

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
EMILY STIVERS, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
DERRELL SLAUGHTER
ROBERT PEÑA
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 1, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/83642806658>.

Agenda

Call to Order

Approval of the [May 18, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. Circuit Court – Family Division – Memorandum of Authorization to Start a Position at [Step 6](#)
3. Innovation & Technology Department – Innovation and Technology Department [Reorganization](#) – Convert Network Administrator and Technician position structures, and add ERP Administrator (*Discussion*)
4. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [Seelye Group](#) for the Replacement of Courtroom 6 Judge’s Suite Carpet at the Veterans Memorial Courthouse
 - b. Resolution to Authorize an Agreement with [Trane U.S. Inc.](#) for the Domestic Hot Water Boiler Upgrade at the Ingham County Youth Center
5. Road Department
 - a. Resolution to Authorize a Contract with [Michigan Paving & Materials Company](#) for Items I (Option B), II, and III of Bid Packet #30-21 for Various 2021 Primary Road Resurfacing Projects
 - b. Resolution to Approve [Local Road Agreements](#) with Alaiedon, Bunker Hill, Leroy, Leslie, Locke, Meridian, Vevay, and Williamstown Townships
6. Human Resources – Resolution to Approve the Recommendation of the Health Care Committee to Add [Aflac Group Insurance](#) Products as a Benefit Option
7. Board of Commissioners
 - a. Resolution Honoring the Lansing Juneteenth Committee on the [28th Annual Juneteenth Celebration](#)
 - b. Resolution Designating the Month of June 2021 as [LGBTQ Pride Month](#) in Ingham County
 - c. Settlement Agreement Pursuant to MCL 15.268(h) (*Closed Session*)
 - d. Pending Litigation Pursuant to MCL 15.268(h) (*Closed Session*)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

May 18, 2021

Draft Minutes

The meeting was called to order by Chairperson Stivers at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act and State of Emergency declared by the Board of Commissioners for Ingham County. A roll call attendance and the present location of the Committee members was taken for the record.

Members Present: Stivers (Ingham County, Michigan), Celentino (Ingham County, Michigan), Grebner (Ingham County, Michigan), Sebolt (Ingham County, Michigan), Slaughter (Ingham County, Michigan), Peña (Ingham County, Michigan), and Naeyaert (Ingham County, Michigan).

Members Absent: None.

Others Present: Heidi Williams, Bill Conklin, Rick Terrill, Becky Bennett, Sue Graham, Teri Morton, and Liz Noel.

Approval of the May 4, 2021 Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MAY 4, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Facilities Department
 - a. Resolution to Authorize a Purchase Order to John E Green for the Print Shop Humidification System Replacement at the Hilliard Building
 - b. Resolution to Authorize an Agreement with Roof Connect to Replace the Roof over the State of Michigan's Storage Area and Facilities Grounds Garage at the Human Services Building
2. Road Department – Resolution to Authorize an Agreement with Michigan Department of Environment, Great Lakes & Energy (EGLE) for a 2021 Scrap Tire Market Development Grant

3. Animal Control & Shelter – Resolution to Convert the Part-Time Animal Behaviorist/Enrichment Coordinator Position to Full-Time and Accept a Grant in the Amount of \$17,500 from Petco Love for the Ingham County Animal Control and Shelter
4. Human Resources – Resolution to Authorize NEOGOV to Act as an E-Verify Agent
5. Board of Commissioners – Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham
6. Board Referral – Resolution #2021-068 from the Lansing City Council Regarding Transfer of the Delta Grande Drain to the City of Lansing

THE MOTION CARRIED UNANIMOUSLY.

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

Announcements

Commissioner Peña stated the Fair Board would like to thank the Commissioners that attended on Saturday to remove winterization at the sand pile for the horse arenas and to dewinterize the Shirley Clark Pavilion. He further stated that the Fair Board also wanted to thank all of the residents of District 10 that showed up to volunteer.

Commissioner Peña stated that the Groundskeeper at the Fairgrounds had extended an invitation to any Commissioner who showed up in the future, to give them tractor and/or forklift operator instructions at no cost to the County. He further stated that it was also noted at the Fairgrounds that Commissioner Naeyaert was very admired in her community.

Commissioner Peña stated that yesterday, a cohort of walkers from the area in which he lived were headed south down Aurelius Road, and when they got to a railroad crossing which the County was actually funding, they were stopped by a construction inspector from Fishbeck. He further stated that the inspector was a little abrasive and rough with the walkers, and went on to tell the group that due to the construction site, the Department of Homeland Security was in charge of the railroad crossing work and this was something only highly qualified people were allowed to attend, and then he flashed federal identification.

Commissioner Peña stated that the group of walkers used a lot of cordial language, however this construction inspector did not. He further stated that one of the group members asked if this was a security protocol that was done in reply to what had happened with Governor Whitmer's abduction attempt, to which the construction inspector replied, "She deserved it."

Commissioner Peña stated he wanted to let the Committee know that this was not okay. He further stated that there were other consulting firms that supplied this service and he looked forward to working with them in the future.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:36 p.m.

**JUNE 1, 2021 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. Circuit Court – Family Division – Memorandum of Authorization to Start a Position at Step 6

This memorandum would authorize the Family Division to start a new Clinical Mental Health Counselor position at a Step 6 of the OPEIU Family Court Professionals salary schedule. County Service's approval of the step placement is required by the OPEIU Collective Bargaining Agreement.

See memo for details.

4a. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group for the Replacement of Courtroom 6 Judge's Suite Carpet at the Veterans Memorial Courthouse

This resolution authorizes a purchase order with Seelye Group for carpet replacement in the Courtroom 6 Judge's Suite via the MiDeals contract. Total project of \$8,799.56 (includes \$800 contingency) to be funded through the General Fund 2020 CIP line item #245-26710-976000-20F06.

See memo for details.

4b. Facilities Department – Resolution to Authorize an Agreement with Trane U.S. Inc. for the Domestic Hot Water Boiler Upgrade at the Ingham County Youth Center

The boiler that provides domestic hot water at the Youth Center is failing and causing safety concerns. This resolution authorizes an agreement with Trane U.S. Inc. for the conversion of the existing boiler to also provide domestic hot water. Trane is a member of the Omnia co-operative contract and therefore does not require three quotes. Total project cost is \$60,000 including a \$5,078 contingency.

A budget transfer of \$15,000 from the Juvenile Justice Millage is requested as the 2021 CIP Youth Center Hot Water Heater line item has \$45,000 available.

See memo for details.

5a. Road Department – Resolution to Authorize a Contract with Michigan Paving & Materials Company for Items I (Option B), II, and III of Bid Packet #30-21 for Various 2021 Primary Road Resurfacing Projects

This resolution authorizes a contract with Michigan Paving & Materials Company for various county road projects including:

Item I (Option B): Low Bid--\$ 1,352,192.91
Cold milling and crumb rubber modified asphalt (Option B) resurfacing of:
Lake Lansing Road, Wood Street to West Road

Item II: Low Bid--\$ 1,051,634.51
Cold milling and resurfacing of:
Hagadorn Road, Briarcliff Drive to Red Cedar River

Item III: Low Bid--\$ 272,687.76
Cold milling and resurfacing of:
Hungerford Street, St. Joseph Street to Michigan Avenue

Funding for these projects is through the 2021 Road Fund Budget and a \$450,000 EGLE grant.

See memo for details.

5b. Road Department – Resolution to Approve Local Road Agreements with Alaiedon, Bunker Hill, Leroy, Leslie, Locke, Meridian, Vevay, and Williamstown Townships

This resolution authorizes Local Road Agreements with the townships listed in the resolution. As provided in Act 51 of 1951 as amended, the cost of larger improvements on local roads are typically shared with the townships. Each year a portion of the County Road Fund budget is allocated toward match with each township for local road work based on local road miles and population in each township.

