

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 15, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/85726775900>.

### Agenda

Call to Order

Approval of the [June 1, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. [55th District Court](#) – Request for Approval of a [Step Increase](#) of a Managerial-Confidential Employee to a Step 5 Effective July 1, 2021
2. [Prosecuting Attorney's Office](#) – Resolution to Authorize Acceptance of the Coronavirus Emergency Supplemental Funding ([CESF](#)) [Grant](#) from the Michigan State Police
3. [Drain Commissioner](#) – Resolution Pledging Full Faith and Credit to [Daniels Drain](#) Drainage District Bonds
4. [Innovation & Technology Department](#) – Resolution to Authorize Information Technology Improvements to [Enhance Remote Work](#) Utilizing American Rescue Plan Funds
5. [Facilities Department](#)
  - a. Resolution to Authorize a Purchase Order to [Haworth](#) via DBI for the Furniture in the Additional Leased Space at the Public Defender's Office
  - b. Resolution to Authorize an Agreement with [Roger Donaldson, AIA P.L.C.](#) for the Architectural and Engineering Services for Renovating a Portion of the Human Services Building for Families Forward
6. [Road Department](#) – Resolution to Approve Agreements between Ingham County and the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2021 [Pavement Marking Program](#)
7. [Potter Park Zoo](#) – Notice of Emergency Replacement - [Savannah Grill Retaining Wall](#)
8. [Animal Control](#)
  - a. Resolution to Approve the Addition of Two Full-Time [Animal Care Specialist](#) Positions for the Ingham County Animal Control and Shelter
  - b. Resolution to Reclassify the Customer Service and Community Outreach Manager Position to [Community Outreach Manager](#)

9. Health Department – Resolution to Amend the Status of [Position #601524](#) (CHR II – Forest) from Part-Time to Full-Time
10. Human Resources – Resolution to Approve Additional Modifications to Appendix D –Compensation Levels of the Managerial and Confidential Employee [Personnel Manual](#) for 2021 as a Result of Reclassification Requests
11. Controller’s Office
  - a. Resolution to Utilize up to \$1,000,000 in [American Rescue Plan Funds](#) to Fund Grant Requests from Ingham County Emergency Service Authorities
  - b. Resolution to Amend [Suspension of Operations Policy](#)
  - c. Quarterly Settlement of [Claims Report](#)

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE

June 1, 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; left at 6:34 p.m.).

Members Absent: None.

Others Present: Tonya Doyle-Bicy, Trinidad Pehlivanoglu, Bonnie Toskey, Scott LeRoy, Sarah Osburn, Kelly Jones, Bill Conklin, Rick Terrill, Becky Bennett, Sue Graham, Mary Konieczny, Liz Noel, and others.

Approval of the May 18, 2021 Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MAY 18, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Removed –

3. Innovation & Technology Department – Innovation and Technology Department Reorganization – Convert Network Administrator and Technician position structures, and add ERP Administrator (*Discussion*)

Limited Public Comment

None.

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

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

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

THE MOTION CARRIED UNANIMOUSLY.

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

1. Equal Opportunity Committee – Interviews

Commissioner Stivers stated that there was one of three applicants that was unable to attend. She further stated that the applicant's name was Nicholas Royal.

Commissioner Naeyaert left at 6:34 p.m.

Tonya Doyle-Bicy interviewed for the Equal Opportunity Committee

Discussion ensued regarding the Zoom interview process.

Trinidad Pehlivanoglu interviewed for a position on the Equal Opportunity Committee.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SLAUGHTER, TO RECOMMEND TO THE BOARD OF COMMISSIONERS THE APPOINTMENT OF TONYA DOYLE-BICY AND TRINIDAD PEHLIVANOGLU TO THE EQUAL OPPORTUNITY COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

Chairperson Stivers stated that the appointment will be considered by the Board of Commissioners at the June 8, 2021 Board of Commissioners meeting. She further stated that Becky Bennett, Board of Commissioners Director, would notify applicants by phone if they were appointed by the Board.

7. Board of Commissioners

- c. Settlement Agreement Pursuant to MCL 15.268(h) (*Closed Session*)
- d. Pending Litigation Pursuant to MCL 15.268(h) (*Closed Session*)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO ENTER CLOSED SESSION AT APPROXIMATELY 7:02 P.M., TO DISCUSS A WRITTEN ATTORNEY-CLIENT PRIVILEGED LEGAL OPINION AS PERMITTED BY MCL 15.268(H) AND TO CONSULT WITH THE ATTORNEY REGARDING UNITED STATES DISTRICT COURT CASE # 18-CV-00819, AS PERMITTED BY MCL 15.268(E).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioner Naeyaert

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO RETURN TO OPEN SESSION AT APPROXIMATELY 8:17 P.M.

THE MOTION CARRIED. Yeas: Stivers, Celentino, Sebolt, Slaughter, Peña Nays: Grebner  
Absent: Naeyaert

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RECOMMENDATION OF LEGAL COUNSEL IN THE ITEM REFERENCED IN AGENDA ITEM 7C.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:18 p.m.

**JUNE 15, 2021 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

1. ***55th District Court – Request for Approval of a Step Increase of a Managerial-Confidential Employee to a Step 5 Effective July 1, 2021***

This memorandum would authorize the placement of the District Court Administrator to an MC 16 Step 5 from an MC 16 Step 3 based on merit.

See memo for details.

2. ***Prosecuting Attorney's Office – Resolution to Authorize Acceptance of the Coronavirus Emergency Supplemental Funding (CESF) Grant from the Michigan State Police***

This resolution would authorize the Ingham County Prosecutor's Office (ICPO) to accept a CESF Grant for \$61,295.62. ICPO intends to use the funding to hire two temporary assistant prosecuting attorneys to address the case backlogs in the district and circuit court. The grant agreement runs from June 1, 2021 to December 31, 2021. There is no cost to the County.

See memo for details.

3. ***Drain Commissioner – Resolution Pledging Full Faith and Credit to Daniels Drain Drainage District Bonds***

This resolution pledges the full faith and credit of the County for the bonds that will finance the Daniels Drain Maintenance and Improvement Project in an amount not to exceed \$8,790,000.

The Project results from a February 3, 2016 petition submitted by the Charter Township of Meridian to address public health, pollution, and flooding problems. The Daniels Drain Drainage Board found the Project necessary for public health on March 2, 2016. The Daniels Drain serves the area in the Charter Township of Meridian generally south of Grand River Avenue and between Dobie Road and Cornell Road. The Daniels Drain watershed improvement project is a construction project that will bring about a significantly improved drainage system that utilizes low-impact design on existing infrastructure to service residential, commercial, and roads throughout the Drain's service area.

See memo for details.

4. ***Innovation & Technology Department – Resolution to Authorize Information Technology Improvements to Enhance Remote Work Utilizing American Rescue Plan Funds***

This resolution would provide \$1.5mil in broadband upgrades and IT improvements to enhance remote work utilizing ARP funds.

See memo for details

**5a. Facilities Department – Resolution to Authorize a Purchase Order to Haworth via DBI for the Furniture in the Additional Leased Space at the Public Defender’s Office**

This resolution authorizes a purchase order with Haworth via DBI for furniture for additional leased Public Defender’s Office space. Haworth via DBI, who is on the MiDeals contract and therefore three quotes are not required per the Ingham county purchasing Policy, submitted a quote of \$20,319.50 to furnish, install and move furniture.

Funds are available in the Public Defender’s Office supplies line item #260-28200-726010.

See memo for details.

**5b. Facilities Department – Resolution to Authorize an Agreement with Roger Donaldson, AIA P.L.C. for the Architectural and Engineering Services for Renovating a Portion of the Human Services Building for Families Forward**

This resolution authorizes an agreement with Roger Donaldson, AIA P.L.C for A/E services for renovating a portion of the HSB for use by Community Mental Health’s Families Forward Program. Roger Donaldson AIA P.L.C., submitted the lowest responsive and responsible proposal of \$26,206 for the architectural and engineering services. The scope of work will include two phases; the first phase includes the assessments, preliminary design and construction budget. The second phase includes the final design and construction.

Funds for this project are available in the Community Mental Health’s Revolving Maintenance Fund, which is reimbursed by CMH.

See memo for details.

**6. Road Department – Resolution to Approve Agreements between Ingham County and the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2021 Pavement Marking Program**

This resolution authorizes agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2021 Waterborne Pavement Marking Program.

Annually, the Road Department invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the pavement marking program, for which they pay for the work performed on the roads within their jurisdiction. The estimated 2021 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #55-21:

City of Leslie:	\$1,709.68
City of Mason:	\$3,855.48
City of Williamston:	\$1,431.58
Village of Webberville:	\$1,498.13

See memo for details.

