

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, MAY 18, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/85790207228>.

Agenda

Call to Order

Approval of the [May 4, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [John E Green](#) for the Print Shop Humidification System Replacement at the Hilliard Building
 - b. Resolution to Authorize an Agreement with [Roof Connect](#) to Replace the Roof over the State of Michigan's Storage Area and Facilities Grounds Garage at the Human Services Building
2. Road Department – Resolution to Authorize an Agreement with Michigan Department of Environment, Great Lakes & Energy (EGLE) for a 2021 [Scrap Tire](#) Market Development Grant
3. Animal Control & Shelter – Resolution to Convert the Part-Time Animal [Behaviorist/Enrichment Coordinator](#) Position to Full-Time and Accept a Grant in the Amount of \$17,500 from Petco Love for the Ingham County Animal Control and Shelter
4. Human Resources – Resolution to Authorize [NEOGOV](#) to Act as an E-Verify Agent
5. Board of Commissioners – Resolution to Authorize the Continuation of the Declaration of the [State of Emergency](#) for the County of Ingham
6. Board Referral – Resolution #2021-068 from the Lansing City Council Regarding Transfer of the [Delta Grande Drain](#) to the City of Lansing

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE

May 4, 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 vote and the present location of the Committee members was taken for the record.

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

Members Absent: None.

Others Present: Commissioner Crenshaw, Treasurer Eric Schertizing, Gregg Todd, Linda Vail, Becky Bennett, Sue Graham, Tori Meyer, Jared Cypher, Teri Morton, Gordon Love, Scott Hendrickson, Richard Terrill, Morgan Cole, Karen Conroy, and Michael Tanis.

Approval of the April 20, 2021 Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 20, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Removed –

5. Controller's Office
 - b. Resolution to Authorize Information Technology Improvements to Enhance Remote Work Utilizing American Rescue Plan Funds
6. Human Resources
 - b. UAW Zoo Unit Grievance Hearing per MCL 15.268(h) (*Closed Session*)

Addition –

5. Controller's Office
 - d. COVID-19 Pandemic Lessons (*Discussion*)

Limited Public Comment

Karen Conroy, Property Tax Coordinator, stated that she wanted to show support for Agenda Item No. 5a. She further stated that because of her job position, she knew what the COVID-19 pandemic had done to people who were struggling to pay their taxes last year.

Ms. Conroy stated that she had been thrilled to hear of federal funds through the American Rescue Plan Act of 2021 to help people who were struggling to pay their taxes. She further stated that she had been concerned as to how the County would meet those needs, but with the proposed additional job position, it would help the County better serve the public and prevent foreclosures.

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

1. Clerk's Office – Resolution to Authorize the Purchase of Fingerprinting Software from ID Networks, Inc.
2. Financial Services Department – Resolution to Authorize the Purchase of Financial Software Module Tyler Content Manager
3. Facilities Department
 - a. Resolution to Authorize a Contract Extension with Boynton Fire Safety Services, LLC for Fire Prevention Services at Several County Facilities
 - b. Resolution to Authorize an Agreement with Michigan Paving & Materials Company for the Replacement of the Human Services Building's Rear Northeast Parking Lot and the Veterans Memorial Courthouse's Visitor Parking Lot
4. Road Department – Resolution to Approve an Agreement between Ingham County and M&M Pavement Marking, Inc. for Bid Packet #55-21 2021 Countywide Waterborne Pavement Marking and the Cold Plastic Common Text & Symbol Pavement Marking Program
5. Controller's Office
 - a. Resolution to Utilize American Rescue Plan Funds to Fund a Lead Senior Accountant and a Tax Forfeiture/Foreclosure Coordinator
 - c. Resolution to Authorize Adjustments to the 2021 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY.

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

5. Controller's Office
 - d. COVID-19 Pandemic Lessons (*Discussion*)

Commissioner Grebner stated that due to the impact of the COVID-19 pandemic on the workplace, he proposed that it was the Board of Commissioners instruction that staff was to think all the time about what had been learned, what had changed, and what needed to be changed with their budget to accommodate changes. He further stated that he anticipated the County would experience many requests for modifications to offices.

