

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, OCTOBER 18, 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 [October 4, 2022](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interview
2. Environmental Affairs Commission – Resolution to Create an [Environmental Sustainability Manager](#) Position
3. Fairgrounds – Notice of Emergency Purchase Order of [Electrical Poles](#) at the Fairgrounds
4. Health Department
 - a. Resolution to Change Position #601043 ([Community Health Representative II](#)) from 1.0FTE to 0.50FTE
 - b. Resolution to Accept FY 2023 [MIKIDS NOW](#) Funds
5. Innovation & Technology Department
 - a. Resolution to Approve Pluralsight Staff Training from [CDWG](#)
 - b. Resolution to Approve Redundant Internet Service Provided by [Lumen](#)
 - c. Resolution to Approve Security Cameras for Youth Center Provided by [KnightWatch](#)
6. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [Seelye Group Ltd.](#), to Replace the Carpet in Courtroom 5 and Judge's Suite at the Veterans Memorial Courthouse
 - b. Resolution to Authorize an Agreement with [Laux Construction](#) for Security Improvements at the Ingham County Family Center
7. Animal Control and Shelter – Resolution to Approve the Creation of an [Animal Control Officer](#) Position

8. Road Department
 - a. Resolution to Authorize a Bituminous Pavement Agreement with [Delhi Inc.](#) for Phase 8 of the Meadow Ridge Subdivision
 - b. Resolution to Amend an Engineering Design Services Contract with [DLZ Michigan, Inc.](#) for the Holt Road Bridge over Doan Creek (SN 3869)
 - c. Resolution to Approve a [Traffic Control Order](#) to Sign the Zimmer Road and Sherwood Road Intersection as a Four-Way Stop

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
October 4, 2022
Draft Minutes

Members Present: Sebolt, Peña, Stivers, Grebner (Arrived at 6:30 p.m.), Naeyaert, Maiville, and Celentino

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Joan Clous, Alexander Sullivan, Matt Wojack, Izabela Wackowski, Gordon Love, Kris Drake, Krystal Davis-Dunn, Jeffrey Donahue, Desiree Cook, Kylie Rhoades, Madison Hughes, 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 September 20, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE MINUTES OF THE SEPTEMBER 20, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Grebner.

Additions to the Agenda

Commissioner Grebner arrived at 6:30 p.m.

5. Board of Commissioners
 - b. Formal Complaints Regarding Commissioner Stivers from Kirsten Kelly and Nate Ide
6. Treasurer's Office – Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2022 Note

Limited Public Comment

None.

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

1. Potter Park Zoo – Notice of Emergency Purchase Order for Tiger Den Water Line Repair
2. Register of Deeds Office
 - a. Resolution to Authorize the Purchase of ScanPro 3000 Digital Microfilm Reader

- b. Resolution to Extend the Agreement for the Records Management Software with Fidlar Technologies
- 3. Facilities Department – Notice of Emergency Purchase Order for Youth Center Metal Detector
- 4. Human Resources Department
 - a. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2023 and Authorizing Letters of Agreement with Bargaining Units
 - b. Resolution to Waive the Public Act 152 Health Care Requirements for 2023
 - c. Resolution to Approve UAW TOPS Unit Reclassification Requests
- 5. Board of Commissioners Office –
 - a. Resolution Entering into an Agreement with Granicus for a FOIA Management Program
- 6. Treasurer’s Office – Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2022 Note

THE MOTION CARRIED UNANIMOUSLY.

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

- 5. Board of Commissioners Office –
 - b. Formal Complaints Regarding Commissioner Stivers from Kirsten Kelly and Nate Ide

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO REFER THIS MATTER TO THE COUNTY ATTORNEY FOR OFFICIAL REVIEW.

Chairperson Sebolt stated that he believed there was no merit to this complaint, but that the County Attorney would provide a thorough review of the information.

Commissioner Grebner stated that he would like to discuss this in a declamatory form at a later time during the meeting. He further stated that he did not want to discuss this specific complaint, but rather how the system should work.

Chairperson Sebolt stated Commissioner Grebner could discuss this at a later time during the County Services meeting.

Commissioner Stivers requested permission to abstain from the vote.

Chairperson Sebolt accepted Commissioner Stivers request to abstain.

THE MOTION CARRIED. **Yeas:** Celentino, Grebner, Maiville, Naeyaert, Peña, Sebolt
Nays: None **Abstain:** Stivers

7. Human Resources Department - Negotiation Session Connected with the Negotiation of a Collective Bargaining Agreement as Requested by the Employer Pursuant to MCL 15.268 (1)(c) (*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, AT APPROXIMATELY 6:34 P.M., TO ENTER INTO CLOSED SESSION PURSUANT TO MCL 15.268(E) FOR A NEGOTIATION SESSION CONNECTED WITH THE NEGOTIATION OF A COLLECTIVE BARGAINING AGREEMENT AS REQUESTED BY THE EMPLOYER PURSUANT TO MCL 15.268 (1)(C).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

CHAIRPERSON SEBOLT DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 8:53 P.M.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. STIVERS, TO DENY THE GRIEVANCE ALLOWING THE REMOVAL OF THE WRITTEN WARNING AND THAT THE PERFORMANCE IMPROVEMENT PLAN REMAIN IN PLACE, AS WELL AS REDUCING THE 2-YEAR PERIOD OF THE WRITTEN WARNING FROM THE DATE IT WAS ISSUED TO 1-YEAR IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENT PROVIDED NO ADDITIONAL DISCIPLINARY ACTION TAKES PLACE, AND TO DIRECT THE COUNTY ATTORNEY TO SEND A WRITTEN RESPONSE TO THE GRIEVANT WITHIN THE TIME FRAME SPECIFIED.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Grebner stated Ingham County's Ethics policy did not encourage employees to be good people. He further stated that the Ethic's policy would discourage or prevent the conversion of public resources to private use by continuing relations that could threaten corruption.

Commissioner Grebner stated that when grievances that may not be sound are received, they should not be referred to the County Services, but instead filed away accordingly. He further stated that having the County Service Committee consider a grievance that would not be considered sound could create a danger of others potentially confronting people they do not like during these meetings.

Commissioner Grebner stated this was not appropriate for the County Services Committee. He further stated in this instance, the County Services Committee would refer to the attorney who might state it would not be under the Ethics policy, and to discard of the grievance.

Commissioner Grebner stated discarding the grievance should have been done sooner, and that the Board of Commissioners Chairperson should not have forwarded this to the County Service Committee. He further stated that items that are not regarding the Ethics policy should not be allowed to fester, because it could threaten to create a decorum of irrelevant distractions.

Commissioner Grebner stated this could turn the Board of Commissioners meetings into press conferences to denounce each other. He further stated this had been done in the past and he hoped to move forward from that.

Chairperson Sebolt stated his agreement with Commissioner Grebner's thoughts on the matter.

Public Comment

None.

Adjournment

The meeting was adjourned at 9:00 p.m.

