

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
RYAN SEBOLT, CHAIR
EMILY STIVERS
MARK GREBNER
VICTOR CELENTINO
ROBERT PEÑA
RANDY MAIVILLE
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, FEBRUARY 15, 2022 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [February 1, 2022 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Farmland and Open Space Preservation Board – Interviews
2. Lansing Area Economic Partnership – ARP Status and Annual [Presentation](#)
3. Environmental Affairs Commission – Resolution to Authorize a Contract with [Bureau Veritas Technical Assessments LLC](#) for an Energy Audit of County Facilities
4. Potter Park Zoo – Notice of Emergency [Water Main Repair](#)
5. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [FD Hayes Electric Co.](#) for the Electrical Work for the New Modular Furniture Cubicles in the Health Department Admin Area
 - b. Resolution to Authorize a Purchase Order to [Knight Watch Inc.](#) for a New Door Access Swipe and Upgrading Intercom System as Part of the 9-1-1 Center's Remodel Project
6. Health Department
 - a. Authorization to Start a Managerial/Confidential Employee at [Grade 16 Step 5](#)
 - b. Resolution to Convert Position #601398 ([Disease Control Nurse](#)) from .5 FTE to .75 FTE
7. Road Department
 - a. Resolution to Approve and Certify the Ingham County 2021 Public Road [Mileage Certification](#)
 - b. Resolution to Amend the Acceptance of [Silverstone Way](#) within the Silverstone Estates Subdivision as a Public County Road

8. Human Resources Department – Resolution to Authorize Enrollment in [Davenport University's](#) Certificate of Management Program (Cohort Three)
9. Controller's Office – COVID-19 Testing Update (*Discussion*)
10. Board of Commissioners
 - a. Resolution to [Amend the Board Rules](#)
 - b. Resolution Reaffirming the [Board of Commissioners' Authority](#) to Appoint, Employ, and Remove Certain Positions
11. Board Referral – Resolution from [Marquette County](#) Board of Commissioners Supporting the Cause of Protecting Democracy, Promoting Policies that Protect Access to the Ballot for Voters and Building on the Progress of the 2020 Elections

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE
February 1, 2022
Draft Minutes

Members Present: Sebolt, Peña, Stivers, Grebner, Naeyaert, Maiville, Celentino

Members Absent: None.

Others Present: Sheriff Scott Wriggelsworth, Undersheriff Andy Bouck, Bradley Richman, Carla Clos, Doug Kelly, Paul Pratt, Christopher Mumby, Deborah Stuart, Patrick Brown, Dallas Henney, Patricia Jackson, C. G. Lantis, Gene Ulrey, Becky Bennett, Gregg Todd, Michelle Wright, Kylie Rhoades and others.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the January 18, 2021 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED MINUTES OF THE JANUARY 18, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

- 8. Human Resource Department
 - a. Resolution to Approve the 2022-2024 Collective Bargaining Agreement with Capitol City Labor Program, Animal Control Unit
 - b. Resolution Approving the 2022-2024 Collective Bargaining Agreement with the Michigan Nurses Association Nurse Practitioners/ Clinic Nurses Unit

- 9. Board of Commissioners
 - a. Resolution Making Appointments to the Ingham County Broadband Task Force
 - b. Resolution Honoring Dr. Joan Jackson Johnson

Substitute –

- 7. Controller’s Office
 - a. Resolution to Approve the Use of American Rescue Plan Funds for COVID-19 Related Sick Leave

Limited Public Comment

Sheriff Scott Wriggelsworth stated the Ingham County Sheriff’s Office (ICSO) numbers since October included a total of 47 who had tested positive, of which 23 were vaccinated and 24 were not. He further stated ICSO did not have the ability to work remotely from home.

Sheriff Wriggelsworth stated many of the unvaccinated employees had not found out they were positive via the mandatory testing policy Ingham County had in place. He further stated that instead, employees had tested independently after exposure.

Sheriff Wriggelsworth stated the five-day CDC isolation rule applied to all individuals who tested positive, whether they were sick, asymptomatic, vaccinated or unvaccinated. He further stated if an unvaccinated individual would become sicker, and be away from work longer, then any hour away over 40 would be on them.

Sheriff Wriggelsworth stated the latest COVID-19 sick leave resolution indicated “We care less about you and your situation” or “It’s your fault, and you are on your own” to the unvaccinated employees. He further stated if that was in fact the intended statement, employees would hear it loud and clear.

Sheriff Wriggelsworth stated there was never a wrong time to do the right thing. He further stated the Committee should allow the American Rescue Plan (ARP) COVID one time 40-hour sick time to benefit all employees if they contracted COVID in 2022.

Bradley Richman, Director of Capital City Labor Program, stated he wanted to expand on Sheriff Wriggelsworth’s comments. He further stated his comments were specific to the current testing protocol in place for Ingham County employees.

Mr. Richman stated the current procedure in place was simply ineffective. He further stated the lag time between the administration of the test and the results rendered the procedure ineffective at slowing the transmission as well as protecting staff and citizens.

Mr. Richman stated he hoped the Committee would give careful consideration to implement a program that better balanced employee choice, safety and resources.

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

2. Clerk’s Office – Resolution to Approve the Reorganization of the County Clerk’s Office
3. Circuit Court – Request for Special Leave Extension
4. Probate Court – Resolution to Authorize a Supplemental Reimbursement for Probate Court Judicial Assistants
5. Financial Services Department
 - a. Resolution to Request a Reallocation of Assets within Municipal Employees’ Retirement System (MERS)
 - b. Resolution to Authorize an Agreement with Plante Moran, LLC for ERP Software Consulting Services

6. Road Department
 - a. Resolution to Authorize Approval of the Preliminary Plat of Sanctuary III Subdivision
 - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. Human Resource Department
 - a. Resolution to Approve the 2022-2024 Collective Bargaining Agreement with Capitol City Labor Program, Animal Control Unit

9. Board of Commissioners
 - b. Resolution Honoring Dr. Joan Jackson Johnson

THE MOTION CARRIED UNANIMOUSLY.

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

1. Broadband Task Force – Interviews

Christopher Mumby interviewed for a position on the Broadband Task Force.

Deborah Stuart interviewed for a position on the Broadband Task Force.

Patrick Brown interviewed for a position on the Broadband Task Force.

Dallas Henney interviewed for a position on the Broadband Task Force.

Patricia Jackson interviewed for a position on the Broadband Task Force.

C.G. Lantis interviewed for a position on the Broadband Task Force.

Gene Ulrey interviewed for a position on the Broadband Task Force.

7. Controller’s Office
 - a. Resolution to Approve the Use of American Rescue Plan Funds for COVID-19 Related Sick Leave

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

Commissioner Maiville stated he would like the resolution to be revisited following the comments made by Sheriff Wriggelsworth and Mr. Richman. He further stated it was not fair to penalize those who had chosen the option to test.

Commissioner Grebner stated the County needed to fix the testing to provide immediate results. He further stated the purpose of the resolution seemed to be punitive towards those who were not vaccinated.

Commissioner Grebner stated based on the statistics presented of COVID cases at ICSO, it appeared that individuals who were not vaccinated had caused a significant problem by their foolish decision not to be immunized. He further stated he was happy with the resolution as is, or if it be amended to strike out the specific restrictions.