**7. Potter Park Zoo – Notice of Emergency Replacement - Savannah Grill Retaining Wall**

The Savannah Grill retaining wall collapsed on March 26, 2021 and an emergency purchase order was issued on April 14, 2021 to replace it.

See memo for details.

**8a. Animal Control – Resolution to Approve the Addition of Two Full-Time Animal Care Specialist Positions for the Ingham County Animal Control and Shelter**

This resolution approves the addition of two full-time Animal Care Specialist positions. The ICACS currently employs five full-time Animal Care Specialists (ACS) and two temporary staff whose responsibilities include daily feeding, cleaning, and medicating of all animals in our care. The ICACS follows the Association of Shelter Veterinarians (ASV), the National Animal Care and Control Association (NACA), and the Humane Society of the United States (HSUS) recommendations for capacity for care, which requires 15 minutes of care per animal per day. The addition of two full-time Animal Care Specialists would help ensure these requirements are met.

Funding would be through the Ingham County Animal Shelter Millage Fund.

See memo for details.

**8b. Animal Control – Resolution to Reclassify the Customer Service and Community Outreach Manager Position to Community Outreach Manager**

This resolution authorizes the reclassification of the ICACS Customer Service and Community Outreach Manager position to a Community Outreach Manager. The position became vacant in May of 2021 and a review of the position found overlapping job duties with the ICACS Office Lead position. The reclassified position will be an MC 7 down from an MC 8.

See memo for details.

**9. Health Department– Resolution to Amend the Status of Position #601524 (CHR II – Forest) from Part-Time to Full-Time**

This resolution authorizes the change in status of the Forest Community Health Center, Community Health Representative II from part-time to full time effective July 1, 2021. This position is funded by the Ryan White HIV/AIDS Program and due to an increase in demand for program services; the Health Department requests this change. No additional costs to the County.

See memo for details.

**10. Human Resources – Resolution Approving Additional Modifications to Appendix D – Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of Reclassification Requests**

This resolution would approve modifications to the MC Manual compensation levels as a result of reclassification requests.

See memo for details.



***11a. Controller's Office – Resolution to Utilize up to \$1,000,000 in American Rescue Plan Funds to Fund Grant Requests from Ingham County Emergency Service Authorities***

This resolution authorizes up to \$1,000,000 in ARP Tranche One funds to go toward a grant program for Ingham County Emergency Service Authorities (North Ingham Emergency Services Authority, Stockbridge Area Emergency Services Authority). Use of ARP funds for aid to emergency first responder organizations is allowable through the ARP's Interim Final Rule.

See memo for details.

***11b. Controller's Office – Resolution to Amend Suspension of Operations Policy***

This resolution would approve amendments to the County's Suspension of Operations Policy per the recommendations of the Ingham County Policy Review Committee. The committee identified a number of areas that required amending including:

- Adding definitions for "Chief Judge" and "Elected Officials";
- Including Chief Judge and Elected Officials in the Authority and Responsibility section to suspend their department's operations;
- Clarifying the Chief Judge's authority to suspend court operations separate from County closures;
- Clarifying the accrual of vacation leave with regard to remote work, previously scheduled leave, and overtime during a suspension of operations;
- Clarifying the events or situations required to implement the policy;
- Various grammatical corrections.

**ADDITIONAL ITEMS:**

***11c – Controller's Office – Quarterly Settlement of Claims Report***

**TO:** County Services  
**FROM:** Donald L. Allen, Jr., 55<sup>th</sup> Judicial District Court Judge  
**DATE:** June 7, 2021  
**SUBJECT:** Request for Approval of a Step Increase of a Managerial-Confidential Employee to a Step 5 Effective July 1, 2021

---

**BACKGROUND**

The 55<sup>th</sup> Judicial District Court Administrator position is classified as a Grade 16 in the Managerial and Confidential (MC) Employee Manual. As of 2021, an MC Grade 16 has a salary range of Step 1 at \$101,913.47 to Step 5 at \$121,125.45 for a full-time position. The position was reclassified in October 2019 from a Grade 13 to a Grade 16 due to a review of job responsibilities.

The Step level at which an employee is entitled due to reclassification is limited by Article B, Section 7b of the Managerial and Confidential Manual, which states:

*Employees who are reclassified or promoted within their career field to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grades is greater than ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.*

In addition, Article C, Section 3 of the Managerial and Confidential Manual states:

*The salary of an employee may be increased within the salary range for the position upon the approval of the County Services Committee as provided hereunder.*

Based on the Step limiting factor of Article B, Section 7b the District Court Administrator was placed at a lower Step (currently Step 3) than I feel was appropriate based on his experience and expertise. Therefore, I respectfully request, effective July 1, 2021, that the District Court Administrator receive a salary increase to Step 5 – MC Grade 16 at an annual salary of \$121,125.45 based on merit per Article C, Section 3.

**ALTERNATIVES**

Leave the District Court Administrator at his current Step.

**FINANCIAL IMPACT**

The annual county budget appropriation recognizes yearly personnel cost variations through attrition so therefore any variation in position salaries is accounted for.

**OTHER CONSIDERATIONS**

Corporate Counsel, Human Resources, and the Controller’s Office were consulted and concur in the submission of this request via memorandum.

**RECOMMENDATION**

Based on the information presented, I respectfully request approval of the placement of the District Court Administrator in Step 5 – MC Grade 16.

## Agenda Item 2

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

**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney

**DATE:** June 1, 2021

**SUBJECT:** Resolution to Authorize Acceptance of Coronavirus Emergency Supplemental Funding (CESF) Grant from the Michigan State Police (MSP) for the Ingham County Prosecutor's Office (ICPO) to Hire Contractual Personnel

---

### **BACKGROUND**

In May of 2020, the Michigan Department of State Police (MSP) received supplement funding from the Office of Justice Programs (OJP) under the Coronavirus Supplement Funding Program (CESF). As part of the 2021 CESF program, MSP accepted applications from the county prosecutors' offices for funding to hire contractual personnel to address coronavirus related backlogs. The grant covers hourly wages for contractual employees and technology expenses related to the position. The Ingham County Prosecutor's Office (ICPO) received a CESF Grant for \$61,295.62. ICPO intends to use the funding to hire two temporary assistant prosecuting attorneys to address the case backlogs in the district and circuit court. The grant agreement runs from June 1, 2021 to December 31, 2021.

### **ALTERNATIVES**

None at this time.

### **FINANCIAL IMPACT**

This is a re-imbusement grant. There is no financial impact to the county.

### **OTHER CONSIDERATIONS**

Due to the COVID-19 pandemic, court operations have been significantly scaled back in the both the district and circuit courts. Jury trials, which require substantial public participation, have been on hold during the pandemic. As a result, there is a significant backlog of cases awaiting jury trial. In the 30<sup>th</sup> Circuit Court, our office has approximately 900 felony cases pending. All three-area district courts have similar backlogs. ICPO intends to hire two temporary assistants prosecuting attorneys (APAs) to assist with resolving this backlog. The CESF grant would pay for the hourly wages of both employees and the cost of laptop computers for each.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE CORONAVIRUS EMERGENCY  
SUPPLEMENTAL FUNDING (CESF) GRANT FROM THE MICHIGAN STATE POLICE**

WHEREAS, the Department of the Michigan State Police (MSP) received funding under the federal Office of Justice Programs 2021 fiscal year “Coronavirus Emergency Supplement Funding Program” (CESF); and

WHEREAS, the Michigan State Police had awarded the Ingham County Prosecutor’s Office (ICPO) a grant award under the CESF grant program in the amount of \$61,295.81; and

WHEREAS, this funding is for expenses directly related to the hiring of contractual personnel to address the coronavirus related back log in prosecutors’ offices in Michigan; and

WHEREAS, the COVID-19 pandemic has caused a significant backlog of pending jury trials in both the district and circuit courts of Ingham County; and

WHEREAS, the ICPO intends to use the funding to hire two (2) temporary assistant prosecuting attorneys (APAs) to assist with this backlog; and

WHEREAS, the grant agreement runs from June 1, 2021 to December 31, 2021 and provides re-imbursement for the hourly wages, excluding fringe benefits, and purchase of a laptop computer for each temporary APA; and

WHEREAS, the award specifies an hourly rate of \$27.64 for each position for a total of 1,000 hours per position, and provides \$6,015.82 for a laptop computer and docking station for each position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor’s Office to enter into a grant agreement for \$61,295.82 with the Michigan State Police from June 1, 2021 through December 31, 2021.