The total Road Department match is included in the 2021 Road Fund budget.

See memo for details.

6. Human Resources – Resolution to Approve the Recommendation of the Health Care Committee to Add Aflac Group Insurance Products as a Benefit Option

This resolution, supported by the Ingham County Health Care Coalition, adds Aflac Group insurance products, which is an enhancement to the current individual products, offered. This will provide employees more flexibility such as group ratings for products, and certain benefit enhancements, like removal of caps and limits on the cancer policy. Employees would also have the option of greater online interaction with a smart app for their phone.

See memo for details.

7a. Board of Commissioners – Resolution Honoring the Lansing Juneteenth Committee on the 28th Annual Juneteenth Celebration

7b. Board of Commissioners – Resolution Designating the Month of June 2021 as LGBTQ Pride Month in Ingham County

ADDITIONAL ITEMS:

- EOC Interviews
- IT Department Reorganization discussion
- Settlement Agreement Pursuant to MCL 15.268(h) (Closed Session)
- Pending Litigation Pursuant to MCL 15.268(h) (Closed Session)

Agenda Item 2

TO: County Services Committee
FROM: Scott LeRoy, Deputy Court Administrator
DATE: May 21, 2021
SUBJECT: Authorization to Start the Clinical Mental Health Counselor at Step 6 of the OPEIU Contract
For the work session agenda of June 1, 2021

BACKGROUND

The Ingham County Circuit Court Juvenile Division recently completed interviews to fill the Clinical Mental Health Counselor position. Candidate Dr. Kathleen Burns-Jager asked to be compensated at Step 6 of the OPEIU Family Court Professionals salary schedule listed below:

OPEIU Family Court Professionals Salary Schedule (Excerpt)

| Step (01) | Step (02) | Step (03) | Step (04) | Step (05) | Step (06) |
|-------------|-------------|--------------|--------------|-------------|-------------|
| \$45,394.52 | \$48,472.01 | \$45,2899.23 | \$45,7105.61 | \$60,941.44 | \$68,547.41 |

Article 24, Section 1 of the OPEIU Collective Bargaining Agreement indicates that “authorization for initial compensation above Step 2 must be obtained by the County Services Committee.” Further, the section notes that an exception to the initial salary rate can be made, “based on the outstanding and unusual character of the individual employee’s experience and ability over and above the desirable qualifications specified for the class.”

The Juvenile Division, as approved by the Chief Judge, believes Dr. Burns-Jager meets these criteria and should be compensated at Step 6 of the OPEIU salary schedule.

ALTERNATIVES

Ms. Burns-Jager has indicated a willingness to accept the offer to fill the Clinical Mental Health Counselor position contingent upon a competitive salary offer. If no agreement regarding salary is reached, then a new search may be initiated. It should be noted that this position was posted for 6 weeks and required paid advertisement.

FINANCIAL IMPACT

Annual salary differences among the six steps are provided above. Ms. Burns-Jager would be replacing an employee compensated at Step 6 so the request would have no adverse impact on the Juvenile Division’s budget.

OTHER CONSIDERATIONS

There were only four candidates who met minimum qualifications for the position after a 6-week search utilizing paid sites.

STRATEGIC PLANNING IMPACT

The request for authorization to hire at Step 6 reflects the county’s goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

Based on the knowledge, skill, and expertise of Ms. Burns-Jager, the Juvenile Division respectfully requests that the County Services Committee authorize her initial salary to begin at Step 6 of the OPEIU Collective Bargaining Agreement salary schedule.

CANDIDATE SUMMARY

Dr. Kathleen Burns-Jager received her BA from Loyola University of Chicago, MS in Family Counseling from Barry University and Ph.D. in Family and Child Ecology from Michigan State University. The position only requires a Master's Degree. Further, Dr. Burns-Jager has over 20 years of counseling experience and extensive experience working with delinquent youth. The position only requires 2 years of relevant experience.

Dr. Burns-Jager has been employed by Barry Eaton CMH where she was assigned to work with the Eaton County Juvenile Court, a private therapist and most recently has been working for Michigan State University as a Counselor. Dr. Burns-Jager is well known to the Juvenile Division as she been accepting tough DL and NA cases for individual therapy through her private practice work. She is highly thought of by the Juvenile Division staff.

Agenda Item 3

TO: Board of Commissioners, County Services Committee

FROM: Deb Fett, CIO

DATE: 5/17/2021

SUBJECT: Discussion – Innovation and Technology Department Reorganization– Convert Network Administrator and Technician position structures, add ERP Administrator
For the meeting of June 1st, 2021

BACKGROUND

In years past, the Board has suggested our departments review our staffing and job descriptions to ensure that not only are the job descriptions up to date but that staffing needs are addressed properly. This memo and Resolution are a result of that review.

In efforts to keep our seasoned staff and to be able to attract new staff should our current team be lured away by greener pastures, ITD is proposing a restructuring of our Network Administrator positions and our Computer Technician positions. This restructuring would do two things; one, it would create multi-grade positions similar to what the Road Department has enacted with their engineering positions; and two, it would meld the Computer Technician positions into one level and create a Letter of Understanding (LOU) for that technician position to allow recognition of attaining mastery of technical skills as a path for career growth similar to the current Application Programmer position.

The update to the Network Administrator job description has also resulted in a score change for one level of the position. The Network Administrator I will change from ICEA County Pro level 7 (\$54,222.00 to \$65,091.67) to ICEA County Pro level 8 (\$59,140.99 to \$70,997.30). The Network Administrator II (ICEA Pro 10) and III (ICEA Pro 11) position will remain at their current levels.

Discussions have been held with the ITD staff to review the proposed change of the job descriptions and all are in agreement that this would be very beneficial to both the team and to our business partners. The UAW and ICEA have also been briefed about the potential change and support the updates.

As part of our overall review of staffing, there has been a need identified for an ERP Administrator to enable Ingham County to better utilize our current MUNIS package and, if necessary, assist in the transition to a new ERP package in the future. A job description has been created with input from our Financial Services department and Controller. HR has scored the position and Budget has provided cost information. With a dedicated person to facilitate our MUNIS upgrades, training, support and reporting we could soon complete some of the much-needed efficiencies like electronic timecards, streamlined credit card reporting, more efficient budgeting, easier vendor registrations, and employee self-service.

ALTERNATIVES

The current structure could be kept in place, limiting us to what we have always done.

FINANCIAL IMPACT

The change in the Network Administrator I position would come with an increase of \$5,905.63 at Step 5 for 2021 however the annual county budget appropriation recognizes yearly personnel cost variations through attrition so therefore any variation in position salaries is accounted for. None of the other positions would change under the new job descriptions. The additional ERP Administrator position would come with an increase of \$142,613 for an entire year, again with less than half occurring in the 2021 budget year. This would have an estimated cost for 2021 of \$47,537.67 which would be funded.

OTHER CONSIDERATIONS

The Innovation and Technology department is facing an ever-tightening job market for technical talent. According to CompTIA, the unemployment rate for America's technology workers hit 1.3 percent in May, 2019. Indicators point to an IT jobs market that will continue to grow at a record-setting pace, especially given the increase in remote work requirements. With this tight labor market it is increasingly challenging to compete against the private sector for talent.

RECOMMENDATION

Based on the previously mentioned discussions and job market factors, I would recommend the change to the Network Administrator and Computer Technician positions to invigorate recruitment and retention and the addition of the ERP Administrator position to ensure better utilization and improved use of our current MUNIS software.

From: [Desiree Cook](#)
To: [Deb Fett](#)
Subject: RE: Changes to the Network Administrator I, II, & II JDs
Date: Tuesday, April 20, 2021 9:29:03 AM

Yes indeed.

