEA Pro 09, beginning at Step 4 with the following pay scale for 2024:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ICEA Pro 09	\$72,552.89	\$75,942.63	\$79,492.52	\$83,208.40	\$87,119.20

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 County Services Committee allow the selected Behavioral Health Consultant candidate to begin at Grade 09, Step 4 of the 2024 ICEA Pro salary schedule.

Agenda Item 3d

TO: Board of Commissioner's Human Services, County Services, and Finance Committees

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

DATE: January 26, 2024

SUBJECT: Authorization to Add a Permanent .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist

For the Meeting Agendas of February 20, February 21, and February 22, 2024

BACKGROUND

Ingham County Health Department (ICHD) wishes to add a permanent .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, an ICEA County Pro Grade 5/Step 5 (2024 salary range of \$25,650.36 to \$30,801.32), for a total cost of \$56,843. The Region 7 Perinatal Quality Collaborative Program Specialist position is essential to ICHD's Maternal and Child Health (MCH) Division operations and ensures that the Region 7 Perinatal Quality Collaborative is successful and sustainable. The Region 7 Perinatal Quality Collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. This additional position will allow Region 7 ICHD staff to propose and implement projects that can lead to healthier birth outcomes and lower infant mortality rates across Region 7, as well as allow extra capacity and staffing hours to further develop the Region 7 Perinatal Quality Collaborative.

ALTERNATIVES

Choosing not to create this new position could jeopardize ICHD's continuing efforts to ensure best practices and the highest standards of care.

FINANCIAL IMPACT

The financial impact for adding this permanent .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position will be a total cost of \$56,843. All costs for this agreement will be covered by the Region 7 Perinatal Quality Collaborative Grant #01018.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize adding a .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, effective upon approval for a total cost of \$56,843.

Agenda Item 3d

To: Sally Meyer, Maternal & Child Division Director

From: Joan Clous, HR Specialist – Labor & Employee Relations

Date: January 31, 2024

RE: Addition of a Part Time Program Specialist position

The Health Department is seeking to add a part time Program Specialist to enhance services to the public.

The Program Specialist is within the ICEA County Professional union and is placed at the ICEA County Pro level 5 (\$24.6638 to \$29.6166).

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

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

INGHAM COUNTY JOB DESCRIPTION PROGRAM SPECIALIST - HEALTH

General Summary:

Under the supervision of a Health Department supervisor, assists with carrying out the functions of specific health programs such as health plan enrollment; access to healthcare and mobile healthcare initiatives; overdose and substance use disorder prevention/harm reduction; tobacco treatment/cessation, basic life support (BLS) training, and connections to statewide and/or federal healthcare and human services navigation tools. Duties may include assisting in recruiting and training program staff, developing curriculum, data collection, report writing, and assistance in grant writing. Works with community resources and represents the department by servicing on community coalitions.

Essential Functions:

1. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops, and events.
2. Recruits staff and discusses job duties with potential applicants. Receives and review applications, participate in the applicant interview process, and makes hiring recommendations. May process new employees by arranging for physical examinations and completing and sending required forms to the Human Resources department.
3. Explains various programs and workshops offered by the Health Department to schools, community organizations, and other interested groups. Schedules programs, gathers information about the needs of various groups, and prepares program materials.
4. Assists coalitions formed to work with specific Health Department programs. May plan and schedule meetings, facilitate meetings, assists with policy development, and take minutes. May recruit appropriate persons to be coalition members.
5. Maintains records and statistics on program activities and prepares activity and financial reports as required by grant funding sources. May assist with preparation of grant funding requests.
6. Markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns.
7. Participates in staff meetings and attends and/or conducts conferences and workshops. Represents the Health Department on various councils and task forces.
8. Coordinates services and networks with schools, businesses, community organizations, and other agencies in identifying community needs and providing information or programming.
9. May train new staff to deliver Health Department programs and facilitate workshops.

Other Functions:

None listed.

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 employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a bachelor's degree in a social science and/or one or more of the following certifications preferred: National Certificate in Tobacco Treatment Counseling, Certified Application Counselor, Marketplace Navigator, Certified BLS Trainer.

Experience: A minimum of one year of experience in a health-related field. Experience in access to healthcare, health plan navigation, BLS training, tobacco treatment counseling, and/or substance use disorder (SUD) prevention or treatment experience preferred.

Other Requirements:

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

Physical Requirements:

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. 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 travels throughout the County to attend meetings.