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

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

### Agenda Item 3

TO: County Services and Finance Committees

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

RE: Resolution to Authorize County's Full Faith and Credit for Daniels Drain 2021 Bonds for meeting agendas of June 15<sup>th</sup> and June 16<sup>th</sup>

DATE: June 1, 2021

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Daniels Drain Maintenance and Improvement Project ("Project"). Such action is customary because it provides the bond holder an important level of security for the bonds.

The Project results from a February 3, 2016 petition submitted by the Charter Township of Meridian to address public health, pollution, and flooding problems. The Daniels Drain Drainage Board found the Project necessary for public health on March 2, 2016. The Daniels Drain serves the area in the Charter Township of Meridian generally south of Grand River Avenue and between Dobie Road and Cornell Road. The Daniels Drain watershed improvement project is a construction project that will bring about a significantly improved drainage system that utilizes low-impact design on existing infrastructure to service residential, commercial, and roads throughout the Drain's service area.

The entire drainage system was televised and inventoried by the Drain Commissioner's office to rehabilitate and maintain as much of the existing drain system as possible as part of the project. As an example, utilizing rehabilitation of larger 42 and 48-inch pipes through a Meridian Township designated natural area, allowed the project scope not to require disturbance or removal of any existing trees in this environmentally significant area. Approximately one-mile of pipe improvements, including a badly needed new crossing underneath Grand River Avenue, are being done throughout the drainage system.

Along with the low-impact design, a major water quality focus of the project consists of complete reconstruction a 3.5-acre pond that was originally constructed in the early 70's. This pond will serve as secondary treatment system for most of the drainage in the service area, which has significantly grown because of over a couple hundred acres of mainly residential development upstream of the pond that took place in mostly the 80's and 90's. The pond used to serve as a centerpiece to the Walden Pond Co-Op but all the increased flow from the significantly greater upstream impervious surfaces has greatly reduced the functionality of the pond. Surveys comparing the pond's original construction has shown that the once 8 or 9-foot-deep pond has filled in an average of 3.5 feet with sediment, with some areas filling in over 5 feet in depth. The watershed improvement project will completely reconstruct the pond to make it deeper to perhaps support fish one day. Working with the Co-Op, engineers designed pre-treatment wetland systems prior all upstream discharge into the pond. The new pond will greatly support improved wildlife and aquatic biota and flora, while also greatly improving the flood storage and drainage capabilities for the service area.

In connection with this request for full faith and credit, the Drain Office has performed certain due diligence for the Project. Attached is additional material that includes an explanation of Drain Code provisions that provide powers and safeguards with respect to Chapter 20 drain bonds in general and an explanation of the financial due diligence performed for the Project in particular.

Based on the attached analysis, it is my opinion that there is significant property value in the drainage district to support the payment of the assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

I will be in attendance at your Committee meetings on June 15<sup>th</sup> and 16<sup>th</sup> to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

**To:** Ingham County Board of Commissioners  
**From:** Patrick E. Lindemann, Ingham County Drain Commissioner  
**Re:** Full Faith and Credit Resolutions in Support of Chapter 20 Drain Projects  
**Date:** June 1, 2021

---

The Ingham County Drain Office performs certain due diligence for each drain project it undertakes for which the County will be asked to pledge its full faith and credit. The Daniels Drain Maintenance and Improvement Project is a project that has been petitioned under Chapter 20 of the Drain Code, by the Charter Township of Meridian. The purpose of this memo is to summarize the due diligence my office has performed for this Chapter 20 drain project and to provide some background on the general Drain Code provisions that provide safeguards to a county when it pledges its full faith and credit.

Based on the following analysis, it is my opinion that there is significant security to support the payment of the assessments for the Daniels Drain Project leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

#### **DRAIN CODE POWERS AND SAFEGUARDS REGARDING PAYMENT OF CHAPTER 20 DRAIN BONDS**

In considering the risk that there would be insufficient funds to pay drain bonds (which could lead to an advance by a county on its full faith and credit pledge), the Michigan Drain Code and Michigan law in general build in important safeguards to protect the vital public interest in being able to finance drain projects:

- 1) The debt service on drain bonds issued under Chapter 20 of the Drain Code is paid from assessments levied against public corporations benefitted by the Project. These are assessments directly to the public corporations, unlike assessments under Chapters 4 and 8 of the Drain Code where a portion of the assessments would be levied by the Drainage District against benefitted properties. These assessments under Chapter 20 are a strong source of revenue since the assessments are a general obligation of the public corporations and the Drain Code provides significant powers to Cities and Charter Townships to raise revenue to pay their assessments.
  - a) The assessments against public corporations are a general obligation of the public corporations payable from their general fund and any other available funds.
  - b) In addition, the public corporations have the power to specially assess the amounts assessed against the public corporation to benefitted properties in the public corporation. This power provides the public corporation with an additional source of revenue to pay its assessment by raising funds from benefitted properties with all of the powers that are available to the public corporation pursuant to the laws governing the levying and collecting of special assessments.

- c) In addition, Chapter 20 of the Drain Code gives cities and certain charter townships the ability under the laws of the state of Michigan to levy ad valorem taxes to pay their drain assessments. This taxing power is not limited by the constitutional, statutory and charter limitations on the taxing power of the public corporation. This unlimited taxing power provides a second additional revenue source to pay the drain assessment.
- 2) By adopting a resolution pledging full faith and credit, the County is agreeing to be a backup source of payment for the bonds if there is a shortfall in the primary source of payment and the County would only make payments pursuant to this pledge in the event there is ever a shortfall in the assessment collections from the public corporations.
- 3) For a Chapter 20 drain project, the Drain Code gives the County significant powers to collect any shortfall in payment from the public corporations.
  - a) If there is a shortfall in payments from a public corporation that requires the County to advance funds to make payments on the bond, the Drain Code requires the County Treasurer to notify the State Treasurer who is then required to deduct the amount of the shortfall from any moneys of the public corporation in the State's possession not otherwise pledged to the payment of debts, up to an amount equal to 25% of the total owed by the public corporation in any one year.
  - b) In addition, the Board of County Commissioners can order the public corporation and its officers to levy on its tax roll in an amount sufficient to reimburse the County by the due date of the public corporation's tax levy, in which event the Drain Code requires the public corporation and its officials to levy the tax.
  - c) The Drain Code places a direct requirement on the public corporations to levy whatever taxes are needed to pay their assessment if they have not set aside other funds sufficient for that purpose.
  - d) The County has all other remedies available at law to enforce the obligations of the public corporations, which includes the ability to sue for damages and obtain a judgment against the public corporation, which could be spread on the tax roll of the public corporation, and the ability to bring a mandamus action to compel officials of the public corporation to perform their duties mentioned above.
  - e) Section 477 of the Drain Code requires the Drainage Board to levy additional special assessments if the original assessments are not sufficient to pay the principal and interest on the bonds.
- 4) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district bonds issued by a drainage district during my 28-year tenure as drain commissioner.

## **DUE DILIGENCE PERFORMED FOR THE DANIELS DRAIN MAINTENANCE AND IMPROVEMENT PROJECT**

The Drain Office has performed specific due diligence for the Daniels Drain Maintenance and Improvement Project which is undertaken under Chapter 20 of the Drain Code. Each public corporation has discretion to decide how to raise the funds necessary to pay for its assessment.



The Drain Office has been informed in this case the affected municipality is developing its own mix of funds that it will use to make its payments. Since this mix is in the discretion of the public corporations, the due diligence for this project has focused on the possible tax revenue and the state aid that is available to the public corporations to pay the assessment in the worst-case scenario that a public corporation does not pay an installment of its assessment. It should be clear that this is not a representation of how the public corporations plan to pay their assessments. This is just an analysis to show availability of revenues in the case there is a shortfall causing the County to make a payment on the bonds.

1) As stated above, the ultimate source of revenue to pay a public corporation's assessment in a worst-case scenario is an ad valorem tax levy. The County, Charter Township of Meridian, and MDOT are the public corporations that will be assessed for the Daniels Drain Maintenance and Improvement Project. In the event that a millage would need to be levied to pay an annual installment of debt service on the bonds for the main drain project, it is estimated that the necessary millage rate to raise those funds would not exceed:

Meridian Charter Township – 0.28 mill

This analysis shows that even in a worst-case scenario, the revenue stream required for payment would be manageable revenue.