Chairperson Sebolt stated the resolution was not intended to be punitive to unvaccinated employees. He further stated the County was not required to offer the additional time off, but instead have provided it as an additional benefit.

Chairperson Sebolt stated the resolution did not punish unvaccinated employees. He further stated the resolution served as a reward for individuals who had done their part to protect the public health.

Commissioner Stivers stated when individuals tested positive for COVID, they needed to stay home, and when employees felt like they had to come back to work or they would not get paid, that was a reason not to stay home. She further stated she supported extending the resolution to include those who were not vaccinated.

Commissioner Stivers stated the Committee needed to do everything for sick individuals to stay home. She further stated the Committee wanted individuals to survive regardless of their vaccination status, because she wanted to make sure unvaccinated employees stayed home if they were sick even more than vaccinated employees.

Commissioner Maiville stated he felt embarrassed that the Committee had resorted to name-calling and labeling decisions as “foolish.” He further stated the Committee had given employees the option to choose and the resolution punished their choice.

Chairperson Sebolt stated it was not right to label unvaccinated employees as “foolish.” He further stated this was a matter of public health and employees needed to follow the Center for Disease Control’s (CDC) guidelines for quarantining.

Commissioner Maiville stated the County was two years into the pandemic and plans were not working as once expected. He further stated the Committee needed to treat everyone equally.

Commissioner Celentino asked if a motion had been made to amend the resolution.

Commissioner Maiville stated a motion to amend had not yet been made.

Commissioner Grebner stated he had a political right and duty to believe conduct was “foolish,” since they had increased the risk of the public health. He further stated it made sense to have provided incentive to those who had done the right thing and the Board of Commissioners had a duty to act to protect the public health.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. STIVERS, TO AMEND THE RESOLUTION TO APPLY TO ALL EMPLOYEES, AS FOLLOWS:

WHEREAS, employees ~~that have used all of their sick leave, and who are either vaccinated or have an approved exemption from Human Resources,~~ may utilize up to five (5) days (i.e. 40 hours) of ARP funded sick leave if they are required to be absent from work due to COVID-19.

BE IT FURTHER RESOLVED, that the ~~use of ARP funded sick leave is contingent on the employee not having sufficient accumulated sick leave and documented COVID-19 vaccinations or a preapproved exemption from Human Resources for use for COVID-19 related absences effective January 1, 2022;~~ and **Ingham County Board of Commissioners** authorizes the Board Chair to sign Letters of Understanding with the County's bargaining units to implement this resolution upon approval as to form by corporation counsel.

Commissioner Grebner stated he only supported the amendment because he did not think the details of sick leave ought to involve incentive for employees. He further stated that he thought monetary incentives or other measures would be fine, but he did not think it should be tied to sick leave.

Discussion.

Gregg Todd, Controller, clarified that this resolution applies for any COVID-related absence, no matter how many hours of sick leave the employee had in their bank.

Chairperson Sebolt stated the resolution eliminated liability by using ARP funds for additional sick leave.

Commissioner Naeyaert asked how the County would address an employee if they questioned previous time off taken due to COVID.

Mr. Todd stated the resolution would only be applied to time off taken effective January 1, 2022.

Chairperson Sebolt asked if it would be beneficial to add an end date to force the Committee to revisit the policy.

THE MOTION TO AMEND THE RESOLUTION CARRIED. **Yeas:** Peña, Stivers, Grebner, Naeyaert, Maiville, Celentino **Nays:** Sebolt

COMMISSIONER GREBNER MOVED TO AMEND THE RESOLUTION AS FOLLOWS:

BE IT FURTHER RESOLVED, that this resolution will be reviewed every six months by the Controller/Administrator and the Human Resources Department **and in any event will expire December 31, 2025.**

This was considered a friendly amendment.

Commissioner Grebner stated if an employee did not want to get vaccinated, they would need to continue to be tested. He further stated the County needed to have testing work.

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

8. Human Resource Department

- b. Resolution Approving the 2022-2024 Collective Bargaining Agreement with the Michigan Nurses Association Nurse Practitioners/ Clinic Nurses Unit

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

CHAIRPERSON SEBOLT STATED THE MICHIGAN NURSES ASSOCIATION WAS AFFILIATED WITH HIS DAYTIME EMPLOYER MICHIGAN AFL-CIO.

THE MOTION CARRIED UNANIMOUSLY.

7. Controller's Office

- b. Drain Commissioner Permit Fees for Aerial Broadband Installation (*Discussion*)

Mr. Todd stated a provider who was looking to install Broadband was concerned with the fees associated with drain crossing and inspection. He further stated it was not the intent of the fee as aerial crossing did differ from underground crossing that required excavation for install.

Carla Clos, Deputy Drain Commissioner, stated ACD was the first company to raise concerns in regards to aerial Broadband installation. She further stated the Drain Commission would not be notified unless the company added poles for MISS DIGs.

Ms. Clos stated the fees had experienced an incremental increase over the years as they had been established and presented to the Board of Commissioners.

Doug Kelly, Drain Commission Counsel and Clark Hill attorney, stated the fees were established to cover the intended costs. He further stated the Drain Commission was not a for-profit establishment, and the fees were established to cover the costs of employers and inspectors.

Paul Pratt, Deputy Drain Commissioner, stated the easements were in the road right of way. He further stated companies needed to be careful with installation as it may result in interference during any drain maintenance.

Mr. Pratt stated the Chair of ACD needed to sign a permit that acknowledged the risk of interference. He further stated the residents of the impacted neighborhood would not be happy should flooding occur and the Broadband was interfered with.

Mr. Pratt stated the Drain Commission was trying to understand ACD's legal documents. He further stated it was not a productive use of time when they do in fact prefer aerial crossings.

Commissioner Maiville stated a significant amount of money would be given to the Drain Commission in the process of expanding Broadband in the County. He further stated the Committee needed to consider aerial versus underground installations.

Commissioner Grebner stated existing poles were governed by strict FCC rules. He further stated a neighborhood application with a standard permit could be implemented.

Commissioner Grebner stated adding one additional line to an existing pole would not cause any further trouble. He further stated the Committee should adopt an amendment to the fee schedule that indicated installation at surface level without inspection.

Ms. Clos stated that 95% of the time, there would not be anything to inspect. She further stated that depending on the location of the drop, it could disrupt the function of a drain structure.

Commissioner Stivers asked the frequency in which the rain gardens were inspected.

Ms. Clos stated that typically inspection was completed every day while maintenance occurred in the field. She further stated it would be hard to miss if ACD dropped a line in the rain garden.

Mr. Pratt stated cable and Broadband was different from electrical lines. He further stated the Committee should not state any aerial installation would be free.

Mr. Kelly stated discussion occurred regarding a general permit.

Ms. Clos stated while ACD or a telecommunication company may give the go-ahead to knock a line down for drain maintenance, they would not be inclined to do so. She further stated the first action would be to utilize different, smaller, equipment to finish the job.

Ms. Clos stated it would take longer to finish a job and cost more if equipment was substituted. She further stated it would be reflected poorly on the Drain Commission should they disrupt Broadband connection that was essential to residents.

7. Controller's Office
c. COVID-19 Testing Update (*Discussion*)

Mr. Todd stated the County had 998 employees minus the courts. He further stated that the County had never used rapid tests, as they were not reliable.

