

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, JUNE 7, 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 [May 17, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Capital Region Airport Authority – Update by President & CEO Nicole Noll-Williams (*Discussion*)
2. Ingham County Sunrise – Employee Co-Op/Succession Planning (*Presentation by LEAP*)
3. 55th District Court – [Reorganization](#) of the 55th District Court (*Discussion*)
4. Financial Services Department – Resolution to Extend the Agreement with [MGT of America Consulting, LLC](#) for the Preparation of a County-Wide Cost Allocation Plan
5. Innovation and Technology Department
 - a. Resolution to Approve Equipment Purchase from [Sentinel Technologies](#)
 - b. Resolution to Approve Support Renewal from [ID Networks](#)
 - c. Resolution to Approve Fiber Engineering and Construction from [Western Tel-Com](#)
6. Facilities Department
 - a. Notice of Emergency Purchase Order of a [Chilled Water Pump](#) Replacement
 - b. Resolution to Authorize an Agreement with [Laux Construction LLC](#) for the Improvements to the 9-1-1 Center
7. Road Department
 - a. Resolution to Authorize a Contract for As-Needed Fabrication Inspection Services with [KTA-Tator](#)
 - b. Resolution to Authorize Agreements with Aurelius, Lansing, and White Oak Townships for the [2022 Local Road Program](#)
 - c. Resolution to Authorize a Contract with Capital Asphalt LLC and with Rieth-Riley Construction Co., Inc for Bid Packet #82-22 for the 2022 Countywide [Paving Program](#)

8. Human Resources Department – Controller & Budget Director Salaries [Market Study Results](#) (*Discussion Item*)
9. Controller’s Office – Resolution to Authorize an Agreement with the [Mejorando Group](#) for Strategic Planning Facilitation
10. Board of Commissioners – Resolution Honoring the [Lansing Juneteenth Committee](#) on the 29th Annual Juneteenth Celebration

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 17, 2022
Draft Minutes

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

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, 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 May 3, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE MINUTES OF THE MAY 3, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

6. Human Resources Department – Resolution to Authorize an Agreement with the CCLP 9-1-1 Non-Supervisory Unit for New Hire Experience Credit

Limited Public Comment

None.

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

1. Sheriff's Office – Authorization to Start an Employee Above Step 2
2. Innovation and Technology Department – Resolution to Approve the Purchase of a Document Composition Module from Hyland
3. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Boynton Fire Safety Service to Replace the Fire Pump Controller at the Hilliard Building
 - b. Resolution to Authorize an Agreement with Securitas Security Services USA, Inc., for Unarmed Security Services at Multiple County Facilities
4. Road Department
 - a. Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Delhi, Onondaga, Stockbridge, Vevay, and Williamstown Townships for the 2022 Local Road Program
 - b. Resolution to Approve Agreements with the City of Leslie, City of Mason,

City of Williamston and the Village of Webberville for the 2022 Pavement Marking Program

- c. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Hagadorn Road and Sandhill Road Project

5. Board of Commissioners

- a. Resolution to Approve Supplemental Funding for the 2022 Ingham County Cultural Diversity, Equity, & Inclusion Committee's Unity in the Community and to Authorize the Transfer of Funds to the Diversity, Equity, and Inclusion Budget
- b. Resolution Designating the Month of June, 2022 as LGBTQ Pride Month in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

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

6. Human Resources Department – Resolution to Authorize an Agreement with the CCLP 9-1-1 Non-Supervisory Unit for New Hire Experience Credit

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

Commissioner Grebner asked for clarification on the language that stated past general experience more than Five (5) years prior to date of hire shall not be credited. He further asked if a segment of experience that ended more than five years prior would be counted.

Gregg Todd, Controller, stated that the language included in the resolution clarified that there would not be an additional step increase if the experience was more than five years prior. He further stated that if an individual had eight years of experience, then they would be credited for five and hired at a Step 6.

Commissioner Grebner stated that he believed it suggested that if an individual were a 9-1-1 operator 10 years ago for three years, then it would not count.

Sue Graham, Human Resource Director, stated that if the experience was more than five years old it would not count. She further stated that at that point it would be presumed that the individual was no longer proficient.

Commissioner Grebner stated that even if the years of service were continuous, the individual would not be credited for the experience that was more than five years old. **He further stated that the language was not entirely clear and hoped that they would be able to find language that better clarified by the time the resolution reached the Finance Committee.**

Commissioner Grebner stated that he understood that an experience might mean a range of time or the individual time. He further stated that what the resolution meant was that no experience outside of the past five years counted.

Ms. Graham stated that one reason for this point was the concern that technology had changed in the past five years.

Commissioner Grebner stated that he agreed with the concern, but believed that the language needed to be clarified to avoid a grievance.

Commissioner Maiville asked to ensure that the Capitol City Labor Program (CCLP) understood the intended language as well.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated that the Cristo Rey Church, located at 201W. Miller Road in Lansing, would host a Fiesta throughout Memorial Day weekend. He further stated that there would be ethnic food and celebrations.

Commissioner Peña stated his appreciation for the Representatives who supported what he believed was House Resolution 5129 for County Services from Washington, which helped the CA Program in the local area. He further expressed his thanks to Congressman Fred Upton for the support.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:37 p.m.

**JUNE 7, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

4. Financial Services Department – *Resolution to Extend the Agreement with MGT of America Consulting, LLC for the Preparation of a County-Wide Cost Allocation Plan*

This resolution approves a one year extension to the contract with MGT of America Consulting, LLC for a Cost Allocation Plan in accordance with 2 CFR Part 200 in the amount of \$12,000 (same per year cost as existing contract).

See memo for details.

5a. Innovation and Technology Department– *Resolution to Approve Equipment Purchase from Sentinel Technologies*

This resolution approves the purchase equipment to connect new fiber installations to County facilities to strengthen the County network. The funding for the \$162,000 (\$161,546 plus \$545 contingency) is through the ARP Second Tranche funds.

See memo for details.

5b. Innovation and Technology Department– *Resolution to Approve Support Renewal from ID Networks*

This resolution approves the renewal of software from ID Networks for the Sheriff’s Office fingerprinting and identification purposes. Funding for the \$8,291 purchase is in the 2022 LOFT Fund.

See memo for details.

5c. Innovation and Technology Department– *Resolution to Approve Fiber Engineering and Construction from Western Tel-Com*

This resolution approves engineering and construction for fiber broadband installation with Western Tel-com (#43137) under the State of Michigan MiDeal contract. The \$375,000 (\$352,925 plus \$23,075 contingency) is to be funded through the ARP Second Tranche funds.