2) As stated above, the other available source of revenue in a worst-case scenario is the state revenue sharing payments that are available to the public corporations. The current year estimate of revenue sharing for Meridian Charter Township published by the state of Michigan is:

Meridian Charter Township – \$3,733,993

3) Based on this analysis, there are significant resources available to support the payment of the assessments for the bonds that will be issued for this project, leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO DANIELS DRAIN DRAINAGE DISTRICT BONDS**

**RESOLUTION # \_\_\_\_\_**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held on \_\_\_\_\_, 2021, at \_\_\_\_\_ p.m., local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner: \_\_\_\_\_

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken by the Drainage Board for the Daniels Drain Maintenance and Improvement Project (the "Drainage Board") under the provisions of Chapter 20 of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the establishment and construction of a drain project referred to as the Daniels Drain Maintenance and Improvement Project (the "Project"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drainage Board intends to issue the Daniels Drain Drainage District's (the "Drainage District") bonds, in one or more series, in an amount not to exceed \$8,790,000 (the "Bonds") pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from an equal amount of assessments to be made upon the public corporations identified in the Final Order of Apportionment (the "Special Assessments"); and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the Drainage District, has analyzed the Special Assessments and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by the Special Assessments, and that the Special Assessments will be levied in an amount equal to or greater than the par amount of the Bonds, assuring the County that there is a sufficient amount of Special Assessments levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

WHEREAS, PFM Financial Advisors LLC has been engaged by the Drainage District to review such projections and to assist the Drainage District as registered municipal advisor for the issuance of the Bonds; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a two-thirds vote of its members elect, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 474 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Bonds will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the public corporations assessed for the Project; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Bonds.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$8,790,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, it shall be the duty of the County Treasurer, for and on behalf of the County, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, the County Finance Director and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners \_\_\_\_\_

\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

**COUNTY SERVICES:**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Approved: \_\_\_\_\_

**FINANCE:**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Approved: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

**CERTIFICATION**

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on \_\_\_\_\_, 2021, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

## Agenda Item 4

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

FROM: Deb Fett, CIO

DATE: 06/8/2021

SUBJECT: Authorize Information Technology Improvements to Enhance Remote Work Utilizing American Rescue Plan Funds  
For the meeting agendas of June 15<sup>th</sup>, 16<sup>th</sup>, and 22<sup>nd</sup>, 2021

---

### **BACKGROUND**

Ingham County Innovation and Technology Department (ITD) would like to request \$1,500,000.0 from the American Rescue Plan (ARP) for phase one of a project to enhance the capability of employees to do remote work. This project is designed to not only allow use of County resources remotely but also to increase the broadband access to Ingham County locations.

This preliminary project would include engineering for fiber broadband installation to various Ingham County locations currently served by subpar connections including several parks and buildings directly serving the public; as well as the ability to use our Ingham County phone extensions from our County owned devices as if we were still on site.

### **ALTERNATIVES**

Not allocating the funds would continue to limit our ability to do remote work to the level it is today.

### **FINANCIAL IMPACT**

As this funding will be entirely through the First Tranche Amount of ARP funds, there will be no impact on the County General Fund.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

This project appears to be eligible for ARP funding although there are currently no established regulations.

### **RECOMMENDATION**

Based on the information presented, we respectfully recommend approval of the attached resolution for allocation of ARP funds from the First Tranche in the amount not to exceed \$1,500,000.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE INFORMATION TECHNOLOGY IMPROVEMENTS TO  
ENHANCE REMOTE WORK UTILIZING AMERICAN RESCUE PLAN FUNDS**

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

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

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

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

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

WHEREAS, the Ingham County Board of Commissioners desires to utilize the First Tranche Amount to swiftly and effectively provide aid to those Ingham County residents and businesses most affected by COVID-19; and

WHEREAS, restrictions have been put in place during the era of COVID-19 which have required employees to work remotely if possible; and

WHEREAS, Ingham County would like to continue to provide services as close to normal as possible during these restrictions; and

WHEREAS, the funds requested would be to increase the ability for Ingham County employees to work remotely as well as increasing the stability of our broadband connectivity.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners funding from Ingham County's allocation from the American Rescue Plan (ARP) in an amount not to exceed \$1,500,000 for the first phase of a project to enhance remote work capability.

BE IT FURTHER RESOLVED, that the Controller's Office work with IT to develop the contract parameters, reporting requirements and to ensure the program is eligible for American Rescue Plan funding.

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 documents consistent with this resolution upon approval as to form by the County Attorney.



**Agenda Item 5a**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** June 1, 2021  
**RE:** Resolution to Authorize a Purchase Order to Haworth via DBI for the Furniture in the Additional Leased Space at the Public Defender's Office

For the meeting agendas of: June 15 & 16

---

**BACKGROUND**

The Public Defender's Office has additional space they leased and are in need of the furniture for the additional staff. Three administrative offices will move from the second floor to the newly leased space needing the furniture to be moved. Haworth via DBI, who is on the MiDeals contract and therefore three quotes are not required per the Ingham county purchasing Policy, submitted a quote of \$20,319.50 to furnish, install and move furniture.

**ALTERNATIVES**

The alternative would be to purchase furniture that may or may not fit the space from a used furniture store.

**FINANCIAL IMPACT**

Funds are available in the Public Defender's Office supplies line item # 260-28200-726010.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
260-28200-726010	\$34,000.00	\$26,564.70	\$20,319.50	\$6,245.20

**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 Haworth via DBI to furnish and install furniture at the Public Defender's Office.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO HAWORTH VIA DBI FOR THE FURNITURE IN THE ADDITIONAL LEASED SPACE AT THE PUBLIC DEFENDER'S OFFICE**

WHEREAS, the Public Defender's Office has additional space leased and are in need of the furniture for the additional staff; and

WHEREAS, three administrative offices will be moved to the newly leased space needing the furniture to be moved; and

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

WHEREAS, Haworth via DBI is on the MiDeals contract; and

WHEREAS, it is the recommendation of the Facilities Department to authorize a purchase order to Haworth via DBI in the amount of \$20,319.50 to furnish, install, and move furniture; and

WHEREAS, funds are available line item # 260-28200-726010 which has a balance of \$26,564.70.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Haworth via DBI, 912 E. Michigan Ave., Lansing, MI 48912, to furnish, install, and move furniture.

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, Human Services, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 1, 2021

**RE:** Resolution to Authorize an Agreement with Roger Donaldson, AIA P.L.C., for the Architectural and Engineering Services for Renovating a Portion of the Human Services Building for Families Forward

For the meeting agendas of: June 14, 15 & 16

---

**BACKGROUND**

Community Mental Health’s Families Forward Program located at the Human Services Building (HSB) needs space to expand to accommodate the growing need for services to the community. Roger Donaldson AIA P.L.C., submitted the lowest responsive and responsible proposal of \$26,206.00 for the architectural and engineering services. The scope of work will include two phases; the first phase includes the assessments, preliminary design and construction budget. The second phase includes the final design and construction.

**ALTERNATIVES**

The alternative would be to not go forward with expanding the space, hindering the program to effectively provide the much-needed services to the community.

**FINANCIAL IMPACT**

Funds for this project are available in the Community Mental Health’s Revolving Maintenance Fund, which is reimbursed by CMH.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
631-26500-931000	\$300,000.00	\$300,000.00	\$26,206.00	\$273,794.00
CMH Revolving Maint. 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 Roger Donaldson AIA P.L.C., for architectural and engineering services to expand Community Mental Health’s Families Forward program at the Human Services Building.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: May 7, 2021

RE: Memorandum of Performance for RFP No. 64-21 (rebid) Architectural and Engineering Services for Renovating a Portion of the Human Services Building

Per your request, the Purchasing Department sought proposals from experienced and qualified firms and individuals for the purpose of entering into a contract to provide architectural and engineering services for renovating a portion of the Human Services Building (HSB). Renovating the HSB will allow Community Mental Health Authority of Clinton, Eaton, Ingham Counties to expand its Families Forward program (which is currently located on the first and second floors of the HSB).