**OCTOBER 18, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. Environmental Affairs Commission – *Resolution to Create an Environmental Sustainability Manager Position*

This resolution creates an Environmental Sustainability Manager position to handle the increasing workload necessary to implement the recommendations from the energy audit and support the ongoing activities of the Environmental Affairs Commission) EAC. The responsibilities of the Environmental Sustainability Manager would include advising and assisting the EAC in its duties to make recommendations to the Board of Commissioners on the implementation of initiatives and policies designed to reduce energy use and greenhouse gas emissions while promoting community climate resilience, environmental stewardship, and sustainability in county operations.

The total long-term cost of the position at Step 5 is \$160,913.55. \$100,500 is included in the 2023 budget for the EAC. A contingency fund appropriation in an amount not to exceed \$60,413.55 will be necessary to fund the position.

See memo for details.

3. Fairgrounds – *Notice of Emergency Purchase Order of Electrical Poles at the Fairgrounds*

This Emergency PO approves the replacement of three wooden utility poles that are at risk of collapse. This purchase order was issued to Centennial Electric in the amount of \$15,870 to replace existing poles and reconnect overhead wiring.

See memo for details.

4a. Health Department – *Resolution to Change Position #601043 (Community Health Representative II from 1.0FTE to 0.50FTE*

This resolution will reduce position #601043 from a 1.0FTE position to a 0.50FTE position effective upon approval. This is necessary due to the loss of grant funds through the Michigan Breast and Cervical Cancer Control and Navigation Program. This position is currently vacant.

See memo for details.

4b. Health Department – *Resolution to Accept FY 2023 MIKIDS NOW Funds*

This resolution authorizes accepting funding in an amount not to exceed \$150,000 from the MIKIDS NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

See memo for details.

5a. Innovation & Technology Department – Resolution to Approve Pluralsight Staff Training from CDWG

This resolution approves an agreement with Pluralsight for online training for ITD technical staff to ensure they have access to the latest skills and best practices in the industry. Pluralsight offers a skillset analysis that will allow ITD to find the right topics needed to ensure staff are not wasting time with topics in which they are already proficient.

The funding for the \$20,470 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund.

See memo for details.

5b. Innovation & Technology Department – Resolution to Approve Redundant Internet Service Provided by Lumen

This resolution approves an agreement with Lumen to provide a secondary (redundant) internet connection that can be used as overflow during normal times but also replace the primary should it experience an outage.

The funding for the not to exceed \$25,000 annual cost is budgeted and will come from the County's Communication Fund – Telephone.

See memo for details.

5c. Innovation & Technology Department – Resolution to Approve Security Cameras for Youth Center Provided by KnightWatch

This resolution approves an agreement with KnightWatch to provide and install security cameras at the Youth Center.

The funding will come from the County's Juvenile Justice Millage (#264-66400-978000) for \$9,000 and the department's account (101-14006-932000) for the remaining amount not to exceed \$500.

See memo for details.

6a. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Carpet in Courtroom 5 and Judge's Suite at the Veterans Memorial Courthouse

This resolution will authorize a purchase order to Seelye Group to replace the worn, faded, stretched, stained, and past its useful life carpet in the VMC's Courtroom 5 and Judge's suite. Seelye Group Ltd., who is on the MiDeals contract and therefore does not need three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$41,458.35, and Facilities is requesting a contingency of \$3,000 for any uncovered conditions.

Funding is available in the approved 2022 CIP.

See memo for details.

6b. Facilities Department – Resolution to Authorize an Agreement with Laux Construction for Security Improvements at the Ingham County Family Center

This resolution authorizes entering into an agreement with Laux Construction LLC for the security improvements to the Ingham County Family Center (ICFC) for an amount not to exceed \$1,201,029, including a \$52,000 contingency. The ICFC is in need of security upgrades and improvements for staff and students. These improvements will include but are not limited to: moving the door three entrance to the sanctuary vestibule for security screening, enclosing the security area for screening, reconstructing and hardening all entrances for security, upgrading the glass to include ballistic film, adding security panels, replacing the wood panels with glass in the Sanctuary exterior perimeter and bringing the fire alarm and sprinkler system up to code. This project also addresses Americans with Disabilities Act (ADA) compliance. Laux Construction submitted the lowest responsive and responsible proposal.

Funds for this project are available within the Juvenile Justice Millage fund balance, which has a fund balance of \$2.83 million as of January 1, 2022.

See memo for details.

7. Animal Control and Shelter– Resolution to Approve the Creation of an Animal Control Officer Position

This resolution approves the creation of an additional Animal Control Officer (CCLP Animal Control Grade 2) to the Ingham County Animal Control & Shelter (ICACS). In August 2022, a millage was passed to fund the continued operation of the ICACS. When this millage was proposed to the Board of Commissioners, part of the funding was intended to be used for the creation of an Animal Control Officer (ACO) position which would allow ICACS to create a detective position as a special assignment within the ACO unit, which will provide for proactive investigations into criminal activities such as dogfighting and inhumane animal breeding operations.

It is requested that this position be created upon passage of this resolution. Funds are available within the Animal Shelter Millage fund balance to cover any costs incurred in 2022.

See memo for details.

8a. Road Department – Resolution to Authorize a Bituminous Pavement Agreement with Delhi Inc. for Phase 8 of the Meadow Ridge Subdivision

This resolution approves a bituminous pavement agreement with Delhi, Inc. for Phase 8 of the Meadow Ridge Subdivision in Delhi Township. The agreement would require Delhi, Inc. to provide an escrow deposit of \$25,536 as an assurance that the final layer of asphalt will be placed on Skylar Drive, the internal road in Phase 8, within five years.

See memo for details.

8b. Road Department – Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Holt Road Bridge over Doan Creek (SN 3869)

This resolution amends the current contract with DLZ Michigan, Inc. to include an adjacent culvert under Holt Road and the relocation of a portion of an unnamed tributary to Doan Creek. This additional scope of work has resulted in the need for additional roadway and hydraulic modeling for the overall project.

The original contract included a budget of \$92,000. The budget amendment is requesting an additional \$47,319.26 to \$136,319.26, which equates to 13.9% of the estimated construction costs for the Holt Road Bridge Project. The cost for the engineering design services are included in the 2022 Road Fund Budget.

See memo for details.

8c. Road Department – Resolution to Approve a Traffic Control Order to Sign the Zimmer Road and Sherwood Road Intersection as a Four-Way Stop

This resolution approves a traffic control order to sign the Zimmer Road/Sherwood Road intersection as a four-way stop. The intersection is currently signed for the high volume road (Zimmer) to stop as opposed to the low volume road (Sherwood). The Road Department will also install new “stop ahead” warning signs on each road and replace the existing red/yellow beacons with a four-way red flashing beacon.

See memo for details.

ADDITION ITEMS:

1. Women’s Commission – Interview

Agenda Item 2

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: October 4, 2022
SUBJECT: Resolution to Create an Environmental Sustainability Manager Position
For the meeting agendas of October 17, 18, and 19, 2022

BACKGROUND

Through Resolutions #21-195 and #21-210, the Board of Commissioners re-established the Environmental Affairs Commission (EAC) and declared a commitment to climate justice, including an additional commitment to ensuring that greenhouse gas emissions attributable to Ingham County facilities and operations are reduced to net-zero by the year 2040. Further, the County hired Bureau Veritas to conduct an energy audit of County facilities in 2022.

