

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
ROBERT PEÑA  
MARK GREBNER  
RYAN SEBOLT  
GABRIELLE LAWRENCE  
RANDY MAIVILLE  
KARLA RUEST

## **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, AUGUST 15, 2023 AT 6:00 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 [July 18, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner
  - a. Resolution to Authorize an Agreement for the Relocation and Replacement of a Portion of the [Towar Gardens and Branches Drain](#) in the Lake Lansing Road Project
  - b. Resolution to Authorize a Contract with [Spicer Group, Inc.](#) to Provide Consulting Services
2. Prosecuting Attorney's Office – Authorization to Start an [Employee Above Step 2](#)
3. Office of the Public Defender – Authorization to Start an [Employee Above Step 2](#)
4. Potter Park Zoo – Notice of Emergency Purchase Order for [Water Main Repair](#)
5. Fairgrounds – Notice of Emergency Purchase Order for the [Drains](#) at the Fairgrounds
6. Facilities Department
  - a. Resolution to Authorize an Agreement with [PM Technologies LLC](#), for the Preventative Maintenance, Repair, and Emergency Services for Back Up Generators at Various Ingham County Facilities
  - b. Resolution to Authorize an Agreement Month-to-Month Extension Amendment with [Du-All Cleaning Inc.](#) for Janitorial Services at Multiple Locations
  - c. Resolution to Authorize an Agreement with [VelocityEHS](#) (MSDS Online) to Manage Material Safety Data Sheets
  - d. Resolution to Authorize a Purchase Order to [Knight Watch](#) for a Card Reader and Door Release Button for the Women's Health Clinic at the Human Services Building
  - e. Resolution to Authorize a [Special Part-Time Position](#) for the Ingham County Facilities Department

7. Road Department
  - a. Resolution to Amend the Agreement with [Leroy Township](#) for the 2023 Local Road Program
  - b. Resolution to Authorize a Bituminous Pavement Agreement with G.S. Fedewa Builders, Inc. for Phase 4 of [Sierra Ridge Estates](#)
  - c. Resolution to Authorize Engineering Design Service Agreements with [RS Engineering, LLC](#) for the Holt Road Project from US-127 to Okemos Road and for the Mount Hope Road Project from Hagadorn Road to Okemos Road
  - d. Resolution to Authorize a Purchase Order for a Professional [Brush Cutter](#) Machine
  - e. Resolution to Approve a Contract with [J. Ranck Electric Inc.](#) for Traffic Signal Construction Services
  - f. Resolution to Authorize an Amendatory Contract with the Michigan Department of Transportation for the [Lake Lansing Road Project](#) from Wood Street to West Road
  - g. [Reorganization](#) of the Road Department (*Discussion*)
8. Human Resources Department – Resolution to Approve ICEA County Professional [Reclassification](#) Requests
9. Controller’s Office
  - a. Resolution of Intent to Authorize Publication of [Notice of Intent](#) and to Declare Intent to Reimburse
  - b. Resolution to Authorize an Agreement with [BS&A](#) for Enterprise Resource Planning Software Conversion and Training
  - c. Financial Impacts of 2023 [Reclassifications and Reorganizations](#) (*Discussion*)
  - d. Consult with Counsel pursuant to MCL 15.268 (1)(e) (*Closed Session*)

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE  
July 18, 2023  
Draft Minutes

Members Present: Celentino, Peña, Sebolt, Grebner, Lawrence, and Maiville.

Members Absent: Ruest.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, Madison Hughes, Deanna LaBrenz, and others.

The meeting was called to order by Chairperson Celentino at 6:00 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 June 20, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE JUNE 20, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED. Absent: Commissioner Ruest.

Additions to the Agenda

Substitute –

8. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential Reclassification Requests

Removed –

3. Office of the Public Defender
  - a. Resolution to Authorize a Grant Between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC
10. Controller's Office
  - d. Financial Impact Reclasses/Reorganizations (*Discussion*)

Limited Public Comment

None.

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

1. Treasurer’s Office – Resolution to Authorize Contract with Catalyst for Action, LLC
2. Friend of the Court – Resolution to Authorize a Reorganization of the 30<sup>th</sup> Circuit Court/Friend of the Court
3. Office of the Public Defender
  - b. Authorization to Start an Assistant Public Defender Above Step 2
4. 9-1-1 Center Dispatch – Resolution for Approval to Increase the Wage of the Special Part-Time 9-1-1 Central Dispatch Center Background Investigator Positions
5. Animal Control and Shelter – Authorization to Start an Employee Above Step 2
6. Facilities Department – Resolution to Authorize an Agreement with Teachout Security Solutions for Unarmed Security Guard Services at Multiple Ingham County Facilities
7. Road Department
  - a. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Mount Hope Road Project from Hagadorn Road to Okemos Road
  - b. Resolution to Amend Agreements with Wheatfield and Williamstown Townships for the 2023 Local Road Program
  - c. Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project
  - d. Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project
9. Diversity, Equity, and Inclusion Office – Resolution to Approve \$10,000 in Funding to the Racial Equity Taskforce
10. Controller’s Office
  - b. Resolution to Approve an Agreement with Urban Wireless Solutions for Broadband Consulting Services
  - c. Resolution to Amend Agreement with Maner Costerisan for Accounting Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Ruest.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Ruest.

8. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential Reclassification Requests

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

Commissioner Sebolt disclosed that the UAW TOPS was a local unit of an International Union, which was affiliated with his employer, the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

Commissioner Maiville proposed to amend the substitute resolution as follows:

<u>Position Title</u>	2023	2023	<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Judicial Asst. – D.Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
Judicial Asst. – D. Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
<del>Bookkeeping Coord. AR</del>	<del>UAW F: 49,652.19</del>	<del>UAW G: 52,531.56</del>	<del>2,879.37</del>
Purchasing Clerk	UAW E: 46,971.90	UAW G: 52,531.56	5,559.66
Lead Sr. Accountant	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45
Clinic Info. Trng. Coord.	UAW H: 55,603.90	UAW J: 62,262.46	6,658.56
Program Coordinator	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
Finance Coordinator	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45
TOTAL:		<del>57,676.74</del>	<b>54,797.37</b>

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Ruest.

10. Controller’s Office

- a. Resolution to Approve an Agreement with Kolt Communications for Public Relations Services

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

Commissioner Maiville stated that it seemed peculiar that almost all of the bids were valued at \$36,000 even. He further stated with other budgets being tight, the County was looking at budget cuts and this might be an addition to the deficit, which made him hesitant to add it to the budget.

Commissioner Peña asked how many bids Ingham County had for this contract.

Gregg Todd, Ingham County Controller, stated there were seven bids.

Commissioner Grebner stated in the case of Equalization, the bids always came in exact same. He further stated he did not believe there was a problem with timing, money in the bank, or principle, as the County has had similar positions in the past.

Commissioner Grebner stated that it was a matter of policy and he was against it, not because in the next year he would change his mind, but as it was just a part of his image as to what Ingham County was. He further stated that Ingham County ran a lean and threadbare operation, which was not typified by a professional putting out press releases.

Commissioner Grebner stated when the County did a poor job of publicizing themselves that was okay with him.

Commissioner Maiville stated there were six out of seven bids that had an all-inclusive annual retainer for \$36,000 even, and that he just wanted to clarify. He further stated that other departments provided their own Public Relations (PR) work during their day-to-day business, and that they were all active.

Commissioner Grebner stated it might be that the departments took a look at the budget amount and took a hint from that.

Commissioner Sebolt stated he appreciated that Commissioner Grebner's idea to run the County threadbare, which he believed often times served them well, but that a failure to publicize what the Board of Commissioners was doing was a disservice to their constituents. He further stated it was hard to hold the government accountable if there was no idea what the government was doing.

Commissioner Sebolt stated that he would support this or any future contracts as well.

Discussion ensued regarding best practices to attract media coverage.

Commissioner Lawrence stated in the last few months, the County had put out a press release about vacancies on Board and Commissions and had immediately received a response. She further stated to imagine if the County could do that every time, with all of the issues and events that needed attention and wanted the public to pay attention to.

Commissioner Lawrence stated upon arriving to the Human Services Building, she saw a sign for Household Hazardous Waste disposal. She further stated that she was unsure what that had meant, but that she was confident she had household waste that could be disposed of and she would love to look at a press release to know what those would be and to share that information with members of the community.

Commissioner Lawrence stated this was a relatively small amount of money in the overall County budget. She further stated that it was absolutely invaluable to have access to a PR professional.

Commissioner Lawrence stated it was especially invaluable during the COVID-19 Pandemic when they were attempting to get information out to families and community members. She further

stated she could personally speak on how beneficial and helpful a seasoned professional was to do the legal, authorized bidding.

Commissioner Grebner stated each department often had their own budget for PR, but this resolution was going to be aimed at publicizing the activities of the Board of Commissioners, such as when items were introduced, proposed, and to announce initiatives. He further stated the worst trouble he had ever gotten into was from telling the truth, and that it was a bad habit he had gotten into.

Commissioner Grebner stated the way to sneak money into the pockets of media was to buy notice space, and that one might be surprised which municipalities had contrived to publish their meeting materials. He further stated he was sure Meridian Township had very strong reasons for publishing their meeting minutes in the City Pulse.

Commissioner Sebolt stated he did want to note that Becky Bennett, Ingham County Board of Commissioners Director, had done a wonderful job of creating press releases. He further stated that as the stack of contracts in front of him showed, she had a lot on her plate.

Commissioner Sebolt stated as someone who had done PR for a number of years, keeping up on a press release was a full time job. He further stated that having one person to focus on that job would be helpful to the Board of Commissioners and could be beneficial to the other departments as well.

Commissioner Celentino stated he liked the idea, he thought it had merit, and he had no problem with the vendor, as he had previously worked with Kolt Communications at the Airport. He further stated his concern was that they were getting a recommended 2024 Budget at the Board Leadership meeting on August 21, 2023, and that the Balanced Budget had started at \$11 million, then came down to \$4 million.

Commissioner Celentino stated that the Controller's Office had to look at how to whittle down the Budget further within the last month and that not all of the Department Heads would receive what they had requested. He further stated his past experience indicated that it might send the wrong message to Department Heads and employees, knowing there were cuts within their own department after creating a new contractual agreement.

THE MOTION TO APPROVE THE RESOLUTION FAILED. **Yeas:** Sebolt, Lawrence.

**Nays:** Grebner, Maiville, Peña, Celentino. **Absent:** Ruest.

11. Board of Commissioners – Resolution Directing Ingham County Advisory Boards and Commissions to Forward Agendas and Minutes to the Board of Commissioners' Office

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

Commissioner Grebner asked Ms. Bennett if this only applied to Ingham County functions.

Ms. Bennett confirmed that this would only be for internal Ingham County functions. She further stated there were other agencies had been contacted via email and that other agendas and minutes would have to be found from their webpages.

Commissioner Grebner asked for a rough estimate of how many agencies there were.

Ms. Bennet stated she did not know.

Commissioner Grebner asked how many per-diems there were.

Ms. Bennett stated there would be a form at the Board of Commissioner's meeting next Tuesday, July 25, 2023 to sign for the per-diems.

Commissioner Grebner asked how much of an additional burden this was on the Board of Commissioner's Office.

Ms. Bennett stated it had been difficult, as it was hard to get minutes from the outside agencies because sometimes those minutes were not released until they had been approved.

Commissioner Grebner asked if this would become more routine and easier or if it would remain the same.

Ms. Bennett stated it would remain the same and that this was why the report was completed quarterly and not monthly. She further stated this would mainly be helpful for monitoring attendance within internal committees, as she kept getting removed from mailing lists.

Commissioner Grebner stated one side effect of this resolution would be that the whole per-diem process would provide a better sense of Commissioner attendance within the outside bodies. He further stated that this occasionally been an issue in the past, but was often unknown unless something had been dug up.

Commissioner Grebner stated that having an official record of attendance was a good thing, but that it might irritate people and not show them in a good light.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Ruest.

### Announcements

Commissioner Peña stated the Ingham County Diversity, Equity, and Inclusion (DEI) Task Force was looking for Commissioners and other Elected Officials that might be interested in participating in the dunk tanks at the Unity in the Community event on August 25, 2023. He further stated that there was also an opportunity to have a community table for \$20 to promote community organizations within the greater Ingham County area.

Commissioner Peña stated those interested should contact Alexis Hagerty in the DEI Office.



Public Comment

None.

Adjournment

The meeting was adjourned at 6:20 p.m.

**AUGUST 15, 2023 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

***1a. Drain Office – Resolution to Authorize an Agreement for the Relocation and Replacement of a Portion of the Towar Gardens and Branches Drain in the Lake Lansing Road Project***

This resolution authorizes an agreement between the County and the Drain Commissioner for the relocation and replacement of portions of the Towar Gardens and Branch Drain that are part of the Lake Lansing Road Project.

Funding for the relocation/replacement is through the Road Department Lake Lansing Road Project.

See memo for details.

***1b. Drain Office – Resolution to Authorize a Contract with Spicer Group, Inc. to Provide Consulting Services***

This resolution authorizes a contract with Spicer Group, Inc. to provide an engineering study of the Lake Lansing Dam. The Drain Commissioner has determined that improvements to the dam need to be made to ensure the dam maintains the court-ordered lake level.

Funding for the not to exceed amount of \$44,900 will be through the Drain Revolving Fund.

See memo for details.

***2. Prosecuting Attorney's Office – Authorization to Start an Employee Above Step 2***

This would authorize starting an Assistant Prosecuting Attorney at Step 6 on the 8 Step ICEA-APA salary scale. The candidate has over seven years of experience of misdemeanor and felony trial experience, which the PAs Office is in need of.

See memo for details.

***3. Office of the Public Defender – Authorization to Start an Employee Above Step 2***

This authorizes starting an Assistant Public Defender at a Step 6. The successful candidate is highly qualified and has 31 years relevant experience in criminal defense, juvenile delinquency, immigration, and abuse and neglect. The Human Resources Department reviewed the candidate's resume against the requested salary and it is in support of the compensation level.

See memo for details.

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

This authorizes an Emergency PO in the amount of \$12,593.75 to Myers Plumbing & Heating Inc. for the replacement of a water main at the Zoo.

See memo for details.

5. **Fairgrounds – Notice of Emergency Purchase Order for the Drains at the Fairgrounds**

This authorizes an Emergency PO for the replacement of a collapsed drain tile on the east side of the commercial barns at the Fairground to G.A. Hunt in the amount of \$12,100.