Services under this contract include, but are not limited to, architectural, engineering (mechanical, fire suppression, and electrical), demolition, construction, and installation of new carpet. The Contractor will be responsible for working directly with the CMH-CEI and Facilities Department staff to evaluate the current conditions of and make recommendations for the project.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	126	37
Vendors responding	4	2

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

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

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

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

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Add's	PHASE I		PHASE II		Phase I & II Not-to-Exceed	Number of Meetings
			Preliminary Design Services Cost		Construction Services Cost			
			Not-to-Exceed	Number of Meetings	Not-to-Exceed	Number of Meetings	Grand Total	Grand Total
Roger Donaldson	Yes, Holt MI	Yes	\$9,510.00	4	\$16,696.00	14	\$26,206.00	18
Hobbs + Black Architects	Yes, Lansing MI	Yes	\$27,714.00	4	\$11,880.00	6	\$39,594.00	10
Straub Pettitt Yaste Architects	No, Clawson MI	Yes	\$9,600.00	Grand total provided	\$30,200.00	Grand total provided	\$39,800.00	10
Bergmann	No, Lansing MI (Eaton County)	Yes	\$12,200.00	4	\$32,907.00	14	\$45,107.00	18

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROGER DONALDSON, AIA P.L.C.  
FOR THE ARCHITECTURAL AND ENGINEERING SERVICES FOR RENOVATING  
A PORTION OF THE HUMAN SERVICES BUILDING FOR FAMILIES FORWARD**

WHEREAS, Community Mental Health's Families Forward Program needs space to expand to accommodate the growing need for services to the community; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Roger Donaldson AIA P.L.C., that submitted the lowest responsive and responsible proposal of \$26,206 for architectural and engineering services for Community Mental Health's Families Forward Program expansion at the Human Services Building; and

WHEREAS, funds are available in the Community Mental Health's Revolving Maintenance Fund which has a dedicated balance of \$300,000 for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Roger Donaldson AIA P.L.C., 4787 Tartan Lane, Holt, Michigan 48842, for the architectural and engineering services to renovate a portion of the Human Services Building for Families Forward for an amount not to exceed \$26,206.

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 6**

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

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

**DATE:** June 1, 2021

**SUBJECT:** Proposed Resolution to Approve Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2021 Pavement Marking Program

For the meeting agendas on June 15, 16 and 22

---

**BACKGROUND**

This memo contains a recommendation for the Board of Commissioners to approve individual agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2021 Waterborne Pavement Marking Program.

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

The Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #55-21. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the bidders' proposals met all necessary qualifications, specifications and requirements. The Board of Commissioners adopted the resolution to enter into an agreement with M&M Pavement Markings, Inc. on May 11, 2021 (Resolution #21-250).

Annually, the Road Department invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the pavement marking program, for which they pay for the work performed on the roads within their jurisdiction. The estimated 2021 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #55-21:

City of Leslie:	\$1,709.68
City of Mason:	\$3,855.48
City of Williamston:	\$1,431.58
Village of Webberville:	\$1,498.13

### **ALTERNATIVES**

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

### **FINANCIAL IMPACT**

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

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2021 Pavement Marking Program.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AGREEMENTS  
BETWEEN INGHAM COUNTY AND THE CITY OF LESLIE, CITY OF MASON,  
CITY OF WILLIAMSTON, AND THE VILLAGE OF WEBBERVILLE  
FOR THE 2021 PAVEMENT MARKING PROGRAM**

WHEREAS, the Road Department solicited and received bids in accordance with Ingham County Purchasing policies for the 2021 Pavement Marking Program per Bid Packet #55-21; and

WHEREAS, both the Purchasing and Road Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications, and requirements; and

WHEREAS, the Board of Commissioners adopted a resolution to enter into an agreement with M&M Pavement Markings, Inc. on May 11, 2021 (Resolution #21-250) for the 2021 Pavement Marking Program; and

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

WHEREAS, the estimated 2021 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #55-21:

City of Leslie:	\$1,709.68
City of Mason:	\$3,855.48
City of Williamston:	\$1,431.58
Village of Webberville:	\$1,498.13; and

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

WHEREAS, the County, on behalf of the Road Department, will enter into individual agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville if they choose to participate in the 2021 Pavement Marking Program.

**THEREFORE BE IT RESOLVED**, that the Ingham County Board of Commissioners authorizes entering into individual agreements with the City of Leslie for an estimated cost of \$1,709.68, the City of Mason for an estimated cost of \$3,855.48, the City of Williamston for an estimated cost of \$1,431.58, and the Village of Webberville for an estimated cost of \$1,498.13, if they choose to participate in the Road Department's 2021 Pavement Marking Program and at no additional cost to the Road Department.

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

## Agenda Item 7

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

**FROM:** Cynthia Wagner, Potter Park Zoo Director

**DATE:** June 01, 2021

**SUBJECT:** Emergency Replacement - Savannah Grill Retaining Wall  
For the meeting agendas of June 14 and June 16, 2021

---

### **BACKGROUND**

The Savannah Grill retaining wall collapsed prior to zoo hours Monday, March 26, 2021. The retaining wall is in a public area that includes an event space and accessible path to the restaurant and restrooms. Emergency replacement of the retaining wall was approved by the Controller's office.

Three emergency bids were gathered and Earth Tones Landscaping Inc. provided the lowest bid in an amount not to exceed \$50,117.50. The purchasing department prepared and issued the purchase order April 14, 2021. Materials took one month to arrive once ordered. The retaining wall replacement was completed May 28, 2021. The green space near the zoo restaurant including one of the accessible paths to the restaurant and restrooms were able to be open to the public for Memorial weekend.

### **ALTERNATIVES**

An RFP could have been prepared and the project bid out. This process would have required the event space around the Savannah Grill to remain unusable and one of the accessible paths to the restaurant and restrooms to remain closed during the busiest visitation months.

### **FINANCIAL IMPACT**

The funds were available in the 2021 zoo budget.

**TO:** Board of Commissioners Law & Courts, County Services and Finance Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** May 27, 2021  
**SUBJECT:** Addition of two full time Animal Care Specialists  
For the meeting agenda of June 10, June 15 and June 16, 2021

---

**BACKGROUND**

The Ingham County Animal Control & Shelter (ICACS) currently employs five full-time Animal Care Specialists (ACS) and two temporary staff whose responsibilities include daily feeding, cleaning, and medicating of all animals in our care. The ICACS follows the Association of Shelter Veterinarians (ASV), the National Animal Care and Control Association (NACA), and the Humane Society of the United States (HSUS) recommendations for capacity for care, which requires 15 minutes of care per animal per day. This means that one staff member working an eight-hour shift can adequately care for 29 animals in that shift (accounting for breaks). Our minimum staffing is routinely three to four ACS per day, which allows us to care for approximately 125 animals each day. When an ACS calls in sick or takes a vacation, it often leaves us paying overtime or having inadequate coverage. Additionally, with only five employees being able to perform all essential functions of the job, I am concerned about burn out, compassion fatigue, and eventual turnover of our full-time staff. Many parts of their job are unpleasant. These functions include animal euthanasia and rabies testing, which involves decapitation of the deceased animal. When these tasks are evenly distributed amongst more employees, the burn out and compassion fatigue is reduced.

We have been supplementing staffing with temporary employees but there are issues with relying on temporary positions. It takes four to eight weeks to properly train an incoming ACS in animal care, cleaning protocols, and animal handling to get the employee ready to work. This training period occupies a large portion of the six-month term we are limited to with these positions. In addition, temporary employees are restricted from performing certain job functions such as euthanasia, distribution of medication, rabies testing, diagnostic (fecal exams etc.) and laser therapy treatments, which all require training that is more extensive. Additionally, due to the nature of the temporary position, the staff we hire for these positions often have limited availability and scheduling them where needed is challenging.

**ALTERNATIVES**

If these positions are not approved, then ICACS will continue to hire temporary animal care staff to supplement our staffing.

**FINANCIAL IMPACT**

The long-term (topped out) cost for each position at full-time is \$97,492 for a total cost of \$194,984. Funding exists in the Ingham County Animal Shelter Millage Fund to cover these positions.

**STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to add two full-time Animal Care Specialists to the Ingham County Animal Control & Shelter.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE ADDITION OF TWO FULL-TIME ANIMAL CARE SPECIALIST POSITIONS FOR THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) currently employs five full-time Animal Care Specialists (ACS) and two temporary Animal Care Specialists; and

WHEREAS, temporary ACS positions are unable to perform all of the essential job duties because of their employment time limits; and

WHEREAS, Human Resources and the Capital City Labor Program (CCLP) are both in agreement with adding these positions; and

WHEREAS, total (wage and fringe) top out cost for each position is \$97,492; and

WHEREAS, the cost for these positions will be paid out of the Ingham County Animal Shelter Millage Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the addition of two full-time Animal Care Specialists for the Ingham County Animal Control & Shelter (CCLP Animal Control Grade 1).