***PROGRAM SPECIALIST - HEALTH
ICEA County PRO-05
December 2019***

Position Costs Analysis

	ICEA CO Prof Grade 5 - Step 1 .5 FTE	ICEA CO Prof Grade - Step 5 .5 FTE
Salary	25,651	30,802
Unemployment	128	154
FICA	1,962	2,356
Health Insurance	10433	10433
Dental Insurance	936	936
Vision Insurance	134	134
Retiree Chgbk	3586	3,586
Retiree Trust	1,154	1,386
Separation Buyout	513	616
Retirement	4,848	5,821
Retirement - hybrid	257	308
Workers Comp	126	151
Disability	33	40
Life	120	120
Total Fringe	24,230	26,042
Total Salaries and Fringe	49,881	56,843

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF A .50 FTE
REGION 7 PERINATAL QUALITY COLLABORATIVE PROJECT SPECIALIST**

WHEREAS, Ingham County Health Department (ICHD) wishes to add a permanent .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, an ICEA County Professional Grade 5 (2024 salary range of \$25,650.36 to \$30,801.32); and

WHEREAS, the Region 7 Perinatal Quality Collaborative Program Specialist position is essential to ICHD's Maternal and Child Health (MCH) Division operations, and ensures that the Region 7 Perinatal Quality Collaborative is successful and sustainable; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, this additional position will allow Region 7 ICHD staff to propose and implement projects that can lead to healthier birth outcomes and lower infant mortality rates across Region 7; and

WHEREAS, adding this position will allow extra capacity and staffing hours to further develop the Region 7 Perinatal Quality Collaborative; and

WHEREAS, the total 2024 cost, including wages and benefits for creating this .50 FTE Region 7 Perinatal Quality Collaborative Project Specialist position is \$56,843; and

WHEREAS, all costs for this agreement will be covered by the Region 7 Perinatal Quality Collaborative Grant #01018; and

WHEREAS, the Medical Health Officer recommends that Ingham County Board of Commissioners authorize adding a .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a .50 FTE Region 7 Perinatal Quality Collaborative Program Specialist position, an ICEA County Professional Grade 5 (2024 salary range of \$25,650.36 to \$30,801.32), effective upon approval.

BE IT FURTHER RESOLVED, that the costs for this agreement will be covered by the Region 7 Perinatal Quality Collaborative Grant #01018.

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 4

TO: Board of Commissioners County Services Committee

FROM: Cynthia Wagner, Potter Park Zoo Director

DATE: February 06, 2024

SUBJECT: Notice of Emergency Purchase Order for HVAC Controls Replacement
For the meeting agenda of February 20, 2024

BACKGROUND

On January 3rd, 2024 it was reported that the temperatures within the Feline Primate Building were out of the acceptable range for the animals being housed there. Upon further inspection, it was determined that multiple key components of the HVAC control system had failed resulting in the inability to regulate temperatures in the building. The company that installed the system was contacted and after much conversation they indicated that the parts are no longer available due to the age of the system.

Trane Heating and Air Conditioning was contacted, and they provided a cost to replace the current system. Parts were ordered, however, not all electrical components were readily available, so Trane worked with zoo staff to manipulate the system to maintain acceptable temperatures until early February when parts were be available and installed.

Emergency replacement of the Feline Primate Building HVAC controls was approved by the Controller's office and the Purchasing Department.

ALTERNATIVES

The repair could not be delayed as temperatures must be maintained within an approved range for animal health.

FINANCIAL IMPACT

The final cost of the repair was \$27,350. Funds to cover the total cost were available in Zoo Budget line item #25869200 931000 30000.

Agenda Item 5a

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

FROM: Deb Fett, CIO

DATE: February 6, 2024

SUBJECT: Dewpoint Security Assessment
For the meeting agendas of February 20th, 21st, and 27th, 2024

BACKGROUND

Ingham County has worked with Dewpoint many times in the past both for development and security needs. The Friend of the Court security assessment provided by the State of Michigan was done by Dewpoint and Trace3 a couple years ago. Innovation and Technology has been pleased with the level of detail and care for our systems that Dewpoint has provided and would like to use them for a new security assessment.

ALTERNATIVES

Other agencies could be used but Dewpoint has provided us with the most in-depth results so far and we would request to continue to use them.

FINANCIAL IMPACT

The funding for the \$14,500 will come from the FY 2022 Homeland Security Grant Program #29942610 818000 HS22.

OTHER CONSIDERATIONS

Dewpoint is a local vendor, a participant under the State of Michigan (SOM) MiDeal (Contract #071B3200057) program.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for a security assessment from Dewpoint in an amount not to exceed \$14,500.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SECURITY ASSESSMENT FROM DEWPOINT

WHEREAS, Ingham County has worked with Dewpoint in the past for security assessments provided by the State of Michigan; and

WHEREAS, the Innovation and Technology Department (ITD) has a need to do a full security assessment; and

WHEREAS, Dewpoint is a local vendor, a participant under the State of Michigan (SOM) MiDeal (Contract #071B3200057) program and Dewpoint has previously performed similar work for Ingham County; and

WHEREAS, ITD is recommending and requesting the Ingham County Board of Commissioners approval to work with Dewpoint to perform said assessment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize contracting with Dewpoint for a total cost of \$14,500 to perform a security assessment.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the FY 2022 Homeland Security Grant Program #29942610 818000 HS22.

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 necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.

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

FROM: Deb Fett, CIO

DATE: February 6, 2024

SUBJECT: Retainer Hours from Sentinel
For the meeting agendas of February 20th, 21st, and 27th, 2024

BACKGROUND

Ingham County has previously had a contract in place with Sentinel to provide us with on call hours for support. As we continue to have an ongoing need for support involving our telephone system, network, and backup system, it would be beneficial to have a pool of hours available for these needs without needing to do an emergency PO.