This resolution creates an Environmental Sustainability Manager position to handle the increasing workload necessary to implement the recommendations from the energy audit and support the ongoing activities of the EAC. The responsibilities of the Environmental Sustainability Manager would include advising and assisting the EAC in its duties to make recommendations to the Board of Commissioners on the implementation of initiatives and policies designed to reduce energy use and greenhouse gas emissions while promoting community climate resilience, environmental stewardship, and sustainability in county operations

ALTERNATIVES

The Deputy Controller, and other staff such as the Facilities Director, could continue to provide support to the EAC.

FINANCIAL IMPACT

The total long-term cost of the position at Step 5 is \$160,913.55. \$100,500 is included in the 2023 budget for the EAC. A contingency fund appropriation in an amount not to exceed \$60,413.55 will be necessary to fund the position.

STRATEGIC PLANNING IMPACT

This action supports the overarching goal of promoting environmental protection, smart growth, and conservation.

OTHER CONSIDERATIONS

It is anticipated that this position would be filled sometime in the first quarter of 2023.

RECOMMENDATION

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

INGHAM COUNTY JOB DESCRIPTION

Environmental Sustainability Manager

General Summary:

Under the direction and supervision of the Controller/Administrator, the employee in this position will serve as the primary staff liaison to the Environmental Affairs Commission (EAC). The employee will advise and assist the EAC in its duties to make recommendations to the Board of Commissioners on the implementation of initiatives and policies designed to reduce energy use and greenhouse gas emissions while promoting community climate resilience, environmental stewardship, and sustainability in county operations. This employee is responsible for assisting the EAC to ensure that Ingham County's environmental initiatives are guided by the principles of climate justice, racial justice and equity, and just economic transitions, and that the voices and needs of those most impacted by climate change are duly considered and effectively centered during the County's transition to carbon neutrality.

Essential Functions:

1. Serve as staff liaison to the Environmental Affairs Commission, attending meetings, preparing agendas, providing background and advice on topics of discussion, and conducting research and analysis as needed.
2. Serve as the County's lead advisor on environmental issues and collaborate with departments, external groups and the public to achieve the goals outlined in the County's environmental stewardship and natural resource sustainability plans.
3. Identify communities at greatest risk of facing negative public health impacts of climate change and work with the EAC and Ingham County Health Department to develop recommendations to the Board of Commissioners for building community climate resilience in line with the county's climate justice goals.
4. Recommend environmental and sustainability policies and practices for County operations to the EAC and Board of Commissioners. Work with all County operations to incorporate sustainability in all aspects (buildings, vehicles, processes, waste management, etc.) and coordinate interdepartmental efforts to identify, plan, finance, and implement strategies to reduce greenhouse gas emissions.
5. Develop, update and oversee implementation of the County's Climate Action Plan and energy, environmental, and sustainability initiatives. Includes reviewing performance metrics and providing recommendations for programmatic improvements to more effectively achieve stated goals.
6. Identify and seek outside funding including grants and private, corporate, and foundation sources and administer grant funding as needed.
7. Attend a wide range of meetings and conferences/workshops as a representative of the County, make presentations and perform a wide range of other public relations functions for programs related to the County's sustainability plans and goals.
8. Develop strategic partnerships with other governments, universities, utilities, transportation providers, waste and recycling facilities, etc. to develop a regional approach to sustainability and oversee development of intergovernmental agreements, as appropriate.

9. Serve as liaison between the County, City, Federal and State agencies and professional organizations on issues related to environmental policy and sustainability.
10. Communicate environmental policy and program information to internal and external groups and respond to public or internal requests for information related to the County's environmental and sustainability practices, policies and programming.
11. Develop and oversee environmental education, marketing and training programs for County departments and operations, corporate partners, community groups, schools, and the public.

Other Functions:

- Performs other duties as assigned.

(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: Bachelor's Degree from an accredited college or university in environmental science, natural resource management, environmental/public policy or a related field. A Master's degree in environmental science, natural resource management, or a related field is preferred.

Experience: A minimum of three (3) years of experience working with environmental sustainability initiatives, environmental programming and/or related areas for public (preferred) or private entities.

At least three (3) years of experience managing projects, including: performing administrative, operational, budgetary or similar analysis, with particular emphasis on energy policy, energy efficiency projects, renewable energy applications, or other related field.

Other Requirements:

- Knowledge of, and experience in, environmental and sustainability programming and community development and engagement.
- Knowledge of sustainability topics such as climate change and adaptation, greenhouse gas emissions, transportation alternatives, renewable energy, waste reduction, sustainable food systems, water protection, and other localized environmental and economic stressors.
- Familiarity with the principles and concepts constituting the philosophy of environmental justice, and a general understanding of the intersections between DEI (diversity, equity and inclusion) and environmental policy.
- Excellent written and verbal communication skills; experience in writing and administering grants, including project delivery and closeout, is preferred.
- Skill in researching and analyzing information and data, writing reports and other documents; maintaining records and files; the use of a personal computer and software including applications for word processing spreadsheets and data management, and the use of cloud storage systems. Working knowledge of Microsoft Word, Excel and Access is preferred.

- Ability to establish partnerships with County departments and divisions, outside groups and the general public, and to work as part of a diverse team to collectively achieve clearly articulated goals.
- Ability to organize, administer and direct environmental education and outreach programs; to communicate effectively both verbally and in writing; and present information and concepts to a wide variety of audiences.
- Ability to accurately interpret, design, and implement policies, procedures, and regulations and independently identify needs and implement solutions.
- Ability to set priorities and coordinate multiple work activities, work independently, meet deadlines, and exercise independent judgment with oversight by the Controller/Administrator.
- Must possess and maintain a valid Michigan Driver's License, or be able to transport self to off-site locations as necessary.
- Work schedule requires flexible hours including occasional evenings and possibly weekends.

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

Working Conditions:

1. This position works primarily in an indoor environment. However, there may be occasional trips to field sites and educational outreach locations where there may be exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position requires the individual through assistance or on their own to speak, hear, sit, stand, walk, and have finger dexterity and visual acuity.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.

(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.)