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

## Agenda Item 8b

**TO:** Board of Commissioners Law & Courts, County Services, and Finance Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** June 1, 2021  
**SUBJECT:** Reclassification of the ICACS Customer Service and Community Outreach Manager to Community Outreach Manager  
For the meeting agendas June 10, June 15 and June 16, 2021

---

### **BACKGROUND**

Ingham County Animal Control and Shelter (ICACS) has employed a Customer Service and Community Outreach Manager since November of 2016 (Resolution #16-471). The position was originally created for the purposes of supervising office operations, managing community outreach events, and performing fundraising. An in-depth review of the position was performed by ICACS Management and Ingham County Human Resources when the position became vacant in May of 2021. There were a number of overlapping job duties with the Office Lead position which historically had created confusion for office and other shelter staff. The position was reclassified to reflect the direction and rebranding that has been taking place over the last year. The new Community Outreach Coordinator position will be responsible for formulating and implementing a comprehensive communication strategy to promote ICACS and its programs and will be critical as the department moves forward.

### **ALTERNATIVES**

If this reclassification is not approved, then ICACS will post and fill the current Customer Service and Community Outreach Manager position.

### **FINANCIAL IMPACT**

The Customer Service and Community Outreach Manager position was classified in the MC group Level 8 (\$54,281.32 to \$65,155.40). The reclassified Community Outreach Manager position will be MC group level 7 (\$49,600.76 to \$59,539.82). This position is funded by the Animal Shelter Millage.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to reclassify the Customer Service and Community Outreach Manager position to Community Outreach Manager for the Ingham County Animal Control & Shelter.

**Agenda Item 8b**

TO: Heidi Williams, Animal Control Director  
FROM: Joan Clous, Human Resources Specialist  
DATE: May 27, 2021  
RE: Memo of Analysis for changes to the Customer Service & Community Outreach Manager

---

Regarding the change to the position listed above, Human Resources can confirm the following information:

1. The position will now be known as Community Outreach Manager and was classified in the MC group Level 7 (\$49,600.76 to \$59,539.82)

**Please use this memo as acknowledgement of Human Resources' participation and analysis of your reclassification proposal. You are now ready to move forward by contacting budget for a budget analysis.**

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**COMMUNITY OUTREACH COORDINATOR  
ANIMAL CONTROL**

**General Summary:**

Under the supervision of ICACS Management, formulates and implements a comprehensive marketing and communication strategy to promote the shelter. Develops and maintains department social media presence, including issuing press releases. Assists with donor relations and coordinates interaction with the Ingham County Animal Shelter Fund. Plans and coordinates shelter community events and fundraisers.

**Essential Functions:**

1. Formulates and implements a comprehensive communication strategy to promote ICACS and its programs. Initiates and maintains positive media relations on behalf of the ICACS. Creates marketing material and press releases for distribution to appropriate stakeholders.
2. Creates and manages content on Department social media platforms and website.
3. Solicits donations to ICACS and manages donor relations.
4. Researches, applies for and administers shelter related grants.
5. Plans and implements community outreach and promotional events and programs.
6. Coordinates ICACS Outreach Center operations, including volunteer staffing, and Outreach Center programs, including but not limited to: vaccine clinics, food bank programs, dog house programs, and shelter-based internships.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of two years college coursework in communications, marketing, social media management, graphic design or equivalent experience is required.

**Experience:** A minimum of 2 years of experience in public relations, marketing, or media management.



**Other Requirements:** Proficient in use of graphic design and video editing software.

*(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:**

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone. Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

The work environment rotates between an office, the animal shelter and off-site locations for volunteer/public relation tasks. Regular exposure to the odors, noises and diseases of animals. Exposure to animal urine and feces as well as animal parasites such as fleas, ticks and mites. Exposure to the risk of animal bites. Exposure to cleaning products and their fumes.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RECLASSIFY THE CUSTOMER SERVICE AND COMMUNITY OUTREACH  
MANAGER POSITION TO COMMUNITY OUTREACH MANAGER**

WHEREAS, Ingham County Animal Control and Shelter (ICACS) employed a Customer Service and Community Outreach Manager for the purpose of supervising office operations and managing community outreach events; and

WHEREAS, the position became vacant in May of 2021; and

WHEREAS, ICACS Management performed an evaluation of organizational function and determined there was overlap between the Customer Service and Community Outreach Manager and Office Coordinator positions; and

WHEREAS, ICACS Management restructured the position to focus on more effectively managing community outreach programs and fundraising opportunities; and

WHEREAS, the Customer Service and Community Outreach Manager will now be known as the Community Outreach Manager; and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the conversion of the vacant position #421028 from a Customer Service and Community Outreach Manager (MC group level 8, \$54,281.32 - \$65,155.40) to Community Outreach Manager (MC group, level 7, \$49,600.76-\$59,539.82) would decrease costs by \$8,240 annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of the Community Outreach Manager position as described above.

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

## Agenda Item 9

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** May 27, 2021  
**SUBJECT:** Authorization to Amend CHR II Position from Part-Time to Full-Time Status

For the Meeting Agendas of June 14, June 15 and June 16, 2021

---

### **BACKGROUND**

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to change the status of position #601524 Community Health Representative II (CHR II), at Forest CHC from part-time to full time, effective July 1, 2021 and to be ongoing. The CHR II position supports the Ryan White HIV/AIDS Program located at Forest CHC. This position is presently a part-time position contracted at 20 hours per week and paid for by Ryan White Part B, HIV Care Coordination/Ryan White Part D funding sources. Over the last year there has been an increase in both demand for program services and workload placed on this position, requiring more time than 20 hours per week to adequately support program operations.

### **ALTERNATIVES**

Choosing not to change Position #601524 from part time to full time status will fail to support growing programmatic demands.

### **FINANCIAL IMPACT**

The cost increase for this status change from \$19,595 (plus benefits) to \$39,190 (plus benefits) will be for a total amount not to exceed \$19,595, and will be covered by Ryan White 340B pharmacy revenue.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A1(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 authorizes the amendment in status of position #601524 from part-time to full-time status for an amount not to exceed \$19,595 (plus benefits), effective July 1, 2021 and to be ongoing.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE STATUS OF POSITION #601524 (CHR II – FOREST)  
FROM PART-TIME TO FULL-TIME**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to change the status of position #601524 Community Health Representative II (CHR II), at Forest CHC from part-time to full-time, effective July 1, 2021 and to be ongoing; and

WHEREAS, the CHR II position supports the Ryan White HIV/AIDS Program located at Forest CHC; and

WHEREAS, this position is presently a part-time position contracted at 20 hours per week and paid for by Ryan White Part B, HIV Care Coordination/Ryan White Part D funding sources; and

WHEREAS, over the last year there has been an increase in both demand for program services and workload placed on this position, requiring more time than 20 hours per week to adequately support program operations; and

WHEREAS, the cost increase for this status change, from \$19,595 to \$39,190 will be covered by Ryan White 340B pharmacy revenue; and

WHEREAS, the ICHC Board of Directors and the Health Officer recommend that Ingham County Board of Commissioners authorizes amending the status of position #601524 CHR II from part-time to full-time for an amount not to exceed \$19,595 (plus benefits), effective June 1, 2021 and to be ongoing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the status of position #601524 CHR II from part-time to full-time for an amount not to exceed \$19,595 (plus benefits), effective June 1, 2021 and to be ongoing.

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

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

**TO:** Board of Commissioners County Services and Finance Committee  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** June 8, 2021  
**SUBJECT:** Resolution Approving Additional Modifications to Appendix D – Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of Reclassification Requests  
For the meeting agendas of June 15 (County Services) and June 16 (Finance)

---

**BACKGROUND**

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2021, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual, including but not limited to, modifications to compensation levels as a result of reclassification requests. The attached resolution reflects proposed changes in classification levels for several positions as the result of reclassification requests, which, if approved, would modify Appendix D of the Managerial and Confidential Employee Personnel Manual.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

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

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to Appendix D of the Managerial and Confidential Employee Personnel Manual for 2021.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ADDITIONAL MODIFICATIONS TO APPENDIX D –  
COMPENSATION LEVELS OF THE MANAGERIAL AND CONFIDENTIAL EMPLOYEE  
PERSONNEL MANUAL FOR 2021 AS A RESULT OF RECLASSIFICATION REQUESTS**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and recommended proposed changes and updates to the 2021 Managerial and Confidential Employee Personnel Manual, including but not limited to modifications to compensation levels as a result of reclassification requests; and

WHEREAS, reclassification requests have been submitted and recommended for consideration by the Ingham County Board of Commissioners as set forth below.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications to Appendix D – Compensation Levels of the 2021 Managerial and Confidential Employee Personnel Manual for 2021:

- Position #101019 Administrative Assistant – Board of Commissioners Office (formerly Administrative Secretary), Board of Commissioners Office: Move from MC 3 to MC 5
- Position #231001 Purchasing Director, Purchasing Department: Move from MC 12 to MC 13
- Position #226010 HR Generalist - Employment Specialist (formerly HR Specialist), Human Resources Department: Move from MC 9 to MC 10
- Position #226011 HR Generalist – Labor & Employee Relations Specialist (formerly HR Specialist), Human Resources Department: Move from MC 9 to MC 10
- Position #226010 HR Analyst, Human Resources Department: Move from MC 7 to MC 9
- Position #226005 HR Employee Data Analyst (formerly Employee Services Coordinator), Human Resources Department: Move from MC 6 to MC 7