From: Deb Fett <DFett@ingham.org>
Sent: Tuesday, April 20, 2021 9:17 AM
To: Desiree Cook <DCook@ingham.org>
Subject: FW: Changes to the Network Administrator I, II, & II JDs

I'd like to move forward with this in the next submittal of Resolutions. Are you still in favor of this change?

Thanks,

[Deb Fett](#)
Chief Information Officer
Ingham County Innovation & Technology

From: Clous, Joan <JClous@ingham.org>
Sent: Monday, November 18, 2019 8:41 AM
To: Fett, Deb <DFett@ingham.org>
Subject: FW: Changes to the Network Administrator I, II, & II JDs

Deb,

Please include this email in your packet to the Board.

Joan

From: Cook, Desiree
Sent: Thursday, October 31, 2019 10:09 AM
To: Clous, Joan
Subject: RE: Changes to the Network Administrator I, II, & II JDs

Yes, sorry that wasn't explicit enough.

From: Clous, Joan <JClous@ingham.org>
Sent: Thursday, October 31, 2019 10:08 AM
To: Cook, Desiree <DCook@ingham.org>
Subject: Re: Changes to the Network Administrator I, II, & II JDs

Does that mean you are in agreement with the proposal?

Thanks

Sent from my iPhone

On Oct 31, 2019, at 10:06 AM, Cook, Desiree <DCook@ingham.org> wrote:

It looks like we discussed. Thank you.

From: Clous, Joan <JClous@ingham.org>
Sent: Tuesday, October 29, 2019 10:57 AM
To: Cook, Desiree <DCook@ingham.org>
Subject: Changes to the Network Administrator I, II, & II JDs

Desiree,

The IT department has made changes to the Network Admin I, II, & III positions by combining them into one position. The plan going forward is to allow the IT department to have the ability to hire at either level and to promote current employees who meet the qualifications into the higher level position as they progress in skills.

After a review of the attached JD HR finds the following:

Network Admin I – increase from ICEA Pro Level 7 to Level 8
Network Admin II – no change remain at ICEA Pro Level 10
Network Admin III – no change remain at ICEA Pro Level 11

Please review the attached JD.

Thanks,
Joan

Joan Clous SHRM-CP

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“The only things worse than training your employees and having them leave, is not training them and having them stay.” Henry Ford

TO: Deb Fett, Chief Information Officer
FROM: Joan Clous, HR Specialist
DATE: April 20, 2021
RE: Memo of Analysis for reorganization of IT Department

The IT Department is reorganizing the Computer Technician I & II and the Network Administrator I, II, & III positions within the Department to enable the Chief Information Officer the ability to promote employees into higher level positions based upon their skills and department needs as well as hire new employees at the level needed by the IT Department. This reorganization will allow the IT Department to best meet its customer needs.

1. Creation of a new job description that combines the Network Administrator I, II, & III positions into one job description. A review of the job description resulted in the following Network Administrator I will change from ICEA County Pro level 7 (\$54,222.00 to \$65,091.67) to ICEA County Pro level 8 (\$59,140.99 to \$70,997.30). The Network Administrator II (ICEA Pro 10) and III (ICEA Pro 11) position will remain at their current levels. The ICEA County Professional Union has been contacted and they are in agreement and support this change.
2. Creation of a new job description that combines the Computer Technician I (UAW I) & II (UAW J) positions into one job description. A review of the job description resulted in no change. The UAW has been contacted and they are in agreement and support this position change.

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 (887-4374).

From: [Bradley Prehn](#)
To: [Elisabeth Bliesener](#)
Cc: [Deb Fett](#); [Joan Clous](#)
Subject: Re: Tech Job Description
Date: Tuesday, April 20, 2021 2:27:41 PM

Beth,

Yes I'm still in support of combining the two job descriptions of tech I and tech II

Brad Prehn

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Tuesday, April 20, 2021 10:01 AM
To: Bradley Prehn <BPrehn@ingham.org>
Cc: Deb Fett <DFett@ingham.org>; Joan Clous <JClous@ingham.org>
Subject: FW: Tech Job Description

Deb Fett would like to move forward with this in the next submittal of Resolutions. Are you still in favor of this change?

Thanks,
Beth

From: Prehn, Bradley
Sent: Wednesday, November 13, 2019 7:32 PM
To: Fett, Deb
Cc: Clous, Joan
Subject: Re: Tech Job Description

Deb,

Thank you for the clarification.

I will support combining the job descriptions of IT Tech. I and Tech II's

Brad Prehn
UAW Chairperson

From: Fett, Deb
Sent: Wednesday, November 13, 2019 8:48 AM
To: Prehn, Bradley
Subject: RE: Tech Job Description

Once the job description is combined, it will allow any of our techs to move up to Tech II as they gain experience. It is not an automatic thing like steps, they have to show that they have not only put in the time but have the abilities of someone who has done the job for 3-5 years. I can then work with

HR to promote them without the long drawn out process of a Reorg or waiting for a Reclass. So if you come in with 2 years' experience, you aren't given Tech II until you can do the things that the others here can do that are Tech IIs (or possibly could be under the new description). Right now, we have one Tech II position and cannot promote anyone else to that role no matter how long they have worked here or whether their skills are fabulous or not. I'm looking to have some path for growth for those who have been here and working hard, it's not fair for their path to be blocked until someone retires or leaves us.

Roads just did the same thing for a couple of their positions. It allows them much more flexibility in making sure people are recognized for their skills as well as being able to hire what you need when positions do become vacant. The group over there seems to like it and it sounds to me like it can fix a situation that has frustrated me. I've got a good team and I want to not only recognize that but keep them around.

Does this help any?

Thanks,

Deb Fett

Chief Information Officer
Ingham County Innovation & Technology

From: Prehn, Bradley <BPrehn@ingham.org>
Sent: Wednesday, November 13, 2019 8:33 AM
To: Fett, Deb <DFett@ingham.org>
Subject: Tech Job Description

Deb,

I have a couple questions about combining the Tech. I and Tech II job descriptions.

1) The job descriptions says that a Tech II needs 3-5 years experience and Tech I needs 1-3 years so, after a tech I gets their 3 years experience do they automatically move to a Tech II? Also, if they do move up and they come in with 2 years experience once they work with county for one year, giving them 3 years experience, will they then move to a tech II? My concern is how this process will work for advancement.

2) Aren't there a certain number of tech I and tech II positions, or are you allowed to move them up to tech II without restrictions?

Thank you,

Brad Prehn
UAW Chairperson

ICEA Professional

| | Level 07 Step 1 | Level 07 Step 5 | Level 08 Step 1 | Level 08 Step 5 |
|----------------|--------------------|--------------------|--------------------|--------------------|
| | 54,222 | 65,092 | 59,141 | 70,997 |
| FICA | 4,148 | 4,980 | 4,524 | 5,431 |
| DENTAL | 936 | 936 | 936 | 936 |
| VISION | 135 | 135 | 135 | 135 |
| PHP MED | 18,098 | 18,098 | 18,098 | 18,098 |
| MERS 0202 | 13,469 | 16,169 | 14,691 | 17,636 |
| MERS 0202 | 542 | 651 | 591 | 710 |
| LIABILITY | 740 | 888 | 807 | 969 |
| DISABILITY | 70 | 85 | 77 | 92 |
| UNEMPLOYMENT | 271 | 325 | 296 | 355 |
| RETIREE HEALTH | 3,585 | 3,585 | 3,585 | 3,585 |
| SEPARATE | 949 | 1,139 | 1,035 | 1,242 |
| RET/HLTH/T | 2,440 | 2,929 | 2,661 | 3,195 |
| LIFE 40K | 118 | 118 | 118 | 118 |
| | 99,722 | 115,128 | 106,694 | 123,499 |

| | 2021 | 2021 |
|------------------------|----------------------|----------------------|
| | <u>MCF 10 Step 1</u> | <u>MCF 10 Step 5</u> |
| Wages | <u>\$64,746</u> | <u>\$77,715</u> |
| Unemployment | 324 | 389 |
| FICA | 4,953 | 5,945 |
| Health | 19,146 | 19,146 |
| Dental | 936 | 936 |
| Vision | 135 | 135 |
| Retirement | 19,974 | 23,975 |
| Retirement | 1,619 | 1,943 |
| Future Retiree Health | 2,914 | 3,497 |
| Life | 144 | 144 |
| Work Comp | 2,234 | 2,681 |
| Disability | 84 | 101 |
| Current Retiree Health | 3,585 | 3,585 |
| Liability | 883 | 1,060 |
| Separation | 1,133 | 1,360 |
| Total Cost | <u>\$122,809</u> | <u>\$142,613</u> |