Commissioner Grebner stated that the Commissioners ought to be sensitive to Department Heads asking for reclassifications, reorganizations, and so on. He further stated that if the County did not do that now, there would come a time when it caught up to them after others had already done so.

Commissioner Slaughter stated that for example, the Department of Technology, Management and Budget (DTMB) had sent out surveys to their Department Heads to get a sense of their employees' preference. He further stated that if the County went forward with this, he would like to see a study conducted and be sure they knew where employees lived and how that impacted the County.

Chairperson Stivers stated that she agreed that it was important to start considering this. She further stated that Community Mental Health (CMHA-CEI) was in the process of evaluating their needs and she wanted to mention that the Families Forward program was desperate for more office space.

Commissioner Sebolt stated that based on his time on the Return-to-Office Workgroup, the private sector would be moving in this direction. He further stated that private sector businesses looked at the flexibility of their employees, so the County would be joining a cultural shift.

Commissioner Celentino stated that he would never want to force employees to work virtually. He further stated that he agreed that the idea should be considered, but did not want it to be a condition of employment.

Commissioner Grebner stated that unions represented most County employees, and so the County could not change anything without the approval of bargaining units. He further stated that it would not be that this was imposed on County employees, but rather the departments would discover this about their operations.

Commissioner Grebner stated that he thought this would be done department-by-department rather than countywide. He further stated that the goal for this budget was to get through the COVID-19 pandemic and get back to normal, but now it was to get to a world not yet seen.

6. Human Resources

- a. Resolution to Approve Modifications to the 2020 Managerial and Confidential Employee Personnel Manual for 2021

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

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

BE IT FURTHER RESOLVED, that the Health Officer shall be placed at a Grade MC 19, Step 5.

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

Commissioner Sebolt stated that Linda Vail, County Health Officer, had done a commendable job, but this reflection in classification had nothing to do with how admirably she had performed during the COVID-19 pandemic. He further stated that it was meant to adjust the job description to reflect what it should had been this entire time.

Commissioner Sebolt stated that adjustments in the job description were meant to full-set of duties required of the County Health Officer due to the fact that Ingham County contained the Michigan State Capitol. He further stated that there were responsibilities that came along with that.

Discussion.

Commissioner Grebner asked for the input of Gregg Todd, County Controller, and Sue Graham, Human Resources Director.

Commissioner Grebner stated that the County had established policies on this, and he would want to know that Mr. Todd and Ms. Graham did not have special concerns.

Commissioner Naeyaert stated that this process was different from what would normally be done, but this was a decision for the Board of Commissioners to make. She further stated that these were unprecedented times, and like what Commissioner Sebolt stated, this was not only based on 2020.

Commissioner Naeyaert stated that she was in support of the amendment. She further stated that if the Board of Commissioners were in support of the amendment, she believed Mr. Todd and Ms. Graham would do what the Board of Commissioners decided.

Mr. Todd stated that he and Ms. Graham fully supported the amendment.

Commissioner Sebolt stated that while he appreciated the input of Mr. Todd and Ms. Graham, the County Health Officer was a direct report to the Board of Commissioners.

Commissioner Slaughter stated that he supported the amendment. He further stated that Ms. Vail was deserving of such treatment.

Commissioner Grebner stated that the Board of Commissioners should always make sure that staff was comfortable with a change to rules as staff was in the position to consider other implications.

Ms. Graham stated that in the Managerial and Confidential Employee Personnel Manual (MCF), there was a provision that allowed the County Services Committee and Board of Commissioners to make changes to an employee's salary within the salary range, and Step 5 was within the salary range.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

6. Human Resources
 - c. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, AT 7:01 P.M., TO MOVE THE MEETING INTO CLOSED SESSION TO DISCUSS THE NEGOTIATION OF COLLECTIVE BARGAINING AGREEMENTS UNDER MCL 15.268(C).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, AT 7:13 P.M., TO RETURN TO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated that he attended a meeting of the Capital Area Region Transportation Study Committee (CARTS), and that they were looking for Requests for Proposals (RFPs) for the upcoming year, so if the Commissioners had road or bridge items that needed repair, there was the possibility of adding a project to their list.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:15 p.m.