2023 Rates

FULL TIME

MC 11

			Step 1	Step 5
0	704000	Salary	76,894.74	92,321.59
8951	714000	Unemployment	384.47	461.61
1000	715000	FICA	5,882.45	7,062.60
8846	715050	Liability	1,060	1,272
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,460.26	4,154.47
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,537.89	1,846.43
8986	717000	Life	149.82	149.82
8941	717100	Disability	99.96	120.02
7223	718000	Retirement	22,922.32	27,521.07
7323	718500	Retirement	1,922.37	2,308.04
8810	722000	Workers Comp	30.76	36.93
			138,003.43	160,913.55

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE AN ENVIRONMENTAL SUSTAINABILITY MANAGER POSITION

WHEREAS, on April 13, 2021, the Ingham County Board of Commissioners approved Resolution #21-195, which re-established the Environmental Affairs Commission (EAC); and

WHEREAS, on April 13, 2021, the Ingham County Board of Commissioners also approved Resolution #21-210, which declared a commitment to climate justice; and

WHEREAS, Resolution #21-210 included a commitment to ensuring that greenhouse gas emissions attributable to Ingham County facilities and operations are reduced to net-zero by the year 2040; and

WHEREAS, in 2022, the Board of Commissioners approved a contract with Bureau Veritas for a county-wide energy audit; and

WHEREAS, the Ingham County EAC has recommended the creation of an Environmental Sustainability Manager position due to the work necessary to achieve the County's goals; and

WHEREAS, the responsibilities of the Environmental Sustainability Manager would include advising and assisting the EAC in its duties to make recommendations to the Board of Commissioners on the implementation of initiatives and policies designed to reduce energy use and greenhouse gas emissions while promoting community climate resilience, environmental stewardship, and sustainability in county operations; and

WHEREAS, the Environmental Sustainability Manager position will be classified as an MC Level 11 (2023 salary range of \$76,894.74 to \$92,321.59), total cost including benefits not to exceed \$160,913.55; and

WHEREAS, a Contingency Fund appropriation will be necessary to fully fund the position in 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the creation of an Environmental Sustainability Manager MC Level 11 (2023 salary range of \$76,894.74 to \$92,321.59) position under the direction of the Controller/Administrator.

BE IT FURTHER RESOLVED, that a transfer from the 2023 Contingency Fund in an amount not to exceed \$60,413.55 is authorized to cover the cost of this position.

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

Agenda Item 3

TO: County Services Committee
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: September 20, 2022
SUBJECT: Electrical Poles at the Fairgrounds

This memo is to inform you of an emergency purchase order that was made prior to receiving approval from the County Services Committee.

There are three wooden utility poles that require replacement immediately and are at risk of collapse. Due to the immediate threat of collapse, an emergency purchase order was issued to Centennial Electric in the amount of \$15,870 to replace existing poles and reconnect overhead wiring.

Funds for this purchase are available in Line Item 56176900-93100.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Lindsey McKeever
Director
Ingham County Fairgrounds

Agenda Item 4a

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 26, 2022
SUBJECT: Resolution to Change Position #601043 (Community Health Representative II) to from 1.0FTE to 0.50FTE
For the meeting dates of October 17, October 18 and October 19, 2022

BACKGROUND

Ingham County Health Department (ICHD) has served as a Local Coordinating Agency (LCA) for the Michigan Breast and Cervical Cancer Control and Navigation Program (BC3NP) since the mid-1990s. BC3NP, which is funded by the U.S. Centers for Disease Control and Prevention, is designed to provide low-income women access to life-saving cancer screening services and follow-up care, including cancer treatment if needed. Since its inception, ICHD has served as the LCA for a multi-county area in Michigan, with heavy emphasis on Ingham County. Following enactment and implementation of the U.S. Patient Protection and Affordable Care Act of 2010, BC3NP eligibility in Michigan was gradually modified to exclude Medicaid-eligible women. This change has resulted in significant reductions in BC3NP enrollments and funding levels for BC3NP in the Comprehensive Agreement between MDHHS and ICHD.

MDHHS has notified ICHD that for the fiscal year October 1, 2022 through September 30, 2023, the per-patient funding to LCAs will change from \$220/patient to \$175/patient. MDHHS has also notified ICHD that Michigan Breast and Cervical Cancer Information System (MBCIS) entries of client screening results will be completed by MDHHS staff versus being completed by LCA staff. MDHHS BC3NP coordinators have also notified ICHD of their decision to reduce the ICHD BC3NP caseload goal from 505 women in FY22 to 425 women in FY23.

These changes have resulted in BC3NP funding in the MDHHS Comprehensive Agreement with ICHD declining from \$111,110 in FY22 to \$74,375 in FY23. Pursuant to these changes, ICHD wishes to reduce position #601043, Community Health Representative II (CHR II), from a 1.0FTE position to a 0.50FTE position. This position is currently vacant.

ALTERNATIVES

ICHD could allocate general fund dollars to keep the CHR II position at a 1.0FTE, or ICHD could withdraw entirely from the Michigan BC3NP.

FINANCIAL IMPACT

Reducing position #601043, CHR II from a 1.0FTE position to a 0.50FTE position, will prevent the utilization of general fund dollars that would be required to keep the CHR II position at 1.0FTE.

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 reduce position #601043 from a 1.0FTE position to a 0.50FTE position effective upon approval.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CHANGE POSITION #601043 (COMMUNITY HEALTH REPRESENTATIVE II)
FROM 1.0FTE TO 0.50FTE**

WHEREAS, Ingham County Health Department (ICHD) has served as a Local Coordinating Agency (LCA) for the Michigan Breast and Cervical Cancer Control and Navigation Program (BC3NP) since the mid-1990s; and

WHEREAS, BC3NP, which is funded by the U.S. Centers for Disease Control and Prevention, is designed to provide low-income women access to life-saving cancer screening services and follow-up care, including cancer treatment if needed; and

WHEREAS, following enactment and implementation of the U.S. Patient Protection and Affordable Care Act of 2010, BC3NP eligibility in Michigan was gradually modified to exclude Medicaid-eligible women; and

WHEREAS, this change has resulted in significant reductions in BC3NP enrollments and funding levels for BC3NP in the Comprehensive Agreement between MDHHS and ICHD; and

WHEREAS, MDHHS has notified ICHD that for the fiscal year October 1, 2022 through September 30, 2023, the per-patient funding to LCAs will change from \$220/patient to \$175/patient; and

WHEREAS, MDHHS has also notified ICHD that Michigan Breast and Cervical Cancer Information System (MBCIS) entries of client screening results will be completed by MDHHS staff versus being completed by LCA staff; and

WHEREAS, MDHHS BC3NP coordinators have also notified ICHD of their decision to reduce the ICHD BC3NP caseload goal from 505 women in FY 2022 to 425 women in FY 2023; and

WHEREAS, these changes have resulted in BC3NP funding in the MDHHS Comprehensive Agreement with ICHD declining from \$111,110 in FY22 to \$74,375 in FY23; and

WHEREAS, pursuant to these changes, ICHD wishes to reduce position #601043, Community Health Representative II (CHR II), from a 1.0FTE position to a 0.50FTE position; and

WHEREAS, position #601043 is currently vacant; and

WHEREAS, the Ingham County Health Officer recommends that the Ingham County Board of Commissioners authorize reducing position #601043, CHR II, from a 1.0FTE position to a 0.50FTE position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reducing position #601043, CHR II from a 1.0FTE position to a 0.50FTE position.

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.

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 26, 2022
SUBJECT: Acceptance of FY 2023 MIKIDs NOW Funds

For the meeting agendas of October 17, October 18 and October 19, 2022

BACKGROUND

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to accept a funding amount not to exceed \$150,000 from the MIKIDs NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023. The MIKIDs NOW program is administered by the Michigan Department of Health and Human Services. These funds will support the expansion of behavioral health services in ICHD CHC’s school-based and school-linked health centers via an additional 1.0 full-time equivalent Behavioral Health Consultant.