**INGHAM COUNTY
JOB DESCRIPTION
ERP ADMINISTRATOR**

General Summary:

The ERP Administrator oversees and manages the Enterprise Resource Planning (ERP) software for Ingham County. This position provides analytical support and data reporting, and develops protocols and curriculum to ensure efficient business operations and use of the system.

A significant aspect of the work involves making authoritative decisions concerning the administration and maintenance of the Tyler MUNIS system. The incumbent will assist staff by retrieving and interpreting information from the ERP system in support of data driven decision making processes. The position requires innovative thinking when developing business workflows and functional specifications, and creativity when developing training doctrines for users of the system.

The incumbent works with considerable latitude and exercises independent judgment under the general direction of the Chief Information Officer. Work is reviewed for effectiveness in soundness of managing the Tyler MUNIS system, timely accomplishment of program objectives and overall effectiveness of the software.

Essential Functions:

1. Meets with County staff and/or representatives of outside firms to identify and assess the tasks to be automated or the processes to be enhanced. Meets with end-users to discuss detail regarding the flow of information through specific departments in the County. Analyzes data flow and makes recommendations for automating specific activities to collect and report on data.
2. Resolves problems that occur with in-house and purchased applications. Analyzes the problem with users, researches problem on systems, and reports problem to vendor as necessary.
3. Installs software upgrades for applications in designated areas, includes applying in-house customization and reports, compiling the system, and testing the system. Devises sample input data used to test the programs. Tests programs until the intended format is achieved. Assists vendors with software and hardware installations as needed. Installs interim corrections to software as needed.
4. Designs, configures, manages and maintains the assigned applications and database systems, and oversees integrations into the County's website to ensure maximum availability, integrity, and security.
5. Analyzes, determines, and documents the scope of a project, customer business needs, current applications, budget, testing requirements, and the design of the solution.
6. Works under the direction of the CIO/DIO to develop applications and ensure projects are completed within budget and on-time.
7. Complies with an established documented county application development standard and methodology to ensure consistency and integration.
8. Contributes in the planning, leadership, and direction regarding the ERP environment.
9. Provides telephone support to users and ITD technicians encountering problems or with questions about an assigned application.
10. Researches commercially written and public domain software for use in automating procedures. Works with vendors to design custom programs where necessary using standardized County software. Performs testing and evaluation on various software programs for potential use.
11. Coordinates software implementations, schedules, and trains staff on use of software, and monitors status of operations. Conducts one on one and small group training.
12. Escalates problems and issues to management as needed.

13. Compiles documentation of program development and forms for new or existing applications. Details the procedures the user must follow for entering, changing, and removing data, producing reports, and other requirements and procedures.

15. Regular attendance and punctuality are standards of performance required for this position.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- May assist with processing large batch jobs for electronic or print communications and functions related to output files from the ERP system.

(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:

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

1. A Bachelor's Degree in computer science, information management or a closely related field **AND** a minimum of three years (3) of experience in the design and development of applications, providing knowledge of SQL, Crystal Reports, VisualBasic or comparable applications development tools, database technology, and the design and development of applications. Direct experience administering and maintaining the Tyler MUNIS system required.

OR

2. An Associate's Degree in computer science, information management or a closely related field **AND** a minimum of five years (5) of experience in the design and development of applications, providing knowledge of SQL, Crystal Reports, VisualBasic or comparable applications development tools, database technology, and the design and development of applications. Direct experience administering and maintaining the Tyler MUNIS system required.

OR

3. Knowledge typically acquired through the first year of college or equivalent **AND** a minimum of seven (7) years of experience in the design and development of applications, providing knowledge of SQL, Crystal Reports, VisualBasic or comparable applications development tools, database technology, and the design and development of applications. Direct experience administering and maintaining the Tyler MUNIS system required.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to noise levels which require shouting in order to be heard.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