See memo for details.

6a. **Facilities Department – Resolution to Authorize an Agreement with PM Technologies LLC, for the Preventative Maintenance, Repair and Emergency Services for Back Up Generators at Various Ingham County Facilities**

This resolution authorizes an agreement with PM Technologies LLC for the preventative maintenance, repair, and emergency services for County generators. PM Technologies was the lowest responsive bidder with a proposal of \$15,975 for a three-year term with a two-year renewal option.

Funding is available in the Facilities Maintenance Contractual line item.

See memo for details.

6b. **Facilities Department – Resolution to Authorize A Month-To-Month Extension Amendment to the Du-All Cleaning Inc. Agreement for Janitorial Services at Multiple Locations**

This resolution authorizes a month-to-month extension for two months to the Du-All Cleaning Inc., agreement for janitorial services at a monthly total of \$82,886.98.

Funding is available in the Facilities Maintenance Contractual line item.

See memo for details

6c. **Facilities Department – Resolution to Authorize an Agreement with VelocityEHS (MSDS Online) to Manage Material Safety Data Sheets**

This resolution authorizes an agreement with VelocityEHS for the management of material safety data sheets in the amount of \$25,766.87 for a three-year term.

Funding is available in the Workers Compensation Fund line item.

See memo for details

6d. **Facilities Department – Resolution to Authorize a Purchase Order to Knight Watch for a Card Reader and Door Release Button for the Women’s Health Clinic at the Human Services Building**

This resolution authorizes a PO with Knight Watch for a card reader and door release button at the Women’s Health Clinic at HSB for a cost to exceed of \$4,406.67.

See memo for details

**6e. Facilities Department – Resolution to Create a Special Part-Time Position in Facilities to Reduce Overtime**

This resolution authorizes the creation of a Maintenance Repair Worker/Custodian – Special Part Time, UAW Tops D position to help alleviate overtime and burnout of Facilities maintenance staff.

Funding is available through overtime savings in the Facilities’ wages line item.

See memo for details

**7a. Road Department – Resolution to Amend the Agreement with Leroy Township for the 2023 Local Road Program**

This resolution amends the Local Road Program agreement with Leroy Township to add wedging and overlay of Pardee Road. Additional work to be funded by Leroy Township.

See memo for details.

**7b. Road Department – Resolution to Authorize a Bituminous Pavement Agreement with G.S. Fedewa Builders, Inc. for Phase 4 of Sierra Ridge Estates**

This resolution authorizes a bituminous pavement agreement, which define the requirements of G.S. Fedewa Builders Inc., to complete the top course of asphalt pavement on the extension of Fresno Lane within five years to allow most of the new homes to be constructed prior to final completion of the new road in Sierra Ridge Estates, Phase 4.

G.S. Fedewa Builders, Inc. has provided an escrow deposit in the amount of \$44,097.29.

See memo for details.

**7c. Road Department – Resolution to Authorize Engineering Design Service Agreements with RS Engineering, LLC for the Holt Road Project from US-127 to Okemos Road and for the Mount Hope Road Project from Hagadorn Road to Okemos Road**

This resolution authorizes engineering design service agreements with RS Engineering, LLC for both the Holt Road Project and the Mount Hope Road Project. The Holt Road Project amount, with contingency is \$81,879.87 and the Mount Hope Road Project amount, with contingency is \$90,000.

See memo for details.

**7d. Road Department – Resolution Authorizing the Purchase Order for a Professional Brush Cutter Machine**

This resolution authorizes a PO for a professional brush cutter machine from Burnips Equipment Company at a cost of \$236,000.

Funding is available in the 2023 Road Department budget.

See memo for details.

**7e. Road Department – Resolution to Approve a Contract with J. Ranck Electric Inc. for Traffic Signal Construction Services**

This resolution approves a contract with J. Ranck Electric Inc., for a new traffic signal at the intersection of Okemos Road and Central Park Drive. J. Ranck was the lowest responsive bidder at \$244,642.30. A 10% contingency is also being requested.

Funding is available in the 2023 and 2024 Road Fund budgets.

See memo for details.

**7f. Road Department – Resolution to Authorize an Amendatory Contract with the Michigan Department of Transportation for the Lake Lansing Road Project from Wood Street to West Road**

This resolution authorizes an amendatory contract with MDOT to reduce the reimbursement required to the state from \$67,946.36 to \$13,521.37 based on an increased funding participation ratio from 24% to 30%.

See memo for details.

**8. Human Resources – Resolution to Approve ICEA County Professional Reclassification Requests**

This resolution approves the following reclass requests:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
601024	Accountant	Move from County Pro 7 to County Pro 8
601307	Accountant	Move from County Pro 7 to County Pro 8

<u>Position Title</u>	<u>2023 Current Grade, Step 5</u>	<u>2023 Proposed Grade, Step 5</u>	<u>Difference</u>
Accountant	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
Accountant	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
TOTAL:			12,992.14

See memo for details.

**9a. Controller's Office – Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse**

This resolution authorizes the County to advertise a notice to bond for the Potter Park Zoo vet clinic.

See memo for details.

**9b. Controller's Office – Resolution to Authorize an Agreement with BS&A for Enterprise Resource Planning Software Conversion and Training**

This resolution approves an agreement with BS&A for our long-awaited software migration away from MUNIS. This is a multi-year project with full implementation coming in 2025.

Funding is available in the 2023 and proposed 2024 CIPs.

See memo for details.

**ADDITIONAL ITEMS:**

- 7g. Road Department – *Reorganization of the Road Department (Discussion)*
- 9c. Controller's Office – *Financial Impact Reclasses/Reorganizations (Discussion)*
- 9d. Controller's Office – *Consult with Counsel pursuant to MCL 15.268 (1)(e) (closed session)*

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

**FROM:** Patrick E. Lindemann, Ingham County Drain Commissioner

**DATE:** July 31, 2023

**SUBJECT:** Proposed Resolution to Authorize an Agreement for the Relocation and Replacement of a portion of the Towar Gardens and Branches Drain in the Lake Lansing Road Project

For the Meeting Agendas of August 15 and 16

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**BACKGROUND**

The Ingham County Road Department (ICRD) and the City of East Lansing have coordinated a joint project on Lake Lansing Road from Abbot Road to Hagadorn Road located in Sections 6 and 7 of Meridian Charter Township. The scope of work includes a 4-to-3 lane conversion, intersection realignment, and pedestrian safety improvements. The Board of Commissioners approved the associated MDOT Contract #23-5083 via Resolution #23-148.

As part of this joint project, it is necessary to relocate and replace a portion of the Towar Gardens and Branches Drain storm sewer within Lake Lansing Road which is under the jurisdiction of the Ingham County Drain Commissioner (ICDC). The ICRD will be responsible for all work and costs associated with the relocation and replacement of the storm sewer detailed in the as-bid construction plans and specifications. Once the project is complete, the Towar Gardens and Branches Drain Drainage District will be responsible for the operation and maintenance of this relocated and replaced portion of the Towar Gardens and Branches Drain storm sewer. Therefore, it is necessary for an agreement to be authorized to define the roles and responsibilities of the ICRD and the ICDC. The agreement requires final review and approval as to form by the County Attorney.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

Federal funding and local Road Department funds will cover the costs for the replacement of the storm sewer. The funding responsibilities for this project were previously defined and approved per Resolution #23-148.

Future costs associated with the operation and maintenance of the Towar Gardens and Branches Drain will be the responsibility of the Towar Gardens and Branches Drain Drainage District.

**RECOMMENDATION**

Based on the information provided, I respectfully recommend and request approval of the attached resolution to authorize an agreement for the relocation and replacement of a portion of the Towar Gardens and Branches Drain located within the limits of the Lake Lansing Road Project.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR THE RELOCATION AND REPLACEMENT OF A PORTION OF THE TOWAR GARDENS AND BRANCHES DRAIN IN THE LAKE LANSING ROAD PROJECT**

WHEREAS, the Ingham County Road Department received federal Transportation Alternatives Program (TAP) funds and Highway Safety Improvement Program (HSIP) funds to resurface Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection realignment along Lake Lansing Road at Towar Avenue/Birch Row Drive, located in Sections 6 and 7 of Meridian Charter Township; and

WHEREAS, the City of East Lansing received funding through the Ingham County Trails and Parks Millage to make pedestrian safety improvements to the Lake Lansing Road and Towar Avenue/Birch Row Drive intersection; and

WHEREAS, the Road Department coordinated the road rehabilitation project with the City of East Lansing intersection improvement project in an effort to reduce project costs and limit the overall impact to the community; and

WHEREAS, upon the authorization of Resolution #23-148, the County on behalf of the Road Department, entered into Contract #23-5083 with the Michigan Department of Transportation (MDOT) for the Lake Lansing Road Project; and

WHEREAS, the Ingham County Drain Commissioner, on behalf of the Towar Gardens and Branches Drain Drainage District, has jurisdiction over a storm sewer within the Lake Lansing Road right-of-way located near the intersection with Towar Avenue and Birch Row Drive; and

WHEREAS, as part of the Lake Lansing Road Project, it is necessary to relocate and replace a portion of the Towar Gardens and Branches Drain storm sewer; and

WHEREAS, the County has agreed, pursuant to Resolution #23-148, that the Road Department, City of East Lansing, and the various funding sources shall share all costs associated with the project in accordance with the as-bid plans and specifications prepared by the Road Department's engineering consultant, Bergmann Associates, and in accordance with the Rules of the Ingham County Drain Commissioner, 2005 Edition, as amended; and

WHEREAS, upon completion of the Lake Lansing Road Project, the Towar Gardens and Branches Drain Drainage District will be responsible for all future costs associated with the operation and maintenance of the relocated and replaced Towar Gardens and Branches Drain storm sewer; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with the Ingham County Drain Commissioner on behalf of the Towar Gardens and Branches Drain Drainage District, to define roles and responsibilities for the relocation and replacement of the storm sewer included in the Lake Lansing Road Project.



THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Towar Gardens and Branches Drain Drainage District by and through the Ingham County Drain Commissioner to relocate and replace the portion of the storm sewer for the Towar Gardens and Branches Drain included in the Lake Lansing Road Project, located in Sections 6 and 7 of Meridian Charter Township.

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 1b

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

**FROM:** Patrick E. Lindemann, Ingham County Drain Commissioner

**DATE:** August 1, 2023

**SUBJECT:** Proposed Resolution to Authorize a Contract with Spicer Group, Inc. to Provide Consulting Services

For the Meeting Agendas of August 15 and 16

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### **BACKGROUND**

The Lake Lansing Dam is a Lake Level Structure regulated by the Board of Commissioners pursuant to Part 307 of the Natural Resources and Environmental Protection Act (NREPA), PA 451 of 1994. The Board of Commissioners has delegated powers and duties concerning the dam (except those it is required to perform) to the Drain Commissioner.

Part 307 of NREPA requires a triennial inspection of Lake Level Structures be performed by a licensed professional engineer. The most recent such inspection, dated December 29, 2022, has convinced the Drain Commissioner of the need for a Dam Improvement Project before the next triennial inspection. The overflow valve is broken, making it much more difficult to maintain the court-ordered lake levels. Though failure of the dam is not imminent, its usefulness is declining.

The statute anticipates that repair projects commence with a study by a licensed professional engineer, to be chosen by the Board of Commissioners. The Purchasing Department, in consultation with the Drain Commissioner, has circulated RFP No. 116-23, with results as documented in the attached Memorandum of Performance from the Purchasing Department. As noted in the attached Evaluation and Recommendation, the Drain Commissioner recommends acceptance of the lowest responsive proposal, from Spicer Group, Inc.

### **ALTERNATIVES**

Given the 1-2 years necessary to prepare and execute a project, waiting to start the planning is not wise.

### **FINANCIAL IMPACT**

There is no necessary financial impact on the County. The cost of this contract can be advanced out of the Drain Revolving Fund (Fund 801) and the resolution is drafted to allow that. The Board of Commissioners controls the assessment of the final project. It can be expected, however, that there will be public support for County funds to assist the project, especially in connection with the two County Parks that clearly benefit from the dam.

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize an agreement for consulting services with Spicer Group, Inc. Deputy Drain Commissioner Paul Pratt will attend both committee meetings to respond to questions.

**Agenda Item 1b**

TO: Paul Pratt, Deputy Drain Commissioner  
FROM: James Hudgins, Director of Purchasing  
DATE: June 29, 2023  
RE: Memorandum of Performance for RFP No. 116-23 Professional Engineering Services for the Lake Lansing Dam Improvement Project for the Ingham County Drain Commission (ICDC)

Per your request, the Purchasing Department sought proposals from experienced and qualified engineering consultants for the purpose of entering into a contract to provide professional engineering services for the Lake Lansing Dam Improvement Project.

The scope of work includes, but is not limited to, providing professional design services to perform a more detailed investigation into the deficiencies identified in the 2022 Lake Lansing Dam Inspection Report. Additionally, the Consultant will be responsible for working with the Special Assessment Advisory Committee to complete an alternate analysis, including a recommended conceptual design satisfying ICDC and Michigan Department of Environment, Great Lakes, and Energy (EGLE) requirements along with preparing an engineer’s preliminary estimate of construction costs for improvements.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	98	13
Vendors responding	4	2

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Proposed Cost Not-to-Exceed
Spicer Group, Inc.	Yes, East Lansing MI	\$44,900.00
Eng. Engineering & Surveying	No, Grand Haven MI	\$55,680.00
DLZ	Yes, Lansing MI	\$83,200.00
BERGMANN	No, Lansing MI (Eaton County)	\$135,266.00

Evaluation and Recommendation of Proposals Received, RFP No. 116-23

To: Purchasing Department  
Fr: Drain Commissioner Patrick Lindemann

I have reviewed the four proposals received for engineering services in planning repairs for the Lake Lansing Dam with my Deputy, Paul Pratt.

The two lowest dollar proposals are from Spicer Group and Eng. Engineering and Surveying. Each of them has been hired by the Drain Commissioner for numerous drain projects, and I would have no hesitation hiring either of them for this job.

The remaining two proposals, from DLZ and Bergmann, while proposing much the same work as Spicer's proposal are almost double (DLZ) and over triple (Bergmann) Spicer's price.