ALTERNATIVES

Choosing not to accept this funding would result in a loss of services promoting the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care.

The MIKIDs NOW funding award for the term of October 1, 2022 through September 30, 2023 is \$150,000 and is divided as follows:

- Eastern Health Center - \$50,000
- Sexton Health Center - \$50,000
- Willow Health Center - \$50,000

The cost for a 1.0 FTE Behavioral Health Consultant is featured below:

ICEA Prof ICEA Prof Grade 9 Step 1 Grade 9 Step 5

SALARY	\$69,736	\$83,736
UNEMPLYMT	\$349	\$419
FICA/MEDICARE	\$5,335	\$6,406
DENTAL	\$936	\$936
VISION	\$135	\$135
PHP MED	\$21,880	\$21,880
MERS 0101H	\$21,297	\$25,573
RTEE CHG B	\$3,585	\$3,585
SEPARATE	\$1,395	\$1,675
RET/HLTH/T	\$3,138	\$3,768
DISABILITY	\$91	\$109
LIFE 30K	\$117	\$117
WORKERS' COMP	\$342	\$410

CARES	<u>\$33</u>	<u>\$33</u>
	\$128,368	\$148,781
Salary	\$69,736	\$83,736
Fringes	<u>\$58,632</u>	<u>\$65,045</u>
	\$128,368	\$148,781

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 that the Ingham County Board of Commissioners authorize accepting funding in an amount not to exceed \$150,000 from the MIKIDs NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FY 2023 MIKIDS NOW FUNDS

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept a funding amount not to exceed \$150,000 from the MIKIDS NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023; and

WHEREAS, the MIKIDS NOW program is administered by the Michigan Department of Health and Human Services; and

WHEREAS, these funds will support the expansion of behavioral health services in ICHD CHC's school-based and school-linked health centers via an additional 1.0 full-time equivalent Behavioral Health Consultant; and

WHEREAS, the MIKIDS NOW funding award for the term of October 1, 2022 through September 30, 2023 is \$150,000 and is divided as follows:

- Eastern Health Center - \$50,000
- Sexton Health Center - \$50,000
- Willow Health Center - \$50,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer support accepting a funding amount not to exceed \$150,000 from the MIKIDS NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a funding amount not to exceed \$150,000 from the MIKIDS NOW program to promote mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that effective upon approval of this resolution, an additional 1.0 full-time equivalent Behavioral Health Consultant ICEA Prof Grade 9 (\$69,736 - \$83,736) position is authorized to support the expansion of behavioral health services in ICHD CHC's school-based and school-linked health centers.

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Deb Fett, CIO

DATE: October 3, 2022

SUBJECT: Pluralsight Training for ITD staff
For the meeting agendas of October 18th, 19th and 25th. 2022

BACKGROUND

The Innovation and Technology Department (ITD) utilizes online training for our technical staff to ensure that they have access to the latest skills and best practices in the industry. Last year, ITD did an analysis of the available training providers and found that Pluralsight offered not only the training but a skillset analysis that will allow us to more accurately find just the right topics needed to ensure staff are not wasting time with topics in which they are already proficient. We would like to continue to use them going forward.

ALTERNATIVES

In the past we have used Lynda.com, ITProTV, and other training sites. These are adequate in many ways but the topics tend to get stale. We could also not do training and allow our staff to stagnate in their skills.

FINANCIAL IMPACT

The funding for the \$20,470 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund #636-95800-960000. This was quoted by CDWG under the State of Michigan MiDeal Contract.

OTHER CONSIDERATIONS

Ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens.

STRATEGIC PLANNING IMPACT

This authorization supports Goal D – Information Technology, specifically Strategy 1 – Support well-trained IT managers and staff current with emerging trends and best practices.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Pluralsight training from CDWG in the amount of \$20,470.00.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PLURALSIGHT STAFF TRAINING FROM CDWG

WHEREAS, Pluralsight is a company that provides innovation and technology training in easy to understand videos along with virtual labs and practice exams; and

WHEREAS, ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens; and

WHEREAS, ITD has been using Pluralsight over the past year and has found it to be very effective; and

WHEREAS, the subscription for training will be for our entire ITD staff for one year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the purchase of Pluralsight training from CDWG in the amount not to exceed \$20,470.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960000.

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 hereby authorized to sign any contract documents on behalf of the county after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees
FROM: Deb Fett, CIO
DATE: October 3, 2022
SUBJECT: Redundant Internet Connectivity Provided by Lumen
For the meeting agendas of October 18th, 19th and 25th, 2022

BACKGROUND

Ingham County currently has an agreement with Everstream for our primary Internet and phone service. This has been working fairly well for us but events can cause outages beyond the control of Innovation and Technology (ITD) or our vendor. To lessen the impact that these outages can have on our departments that serve our citizens, ITD would like to add a secondary connection that can not only be used as overflow during normal times but also replace the primary should it experience an outage.

Our team has researched our options and determined, based on previous experience and recent performance reports, that Lumen will provide the best service for a reasonable price for the speed required.

ALTERNATIVES

We could continue to rely on only one connection or we could go out to RFP and hope for something cheaper. This amount was quoted under the Michigan MiDeal contract #07 1B5500029, so should be more competitive than we could receive on our own and is with a well-respected company.

FINANCIAL IMPACT

The funding for the not to exceed \$25,000 annual cost is budgeted and will come from the County's Communication Fund – Telephone (#636-26600-921050).

OTHER CONSIDERATIONS

As articulated in the Strategic Plan, Ingham County is continually working on making our processes more efficient which drives our technological needs. As we continue to interact with more outside agencies and work cooperatively between departments and organizations, it requires connections that remain usable. This proposal addresses those needs.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for redundant internet provided services by Lumen in the amount not to exceed \$25,000 per year for the next 3 years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE REDUNDANT INTERNET SERVICE PROVIDED BY LUMEN

WHEREAS, Ingham County relies heavily on our connectivity - be it Internet, connectivity between sites, or main voice services; and

WHEREAS, to lessen the impact that outages can have on our departments that serve our citizens, the Innovation and Technology Department (ITD) would like to add a secondary connection that can not only be used as overflow during normal times but also replace the primary should it experience an outage; and

WHEREAS, the requested annual contract amount is in the 2022 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems Lumen as the most reliable and cost-effective option.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize purchasing Internet services from Lumen in the amount not to exceed \$25,000 per year for three years with the option to add additional years; and

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Communication Fund Telephone account (636-26600-921050).

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.

TO: County Services Committee

FROM: Deb Fett, CIO

DATE: 10/03/2022

SUBJECT: Cameras for Youth Center Provided by KnightWatch

For the meeting agendas of October 18th, 19th, and 25th, 2022

BACKGROUND

Ingham County’s Youth Center needs to have proper security to ensure the safety of all those in the building. Currently there is a need for more cameras to ensure that safety.