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

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

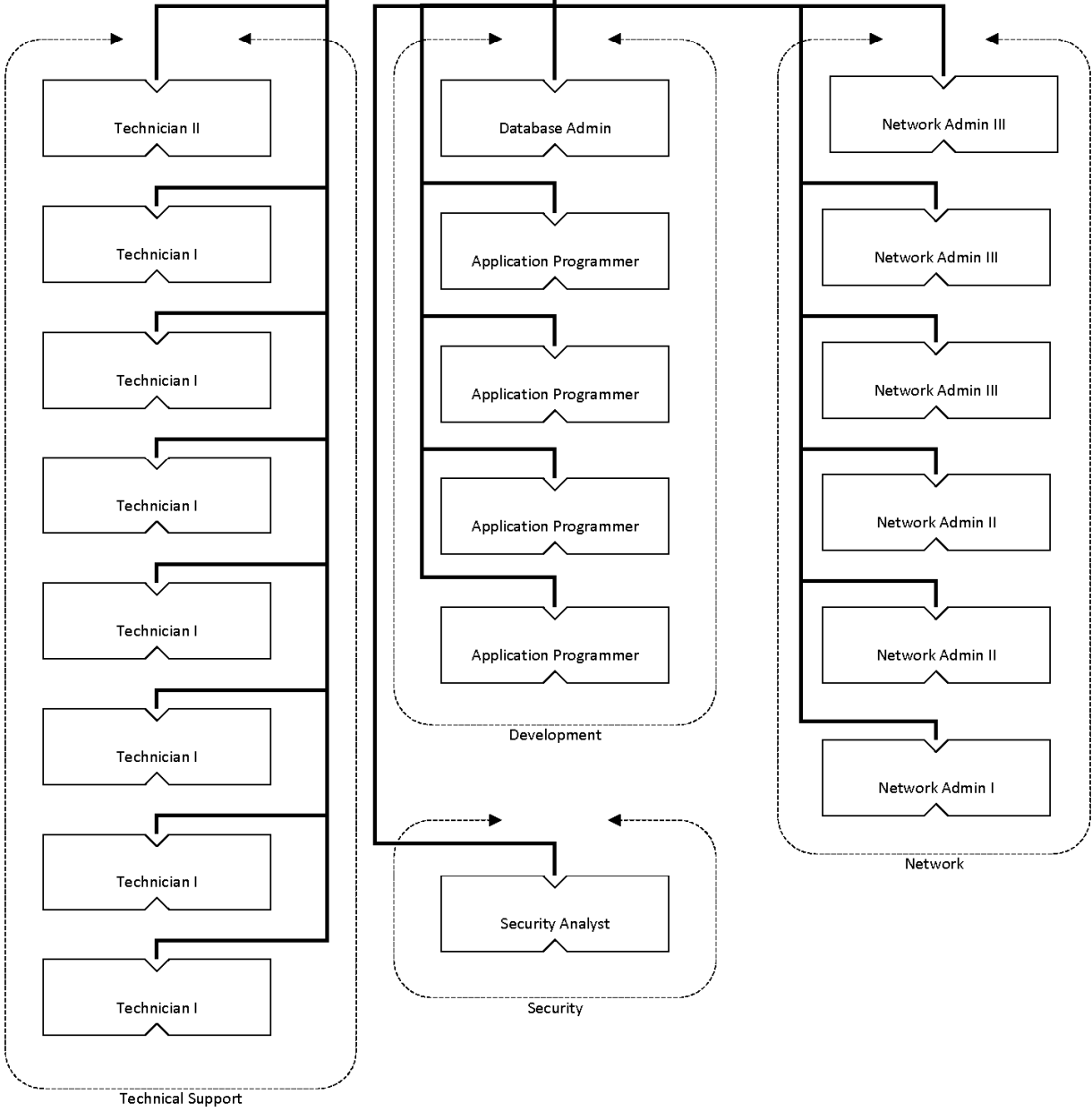
***March 3, 2021
MC 10***

Ingham County
Innovation & Technology Department
2020

Chief Information Officer

Executive Assistant

Senior Network Admin

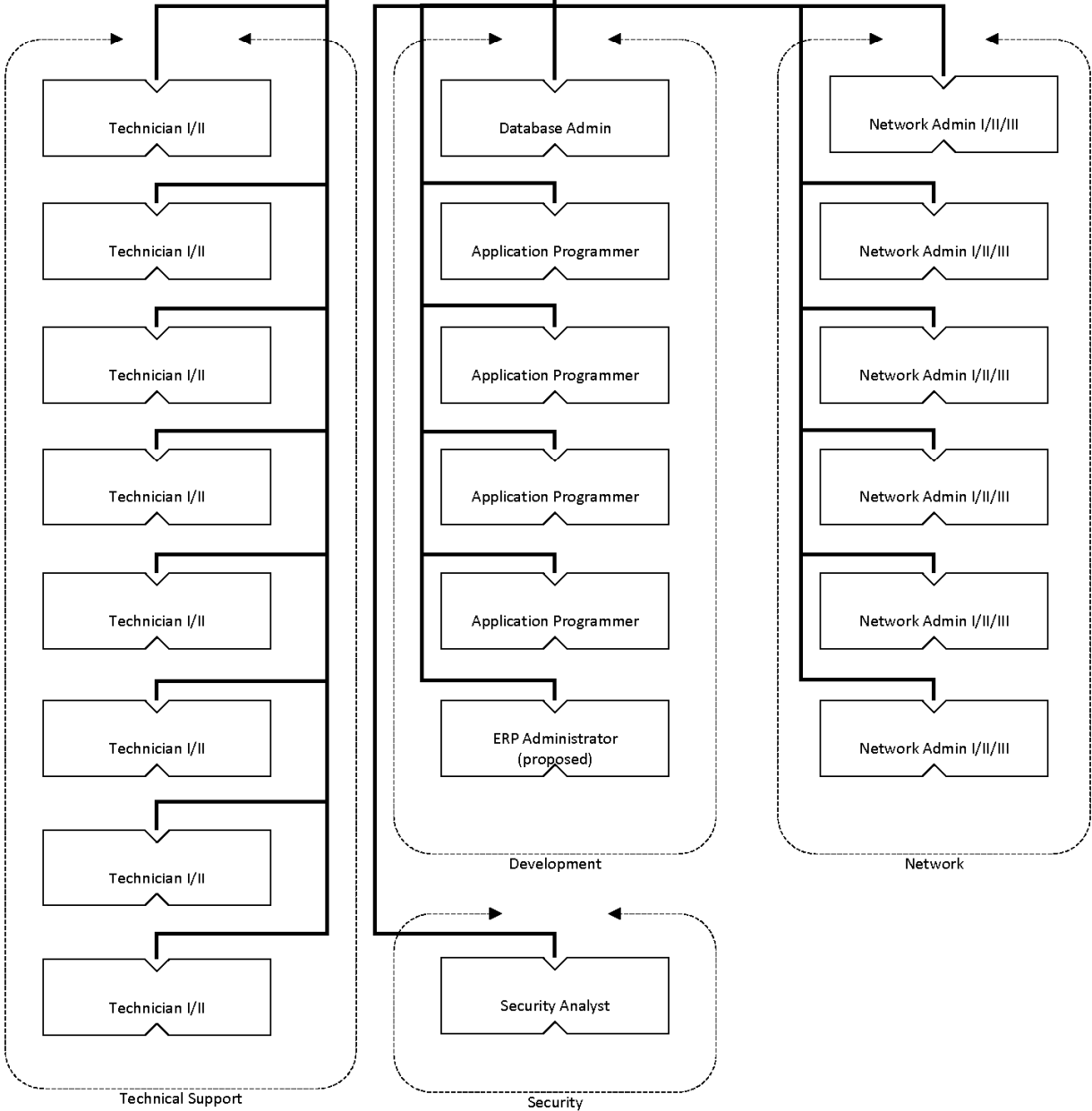


Ingham County
Innovation & Technology Department
2021

Chief Information Officer

Executive Assistant

Senior Network Admin



Agenda Item 4a

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 18, 2021
RE: Resolution to Authorize a Purchase Order to Seelye Group for the Replacement of Courtroom 6 Judge's Suite Carpet at the Veterans Memorial Courthouse

For the meeting agendas of: June 1 & 2

BACKGROUND

The carpet within Courtroom 6 Judge's Suite is original to the building, has outlived its useful life and needs to be replaced. Seelye Group, who is on the MiDeals contract and therefore does not require three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$7,999.56 for the carpet replacement. We are requesting a contingency of \$800.00 for any uncovered conditions.

ALTERNATIVES

The alternative would be to not go forward with the project, which will cost more later as the costs are going to increase in the near future per the vendor.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP line item # 245-26710-976000-20F06.

| Projects | Beginning Balance | Current Balance | Requested Amount | Remaining Balance |
|------------------------|-------------------|-----------------|------------------|-------------------|
| 245-26710-976000-20F06 | \$78,000.00 | \$48,579.56 | \$8,799.56 | \$39,780.00 |
| General Fund | | | | |

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group for the replacement of Courtroom 6 Judge's suite carpet.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP
FOR THE REPLACEMENT OF COURTROOM 6 JUDGE'S SUITE CARPET AT THE
VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the carpet within the Courtroom 6 Judge's Suite is original to the building, has outlived its useful life, and needs to be replaced; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, it is the recommendation of the Facilities Department to send a purchase order to Seelye Group who submitted a proposal of \$7,999.56 for the replacement of the carpet in that Courtroom 6 Judge's Suite at the Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$800.00 for any uncovered conditions; and

WHEREAS, funds are available within the approved General Fund CIP line item # 245-26710-976000-20F06.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group, 1411 Lake Lansing Road, Suite 200, Lansing, Michigan 48912, for the replacement of the Courtroom 6 Judge's Suite carpet at the Veterans Memorial Courthouse for an amount not to exceed \$8,799.56.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 18, 2021

RE: Resolution to Authorize an Agreement with Trane U.S Inc. for the Domestic Hot Water Boiler Upgrade at the Ingham Country Youth Center

For the meeting agendas of: June 1 & 2

BACKGROUND

The boiler that provides domestic hot water at the Youth Center is failing and causing safety concerns. The new boilers that are used to heat the building can also be used to provide the domestic hot water with additional equipment to convert the current boiler system, which makes it capable of also heating the domestic hot water. Trane U.S. Inc., who is on the Omnia co-operative contract and therefore does not require three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$54,362. We are also requesting a contingency of \$5,078.00 for any unforeseen issues. There is also a City of Lansing plan review fee of \$560. The grand total for this project is \$60,000.

ALTERNATIVES

The alternative would be to forego the modifications and put in a commercial hot water heater that would be a short-term fix and would not be able to keep up with demand.