**MAY 18, 2021 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1a. Facilities Department – Resolution to Authorize a Purchase Order to John E Green for the Print Shop Humidification System Replacement at the Hilliard Building

This resolution authorizes a PO with John E Green to replace the humidification system in the Hilliard Building's print shop. John E Green, a local vendor, submitted the lowest responsive and responsible proposal of \$6,025. A contingency of \$500 is requested for any unforeseen circumstances.

Funding is available in the 2020 Public Improvement Fund CIP.

See memo for details.

1b. Facilities Department – Resolution to Authorize an Agreement with Roof Connect to Replace the Roof over the State of Michigan's Storage Area and Facilities Grounds Garage at the Human Services Building

This resolution authorizes an agreement with Roof Connect to replace the +25-year old roof at the State of Michigan's storage area and Facilities Grounds garage at HSB. Roof Connect submitted a proposal of \$24,742. Roof Connect is a participant of the Omnia co-operative agreement, therefore, three quotes are not required per the Purchasing Policy. A contingency of \$5,000 is requested for any unforeseen circumstances.

Funding is available in the 2019 Public Improvement Fund CIP.

See memo for details.

2. Road Department – Resolution to Authorize an Agreement with Michigan Department of Environment, Great Lakes & Energy (EGLE) for a 2021 Scrap Tire Market Development Grant

This resolution authorizes an agreement between EGLE and the County to receive FY2021 Scrap Tire Market Development Grant fund for the ICRD totaling \$530,000 for the implementation and use of crumb rubber modified asphalt paving mixture for the resurfacing of Lake Lansing Road and post-consumer scrap tires as fill confinement in a weak soil under-cut area of the Bellevue Road resurfacing project.

See memo for details.

3. **Animal Control and Shelter – Resolution to Convert the Part-Time Animal Behaviorist/Enrichment Coordinator Position to Full-Time and Accept a Grant in the Amount of \$17,500 from Petco Love for the Ingham County Animal Control and Shelter**

This resolution will approve the conversion of the Animal Behaviorist/Enrichment Coordinator from part-time to full-time. It will also authorize the acceptance of a grant from the Petco Love Foundation in the amount of \$17,500 toward the cost of this position. Increasing the position to full-time will enable the Ingham County Animal Control and Shelter to continue to expand its Fear Free Sheltering model. The part-time position was initially authorized by R20-489, partially offset by funding of \$35,000 from the Animal Shelter Fund, with the balance funded by the Animal Shelter Millage. The current cost of the position at full-time is \$66,414, with \$35,000 paid by the Animal Shelter Fund, \$17,500 from this Petco Love Foundation Grant, and \$13,914 from the Animal Shelter Millage. The long-term (topped out) cost for this position at full-time is \$97,498.

See memo for details.

4. **Human Resources – Resolution to Authorize NEOGOV to Act as an E-Verify Agent**

This resolution authorizes NEOGOV to utilize E-Verify, a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States, to act as an employer agent for Ingham County and perform verification services on our behalf. NEOGOV is Ingham County's human resources software provider.

No cost to the County is incurred as part of this service.

See memo for details.

5. **Board of Commissioners – Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham**

This resolution authorizes a continuation of the State of Emergency through June 30, 2021.

Agenda Item 1a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 4, 2021

RE: Resolution to Authorize a Purchase Order to John E Green for the Print Shop Humidification System Replacement at the Hilliard Building

For the meeting agendas of: May 18 & 19

BACKGROUND

The humidification system in the print shop within the Hilliard Building that is original to the building is failing and is in need of replacement. Keeping the correct humidification levels within the print shop is important to operation of the printing processes. John E Green, a local vendor, submitted the lowest responsive and responsible proposal of \$6,025. We are requesting a contingency of \$500 for any unforeseen circumstances.

ALTERNATIVES

The alternative would be to use a portable unit that cannot maintain a consistent level of humidity and uses more energy to run the unit.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP line item number 245-90210-976000-20F18.

| Project | Beginning Balance | Current Balance | Requested Amount | Remaining Balance |
|--------------------------|-------------------|-----------------|------------------|-------------------|
| 245-90210-976000-20F18 | \$15,000.00 | \$15,000.00 | \$6,525.00 | \$8,475.00 |
| Public Improvements Fund | | | | |

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to John E Green for the replacement of the print shop humidification system at the Hilliard Building.