The Innovation and Technology Department (ITD) was able to obtain a quote for the security cameras and installation needed to provide a level of security for the building with a vendor that can handle both services and procurement. Other vendors we have contacted have not been able to provide the service aspect, only the equipment. This installation service is critical to getting the equipment to operate quickly and efficiently.

KnightWatch quoted \$9,394.82 for the necessary cameras and installation of this equipment. ITD is also requesting a small contingency to ensure that the lack of a cable or connector does not delay the project.

ALTERNATIVES

Other vendors we have contacted have not been able to provide the service aspect, only the equipment. This installation service is critical to getting the equipment to operate quickly and efficiently.

FINANCIAL IMPACT

The funding for the not to exceed \$9,500 is budgeted and will come from the County’s Juvenile Justice Millage (#264-66400-978000) for \$9,000 and the department’s account (101-14006-932000) for the remaining amount not to exceed \$500.

OTHER CONSIDERATIONS

ITD has used this vendor over many years under the name of VidCom; they are local, reliable, and cost-effective.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for cameras for Youth Center provided by KnightWatch in the amount not to exceed \$9,500.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE SECURITY CAMERAS FOR YOUTH CENTER
PROVIDED BY KNIGHTWATCH**

WHEREAS, Ingham County has a Youth Center that needs to have proper security to ensure the safety of all those in the building; and

WHEREAS, the Innovation and Technology Department (ITD) was able to obtain a quote for the security cameras and installation needed to provide a level of security for the building with a vendor that can handle both services and procurement; and

WHEREAS, the requested amount is in the 2022 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems KnightWatch as the most capable and cost-effective solution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize purchasing security cameras and installation from KnightWatch in the amount not to exceed \$9,500.

BE IT FURTHER RESOLVED, that the total cost will be paid from the County's Juvenile Justice Millage (#264-66400-978000) for \$9,000 and the department's account (101-14006-932000) for the remaining amount not to exceed \$500.

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 6a

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: October 4, 2022
RE: Resolution to Authorize a Purchase Order to Seelye Group, Ltd., to Replace the Carpet in Courtroom 5 and Judge’s Suite at the Veterans Memorial Courthouse

For the meeting agendas of: October 18 & 19

BACKGROUND

The carpet in Courtroom 5 and Judge’s suite is worn, faded, stained, has outlived its useful life, has stretched, and is creating wrinkles that could pose a tripping hazard. Seelye Group Ltd., who is on the MiDeals contract and therefore does not need three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$41,458.35 to replace the carpet in the courtroom and Judge’s suite. We are requesting a contingency of \$3,000 for any uncovered conditions.

ALTERNATIVES

The alternative would be to forego replacing the carpet allowing the carpet to further deteriorate and become a trip hazard for staff and the public.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP line item # 245-26710-976000-22F18.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-976000-22F18	\$80,000	\$80,000	\$44,458.35	\$35,541.65
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group Ltd., to replace the carpet in Courtroom 5 and Judge’s suite at the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD.,
TO REPLACE THE CARPET IN COURTROOM 5 AND JUDGE'S SUITE AT THE
VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the carpet in Courtroom 5 and Judge's suite is worn, faded, stained, had outlived its useful life, has stretched, and is creating wrinkles that could pose a tripping hazard; and

WHEREAS, the carpets need to be replaced; and

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

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order to Seelye Group LTD, who submitted a proposal of \$41,458.35 to replace the carpet in Courtroom 5 and Judge's suite at the Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$3,000 for uncovered conditions; and

WHEREAS, funds are available in the 2022 approved CIP General Fund line item #245-26710-976000-22F18. which has a balance of \$80,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group LTD, 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the carpet in Courtroom 5 and Judge's suite for an amount not to exceed \$44,458.35 which includes a \$3,000 contingency.

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

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

FROM: Rick Terrill, Facilities Director

DATE: October 4, 2022

RE: Resolution to Authorize an Agreement with Laux Construction for Security Improvements at the Ingham County Family Center

For the meeting agendas of: October 13, 18 & 19

BACKGROUND

The Ingham County Family Center is in need of security upgrades and improvements for staff and students. These improvements will include but are not limited to: moving the door three entrance to the sanctuary vestibule for security screening, enclosing the security area for screening, reconstructing and hardening all entrances for security, upgrading the glass to include ballistic film, adding security panels, replacing the wood panels with glass in the Sanctuary exterior perimeter and bring the fire alarm and sprinkler system up to code. This project also addresses American with Disabilities Act (ADA) compliance with the entrance approach, adding an elevator, and remodeling the restrooms.

Laux Construction submitted the lowest responsive and responsible proposal of \$1,149,029. We are requesting a contingency of \$52,000 for a total of \$1,201,029.

ALTERNATIVES

The alternative would be to hold off on making the improvements which will risk the safety of the students and staff.

FINANCIAL IMPACT

Funds are available in the Juvenile Justice Millage which has a balance of \$2,827,693.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
Juvenile Justice Mileage	\$2,827,693	\$2,827,693	\$1,201,029	\$1,626.664

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 for the security improvements to the Ingham County Family Center.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: September 15, 2022

RE: Memorandum of Performance for RFP No. 159-22 Security Improvements at the Ingham County Family Center

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of making security improvements to the Ingham County Family Center.

The scope of work at four (4) different areas of the building including, but is not limited to, demolishing/removing portions of the exterior entrance systems, gypsum board walls, accessories, plumbing fixtures and electrical lights as may be necessary; remodeling two (2) toilet rooms to comply with the Michigan Barrier Free Design Rules; providing and installing aluminum framed storefront entrances, new glazing at plywood covered window areas, steel stud and gypsum board walls, doors, frames, and hardware; replacing four (4) skylights; adding an elevator, lighting, power, and HVAC system; modifying the existing HVAC system, fire alarm and adding a fire suppression system to the north portion of the building; and, painting all new walls, doors, and frames in the project area.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	74	14
Vendors attending pre-bid/proposal meeting	74	14
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	Base Bid Security Improvements to the Ingham County Family Center TOTAL	Alternate #1 Providing and Installing Elevator TOTAL	Base Bid + Alternate #1 GRAND TOTAL
Laux Construction	Yes, Mason MI	\$864,900.00	\$278,900.00	\$1,149,029.00*
Moore Trosper Construction Co.	Yes, Holt MI	\$982,000.00	\$282,000.00	\$1,264,000.00

*Grand Total reflects an addition of \$5,229.00 as the result of a post bid interview with the low bidder, Laux Construction.

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 FOR SECURITY IMPROVEMENTS AT THE INGHAM COUNTY FAMILY CENTER

WHEREAS, the Ingham County Family Center is in need of security upgrades and improvements for staff and students; and

WHEREAS, these improvements will address entrances, security screening area, ballistic film on glass, sanctuary exterior perimeter, and the fire alarm and sprinkler systems; and

WHEREAS, these improvements also address American with Disabilities Act (ADA) compliance with the entrance approach, adding an elevator, and remodeling the restrooms; and

WHEREAS, the Facilities Department recommends an agreement with Laux Construction LLC, a local vendor, who submitted the lowest responsive and responsible proposal of \$1,149,029 for the security improvements to the Ingham County Family Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$52,000 for any uncovered conditions; and

WHEREAS, funds are available in the Juvenile Justice Millage 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 security improvements to the Ingham County Family Center for an amount not to exceed \$1,201,029 which includes a \$52,000 contingency.