ALTERNATIVES

In obtaining quotes for previous projects, it was discovered that Sentinel Technologies had the lowest pricing and offered good, reliable service. ITD is very happy with the work that has been done with Sentinel on our projects over the years. Sentinel also has the experience with our systems that allows them to do the work faster without needing to pay for hours for them to learn what we have.

FINANCIAL IMPACT

The funding for the \$20,000 will come from the County's Innovation and Technology Department Network Consulting Fund #636-25810-802000.

OTHER CONSIDERATIONS

Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization. Master Agreement Number: NVP #AR3227 Participating Addendum for Michigan #210000001333

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution for retainer hours from Sentinel in an amount not to exceed \$20,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RETAINER HOURS FOR SUPPORT PROVIDED BY
SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County continues to have an ongoing need for support involving our telephone system, network, and backup system; and

WHEREAS, the Innovation and Technology Department (ITD) has worked with Sentinel Technologies for support in the past with much success; and

WHEREAS, the requested amount is in the 2024 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems Sentinel Technologies as the most capable and cost-effective solution.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing retainer hours from Sentinel Technologies in the amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the County's Innovation and Technology Department Network Consulting Fund #636-25810-802000.

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 6a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: February 6, 2024

RE: Resolution to Authorize a Purchase Order to W.W. Grainger Inc., for the Metal Detector at the Ingham County Family Center

For the meeting agendas of: February 20 & 21

BACKGROUND

The metal detector at the Ingham County Family Center has outlived its useful life and needs to be replaced. Quotes were sought from qualified and experienced vendors, and W.W. Grainger Inc., provided a quote for the ADA compliant metal detector in the amount of \$5,025.27. It was determined that the warranty services from W.W. Grainger Inc., supersede the other two quotes as well as the product itself is a better quality and having other Garrett units, we have had found that from our experience the units have had less maintenance and repairs needed saving the County money long term.

ALTERNATIVES

The alternative would be to not approve leaving staff and students vulnerable to potential threats.

FINANCIAL IMPACT

Funds are available in line item #264-66400-978000-22F30.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Funds
264-66400-978000-22F30	\$1,201,029	\$90,683.82	\$5,025.27	\$85,658.55
Juvenile Justice Mileage				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to WW. Grainger Inc., for the metal detector for the Ingham County Family Center.

Agenda Item 6a

TO: Glenn Canning, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: January 29, 2024

RE: Memorandum of Performance for Packet #64-24: Walk-Through Metal Detector for the Family Center

Bids were sought from qualified and experienced vendors for the purpose of purchasing an ADA compliant, walk-through, metal detector for the Ingham County Family Center.

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

Company Name	Local Preference	Amount
RSD Security Scanners	N, El Paso, TX	\$3,776.80
CMP Distributors	N, Lansing, MI (Clinton County)	\$4,950.00
Grainger	Y, Lansing	\$5,025.27

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO W.W. GRAINGER INC.,
FOR THE METAL DETECTOR AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the metal detector at the Ingham County Family Center has outlived its useful life; and

WHEREAS, quotes were sought from qualified and experienced vendors; and

WHEREAS, the Facilities Department recommends a purchase order to W.W. Grainger Inc., who submitted the most responsive and responsible quote of \$5,025.27 for the Americans with Disabilities Act (ADA) compliant, walk through metal detector for the Ingham County Family Center; and

WHEREAS, funds are available in the Juvenile Justice Mileage line item #264-66400-978000-22F30.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to W.W. Grainger Inc., 5617 Enterprise Drive, Lansing, Michigan 48911, for the ADA-complaint, walk through metal detector at the Ingham County Family Center in the amount of \$5,025.27.

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

Agenda Item 6b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: February 6, 2024

RE: Resolution to Authorize a Special Part-time Administrative Assistant Position for the Ingham County Facilities Department

For the meeting agendas of: February 20 & 21

BACKGROUND

In an effort to keep up with the demands and operations of the Facilities Department Office, a special part-time administrative assistant position is being requested. Without the position the office staff will struggle to maintain timeliness of requests and duties, which negatively impacts the operations of the Facilities Office. The Human Resources Department and UAW are in agreeance with the creation of this position.

ALTERNATIVES

The alternative would be to not approve the position, which will cause office staff to fall behind and negatively affect the operations of the Facilities Department.

FINANCIAL IMPACT

Funds for the position will come from Facilities wages.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support the creation of the special part-time administrative assistant position for the Ingham County Facilities Department.

TO: Glenn Canning, Director of Facilities

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: 11-17-2023

RE: Memo of Analysis for Creating a Special Part-Time Position

Human Resources can confirm the following information regarding creating a special part-time position for the Facilities Department:

1. Per the Facilities Department request, they would like to create a Special Part-Time position. This will be a Special Part-time position and will not receive benefits. After analysis, the best decision is to use an already created job description – Administrative Assistant – Facilities. It is appropriately compensated at following - UAW G step 1. I have attached a copy of the job description. The Facilities Department will create 1 Special Part-time position with the already created job description at UAW G step 1.