Mr. Todd stated employees would self-test with a Sparrow kit. He further stated the Health Department became overwhelmed when reporting the numbers back.

Mr. Todd stated they came to an agreement this week with Sparrow Occupational Health to report those numbers directly. He further stated that Sparrow had experienced delays that they were working with.

Commissioner Grebner stated the Committee needed to place the timeline of testing and results at the top of the line. He further stated delayed results were not beneficial and the system was broken.

Chairperson Sebolt asked the Controller how many employees were impacted by the Sparrow System.

Mr. Todd stated approximately 70 employees were impacted.

Commissioner Peña stated he had used the system and received results within 48 hours. He further stated the test was PCR that included a swab and saliva, which resulted in higher accuracy.

9. Board of Commissioners

- a. Resolution Making Appointments to the Ingham County Broadband Task Force

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION AND TO AMEND THE RESOLUTION BY ADDING CHRISTOPHER MUMBY AND DEBORAH STUART AS THE CITY REPRESENTATIVES TO THE INGHAM COUNTY BROADBAND TASK FORCE.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. CELENTINO, TO AMEND THE RESOLUTION BY ADDING PATRICIA JACKSON, DALLAS HENNEY, AND C.G. LANTIS AS THE TOWNSHIP REPRESENTATIVES TO THE INGHAM COUNTY BROADBAND TASK FORCE.

Discussion ensued regarding appointments to the Ingham County Broadband Task Force.

COMM. NAEYAERT MOVED TO AMEND THE MOTION TO AMEND THE RESOLUTION TO APPOINT PATRICIA JACKSON, ~~DALLAS HENNEY~~, **GENE ULREY**, AND C.G. LANTIS AS THE TOWNSHIP REPRESENTATIVES TO THE INGHAM COUNTY BROADBAND TASK FORCE.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

Patricia Jackson thanked the Committee for their confidence on the appointment to the Ingham County Broadband Task Force.

Adjournment

The meeting was adjourned at 8:27 p.m.

**FEBRUARY 15, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

3. Environmental Affairs Commission – *Resolution to Authorize a Contract with Bureau Veritas Technical Assessments LLC for an Energy Audit of County Facilities*

This resolution authorizes a contract with Bureau Veritas to perform an energy audit on 16 county facilities/sites. Those include:

- Courthouse/Hilliard Bldg.
- Human Services Bldg.
- Grady Porter/VMC
- Family Center
- Youth Center
- Forest Community Health Center
- Animal Control Shelter
- Drain Office
- Hawk Island Outdoor Lighting
- Lake Lansing South Maintenance Bldg.
- Lake Lansing Bandshell
- Burchfield Winter Sports Bldg.
- Burchfield Outdoor Lighting
- Potter Park Zoo Discovery Center
- Fairgrounds Main Arena

The Environmental Affairs Commission evaluated the bids and recommends that the Board of Commissioners approve a contract with Bureau Veritas.

See memo for details.

4. Potter Park Zoo– *Notice of Emergency Water Main Repair*

Approval of an emergency PO for a domestic cold-water line break at the Zoo.

See memo for details.

5a. Facilities Department– *Resolution to Authorize a Purchase Order to FD Hayes Electric Co. for the Electrical Work for the New Modular Furniture Cubicles in the Health Department Admin Area*

This resolution authorizes a purchase order for FD Hayes Electric Co. to provide electrical work for the disconnection and reconnection of new work space cubicles at the Health Department Admin Area.

Cost is \$7,474.89 to be funded out of the 2020 CIP from the GF/HSB Operating Fund.

See memo for details.

5b. Facilities Department– *Resolution to Authorize a Purchase Order to Knight Watch Inc. for a New Door Access Swipe and Upgrading Intercom System as Part of the 9-1-1 Center’s Remodel Project*

This resolution authorizes a purchase order to Knight Watch Inc. for a new door access swipe and upgrading the intercom system as part of the 9-1-1 Center’s remodel project. This remodel project will create a separate entrance from the front foyer, which will require an additional card swipe and relocating and upgrading the intercom system. Knight Watch who is the proprietary for the security access system submitted a proposal of \$11,635.91 for the new card swipe and relocating and updating the intercom system. Funds are available in the 9-1-1 Center’s capital budget.

See memo for details.

6a. Health Department – *Authorization to Start a Managerial/Confidential Employee at Grade 16 Step 5*

This authorizes starting the new Public Health Services Deputy Health Officer at an MC 16 Step 5 per the Managerial/Confidential contract. The incoming Deputy Health Officer has a Doctorate in Administration and a Master’s in Public Health, as well as a broad range of experience beginning with her current position as Regional Coordinator for the CDC Foundation where she facilitates deployment and integration of public health workforce to facilitate large-scale coordination and implementation of health equity interventions.

See memo for details.

6b. Health Department – *Resolution to Convert Position #601398 (Disease Control Nurse) from .5 FTE to .75 FTE*

This resolution authorizes the conversion of position #601398 Disease Control Nurse from .5 FTE to .75 FTE effective upon approval through September 30, 2022. Funding for this conversion is available through a grant.

See memo for details.

7a. Road Department– *Resolution to Approve and Certify the Ingham County 2021 Public Road Mileage Certification*

This resolution approves and certifies the 2021 Ingham County public road mileage at 1,255.03, which is an increase of 0.30 miles from 2020.

See memo for details.

7b. Road Department– *Resolution to Amend the Acceptance of Silverstone Way within the Silverstone Estates Subdivision as a Public County Road*

This resolution amends the previous resolution (#21-073) to accept Silverstone Way in Silverstone Estates due to insufficient requirements per Act 51. The resolution has been amended to state the following:

- A centerline description
- Acknowledgment that the road is located within a right of way under county control
- A stipulation that the right of way is for public purposes
- Acknowledgement that the road has been accepted into the county road system prior to December 31, 2021 and is open to automobile traffic

See memo for details.

8. Human Resources Department – Resolution to Authorize Enrollment in Davenport University’s Certificate of Management Program (Cohort Three)

This resolution authorizes our third cohort for Davenport University’s Certificate of Management (CoM) Program. This six-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results.

New, experienced, and aspiring managers who completed Cohorts One and Two of the CoM program in the fall of 2020 and Spring of 2021 report great satisfaction with the program and resultant increase in their knowledge and skills. Offering another cohort of the CoM program will provide like benefits and results to employees and the County.

Purchase of 20 seats enables the County to realize a 20% reduction in the per-seat price. Additionally the 2022 price of \$1,595 per seat has been reduced from the 2021 price of \$2,360 per seat. Total cost of \$31,900 will be funded through contingency.

See memo for details.

10a. Board of Commissioners – Resolution to Amend the Board Rules

This resolution amends the Board Rules to reflect changes made to the Open Meetings Act.

See memo for details.

10b. Board of Commissioners – Resolution Reaffirming the Board of Commissioners’ Authority to Appoint, Employ, and Remove Certain Positions

This resolution approves changes to the Park Director and Fairground Events Director positions transferring the authority to the Board of Commissioners to remove them to make them consistent with the Animal Control Director position.

See memo for details.