Agenda Item 1a

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: May 3, 2021
RE: Memorandum of performance for Packet #73-21 Copy Center Humidifier

The Purchasing Department sought proposals from experienced and qualified vendors to remove and dispose of existing humidifier then furnish and install a new steam humidifier in the Ingham County Copy Center.

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

| COMPANY NAME | LOCAL PREFERENCE | COST |
|-------------------------------------|------------------------------|------------|
| John E Green Co. | Yes, East Lansing MI | \$6,025.00 |
| T. H. Eifert Mechanical Contractors | Yes, Lansing MI | \$6,780.00 |
| Myers Plumbing & Heating Inc. | No, Lansing (Clinton County) | \$7,230.00 |

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO JOHN E GREEN FOR THE
PRINT SHOP HUMIDIFICATION SYSTEM REPLACEMENT AT THE HILLIARD BUILDING**

WHEREAS, the print shop humidification system that is original to the building is failing and needs to be replaced; and

WHEREAS, keeping the correct humidification levels within the print shop is important to the operation of the printing processes; and

WHEREAS, it is the recommendation of the Facilities Department to authorize a purchase order to John E Green, a local vendor, who submitted the lowest responsive and responsible proposal of \$6,025 for the print shop humidification system replacement at the Hilliard Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$500 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved Public Improvement Fund 2020 CIP line item #245-90210-976000-20F18, which has a balance of \$15,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to John E Green, 345 W. Lake Lansing Road, East Lansing, Michigan 48823, for the print shop humidification system replacement for an amount not to exceed \$6,525, which includes a \$500 contingency.

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 1b

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 4, 2021
RE: Resolution to Authorize an Agreement with Roof Connect to Replace the Roof over the State of Michigan Storage Area and Facilities Grounds Garage at the Human Services Building

For the meeting agendas of: May 18 & 19

BACKGROUND

The roof that covers the State of Michigan’s storage area and the Facilities Grounds garage at the Human Services Building is over 25 years old, leaking, and needs to be replaced. Roof Connect submitted a proposal of \$24,742. Roof Connect is a participant of the Omnia co-operative agreement therefore, three quotes are not required per the Purchasing Policy. We are requesting a contingency of \$5,000 for any unforeseen circumstances.

ALTERNATIVES

The alternative would be to continue to only fix the leaks, prolonging water damage from the leaks and subjecting the State of Michigan’s property to potential loss.

FINANCIAL IMPACT

Funds are available in the approved 2019 CIP line item number 245-60119-976000-9F08.

| Project | Beginning Balance | Current Balance | Requested Amount | Remaining Balance |
|--------------------------|-------------------|-----------------|------------------|-------------------|
| 245-60119-976000-9F08 | \$35,000.00 | \$35,000.00 | \$29,742.00 | \$5,258.00 |
| Public Improvement Funds | | | | |

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 Roof Connect for the replacement of the roof area over the State of Michigan’s storage area and Facilities grounds garage at the Human Services Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROOF CONNECT TO REPLACE
THE ROOF OVER THE STATE OF MICHIGAN'S STORAGE AREA AND
FACILITIES GROUNDS GARAGE AT THE HUMAN SERVICES BUILDING**

WHEREAS, the roof over the State of Michigan's storage area and Facilities grounds garage is over 25 years old and is leaking; and

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

WHEREAS, Roof Connect is on the Omnia contract; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Roof Connect who submitted a proposal of \$24,742 for the replacement of the roof over the State of Michigan storage area and Facilities grounds garage at the Human Services Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$5,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved Public Improvement Fund 2019 CIP line item #245-60119-976000-9F08, which has a balance of \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Roof Connect, 44 Grant 65, Sheridan, Arkansas 72150, for the roof replacement over the State of Michigan storage area and Facilities grounds garage at the Human Services Building for an amount not to exceed \$29,742, which includes a \$5,000 contingency.