FINANCIAL IMPACT

Funds within the approved 2021 CIP line item #245-66299-978000-21F06 has a balance of \$45,000 and falls short by \$15,000. We are requesting a transfer of funds from the Juvenile Justice Millage to cover the \$15,000 shortfall.

| Project | Beginning Balance | Current Balance | Requested Amount | Remaining Balance |
|--------------------------|-------------------|-----------------|------------------|-------------------|
| Juvenile Justice Millage | | | \$15,000.00 | |
| 245-66299-978000-20F06 | \$45,000.00 | \$45,000.00 | \$45,000.00 | \$0.00 |
| General Fund | | | | |

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Trane U.S. Inc., for the domestic hot water boiler upgrade.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE U.S. INC. FOR THE DOMESTIC HOT WATER BOILER UPGRADE AT THE INGHAM COUNTY YOUTH CENTER

WHEREAS, the boiler that provides domestic hot water at the Youth Center is failing and causing safety concerns; and

WHEREAS, the new boilers that are used to heat the building can be converted with additional equipment to provide the domestic hot water; and

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

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

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Trane U.S. Inc., who submitted a proposal of \$54,362 for the boiler upgrades at the Ingham County Youth Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$5,078 for any unforeseen issues; and

WHEREAS, the approved 2021 CIP Youth Center Hot Water Heater line item #245-66299-978000-21F06 funding falls short by \$15,000, including contingency; and

WHEREAS, the Facilities Department is requesting a transfer of \$15,000 from the Juvenile Justice Millage to cover the shortfall.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911, for the domestic hot water upgrade at the Ingham Country Youth Center for an amount not to exceed \$60,000.

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

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

Agenda Item 5a

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: May 18, 2021

RE: Proposed Resolution to Authorize a Contract with Michigan Paving & Materials Company for Items I (Option B), II and III of Bid Packet #30-21 for Various 2021 Primary Road Resurfacing Projects

For the June 8 BOC meeting cycle

BACKGROUND

The Road Department has determined that pavement cold milling, asphalt resurfacing and other repairs are needed on the various county primary roads listed below due to normal deterioration over time.

The Road Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #30-21, Items I, II, and III. The bids were reviewed by the Purchasing Department and Road Department, both of which were in agreement that the low bidders' proposals met all necessary qualifications, specifications, and requirements.

Michigan Paving & Materials Company submitted the lowest responsive and responsible bid for Items I, II and III as follows:

Item I: Lake Lansing Road – Wood Street to West Road (Lansing Township)

Base Bid = \$742,189.91
Option A Bid = \$392,196.00
Option B Bid = \$610,003.00
Total Base + Option A Bid = \$1,134,385.91
Total Base + Option B Bid = \$1,352,192.91

The scope of work includes cold milling and HMA resurfacing, along with traffic signal reconstruction, intermittent curb and gutter replacement, ADA sidewalk ramp upgrades, and concrete pavement joint repairs, including slope restoration and pavement markings.

Option A includes the use of standard HMA pavement. Option B includes the use of crumb rubber modified HMA pavement, in lieu of standard HMA pavement. The Road Department received a Scrap Tire Market Development Grant in the amount of \$450,000 from the Michigan Department of Environment, Great Lakes & Energy (EGLE) to include crumb rubber modified asphalt in the project, which uses recycled vehicle tires in the asphalt paving mixture.

Upon review of the alternate bids for Item I, the Road Department selected Option B as the preferred alternative. When taking the grant funding into account, Option B was the more economical option and continues the Road Department's support of crumb rubber modified asphalt research and development throughout the county.

Item II: Hagadorn Road – Briarcliff Drive to Red Cedar River (Meridian Township)

Low Bid = \$1,051,634.51

The scope of work includes cold milling and HMA resurfacing, along with left turn lane construction, traffic signal modification, intermittent curb and gutter replacement, and ADA sidewalk ramp upgrades, including slope restoration and pavement markings.

Item III: Hungerford Street – St. Joseph Street to Michigan Avenue (Lansing Township)

Low Bid = \$272,687.76

The scope of work includes cold milling and HMA resurfacing.

ALTERNATIVES

The Road Department could select Option A for Item I, instead of the preferred Option B. This would result in the Road Department forfeiting the EGLE grant, which requires the use of crumb rubber modified asphalt.

FINANCIAL IMPACT

The EGLE grant for use of crumb rubber modified asphalt is \$450,000 of which \$390,000 is dedicated to the construction portion of the project and \$60,000 is dedicated to the research portion of the project. The anticipated financial impact of Item I (Option B) to the Road Department is \$962,192.91.

Items II and III are the full financial responsibility of the Road Department.

Additionally, due to the nature of construction, a 10% contingency is being requested for all three projects, equating to \$135,219.29 for Item I (Option B), \$105,163.45 for Item II and \$27,268.78 for Item III.

All three of these projects, including contingencies, have been included in the 2021 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution to authorize a contract with Michigan Paving & Materials Company for Item I (Option B), Item II and Item III of Bid Packet 30-21, plus a 10% contingency for all three projects.

Agenda Item 5a

TO: Bill Conklin, Managing Director, Road Department
Kelly Jones, Director of Engineering/County Highway Engineer,
Road Department

FROM: James Hudgins, Director of Purchasing

DATE: May 4, 2021

RE: Memorandum of Performance for RFP No. 30-21: 2021 Primary Road Program

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation, MDOT, pre-qualified contractors for the purpose of entering into a contract for the 2021 Primary Road Program.

The scope of work includes, but is not limited to, furnishing necessary equipment, tools, special apparatus needed for construction, materials for the work, and labor to perform all work according to the Michigan Department of Transportation 2012 Standard Specifications for Construction.

- Item 1: Lake Lansing Road – Wood Street to West Road.
Cold Milling and HMA resurfacing, along with traffic signal reconstruction, intermittent curb and gutter replacement, ADA sidewalk ramp upgrades, and concrete pavement joint repairs, including slope restoration and pavement markings.
- Item 2: Hagadorn Road – Briarcliff Drive to Red Cedar River.
Cold Milling and HMA resurfacing, along with left turn lane construction, traffic signal modification, intermittent curb and gutter replacement, and ADA sidewalk ramp upgrades, including slope restoration and pavement markings.
- Item 3: Hungerford Street – St. Joseph Street to Michigan Avenue. Cold milling and HMA resurfacing.

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

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|----------------------------|---------------------------|-------------------------|
| Vendors invited to propose | 15 | 3 |

A summary of the vendors’ costs is located on the third page.

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

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

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

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

SUMMARY OF VENDORS' COSTS

| Vendor Name | ITEM 1 Base Bid Lake Lansing Road – Wood Street to West Road | ITEM 1 Option A Standard HMA Mixture | ITEM 1 Option B Modified HMA Mixture | ITEM 1 Grand Total (Standard) Base + Option A | ITEM 1 Grand Total (Modified) Base + Option B | ITEM 2 Project Total Hagadorn Road – Briarcliff Drive to Red Cedar River | ITEM 3 Project Total Hungerford Street – St. Joseph Street to Michigan Avenue |
|--------------------------------|---|---|---|---|---|--|---|
| Nashville Construction Company | Unresponsive – after review and evaluation it was determined that Nashville did not acknowledge the addendum. | | | | | | |
| Rieth Riley Construction Co. | \$1,274,907.67 | \$621,000.00 | No bid | \$1,895,907.67 | - | \$1,138,582.63 | \$300,687.12 |
| Michigan Paving & Materials | \$742,189.91 | \$392,196.00 | \$610,003.00 | \$1,134,385.91 | \$1,352,192.91 | \$1,051,634.51 | \$272,687.76 |

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH MICHIGAN PAVING & MATERIALS COMPANY FOR ITEMS I (OPTION B), II, AND III OF BID PACKET #30-21 FOR VARIOUS 2021 PRIMARY ROAD RESURFACING PROJECTS