Additional Items:

1. Farmland and Open Space Preservation Board – Interviews

7b. Lansing Economic Area Partnership – ARP Status and Annual Presentation

9. Controller’s Office – COVID-19 Testing Update (Discussion)



Ingham County Economic Development

LEAP Contract for Services Annual Report

LEAP coordinated, hosted and administered ten total board meetings of the Economic Development Corporation and the Brownfield Redevelopment Authority, in addition to attending public meetings of and providing supplementary services to the five contracted communities. Summaries of the year's activities are below.

Economic Development Corporation

Earned and currently facilitating \$120,500 in Community Block Development Grant funds via the Michigan Economic Development Corporation's Site Readiness Program:

- I-96 Industrial Park – City of Williamson: infrastructure analysis
- Mid-MI Mega Site – Delhi Township: traffic study
- Temple Rd. Sites – City of Mason: sub-area planning study
- Frederick's Property – Vevay Township: geotechnical / environmental / wetland surveys

LEAP administered Ingham County's \$11million Sunrise Grant Program for COVID-19 small business assistance, of which many EDC board members contributed as volunteer reviewers for the competitive grant application process.*

LEAP and the EDC began discussing in late 2021 the construction of the Ingham County Sunrise Program's revolving loan fund for a summer 2022 launch, for which the board likely will play a critical role in program design and approvals.

Brownfield Redevelopment Authority

In 2020, the BRA adopted a resolution, introduced by Commissioner Polsdofer, encouraging developers to consider implementing electric vehicle charging infrastructure and stations in all future brownfield redevelopment. LEAP also facilitated a press release when the resolution passed in December and has since stimulated further conversation at the Lansing Brownfield Redevelopment Authority.

In 2021, again pioneered by Commissioner Polsdofer, LEAP and the BRA intended to continue its awareness-building efforts and advocacy for electric vehicle infrastructure through new digital collateral. The finished product discusses the fundamentals of electric vehicles and their charging stations, and details potential applicable incentives and programs for consumers and corporations to consider, and the appropriate contacts for questions and relationship-building at the utility providers and state organizations. Please click [here](#) to be taken to the digital version of the Lansing Regional EV Ecosystem. 2022 may bring further discussions regarding ways to address gaps in the current EV ecosystem.

Also, after analyzing multiple examples from various municipalities, the BRA also implemented standard policies and procedures document for brownfield plan submissions and considerations.

Ongoing management of the following brownfield plans:

- Dart Bank – City of Mason
- Klavon’s Pizzeria & Pub – City of Mason
- Former Deluxe Inn Site – Ingham County Land Bank
 - BRA extended the reimbursement agreement into 2022 at the developer’s request, as the project’s timeline was adjusted to due to COVID-19.

Community Contracts

Village of Dansville Downtown Development Authority

Assisted with the design and preparation of the DDA 10-year TIF/Development Plan amendment. The plan should be approved in February 2022 and LEAP will continue to monitor its immediate action steps.

City of Leslie Local Development Finance Authority

Continuing focus on the industrial park, LEAP constructed new site profiles for two previous and vacated J.D. Norman sites. These property profiles now appear on a prospect-facing real estate database called Zoom Prospector which will help LEAP, the EDC, and the city of Leslie in marketing these critical available properties.

Vevay Township Downtown Development Authority

Earned Community Development Block Grant funding via the MEDC’s Site Readiness Program for the 130-acre prioritized property for development, known as the Frederick’s Property. The scope for this property includes a wetland delineation, a topographic and boundary survey to ALTA standards, and a Phase I environmental site assessment. This work should begin in Spring 2022 and be completed by Fall 2022.

Village of Webberville Downtown Development Authority

The DDA previously earned a \$100,000 MEDC Site Readiness Program grant to further prepare the DDA industrial park for development. This grant was successfully closed out after the DDA completed its new road embankment, accessing additional acreage to the southeast portion of the industrial park. The DDA has begun work on extending utilities to this area now in the effort to make the industrial park fully site ready for development.

DDA also received a grant from the Lansing Regional Brownfields Coalition, managed by LEAP, for Phase I and Phase II environmental assessments on a key parcel on the main downtown corridor, which is known to be heavily contaminated with underground storage tank issues. Depending on the results of the assessments, DDA likely will cap the parcel to add municipal parking and make the area safer and more accessible.

City of Williamston Economic Development Corporation

Earned Community Development Block Grant funding via the MEDC’s Site Readiness Program as a continuation of the city’s efforts to attract business to its industrial park. Funding will be directed to an evaluation of the existing Linn Road lift station and force main and will

include preparation of alternatives to alleviate capacity concerns of the developable property within and adjacent to the Industrial Park. This scope of work shall begin in Spring 2022.

*For reference, below is a list of the awardees for the 2021 COVID-19 Business Relief Grants (specifically for the five contracted communities):

Business Name	Program	Amount	Muni
Leslie Outreach, Inc.	Sunrise	\$10,000	City of Leslie
Main Street Bakery and Cafe, LLC	Sunrise	\$5,000	City of Leslie
Sparkle Window Cleaning Inc	Sunrise	\$5,000	City of Leslie
Boss Cider Company	Survival	\$15,000	City of Leslie
H & G Associate, inc.	Survival	\$15,000	City of Leslie
Main Street Bakery & Cafe, LLC	Survival	\$15,000	City of Leslie
Sun Theatre Williamston Corp.	Sunrise	\$10,000	City of Williamston
JGE Construction & Services, LLC	Sunrise	\$10,000	City of Williamston
Professional Ergonomics and Therapy Services	Sunrise	\$10,000	City of Williamston
Williamston Theatre	Sunrise	\$20,000	City of Williamston
Untold Destiny LLC	Sunrise	\$5,000	City of Williamston
Bauersachs' Behind the Times	Sunrise	\$5,000	City of Williamston
Sun Theatre Williamston	Survival	\$15,000	City of Williamston
Living Arts Dance Studio	Survival	\$15,000	City of Williamston
Niche Investments LLC	Survival	\$15,000	City of Williamston
Tavern 109 LLC	Survival	\$15,000	City of Williamston
Baumgras Entertainment INC.	Survival	\$15,000	City of Williamston
The Wooden Nickel II, LLC	Survival	\$15,000	Dansville
Sunset Place Events, LLC	Sunrise	\$5,000	Vevay Twp
Stroke of Color Painting, LLC	Sunrise	\$10,000	Vevay Twp
GymTactics LLC	Survival	\$15,000	Vevay Twp
Happy Dayz Coney Island(Detroit Style)	Sunrise	\$10,000	Village of Webberville
Noah's Nook Company	Survival	\$15,000	Village of Webberville
Total Awardees	23		
Total Awarded		\$270,000	

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: February 1, 2022
SUBJECT: Resolution Authorizing a Contract with Bureau Veritas
For the meeting agendas of February 14, February 15, and February 16

BACKGROUND

This resolution authorizes a contract with Bureau Veritas to perform an energy audit on 16 county facilities/sites. Those include:

- Courthouse/Hilliard Bldg.
- Human Services Bldg.
- Grady Porter/VMC
- Family Center
- Youth Center
- Forest Community Health Center
- Animal Control Shelter
- Drain Office
- Hawk Island Outdoor Lighting
- Lake Lansing South Maintenance Bldg.
- Lake Lansing Bandshell
- Burchfield Winter Sports Bldg.
- Burchfield Outdoor Lighting
- Potter Park Zoo Discovery Center
- Fairgrounds Main Arena

The Environmental Affairs Commission evaluated the bids and recommends that the Board of Commissioners approve a contract with Bureau Veritas.