Therefore, I recommend Board approval of the Spicer proposal.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH SPICER GROUP, INC.  
TO PROVIDE CONSULTING SERVICES**

WHEREAS, the Purchasing Department solicited proposals from experienced and qualified professional consultants for the purpose of assisting the Ingham County Drain Commissioner with planning the scope of repairs for the Lake Lansing Dam Improvement Project; and

WHEREAS, after careful review and evaluation of the proposals received, the Drain Commissioner recommends that a contract be awarded to Spicer Group, Inc. who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Spicer Group, Inc., for a cost not to exceed \$44,900, to be advanced from the Drain Revolving Fund (Fund 801), for the purpose of providing consulting engineering for the Drain Commissioner to plan the scope of repairs for the Lake Lansing Dam Improvement Project.

BE IT FURTHER RESOLVED, that this contract amount and other project costs are to be reimbursed by benefited parties pursuant to statute, according to a roll approved by the Board of Commissioners upon establishment of the final cost of the Lake Lansing Dam Improvement Project.

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 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:** County Services Committee  
**FROM:** Nicole Matusko, Chief Assistant Prosecuting Attorney  
**DATE:** August 1, 2023  
**SUBJECT:** Authorization to Start an Employee Above Step 2  
*For County Services Committee Agenda of August 15, 2023*

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**BACKGROUND**

The Ingham County Prosecutor’s Office has had openings for the position of assistant prosecuting attorney continuously since January 2023. Prosecutors’ offices throughout the state of Michigan have had difficulty filling vacancies. There are currently approximately thirty counties with openings listed on the Prosecuting Attorney Association website.

In 2023, our office has already filled three opening attorney positions. The applicants hired for those openings consisted of a lifelong Lansing resident and recent law school graduate that brought with him unique life experiences but no courtroom experience and a county employee who had worked as a law clerk for one of our Family Division Circuit Court Judge but likewise did not have any trial experience. Within the last month, our office celebrated the retirement of Angela Mina Lloyd as she left a 28-year career as a prosecutor and we are celebrating another attorney moving on to the Attorney General’s Office. This second attorney is a career prosecutor who has been with the office for approximately fifteen years. Losing two career prosecutors has left our office in need of experience in order to best serve the victims and citizens of Ingham County.

Our office now seeks to fill an opening with a candidate that has misdemeanor and felony trial experience from seven years with local prosecutors’ offices. To do this, it would require consideration of compensation above Step 3. Candidate EP is currently employed at a local medium sized Prosecutor’s Office. EP’s current employer does not know she has applied for a position with our office and she asked for as much privacy as our office could give her as if we are not able to secure a competitive salary she will not be changing her employment. EP currently receives compensation at approximately \$98,000. EP brings with her felony trial experience as well as felony district court experience. While we would need to train EP as to the operations and software of our office, she brings with her a foundation as a trial attorney and a passion for becoming a prosecutor. Our office seeks to hire EP as a Step 6 on the ICEA-APA Salary Schedule. This wage is consistent with her experience as well as her current pay.

EP’s reference, Ionia County Prosecutor Kyle Butler, indicated that he would “hire her back in a heartbeat if he had an open position.” He described EP as a “trial attorney through and through who is very passionate about what she does”; “She is a great advocate for victims while keeping her feet on the ground and using her common sense.”

**ICEA-APA SALARY SCHEDULE (Excerpt)**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
66,538.88	71,861.99	77,610.95	83,819.83	90,525.42	97,767.45	105,588.85	114,035.96

Article 18, Section 4 of the ICEA-APA Collective Bargaining Agreement indicates that “authorization for initial compensation above Step 3 must be obtained by the County Services Committee.” Further, the section notes that an exception to the initial salary rate can be made “based on the outstanding and unusual character of the individual employee’s experience and ability...”

### **ALTERNATIVES**

EP has indicated a willingness to accept the offer to fill the APA position contingent upon a competitive salary offer. EP has indicated a willingness to accept an offer at Step 6 of the APA contract however; she is unable to accept the position at a lower level. Without hiring EP, our office will continue to search for qualified candidates but will remain short staffed.

### **FINANCIAL IMPACT**

Annual salary differences among the eight steps are provided above. In the last month, we have lost two Step 8 prosecutors. As such, while EP would not be hired at an entry-level position, she would be hired as a lesser rate than the prosecutor she is replacing.

### **OTHER CONSIDERATIONS**

Our office reached out to Human Resources and HR supports this request.

### **STRATEGIC PLANNING IMPACT**

The request for authorization to hire at Step 6 reflects the county’s goal of attracting and retaining exceptional employees who are committed to the community. Without experienced attorneys, our office cannot continue to provide quality legal representation for Ingham County.

### **RECOMMENDATION**

Based on the knowledge, skill, and expertise of EP, our office respectfully recommends that the County Services Committee authorize her initial salary to begin at Step 6 of the ICEA-APA Collective Bargaining Agreement salary schedule.



**Agenda Item 3**

**TO:** County Services Committee  
**FROM:** Keith Watson, Chief Public Defender  
**DATE:** July 21, 2023  
**SUBJECT:** Authorization to Start an Employee Above Step 2  
For the Meeting Agenda of August 15, 2023

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**BACKGROUND**

The Office recently interviewed a candidate to fill a vacant Assistant Public Defender position. The successful candidate is highly qualified and has 31 years relevant experience in criminal defense. The candidate has requested compensation at Grade 801, Step 6. The Human Resources Department reviewed the candidate’s resume against the requested salary and it is in support of the compensation level.

Public Defender Teamsters 2023 Salary Range for Grade 801:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$66,538.87	\$71,861.99	\$77,610.95	\$83,819.83	\$90,525.42	\$97,767.45
Step 7					
\$105,588.85					

**ALTERNATIVES**

The candidate has indicated a willingness to accept the offer to fill the position at Grade 801, Step 6. If no agreement regarding salary is reached, then the existing posting will remain open.

**FINANCIAL IMPACT**

The requested salary is within the budget amount.

**RECOMMENDATION**

Based upon the qualifications of the candidate, the Office of the Public Defender recommends the County Services Committee authorize placement of the candidate at Grade 801, Step 6 of the Public Defender Teamsters 2023 salary schedule.

## Agenda Item 4

**TO:** Board of Commissioners County Services Committee  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** July 21, 2023  
**SUBJECT:** Notice of Emergency Purchase Order for Water Main Repair  
For the meeting agenda of August 15, 2023

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### **BACKGROUND**

At approximately 1:30 PM on July 8, 2023 there was a report of water coming up through the ground near the kangaroo exhibit. Upon further inspection, it was determined that an underground water main had broken. The Board of Water and Light was contacted and after an on-site inspection it was determined the line is the property of the Zoo.

The condition of the line deteriorated over the course of several hours, leaving approximately 75% of the Zoo without water pressure.

Myers Plumbing & Heating Inc. was contacted and they responded to evaluate the damage. They were able to assemble an excavation and plumbing team to complete the repair on July 8, 2023. The Board of Water and Light was consulted to ensure proper protocols were followed.

Emergency repair of the water line was approved by the Controller's office and the Purchasing Department.

### **ALTERNATIVES**

The repair could not be delayed as water is a requirement for animal and public health.

### **FINANCIAL IMPACT**

The final cost of the repair was \$12,593.75. Funds to cover the total cost were available in Zoo Budget line item #25869200 931000 30000.

**Agenda Item 5**

TO: County Services Committee  
FROM: Lindsey McKeever, Fairgrounds Events Director  
DATE: July 27, 2023  
SUBJECT: Notice of Emergency Purchase Order for the Drains 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.

The drain tile on the east side of the commercial barns collapsed. This needed to be replaced. Additionally, one manhole near the grandstand seating area needed to be replaced because it was collapsing and was unsafe. When the manhole was opened, it was determined that the drain pipes could be connected and the manhole could be completely removed as there are two other manholes in the nearby area. This area was then covered with new asphalt. G.A. Hunt completed the work on both projects.

The total cost was \$12,100. 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 6a**

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** August 1, 2023

**RE:** Resolution to Authorize an Agreement with PM Technologies for the Preventative Maintenance, Repair and Emergency Services for Backup Generators Located at Various Ingham County Facilities

For the meeting agendas of: August 15 & 16

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**BACKGROUND**

The generators at the various Ingham County facilities require regular preventative maintenance, repair, and emergency services to ensure the generators are operational in times of need. These generators power the buildings while the needs of the community need to be met such as the Courts, Health Department, 9-1-1 Center, the Sheriff's Office, and Jail.

A request for proposal (RFP) was completed by the Purchasing Department and proposals solicited from qualified vendors for a three-year term agreement with a two-year renew option. The lowest responsive and responsible proposal was submitted by PM Technologies for a grand total of \$15,975 for the three-year term.

**ALTERNATIVES**

The alternative would be to not approve leaving the generators vulnerable to fail in critical times of need.

**FINANCIAL IMPACT**

Funds are available in the appropriate 931100 maintenance contractual line item.

**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 PM Technologies for the preventative maintenance, repair and emergency service for backup generators located at various Ingham County facilities.

**Agenda Item 6a**

TO: Glenn Canning, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: July 11, 2023  
RE: Memorandum of Performance for RFP No. 94-23 Generator Preventative Maintenance, Repair, and Emergency Services

Per your request, the Purchasing Department sought proposals from qualified and experienced generator service vendors to provide annual preventative maintenance, as-needed repairs, and emergency 9-1-1 services for Ingham County's backup generators located at various County facilities, for a period of three (3) years.

The scope of services includes, but is not limited to, evaluating the mechanical and electrical condition of the generators, performing load testing, providing a detailed written evaluation and recommendation for maintenance and/or repairs, as required, and providing all parts and fluids according to manufacturers' specifications.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	32	6
Vendors responding	3	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](mailto:jhudgins@ingham.org) or by phone at 676-7309.***

SUMMARY OF VENDORS' COSTS, as follows:

VENDOR NAME	TOTAL ENERGY SYSTEMS	WOLVERINE POWER SYSTEMS	PM TECHNOLOGIES LLC
Local Preference	No, Wixom, MI	No, Zeeland MI	No, Wixom, MI
<b>PRICING FORM 1</b>			
<b>TOTAL COST - GRAND TOTAL YEARS 1-3</b>	<b>\$22,770.00</b>	<b>\$34,515.00</b>	<b>\$15,975.00</b>
<b>Year 1</b>	\$7,590.00	\$11,190.00	\$5,325.00
<b>Year 2</b>	\$7,590.00	\$11,500.00	\$5,325.00
<b>Year 3</b>	\$7,590.00	\$11,825.00	\$5,325.00

<b>PRICING FORM 2 (Hourly Rates)</b>			
<b>Year 1</b>			
Regular Business Hours (8am – 5pm)	\$190.00	\$150.00	\$179.00
Evening Hours (after 5pm)	\$285.00	\$225.00	\$209.00
Emergency Hours	\$285.00	\$300.00	\$209.00
Weekend Hours	\$285.00	\$225.00	\$209.00
Holiday Hours	\$380.00	\$300.00	\$209.00
<b>Year 2</b>			
Regular Business Hours (8am – 5pm)	\$190.00	\$160.00	\$179.00
Evening Hours (after 5pm)	\$285.00	\$240.00	\$209.00
Emergency Hours	\$285.00	\$320.00	\$209.00
Weekend Hours	\$285.00	\$240.00	\$209.00
Holiday Hours	\$380.00	\$320.00	\$209.00
<b>Year 3</b>			
Regular Business Hours (8am – 5pm)	\$190.00	\$170.00	\$179.00
Evening Hours (after 5pm)	\$285.00	\$255.00	\$209.00
Emergency Hours	\$285.00	\$340.00	\$209.00
Weekend Hours	\$285.00	\$255.00	\$209.00
Holiday Hours	\$380.00	\$340.00	\$209.00

**PRICING FORM 3**

<b>PREVENTATIVE - GRAND TOTAL YEARS</b>			
<b>1-3</b>	\$5,112.00	\$8,925.00	\$4,650.00
<small>(Penn Ave.   Dobbie Rd   Leslie Site   Dansville Site)</small>			
<b>Year 1</b>		\$2,900.00	\$1,550.00
<b>Year 2</b>		\$2,970.00	\$1,550.00
<b>Year 3</b>		\$3,055.00	\$1,550.00
<b>LOAD BANK TESTING (Per Generator)</b>			
<b>Year 1</b>	\$400.00	\$600.00	\$715.00
<b>Year 2</b>	\$400.00	\$600.00	\$715.00
<b>Year 3</b>	\$400.00	\$600.00	\$715.00

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PM TECHNOLOGIES LLC,  
FOR THE PREVENTATIVE MAINTENANCE, REPAIR AND EMERGENCY SERVICES  
FOR BACK UP GENERATORS AT VARIOUS INGHAM COUNTY FACILITIES**

WHEREAS, the generators at various Ingham County facilities require regular preventative maintenance, repair, and emergency services to ensure the generators are operational in times of need; and

WHEREAS, these generators provide backup power to the buildings while the needs of the community need to be met; and

WHEREAS, the Purchasing Department solicited proposals from qualified vendors; and

WHEREAS, the Facilities Department recommends an agreement with PM Technologies LLC, who submitted the lowest responsive and responsible proposal of \$15,975 for the three-year term with a two-year renewal option; and

WHEREAS, funds are available in the appropriate Maintenance Contractual 931100-line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with PM Technologies LLC, 28294 Beck Road, Wixom, Michigan 48393, for the preventative maintenance, repair and emergency services for the backup generators at various Ingham County facilities for a three-year contract term in the amount of \$15,975 with a two-year renewal option.

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 & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** August 1, 2023  
**RE:** Resolution to Authorize an Agreement Month-to-Month Extension Amendment with Du-All Cleaning Inc., for Janitorial Services at Multiple Locations

For the meeting agendas of: August 15 & 16

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**BACKGROUND**

The current agreement for Janitorial Services with Du-All Cleaning Inc., expired on July 31, 2023. Du-All has agreed to a month-to-month extension until we have a new contract in place, hopefully within two months. The extension amendment will have a price increase of 11% due to the raise in the living wage and products.

**ALTERNATIVES**

The alternative would be to not approve leaving staff and public to potential unsanitary conditions.

**FINANCIAL IMPACT**

Funds are available in the appropriate 931100 maintenance contractual line items.