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

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 7

TO: Board of Commissioners and Law & Courts, County Services, and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: October 4, 2022
SUBJECT: Creation of an Animal Control Officer position
For the meeting agenda of October 13, October 18 and October 19, 2022

BACKGROUND

On August 2nd, 2022, a millage was passed to fund the continued operation of the Ingham County Animal Control and Shelter (ICACS). When this millage was proposed to the Board of Commissioners, part of the funding was intended to fund the creation of an Animal Control Officer (ACO) position which would allow ICACS to create a detective position as a special assignment within the ACO unit.

The purpose of adding a detective assignment to the ICAC Enforcement Division is to allow for proactive investigations into criminal activities such as dogfighting and inhumane animal breeding operations.

ALTERNATIVES

If this position is not created, then ICACS will continue to operate with the current number of Animal Control Officers.

FINANCIAL IMPACT

The total 2022 wages for the Animal Control Officer position ranges from \$39,896.11 to \$51,246.49 which will be paid for out of existing millage funds for the remainder of fiscal year 2022, and new millage funds for 2023 onward.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the creation of a seventh Animal Control Officer position for the Ingham County Animal Control & Shelter.

Agenda Item 7

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CREATION OF AN ANIMAL CONTROL OFFICER POSITION

WHEREAS, in August of 2022, a millage was passed to fund the operations of the Ingham County Animal Control and Shelter; and

WHEREAS, part of the proposed millage funding was to be designated to create an animal control officer position for the purpose of pursuing proactive investigations into criminal activities such as dogfighting and inhumane animal breeding operations; and

WHEREAS, the long term annual cost for the Animal Control Officer position is \$106,401; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the addition of an Animal Control Officer to the Ingham County Animal Control & Shelter (CCLP Animal Control Grade 2, salary range from \$39,896.11 to \$51,246.49).

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

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: October 4, 2022

SUBJECT: Proposed Resolution to Authorize a Bituminous Pavement Agreement with Delhi Inc. for Phase 8 of the Meadow Ridge Subdivision

For the Meeting Agendas of October 18 and 25

BACKGROUND

The process by which plats are developed follows state statute (Act 288 of 1967). The platting process essentially starts with development of a Preliminary Plat showing the overall configuration, how it fits into the lands surrounding it, public utilities serving the lots, and the phases of construction planned to complete the development. Once a Preliminary Plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans can be developed, reviewed, and approved by the same stakeholders. Once the construction plans are approved, construction can begin. After construction is completed, a Final Plat acceptance process is normally initiated to make the roads, drains, and utilities part of the public domain.

The Meadow Ridge Phase 8 development is part of a 222 unit residential subdivision located south of Holt Road, between Kahres Road and Onondaga Road, in the Northeast ¼ of Section 20, Delhi Township, Ingham County, Michigan. The development has followed the platting process described above for eight of the ten phases illustrated on the previously approved Preliminary Plats dating back to July of 2000. The proprietor, Delhi Inc., constructed Phase 8 throughout 2020-2022 and is now requesting the Final Platting process to commence, which would allow the developer to begin selling the lots and constructing new homes.

Skylar Drive, which is the internal road within Phase 8 of the Meadow Ridge Subdivision, has been constructed up to, but not including, the top layer of asphalt in accordance with the approved road and drainage plans. The work completed to date meets Road Department standards. The Road Department has historically allowed placement of the final layer of asphalt after the lots within the plat are built-out with new homes. This avoids damage to the final driving surface due to construction traffic, allows time to reveal weaknesses within the newly constructed roadway, and provides a better end product for area users. The Road Department requires a bituminous pavement agreement and a deposit for uncompleted work as an assurance the proprietor will place the final layer of asphalt on the public road within 5 years, during which time most, if not all, of the homes will be built. Delhi Inc. has submitted all the required fees, insurance, testing results, certifications, warranty deeds, and verification of the Drain Office's approval, meeting all of the requirements to proceed to the execution of a bituminous pavement agreement. As part of the bituminous pavement agreement, the proprietor will be required to provide an escrow deposit in the amount of \$25,536 as an assurance that the final layer of asphalt will be placed on Skylar Drive within 5 years.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The bituminous paving agreement will ensure Skylar Drive is fully completed within 5 years, at the proprietor's cost.

OTHER CONSIDERATIONS

Once the bituminous pavement agreement has been executed and the escrow deposit received, the final plat can be approved by the Board and Skylar Drive accepted as a public road. This will be requested at a future Board meeting cycle.

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 AUTHORIZE A BITUMINOUS PAVEMENT AGREEMENT
WITH DELHI INC. FOR PHASE 8 OF THE MEADOW RIDGE SUBDIVISION**

WHEREAS, the process by which a platted subdivision is developed follows state statute (Act 288 of 1967); and

WHEREAS, on October 13, 2020, per Resolution #20-419, the Board of Commissioners approved the Preliminary Plat for Phases 7-10 of the Meadow Ridge Subdivision, which specifically included 42 lots on 37.32 acres, part of a 222 unit residential subdivision, located south of Holt Road, between Kahres Road and Onondaga Road, in the Northeast ¼ of Section 20, Delhi Township, Ingham County, Michigan; and

WHEREAS, Phase 8 of the Meadow Ridge Subdivision included one internal road, Skylar Drive, which was constructed from 2020-2022 in accordance with the approved road and drainage plans, except for the final layer of asphalt; and

WHEREAS, the proprietor, Delhi Inc., has submitted all the required fees, insurance, testing results, certifications, warranty deeds, and verification of the Drain Office's approval, thereby meeting all of the requirements to proceed to the execution of a bituminous pavement agreement; and

WHEREAS, the bituminous pavement agreement shall define the requirements of Delhi Inc., to complete the top course of asphalt pavement on Skylar Drive within five years to allow most of the new homes to be constructed prior to final completion of the new road; and

WHEREAS, Delhi Inc. shall provide an escrow deposit of \$25,536 in the form of cash, certified check or an irrevocable letter of credit with an evergreen clause; and

WHEREAS, after the execution of the bituminous pavement agreement, Delhi Inc. intends to request Final Plat approval for Phase 8 of the Meadow Ridge Subdivision and the acceptance of Skylar Drive into the public road network.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a bituminous pavement agreement with Delhi Inc., located at 6355 Holt Road, Holt, MI 48842, for the placement of the top course of pavement on Skylar Drive, the sole internal road within Phase 8 of Meadow Ridge Subdivision, within five years from the adoption date of this Board Resolution and to provide an escrow deposit of \$25,536 in the form of cash, certified check or an irrevocable letter of credit with an evergreen clause for the currently uncompleted work.