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 2

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: May 3, 2021

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES & ENERGY (EGLE)
FOR
2021 SCRAP TIRE MARKET DEVELOPMENT GRANT

BACKGROUND

Old tires have long been a solid waste problem in Michigan because old tires are difficult to landfill or recycle and offering a breeding ground for insects. For a number of years, the Michigan Department of Environment, Great Lakes & Energy, (EGLE) has offered its annual Scrap Tire Market Development Grant Program as a way to foster markets for recycling or re-using old tires. As use of scrap tires is still relatively new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to process and re-use old tires. Thus EGLE offers the Scrap Tire Market Development grant program to help foster this market.

One use of old tires is incorporating them into asphalt road paving mixtures by various means which have been, and are further being, researched and developed. Generally, this mixture is known as Crumb Rubber Modified Asphalt (CRMA), which has a number of variants depending on how the rubber is recycled and mixed into the asphalt. Ingham County Road Department (ICRD) has partnered with Michigan State University (MSU) on a number of projects over the years to research and develop various CRMA's. ICRD has placed CRMA in various forms on numerous county road projects and monitors its long-term performance to guide the product development toward the most effective mixtures.

Another use of old tires is to retain or confine fill soils against slippage and/or erosion, such as in steep road embankments and/or in weak ground areas under roads that are excavated and replaced with better fill.

CURRENT ISSUE

ICRD applied for, and EGLE has awarded, Scrap Tire grant funding in the total amount of \$530,000 in FY2021 for the following two scrap tire projects: CRMA will be used on resurfacing Lake Lansing Road, Wood Street to US-127, in Lansing Township; and scrap tire soil confinement will be done in a weak soil area under the Bellevue Road resurfacing project, US-127 to Onondaga Road, in Leslie and Onondaga Townships. The \$530,000 total EGLE Grant includes \$450,000 for the CRMA on Lake Lansing Road and \$80,000 for the scrap tire soil confinement on Bellevue Road.

FINANCIAL IMPACT

Both the Lake Lansing Road and Bellevue Road projects are planned 2021 resurfacing projects. The Board of Commissioners has previously approved funding agreements for both projects as follows: Lake Lansing Road per Resolution #21-120 adopted on March 9, 2021; and Bellevue Road per Resolution #21-224 adopted on April 27, 2021.

The other necessary work on these road projects will constitute the required local match for the EGLE CRMA grant using budgeted 2021 County Road Funds and no other unplanned costs will be incurred for using the CRMA or scrap tire soil confinement.

RECOMMENDATION

Approval of the attached resolution is therefore recommended to allow entering into the necessary agreement with EGLE to receive the Scrap Tire Market Development grant funding as described above.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES & ENERGY (EGLE)
FOR A 2021 SCRAP TIRE MARKET DEVELOPMENT GRANT**

WHEREAS, the Michigan Department of Environment, Great Lakes & Energy, (EGLE) has awarded the Ingham County Road Department Scrap Tire Market Development Program grant funding in the total amount of \$530,000 in FY 2021 for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, used vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity, and for use of post-consumer scrap tires as fill confinement in a weak soil under-cut area to help foster a market for used vehicle tires, which have been a solid waste disposal problem; and

WHEREAS, the CRMA will be used on resurfacing Lake Lansing Road, Wood Street to US-127, in Lansing Township in 2021, and the scrap tire soil confinement will be done in 2021 in a weak soil area of the Bellevue Road resurfacing project, US-127 to Onondaga Road, in Leslie and Onondaga Townships; and

WHEREAS, the Ingham County Board of Commissioners has previously approved funding agreements for both of the above indicated projects as follows: Lake Lansing Road per Resolution #21-120 adopted on March 9, 2021; and Bellevue Road per Resolution #21-224 adopted on April 27, 2021; and

WHEREAS, the \$530,000 total EGLE Scrap Tire Market Development Grant includes \$450,000 for the CRMA on the Lake Lansing Road project, and \$80,000 for the scrap tire soil confinement on the Bellevue Road project; and

WHEREAS, the other necessary work on these road projects mentioned above will constitute the required local match for the subject EGLE Scrap Tire grant using 2021 budgeted County Road Funds, and no other unplanned costs are to be incurred for using the CRMA or scrap tire soil confinement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Michigan Department of Environment, Great Lakes & Energy, (EGLE) to receive FY 2021 Scrap Tire Market Development Grant funds for the Ingham County Road Department in the total amount of \$530,000 for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), and for use of post-consumer scrap tires as fill confinement in a weak soil under-cut area as detailed above.