The UAW has been notified and they support this request. I have attached the UAW response.

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

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

INGHAM COUNTY JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT, FACILITIES DEPARTMENT

General Summary:

Under the supervision of the Director of Facilities, coordinates the daily workflow of the department. Provides accounting, clerical, and administrative support. Receives, prioritizes and records work orders. Compiles and analyzes information for the department's accounting activities and budgets. Maintains departmental files. Serves as liaison to internal departments as well as external agencies, contractors, and organizations. Maintains the department's website.

Essential Functions:

1. Receives, prioritizes, and dispatches staff on work orders for County Departments and partners. Keeps log of work orders and prepares summary report. In the absence of the Managers, assign work orders, take calls, answer questions, and assist staff. Assist Managers; answer questions, gather and compile information on projects, purchase orders and contracts as needed.
2. Performs and maintains accounting & budgetary functions for the Facilities Department. Responsible for data entry of accounting transactions, computation & distribution of charges and/or credits and of auditing accounts for maintenance funds. Assists in preparing reports and information regarding the departmental budget.
3. Receipts, cross-references, and arranges payment of invoices utilizing computerized system. Enters purchase orders and tracks expenditures against the Facilities Department budget.
4. Performs data entry of invoices, purchase order requisitions, and reports. Initiates various reports from data entry such as budget status and attendance reports.
5. Initiates, processes, and maintains contracts for the Facilities Department including contracts on building systems, equipment, construction projects, and contractual services. Maintains contact with legal counsel regarding contracts and coordinates payments for these contracts.
6. Issues gate cards and ID Card Access. Acts as Software administrator utilizing the Premisys, Galaxy or Bosch software; create and assign ID access cards at the request of departments. Add or delete access as needed per the request of the department. Create access groups, group schedules. Verifies card access and runs reports. Coordinates with the City of Lansing for the issuance of monthly parking passes.
7. Maintains department personnel records and files, accident reports, disciplinary actions and other documents including electronic and paper copies. Reviews and processes payroll, and Personnel Action Requests using computerized system as well as assisting with the pre-employment process. FMLA tracking and notifying managers if there are discrepancies. Receives and distributes paychecks.
8. Performs secretarial functions for the department, includes taking minutes at various meetings. Uses a variety of software programs to provide secretarial support including typing, compose and preparing documents, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions. Receives telephone calls and walk-in visitors and responds to inquiries, requests for services, and complaints.

9. Schedules conference rooms for various County and non-profit organizations, including set-up and video equipment requests. Also schedules teleconferencing.
10. Maintains the department's website. Dept. Meeting Scheduling & Dept. Zoom Admin.
11. Maintains relationships with vendors and orders supplies including janitorial, office, maintenance supplies, office equipment, and cell phones. Distributes and maintains list of cell phones.
12. Department Procurement Card Coordinator. Verifies all p-card documents from all department staff, verifies accuracy, data entry for submission to Financial Service Dept.
13. MUNIS Contract Module Assist. Attend MUNIS training, with the Director's approval assist other department administration with training their staff on the contract module in MUNIS, answer contract module related questions and walking them through the process to solve the issue.
14. Review Building Authority Minutes. Reviews the minutes for invoices to pay, approval of; contracts, purchase order, projects or change orders. Collects necessary documents and carries out approved tasks. Works with Financial Services and the Treasurer's Office to ensure retainage is placed into an interest bearing account. Works with Budget Office for the transfer of funds.
15. Acts as back-up for the Controller's Secretary will answer Controller's phone line, answer emails, cover Building Authority meetings to take minutes; gather, assemble, post, and send out agenda for the Building Authority as needed.

Other Functions:

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

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

Employment Qualifications:

Education: A high school diploma plus the equivalent of 12 college credits in Accounting, Bookkeeping or a related field is required.

Experience: A minimum of two to three years' experience is required. Experience in accounting, bookkeeping or a related field is preferred.

Other Requirements: None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures, or weather conditions.
2. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

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

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

**October 2021
UAW G**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SPECIAL PART-TIME ADMINISTRATIVE ASSISTANT
POSITION FOR THE INGHAM COUNTY FACILITIES DEPARTMENT**

WHEREAS, in an effort to keep up with the demands and operations of the Facilities Department Office, a special part-time administrative assistant position is being requested; and

WHEREAS, without the position office staff will struggle to maintain timeliness of requests and duties, which negatively impacts the operations of the Facilities Office; and

WHEREAS, the Human Resources Department and UAW are in agreeance with the creation of this position; and

WHEREAS, funds for the position will come from Facilities wages.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of the special part-time administrative assistant position for the Facilities Department.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary 2024 budget and position allocation lists adjustments consistent with this resolution.

Agenda Item 6c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: February 7, 2024

RE: Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at New Hope

For the meeting agendas of: February 20 & 21

BACKGROUND

The agreement with Teachout Security needs to be amended to include security services for New Hope. This will be billed at the hour bill rate of \$25.76 plus the yearly living wage increase that will run through July of 2026.

ALTERNATIVES

The alternative would be to not approve and security services leaving staff vulnerable.