ALTERNATIVES

The County could re-bid the project in an attempt to get more proposals. However, that would result in delays to the project.

FINANCIAL IMPACT

The 2022 budget includes \$100,000 for an energy audit. An additional \$64,000 will need to be transferred from the contingency fund. There is currently \$332,092 in the contingency fund.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting environmental protection, smart growth, and conservation.

OTHER CONSIDERATIONS

Resolution #21-210 included a commitment to the completion of an energy audit that will provide information regarding the county's energy optimization needs and inform deliberation and decisions regarding energy use.

RECOMMENDATION

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

TO: Jared Cypher, Deputy Controller’s Office
 CC: Rick Terrill, Facilities Director
 FROM: James Hudgins, Director of Purchasing
 DATE: January 5, 2022
 RE: Memorandum of Performance for RFP No. 32-21 Energy Audit Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to conduct a countywide energy audit on sixteen (16) of its facilities/sites in order to implement green building practices, pollution prevention strategies, and to reduce the overall environmental impact of building operations and grounds keeping practices.

The scope of work includes, but is not limited to, heating, ventilating and air conditioning equipment, energy management and controls systems, lighting, domestic hot water, building envelope, water usage, and other energy systems. The results of the audit will allow the County to implement green building practices, pollution prevention strategies, and to reduce the overall environmental impact of County building operations. The Contractor shall utilize an energy platform (e.g. U.S. EPA Energy Star Portfolio Manager, the U.S. Green Building Council’s Arc Technology, etc.) to establish benchmarks for each building. Energy improvement recommendations that emerge from this work should not be tied to any specific brand or vendor, but instead leave the County open to compare options during implementation.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	140	39
Vendors responding	2	1

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

Vendor Name	Local Pref	Grand Total: Not-to-Exceed
Matrix Consulting Engineers Inc.	Yes, Lansing MI	\$153,400.00
Bureau Veritas Technical Assessments LLC	No, Owings Mills MD	\$164,000.00

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH BUREAU VERITAS TECHNICAL ASSESSMENTS LLC FOR AN ENERGY AUDIT OF COUNTY FACILITIES

WHEREAS, Resolution #21-195 re-established the Environmental Affairs Commission; and

WHEREAS, Resolution #21-210 declared Ingham County's commitment to climate justice; and

WHEREAS, Resolution #21-210 included a commitment to the completion of an energy audit that will provide information regarding the county's energy optimization needs and inform deliberation and decisions regarding energy use; and

WHEREAS, the Purchasing Department sought proposals from qualified and experienced vendors to conduct a countywide energy audit on sixteen (16) of its facilities/sites in order to implement green building practices, pollution prevention strategies, and to reduce the overall environmental impact of building operations and grounds keeping practices; and

WHEREAS, \$100,000 was included in the 2022 budget to complete an energy audit; and

WHEREAS, the Environmental Affairs Commission reviewed and evaluated the proposals and recommends a contract with Bureau Veritas Technical Assessments LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$164,000 with Bureau Veritas Technical Assessments LLC to conduct a countywide energy audit on sixteen (16) of its facilities/sites in order to implement green building practices, pollution prevention strategies, and to reduce the overall environmental impact of building operations and grounds keeping practices.

BE IT FURTHER RESOLVED, that the term of the contract shall be 90 days from the date of execution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$64,000 from the Contingency Fund for this contract.

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.

Agenda Item 4

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 28, 2022
SUBJECT: Notice of Emergency Water Main Repair
For the meeting agenda of February 15, 2022

BACKGROUND

The morning of Tuesday, January 25, 2022 a break in a domestic cold-water main was discovered by zoo maintenance staff in the park near the gift shop. Emergency repair of the water line was approved by the Controller's office and the Purchasing Department.

Myers Plumbing & Heating Inc. responded to the site to investigate the break. The extent of the damage could not be determined until the area was dug up and the water line was exposed. The Purchasing Department prepared and issued a purchase order Tuesday, January 25, 2022 to Myers Plumbing & Heating Inc. in an amount not to exceed \$15,000. The 4" water main repair was completed without complication Wednesday, January 26, 2022. The Board of Water and Light was consulted to ensure proper protocols were followed.

ALTERNATIVES

The repair could not be delayed as water was pooling on the park walk way.

FINANCIAL IMPACT

The final cost of the repair was \$8,266.67. Funds to cover the total cost were available in Zoo Budget line item #25869200-931000-30000.

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: February 1, 2022
RE: Resolution to Authorize a Purchase Order to FD Hayes Electric Co. for Electrical Work for the New Modular Furniture Cubicles in the Health Dept. Admin Area

For the meeting agendas of: February 15 & 16

BACKGROUND

The Health Department Admin Area has a current remodel project with new modular furniture that needs electrical to be disconnected from the current cubicles and reconnected to the new cubicles. FD Hayes Electric Co., a local vendor, submitted the lowest responsive and responsible proposal of \$7,474.89 for the electrical disconnect and reconnect of the cubicles.

ALTERNATIVES

Since this project has been approved, there are no alternatives we are aware of at this time.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP from the General Fund/HSB Operating Fund.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
631-23304-976000	\$115,000	\$33,778.34	\$7,474.87	\$26,303.47
General/HSB Operating 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 a purchase order to FD Hayes Electric Co. for the electrical disconnect and reconnect to the cubicles in the Health Department Admin Area.

Agenda Item 5a

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: January 24, 2022
RE: Electrical Upgrades to the Health Department Administrative Area.

The Purchasing Department sought bids from experienced and qualified vendors for electrical upgrades to the Health Department Administrative area. After obtaining the proper permit, the Contractor will terminate existing circuits and install six (6) new circuits and two (2) new outlets after new furniture is installed in the area.

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

Company Name	Local Preference	Amount
FD Hayes Electric Co.	Yes, Lansing MI	\$7,474.89
Centennial Electric	No, Potterville MI	\$9,100.00
Superior Electric of Lansing, Inc.	No, Lansing (Clinton County) MI	\$10,400.00

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 FD HAYES ELECTRIC CO.
FOR THE ELECTRICAL WORK FOR THE NEW MODULAR FURNITURE CUBICLES IN THE
HEALTH DEPARTMENT ADMIN AREA**

WHEREAS, the Health Department Admin Area has a current remodel project; and

WHEREAS, the old cubicles will need the electric disconnected; and

WHEREAS, the new modular furniture cubicles will need electrical connection; and

WHEREAS, the Facilities Department recommends a purchase order to FD Hayes Electric Co., a local vendor who submitted the lowest responsive and responsible proposal of \$7,474.34 to disconnect the electric from the old cubicles and reconnect electric to the new modular cubicles in the Health Department Admin Area; and

WHEREAS, funds are available in the approved 2020 CIP General Fund/HSB Operating Fund line item #631-23304-976000 which has a current balance of \$33,778.34.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order in an amount not to exceed \$7,474.34 to FD Hayes Electric Co., 2301 Beal Avenue, Lansing, Michigan 48910, to disconnect electric from the old cubicles and reconnect electric service to the new modular cubicles in the Health Department Admin Area.