See memo for details.

6a. Facilities Department– *Notice of Emergency Purchase Order of a Chilled Water Pump Replacement*

This Emergency PO is for the chilled water pump replacement at the Mason Courthouse in the amount of \$9,931.

See memo for details.

6b. Facilities Department– Resolution to Authorize an Agreement with Laux Construction LLC for the Improvements to the 9-1-1 Center

This resolution authorizes an agreement with Laux Construction, LLC for improvements to the 9-1-1 Center including the front lobby, vestibule, open office area, the front parking lot, rear parking lot, window treatments, and adding additional electrical in the storage room. Laux Construction was the lowest responsible bidder with a proposal of \$220,400. A \$4,000 contingency is also requested.

Limited funds are available in the approved 2019 CIP 9-1-1 Fund (\$58,970.44) with the remaining coming from the 9-1-1 Fund Balance.

See memo for details.

7a. Road Department– Resolution to Authorize a Contract for As-Needed Fabrication Inspection Services with KTA-Tator

This resolution authorizes a contract with KTA-Tator for as needed material testing and inspection. KTA-Tator was the lowest responsible bidder and will provide the inspection services which were being provided by TUV Rheinland Industrial Solutions, which recently eliminated its fabrication inspection section.

See memo for details.

7b. Road Department– Resolution to Authorize Agreements with Aurelius, Lansing, and White Oak Townships for the 2022 Local Road Program

This resolution authorizes the Local Road Program agreements with the above mentioned townships for 2022. The Road Department's 50% match of \$182,968.39 is included in the 2022 Road Fund Budget.

See memo for details.

7c. Road Department – Resolution to Authorize a Contract with Capital Asphalt LLC and With Rieth-Riley Construction Co., Inc. for Bid Packet #82-22 for the 2022 Countywide Paving Program

This resolution approves a contract with Capital Asphalt and Rieth-Riley Construction Co., Inc. for the 2022 County-wide Paving Program. The scope of work for this bid package includes hot mix asphalt (HMA) base crushing and shaping, cold milling, machine grading, concrete curb and gutter, aggregate shoulders, and HMA pavement.

Rieth-Riley Construction was the second lowest bidder but utilized the County's Local Purchasing Preference Policy to match Capital's bid. The Ingham County Road Department (ICRD) would like to contract with both companies due to the amount of work. Funding will be split between the township the road improvements are in and the ICRD in the following manner:

Oakley Road (Budd Rd to Stockbridge Township Line):
Bid Price = \$344,293.40
Stockbridge Township Funding Responsibility = \$264,565.32
Road Department Funding Responsibility = \$73,063.18

Beeman Road (Brookshire Ct to Golf View Dr):
Bid Price = \$115,200

Williamstown Township Funding Responsibility = \$115,200
Road Department Funding Responsibility = \$0

Dexter Trail and Carter Road Intersection:
Bid Price = \$178,115.55
Ingham Township Funding Responsibility = \$0
Road Department Funding Responsibility = \$178,115.55

See memo for details.

9. Controller's Office – Resolution to Authorize an Agreement with the Mejorando Group for Strategic Planning Facilitation

This resolution authorizes an agreement with Mejorando Group for strategic planning facilitation. The current Ingham County Strategic Plan expires this year.

Funding for the \$57,200 project would come from the 2022 Contingency Budget.

See memo for details.

10. Board of Commissioners– Resolution Honoring the Lansing Juneteenth Committee on the 29th Annual Juneteenth Celebration

ADDITION ITEMS:

- 1. Capital Region Airport Authority – Update by President & CEO Nicole Noll-Williams (Discussion)**
- 2. Ingham County Sunrise – Employee Co-Op/Succession Planning (Presentation by LEAP)**
- 3. 55th District Court – Reorganization of the 55th District Court (Discussion)**
- 8. Human Resources Department – Controller & Budget Director Salaries Market Study Results (Discussion Item)**

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: May 11, 2022

SUBJECT: Reorganization Plan – Court Security Coordinator Position

NEED FOR THE REORGANIZATION PLAN

We live in a time where threats against judges and court staff and acts of violence in courthouses and courtrooms are occurring throughout the country with greater frequency than ever. Therefore, creating a safe place for our judges, employees, and all who enter the courthouse must be a top priority for both the Court and the County.

Courts are hosts to individuals from opposing sides. There is a winner and a loser for every court case, and in some circumstances, neither side feels much like a winner. Being adversarial in nature, courts operate every day with the potential for an event that jeopardizes the safety and security of those in a courthouse.

The best way to minimize the potential for a security event is to take a proactive approach to court security. The first step in adopting a proactive approach would be to appoint a person whose primary responsibility is the daily assessment and monitoring of security measures. Currently, our magistrate serves as our security coordinator. Unfortunately, our magistrate does not have the time nor are they trained to perform that role adequately. Recognizing this serious deficiency, the 55th District Court Courthouse Security Committee has recommended that the County create and fund a court security coordinator position.

The 55th District Courthouse Security Committee was formed as directed by Michigan Supreme Court Administrative Order 2019-01 (AO2019-1). The Order requires a chief judge to establish a courthouse security committee. One of the goals of AO2019-01 is to have the committee recommend goals and objectives specific to improving physical security, emergency preparedness, and employee training. Currently, the committee is comprised of representatives from the Court, the Ingham County Controller’s Office, the Ingham County Sheriff’s Office, the Ingham County Facilities Department, and the Mason Police Department. Again, this committee has recommended that the Court request funding for a court security coordinator position.

REORGANIZATION PLAN

The plan calls for the following:

- Creation of a Court Security Coordinator position (UAW – Grade Level K)
- Elimination of a Court Officer position (UAW – Grade Level E)

The Court Security Coordinator position will identify strategies for addressing and monitoring security and safety challenges, ranging from physical protection of all persons in and around the courthouse to staff education on security issues and from workplace violence to data integrity to the day-to-day operational challenges.

One court officer position will be eliminated as the court security coordinator position will be filled with one of our existing court officers. The court security coordinator will continue to serve as a court officer as needed. Hence, the Court will not be increasing its allotted FTEs.

FISCAL IMPACT

The cost of the plan is \$25,634. The increase in costs results from the difference between the wages and fringes of a UAW Grade Level E position and a UAW K position. Wages and fringes were calculated using the highest pay step for the affected positions. The Court is not requesting a budget increase as the \$26,634 will be absorbed in the current budget. Ingham County’s Budget Office provided the financial data.