FINANCIAL IMPACT

Funds are available in the appropriate 818000 contractual line item.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an amendment with Teachout Security for unarmed security services at New Hope.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CURRENT AGREEMENT WITH
TEACHOUT SECURITY FOR UNARMED SECURITY SERVICES AT NEW HOPE**

WHEREAS, the current agreement with Teachout Security needs to be amended to add the New Hope location for unarmed security services; and

WHEREAS, security services are needed at the New Hope location to keep staff and clients safe; and

WHEREAS, this will be billed at the current hourly bill rate of \$25.76 plus the yearly living wage increase; and

WHEREAS, the Facilities Department recommends amending the current agreement with Teachout Security to add the New Hope location; and

WHEREAS, funds are available in the appropriate 818000 contractual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement amendment with Teachout Security, regional office located at 6920 South Cedar Street Suite 11, Lansing, Michigan, 48911, and corporate offices at 2348 Stone Bridge Drive Flint, Michigan 48532, for unarmed security guard services at New Hope to be billed at the hourly bill rate of \$25.76 plus the yearly living wage increase through July of 2026.

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

Agenda Item 7a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 5, 2024

SUBJECT: Proposed Resolution to Authorize Agreements with Bunkerhill, Meridian, Stockbridge and White Oak Townships for the 2024 Local Road Program

For the meeting agendas of February 20, 21 and 26

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the township, millage or special assessment district. In Ingham County, only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department's budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the "Local Road Program" and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Bunkerhill Township, Meridian Township, Stockbridge Township and White Oak Township have coordinated with the Road Department to schedule work for the 2024 construction season. The attached table provides details regarding the 2024 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining townships, so additional resolutions will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$481,600 for these four townships is included in the adopted 2024 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department for Bunkerhill Township, Stockbridge Township and White Oak Township, but the road repairs proposed by Meridian Township will be performed by contractors with specialty equipment. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

This is the first group of Local Road Program agreements. Others will be forthcoming as townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Bunkerhill, Meridian, Stockbridge, and White Oak Townships.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH BUNKERHILL, MERIDIAN,
STOCKBRIDGE AND WHITE OAK TOWNSHIPS FOR THE 2024 LOCAL ROAD PROGRAM**

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as a township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Bunkerhill Township, Meridian Township, Stockbridge Township and White Oak Township have coordinated with the Road Department to schedule work for the 2024 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2024 construction season, except in Meridian Township, where the work will be performed by outside contractors; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$481,600 combined for these four townships is included in the adopted 2024 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Bunkerhill Township, Meridian Township, Stockbridge Township and White Oak Township for the 2024 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the respective township projects up to the capped allocation amounts as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

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

2024 Local Road Program (LRP)						
Township	Match Balance Thru 2023	2024 ICRD Match Allocation	Total 2024 Match Available	Proposed 2024 Local Road Projects	Estimated Total LRP Cost	Est
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	HMA pads on Haynes Rd (Baseline Rd to Fitchburg Rd) and HMA overlays on Vicary Rd (Meridian Rd to Nims Rd), Baseline Rd (Haynes Rd to Freiermuth Rd), and Decamp Rd (Williamston Rd to Haynes Rd).	\$328,661.67	
Meridian	\$0.00	\$335,000.00	\$335,000.00	The Township is managing their own local road program through a 10 year township-wide millage.	\$4,250,000.00	
Stockbridge	\$0.00	\$33,300.00	\$33,300.00	HMA overlays on Obrien Rd (Parman Rd to Chapman Rd) and Chapman Rd (Obrien Rd to one mile north of Obrien Rd)	\$298,381.00	
White Oak	\$40,000.00	\$40,000.00	\$80,000.00	HMA overlay on Columbia Rd (Meech Rd to Dietz Rd).	\$205,412.00	

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 5, 2024

SUBJECT: Proposed Resolution to Authorize a Purchase Order for Trimble Business Center Software

BACKGROUND

The Road Department presently uses two Bentley Systems products to generate digital road and bridge construction plans. The design function is provided by OpenRoads Designer and the graphics function is provided by MicroStation. Using sophisticated software, such as OpenRoads and MicroStation, is the most efficient way to generate road and bridge plans for the road and bridge construction industry. The Road Department has been using the Bentley Systems products for approximately 30 years.

Unfortunately, the survey equipment currently being used does not have the proper software to communicate with the design software, requiring multiple software workarounds and significant amounts of manual data entry. The purchase of Trimble Business Center software will increase efficiency and accuracy of the data collected, resulting in a reliable design product and accurate construction. It will also allow for the surveyor to provide data at any arbitrary point instantaneously within a construction project, whereas the existing practice requires significant time and hand calculations, causing delays during construction.

ALTERNATIVES

The Road Department can continue to use the existing surveying equipment without the Trimble Business Center software. However, the efficiency and accuracy of this method will continue to cause delays in projects, possibly resulting in contractor claims against the Road Department.

FINANCIAL IMPACT

An analysis was performed comparing the amount of labor required for survey collection and construction staking using the current method vs using the surveying software. In just a single construction year (90 days of work), the software is expected to save the Road Department more than 130 hours of data input, equating to more than \$10,000 in savings.