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

<u>Position Title</u>	2021		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Administrative Assistant - BOC	MC 3: 44,763.10	MC 5: 51,054.39	6,649.46
Purchasing Director	MC 12: 90,111.79	MC 13: 96,400.88	6,289.09
HR Gen'l – Employment Spec.	MC 9: 71,065.43	MC 10: 77,714.89	6,649.46
HR Gen'l – Labor & EE Rel Spec.	MC 9: 71,065.43	MC 10: 77,714.89	6,649.46
HR Analyst	MC 7: 59,539.82	MC 9: 71,065.43	11,525.61
HR Employee Data Analyst	MC 6: 54,966.92	MC 7: 59,539.82	4,572.90
<b>TOTAL:</b>			<b>42,335.98</b>

BE IT FURTHER RESOLVED, that the terms of the 2021 Managerial and Confidential Employee Personnel Manual, as amended, will be effective January 1, 2021 and shall expire on December 31, 2021.

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

**FROM:** Gregg Todd, Controller

**DATE:** June 1, 2021

**SUBJECT: RESOLUTION TO UTILIZE AMERICAN RESCUE PLAN FUNDS TO FUND GRANT REQUESTS FROM INGHAM COUNTY EMERGENCY SERVICE AUTHORITIES**  
For the meeting agendas of June 15 and 16, 2021

---

**BACKGROUND**

Ingham County has two emergency services authorities, Northeast Ingham Emergency Services Authority (NIESA), which serves Williamstown, Locke, Wheatfield and Leroy Townships, and the Stockbridge Area Emergency Services Authority (SAESA), which serves Bunker Hill, White Oak, and Stockbridge Townships. As non-governmental agencies, neither were recipients of American Rescue Plan (ARP) funds while both agencies were negatively affected by COVID with regard to operating revenue and increased operational expenses.

Providing grant funds through the ARP would help alleviate the fiscal strains brought on by COVID and help ensure the residents of these seven townships prompt and reliable emergency services.

**ALTERNATIVES**

Rely on the service area townships to provide financial support.

**FINANCIAL IMPACT**

The funding request from the ARP First Tranche Amount is up to \$1,000,000. Although a new request, this amount fits within the current ARP funding program as we have a reduction in Property Tax Forbearance of \$1,500,000 due to the State implementing a program for property tax forbearance. See below:

<b>Tranche 1 May 2021 - May 2022</b>	<b>\$ 28,398,219</b>		
<b>Expense</b>	<b>Estimate</b>	<b>Revised</b>	<b>Committed</b>
Essential Employee Pay	\$ 2,100,000	\$ 3,500,000	
IT Upgrades for Remote Work/Connectivity	\$ 250,000	\$ 1,500,000	
Health Department	\$ 2,691,000	\$ 1,491,000	\$ 1,200,000
Small Business Rescue Grants	\$ 11,000,000	\$ -	\$ 11,000,000
Assistance to Residents	\$ 6,500,000	\$ 5,000,000	
Mortgage Assistance	\$ 1,000,000	\$ -	\$ 1,000,000
Property Tax Forbearance (2020 delinquent taxes)	\$ 1,500,000	\$ -	
Tourism/Travel/Hospitality	\$ 1,400,000	\$ -	\$ 1,400,000
Career Enhancement Program	\$ 500,000	\$ 500,000	
Marketing	\$ 300,000	\$ 300,000	
Additional Staffing (2 full time)	\$ 140,000	\$ -	\$ 242,000
Emergency First Responders	\$ -	\$ 1,000,000	
<b>Total Tranche 1 Expense Estimate 3.25.2001</b>	<b>\$ 27,381,000</b>		
<b>Tranche 1 Net</b>	<b>\$ 1,017,219</b>		
<b>Revised Tranche 1 Expense Estimate 5.22.2021</b>		<b>\$ 28,133,000</b>	
<b>Revised Tranche 1 Net</b>		<b>\$ 265,219</b>	

**OTHER CONSIDERATIONS**

Per the Interim Final Rule published by the US Treasury Department, the use of ARP funds for emergency first responders affected by COVID-19 is within the allowable guidelines. Grant requests from both agencies would be reviewed to ensure the requested items fit within the allowable guidelines.

**RECOMMENDATION**

Respectfully recommend that County Services approve the resolution.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO UTILIZE UP TO \$1,000,000 IN AMERICAN RESCUE PLAN FUNDS TO FUND GRANT REQUESTS FROM INGHAM COUNTY EMERGENCY SERVICE AUTHORITIES**

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

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

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

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

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

WHEREAS, non-governmental emergency service authorities did not receive American Rescue Plan funds; and

WHEREAS, COVID-19 negatively affected non-governmental emergency service authorities by limiting operating revenue while increasing operational costs due to extra staffing to cover increased emergency response calls and COVID-19 related staff shortages, PPE requirements and additional wear and tear on emergency response vehicles and equipment; and

WHEREAS, for many Ingham County residents in our rural communities, emergency service authorities are critical first responders; and

WHEREAS, the financial impacts on emergency service authorities during COVID-19 has jeopardized emergency service authorities' ability to provide critical first response services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes that up to \$1,000,000 of First Tranche Amount funds be dedicated to Ingham County emergency service authorities to enhance operations impacted by COVID-19.

BE IT FURTHER RESOLVED, that Ingham County emergency service authorities access these funds by submitting grant requests to the Controller's Office.

BE IT FURTHER RESOLVED, that the Controller's Office will ensure the requests are eligible for American Rescue Plan funding.

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 Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

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

**FROM:** Gregg Todd, Controller

**DATE:** June 1, 2021

**SUBJECT: RESOLUTION TO AMEND SUSPENSION OF OPERATIONS POLICY**  
For the meeting agenda of June 15, 2021

---

**BACKGROUND**

The Controller's Office has established a Policy Review Committee consisting of representatives from the Clerk's Office, Treasurer's Office, Sheriff's Office and Human Resources to review current policies and recommend changes. The first policy reviewed was the Suspension of Operations Policy and a number of changes are recommended including:

- Adding definitions for "Chief Judge" and "Elected Officials";
- Including Chief Judge and Elected Officials in the Authority and Responsibility section to suspend their department's operations;
- Clarifying the Chief Judge's authority to suspend court operations separate from County closures;
- Clarifying the accrual of vacation leave with regard to remote work, previously scheduled leave, and overtime during a suspension of operations;
- Clarifying the events or situations required to implement the policy;
- Various grammatical corrections.

**ALTERNATIVES**

Leave the policy as it is which can lead to further confusion regarding Suspension of Operations.

**FINANCIAL IMPACT**

None.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND SUSPENSION OF OPERATIONS POLICY**

WHEREAS, on January 26, 2016 the Ingham County Board of Commissioners approved Resolution #16-010 to adopt a Suspension of Operations Policy; and

WHEREAS, the Policy is intended to provide a framework for action and response when situations arise requiring the suspension of some or all of the County's functions; and

WHEREAS, the Suspension of Operations Policy is applicable to all permanent Ingham County employees; and

WHEREAS, the Controller is responsible for periodically reviewing the policy and submitting recommended changes to the County Services Committee; and

WHEREAS, the Controller's Office recently established a Policy Review Committee consisting of representatives from Circuit Court, Treasurer's Office, Clerk's Office, Sheriff's Office and Human Resources to review county policies; and

WHEREAS, the review of the Suspension of Operations Policy identified a number of issues that require amending to clarify Section B. Definitions, Section C. Authority and Responsibility and Section D. Procedure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner amends Section B of the Suspension of Operations Policy to include the following definitions:

Chief Judge – the judge appointed by the Michigan Supreme Court as the presiding officer and director of administration of a court.

Elected Officials – the County Clerk, the Treasurer, the Sheriff, the Prosecuting Attorney, the Register of Deeds and the Drain Commissioner.

BE IT FURTHER RESOLVED, that Section C of the Suspension of Operations Policy is amended to include Elected Officials and Chief Judges and to clarify the closure of non-court departments to read as follows:

Department Heads, Elected Officials, and the Chief Judges have the authority to suspend any or all of their department's operations.

The Controller together with the Chairperson of the Board of Commissioners may officially close non-court departments of the County.