WHEREAS, the Road Department has determined that pavement cold milling, asphalt resurfacing, and repairs are needed on the various county primary roads listed below, due to normal deterioration over time; and

WHEREAS, the cost for the primary road projects listed below is budgeted in the 2021 Road Fund Budget; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #30-21, Items I, II, and III; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications, and requirements; and

WHEREAS, Michigan Paving & Materials Company, of Lansing, MI, submitted the lowest responsive and responsible bid for Items I (Option B), II, and III as follows:

Item I (Option B): Low Bid--\$ 1,352,192.91
Cold milling and crumb rubber modified asphalt (Option B) resurfacing of:
Lake Lansing Road, Wood Street to West Road

Item II: Low Bid--\$ 1,051,634.51
Cold milling and resurfacing of:
Hagadorn Road, Briarcliff Drive to Red Cedar River

Item III: Low Bid--\$ 272,687.76
Cold milling and resurfacing of:
Hungerford Street, St. Joseph Street to Michigan Avenue; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid costs for Items I (Option B), II and III in Bid Packet #30-21, totaling \$135,219.29 for Item I (Option B), \$105,163.45 for Item II and \$27,268.78 for Item III, as may be needed for any additional work deemed necessary by Road Department staff during construction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Michigan Paving & Materials Company at the low bid costs plus a 10% contingency for a contract total of \$1,487,412.20 for Item I (Option B), \$1,156,797.96 for Item II and \$299,956.54 for Item III, all of which include the cold milling, resurfacing, and related work as specified in the Ingham County Road Department's Bid Packet #30-21.

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 5b

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: May 18, 2021

RE: Resolutions for 2021 Local Road Program Agreements with Alaiedon, Bunker Hill, Leroy, Leslie, Locke, Meridian, Vevay, and Williamstown Townships.

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of larger improvements on local roads are typically shared with the Townships. Each year a portion of the County Road Fund budget is allocated toward match with each Township for local road work based on local road miles and population in each Township. The resulting annual program is known as the Local Road Program. The Road Department works with each Township wishing to participate in the program each year to determine what local road projects are most needed and desired.

To further improve the local roads and share the 2015 state road funding increase, on projects performed by Road Department crews, which is most routine maintenance paving and chip-sealing projects on rural roads, the Road Department does not charge the Townships for Road Department labor, and provides each township an average of 4 miles of chip-sealing or one mile of paving per year on their respective local roads with no charge.

CURRENT ISSUE

Attached is a proposed resolution for authorizing 2021 Local Road Program Agreements with the referenced Townships to perform and share costs for local road improvements in the respective Townships. The resolution includes a table of the proposed road improvements and funding.

FINANCIAL IMPACT

The total of the Road Department match indicated in the resolution is included in the adopted 2021 Road Fund budget. The work listed in the table is proposed to be done by Road Department crews or, in Meridian Township, per contracts previously let by Meridian Township, which, having passed a large millage for its local roads, manages its own local road program. The estimated costs of work to be done by Road Department crews are for materials only as, again, the Road Department does not charge the townships for Road Department labor.

RECOMMENDATION

Approval of the attached resolution is therefore recommended.

This is the first group of local road projects expected for 2021. A similar resolution will be submitted later for the remaining Townships who wish to participate this year after these remaining townships decide on their 2021 projects and match budgets.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH
ALAIEDON, BUNKER HILL, LEROY, LESLIE, LOCKE, MERIDIAN, VEVAY,
AND WILLIAMSTOWN TOWNSHIPS**

WHEREAS, 2021 Local Road Program Agreements are proposed for the following townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Bunker Hill, Leroy, Leslie, Locke, Meridian, Vevay, and Williamstown Townships; and

WHEREAS, the Road Department has worked with each township to determine what local road projects are most needed and desired; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by Road Department crews or in Meridian Township per construction contracts previously let by Meridian Township, to contribute Road Department labor without charge on the projects performed by Road Department crews and to pay for portions of the cost of said improvements from the County Road Fund as indicated for each township in the table below; and

WHEREAS, total Road Department funding match amount indicated in the table below is included in the adopted 2021 Road Department budget; and

WHEREAS, in the event the final cost of any of the projects is more than the estimates provided in the table below, for any final costs less than twice the maximum Road Department match amount set forth in the table below, the additional cost will be split evenly between the respective township and the Road Department, and for any final costs greater than the twice the maximum Road Department match amount set forth in the table below, the additional cost will be paid entirely by the respective township; and

WHEREAS, in the event the final cost of any of the projects is less than the estimates provided in the table below, for any final cost amount greater than twice the maximum Road Department match amount set forth in the table below, the savings will first accrue to the township, and then for any final costs below twice the maximum Road Department match amount set forth in the table below, the savings will be split evenly between the respective township and the Road Department; and

WHEREAS, the respective townships are willing to pay the respective township's portion of the cost of said improvements as shown in the table below and as further detailed above, provided, however, that the respective township excess payments will not exceed 10 percent (10%) of the township contribution amounts established in the respective Agreements, unless the respective township agrees otherwise, or may reduce the scope of described road improvement projects per the respective township's available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2021 Local Road Program Agreements with the following townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Bunker Hill, Leroy, Leslie, Locke, Meridian, Vevay, and Williamstown Townships.

BE IT FURTHER RESOLVED, that the Road Department is authorized to contribute match funds to the respective township projects per the amounts shown in the table below and/or as may be necessary for any final project costs differing from estimates as provided above.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each Township as provided above and in the table below for their respective contributions.

BE IT FURTHER RESOLVED, that the Road Department shall cause the improvements identified in the table below to be performed by Road Department crews without charge to the respective projects for Road Department staff labor or per contracts previously let and authorized as indicated in the table below during the construction season of the 2021 calendar year subject to final approval by, or as modified by, each Township.

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.