The cost of the perpetual license for Trimble Business Center software is \$9,288. As a result, the cost of the perpetual license pays for itself during one construction season.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize the purchase of Trimble Business Center software.

Introduced by the County Services Committee and the Finance Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR
TRIMBLE BUSINESS CENTER SOFTWARE**

WHEREAS, the Road Department has been using Bentley Systems software products for approximately 30 years, as using sophisticated software is the most efficient way to generate road and bridge plans for the road and bridge construction industry; and

WHEREAS, the survey equipment currently being used by the Road Department does not have the proper software to communicate with the design software, requiring multiple software workarounds, and significant amounts of manual data entry; and

WHEREAS, the Road Department is seeking authorization to purchase a perpetual license of the Trimble Business Center software, which can efficiently communicate between the surveying equipment and design software; and

WHEREAS, the cost of the perpetual license of the Trimble Business Center software, provided through Seiler Geospatial, the current Road Department survey equipment vendor, is \$9,288; and

WHEREAS, the cost of the perpetual license is anticipated to pay for itself within one construction season, due to the elimination of the manual data entry associated with the current process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase order for one perpetual license of Trimble Business Center software from Seiler Geospatial, located at 5700 N Aurelius Rd, Suite #500, Lansing, MI 48911, in the amount of \$9,288.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Seiler Geospatial to purchase the Trimble Business Center software on behalf of the Road Department.

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

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 5, 2024

SUBJECT: Proposed Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Banyon Trail and Burcham Drive

For the Meeting Agendas on February 20 and 26

BACKGROUND

Periodically, Road Department staff will review subdivisions to confirm if the existing traffic control signs are appropriate for the conditions at each intersection, as required per state statute (MCL 257.610). Evaluations include, but are not limited to, sight distance, traffic volumes, and crash history.

Recently, an evaluation was performed at the intersection of Banyon Trail and Burcham Drive located in Section 16 of Meridian Charter Township. It was determined that the following changes were necessary:

Banyon Trail at Burcham Drive – Change the Yield sign to a Stop sign.

In order for the above listed stop sign to become legally enforceable, the Board of Commissioners will need to approve the associated Traffic Control Order (TCO) recommended by the Road Department and authorize the execution of the TCO by the Board Chairman. After the TCO is filed with the Clerk's Office, the sign will be installed by Road Department and will have the force of law.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order to replace the yield sign with a stop sign at the intersection of Banyon Trail and Burcham Drive.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A YIELD TO STOP SIGN
TRAFFIC CONTROL ORDER FOR THE INTERSECTION OF
BANYON TRAIL AND BURCHAM DRIVE**

WHEREAS, the Road Department is responsible for placing and maintaining traffic control devices located on roads within their jurisdiction; and

WHEREAS, the Road Department has evaluated the intersection of Banyon Trail and Burcham Dive located in Section 16 of Meridian Charter Township and determined a stop sign is necessary at the location as described herein; and

WHEREAS, the Road Department recommends a stop sign to be installed to replace the existing yield sign on Banyon Trail at Burcham Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign on Banyon Trail at the intersection of Burcham Drive, located in Section 16 of Meridian Charter Township.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the Traffic Control Order on behalf of the County.

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: February 6, 2024

SUBJECT: Proposed Resolution Authorizing Purchase Orders for Roto Milling and Pulverizing Services

For the agendas on February 20 and 21

BACKGROUND

The Road Department utilizes roto milling and pulverizing services on road construction projects throughout the county.

The purpose of this memorandum is to request approval to execute purchase orders for roto milling and pulverizing services from McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing LLC.

Bids for roto milling and pulverizing services were solicited and evaluated by the Ingham County Purchasing Department for Request for Proposal #35-24 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to enter into an agreement for roto milling and pulverizing services with McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing LLC. Services will be requested on an as-needed, unit price basis for a period of one-year.

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

No other considerations at this time.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing for roto milling and pulverizing services.

Agenda Item 7d

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

FROM: James Hudgins, Director of Purchasing

DATE: February 5, 2024

RE: Memorandum of Performance for RFP #35-24, 2024 Roto Milling & Pulverizing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for providing roto milling and pulverizing services for the Ingham County Road Department on an as-needed basis for the period of one (1) year with a possible one (1) year extension.