BE IT FURTHER RESOLVED, that Section D.1 of the Suspension of Operations Policy is amended to include Elected Official and Chief Judge to read as follows:

1. In circumstances where a/an Elected Official, Chief Judge, or Department Head temporarily suspends some or all department operations and intends for employees to be compensated for time lost, he/she must notify and secure approval of the County Controller.

BE IT FURTHER RESOLVED, that Section D.2 of the Suspension of Operations Policy is amended to reflect the authority of the Chief Judge in the closure of court operations to read as follows:

2. In a situation where the Controller together with the Chairperson of the Board of Commissioners closes departments of the County and/or agrees with the decision of a Chief Judge to suspend some or all of a court's operations, the following provisions apply.

BE IT FURTHER RESOLVED, that Section D.2.b of the Suspension of Operations Policy is amended to add the following subsections regarding scheduled leave, remote work, vacation accrual, and overtime:

- iv. Employees not scheduled to work during a period of closure due to previously scheduled time off (vacation, sick leave, other paid leave) will be required to utilize the approved leave.
- v. Employees who have the ability to work remotely on the day of a closure will only be allowed to work and accrue vacation time with written approval from their supervisor.
- vi. Overtime worked during a closure, either previously scheduled or required due to closure activities, will not earn extra vacation time per this policy. Existing overtime policies and vacation accrual will apply.

BE IT FURTHER RESOLVED, that Section D.2.b.5 of the Suspension of Operations Policy is added to clarify when the events required to implement the policy:

5. The Suspension of County Operations Policy relates to natural events (snowstorms, ice storms, tornados, earthquakes, etc.) that could jeopardize the safety of employees traveling to work or to building closures due to infrastructure issues (sewer/water, heat, electric, cooling, etc.). County closure due to pandemics or other wide-spread health related issues are addressed in the Health Advisory Leave Policy and this policy does not apply.

BE IT FURTHER RESOLVED, that these policy changes shall have immediate effect upon adoption of this Resolution.

## Suspension of County Operations

Approved: January 26, 2016

Resolution No. 16-010

### A. Purpose and Applicability

The purpose of this policy is to provide the framework for action and response when situations arise requiring the suspension of some or all of the County's functions. The policy is applicable to all permanent County employees.

### B. Definitions

**Chairperson of the Board of Commissioners** - the Chairperson of the Board of Commissioners, the Vice-Chairperson of the Board of Commissioners, or personnel designated to fill in for the Chairperson of the Board of Commissioners or the Vice-Chairperson of the Board of Commissioners in their absence.

**Chief Judge – the judge appointed by the Michigan Supreme Court as the presiding officer and director of administration of a court.**

**Controller** - the Controller, Interim Controller, or personnel designated by the Controller or Interim Controller to fill in for them during an absence.

**Department Head** - the Department Head, Interim Department Head, or personnel designated by the Department Head or Interim Department Head to fill in for them during an absence.

**Day** - the 24-hour period commenced at 00:00 Eastern Time and ended 23:59 Eastern Time of a specified calendar date.

**Elected Officials – the County Clerk, the Treasurer, the Sheriff, the Prosecuting Attorney, the Register of Deeds and the Drain Commissioner.**

**Leave of Absence** – time away from work which may be paid or unpaid, e.g. FMLA leave. Vacation time and sick time are not considered leaves of absence.

**Period of closure** – days of closure.

**Period of suspended operations** - days of suspended operations.

**Regularly Scheduled** - the time period and day of the week for which an employee is normally scheduled to work. For employees working rotating schedules, the time period and day of the week for which an employee is scheduled to work when the schedule for the period is finalized. Employees on any type of leave of absence are not considered to be regularly scheduled.

C. Authority and Responsibility

Department Heads, **Elected Officials, and the Chief Judges** have the authority to suspend any or all of their department's operations.

The Controller together with the Chairperson of the Board of Commissioners may officially close **non-court** departments of the ~~County or the entire County~~.

The Controller is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval.

D. Procedure

1. In circumstances where a **an Elected Official, Chief Judge, or** Department Head temporarily suspends some or all department operations and intends for employees to be compensated for time lost, he/she must notify and secure approval of the County Controller.
  - a. Employees being asked to work during the period of suspended operations shall be compensated at their contractually specified rates for the hours they work.
  - b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period shall be compensated for hours normally scheduled.
  - c. Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no compensation.

**History:** 2016, Resolution 16-010, Effective January 26, 2016; -- Amended 2017, Resolution 17-457, Effective November 28, 2017

2. In a situation where the Controller together with the Chairperson of the Board of Commissioners closes departments of the County ~~or the entire County~~, and if **and/or agrees with the decision of a Chief Judge to suspend some or all of a court's operations, the following provisions apply:**
  - a. **If** notification of the closure has been made to employees via public service announcement at least one hour prior to the commencement of their regularly scheduled shift, then:
    - i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work and will also accrue one hour of vacation time for each hour worked.
      1. Vacation time accrued for working during the period of closure is subject to the contractually specified caps. An employee accruing time over the cap will lose that time and will not be compensated for it.
    - ii. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.

- iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
  - iv. **Employees not scheduled to work during a period of closure due to previously scheduled time off (vacation, sick leave, other paid leave) will be required to utilize the approved leave.**
  - v. **Employees who have the ability to work remotely on the day of a closure will only be allowed to work and accrue vacation time with written approval from their supervisor.**
  - vi. **Overtime worked during a closure, either previously scheduled or required due to closure activities, will not earn extra vacation time per this policy. Existing overtime policies and vacation accrual will apply.**
- b. If notification of the closure is not made at least one hour prior to the commencement of the regularly scheduled shift and/or employees are instructed to return home, then:
- i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work.
    - 1. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
  - ii. Employees being instructed to return home, who do not follow the instruction and continue to work, shall be compensated at their contractually specified rates for the hours they work, but will be subject to disciplinary action.
  - iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
- c. Should an instance arise that falls outside of these stipulations, the overarching principal to be used to determine remuneration actions to be taken on behalf of employees is, “the actions necessary to make employees whole.” ~~This stipulation is subject to the limitations stated in item d. below.~~
3. In a situation where the Controller and the Chairperson of the Board of Commissioners act to close departments of the County or the entire County, the period of closure shall be considered as paid administrative leave time to compensate impacted employees.



4. Employees who are reasonably prevented from reporting to work at their regularly scheduled time immediately following a period of suspended operations or period of closure under this policy may use compensatory, vacation or sick time to cover their absence.
5. **The Suspension of County Operations Policy relates to natural events (snowstorms, ice storms, tornados, earthquakes, etc.) that could jeopardize the safety of employees traveling to work or to building closures due to infrastructure issues (sewer/water, heat, electric, cooling, etc.). County closure due to pandemics or other wide-spread health related issues are addressed in the Health Advisory Leave Policy and this policy does not apply.**

**History:** 2016, Resolution 16-010, Effective January 26, 2016; -- Amended 2019, Resolution 19-037, Effective February 12, 2019

**TO:** County Services Committee  
**FROM:** Gregg Todd, Controller  
**DATE:** May 25, 2021  
**SUBJECT:** Quarterly Settlement of Claims Report

On June 13, 2017 the Board of Commissioners approved the Settlement of Claims, Litigation, and Separation Agreements Policy (Policy No. 222). Section D.3 of the policy requires that “The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” This report is intended to satisfy that requirement for all of 2020, apologies for missing 2020 in its entirety, and the first quarter of 2021 (January 1 through March 31), which had no settlements or claims paid out.

**2020 Quarterly and 2021 First Quarter  
Settlements of Claims, Litigation and Separation Agreements**

**First Quarter 2020**

<u>Amount</u>	<u>Department</u>	<u>Type</u>
\$ 45,000.00	Road	Liability
\$ 351.00	Parks	Property
\$ 1,956.36	Parks	Property
\$ 397.70	Facilities	Property
\$ 1,956.36	Parks	Property

**Second Quarter 2020**

<u>Amount</u>	<u>Department</u>	<u>Type</u>
\$ 5,000	Legal	Seperation Agreement

**Third Quarter 2020**

<u>Amount</u>	<u>Department</u>	<u>Type</u>
\$ 12,000	Legal	Workers Comp Settlement
\$ 397.70	Facilities	Property
\$ 20,650.00	Sheriff	Collision
\$ 23,941.90	Housing	Structures other than Buildings
\$ 745.63	Road	Property

**Fourth Quarter 2020**

<u>Amount</u>	<u>Department</u>	<u>Type</u>
\$ 24,843.85	Legal	Settlement - Step Discrepancy
\$ 22,962.57	Legal	Seperation Agreement

Please do not hesitate to contact me if you have any questions.