**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 month-to-month extension amendment with Du-All Cleaning Inc. for janitorial services at multiple locations.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A MONTH-TO-MONTH EXTENSION AMENDMENT TO THE  
DU-ALL CLEANING INC. AGREEMENT FOR JANITORIAL SERVICES AT MULTIPLE  
LOCATIONS**

WHEREAS, the current agreement with Du-All Cleaning Inc., expired on July 31, 2023; and

WHEREAS, Du-all Cleaning Inc., has agreed to a month-to-month extension until a new contract is in place;  
and

WHEREAS, there will be an increase of 11% due to the living wage increase and cost increase of products; and

WHEREAS, without janitorial services there is the potential that the staff and public will be exposed to  
unsanitary conditions; and

WHEREAS, the Facilities Department recommends a month-to-month extension amendment with Du-All  
Cleaning Inc., for janitorial services at multiple locations for a monthly total of \$82,886.98; and

WHEREAS, funds are available in the Maintenance Contractual 931100-line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a month-to-  
month extension amendment to the agreement with Du-all Cleaning Inc., 35474 Mound Road, Sterling Heights,  
Michigan 48316, for janitorial services at multiple locations for a monthly amount of \$82,886.98.

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 & Finance Committees

**FROM:** Glenn Canning, Facilities Director

**DATE:** August 3, 2023

**RE:** Resolution to Authorize an Agreement with VelocityEHS (MSDS Online) to Manage the Material Safety Data Sheets

For the meeting agendas of: August 15 & 16

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**BACKGROUND**

Ingham County employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace. The complexity of administering numerous MSDS (material safety data sheets) across multiple departments exposes the County to the risk of being out of compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) regulations.

Our current agreement expires on September 14, 2023. The Facilities Department is requesting to enter into a three-year agreement with a three-year renewal option.

**ALTERNATIVES**

The alternative would be to put out a formal RFP, which will delay accessibility to the data sheets.

**FINANCIAL IMPACT**

Funds are available within the Workers Compensation Fund line item # 677-95310-967000.

**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 VelocityEHS (MSDS Online) for the material safety data sheets for a three-year term with a three-year renewal option.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
VELOCITYEHS (MSDS ONLINE) TO MANAGE MATERIAL SAFETY DATA SHEETS**

WHEREAS, Ingham County employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace; and

WHEREAS, material safety data sheets are required for Ingham County to be in compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) regulations; and

WHEREAS, the current agreement expires on September 14, 2023; and

WHEREAS, the Facilities Department recommends entering into an agreement with VelocityEHS (MSDS Online) to manage the material safety data sheets for an amount not exceed \$25,766.87 for a three-year term with a three-year renewal option; and

WHEREAS, funds are available in the Workers Compensation Fund line item #677-95310-967000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with VelocityEHS (MSDS Online), 222 Merchandise Mart Plaza, Suite 1750, Chicago, Illinois 60654, to manage the material safety data sheets for an amount of \$25,766.87 for a three-year term with a three-year renewal option.

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 6d

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** August 3, 2023

**RE:** Resolution to Authorize a Purchase Order to Knight Watch for a Card Reader and Door Release Button for the Women's Health Clinic at the Human Services Building

For the meeting agendas of: August 15 & 16

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### **BACKGROUND**

The Health Department has requested a security measure to be taken at the Women's Health Clinic at the Human Services Building (HSB) to protect staff and patients by adding a card swipe and door release button to the clinic door.

Knight Watch currently holds the County's license for all card and door access making them proprietary. Knight Watch submitted a proposal of \$4,406.67 for parts, materials, and installation of the card reader and door release button.

### **ALTERNATIVES**

The alternative would be to not approve leaving staff and patients vulnerable.

### **FINANCIAL IMPACT**

Funds are available in line item #511-61525-976000-02240.

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Knight Watch for the installation of a card reader and door release button for Women's Health Clinic at HSB.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH FOR A  
CARD READER AND DOOR RELEASE BUTTON FOR THE WOMEN'S HEALTH CLINIC  
AT THE HUMAN SERVICES BUILDING**

WHEREAS, the Ingham County Health Department requested a security measure be taken for the safety of staff and patients at the Women's Health Clinic at the Human Services Building; and

WHEREAS, by adding a card reader and door release button to the clinic's door, it will help aid in the security and safety of those in the clinic; and

WHEREAS, the Facilities Department recommends a purchase order to Knight Watch, who submitted a proposal of \$4,406.67 for parts, materials, and installation of the card reader and door release button at the Women's Health Clinic at the Human Services Building; and

WHEREAS, funds are available in the line item #511-61525-976000-02240.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Knight Watch, 3005 Business One Drive, Kalamazoo, Michigan 49048, for parts, materials, and installation of the card reader and door release button at the Women's Health Clinic at the Human Services Building for an amount not to exceed \$4,406.67.

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 & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** August 7, 2023  
**RE:** Resolution to Authorize a Special Part-time Position for the Ingham County Facilities Department

For the meeting agendas of: August 15 & 16

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**BACKGROUND**

In an effort to relieve Facilities staff from mandatory overtime due to staffing shortages, the Facilities Department is requesting a special part-time position be created. This position will help with a variety of tasks from custodial coverage to maintenance of the buildings, filling in where ever it is needed. Without the position not only will staff continue to be mandated to overtime, causing staff to burn-out but also the quality of customer service the department provides to the County will also suffer.

The Human Resources Department and UAW are in agreeance with the creation of this position.

**ALTERNATIVES**

The alternative would be to not approve the position, forcing staff to continue the mandatory overtime, which costs the County more in wages.

**FINANCIAL IMPACT**

Funds for the position will come from Facilities wages.

**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 the creation of the special part-time position for the Ingham County Facilities Department.

TO: Glenn Canning, Director of Facilities  
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist  
DATE: 7-31-2023  
RE: Memo of Analysis for Creating a Special Part-Time Position

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Human Resources can confirm the following information regarding creating a special part-time position for the Facilities Department:

1. Per the Facilities Department request, Human Resources created a new position titled Maintenance Repair Worker / Custodian – Special Part-Time. This will be a Special Part-time position and will not receive benefits. After analysis, the classification has a community of interest with the UAW Tops and is appropriately compensated at following the UAW D step 1 salary scale. I have attached a copy of the job description. The Facilities Department will create 1 Special Part-time position with the newly created job description.

The UAW has been notified and they support this request. I have attached the UAW response.

***Please use this memo as acknowledgement of Human Resources' participation. 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](#)  
**Subject:** RE: Facilities creating a special part-time position  
**Date:** Monday, July 31, 2023 12:22:23 PM  
**Sensitivity:** Confidential

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Beth

This is all good and set to go, the UAW is in agreement with the Special Part Time facilities Job Description for this position.

*Teresa Carter*  
*Unit Chair*  
*Local 2256*

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**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Monday, July 31, 2023 10:43 AM  
**To:** Teresa Carter <TCarter@ingham.org>  
**Subject:** Facilities creating a special part-time position  
**Sensitivity:** Confidential

Teresa,  
Hi just checking to see if you got a chance to review this?  
The Facilities Department would like to create 1 special part-time position that they can post and hire to be able to call in when needed. I have attached a draft JD. The position would be paid following the UAW D step 1 salary scale.

Does the Union support this request and JD?

Thanks,

Beth Bliesener  
Ingham County  
Human Resources  
517-887-4375

Transmission is Privileged and Confidential.  
Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

**INGHAM COUNTY  
JOB DESCRIPTION**

**Maintenance Repair Worker/ Custodian - Special Part-Time**

**General Summary**

The Maintenance Repair Worker/ Custodian – Special Part-Time will work under the supervision of a Maintenance Supervisor and will be responsible for a variety of maintenance and repair tasks on County facilities and equipment. The individual may also be tasked with custodial duties, ensuring the cleanliness and upkeep of various areas within County facilities.

**Essential Functions**

1. Performs general repairs to County buildings, fixtures, and equipment such as replacing broken windows and light bulbs.
2. Conduct plumbing repairs, including fixing leaks, unplugging drains and fixtures, replacing valves, and assisting with major plumbing jobs.
3. Assists with carpentry and construction tasks, which may involve hanging and finishing drywall, repairing door frames, building walls, and installing counter tops.
4. Performs interior and exterior painting, includes repairing and preparing walls and applying various types of paint.
5. Maintain grounds by operating snow removal equipment, trimming grass, planting flowers, and other related tasks.
7. Move office furniture, assemble and repair office furniture and equipment, and assist with room set-ups for meetings.
8. Operates a motor vehicle for deliveries and other tasks.
9. Performs minor repairs to mechanical equipment such as locks, mowers, kitchen equipment, and appliances.
10. Install carpet, tiles and other floor coverings.
11. Performs roof repair, including patching, replacing flashing, and shingling.
12. Ensures the safe operation and storage of maintenance tools and equipment.
13. Assists groundskeepers and custodial staff as required.
14. Empty wastebaskets and remove trash from buildings and recycling boxes.

15. Clean and disinfect sinks, restrooms, and exam rooms.
16. Dust and polish furniture, baseboards, file cabinets, and other fixtures.
17. Wash windows on lower levels and doors, both inside and outside.
18. Secure all doors and windows and set security system alarms before departure.

### **Other Functions**

Performs other functions as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **Employment Qualifications**

**Education:** High school graduation or equivalent.

- **Experience:** One year of experience in the maintenance and repair of buildings. Preferably some prior housekeeping/custodial experience.

**Other Requirements:** Possession of a valid Michigan Driver's License.

*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**

- Walks over uneven terrain to make repairs.
- Squatting, stooping, kneeling to maintain and repair facilities and equipment.
- Climbing ladders and to paint or make repairs.
- Lifting ability to remove and replace parts on building mechanical systems.
- Ability to lift, push and pull office furniture.
- Ability to lift boxes of supplies, equipment, and other items weighing up to 100 lbs.
- Ability to lift and move plumbing fixtures and other equipment involved in repair tasks

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

### **Working Conditions:**

- Works in confined spaces.

- Works outside in varying weather conditions.
- Works in all areas of County buildings.
- Works in cramped body positions to perform maintenance and repairs.
- Works in areas with loud noise.
- Exposure to equipment where risk exists of getting burned, bruised or scraped.
- Contact with oil and petroleum products.
- Exposure to large moving parts of various equipment.
- Exposure to solvents and various other chemicals.
- Exposure to gases and fumes.
- Exposure to communicable diseases in the course of some maintenance assignments.

Follow UAW D step 1  
Special Part Time  
2023

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A SPECIAL PART-TIME POSITION FOR THE  
INGHAM COUNTY FACILITIES DEPARTMENT**

WHEREAS, the Facilities Department is requesting a special part-time position be created to help relieve staff from mandatory overtime due to staffing shortages; and

WHEREAS, the position will work a maximum of 20 hours per week and help with a variety of tasks from custodial coverage to maintenance of the buildings; and

WHEREAS, without the position not only will staff continue to be mandated to work overtime, causing staff to burn-out but also the quality of customer service the department provides to the County will suffer; and

WHEREAS, the new position has been classified by Ingham County Human Resources as a UAW Tops Maintenance Repair Worker/Custodian – Special Part-Time that will not receive benefits; and

WHEREAS, the position will be compensated at a UAW D (\$21.18 per hour); and

WHEREAS, the Human Resources Department and UAW agree with the creation of this position; and

WHEREAS, funds for the position will come from Facilities' wages line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a Maintenance Repair Worker/Custodian – Special Part-Time, UAW Tops D (\$21.18 per hour), for the Facilities Department.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary 2023 budget and position allocation lists adjustments consistent with this resolution.

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** July 27, 2023

**SUBJECT:** Proposed Resolution to Amend the Agreement with Leroy Township for the 2023 Local Road Program

For the Meeting Agendas of August 15, 16 and 22

---

**BACKGROUND**

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by sources other than the Road Department, such as the township, millage, or special assessment district. In Ingham County, 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.

Leroy Township coordinated with the Road Department to schedule work for the 2023 construction season and the associated agreement was authorized per Resolution #23-192. Leroy Township has since requested additional work to be performed as part of the 2023 program, requiring an amendment to their executed agreement. The attached table provides details regarding the 2023 funding allocations 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.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The Road Department does not have a match contribution for the additional work requested as part of the 2023 Local Road Program, as Leroy Township’s annual allocation was previously expended in the original scope of work detailed in Resolution #23-192. Therefore, the additional project costs that exceed the capped match amounts from the Road Department will be the township’s financial responsibility.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, the Road Department respectfully requests the following resolution be approved to amend the Local Road Program Agreements with Leroy Township.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE AGREEMENT WITH LEROY TOWNSHIP FOR THE  
2023 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 sources other than the Road Department, such as a 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, Leroy Township coordinated with the Road Department to schedule work for the 2023 construction season and the associated agreement was authorized per Resolution #23-192; and

WHEREAS, Leroy Township has requested additional road work to be included in the 2023 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the additional road improvements for the 2023 construction season; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for 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 \$45,000 for Leroy Township is included in the adopted 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with Leroy Township to include additional road work for the 2023 Local Road Program, as detailed in the attached table.

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



BE IT FURTHER RESOLVED, that the Road Department shall invoice Leroy 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.

## 2023 Local Road Program (LRP)

Township	Match Balance Thru 2022	2023 ICRD Match Allocation	Total 2023 Match Available	Proposed 2023 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Leroy	\$0.00	\$45,000.00	\$45,000.00	Asphalt wedging and overlay of Dennis Road (Searls Rd to Kane Rd) Amended to include the wedging and overlay of Pardee Road (Webberville Rd to Village of Webberville limit) for a total budget for both roads of \$150,000.	\$150,000.00	\$105,000.00	\$45,000.00

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

**FROM:** Neal Galehouse, Director of Engineering  
Road Department

**DATE:** July 31, 2023

**SUBJECT:** Proposed Resolution to Authorize a Bituminous Pavement Agreement with G.S. Fedewa Builders, Inc. for Phase 4 of Sierra Ridge Estates

For the Meeting Agendas of August 15, 16, and 22

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**BACKGROUND**

The process by which plats are developed follows state statute (Act 288 of 1967). The platting process begins 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 are developed, reviewed, and approved by the same stakeholders. After construction is completed, the Final Plat acceptance process can be initiated to make the roads, drains, and utilities part of the public domain.

The Sierra Ridge Estates Phase 4 development is part of a 96-lot residential subdivision located north of Lake Lansing Road and east of Newton Road in Section 4 of Meridian Township. The development has followed the platting process described above for the previous three phases dating back to August 2002. The proprietor, G.S. Fedewa Builders, Inc. constructed Phase 4 throughout 2022 and is now requesting the Final Plat process to commence, which would allow the developer to begin selling the lots and constructing new homes.