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: October 4, 2022

RE: Proposed Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Holt Road Bridge over Doan Creek (SN 3869)

For the meeting agendas of October 18, 19 and 25

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Local Bridge Program funding to perform rehabilitation work on the Holt Road Bridge over Doan Creek (SN 3869) in Sections 18 & 19 in Leroy Township, located between Meech Road and Snedecker Road. The scope of work includes the full replacement of the superstructure. The Local Bridge Program provides funding for 95% of the construction costs. The Road Department is responsible for the 5% match, design engineering, construction engineering and right of way costs.

Ingham County on behalf of the Road Department entered into an agreement (Resolution #22-169) with DLZ Michigan, Inc to perform the design necessary for the rehabilitation of the Holt Road Bridge. Based upon further analysis of the impacts resulting from the proposed bridge project, an expanded scope of work became necessary to address the replacement of an adjacent culvert under Holt Rd and the relocation of a portion of an unnamed tributary to Doan Creek. This additional scope of work has resulted in the need for additional roadway and hydraulic modeling for the overall project.

ALTERNATIVES

N/A - Due the elevation changes in the road over the adjacent culvert and the geometry of the tributary, the existing culvert must be removed and relocated to an alternate alignment. If the culvert were to remain in place, the slopes for the road would become unstable and lead to premature failure of Holt Road.

FINANCIAL IMPACT

The original contract included a budget of \$92,000. The budget amendment is requesting an additional \$47,319.26 to perform the necessary work detailed herein.

This budget amendment would adjust the total project budget to \$136,319.26, which equates to 13.9% of the estimated construction costs for the Holt Rd Bridge Project. The cost for the engineering design services are included in the 2022 Road Fund Budget. The cost for the local match for the Local Bridge Program funding has been included in the 2023 Road Fund Budget.

RECOMMENDATION

I respectfully recommend approval of the attached resolution to amend the agreement with DLZ Michigan, Inc. for the Holt Rd Bridge (SN 3869) Project in the amount of \$47,319.26, revising the total contract budget to \$136,319.26.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN ENGINEERING DESIGN SERVICES CONTRACT WITH
DLZ MICHIGAN, INC. FOR THE
HOLT ROAD BRIDGE OVER DOAN CREEK (SN 3869)**

WHEREAS, the Road Department received Local Bridge Program funding to perform rehabilitation work on the Holt Road Bridge over Doan Creek (SN 3869) in Sections 18 & 19 of Leroy Township, located between Meech Road and Snedecker Road; and

WHEREAS, the Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, the costs associated with the design engineering and right of way acquisition are included in the 2022 Road Fund Budget; and

WHEREAS, the costs associated with the 5% funding match for the Local Bridge Program and construction engineering have been included in the 2023 Road Fund Budget; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #22-169 to enter into an agreement with DLZ Michigan, Inc for a not to exceed fee of \$92,000 for engineering design services related to the rehabilitation of the Holt Road Bridge; and

WHEREAS, during the design phase for the project, an expanded scope of work became necessary for the replacement of an adjacent culvert under Holt Rd and the relocation of an unnamed tributary to Doan Creek, both of which resulted in additional roadway and hydraulic modeling for the overall project; and

WHEREAS, a budget amendment is requested in the amount of \$47,319.26 for DLZ Michigan, Inc to complete the necessary work described herein, for a total revised engineering design services budget of \$136,319.26 for the overall project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the engineering design services contract for the Holt Road Bridge over Doan Creek (SN 3869) with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, in the amount of \$47,319.26, for a revised contract amount of \$136,319.26.

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

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: October 4, 2022

SUBJECT: Proposed Resolution to Approve a Traffic Control Order to Sign the Zimmer Road and Sherwood Road Intersection as a Four-Way Stop

For the Meeting Agendas of October 18 & 25

BACKGROUND

Engineering staff from the Road Department recently completed a detailed engineering study for the intersection of Zimmer Road and Sherwood Road. The intersection experienced ten crashes during the five-year analysis period (2017-2021), resulting in seven injuries of varying degrees of severity and zero fatalities.

The intersection is rather unique within Ingham County in that the road with the higher traffic volume, Zimmer Road, is currently stop-controlled for the road with the lower traffic volume, Sherwood Road. This is due to the existing grade immediately south of the intersection along Zimmer Road, requiring that Zimmer Road be stop-controlled.

Based upon a review of alternatives, modifying the intersection from a two-way stop to four-way stop, with stop ahead advance warning signs and flashing red beacons on Sherwood Road is the most appropriate corrective action.

Upon Board of Commissioners approval of the Traffic Control Order (TCO), the TCO will be prepared by the Road Department, executed by the Board of Commissioners Chairperson, and then filed with the County Clerk so that the new signs will be lawful. The Road Department will then install the signs.

ALTERNATIVES

Maintain the intersection as a two-way stop or make improvements to the intersection sight distance along Sherwood Road. Maintaining the intersection as a two-way stop may result in a continued accident rate higher than other two-way stop intersections in Ingham County. Making improvements to intersection sight distance along Sherwood Road would come at significantly higher cost, take 1-2 years to fully implement, and may not adequately address factors contributing to the existing accident rate.

FINANCIAL IMPACT

Stop signs, stop ahead advance warning signs, and sign posts are maintained in the Road Department's inventory. Two flashing yellow/red beacons are already active at the intersection, and would only require new red LED's for the signal heads facing Sherwood Road. The cost for modifying the signage at the intersection would be covered by the 2022 Road Department budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based upon the information provided, I respectfully recommend approval of the attached resolution to authorize a TCO for a four-way stop at the intersection of Zimmer Road and Sherwood Road in Williamstown Township.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A TRAFFIC CONTROL ORDER TO SIGN THE
ZIMMER ROAD AND SHERWOOD ROAD INTERSECTION AS A FOUR-WAY STOP**

WHEREAS, the intersection of Zimmer Road and Sherwood Road in Williamstown Township is currently configured as a two-way stop intersection requiring the traffic on Zimmer Road to stop; and

WHEREAS, the Road Department recently completed an engineering study of the Zimmer Road and Sherwood Road intersection; and

WHEREAS, the engineering study was performed pursuant to Section 2B.07 of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) for Multi-Way Stop Applications; and

WHEREAS, the engineering study determined that modifying the intersection to add stop signs on eastbound and westbound Sherwood Road would be the most appropriate corrective measure to improve its safety; and

WHEREAS, the modification of the intersection to add stop signs on Sherwood Road would result in a four-way stop at the intersection; and

WHEREAS, the new stop signs would be supplemented with stop ahead advance warning signs, and the conversion of the existing flashing red/yellow beacons at the intersection to four-way flashing red beacons; and

WHEREAS, installation of stop signs to control intersection traffic requires the issuance of a Traffic Control Order pursuant to MCL 257.71.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the issuance of a Traffic Control Order directing all motorists approaching the Zimmer Road and Sherwood Road intersection to stop prior to entering the intersection and request authorization for the Board Chairperson to execute and date the Traffic Control Order.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes installation of the appropriate stop signs, stop ahead advance warning signs, and four-way flashing red beacons at the intersection, per the approved Traffic Control Order.