CURRENT ORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137027	Court Officer	UAW E-5	\$ 87,580
137033	Court Officer	UAW E-5	\$ 87,580
			\$ 175,160

REORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
TBD	Court Officer - eliminated		\$ -
TBD	Court Officer	UAW E-5	\$ 87,580
TBD	Court Security Coordinator	UAW K-5	\$ 113,214
			\$ 200,784
Cost			\$ 25,634

HUMAN RESOURCES ANALYSIS OF REORGANIZATION

The Ingham County Human Resources Department conducted an analysis of the reorganization (see May 6, 2022 memorandum). As a result of the analysis, the court security coordinator job description was created.

REORGANIZATION REQUEST

The safety of Court and County employees and all who use Ingham County facilities has been and is a top priority for Court and the County. The creation of a court security coordinator position in the 55th District Court will be a significant step in realizing that priority at the Court.

With the support of the 55th District Court Courthouse Security Committee, the Court respectfully requests that the Ingham County Board of Commissioners approve the reorganization plan and create a Court Security Coordinator position.

Agenda Item 3

TO: Michael Dillon, District Court Administrator

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: May 6, 2022

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization for District Court:

Per your request, Human Resources has created a new classification titled Court Security Coordinator, District Court.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at a UAW K. The UAW has been notified. They support the classification and salary placement.

I have attached the UAW response. I have also attached the job description.

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

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

From: [Teresa Carter](#)
To: [Elisabeth Bliesener](#); [Bradley Prehn](#)
Cc: [Joan Clous](#)
Subject: Re: Draft Court Security Coordinator for your review
Date: Thursday, May 05, 2022 10:05:23 AM
Sensitivity: Confidential

Hello Elisabeth,

My apologies I don't remember receiving this, Yes the UAW is in agreement with this job description pointing out as a K with 1130 points.

Thank you.

Teresa Carter
Office Coordinator
517-676-8374 desk
517-676-8380 fax

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Thursday, May 5, 2022 9:49 AM
To: Teresa Carter <TCarter@ingham.org>; Bradley Prehn <BPrehn@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: Draft Court Security Coordinator for your review

Hi Theresa,
Have you had a chance to review this job description yet? District Court would like to take this for a resolution hopefully soon.

Thanks
Beth

From: Elisabeth Bliesener
Sent: Thursday, April 28, 2022 4:12 PM
To: Teresa Carter <TCarter@ingham.org>; Bradley Prehn <BPrehn@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Draft Court Security Coordinator for your review
Sensitivity: Confidential

Hi Theresa,
I have attached a draft JD that District Court would like to create. The plan would be if the position is approved to convert one of the existing court officer into this Court Security Coordinator. There would be no change in FTE or to the Union placement.

You can see the JPE in the draft job description attached.

Does the Union give their support to create a Court Security Coordinator, District Court – UAW K

Let me know what questions you have.

Thanks,
Beth

Beth Bliesener
Ingham County
Human Resources
517-887-4375

Transmission is Privileged and Confidential.

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**INGHAM COUNTY
JOB DESCRIPTION**

COURT SECURITY COORDINATOR, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, responsible for the planning and administration of court security functions. Responsibilities include overall administration of court security and serving as the Courts' liaison with Sheriff's Department and local law enforcement to ensure the safety of Judges, court personnel, the public and to ensure the court facility is secure. Performs the functions of a court officer.

Essential Functions:

1. Performs the functions of a court officer as listed on the court officer job description.
2. Assesses court security operations, staffing levels and policies and procedures.
3. Assists in developing the court's security plan, policies, procedures, and provides oversight of court security functions.
4. Reviews and tests the court's security plan, policies and procedures to ensure that systems and procedures in place are adequately protecting the public, judiciary, and court personnel.
5. Plans, coordinates, and implements court emergency evacuation procedures.
6. Assists with security checks for employees, contractors, and vendors.
7. Schedules and coordinate security details with the Ingham County Sheriff's Department and other law enforcement agencies
8. Serve as a chair of the Courthouse Security Committee.
9. Oversees building evacuations and emergency management coordination during emergency or drill situations.
10. Participates in the employment interviews for the court officer position.
11. Orients and trains court officers.
12. Schedules and oversees the work assignments of court officers.
13. Counsels and assists court officers with complex security issues.
14. Recommends security training programs for court officers and other staff.
15. Serves as Terminal Agency Coordinator (TAC) for the Law Enforcement Information Network (LEIN).
16. Attends and participates in court administrative meetings.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of an Associate's Degree in in criminal justice, sociology, psychology or a related field or two years college equivalent in criminal justice, sociology, psychology or a related field is required.

Experience: Five years of experience as a court officer or ten years of experience as a law enforcement officer or closely related capacity is required. Supervisory experience preferred. Knowledge of court security management and emergency procedures.

Other Requirements: Must be able to be deputized and to make arrests. Must have valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms, Electromuscular Disruption Device (Taser) and Chemical Irritant spray.

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- Work environment varies.
- Regular contact with people charged and/or convicted of criminal offenses.
- Traveling to or spending time tracking delinquent persons.
- Exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperature increases.
- May encounter physical altercations in the course of providing security or making an arrest

UAW K
April 2022

DRAFT FOR DISCUSSION

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF
THE 55th DISTRICT COURT**

WHEREAS, we live in a time where threats against judges and staff and acts of violence in courthouses and courtrooms are occurring throughout the country with greater frequency than ever before; and

WHEREAS, the Ingham County Board of Commissioners is committed to providing a safe workplace for the public and its employees, customers, and contractors; and

WHEREAS, the 55th District Court is committed to enhancing security measures as set forth as a goal in its strategic plan; and

WHEREAS, within the Court's strategic plan, the Court established an objective to work with the County to create a security coordinator position; and

WHEREAS, a court security coordinator position will be responsible for the planning and administration of all court security functions, and

WHEREAS, when the Court moves into the new Ingham County Justice Complex, court operations will be on two floors instead of one floor as in the existing courthouse, which will require significant attention to the implementation and monitoring of new security measures in the new complex; and

WHEREAS, the 55th District Court Courthouse Security Committee, comprised of representatives from the Court and the following offices/agencies: Ingham County Controller's Office, Ingham County Sheriff's Office, Ingham County Facilities, and the Mason Police Department, have recommended that the County create a court security coordinator position within the Court; and

WHEREAS, the reorganization calls for the creation of a court security position and the elimination of a court officer position, thereby not increasing the Court's Full-Time Employees (FTEs); and

WHEREAS, the Human Resources Department has reviewed the proposed reorganization, analyzed the responsibilities of the positions involved, approved the new job description, and submitted a Memo of Analysis; and

WHEREAS, the UAW union leadership supports this reorganization; and

WHEREAS, the Budget Office has calculated an increased cost of \$25,634, with funding coming from the Court's existing budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the 55th District Court.