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 5b

TO: Board of Commissioners, Law & Courts, County Services, and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: February 1, 2022
RE: Resolution to Authorize a Purchase Order to Knight Watch for a New Door Access Swipe and Upgrading Intercom System as Part of the 9-1-1 Center’s Remodel Project

For the meeting agendas of: February 10, 15 & 16

BACKGROUND

The remodel project at the 9-1-1 Center will create a separate entrance from the front foyer which will require an additional card swipe and relocating and upgrading the intercom system. Knight Watch who is the proprietary for the security access system submitted a proposal of \$11,635.91 for the new card swipe and relocating and updating the intercom system.

ALTERNATIVES

The alternative would be to not go forward with this causing the project to have the front public entrance design changed which could result in higher costs.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP 9-1-1 Fund line item number 261-32500-976000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
261-32500-976000	\$66,000	\$66,000	\$11,635.91	\$54,364.09
9-1-1 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 a purchase order to Knight Watch for the new door access swipe and relocation and upgrading the intercom system as part of the 9-1-1 Center’s remodel project.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH INC. FOR A
NEW DOOR ACCESS SWIPE AND UPGRADING INTERCOM SYSTEM AS PART OF THE
9-1-1 CENTER'S REMODEL PROJECT**

WHEREAS, the remodel project at the 9-1-1 Center will recreate the front foyer entrance; and

WHEREAS, a new door will be installed requiring card access; and

WHEREAS, the existing intercom system will be relocated and needs to be upgraded; and

WHEREAS, Knight Watch Inc. holds the proprietary software on the existing system; and

WHEREAS, the Facilities Department recommends a purchase order to Knight Watch Inc., who submitted a proposal of \$11,635.91 for the new door swipe access and to relocate and upgrade the intercom system at the 9-1-1 Center; and

WHEREAS, funds are available in the approved 2020 CIP 9-1-1 Fund line item #261-32500-976000 which has a current balance of \$66,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order in an amount not to exceed \$11,635.91 to Knight Watch Inc., 3005 Business One Drive, Kalamazoo, Michigan 49048, for a new door access swipe and upgrading the intercom system as part of the 9-1-1 Center's remodel project.

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

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

TO: Ingham County Board of Commissioner's County Services
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 24, 2022
SUBJECT: Authorization to start a Managerial/Confidential Employee at Grade 16 Step 5

BACKGROUND

Recruitment of a Deputy Health Officer (DHO) over Public Health Services has concluded with a selection of a candidate to fill the position. We are requesting to compensate the candidate at MC 16 Step 5 of the Managerial/Confidential 2022 Wage Scale. Even with this request to increase the current pay, the candidate will be compensated less than she was in her previous position.

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

With a Doctorate in Administration and a Master's in Public Health, the selected candidate has a broad range of experience beginning with her current position as Regional Coordinator for the CDC Foundation where she facilitates deployment and integration of public health workforce to facilitate large-scale coordination and implementation of health equity interventions. The candidate has led and facilitated project management for enhancing public health collaborations by identifying local partners and performance indicators and by monitoring processes and outcomes. She has also managed staff to develop and enhance systems/processes designed to ensure high quality project management while coordinating mobilization efforts for assigned programs with stakeholders to ensure alignment with local health departments. Throughout her career, this candidate has established both local and national government relationships for advancing health policies related to health equity and advanced workforce development and the integration of primary public health practitioners in rural and urban communities. She serves on both local and national boards that advance social justice and health equity agendas as well as having served on boards promoting long-term sustainability. This candidate has strong and well-suited qualifications to be a successful member of the Health Department Administrative team. Given her experience and performance during our interview process, we believe that this candidate would make an excellent addition to our Administrative staff and request authorization to hire at the MC 16 Step 5.

ALTERNATIVES

Eight candidates met qualifications for the DHO of Public Health Services position and were interviewed by a four-member selection committee. The chosen candidate was the consensus recommendation of the committee. If no agreement regarding salary is reached, then the Deputy Health Officer search will continue. Although there is a current interim DHO in place, her commitment to cover this position is a limited period of 8 weeks. Considering this narrow window combined with the current global pandemic, it would be untenable to continue operating as an Administrative team for any length of time without this position being filled.

FINANCIAL IMPACT

The Deputy Health Officer MC 16, beginning at Step 5 with the following pay scale for 2022:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 16	\$108,792.28	\$113,873.56	\$119,191.32	\$124,759.21	\$130,622.90

OTHER CONSIDERATIONS

There are no other considerations.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the knowledge, skills, and expertise of the chosen candidate, I respectfully recommend that the County Services Committee allow the selected Deputy Health Officer candidate to begin at Grade 16 Step 5 of the 2022 MC salary schedule.

Agenda Item 6b

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 14, 2022
SUBJECT: Authorization to Convert Position #601398 (Disease Control Nurse) from .5 FTE to .75 FTE
For the meeting agendas of February 14, February 15 and February 16, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to increase a .5 FTE Disease Control Nurse Position (Position #601398) from .5 FTE to .75 FTE, effective October 1, 2021 through September 30, 2022 for an amount not to exceed \$24,772. Increasing Position #601398 from .5 FTE to .75FTE will allow ICHD's Communicable Disease Division (CD) to increase their capacity and provide additional support for COVID-19 disease investigation and prevention efforts. Increasing this position will allow ICHD's CD to utilize current staff to bring their expertise and knowledge to support these efforts.

ALTERNATIVES

ICHD could elect not to extend the support offered through this position through September 30, 2022 and could revert back to a .5 FTE position; however, this would decrease CD's capacity to respond to the COVID-19 pandemic.

FINANCIAL IMPACT

Position #601398 will be increased from a .50 FTE to a .75FTE, (MNA Grade 3 Step 5) increasing the salary and fringe costs from \$58,225 to \$82,997 for a total increase of \$24,772. All costs associated with this increase will be covered by funds from the COVID-19 grants from the Michigan Department of Health and Human Services (MDHHS) authorized through Resolution #21-419. This position will remain at a .75 FTE through the duration of the grant. Upon loss of the grant, the position will revert back to a .5 FTE position.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize position #601398 Disease Control Nurse to be increased from .5 FTE to .75 FTE effective upon approval through September 30, 2022.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT POSTION #601398 (DISEASE CONTROL NURSE)
FROM .5 FTE TO .75 FTE**

WHEREAS, Ingham County Health Department (ICHD) wishes to temporarily increase a .5 FTE Disease Control Nurse Position (Position #601398) from .5 FTE to .75 FTE, effective October 1, 2021 through September 30, 2022 for an amount not to exceed \$24,772; and

WHEREAS, increasing Position #601398 from .5 FTE to .75FTE will allow ICHD's Communicable Disease Division (CD) to increase their capacity and provide additional support for COVID-19 disease investigation and prevention efforts; and

WHEREAS, increasing this position will allow CD to utilize current staff to bring their expertise and knowledge to support these efforts; and

WHEREAS, position #601398 will be increased from a .50 FTE to a .75 FTE (MNA Grade 3, Step 5), increasing the salary and fringe costs from \$58,225 to \$82,997 for a total increase of \$24,772; and

WHEREAS, all costs of this increase will be covered by funds from the COVID-19 grants from the Michigan Department of Health and Human Services (MDHHS) authorized through Resolution #21-419; and

WHEREAS, this position will revert back to a .5 FTE position at the conclusion of the grant; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes increasing position #601398 Disease Control Nurse from .5 FTE to .75 FTE effective upon approval through September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of position #601398 Disease Control Nurse from .5 FTE to .75 FTE effective upon approval through September 30, 2022.