The extension of Fresno Lane 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 road 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. G.S. Fedewa Builders 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 has provided an escrow deposit in the amount of \$44,097.29 as an assurance that the final layer of asphalt will be placed on Fresno Lane within 5 years.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The bituminous pavement agreement will ensure the extension of Fresno Lane is fully paved within 5 years, at the proprietor's cost.

**OTHER CONSIDERATIONS**

Once the bituminous pavement agreement has been executed, the Final Plat can be approved by the Board and the extension of Fresno Lane accepted as a public road.

**RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A BITUMINOUS PAVEMENT AGREEMENT WITH  
G.S. FEDEWA BUILDERS, INC. FOR PHASE 4 OF SIERRA RIDGE ESTATES**

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

WHEREAS, on November 26, 2019, per Resolution #19-488, the Board of Commissioners re-approved the Preliminary Plat for the residential subdivision called Sierra Ridge Estates, which consists of 96 lots within five (5) phases of construction on 73.4 acres north of Lake Lansing Road, east of Newton Road, in Section 4 of Meridian Township, Ingham County, Michigan; and

WHEREAS, Phase 4 of Sierra Ridge Estates included an extension of one existing internal road, Fresno Lane, which was constructed in 2022 in accordance with the approved road and drainage plans, except for the final layer of asphalt; and

WHEREAS, the proprietor, G.S. Fedewa Builders, 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 G.S. Fedewa Builders Inc., to complete the top course of asphalt pavement on the extension of Fresno Lane within five years to allow most of the new homes to be constructed prior to final completion of the new road; and

WHEREAS, G.S. Fedewa Builders, Inc. has provided an escrow deposit in the amount of \$44,097.29; and

WHEREAS, upon execution of the bituminous pavement agreement, G.S. Fedewa Builders Inc. intends to request Final Plat approval for Phase 4 of Sierra Ridge Estates and the acceptance of the extension of Fresno Lane into the public road network.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a bituminous pavement agreement with G.S. Fedewa Builders Inc., located at 5570 Okemos Road, East Lansing MI 48823, for the placement of the top course of pavement on the extension of Fresno Lane, the sole road within Phase 4 of Sierra Ridge Estates, within five years from the adoption date of this resolution.

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

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

**FROM:** Neal Galehouse, Director of Engineering  
Road Department

**DATE:** July 31, 2023

**SUBJECT:** Proposed Resolution to Authorize Engineering Design Service Agreements with RS Engineering, LLC for the Holt Road Project from US-127 to Okemos Road and for the Mount Hope Road Project from Hagadorn Road to Okemos Road

For the Meeting Agendas of August 15, 16 and 22

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**BACKGROUND**

The Road Department has received Surface Transportation Program (STP) funding to perform the reconstruction of Holt Road from US-127 to Okemos Road in Sections 16-21 of Alaiedon Township. The STP funding provides for 80% of the construction costs, while the Road Department is responsible for the 20% construction funding match, 100% of preliminary engineering, 100% of construction engineering, and 100% of right-of-way costs (if any).

Additionally, the Road Department has received Highway Safety Improvement Program (HSIP) funding to perform a road diet and traffic signal replacement on Mount Hope Road from Hagadorn Road to Okemos Road in Sections 20, 21, 28, and 29 of Meridian Township. The HSIP funding provides for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the preliminary engineering costs up to the capped amount of \$45,000. The Road Department is responsible for the 10% construction funding match, 50% of preliminary engineering, 100% of construction engineering, 100% of right-of-way costs (if any), plus any overages beyond the capped funding amounts. Per Resolution #23-319, the Board authorized Michigan Department of Transportation (MDOT) Contract 23-5246 for the Road Department to receive the preliminary engineering funding. Additionally, if a consultant performs preliminary engineering on projects with HSIP funding reimbursement, MDOT requires specific language to be included in the consultant services contract, consistent with their third-party agreement template.

Unfortunately, the Road Department does not currently have a Design Engineer on staff to perform this work and is unable to undertake and complete the design of these projects in time to meet funding deadlines. Therefore, the Road Department must rely on an engineering design consultant to perform the work.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Board of Commissioners in Resolution #19-299 and extended through 2023 in Resolution #21-609.

Pursuant to that resolution, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Holt Road and Mount Hope Road projects under RFQ #160-23. The Purchasing Department received two proposals, with total fees for the two combined projects as detailed below:

RS Engineering, LLC                   \$138,589.15  
DLZ Michigan, Inc.                   \$89,834.22

Upon review, the RS Engineering proposal demonstrated a significant understanding of the scope of work on these projects and a high level of related experience. While RS Engineering did not have the lowest cost proposal, it included staff with significantly more professional experience in road design, more expertise to address potential issues with the proposed rubblizing of the existing pavement on the Holt Road project, and provides the Road Department greater confidence in their ability to produce final deliverables on the necessary expedited schedule. DLZ Michigan, who had the lowest fee proposal, assigned the majority of their work hours to a staff member without a Professional Engineering license and with little road design experience. It also raised concern of their ability to produce final deliverables on an expedited schedule. Therefore, RS Engineering was selected as the consultant who provided the most competitive proposal and design fee of \$138,589.15 for these two projects, making them the most advantageous consultant for the County.

The total RS Engineering design fee is split between the projects as follows:

	Design Fee	Contingency	Max Authorization
Holt Road	\$67,879.87	\$14,000.00 (21%)	\$81,879.87
Mount Hope Road	\$70,709.28	\$19,290.72 (27%)	\$90,000.00

**ALTERNATIVES**

None. The Road Department is currently understaffed and unable to perform this work in time to meet the required funding deadlines.

**FINANCIAL IMPACT**

RS Engineering, LLC provided a fee proposal of \$67,879.87 for the Holt Road project. A contingency of \$14,000 is requested to accommodate unidentified costs during the design process that may become necessary to achieve a successful construction project. The costs for this project are 100% the responsibility of the Road Department.

RS Engineering, LLC provided a fee proposal of \$70,709.28 for the Mount Hope Road project. A contingency of \$19,290.72 is requested to match the total funding award available through the HSIP funding, which shall be split 50/50 between MDOT and the Road Department.

The preliminary engineering costs for both of these projects are included in the 2023 Road Fund Budget.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

I respectfully recommend the Board of Commissioners adopt the attached resolution to authorize agreements with RS Engineering, LLC for the Holt Road and Mount Hope Road projects.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENGINEERING DESIGN SERVICE AGREEMENTS  
WITH RS ENGINEERING, LLC FOR THE  
HOLT ROAD PROJECT FROM US-127 TO OKEMOS ROAD AND FOR THE  
MOUNT HOPE ROAD PROJECT FROM HAGADORN ROAD TO OKEMOS ROAD**

WHEREAS, the Road Department received Surface Transportation Program (STP) funding to perform the reconstruction of Holt Road from US-127 to Okemos Road in Sections 16-21 of Alaiedon Township; and

WHEREAS, the STP funding provides for 80% of the construction costs, while the Road Department is responsible for the 20% construction funding match, 100% of preliminary engineering, 100% of construction engineering, and 100% of right-of-way costs; and

WHEREAS, the Road Department received Highway Safety Improvement Program (HSIP) funding to perform a road diet and traffic signal replacement on Mount Hope Road from Hagadorn Road to Okemos Road in Sections 20, 21, 28, and 29 of Meridian Township; and

WHEREAS, the HSIP funding provides for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the preliminary engineering costs up to the capped federal funding amount of \$45,000, while the Road Department is responsible for the 10% construction funding match, 50% of preliminary engineering, 100% of construction engineering, 100% of right-of-way costs, plus any overages beyond the capped funding amounts; and

WHEREAS, per Resolution #23-319, the Ingham County Board of Commissioners authorized Michigan Department for Transportation (MDOT) Contract 23-5246 for the Road Department to receive the preliminary engineering HSIP funding; and

WHEREAS, one of the requirements to receive HSIP funding for preliminary engineering services performed by a consultant is to include specific state and federal language in the consultant services contract consistent with MDOT's third-party agreement template; and

WHEREAS, the Road Department financial responsibility associated with the design engineering costs for these two projects have been included in the 2023 Road Fund Budget; and

WHEREAS, the Road Department financial responsibility associated with the construction matches for the STP and HSIP funding sources for these two projects have been included in the proposed 2024 Road Fund Budget; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Board of Commissioners in Resolution #19-299 and extended through 2023 in Resolution #21-609; and



WHEREAS, pursuant to Board Resolutions #19-299 and #21-609, the Purchasing Department solicited detailed scope of services proposals (RFQ #160-23) from the as-needed consultants for the Holt Road and Mount Hope Road projects; and

WHEREAS, the Purchasing Department and Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county; and

WHEREAS, the County on behalf of the Road Department, will need to enter into agreements with the consultant for the Holt Road Project and the Mount Hope Road Project, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with RS Engineering, LLC to provide professional engineering services on the Holt Road Project for a not-to-exceed fee of \$67,879.87; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contingency of \$14,000 for the Holt Road Project to accommodate unidentified costs that may become necessary throughout the design process to achieve a successful construction project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with RS Engineering, LLC to provide professional engineering services on the Mount Hope Road Project for a not-to-exceed fee of \$70,709.28, including additional state and federal language required as part of the HSIP funding for the preliminary engineering phase, consistent with the MDOT third-party template; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contingency of \$19,290.72 for the Mount Hope Road Project to accommodate unidentified costs that may become necessary throughout the design process to achieve a successful construction project, for a maximum available contract authorization of \$90,000, which aligns with the HSIP funding award of \$90,000 as described in MDOT Contract #23-5246, acknowledging the consultant shall only be paid for actual costs authorized by the Road Department and that any preliminary engineering costs exceeding the capped funding award shall be the responsibility of the Road Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Holt Road Project from US-127 to Okemos Road in Sections 16-21 of Alaiedon Township with RS Engineering, LLC located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917 for the not-to-exceed fee of \$67,879.87.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Holt Road Project in the amount of \$14,000 (approximately 20% of the proposed \$67,879.87 design fee) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and RS Engineering, LLC as a condition precedent to the initiation of any work on such additional work items.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Mount Hope Project from Hagadorn Road to Okemos Road in Sections 20, 21, 28, and 29 of Meridian Township with RS Engineering, LLC located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917 for the not-to-exceed fee of \$70,709.28, which shall include specific state and federal language in the consultant services contract consistent with MDOT's third-party agreement template,

acknowledging the consultant shall only be paid for actual costs authorized by the Road Department and that any preliminary engineering costs exceeding the capped funding award shall be the responsibility of the Road Department.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Mount Hope Road Project in the amount of \$19,290.72 (approximately 27% of the proposed \$70,709.28 design fee) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and RS Engineering, LLC as a condition precedent to the initiation of any work on such additional work items.

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 7d

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: July 27, 2023

SUBJECT: Proposed Resolution Authorizing a Purchase order for a Professional Brush Cutter Machine

For the agendas on August 15 and 16

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### **BACKGROUND**

The purpose of this memorandum is to request approval to purchase an Evergreen professional brush cutter machine from Burnips Equipment Company. The Road Department currently uses two 2006 model brush cutters for year-round roadside vegetation control. The purchase of an additional brush cutter will increase the Road Departments ability to control roadside vegetation and provide safe roadways for the public.

Bids for a professional brush cutter machine were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid #159-23 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to purchase the Evergreen professional brush cutter from Burnips Equipment Company, due to them being the low bid and having the ability to deliver the machine in a shorter time frame than the other bidder.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The Road Department budget includes sufficient funds to cover the cost associated with this purchase.

### **OTHER CONSIDERATIONS**

The lead time on this machine is less than ninety days.

### **RECOMMENDATION**

I recommend that the Committees approve the attached resolution to authorize a purchase order for the purchase of an Evergreen professional brush cutter from Burnips Equipment Company.

**Agenda Item 7d**

TO: Andrew Dunn, Director of Operations, Ingham County Road Department  
FROM: James Hudgins, Director of Purchasing  
DATE: July 17, 2023  
RE: Memorandum of Performance for IFB No. 159-23 Professional Brush Cutter Machine

Per your request, the Purchasing Department sought bids from qualified vendors for the purpose of furnishing the Ingham County Road Department with a professional brush cutter machine for use in the Ingham County Road Department Right-of-Ways.

The specifications include, but are not limited to, operating year round, telescoping boom with an extension of up to 25' W x 30' H, 47" m/l steel frame w/adjustable roller flail head, and should have three different operating modes: 2 front steering wheels, 4 steering wheels and 4 parallel steering wheels (crab).

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	32	3
Vendors responding	2	1

Summary of the vendors' costs:

Vendor Name	Local Preference	Brand	Make	Model	Lead time	Total Cost for One Machine
Hutson Inc.	Yes, Mason MI	Mantis Prime Mover	Mantis	155F	6 months	\$ 312,486.50
Burnips Equipment Co.	No, Dorr, MI	Evergreen America	Evergreen	Aspen	90 days or less	\$ 236,000.00

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR A  
PROFESSIONAL BRUSH CUTTER MACHINE**

WHEREAS, the Road Department has an obligation to control overgrown vegetation along, and within the limits of, roads under its jurisdiction; and

WHEREAS, the two current Road Department brush cutters are reaching the end of their expected service life; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #159-23 and received two bids for the purpose of furnishing a professional brush cutter machine to the Road Department; and

WHEREAS, bids for furnishing a professional brush cutter machine were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute a purchase order with Burnips Equipment Company; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with this purchase order.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a purchase order with Burnips Equipment Company located at 3073 142<sup>nd</sup> Ave, Dorr, Michigan 49323 for furnishing a professional brush cutter machine at a not to exceed price of \$236,000, as detailed in the Memo of Performance for Invitation for Bid #159-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Burnips Equipment Company on behalf of the Road Department.

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

## Agenda Item 7e

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

**FROM:** Neal Galehouse, Director of Engineering  
Road Department

**DATE:** July 31, 2023

**SUBJECT:** Proposed Resolution to Approve a Contract with J. Ranck Electric Inc. for Traffic Signal Construction Services

For the Meeting Agendas of August 15, 16 and 22

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### **BACKGROUND**

The existing traffic signal at the intersection of Okemos Road and Central Park Drive was installed in 1994 and is reaching the end of its usable service life. The Purchasing Department solicited bids for its replacement in accordance with County purchasing requirements per Request for Proposal #157-23. Three bids were received and reviewed by the Purchasing Department and Road Department and the low bidder's proposal met all necessary qualifications, specifications and requirements. Attached is the Memorandum of Performance from James Hudgins, Director of Purchasing.