2021 Local Road Program Match Amounts, Projects & Estimated CostsA1:AL15A1:AL12A1:AL15A1:ALA1:AL15

| Township | Prior Match Remaining | 2021 Road dept. Match | Total 2021 Match Available | Proposed 2021 Local Road Projects | Estimated Total LRP Cost | Estimated Township Cost | Road dept. Contribution |
|-----------------|------------------------------|------------------------------|-----------------------------------|---|---------------------------------|--------------------------------|--------------------------------|
| Alaiedon | \$13,355.08 | \$45,000.00 | \$58,355.08 | Every Road, full length, Howell to Jolly Roads, 6 miles; Button Road, Every to Meridian Roads, 1 mile; Darling Road, Hagadorn to Holt Roads, .75 mile; Asphalt spot & wedge maintenance paving and chip seal. 5 miles of above chip-seal not charged to local road program. | \$171,000.00 | \$112,645.00 | \$58,355.08 |
| Bunkerhill | \$14,986.62 | \$33,300.00 | \$48,286.62 | Under-seal chip-sealing and asphalt wedging and maintenance paving where necessary on following roads as budget permits: Holland, Friermuth – Parman Roads; DeCamp, Haynes – Friermuth Roads; Friermuth, Fitchburg - DeCamp Roads; Lienhart, Catholic Church - Ewers Roads; Murray Road, Catholic Church Road - Township line. 4 miles miles of above chip-sealing not charged to local road program. | \$96,573.24 | \$48,286.62 | \$48,286.62 |
| Leroy | \$33,300.00 | \$33,300.00 | \$66,600.00 | Asphalt wedging and maintenance paving where necessary to extent of budget on both Frost and Noble Roads, Meech Road - M-52; Wallace Road, I-96 - Huschke Road; Huschke Road, Gramer - Wallace Roads. Chip-seal 5.5 miles of above and/or other recently paved local roads not charged to local road program. | \$166,600.00 | \$100,000.00 | \$66,600.00 |
| Leslie | \$36,977.87 | \$36,000.00 | \$72,977.87 | Asphalt maintenance paving as necessary on Cooper Road, Fitchburg - Kinneville Roads and Scofield Road, Wright Rd - east Township line. Above roads will be chip-sealed in the future, not included in current cost estimate. | \$145,955.74 | \$72,977.87 | \$72,977.87 |
| Locke | \$8,300.00 | \$33,300.00 | \$41,600.00 | Asphalt maintenance paving as necessary on Bell Oak Road, Morrice - Herrington & Harris to Dietz Roads, 2 separate miles, and on any additional roads nessary as possible up to available budget. Chip-seal 4 miles of above and/or other recently paved local road not charged to local road program. | \$111,600.00 | \$70,000.00 | \$41,600.00 |
| Meridian | \$0.00 | \$172,500.00 | \$172,500.00 | ICRD match transfer to Township who is managing their own local road program. | \$3,000,000.00 | \$2,827,500.00 | \$172,500.00 |
| Vevay | \$41,488.72 | \$45,000.00 | \$86,488.72 | Asphalt maintenace paving to extent of budget on Ives Road, Rolfe Road - M-36, 2.5 miles. | \$100,000.00 | \$50,000.00 | \$50,000.00 |
| Williamstown | \$45,000.00 | \$45,000.00 | \$90,000.00 | Germany Rd., Zimmer to Williamstons Roads, 1.5 mile, asphalt wedging and chip-seal. Burkley Rd., Grand River (M-43) to township boundary, 1.1 mile, full asphalt cap. Beeman Rd., Sherwood Rd to Williamston city limit, 1.9 miles, full asphalt cap. Lounsbury Rd., Haslett to Milton Roads, 2.2 miles, asphalt wedging and chip-seal. Shoemith Rd, Twp line to Shoeman Rd, .75 mile, and Gulick Rd, Shoeman to Zimmer Roads, 1.5 miles--crack-fill and chip-seal. | \$350,000.00 | \$260,000.00 | \$90,000.00 |

Agenda Item 6

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: May 18, 2021
SUBJECT: Resolution Approving the Recommendation of the Health Care Committee to Add
Aflac Group Insurance Products as a Benefit Option
For the meeting agendas of June 1 and June 2

BACKGROUND

Aflac currently offers Ingham County employees voluntary participation in individual insurance products. Aflac has recently developed group insurance products. If Ingham County employees have access to the group insurance products, several benefits would result: less paperwork for employees, who would then be able to utilize BSwift for Aflac products during open enrollment, group ratings for products, and certain benefit enhancements, such as removal of caps and limits on the cancer policy. Employees would also have the option of greater online interaction with a smart app for their phone. Employees would continue to have the choice to participate in Aflac individual insurance products (individually billed to their home address). After discussion during their May 18, 2021 meeting, the Ingham County Health Care Coalition recommends that the Ingham County Board of Commissioners approve the addition of Aflac group insurance products as a benefit option beginning with Plan Year 2022.

ALTERNATIVES

If approval is not granted, Ingham County employees will be unable to enjoy the benefits of voluntary participation in Aflac group insurance products and will need to continue to manually enroll in Aflac individual insurance products.

FINANCIAL IMPACT

As the expense of Aflac insurance products is paid by participating employees, there is no cost to Ingham County.

STRATEGIC PLAN CONSIDERATIONS

Enhanced benefit offerings contribute positively to attracting and retaining exceptional employees who value public service (Goal F, Strategy 1).

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution approving the recommendation of the Health Care Committee to add Aflac group insurance products as a benefit option.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RECOMMENDATION OF THE HEALTH CARE COMMITTEE
TO ADD AFLAC GROUP INSURANCE PRODUCTS AS A BENEFIT OPTION**

WHEREAS, Aflac currently offers Ingham County employees voluntary participation in individual insurance products; and

WHEREAS, Aflac has recently developed group insurance products; and

WHEREAS, if Ingham County employees have access to the group insurance products, several benefits would result: less paperwork for employees, who would then be able to utilize BSwift for Aflac products during open enrollment, group ratings for products, and certain benefit enhancements, such as removal of caps and limits on the cancer policy, and employees would also have the option of greater online interaction with a smart app for their phone, and employees would continue to have the choice to participate in Aflac individual insurance products (individually billed to their home address); and

WHEREAS, the Ingham County Health Care Coalition recommends that the Ingham County Board of Commissioners approve the addition of Aflac group insurance products as a benefit option beginning with Plan Year 2022.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners approves the addition of Aflac group insurance products as a benefit option beginning with Plan Year 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING THE LANSING JUNETEENTH COMMITTEE
ON THE 28th ANNUAL JUNETEENTH CELEBRATION**

WHEREAS, when Union Army General Gordon Granger landed in Galveston to take command of the military district of Texas, one of his first actions in June of 1865, was to read General Order #3 to the people stating all slaves are free, and as a result June 19th became the emancipation date of those long suffering for freedom, the newly freed slaves of Texas; and

WHEREAS, the celebration of Juneteenth is a multi-cultural recognition of the triumph of the human spirit over the cruelty of slavery, and for African-Americans, it is a tribute to the strength, endurance and faith of their ancestors, for all of America it is a reminder that none of us is free until all of us are free; and

WHEREAS, in June of 2005, Michigan Governor Jennifer M. Granholm signed legislation officially designating the third Saturday in June as Juneteenth National Freedom Day in Michigan; and

WHEREAS, the Lansing Juneteenth Celebration began in 1994, from the vision of Gordon Haskins, a long-time member of Mask Memorial CME Church who was originally from Texas, who had a vision that some day the history of Juneteenth would be communicated and celebrated in Lansing as it is celebrated in Texas; and

WHEREAS, the original Juneteenth Committee consisted of the following members from Mask Memorial CME Church: Gordon Haskins, Debra Plummer, Mary Plummer, Marilyn Plummer, Marsha Plummer, Jim Hughes, Charles Johnson, Jerrye Wynne Scates, Rodney Shepard, Daulton Tansil, Edwin Thompson and Earl Chapman, the pastor of Mask Memorial CME church at that time was Reverend Sterling O. Littlejohn; and

WHEREAS, the mission of the Lansing Juneteenth Committee is to commemorate the ending of slavery in the United States by celebrating the joys of liberty, educating the community about our heritage and by promoting positive cultural interaction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby commends the Lansing Juneteenth Committee for hosting Lansing's 28th Annual Juneteenth Celebration.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes the Lansing Juneteenth Committee continued success in all of their future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DESIGNATING THE MONTH OF JUNE 2021 AS
LGBTQ PRIDE MONTH IN INGHAM COUNTY**

WHEREAS, Ingham County recognizes the economic and cultural benefits of diversity and seeks to create a welcoming environment for all residents, including the LGBTQ Community; and

WHEREAS, Ingham County Resolution #13-368 commits to equal opportunity and nondiscrimination for all persons inclusive on the basis of sexual orientation and gender identity; and

WHEREAS, Ingham County's Equal Employment Opportunity Policy states that employment opportunity should be given without regard to gender identity or gender expression; and

WHEREAS, Ingham County Resolution #19-057 ensures accessibility to gender-segregated facilities on property operated by Ingham County based on gender identity or expression; and

WHEREAS, Ingham Community Health Center was the only community health center in Michigan to receive top designation from LGBTQ-inclusive healthcare by the Human Rights Campaign in 2018; and

WHEREAS, June is celebrated nationally and worldwide as LGBTQ Pride Month in commemoration of the 1969 Stonewall Rebellion in New York City; and

WHEREAS, the realities of COVID-19 have caused the LGBTQ Community and its allies to reimagine the way Pride is celebrated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners designates the month of June, 2021 as LGBTQ Pride Month in the County of Ingham.