The scope of work includes, but is not limited to, providing all services and related materials to complete the roto milling and pulverizing work in accordance with the 2020 MDOT Standard Specifications for Construction. The Contractor will work with the Director of Operations and/or their designee to compile a listing of roads to be completed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	63	10
Vendors responding	4	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	McKearney Asphalt & Sealing Inc.		Michigan Paving & Materials Co.		Extreme Milling & Pulverizing LLC		C & D Hughes Inc.	
Local Preference	Yes, Lansing (Ingham County) MI		No, Lansing (Clinton County) MI		No, Lansing (Clinton County) MI		No, Charlotte (Eaton County) MI	
Description	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
	Less than 5 Hours	Min. of 5 Hours	Less than 5 Hours	Min. of 5 Hours	Less than 5 Hours	Min. of 5 Hours	Less than 5 Hours	Min. of 5 Hours
6' 6" Minimum Mill	\$850.00	\$650.00	\$850.00	\$750.00	\$700.00	\$700.00	\$800.00	\$690.00
3' Minimum Mill	\$650.00	\$650.00	\$400.00	\$400.00	No Bid	No Bid	\$800.00	\$690.00
Skid Steer Mounted 18" Wide Mill	\$350.00	\$350.00	\$350.00	\$300.00	\$650.00	\$550.00	No Bid	No Bid
Pulverizing	No Bid	No Bid	\$1,000.00	\$1,000.00	\$570.00	\$570.00	\$800.00	\$690.00
Trucking Services	\$225.00	\$225.00	\$250.00	\$200.00	\$190.00	\$190.00	No Bid	No Bid
Mobilization Fee	\$1,500.00	\$650.00	\$300.00	\$300.00	\$1,500.00	\$1,000.00	\$1,000.00	\$0.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS
FOR ROTO MILLING AND PULVERIZING SERVICES**

WHEREAS, the Road Department utilizes roto milling and pulverizing services on road construction projects throughout the county; and

WHEREAS, the Purchasing Department recently released Request for Proposal #35-24 and received bid proposals for the purchase of roto milling and pulverizing services for a period of one (1) year; and

WHEREAS, bids for roto milling and pulverizing were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing LLC; and

WHEREAS, the Road Department 2024 budget includes sufficient funds to cover the cost associated with the purchase of roto milling and pulverizing services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes purchase orders with the following:

McKearney Asphalt & Sealing Inc. located at 901 East Gier Street, Lansing, MI 48906

Extreme Milling & Pulverizing LLC located at 16220 National Parkway, Lansing, MI 48906

for providing roto milling and pulverizing services to the Road Department on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Request for Proposal #35-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with McKearney Asphalt & Sealing Inc. and Extreme Milling & Pulverizing LLC to purchase roto milling and pulverizing services as needed and budgeted, on behalf of the Road Department.

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

TO: Board of Commissioners and County Services Committee

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: February 5, 2024

SUBJECT: Resolution to Approve and Certify the Ingham County 2023 Public Road Mileage Certification
For the Meeting Agendas of February 20 and 26

BACKGROUND

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments, or discovered errors. The current year annual report covers the period from January 1, 2023 through December 31, 2023. There was a net increase of 0.33 miles of public road mileage in 2023, adjusting the road centerline mileage to 1,255.36 miles.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (Michigan Department of Transportation, county road commissions/departments, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

An electronic copy of the title sheet labeled “Ingham County Road System (Miles)”, dated January 1, 2024, will be provided to the Chairman for electronic signature once this resolution has been adopted.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY THE
INGHAM COUNTY 2023 PUBLIC ROAD MILEAGE CERTIFICATION**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, the Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments, or discovered errors; and

WHEREAS, Ingham County realized a net increase of 0.33 miles of public road centerline mileage in 2023, adjusting the road centerline mileage to 1,255.36 miles; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (Michigan Department of Transportation, county road commissions/departments, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves, certifies, and authorizes the Board Chairperson to sign the 2023 Public Road Mileage Certification document that is consistent with this resolution.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 5, 2024

SUBJECT: Proposed Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on Holt Road from US-127 to Okemos Road

For the Meeting Agendas of February 20, 21 and 26

BACKGROUND

The Road Department has received federal Surface Transportation Program (STP) funds to reconstruct Holt Road from US-127 to Okemos Road, in Sections 16-21 of Alaiedon Township. The scope of work for the project includes 2.3 miles of concrete breaking, hot mix asphalt overlay, concrete curb and gutter, and pavement markings. The ICRD has coordinated this reconstruction project with MDOT, to accommodate the detours necessary for their project on US-127 and I-96.

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

ALTERNATIVES

N/A

FINANCIAL IMPACT

The STP funding pays for 80% of the construction costs and is not capped. The local match for the STP funding is the responsibility of the Road Department. The project is also utilizing advance construction STP funds from the 2025 fiscal year in the amount of \$290,000, which requires a deposit from the Road Department in the amount of \$250,000, which will be eligible for reimbursement from STP funds in the 2025 fiscal year. The Road Department’s anticipated match and deposit have been included in the 2024 Road Fund Budget.