BE IT FURTHER RESOLVED, that the 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 3

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

FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter

DATE: May 3, 2021

SUBJECT: Acceptance of \$17,500 grant for shelter behaviorist/enrichment coordinator and creation of full-time behaviorist/enrichment coordinator
For the meeting agendas of May 13, 2021, May 18, 2021 and May 19, 2021

BACKGROUND

ICACS received a donation of \$35,000.00 from the Ingham County Animal Shelter Fund to pay for a part time Animal Behaviorist/Enrichment Coordinator position for the shelter. This position was filled in December of 2020. The additional funds needed for this position are being paid for out of the Ingham County Animal Shelter Millage Fund. At the time of the position creation, ICACS staff applied for a grant through the Petco Love Foundation to assist with funding. This grant was approved in the amount of \$17,500.

Over the last several months, the Animal Behaviorist/Enrichment Coordinator position has had a very positive impact on the shelter animals in reducing their fear, anxiety, stress and frustration. The enrichment activities have made the animals much more relaxed, happy and have led to many successful adoptions. We would like to expand this program to include post-adoption support in the way of behavior and training consultations. Additionally, I have found that the part time position is not adequate to perform all of the work and duties assigned.

ALTERNATIVES

If the grant is not accepted, the additional funding will continue to be paid out of the shelter millage. If the full-time position is not approved, we will not be able to expand this very successful program.

FINANCIAL IMPACT

Acceptance of this grant will reduce the amount of funds taken from the shelter millage for the full-time position. The long-term (topped out) cost for this position at full-time is \$97,498. The current cost of the position at full-time is \$66,414, with \$35,000 paid by the Animal Shelter Fund, \$17,500 from this Petco Love Foundation Grant, and \$13,914 from 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 approve the acceptance of the \$17,500 grant from the Petco Love Foundation for the Ingham County Animal Control & Shelter and the conversion of the part-time Animal Behaviorist/Enrichment Coordinator to full-time.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT THE PART-TIME ANIMAL BEHAVIORIST/ENRICHMENT COORDINATOR POSITION TO FULL-TIME AND ACCEPT A GRANT IN THE AMOUNT OF \$17,500 FROM PETCO LOVE FOR THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER

WHEREAS, in April of 2020 the Ingham County Animal Control and Shelter (ICACS) adopted the Fear Free Sheltering Standards which includes exercise, enrichment, training, and behavioral assessments that have proven to be a benefit to the shelter by lowering euthanasia rates and increasing adoption rates; and

WHEREAS, ICACS was fortunate to have a dedicated volunteer performing these additional duties, but desired to make the position a paid part of the team; and

WHEREAS, the part-time position was created and authorized on November 10, 2020 (Resolution #20-489); and

WHEREAS, the part-time position is not adequate for the important work that is being done and we desire to make the position full-time; and

WHEREAS, total long-term cost (wage and fringe) of the full-time position is projected at \$97,498; and

WHEREAS, the Ingham County Animal Shelter Fund agreed to partially fund the first year of this position in the amount of \$35,000 with additional costs being covered by the Ingham County Animal Shelter Millage; and

WHEREAS, ICACS has applied for and received a grant in the amount of \$17,500 from Petco Love Foundation to go towards this full-time position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve the conversion of the Animal Behaviorist/Enrichment Coordinator from a part-time position to a full-time position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a grant from the Petco Love Foundation in the amount of \$17,500 toward the cost of this position.

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.

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

TO: Board of Commissioners County Services Committee
FROM: Sue Graham, Human Resources Director
DATE: May 4, 2021
SUBJECT: Resolution Authorizing NEOGOV to Act as an E-Verify Agent
For the meeting agenda of May 18

BACKGROUND

E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS). Ingham County is an E-Verify employer. NEOGOV, Ingham County's human resources software provider, provides a service whereby NEOGOV will act as an employer agent for clients and perform verification services on their behalf. Authorization for NEOGOV to act as Ingham County's agent for this purpose is being requested to achieve greater efficiency and further reduce manual activity.