BE IT FURTHER RESOLVED, that a Court Officer position is eliminated (position number to be determined).

BE IT FURTHER RESOLVED, that a Court Security Coordinator position (position number to be determined) is created as a UAW TOPS – Grade Level K position (\$54,061.53 - \$ \$64,543.45).

BE IT FURTHER RESOLVED, that the reorganization shall be effective upon passage of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and changes to the Position Allocation List consistent with this resolution.

Agenda Item 4

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Tori Meyer, Director Financial Services
DATE: May 24, 2022
SUBJECT: Extension of Agreement with MGT, America for Cost Allocation Plan
MEETINGS: June 7 and June 8, 2022

BACKGROUND

Ingham County is the recipient of many grants. Many grant programs will reimburse the County for indirect costs as long as the cost allocation for indirect costs is prepared in accordance with 2 CFR Part 200. In order to maximize the County's grant revenue reimbursement by including indirect costs, the County has contracted with MGT of America Consulting, LLC to prepare the cost allocation plan. The three-year contract with MGT has recently ended and MGT is extending the County a one-year extension of the contract for \$12,000, which is exactly the same price that was included with the agreement that recently ended.

ALTERNATIVES

1. Approve the agreement to extend the contract for one year.
2. Not approve the agreement to extend the contract and forego grant revenue reimbursement.

FINANCIAL IMPACT

The annual cost of \$12,000 is included in the operating budget and is consistent with the amount paid for the last three years.

STRATEGIC PLANNING IMPACT

Maintain the County's financial reserves at adequate levels.

RECOMMENDATION

I respectfully request the approval to extend the contract with MGT of America Consulting, LLC for one year at the price of \$12,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE AGREEMENT WITH MGT OF AMERICA CONSULTING, LLC
FOR THE PREPARATION OF A COUNTY WIDE COST ALLOCATION PLAN**

WHEREAS, Ingham County is the recipient of grant funding and many grants will allow grant reimbursement for indirect costs with preparation of a Cost Allocation Plan; and

WHEREAS, the Cost Allocation Plan must be prepared in accordance with 2 CFR Part 200; and

WHEREAS, in 2019, Resolution #19-293 approved a contract with MGT of America Consulting, LLC for the preparation of the Cost Allocation Plan and the three-year agreement recently ended; and

WHEREAS, MGT of America Consulting, LLC has offered a one-year extension to the most recent agreement at the same price of \$12,000 per year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a one-year extension to the agreement with MGT of America Consulting, LLC for the preparation of the 2021 Cost Allocation Plan, for the price of \$12,000.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any necessary budget amendments.

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

Agenda Item 5a

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

FROM: Deb Fett, CIO

DATE: 05/24/2022

SUBJECT: Resolution to Approve Equipment Purchase from Sentinel Technologies
For the Agendas of June 7th, June 8th, and June 14th

BACKGROUND

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. This request is for the equipment necessary to activate our preliminary phase fiber broadband installation to various Ingham County locations currently served by subpar connections including several parks and buildings directly serving the public. Innovation & Technology has been working with Sentinel Technologies under the State of Michigan MiDeal contract.

ALTERNATIVES

In order to use the new fiber connections effectively, we must make changes to our equipment to connect to it. There are a few options for the modules to connect the fiber but we have had failures with the off-brand modules purchased in the past, therefore we are recommending the name brand modules for this critical link in our network.

FINANCIAL IMPACT

The funding for the \$161,546 total and \$454 contingency amount if approved will come from the \$2,000,000 recommended second Tranche ARP funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

As we are nearing construction phase for the first fiber phase, we are requesting to purchase the equipment now given the supply chain issues we have been experiencing with equipment over the past couple of years. We hope to receive these about the time the construction is finished avoiding a delay in actually using our new connections.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber installation from Sentinel Technologies in the amount not to exceed \$162,000.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE EQUIPMENT PURCHASE FROM SENTINEL TECHNOLOGIES

WHEREAS, Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements; and

WHEREAS, this fiber broadband will require Ingham County to change our equipment to take advantage of the new connections which including several parks and buildings directly serving the public; and

WHEREAS, the funds have been recommended to be allocated from the American Rescue Plan funds received in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of equipment from Sentinel Technologies in the amount not to exceed \$162,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the American Rescue Plan funds.

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

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 5b

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

FROM: Deb Fett, CIO

DATE: 05/24/2022

SUBJECT: Renew Support from ID Networks
For the Agendas of June 7th, June 8th, and June 14th

BACKGROUND

Ingham County Sheriff's Office uses software from ID Networks for their fingerprinting and other identification purposes. This software support and scanner support needs to be renewed every year to ensure that any problems can be addressed quickly if needed, but it has expired on January 1, 2022 and needs to be renewed.

ALTERNATIVES

We could always choose to not renew support, or to pursue a different vendor. In a brief review of options it appears that there is nothing suitable that is more reasonably priced and this is software that is very necessary for the Sheriff's Office.

FINANCIAL IMPACT

The funding for the \$8,291 is in the 2022 budget and would come from the LOFT Fund.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for support renewal from ID Networks in the amount not to exceed \$8,291.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE SUPPORT RENEWAL FROM ID NETWORKS

WHEREAS, Ingham County uses software from ID Networks for our fingerprinting and identification needs; and

WHEREAS, the support for the software and hardware needs to be renewed annually and expired on January 1, 2022; and

WHEREAS, the funds are budgeted in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of support from ID Networks in the amount not to exceed \$8,291.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Ingham County LOFT Fund.

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

Agenda Item 5c

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

FROM: Deb Fett, CIO

DATE: 05/24/2022

SUBJECT: Fiber Engineering and Construction from Western Tel-com
For the Agendas of June 7th, June 8th, and June 14th

BACKGROUND

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. This is the second round which would include engineering and construction for fiber broadband installation to a location currently served by a subpar connection at an additional park directly serving the public. Innovation & Technology has been working with Western Tel-com (#43137) under the State of Michigan MiDeal contract.

ALTERNATIVES

In exploring the options it was clear that the option chosen must be extremely reliable and robust to ensure that the County can not only remain operational but be able to support any number of remote workers as it is needed.