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

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

Agenda Item 7a

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 1, 2022

SUBJECT: Proposed Resolution to Approve and Certify the Ingham County 2021 Public Road Mileage Certification

For the Meeting Agendas of February 15 and 22

BACKGROUND

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments, or discovered errors. The current year annual report covers the period from January 1, 2021 through December 31, 2021. There was a net increase of 0.30 miles of public road mileage in 2021, adjusting the road centerline mileage to 1,255.03 miles.

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

An electronic copy of the title sheet labeled “Ingham County Road System (Miles)”, dated January 1, 2022, has been provided for signature to the Board of Commissioners Office.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY THE INGHAM COUNTY
2021 PUBLIC ROAD MILEAGE CERTIFICATION**

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

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

WHEREAS, Ingham County realized a net increase of 0.30 miles of public road centerline mileage in 2021, adjusting the road centerline mileage to 1,255.03 miles; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes the Board Chairperson to electronically sign the 2021 Public Road Mileage Certification document that is consistent with this resolution.

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 1, 2022

SUBJECT: Proposed Resolution to Amend the Acceptance of Silverstone Way within the Silverstone Estates Subdivision as a Public County Road

For the Meeting Agendas of February 15 and 22

BACKGROUND

Per Board Resolution #21-073, the final plat for Silverstone Estates Subdivision was accepted as well as the acceptance of Silverstone Way as a county public road. However, MDOT has recently notified us that the language of the resolution was not sufficient to meet the Act 51 certification requirements to include Silverstone Way in the public road network. Specifically, the resolution must state the following:

- A centerline description
- Acknowledgment that the road is located within a right of way under county control
- A stipulation that the right of way is for public purposes
- Acknowledgement that the road has been accepted into the county road system prior to December 31, 2021 and is open to automobile traffic

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE ACCEPTANCE OF SILVERSTONE WAY WITHIN THE SILVERSTONE ESTATES SUBDIVISION AS A PUBLIC COUNTY ROAD

WHEREAS, on February 9, 2021, per Resolution #21-073, the Ingham County Board of Commissioners approved the Final Plat for the residential subdivision called Silverstone Estates, including 25 lots on 25.52 acres in the west half of Section 23, Meridian Township, Ingham County, Michigan; and

WHEREAS, per Resolution #21-073, the Ingham County Board of Commissioners accepted Silverstone Way, the sole internal road in the Silverstone Estates Subdivision, as a public county road; and

WHEREAS, the Silverstone Way road construction met Ingham County Road Department procedures and guidelines and all construction was in accordance with the approved road and drainage plans; and

WHEREAS, Silverstone Way is the sole internal road within Silverstone Estates, which extends from Powell Road to lot 14, for a total length of 0.30 miles; and

WHEREAS, Silverstone Way is located within a right-of-way under county control, intended for public road purposes; and

WHEREAS, Silverstone Way was accepted into the county road system prior to December 31, 2021 and is currently open to automobile traffic; and

WHEREAS, the Michigan Department of Transportation has notified the Ingham County Road Department that the wording of Resolution #21-073 did not meet all of the specific requirements to include Silverstone Way in the public road network.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to accept the Silverstone Estates single internal road, Silverstone Way, from Powell Road to its current end, adjacent to lot 14, for a total length of 0.30 miles as a county local public road.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners acknowledges that Silverstone Way, located in Section 23 of Meridian Township, is located within a right of way under county control for public road use and was open to automobile traffic prior to December 31, 2021.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 28, 2022
SUBJECT: Resolution Authorizing Enrollment in Davenport University's Certificate of Management Program (Cohort Three)

For the meeting agendas of February 15 and February 16

BACKGROUND

The Institute for Professional Excellence at Davenport University offers a Certificate of Management (CoM) program, designed to develop core management skills necessary to increase workforce productivity and performance. This six-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results.

New, experienced, and aspiring managers will benefit from the CoM program. Skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee satisfaction and retention, and encourage professional development of future leadership.

New, experienced, and aspiring managers who completed Cohorts One and Two of the CoM program in the fall of 2020 and Spring of 2021 report great satisfaction with the program and resultant increase in their knowledge and skills. Offering another cohort of the CoM program will provide like benefits and results to employees and the County.

Purchase of 20 seats enables the County to realize a 20% reduction in the per-seat price. Additionally the 2022 price of \$1,595 per seat has been reduced from the 2021 price of \$2,360 per seat.

ALTERNATIVES

In the alternative, individuals may or may not independently pursue educational programs to develop necessary core management skills required for current and future leadership of Ingham County. Another alternative would be to authorize ten (10) seats at the full per-seat price (20% additional).

FINANCIAL IMPACT

Purchase of twenty (20) seats at a cost of \$1,595 per seat results in a total investment cost of \$31,900. Funding is requested from the contingency fund or fund balance.

STRATEGIC PLANNING IMPACT

The recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service. Strategy 4: Support employee and professional development.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENROLLMENT IN DAVENPORT UNIVERSITY'S
CERTIFICATE OF MANAGEMENT PROGRAM (COHORT THREE)**

WHEREAS, the Institute for Professional Excellence at Davenport University offers a Certificate of Management (CoM) program, designed to develop core management skills necessary to increase workforce productivity and performance; and

WHEREAS, this six-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results; and

WHEREAS, new, experienced, and aspiring managers will benefit from the CoM program; and

WHEREAS, skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee retention, and encourage professional development of future leadership; and

WHEREAS, authorizing enrollment in the CoM program is in furtherance of several strategic goal(s) and task(s) included in the Strategic Plan including Goal F. Human Resources and Staffing – attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1 – attract and retain employees who value public service, and Strategy 4 – support employee and professional development; and

WHEREAS, new, experienced, and aspiring managers who completed Cohorts One and Two of the CoM program in the fall of 2020 and Spring of 2021 reported great satisfaction with the program and resultant increase in their knowledge and skills; and

WHEREAS, offering another cohort of the CoM program will provide like benefits and results to employees and the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Human Resources Director to enroll up to 20 Ingham County employees in the CoM program at a cost not to exceed \$31,900 from the Contingency Fund.

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

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

Agenda Item 10a

TO: County Services Committee

FROM: Becky Bennett, Director
Board of Commissioners' Office

DATE: February 3, 2022

SUBJECT: Resolution Amending the Board Rules

BACKGROUND

The Board Rules permitted Commissioners to participate in Board and Committee meetings via telephone or zoom due to medical reasons and were allowed up to 3 per diems per year. Due to changes to the Open Meetings Act, 1976 PA 267 that went into effect on January 1, 2022, the only legal basis for a member of a public body to participate in a meeting via telephonic or video conferencing as a member of the public body (i.e., to vote, to be counted toward a quorum, or to deliberate toward a decision), is if that member is absent due to military duty.

FINANCIAL IMPACT

Financial impact is minimal. Commissioners will not be able to receive a per diem unless they physically attend a meeting.

OTHER CONSIDERATIONS

There are no other considerations at this time, the Board of Commissioners must be in compliance with the Open Meetings Act.