ALTERNATIVES

If authorization for NEOGOV to act as an E-Verify Agent on behalf of Ingham County is not granted, Human Resources staff will continue to manually procure documents from new hires and manually enter the required information into the federal online E-Verify program.

FINANCIAL IMPACT

NEOGOVS will provide E-Verify services at no additional cost to Ingham County.

STRATEGIC PLAN CONSIDERATIONS

There is no strategic plan impact.

OTHER CONSIDERATIONS

Verification of the identity and employment eligibility of newly hired employees is required by federal law.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing NEOGOV to act as an E-Verify agent on behalf of Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE NEOGOV TO ACT AS AN E-VERIFY AGENT

WHEREAS, E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States; and

WHEREAS, E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS); and

WHEREAS, Ingham County is an E-Verify employer; and

WHEREAS, NEOGOV, Ingham County's human resources software provider, provides a service whereby NEOGOV will act as an employer agent for clients and perform verification services on their behalf; and

WHEREAS, authorization for NEOGOV to act as Ingham County's agent for this purpose is being requested to achieve greater efficiency and further reduce manual activity.

THEREFORE BE IT RESOLVED, that entering into an agreement authorizing NEOGOV to act as an E-Verify agent on behalf of Ingham County is approved.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CONTINUATION OF THE
DECLARATION OF THE STATE OF EMERGENCY FOR THE
COUNTY OF INGHAM**

WHEREAS, on March 12, 2020, the County of Ingham sustained one of the first confirmed cases of COVID-19 within the State of Michigan; and

WHEREAS, any widespread outbreak within the County of Ingham could hinder and/or cease most daily operations within the entire County and overwhelm Emergency Medical Services, Hospitals, and Urgent Cares; and

WHEREAS, as of March 13, 2020 a State of Emergency was declared for Ingham County which was subsequently extended through May 31, 2021; and

WHEREAS, it is necessary to extend the Declaration of the State of Emergency through June 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, in accordance with Section 10 of 1976 PA 390, as amended, hereby declares that a “state of emergency” exists within our jurisdiction as of March 13, 2020, and that local resources and funding are being utilized to the fullest possible extent. The response and recovery elements of our emergency operations plan have been activated.

BE IT FURTHER RESOLVED, that this Declaration replaces the initial Declaration submitted on March 16, 2020 and all subsequent declarations submitted thereafter and will expire on June 30, 2021.

RESOLUTION #2021-068
BY THE COMMITTEE ON CITY OPERATIONS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Delta Grande Drain is located wholly within the boundaries of the City of Lansing; and

WHEREAS, the City of Lansing has been operating and maintaining the Delta Grande Drain since the 1960s; and

WHEREAS, the Ingham County Drain Commissioner determined that the Delta Grande Drain was never transferred to the City of Lansing per the requirements of Section 395 of the Drain Code of 1956; and

WHEREAS, Section 395 of the Drain Code of 1956 requires that in order for the Drain Commissioner to relinquish control of a county drainage district, the following requirements must be met

1. The drainage district must be wholly located within the boundaries of the City;
2. The drainage district has no outstanding indebtedness or contract liability;
3. The majority of the members of the Lansing City Council must request the transfer of the drainage district;
4. The majority of the members of the Ingham County Board of Commissioners must approve a resolution transferring the jurisdiction and control of the drainage district to the City;

NOW, THEREFORE, BE IT RESOLVED that Lansing City Council, per Section 395 of the Drain Code of 1956, requests that the maintenance, jurisdiction, control and operation of the Delta Grande Drain be transferred to the City of Lansing, and that the Ingham County Board of Commissioners approve a resolution transferring the Delta Grande Drain to the City of Lansing;

BE IT FURTHER RESOLVED that Lansing City Council requests that the Ingham County Drain Commissioner, upon receipt of the resolutions from the City of Lansing and the Ingham County Board of Commissioners approving the transfer of the Delta Grande, and upon the Delta Grande Drain becoming free of debt and contract liability, relinquish jurisdiction and control of the Delta Grande Drain to the City of Lansing.


Chris Swope, CMMC/MMC
Lansing City Clerk

I hereby certify that the foregoing is true
and is a complete copy of the action
adopted by the Lansing City Council.