FINANCIAL IMPACT

The funding for the \$352,925 total and \$23,075 contingency amount if approved will come from the \$2,000,000 recommended second Tranche ARP funds. MiDeal contract #071B3200106.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

By installing our own fiber to connect our parks and facilities, it will allow us to provide better service to not only our departments who serve the community, but also to the public via our guest wireless access.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber installation from Western Tel-com in the amount not to exceed \$375,000.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE FIBER ENGINEERING AND CONSTRUCTION FROM
WESTERN TEL-COM**

WHEREAS, Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements; and

WHEREAS, this second round includes engineering and construction for fiber broadband installation to an additional Ingham County location currently served by a subpar connection which is directly serving the public; and

WHEREAS, the funds have been recommended to be allocated from the American Rescue Plan funds received in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of fiber engineering from Western Tel-com in the amount not to exceed \$375,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the American Rescue Plan funds.

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

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

Agenda Item 6a

TO: County Service and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 24, 2022
SUBJECT: Chilled Water Pump Replacement

This memo is to inform you of an emergency purchase order that was made prior to receiving approval from the County Service and Finance Committees.

The chilled water pump that supplies the Mason Courthouse with chilled water for the fan coil units and the air handlers to maintain comfortable temperatures has deteriorated to the point of needing replaced and the housing unit the pump is connected to is cracked and leaking.

Due the importance of maintaining comfortable temperatures, an emergency purchase order was issued to Meyers Heating and Plumbing, for a total cost of \$9,931 which includes the pump, installation, and testing the operation of the pump.

Funds for this purchase are available in Line Item 101-23303-931000-233CH.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill
Facilities Director

Agenda Item 6b

TO: Board of Commissioners, Law and Courts, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 24, 2022
RE: Resolution to Authorize an Agreement with Laux Construction LLC for the Improvements to the 9-1-1 Center

For the meeting agendas of: June 2, 7 & 8

BACKGROUND

The Facilities Department in partnership with the 9-1-1 Administration, is requesting to enter into an agreement with Laux Construction for the improvements at the 9-1-1 Center. The improvements include renovations to the front lobby, vestibule, open office area, the front parking lot, rear parking lot, window treatments and adding additional electrical in the storage room. Laux Construction LLC, a local vendor, submitted the lowest responsive and responsible proposal of \$220,400. We are requesting a contingency of \$4,000 for any unforeseen circumstances.

ALTERNATIVES

The alternative would be to forego the project leaving everything as is and vulnerable after the Architectural and Engineering portion has already been completed. .

FINANCIAL IMPACT

Funds are available in the approved 2019 CIP line item number 261-32500-979000 and the remaining balance of \$165,429.56 will come from the 9-1-1 Fund Balance.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
261-32500-979000	\$90,000	\$58,970.44	\$58,970.44	\$0
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 an agreement with Laux Construction LLC for the improvements to the 9-1-1 Center.

Agenda Item 6b

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: May 18, 2022
RE: Memorandum of Performance for RFP No. 91-22, Improvements to the 9-1-1 Central Dispatch

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Ingham County 9-1-1 Central Dispatch.

The scope of work includes, but is not limited to, the following:

- Architectural changes include moving doors, filling wall openings, adding secure doors and windows, creating new office spaces and common areas, repairing and painting walls where needed.
- Civil changes include installing catch basins in the parking lot, removing and replacing three parking spots, regrading as needed, adding additional concrete sidewalk to the existing walkway and stairs.
- Mechanical changes include providing improved comfort and air circulation for the new and existing spaces.
- Electrical changes include re-circuiting and switching the existing light fixtures to serve the new spaces in addition to adding new as-needed electrical outlets, switches and data receptacles. Relocating existing generator panel, existing door controls and intercom system to serve the new configuration.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	13
Vendors attending pre-bid/proposal meeting	10	3
Vendors responding	2	2

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Bid Bond	Cost for Completing ALL Work according to the RFP, Drawings and Scope of Work	Cost to Install VAV Box in Revised Office 101	Total Cost for Completing ALL Work according to RFP, Plans and Specifications and Add Alternate #1
			Base Bid	Add Alternate #1	Total Bid
Laux Construction Co.	Yes, Holt MI	Yes	\$204,900.00	\$15,500.00	\$220,400.00
Moore Trosper Construction Co.	Yes, Holt MI	Yes	\$211,000.00	\$16,160.00	\$227,160.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION LLC
FOR THE IMPROVEMENTS TO THE 9-1-1 CENTER**

WHEREAS, improvements to the 9-1-1 Center will include the front lobby, vestibule, open office area, the front parking lot, rear parking lot, window treatments, and adding additional electrical in the storage room; and

WHEREAS, the Facilities Department recommends entering into an agreement with Laux Construction LLC, a local vendor, who submitted the lowest responsive and responsible proposal of \$220,400 for the improvements to the 9-1-1 Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$4,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2019 CIP 9-1-1 Fund line item #261-32500-979000 to cover \$58,970.44 of the project; and

WHEREAS, the remaining balance of \$165,429.56 will come from the 9-1-1 Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction LLC, 1018 Hogsback Road, Mason, Michigan 48854, for the improvements to the 9-1-1 Center for an amount not to exceed \$224,400 which includes a \$4,000 contingency.

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: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: May 24, 2022

SUBJECT: Proposed Resolution to Authorize a Contract for As-Needed Fabrication Inspection Services with KTA-Tator

For the meeting agendas of June 7, 8, and 14

BACKGROUND

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects. As a result, we must rely on consultants to supplement ICRD staff.

In 2020, the Purchasing Department received proposals for RFP #14-20 and the Board approved as-needed material testing and fabrication inspection contracts with Soil and Materials Engineers, Inc. (SME), Professional Service Industries, Inc. (PSI), and TUV Rheinland Industrial Solutions (TUV) per Resolution #20-100. In late 2021, these same contracts were extended through 2024, per Resolution #21-610.

For the Okemos Road Bridge project, SME was obtained to perform steel fabrication inspections and TUV was obtained to perform concrete beam fabrication inspections. However, TUV recently informed all of their clients they were eliminating their fabrication inspection section of the company and terminating all existing contracts. Unfortunately, TUV had not completed their contract for the Okemos Road Bridge project, and the beams required immediate fabrication inspections. Neither SME or PSI were available to complete the concrete beam fabrication contract terminated by TUV, so the Purchasing Department solicited quotes from three alternative consulting firms per RFQ #136-21. Of the responsive companies, KTA-Tator was the lowest responsible bidder, which was confirmed by both the Road Department and the Purchasing Department. Due to the schedule of the beam construction, the typical Board approval schedule was not able to be accommodated, so Controller Todd approved an emergency purchase order with KTA-Tator on May 18, 2022. The purpose of this memo is to request an official agreement with KTA-Tator, as TUV is no longer an option for fabrication inspections.