RECOMMENDATIONS

I recommend approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE BOARD RULES

WHEREAS, the Board Rules permit Commissioners unable to attend board or committee meetings due to medical reasons to participate via telephone; and

WHEREAS, due to amendments to the Open Meetings Act, 1976 PA 267 (OMA), effective January 1, 2022, the only legal basis for a member of a public body to participate in a meeting via telephonic or video conferencing as a member of the public body (i.e., to vote, to be counted toward a quorum, or to deliberate toward a decision), is if that member is absent due to military duty; and

WHEREAS, this amendment to the OMA eliminates the previously permissive practice of a public body allowing its members to participate and vote remotely if a physical quorum was present.

THEREFORE BE IT RESOLVED, that the Ingham County Board Rules are hereby amended to read as follows:

V.

CONDUCT OF BOARD MEETINGS

A. QUORUM.

A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary. Commissioners unable to attend due to military duty shall be permitted to participate by telephone or videoconference in the discussion, votes of committee and board meetings, and shall count towards a quorum provided that the requirements of the Open Meetings Act are met.

Agenda Item 10b

TO: County Services Committee

FROM: Becky Bennett, Director
Board of Commissioners' Office

DATE: February 3, 2022

SUBJECT: Resolution Reaffirming the Board of Commissioners' Authority to Appoint, Employ and Remove Certain Positions

BACKGROUND

There are multiple resolutions that amend and reaffirm the Board of Commissioners' authority over certain positions within the County. This resolution combines existing resolutions into one document, adds the position of Chief Public Defender, and transfers the authority to remove the Parks Director and Fairgrounds Events Director back to the Board of Commissioners to be consistent with the Animal Control Director position.

FINANCIAL IMPACT

There is no financial impact.

OTHER CONSIDERATIONS

None.

RECOMMENDATIONS

I recommend approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REAFFIRMING THE BOARD OF COMMISSIONERS'
AUTHORITY TO APPOINT, EMPLOY, AND REMOVE CERTAIN POSITIONS**

WHEREAS, the Board of Commissioners has exclusive authority for appointment, employment, and removal of certain positions such as those that require direct Board appointment/employment per state statute, as well as certain other County positions which include:

Animal Control Director - [Ingham County Animal Control Ordinance, Article III, Section 1]
Board of Commissioners' Office Director
Chief Public Defender
County Controller/Administrator - [Michigan Compiled Laws 46.13b]
County Civil Attorney/Corporation Counsel - [Michigan Compiled Laws 49.71]
Equalization Director - [Michigan Compiled Laws 211.34]
Fairgrounds Events Director
Health Officer - [Michigan Compiled Laws 333.2428]
Managing Director of the Road Department [Michigan Compiled Laws 224.9(3)]
Parks Director

; and

WHEREAS, as the result of organizational changes within the County, it is necessary reaffirm the Board's authority over certain positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners has exclusive authority for appointment, employment, and removal of the following positions:

Animal Control Director
Board of Commissioner's Office Director
Chief Public Defender
County Civil Attorney/Corporation Counsel
County Controller/Administrator
Equalization Director
Fairgrounds Events Director
Health Officer
Managing Director of the Road Department
Parks Director

BE IT FURTHER RESOLVED, that the Controller/Administrator will continue to have supervisory authority over the Animal Control Director, Fairgrounds Events Director and the Parks Director.

BE IT FURTHER RESOLVED, that the provisions of any prior resolutions that pertain to the above-mentioned positions that are inconsistent with this resolution are of no further force or effect.



County of Marquette
BOARD OF COMMISSIONERS
 Courthouse Complex
 Marquette, Michigan 49855
 Phone: (906) 225-8151
 Fax: (906) 225-8155
 www.co.marquette.mi.us

Gerald O. Corkin, *Chairman*
 Joe Derocha, *Vice-Chair*
 Karen Alholm
 Bill Nordeen
 Johnny DePetro
 Stephen Adamini

**RESOLUTION SUPPORTING THE CAUSE OF PROTECTING
 DEMOCRACY, PROMOTING POLICIES THAT PROTECT
 ACCESS TO THE BALLOT FOR VOTERS AND BUILDING ON
 THE PROGRESS OF THE 2020 ELECTIONS**

WHEREAS, access to voting and participation in free, fair and secure elections is fundamental to our system of governance; and

WHEREAS, Michigan's election security protocols are among the strongest in the nation. Robust voter-ID laws prevent or intercept fraudulent attempts to impersonate voters. Multiple security checks bolster our absentee voting process. And gold-standard paper balloting ensures all our election outcomes can be verified; and

WHEREAS, in 2018, Michigan voters overwhelmingly supported amending the constitution to expand voting rights, make it easier to register and easier to vote, by the following percentages of votes cast on Proposition 3: 68% support among Marquette County voters and 67% Statewide; and

WHEREAS, restricting voting rights and undermining the fair, nonpartisan administration of elections is harmful to all communities, but disproportionately impacts (already marginalized) voters of color, lower-income communities, the elderly, as well as disabled voters; and

WHEREAS, in recent months, state legislatures, including Michigan's, have introduced dozens of bills that essentially restrict access to voting, make election administration and oversight less equitable and efficient, and undermine existing laws that maintain election security and ensure nonpartisan counting and certification of votes; and

WHEREAS, elections in Michigan have been conducted safely and securely and without any significant fraud, up to and including the 2020 election, as the Senate Oversight Committee Report concluded; and

WHEREAS, in 2021, the Secretary of State unveiled a legislative agenda that would improve access to voting whether early, absentee, or in-person; expedite absentee ballot processing; and make voting more convenient, demanding that every valid vote is counted and accurate election outcomes upheld;

Now, therefore, be it **RESOLVED** that the Marquette County Board of Commissioners on this eighteen day of January, 2022 strongly supports policies that **expand and protect equitable access to voting and that strengthen and sustain a robust election infrastructure**, including both material and human resources:

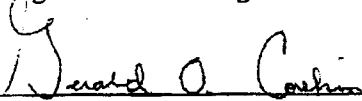
- Make Election Day a state holiday to facilitate voting and make it easier for citizens to serve as election workers;

- Allow overseas service members and spouses to return their ballots electronically;
- Earmark sufficient funding for elections to recruit, train and retain needed election workers, to add sufficient election equipment such as secure drop boxes and tabulators, and to support voters with disabilities;
- Allow the processing of Absentee Ballots and Establish Early In-Person voting the weekend prior to Election Day;
- Any rule governing the mailing of absentee ballot applications to registered voters by state or local election administrators should apply equally to all other organizations, including nonpartisan voter engagement groups and political parties;
- Mandate the same training standards for election workers and election challengers.

The Board urges the Michigan House, Senate and Governor Whitmer to take immediate and long-term action to support the goal of preserving democracy, ensuring access to voting, and continuing to promote the integrity, security, and fairness of all elections throughout the State of Michigan; and be it further

RESOLVED, that the Marquette County Board of Commissioners strongly opposes all legislation or other efforts that would restrict access to the ballot, undermine the nonpartisan, fair and efficient administration of elections; and restrict voting rights; and be it further

RESOLVED, that a copy of this Resolution be forwarded to the Office of the Secretary of State, the Governor's Offices in Lansing and Northern Michigan, and the members of the Upper Peninsula delegation to the Michigan State Legislature.



Gerald O. Corkin, Chairperson
County Board of Commissioners

Dated: January 18, 2022