Per the MDOT Contract 24-5021, the estimated funding for the project is as follows:

2024 STP Funds (80%):	\$1,490,000
2025 STP Funds (80%):	\$ 290,000
Road Department Match (20%):	<u>\$ 445,000</u>
Total Estimated Project Cost:	\$2,225,000

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the project. Therefore, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

2024-2025 STP Funds with 20% Contingency:	\$2,136,000
Road Department Match with 20% Contingency:	<u>\$ 534,000</u>
Total Estimated Project Cost (+20%):	\$2,670,000

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second party agreement with MDOT as described in Contract 24-5021 with a 20% contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION
FOR A FEDERALLY FUNDED PROJECT ON
HOLT ROAD FROM US-127 TO OKEMOS ROAD**

WHEREAS, the Road Department received federal Surface Transportation Program (STP) funds to reconstruct Holt Road from US-127 to Okemos Road, located in Sections 16-21 of Alaiedon Township; and

WHEREAS, the STP funding pays for 80% of the actual construction costs, with a 20% funding match being the responsibility of the Road Department; and

WHEREAS, the project is also utilizing advance construction STP funds from the 2025 fiscal year in the amount of \$290,000, requiring a deposit from the Road Department in the amount of \$250,000, which shall be eligible for reimbursement in the 2025 fiscal year; and

WHEREAS, the MDOT Contract #24-5021 states the estimated construction funding responsibilities for the project are as follows:

2024 STP Funds (80%):	\$1,490,000
2025 STP Funds (80%):	\$ 290,000
Road Department Match (20%):	<u>\$ 445,000</u>
Total Estimated Project Cost:	\$2,225,000; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the project to account for unexpected construction costs; and

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

2024-2025 STP Funds with 20% Contingency:	\$2,136,000
Road Department Match with 20% Contingency:	<u>\$ 534,000</u>
Total Estimated Project Cost (+20%):	\$2,670,000; and

WHEREAS, the Road Department's anticipated local participation costs and the STP advance construction deposit have been included in the 2024 Road Fund Budget; and

WHEREAS, the construction project will be undertaken pursuant to an agreement between MDOT and the Contractor; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #24-5021 with the Michigan Department of Transportation to reconstruct Holt Road from US-127 to Okemos Road, located in Sections 16-21 of Alaiedon Township for a total estimated project cost of \$2,225,000 consisting of \$1,490,000 in 2024 Surface Transportation Program funding, \$290,000 in 2025 Surface Transportation Program funding and \$445,000 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$2,670,000 consisting of \$2,136,000 in 2024-2025 Surface Transportation Program funding and \$534,000 in Road Department funds.

BE IT FURTHER RESOLVED, that the Road Department will provide the Michigan Department of Transportation with a \$250,000 deposit for use of advance construction funds from the 2025 Surface Transportation Program, with the deposit being eligible for reimbursement during their 2025 fiscal year.

BE IT FURTHER RESOLVED, that the Road Department's anticipated local participation match for the federal funding and the STP advance construction deposit have been included in the 2024 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.

Agenda Item 8

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: February 12, 2024
SUBJECT: Resolution To Amend Economic Development Service Contract With Lansing Economic Area Partnership

For the meeting agendas of February 20 and 21

BACKGROUND

The County Commissioners contracted with Lansing Economic Area Partnership (LEAP) for economic development services through the passage of Resolution 20-505, which expired on December 31, 2023. LEAP has offered to extend their contract with the County through December 31, 2024 at the same not to exceed price of \$105,000.

ALTERNATIVES

Do not extend the contract.

FINANCIAL IMPACT

The \$105,000 is budgeted in the 2024 Budget.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND ECONOMIC DEVELOPMENT SERVICE CONTRACT
WITH LANSING ECONOMIC AREA PARTNERSHIP**

WHEREAS, Lansing Economic Area Partnership (LEAP) contracted with Ingham County through the passage of Resolution #20-505 to provide economic development services, including but not limited to coordination of the Economic Development Corporation and Brownfield Redevelopment Authority from January 1, 2021 to December 31, 2023; and

WHEREAS, LEAP is able and willing to continue its role in promoting and administering economic development activities on behalf of Ingham County at the same agreement amount not to exceed \$105,000 for 2024; and

WHEREAS, LEAP has the ability to provide staff services to the County Economic Development Corporation and Brownfield Redevelopment Authority; and

WHEREAS, working directly with LEAP will assure coordination with regional economic development activities.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize an amendment to the existing contract with LEAP in an amount not to exceed \$105,000 per year for a period of January 1, 2024 to December 31, 2024.

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.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECOGNIZE MARCH 2024 AS WOMEN'S HISTORY MONTH
IN INGHAM COUNTY**

WHEREAS, women of every race, religion, class, citizenship status, ability status, sexuality, and ethnic background have made historic contributions to the growth and strength of the United States in countless recorded and unrecorded ways; and

WHEREAS, American women served as early leaders in the forefront of every major progressive social change movement, securing their own rights of suffrage and equal opportunity; and

WHEREAS, Michigan women make up more than 50 percent of the population; and

WHEREAS, Michigan women have played and continue to play critical economic, cultural, and social roles to advance our state, helping to create a fair and more just society; and

WHEREAS, despite advances, the role of women in our history is still overlooked and undervalued in the literature, teaching, and study of American history; and

WHEREAS, there are many strong women in Ingham County who have and will continue to empower others, inspire fellow women, and create history right in our backyard; and

WHEREAS, women in Ingham County are not afraid to overcome challenges, become leaders, and break barriers; and

WHEREAS, we take this opportunity to honor the countless recorded and unrecorded achievements of Ingham County women as they, too, make history in seen and unseen ways each day.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners join the Ingham County Women's Commission in recognizing March 2024 as Women's History Month in Ingham County.