ALTERNATIVES

None at this time.

FINANCIAL IMPACT

The cost to hire consultants to perform as-needed fabrication inspection services are included in the Road Fund Budget. When retaining the required services, ICRD staff will continue to strive to retain the lowest cost consultant whenever possible.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a contract with KTA-Tator.

From: [Gregg Todd](#)
To: [Kelly Jones](#)
Cc: [Jim Hudgins](#); [Bobbie Mayes](#); [Eric Burns](#)
Subject: RE: Emergency Purchase Order Request
Date: Wednesday, May 18, 2022 2:26:27 PM

Thanks Kelly,
Approved.

Gregg A. Todd
County Controller/Administrator
Ingham County
Office: 517-676-7203
Mobile: 517-525-6447
gtodd@ingham.org

From: Kelly Jones <KJones2@ingham.org>
Sent: Wednesday, May 18, 2022 2:18 PM
To: Gregg Todd <GTodd@ingham.org>
Cc: Jim Hudgins <JHudgins@ingham.org>; Bobbie Mayes <BMayes@ingham.org>; Eric Burns <EBurns@ingham.org>
Subject: Emergency Purchase Order Request

Controller Todd,

For the Okemos Rd construction project, we had a fabrication inspection company under contract to perform the plant inspections required for the new bridge beams. However, the fabrication inspection division for that company was recently eliminated and all existing contracts were terminated with very little notice to their clients. As the beams are scheduled to be fabricated next week, we unfortunately do not have time to go through the traditional resolution schedule process. However, we did request and obtain quotes from alternate firms to provide these services. For this specific circumstance, I am requesting an emergency purchase order to be issued to KTA-Tator for an approximate amount of \$16,300 with work to commence early next week.

Thanks,
Kelly R. Jones, PE

Managing Director
Director of Engineering & County Highway Engineer
Ingham County Road Department
301 Bush Street, PO Box 38
Mason, MI 48854
kjones2@ingham.org
(517) 676-9722 x 2336
Website: roads.ingham.org

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR AS-NEEDED FABRICATION
INSPECTION SERVICES WITH KTA-TATOR**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, the Department does not have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects; and

WHEREAS, in 2020, the Ingham County Purchasing Department received proposals for RFP #14-20 from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis, which was approved per Resolution #20-100 and subsequently extended for an additional two years per Resolution #21-610; and

WHEREAS, one of the vendors recently eliminated their inspection division, immediately terminating all existing client contracts, which included a fabrication inspection project for the Road Department; and

WHEREAS, the two remaining consulting firms included in the as-needed contract did not have any staff availability to complete the terminated contract for the Road Department; and

WHEREAS, the Purchasing Department solicited quotes from three alternative consulting firms per RFQ #136-21, where KTA-Tator was the lowest responsible bidder as confirmed by both the Road Department and the Purchasing Department; and

WHEREAS, due to the schedule of the impending fabrication inspection needs, Controller Todd approved an emergency purchase order on May 18, 2022 for KTA-Tator; and

WHEREAS, the Road Department requests the Ingham County Board of Commissioners authorize a contract for as-needed fabrication inspection services with KTA-Tator for the conditions authorized in Resolution #20-100 and the term extension identified in Resolution #21-610.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an as-needed fabrication inspection contract with KTA-Tator of 145 Enterprise Drive, Pittsburgh, PA 15275 to fulfil the as-needed contract terminated by TUV Rheinland Industrial Solutions of 8181 Broadmoor SE, Caledonia, Michigan for the remainder of the 2022 and 2023 construction seasons.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: May 24, 2022

SUBJECT: Proposed Resolution to Authorize Agreements with Aurelius, Lansing and White Oak Townships for the 2022 Local Road Program

For the meeting agendas of June 7, 8 and 14

BACKGROUND

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

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

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

Aurelius, Lansing, and White Oak Townships have coordinated with the Road Department to schedule work for the 2022 construction season. The attached table provides details regarding the 2022 funding allocation available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township, and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining Townships, so another resolution will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$182,968.39 for these three Townships is included in the adopted 2022 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department. Any project costs exceeding the capped match amounts from the Road Department will be the Township's financial responsibility.

OTHER CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH AURELIUS, LANSING, AND WHITE OAK TOWNSHIPS FOR THE 2022 LOCAL ROAD PROGRAM

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

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

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

WHEREAS, Aurelius Township, Lansing Township, and White Oak Township have coordinated with the Road Department to schedule work for the 2022 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2022 construction season; and

WHEREAS, the Road Department shall provide labor without charge on the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

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

WHEREAS, the Road Department's capped match contribution in the total amount of \$182,968.39 combined for these three townships is included in the adopted 2022 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Aurelius Township, Lansing Township, and White Oak Township for the 2022 Local Road Program.

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

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

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

2022 Local Road Program (LRP)

Township	Match Balance Thru 2021	2022 ICRD Match Allocation	Total 2022 Match Available	Proposed 2022 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Aurelius	\$7,042.97	\$33,300.00	\$40,342.97	Asphalt wedging and overlay of Eifert Rd (Plains Rd to Barnes Rd), Bunker Rd (Eifert Rd to Onondaga Rd) and Gale Rd (Bunker Rd to Toles Rd)	\$261,571.43	\$221,228.46	\$40,342.97
Lansing	\$120,000.00	\$60,000.00	\$180,000.00	Asphalt wedging and overlay of Charles St (Kalamazoo St to Michigan Ave), Detroit St (Kalamazoo St to Harton St) and Waverly Hills Rd (Cadillac Ave to Packard Ave)	\$85,450.84	\$42,725.42	\$42,725.42
White Oak	\$66,600.00	\$33,300.00	\$99,900.00	Asphalt wedging and overlay of losco Rd (Brogan Rd to Kane Rd) and Columbia Rd (Dietz Rd to the east for 6630ft)	\$199,843.39	\$99,943.39	\$99,900.00

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: May 24, 2022

RE: Proposed Resolution to Authorize a Contract with Capital Asphalt LLC and with Rieth-Riley Construction Co., Inc for Bid Packet #82-22 for the 2022 Countywide Paving Program

For the meeting agendas of June 7, 8, and 14

BACKGROUND

As part of the Local Road Program coordinated with all 16 townships within Ingham County, the Road Department must enter into agreements with contractors to perform work outside of the expertise or equipment limitations of the Department. Therefore, Bid Package #82-22 was prepared for three identified locations with an option to add additional future locations if deemed necessary. The scope of work for this bid package includes hot mix asphalt (HMA) base crushing and shaping, cold milling, machine grading, concrete curb and gutter, aggregate shoulders, and HMA pavement.