The contractor's scope of work includes traffic signal foundation installation, controller cabinet installation, strain pole erection, span wire installation, signal equipment installation, vehicle detection system, and other related work.

### **ALTERNATIVES**

Delay the replacement of the traffic signal to a future year. This approach is not preferred, as a delay could result in equipment malfunction or failure.

### **FINANCIAL IMPACT**

The cost for this project will be covered by the 2023 and 2024 Road Fund Budgets.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to contract with J. Ranck Electric Inc for Traffic Signal Construction Services, as detailed in Request for Proposal #157-23.

TO: Andrew Dunn, Director of Operations, Ingham County Road Department  
FROM: James Hudgins, Director of Purchasing  
DATE: July 20, 2023  
RE: Memorandum of Performance for RFP No. 157-23 Traffic Signal Construction Services

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced traffic signal contractors for the purpose of entering into a contract to provide traffic signal construction services at the Okemos Road and Central Park Drive intersection, located in Ingham County, and for the Ingham County Road Department.

The scope of work includes, but is not limited to, installing traffic signal foundations, conduit, handhole, span wire and miscellaneous signal equipment; in addition to, erecting a strain pole and other related work as directed by the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	73	17
Vendors responding	3	0

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](mailto:jhudgins@ingham.org) or by phone at 676-7309.***

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Okemos Road at Central Park Drive Traffic Signal Construction Total Cost for Traffic Signal Construction according to RFP and Project Manual
J. Ranck Electric Inc.	No, Mt. Pleasant MI	\$244,642.30
Wright Electric	No, Marquette MI	\$249,742.10
Rauhorn Electric Inc.	No, Bruce Township MI	\$269,880.20



Introduced by the County Services & Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A CONTRACT WITH J. RANCK ELECTRIC INC.  
FOR TRAFFIC SIGNAL CONSTRUCTION SERVICES**

WHEREAS, the Road Department has determined that traffic signal replacement is necessary at the intersection of Okemos Road and Central Park Drive located in Section 16 of Meridian Township due to the existing traffic signal reaching the end of its useable service life; and

WHEREAS, the Purchasing Department solicited bids per Request for Proposal #157-23 from experienced and qualified vendors, receiving three bids; and

WHEREAS, Purchasing Department and Road Department staff reviewed the bids for adherence to County purchasing requirements, selecting the lowest responsive and most responsible bidder; and

WHEREAS, the cost for the traffic signal replacement will be covered by the 2023 and 2024 Road Fund Budgets; and

WHEREAS, J. Ranck Electric Inc. of Mt. Pleasant, Michigan submitted the lowest responsive and responsible bid for a total bid amount of \$244,642.30; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with J. Ranck Electric Inc. located at 1993 Gover Parkway, Mt. Pleasant, MI 48858 for Traffic Signal Construction Services at the intersection of Okemos Road and Central Park Drive located in Section 16 of Meridian Township, as specified in Request for Proposal #157-23 for the low bid cost of \$244,642.30.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes contingency funding for the Okemos Road and Central Park Intersection Project in the amount of \$25,000 (approximately 10% of the proposed \$244,642.30 bid) to cover additional work items mutually agreed upon in writing and executed in the form of a change order between the Road Department Managing Director (or designee) and J. Ranck Electric, Inc. as a condition precedent to the initiation of any work on such additional work items.

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:** July 27, 2023

**SUBJECT:** Proposed Resolution to Authorize an Amendatory Contract with the Michigan Department of Transportation for the Lake Lansing Road Project from Wood Street to West Road

For the Meeting Agendas of August 15, 16 and 22

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**BACKGROUND**

The Ingham County Road Department previously received state Transportation Economic Development Fund, Category “F” (TEDF) funding to rehabilitate Lake Lansing Road from Wood Street to West Road in Section 2 of Lansing Township. The Board of Commissioners authorized the execution of Michigan Department of Transportation (MDOT) Contract 20-5544 per Resolution #21-120. The contract for construction was awarded to Michigan Paving & Materials Company per Resolution #21-289. The construction project was completed in 2021.

During the project closeout process, MDOT agreed to increase the funding participation ratio from 24% to 30% due to construction issues outside of the Road Department’s control. For example, the DVR Modified asphalt was eliminated due to the inability to obtain the rubberized additive for the mix, which was a direct side effect from COVID manufacturing shortages. The MDOT Amendatory Contract 23-5295 is necessary to adjust the participation ratio, which is the last step before closing out the project.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

TEDF funding in the amount of \$285,646.30 was provided to the Road Department in 2021, but due to construction changes altering the total eligible project costs (traffic signal work excluded), the amount of TEDF funding was reduced. Per MDOT Contract 20-5544, a refund to MDOT would have resulted in the amount of \$67,946.36. However, the Amended Contract 23-5295 would reduce the refund to \$13,521.37. A table is provided below to show the funding breakdowns for both MDOT Contract terms.

	MDOT Contract 20-5544	MDOT Contract 23-5295
Total Project Cost	\$1,578,179	\$1,268,227.28
TEDF Capped Funding (ratio)	\$375,000 (24% participation)	\$375,000 (30% participation)
Road Department Share	\$1,203,179 (76%)	\$893,227.28 (70%)
Final Road Eligible Costs	\$907,083.09	\$907,083.09
Grant % for Eligible Costs	24% = \$217,699.94	30% = \$272,124.93
Initial TEDF Payment	\$285,646.30	\$285,646.30
Reimbursement to MDOT	\$67,946.36	\$13,521.37

The costs for this project were originally included in the 2021 Road Fund Budget. Any closeout funding adjustments would occur in the 2023 Road Fund Budget.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize the MDOT Amendatory Contract 23-5295 to minimize the refund amount caused by a reduction in TEDF funds to the Road Department.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDATORY CONTRACT WITH THE  
MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE LAKE LANSING ROAD PROJECT  
FROM WOOD STREET TO WEST ROAD**

WHEREAS, the Road Department received state Transportation Economic Development Fund, Category F (TEDF) funding to rehabilitate Lake Lansing Road from Wood Street to West Road in Section 2 of Lansing Township; and

WHEREAS, the Ingham County Board of Commissioners authorized the execution of the Michigan Department of Transportation (MDOT) Contract 20-5544 per Resolution #21-120; and

WHEREAS, the Ingham County Board of Commissioners authorized a construction contract with Michigan Paving & Materials Company per Resolution #21-289; and

WHEREAS, the construction phase for the Lake Lansing Road project was substantially completed in 2021; and

WHEREAS, due to unforeseen construction changes occurring as a result of COVID manufacturing shortages, the eligible road related construction costs were reduced, impacting the amount of TEDF funding provided to the project; and

WHEREAS, MDOT revised the funding participation ratio to account for these unforeseen changes, resulting in an increase in the funding participation ratio from 24% as detailed in MDOT Contract 20-5544 to 30% as detailed in the MDOT Amendatory Contract 23-5295; and

WHEREAS, TEDF funding was previously provided to the Road Department for this project in the amount of \$285,646.30, but due to the reduced project costs, a refund to MDOT is required; and

WHEREAS, by increasing the participation funding percentage to 30% with the Amendatory Contract 23-5295, the Road Department will only have to refund \$13,521.37 of the TEDF funding instead of \$67,946.36 as required under Contract 20-5544; and

WHEREAS, the construction costs for this project were originally included in the 2021 Road Fund Budget, but the funding refund would occur as part of the 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Amendatory Contract #23-5295 with the Michigan Department of Transportation for the Lake Lansing Road Project from Wood Street to West Road in Section 2 of Lansing Township, to amend the funding participation ratio to 30%, ultimately reducing the Road Department's refund of TEDF funding to \$13,521.37, which has been included in the 2023 Road Fund Budget.

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:** County Services Committee and Finance Committee

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** August 2, 2023

**SUBJECT:** Proposed Resolution to Approve the Reorganization of the Road Department  
For the Meeting Agendas of August 15 and 16

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**BACKGROUND**

The reorganization affects eleven positions at the Road Department from the Managerial and Confidential group; the Technical, Professional and Officeworkers Association of Michigan (TPOAM) bargaining unit; the Office and Professional Employees International Union Supervisory Unit (OPEIU Supervisory) bargaining unit; and the Office and Professional Employees International Union Technical Clerical Unit (OPEIU Tech/Clerical) bargaining unit.

One of these positions (Office Coordinator) will be newly created and placed in the Managerial/Confidential group at pay grade 6, per the attached memo from HR. The need for this position is to assist the Managing Director, Director of Operations, and Director of Engineering with administrative and confidential duties as detailed in the attached job description. Previously, this position was similar to that of the Board Secretary position with the Road Commission, but it was eliminated shortly after the Road Commission became the Road Department in 2012. While the Road Department has been able to absorb the additional duties from the eliminated Board Secretary position for the past decade, it has become very difficult to continue this practice. Funding has increased substantially since 2012, and the services provided by the Road Department have expanded and community involvement continues to grow.

Three additional positions for Highway Worker Class 4 are proposed to be added to the Operations Department (one in each garage), which is part of the TPOAM bargaining unit. The addition of these Class 4 positions will provide the opportunity to have two full crews working out of each garage, expanding the level of service provided by the Road Department. It will also allow for additional staff to be assigned to overnight winter maintenance duties.

Two additional positions for Highway Worker Class 5C are proposed to be added to Building & Grounds, which is part of the TPOAM bargaining unit. The intent is to create a bridge maintenance crew, so that bridge and culvert repairs can become an on-going maintenance service, instead of allowing the structures to steadily degrade in condition, ultimately leading to structural failure and road closures. In addition to bridge maintenance, two other major job responsibilities will be tree cutting operations and winter snow plowing.

Five employees in the Sign & Signal Shop will be transferred within the Road Department. The Sign Shop Supervisor (OPEIU Supervisory bargaining unit) and the three Highway Worker Class 5 employees (TPOAM bargaining unit) will be transferred to the Operations Department. These reporting assignments would place all TPOAM and OPEIU Supervisory bargaining units within the Operations Department. This is appropriate, as the primary work provided by the Sign Shop employees is closely related to the work performed by the Operations

Department. The Signal Technician (OPEIU Tech/Clerical bargaining unit) will remain in the Engineering Department, but will report to the Director of Engineering. The Signal Technician performs design work and construction inspection on signal projects, which closely aligns with the duties of other OPEIU Tech/Clerical employees within the Engineering Department.

The existing Engineering Technician 3/4/5 job description in the OPEIU Tech/Clerical bargaining unit will eliminate the level 3 position. This does not impact any current Engineering Technician employees. However, this will assist in attracting new employees by eliminating the lowest grade level and modifying the experience requirements.

### **ALTERNATIVES**

The Board of Commissioners could decline to approve the proposed reorganization.

### **FINANCIAL IMPACT**

The financial impact of the proposed reorganization is as follows, with all employees placed at the maximum step for conservative budget numbers. The total cost for each position was provided by the Budget Director.

Office Coordinator	\$117,487 x 1 = \$117,487
Highway Worker Class 4	\$ 97,435 x 3 = \$292,305
Highway Worker Class 5C	\$107,303 x 2 = \$214,606
Total =	\$624,398 (annually)

The 2023 Road Fund Budget can accommodate the Office Coordinator position immediately. For the remaining portion of 2023, assuming a candidate is hired in November, the budget impact would be slightly less than \$20,000.

Both Highway Worker Class 5C employees are anticipated to be hired in 2023. Assuming both are hired in November, the 2023 budget impact would be approximately \$35,000.

None of the Highway Worker Class 4 positions are planned to be filled during the remainder of 2023, but will instead be phased in throughout 2024.

The total anticipated 2023 budget impact for hiring the three above employees is approximately \$55,000. This expense can easily be accommodated within the 2023 Road Fund Budget, as there have been long term vacancies within the Engineering Department, whose salaries were included in the original budget.

For future budget years, the cost for these additional positions will be accommodated in large part by reduced overtime usage. Throughout 2023, in anticipation of the proposed reorganization, the Road Department has been minimizing overtime use by promoting efficient work practices and limiting the type of work performed while on overtime. To date, the Road Department has saved approximately \$400,000 in overtime expenses when compared to 2022, with minimal impact to the historical level of service provided. It is expected by adding in the additional requested staff positions, significantly more work will be accomplished with the additional crews, further minimizing the need for overtime work, while increasing the level of service provided to county residents.

### **STRATEGIC PLANNING IMPACT**

This reorganization supports the County's goal of attracting and retaining exceptional employees.

**OTHER CONSIDERATIONS**

The OPEIU Tech/Clerical bargaining unit is supportive of the updated job description for the Engineering Technician 4/5 position.

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to reorganize the Road Department.



TO: Kelly Jones, Managing Director Roads  
FROM: Joan Clous, Human Resources Specialist  
DATE: August 1, 2023  
RE: Support for reorganization of the Road Department

---

Per your request, Human Resources has reviewed the information that was provided by the Road Department to reorganize the department.

1. *Create an Office Coordinator MC 6 (\$50,359.47 to \$60,462.42)*
2. *Add Three (3) Highway Worker Class 4 TPOAM (\$ to \$)*
3. *Add Two (2) Highway Worker Class 5C Building & Grounds TPOAM (\$ to \$)*
4. *Transfer the Sign Shop Employees*
  - a. *1 - Sign Shop Supervisor*
  - b. *3 - Highway Worker 5*
5. *Reassign the Signal Technician to report to the Director of Engineering*
6. *Revise Engineering Technician 3/4/5 position to eliminate the level 3 position.*

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. 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 887-4374.*

## Kelly Jones

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**From:** Joan Clous  
**Sent:** Monday, July 31, 2023 1:34 PM  
**To:** Kelly Jones  
**Subject:** FW: Engineering Tech

Kelly,

Please place this in your packet to the BOC.

Joan

---

**From:** Mark Swanson <MSwanson@ingham.org>  
**Sent:** Monday, July 31, 2023 1:13 PM  
**To:** Joan Clous <JClous@ingham.org>  
**Subject:** RE: Engineering Tech

Hi Joan,

The bargaining group OPEIU 512 Technical Clerical Unit supports the changes to the Engineering Technician Job descriptions.