The Purchasing Department solicited and received bids from Michigan Department of Transportation (MDOT) pre-qualified contractors for the purpose of entering into a contract for the 2022 Countywide Paving Program. The bids were reviewed by the Purchasing Department and Road Department, both of which agreed that the low bidders' proposals met all necessary qualifications, specifications, and requirements.

Capital Asphalt provided the lowest bid, with Rieth-Riley Construction Company as the second lowest bidder. However, Rieth-Riley Construction Company opted to utilize the Local Purchasing Preference Policy to allow them to match Capital Asphalt's low bid. Due to the amount of work included in the Bid Packet and the option to add future locations, it is in the County's best interest to award the construction contract to both low bidders. The locations will be assigned to each individual contractor based on material availability and scheduling timelines, as both contractors have identical unit prices for the work.

ALTERNATIVES

N/A. The Road Department does not have the ability to perform this scope of work.

FINANCIAL IMPACT

The bid prices and financial responsibilities for each location are described below:

Oakley Road (Budd Rd to Stockbridge Township Line):

Bid Price = \$344,293.40

Stockbridge Township Funding Responsibility = \$264,565.32

Road Department Funding Responsibility = \$73,063.18

Beeman Road (Brookshire Ct to Golf View Dr):

Bid Price = \$115,200

Williamstown Township Funding Responsibility = \$115,200

Road Department Funding Responsibility = \$0

Dexter Trail and Carter Road Intersection:

Bid Price = \$178,115.55

Ingham Township Funding Responsibility = \$0

Road Department Funding Responsibility = \$178,115.55

Additional locations will use the contractors' as-bid prices and will become the full financial responsibility of the associated township requesting the project.

The Road Department as-bid funding responsibility of the above-named locations is a total of \$251,178.73. A standard 10% construction contingency of \$25,117.87 brings the overall Road Department funding responsibility to \$276,296.60, which has been included in the 2022 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution to authorize a contract with Capital Asphalt LLC and with Rieth-Riley Construction Co., Inc for Bid Packet #82-22, with a 10% contingency added to the Road Department's funding responsibility.

Agenda Item 7c

TO: Kelly Jones, Managing Director of Road Department, Road Department
CC: Dan Troia, Assistant Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: April 28, 2022
RE: Memorandum of Performance for RFP No. 82-22: 2022 Countywide Paving Program

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) pre-qualified contractors for the purpose of entering into a contract for the 2022 Countywide Paving Program.

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

1. Oakley Road – Budd Road to Township Line; 1.25 miles HMA paving and aggregate shoulders on county prepared aggregate base in Stockbridge Township.
2. Dexter Trail and Carter Road Intersection Realignment; 1/3 mile re-align curve and intersection approach with HMA Base Crushing and Shaping, Concrete Curb & Gutter, and HMA Resurfacing in Ingham Township.
3. Beeman Road & Rowley Road – Brookshire Court to Golf View Drive; 1/2 mile Machine Grading, Cold Milling HMA Surface, HMA Resurfacing and approaches, and aggregate shoulders in Williamstown Township.
4. Various Roads to be determined; miscellaneous modular bid items categorized by quantity range.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	17	3
Vendors responding	3	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

VENDOR NAME	LOCAL PREFERENCE	BID BOND	TOTAL PROJECT BID	TOTAL COST DEXTER TRAIL AT CARTER ROAD INTERSECTION JN500877	TOTAL COST OAKLEY ROAD - BUDD RD TO TWP LINE JN 801015	TOTAL COST BEEMAN ROAD AND ROWLEY ROAD - BROOKSHIRE CT TO GOLF VIEW DR JN 801123	TOTAL COST TBD (MISC) PROJECT ITEMS JN 999999
Capital Asphalt LLC	No, Lansing (Eaton County) MI	Yes	\$849,825.35	\$178,115.55	\$344,293.40	\$212,216.40	\$115,200.00
Rieth-Riley Construction Co., Inc.	Yes, Mason (Ingham County) MI	Yes	\$903,513.82	\$186,780.02	\$367,302.18	\$231,405.62	\$118,026.00
Michigan Paving and Materials	No, Lansing (Clinton County) MI	Yes	\$1,193,680.15	\$245,311.21	\$473,086.48	\$305,250.46	\$170,032.00

The Local Purchasing Preference Policy Resolution 05-044, as amended by Resolution #10-359 allows for a registered local vendor who submits a responsive proposal within 10% of the lowest responsive proposal the opportunity to reduce its proposal to meet the lowest responsive proposal, and upon doing so shall be considered to be the lowest responsive proposal.

Rieth-Riley Construction Co., Inc., a local register vendor, has agreed to match the lowest responsive proposal; therefore, is considered the lowest responsive bidder.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH CAPITAL ASPHALT LLC AND WITH RIETH-RILEY CONSTRUCTION CO., INC FOR BID PACKET #82-22 FOR THE 2022 COUNTYWIDE PAVING PROGRAM

WHEREAS, the Road Department occasionally does not have the expertise or equipment necessary to perform certain functions related to road improvements, requiring the use of contractors; and

WHEREAS, the Purchasing Department solicited and received bids from Michigan Department of Transportation (MDOT) pre-qualified contractors for the purpose of entering into a contract for the 2022 Countywide Paving Program per Bid Packet #82-22; and

WHEREAS, the bids were reviewed by the Purchasing and Road Departments, and both Departments agreed the low bidders' proposals met all necessary qualifications, specifications, and requirements; and

WHEREAS, Capital Asphalt LLC provided the lowest bid, with Rieth-Riley Construction Co., Inc as the second lowest bidder; and

WHEREAS, Rieth-Riley Construction Co., Inc opted to utilize the Local Purchasing Preference Policy per Resolution #05-044 and as amended by Resolution #10-359, to allow them to match Capital Asphalt LLC's low bid; and

WHEREAS, due to the amount of work included in Bid Packet #82-22 and the option to add future locations, it is in the County's best interest to award the construction contract to both low bidders, as they have identical unit prices, but may have different material availability and/or scheduling timelines; and

WHEREAS, the Road Department's funding responsibility for the locations identified in Bid Packet #82-22 plus a 10% construction contingency equates to \$276,296.60 and has been included in the 2022 Road Fund Budget; and

WHEREAS, the remaining costs for the locations identified in Bid Packet #82-22 are the financial responsibility of Stockbridge Township or Williamstown Township, previously identified in the 2022 Local Road Program agreements with each of these Townships.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Capital Asphalt LLC of 3888 S. Canal Rd, Lansing, MI 48917 for Bid Packet #82-22.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Rieth-Riley Construction Co., Inc of 2325 Kipp Rd, Mason, MI 48854 for Bid Packet #82-22, with the understanding Rieth-Riley Construction Co., Inc will match the low-bid unit prices provided by Cadillac Asphalt LLC, per the Local Purchasing Preference Policy per Resolution #05-044 and as amended by Resolution #10-359.

BE IT FURTHER RESOLVED, that the Road Department's funding responsibility for the locations identified in Bid Packet #82-22 plus a 10% construction contingency equates to \$276,296.60 , which has been included in the 2022 Road Fund Budget.

BE IT FURTHER RESOLVED, that the remaining costs for the locations identified in Bid Packet #82-22 are the financial responsibility of either Stockbridge Township or Williamstown Township, which were previously included in the 2022 Local Road Program agreements for each of these Townships.

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

Agenda Item 8

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: May 23, 2022
SUBJECT: Controller & Budget Director Salary Inquiry (*Discussion Item*)
For the meeting agendas of June 7 & June 8

BACKGROUND

At the May 3, 2022 County Services Committee meeting, a reorganization of the Controller's Office was under consideration. The proposed reorganization presented involved the upward classification of several positions other than the Controller and Budget Director positions. Questions were posed regarding this and discussion ensued without immediate conclusion. In order to move forward with the other positions, the question was divided, with the Controller and Budget Director positions were pulled from consideration on May 3, 2022 and Human Resources staff was directed to complete a salary inquiry of comparable counties for these two positions.

The results of the salary inquiry are attached to this memo for discussion.

INGHAM COUNTY

COMPARISON OF WAGES, JOB DESCRIPTIONS AND REPORTING STRUCTURE FOR CONTROLLER AND BUDGET DIRECTOR POSITIONS

County	Minimum	Maximum	Comparable Position Title
Controller			
Ottawa County	\$185,000	\$220,000	County Administrator
Oakland County	\$176,578	\$210,863	Deputy County Executive II
Kent County	\$170,568	\$193,989	County Administrator/Controller
Genesee County		\$156,060*	Chief Financial Officer
Kalamazoo County	\$143,145	\$175,635	County Administrator
Ingham County	\$137,963	\$165,645	Controller
St. Clair County	\$111,375	\$146,561	Administrator/Controller
Washtenaw County			pending
Budget			
Kent County	\$136,455	\$155,192	Fiscal Services Director
Oakland County	\$108,403.00	\$145,239.00	Director, Management & Budget
Kalamazoo County	\$101,587	\$124,675	Finance Director
Ottawa County	\$101,218	\$130,993	Fiscal Services Director
Ingham County	\$86,587.00	\$103,959.00	Budget Director
St. Clair County	\$84,635	\$111,375	Finance Director
Washtenaw County	\$74,566	\$114,350	Finance/Budget Operations Director
Genesee County	\$69,062	\$90,293	Accounting and Budget Mgr.

Agenda Item 9

To: County Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: May 23, 2022

Subject: Agreement with The Mejorando Group for Strategic Planning Services
For the meeting agendas of June 7 and June 8

BACKGROUND

This resolution authorizes an agreement with The Mejorando Group to facilitate the development of a new 5-Year Strategic Plan for Ingham County. This new plan will replace the previous plan, which expires in 2022. The work on the plan is expected to be completed approximately 6 months from the date of contract execution.

ALTERNATIVES

Ingham County could forge ahead without a strategic plan. However, the strategic initiatives and goals developed during a strategic planning process can serve as an important tool when making budgetary decisions. Measurable goals provide valuable information to County decision makers in the allocation of funding for various programs.

FINANCIAL IMPACT

The agreement will not exceed \$57,200. Funding for this agreement is available in the contingency fund, which currently has a balance of \$90,092. The Mejorando Group submitted a base bid of \$47,200 plus \$10,000 in reimbursable costs.

OTHER CONSIDERATIONS

The current strategic plan contained a detailed action plan that departments found difficult to maintain and keep current. Staff recommends moving away from that model in the new plan.

Additionally, the current plan has not been updated since 2019 due to the COVID-19 Pandemic and the resulting stress and disruption that it caused for Ingham County departmental operations.

RECOMMENDATION

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

Agenda Item 9

TO: Jared Cypher, Deputy Controller’s Office
CC: Jill Bauer, Budget Analyst
FROM: James Hudgins, Director of Purchasing
DATE: May 3, 2022
RE: Memorandum of Performance for RFP No. 14-22: Strategic Planning Facilitator

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a contract to lead and provide strategic planning in addition to facilitation support to the Ingham County Board of Commissioners, staff and its stakeholders in the development of a new, 5-year strategic plan.

The scope of work includes, but is not limited to, reviewing and updating the organization mission, identifying and understanding stakeholders, facilitating a series of work sessions, assessing the environment and identifying strengths, weakness, opportunities and challenges, identifying and framing strategic issues facing the County, and formulating strategies and plans to manage the issues.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	61	10
Vendors responding	2	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Hours to Complete Project	Reimbursable	Total Fixed Cost
Management Partners Inc.	No, Ohio	269	Included in cost	\$53,900.00
The Mejorando Group	No, Arizona	120	\$10,000.00	\$47,200.00

Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MEJORANDO GROUP
FOR STRATEGIC PLANNING FACILITATION**

WHEREAS, the current 5-Year Ingham County Strategic Plan expires in 2022; and

WHEREAS, the Ingham County Board of Commissioners has established budgeting priorities annually based on goals and objectives presented in the Strategic Plan; and

WHEREAS, revision of the Plan will enhance the ability of elected and appointed officials cope with challenges that confront Ingham County; and

WHEREAS, the Board of Commissioners expressed interest in updating the Strategic Plan; and

WHEREAS, bids were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of the evaluation committee, to award the project to The Mejorando Group.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to execute an agreement, after approval as to form by the County Attorney, with The Mejorando Group for strategic planning facilitation services in an amount not to exceed \$57,200.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes amending the 2022 Board of Commissioners budget and an appropriation up to \$57,200, with funds transferred from the Contingency budget, to cover expenditures associated with this strategic planning initiative.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make the budget adjustments and transfers authorized by the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING THE LANSING JUNETEENTH COMMITTEE ON THE
29th ANNUAL JUNETEENTH CELEBRATION**

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby commends the Lansing Juneteenth Committee for hosting Lansing's 29th Annual Juneteenth Celebration.

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