Sincerely

*Mark Swanson  
OPEIU Local 512  
Steward - Clerical & Technical Unit  
Ingham County Road Department  
(517) 719-1367*

---

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, July 31, 2023 1:09 PM  
**To:** Mark Swanson <[MSwanson@ingham.org](mailto:MSwanson@ingham.org)>  
**Subject:** FW: Engineering Tech

Mark,

Can you let me know if the union is ok with this move?

Thanks,  
Joan

---

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, July 31, 2023 1:08 PM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Engineering Tech

Mark,

Can you let me know if the union is ok with this move?

Thanks,  
Joan

---

**From:** Joan Clous  
**Sent:** Thursday, July 20, 2023 10:11 AM  
**To:** Mark Swanson <[MSwanson@ingham.org](mailto:MSwanson@ingham.org)>  
**Subject:** Engineering Tech

Mark,

The Road department is changing the JD of the engineering tech by removing the Engineering Tech 3 and now will be a Tech 4/5 on the JD. Does the union agree?

Thanks,  
Joan

**Joan Clous MPA, SHRM-CP**

Human Resources Specialist – Labor & Employee Relations

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

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“Success is a project that is always under construction.” ~ Pat Summit

**INGHAM COUNTY  
JOB DESCRIPTION**

**OFFICE COORDINATOR  
Road Department**

**General Summary:**

Under the supervision of the Managing Director, or their designee, is responsible for providing high-level administrative support and assistance to the Managing Director and other assigned leadership staff. Provides secretarial and administrative tasks, while assisting with the monitoring of department processes and projects. Serves as the departmental communication liaison and communicates with citizens, government officials, and media outlets. Requires a high-level of skill in office administration, clerical procedures and recordkeeping systems. Provides accounting, clerical and administrative support. Maintains departmental files and vendor contracts. Assists with maintaining the Road Department's website, scheduling meetings and responding to Freedom of Information Act (FOIA) requests.

**Essential Functions:**

1. Acts as the confidential administrative assistant to the Managing Director by preparing internal and external communications and reports, maintaining confidential records for commercial driver licenses, coordinating the random drug testing program, attending labor contract negotiations, and participating in employee disciplinary meetings.
2. Performs secretarial duties such as preparing Board resolutions and memos, filing, typing letters and email correspondence, proofreading, making copies, taking meeting minutes, creating reports, issuing public meeting notices, assisting with creating public meeting presentations and other clerical functions. Uses a variety of software programs, including Word, Excel and PowerPoint.
3. Schedules meetings, reserves external meeting locations, sets up virtual meetings, and accommodates auxiliary aids and services for public meetings. Records, transcribes and distributes meeting minutes. Works with the Managing Director to follow-up on tasks assigned at meetings. Monitors work projects and deadlines. May attend meetings in-lieu of the Managing Director or other staff when scheduling conflicts occur.
4. Assists with the administration and required record keeping for various statutory programs, such as hazardous materials, worker safety, Americans with Disabilities Act and commercial driver licensing.
5. Assists with data collection for grants, reports, charts, brochures, handbooks and projects. Provides staff with preliminary background information as requested. Compiles large amounts of data into concise reports and charts, creates brochures and fliers, and assists with developing policies and policy manuals. Monitors publications on topics related to the Road Department.
6. Serves as the Freedom of Information Act (FOIA) coordinator for the Road Department. Receives FOIA requests, determines if the information is available and provides the information pursuant to the Act.
7. Performs various accounting functions. Verifies invoices and processes documentation for Managing Director signature. Tracks departmental expenditures. Provides financial analysis to the Managing Director in preparation for budget meetings.
8. Acts as liaison with the Human Resources Department to post vacancies, schedule interviews, prepare interview packets, process applications, and maintain confidentiality of records. Aids with new employee orientation and training.

9. Coordinates Road Department functions, such as the Employee Appreciation lunch, potlucks, touch-a-truck events, parades, and booth displays. Prepares a quarterly newsletter.
10. Assists and temporarily performs the duties of the Reception and Public Information Coordinator during breaks and absences. Duties include answering the phone, directing calls, taking service requests, providing customer support for visitors, and responding to general questions regarding department processes and projects.
11. Tracks and assists with the execution of contracts. Provides and obtains information from Legal Counsel, Board of Commissioners, Board Director, County Clerk, vendors, government agencies and others.
12. Acts as the communication liaison with the Engineering and Operations Departments, county departments, county commissioners, internal staff, citizens, government officials, media outlets and others. May provide statements and interviews with media on behalf of the Managing Director or other staff.
13. Assists with updating the Road Department's website, Facebook and/or other social media sites.
14. Assists with the preparation of news releases, construction and maintenance project updates, and various other public information releases, as requested, for Road Department employees, retirees, customers, citizens, emergency services, county commissioners, county departments and/or units of government.
15. Assists the Engineering and Operations Departments as required.
16. May be assigned to act as the Managing Director's designee.

**Other Functions:**

- Performs other duties as assigned.
- Ability to meet deadlines in a timely manner, change focus on projects as needed, and be able to multitask.
- Dependable and regular attendance required.
- Ability to succeed in a fast-paced environment.
- Ability to provide excellent customer service, even during stressful situations.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

**Employment Qualifications:**

**Education:** Equivalent of two years of college level coursework in accounting, data processing, general office management, administration or related areas.

**Experience:** A minimum of three (3) years relative experience is required. Expertise in the utilization of word processing, spreadsheet and presentation software is required. Executive experience is preferred.

**Other Requirements:**

- Must possess a valid Michigan Motor Vehicle Operator's License.
- The position requires the proficient use of word processing, spreadsheets, and presentation software. The position also requires basic knowledge and experience with social media software programs such as, but not limited to, Facebook, Instagram, LinkedIn, and Twitter.

- May be required, and therefore must be eligible, to become a Notary Public through the Michigan Department of State.

*(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 in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the 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.)*

***MC xx  
May 2023***

**INGHAM COUNTY**  
**JOB DESCRIPTION**

**Engineering Technician 4/5, Road Department**

**General Summary:** Under the supervision of the Project Engineer, or their designee, performs a variety of duties related to road and bridge design and construction, development evaluation and construction, permitting and traffic engineering. Grade 4 Engineering Technicians serve in entry level and intermediate assisting roles respectively while professionally developing. Grade 5 Engineering Technicians serve as a lead for Grade 4 Engineering Technicians and seasonal employees, coordinating and directing construction inspection work assignments and checking their work for conformance to standards, specifications, and guidelines. Collects survey information, drafts plan sheets, and assists engineers in preparing specifications for construction projects. Performs primary construction project oversight; monitors ongoing project activities to ensure conformance to standards, plans, and specifications, directs and/or performs appropriate testing, gathers proper contract documentation, and prepares contractor pay estimates. Operates land survey and traffic data collection equipment. Responds to the public, maintains records, and performs other technical and administrative tasks associated with Road Department operations.

**Essential Functions**

1. Using field notes, topographic survey data, and standard specifications, draws proposed plans for contracted road or bridge improvements as directed. Computes existing and proposed grades and calculates quantities for cost analyses. Surveys, plans, prepares drawings and specifications from which various Road Department projects can be constructed.
2. Conducts/leads a variety of engineering field studies pertaining to PASER ratings, pavement thickness, soils investigation, traffic volume, pavement markings, vehicle turning movements, culvert and storm sewer inventories, etc. Maintains RoadSoft inventory databases for asset management analyses.
3. Conducts/leads inspection activities for construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal requirements. Plans, directs, and performs field sampling and testing of materials. Performs and verifies construction project staking and ensures proper placement of work zone signing and traffic control devices. Coordinates inspection functions with the contractor's operations. Advises the contractor concerning the suitability of materials and methods used.
4. Measures, computes and keeps records of materials used and work performed in the field. Computes and compiles final quantities of construction work performed by contractors, and prepares various reports. Calculates pay estimates for road, bridge, and Road Department system improvement programs. Advises the contractor on material acceptance requirements and ensures compilation of proper project documentation.
5. Assists the surveying technician in gathering topographic information, planning and designing field modifications, and laying out projects. Uses conventional and electronic survey equipment and software as required, to accomplish layout, staking, and grading direction for contractors and Road Department crews.
6. Performs minor repairs on Road Department equipment and maintains equipment inventory.
7. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and enters data into computer database. Answers inquiries and complaints



from the public and mitigates complaints regarding construction, construction traffic control, and access problems.

8. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings. Tabulates measurements and field data, maintains related records, prepares support materials diagrams and prepares various written reports.
9. Represents the Road Department at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.
10. Initiates and assists with claims against parties responsible for damaging Road Department property and may appear in Small Claims Court when necessary to enforce payment.
11. Maintains and updates road certificates, maps, road inventories, etc.
12. Attends a variety of workshops and seminars and reads periodicals and other related materials to stay current on new developments, techniques and methods.

**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/ Experience:**

Grade 4: A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field with up to 3 years of experience (applicable co-op and/or summer internship allowed) in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields; OR a high school diploma or equivalent plus a minimum 5 years of experience as provided above.

Grade 5: A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of 3 years of experience (applicable co-op and/or summer internship allowed) in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields.

**Other Requirements:** Must possess a valid Michigan Motor Vehicle Operator's License.

One year after date of hire, employees must obtain MDOT or other recognized Certification in at least the following number or more per given grade of the following listed areas:

Grade 4— minimum 4 certifications;  
Grade 5— minimum 5 certifications;

- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.

- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT Inspection School)
- Bridge Painting/Cleaning and Coating Structural Steel (MDOT)
- Pavement, Signs and Markings (Levels I and II)
- Construction of ADA Compliant Facilities

Must demonstrate increasing competency and have verifiable experience in the each of the current versions of the following MDOT documents within the above required experience levels for the given grade:

- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT HMA Production Manual
- Commonly used Michigan Test Methods
- MDOT Road and Bridge Standard Plans
- Density Control handbook
- Procedures for Aggregate Inspection
- MDOT Materials Quality Assurance Procedures Manual
- MDOT Hot Mix Asphalt QC/QA Procedures Manual

This position requires progressive proficiency in the use of computers and wi-fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:

1. Microsoft Office Programs [e.g. Word, Excel, Access]
2. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
3. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
4. Project estimating [e.g. MERL]
5. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
6. Project management software [e.g. ProjectWise]
7. Asset management database software [e.g. RoadSoft]
8. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc. [e.g. Hec-Ras, HY8]
9. PDF software [e.g. Bluebeam, Adobe]

*(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 and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 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:**

- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

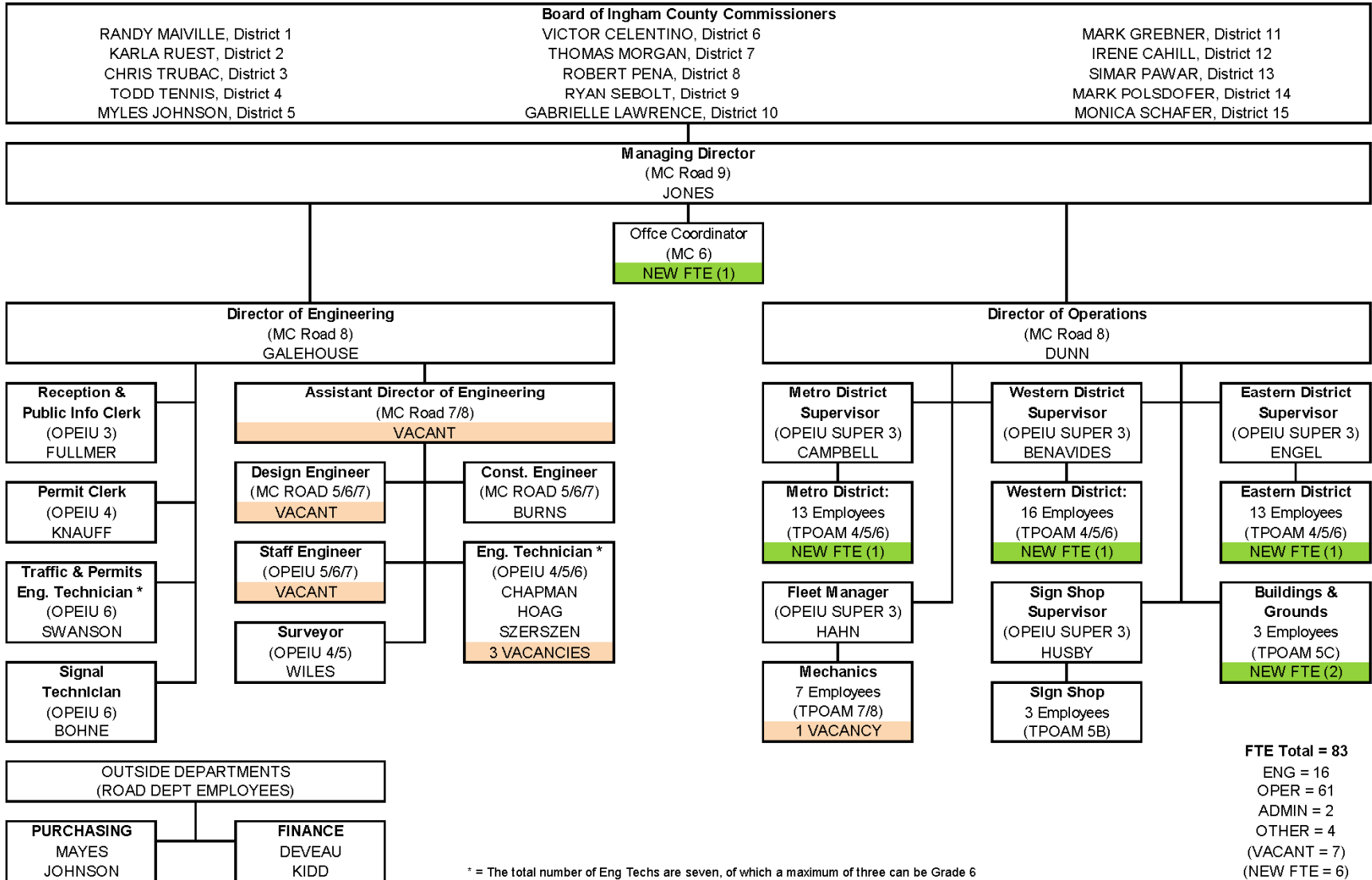
***OPEIU (Road Dept)  
April 2019  
Pay grades 3/4/5***

	2023	2023
	<u>MCF 6 Step 1</u>	<u>MCF 6 Step 5</u>
Wages	<u>\$50,359</u>	<u>\$60,462</u>
Unemployment	252	302
FICA	3,852	4,625
Health	19,002	19,002
Dental	936	936
Vision	135	135
Retirement	17,263	20,727
Retirement	1,259	1,512
Future Retiree Health	2,266	2,721
Life	150	150
Work Comp	2,014	2,418
Disability	65	79
Current Retiree Health	3,585	3,585
Liability	694	833
Total Cost	<u>\$101,833</u>	<u>\$117,487</u>

	<u>Highway 4</u>
Wages	<u>\$48,341</u>
Unemployment	242
FICA	3,698
Health	19,002
Dental	936
Vision	135
Retirement	16,571
Future Retiree Health	2,175
Life	150
Work Comp	1,934
Current Retiree Health	3,585
Liability	666
Total Cost	<u>\$97,435</u>

	<u>Highway 5C</u>
Wages	<u>\$54,820</u>
Unemployment	274
FICA	4,194
Health	19,002
Dental	936
Vision	135
Retirement	18,792
Future Retiree Health	2,467
Life	150
Work Comp	2,193
Current Retiree Health	3,585
Liability	755
Total Cost	<u>\$107,303</u>

## PROPOSED RE-ORGANIZATION CHART (As of August 1, 2023) INGHAM COUNTY ROAD DEPARTMENT



**FTE Total = 83**  
 ENG = 16  
 OPER = 61  
 ADMIN = 2  
 OTHER = 4  
 (VACANT = 7)  
 (NEW FTE = 6)

\* = The total number of Eng Techs are seven, of which a maximum of three can be Grade 6

**DRAFT**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE ROAD DEPARTMENT**

WHEREAS, the Road Department wishes to reorganize the department to provide additional efficiencies and services for maintaining the public road network; and

WHEREAS, the proposed reorganization affects eleven positions at the Road Department from the Managerial and Confidential group; the Technical, Professional and Officeworkers Association of Michigan (TPOAM) bargaining unit; the Office and Professional Employees International Union Supervisory Unit (OPEIU Supervisory) bargaining unit; and the Office and Professional Employees International Union Technical Clerical Unit (OPEIU Tech/Clerical) bargaining unit; and

WHEREAS, one of these positions, Office Coordinator, will be newly created and placed in the Managerial/Confidential group at pay grade MC 6, with a salary range of \$50,359.47 to \$60,462.42; and

WHEREAS, three additional positions for Highway Worker Class 4 are proposed to be added to the Operations Department, each with a maximum salary of \$97,435; and

WHEREAS, two additional positions for Highway Worker Class 5C are proposed to be added to Building & Grounds within the Operations Department, each with a maximum salary of \$107,303; and

WHEREAS, five employees in the Sign & Signal Shop will be transferred within the Road Department, where the Sign Shop Supervisor and three Highway Worker Class 5 employees will be transferred to the Operations Department and the Signal Technician will remain in the Engineering Department and report to the Director of Engineering, all of which will be at no additional cost to the Road Department budget; and

WHEREAS, the existing Engineering Technician 3/4/5 job description will eliminate the level 3 position and modify the minimum experience requirement; and

WHEREAS, the OPEIU Tech/Clerical bargaining unit is in support of the proposed updated Engineering Technician 4/5 job description; and

WHEREAS, the 2023 personnel cost projections provided by the Budget Director show a total (wage and fringe) annual cost increase of \$624,398; and

WHEREAS, there are sufficient funds in the Road Fund Budget for the proposed reorganization for the 2023 budget and in future years.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a reorganization of the following Road Department positions:

One new Office Coordinator position placed in the Managerial/Confidential group at pay grade MC6  
Three additional Highway Worker Class 4 positions  
Two additional Highway Worker Class 5C positions  
Five employees in the Sign & Signal Shop transferred within the Road Department  
An updated job description for Engineering Technician 4/5

BE IT FURTHER RESOLVED, that the reorganization is effective upon adoption of the resolution by the Ingham County Board of Commission.

## Agenda Item 8

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** August 4, 2023  
**SUBJECT:** Resolution to Approve ICEA County Professional Reclassification Requests  
For the meeting agendas of August 15 and August 16

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### **BACKGROUND**

The ICEA County Professional Employees collective bargaining agreement is effective January 1, 2022 through December 31, 2024. This agreement includes a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in this group. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

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

### **STRATEGIC PLAN CONSIDERATIONS**

Compensation reclassification supports the County's goal of attracting and retaining exceptional employees who are committed to the community.

### **RECOMMENDATION**

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



**Agenda Item 8**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ICEA COUNTY PROFESSIONAL RECLASSIFICATION REQUESTS**

WHEREAS, the ICEA County Professional Employees collective bargaining agreement is effective January 1, 2022 through December 31, 2024; and

WHEREAS, this agreement includes a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approved process for reclassification requests for employees in this group.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
601024	Accountant	Move from County Pro 7 to County Pro 8
601307	Accountant	Move from County Pro 7 to County Pro 8

<u>Position Title</u>	<u>2023 Current Grade, Step 5</u>	<u>2023 Proposed Grade, Step 5</u>	<u>Difference</u>
Accountant	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
Accountant	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
<b>TOTAL:</b>			<b>12,992.14</b>

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

**Agenda Item 9a**

TO: Board of Commissioners County Services and Finance Committees  
FROM: Gregg Todd, Controller  
DATE: August 2, 2023  
SUBJECT: Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse  
For the meeting agendas of August 15, 16

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**BACKGROUND**

Potter Park Zoo has fundraised \$3.5 million for the new Vet Clinic at the Zoo. Final construction costs are estimated to be around \$6.1 million, which will continue to be fundraised for. In order to complete the project in a timely fashion to meet the AZA requirements, it is recommended that a notice of intent to issue a general obligation bond be issued.

This will provide the Zoo additional flexibility to complete the clinic. Any bond payments that are ultimately required, will be the responsibility of the Zoo.

**ALTERNATIVES**

Do not bond and restrict the project to the cash contributions available.

**FINANCIAL IMPACT**

No impact at this time.

**RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF INTENT  
TO AUTHORIZE PUBLICATION OF NOTICE OF INTENT AND  
TO DECLARE INTENT TO REIMBURSE**

**RESOLUTION # 23-\_\_\_**

At a regular meeting of the Board of Commissioners of the County of Ingham, Michigan,  
held on the \_\_\_ of \_\_\_\_\_, 2023, at 6:30 p.m., Michigan time.

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

\_\_\_\_\_

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

\_\_\_\_\_

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

WHEREAS, the County of Ingham (the “County”) proposes to issue its tax-exempt bonds (the “Bonds”) for the purpose of paying part of the cost of certain capital improvements in the County, including the acquisition, construction and equipping of a new animal health facility for the Potter Park Zoo, together with associated site improvements, and to pay the costs of issuing the Bonds (collectively, the “Project”); and

WHEREAS, it is not anticipated that the County will need to advance a portion of the costs of the Project prior to the issuance of the Bonds, but if such advance were to be required, it will be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the “Reimbursement Regulations”) specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution to qualify amounts advanced by the County to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

BE IT RESOLVED by the Board of Commissioners of the County, as follows:

1. The County hereby declares its official intent to issue its bonds in one or more series in the aggregate principal amount of not to exceed \$6,000,000 to finance the costs of the Project. The County hereby declares that it reasonably expects to seek reimbursement for its advances to the Project as anticipated by this resolution. The bonds shall be authorized by proper proceedings subsequent to this resolution.

2. The County Clerk is hereby instructed to publish the notice attached hereto once in a newspaper of general circulation in the County, which notice shall not be less than ¼ page in size in such newspaper, with such changes as the County Clerk shall deem necessary or appropriate, upon the advice of bond counsel.

3. All prior resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

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

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

County Services:

Finance:

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF INGHAM     )

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Board of Commissioners of the County of Ingham, Michigan, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Clerk, County of Ingham

*Note: This notice must be not less than 1/4 page in size in the newspaper.*

NOTICE OF INTENT TO ISSUE BONDS  
BY THE COUNTY OF INGHAM, MICHIGAN  
AND THE RIGHT OF REFERENDUM THEREON

NOTICE IS HEREBY GIVEN that the County of Ingham, Michigan, intends to issue its bonds in the principal amount of not to exceed \$6,000,000 in one or more series for the purpose of paying part of the cost of certain capital improvements in the County, including the acquisition, construction and equipping of a new animal health facility for the Potter Park Zoo, together with associated site improvements, and to pay the costs of issuing the Bonds (collectively, the "Project"); and

The bonds are expected to be paid in not more than twenty (20) annual installments and, in any event, will mature within the maximum term permitted by law and will bear interest at a rate or rates to be determined at a competitive or negotiated sale but in no event to exceed such rates as may be permitted by law.

SOURCE OF PAYMENT

The bonds will be issued under and pursuant to the provisions of Act No. 34, Public Acts of Michigan, 2001, as amended, and the full faith and credit of the County of Ingham will be pledged to pay the principal of and interest on the bonds as the same shall become due. The County of Ingham will be obligated, as a first budget obligation, to advance moneys from its general funds or to levy ad valorem taxes on all taxable property within its corporate boundaries to pay the principal of and interest on the bonds as the same shall become due to the extent that other funds are not available for such purpose; provided, however, that the ability of the County of Ingham to raise such moneys is subject to applicable constitutional and statutory limitations on the taxing power of the County of Ingham. A portion of the Project is expected to be paid from contributions and grants.

RIGHT TO PETITION FOR REFERENDUM

This notice is given, by order of the Board of Commissioners of the County of Ingham, to and for the benefit of the electors of the County of Ingham in order to inform them of their right to petition for a referendum upon the question of the issuance of the aforesaid bonds. The bonds will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors residing within the County of Ingham, whichever is the lesser, shall have been filed with the undersigned County Clerk. In the event that such a petition is filed, the bonds will not be issued unless and until the issuance thereof shall have been approved by the vote of a majority of the electors of the County of Ingham qualified to vote and voting thereon at a general or special election.

FURTHER INFORMATION

Further information relative to the issuance and purpose of said bonds and the subject matter of this notice may be secured at the office of the County Clerk of the County of Ingham, 341 S. Jefferson, P.O. Box 179, Mason, Michigan 48854.

This notice is given pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended.

Barb Byrum, Clerk  
County of Ingham

TO: Board of Commissioners County Services and Finance Committees  
 FROM: Gregg Todd, Controller  
 DATE: August 2, 2023  
 SUBJECT: Resolution to Approve an Agreement with BS&A for Enterprise Resource Planning (ERP) Software Conversion and Training  
 For the meeting agendas of August 15, 16

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**BACKGROUND**

The Board of Commissioners approved funding in the amount of \$350,000 in the 2023 CIP budget for initial funding for an Enterprise Resource Planning (ERP) software upgrade to migrate away from the current Tyler product of MUNIS, which is beyond its useful life and no longer sufficiently supported by Tyler. To help manage the selection process, the Commissioners approved Resolution #22-052, which approved an agreement with Plante Moran.

Five proposals were received and a committee consisting of representatives from the Health Department, Financial Services, Budget Office, HR, IT, Treasurer’s Office, and the Controller’s Office spent months reviewing the proposals, interviewing bidders, and attending demonstrations of their software products before deciding on BS&A as the winning bidder, with BS&A subcontractor Andrews Technology providing the Time & Attendance (digital timesheets and timeclocks) portion of the RFP. Although price was not the deciding factor, once all of the add on products and services that are necessary for a successful ERP software conversion were taken into account, BS&A was the lowest bidder.

BS&A is operationally headquartered in Bath, MI and provides ERP services for a number of Michigan counties and municipalities. In addition, they already provide the state-wide tax platform that the Treasurer’s Office has been utilizing for a number of years. This system will be entirely cloud-based.

**ALTERNATIVES**

MUNIS is in a tailspin, so no real alternatives.

**FINANCIAL IMPACT**

The fee breakdown for the software conversion and training is all follows:

- Data Conversion 197,400
- Project Management and Implementation \$55,200
- Implementation and Training \$115,200
- Post-Go Live Assistance \$14,400
- Contingency \$40,000
- Travel Expenses \$5,715
- Time & Attendance (Andrews Technology – separate resolution) \$51,400
- TOTAL SOFTWARE & TRAINING \$479,315
- TOTAL BS&A (Less Time & Attendance) \$427,915



\$350,000 is available in the 2023 CIP and an additional \$360,000 has been requested in the 2024 CIP and is part of the Controller's Recommended Budget. There are sufficient funds in the 2023 CIP to cover any cost incurred during 2023.

BS&A's annual service fees will not be due until software implementation is completed, which will be approximately 2025. Andrews Technology's annual services fees for year 1 are due on a schedule, with a portion of the fees due up-front at the time of contract execution, and a portion held as retention until go-live, which will be approximately mid-2024. For reference, the annual service fees will be:

- \$172,000 for BS&A for first two years, with CPI increase in additional years through year 7
- \$140,295 for Andrews Technology for Time & Attendance, with no increase for 7 years

**RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BS&A FOR ENTERPRISE RESOURCE PLANNING SOFTWARE CONVERSION AND TRAINING**

WHEREAS, Enterprise Resource Planning (ERP) software is vital to the critical processes of county government including payroll, accounts payable, budgeting, time and attendance, audit preparation, and human resources functions; and

WHEREAS, the Ingham County Board of Commissioners approved \$350,000 in the 2023 CIP for Enterprise Resource Planning (ERP) software conversion and training to replace the existing system, which is beyond its useful life; and

WHEREAS, Resolution #22-052 approved an agreement with Plante Moran to provide ERP procurement consulting services; and

WHEREAS, five firms submitted responsive bids to the ERP Software RFP; and

WHEREAS, a review committee let by Plante Moran and consisting of representatives from Financial Services, the Budget Office, the Treasurer’s Office, Innovation & Technology, Human Resources, the Health Department, and the Controller’s Office spent many months reviewing the proposals, interviewing bidders, and attending demonstrations of their software products; and

WHEREAS, after this review process, the committee recommended BS&A for the County’s ERP software; and

WHEREAS, BS&A’s fee breakdown for the software conversion and training is all follows:

• Data Conversion	197,400
• Project Management and Implementation	\$55,200
• Implementation and Training	\$115,200
• Post-Go Live Assistance	\$14,400
• Contingency	\$40,000
• Travel Expenses	<u>\$5,715</u>
TOTAL BS&A SOFTWARE & TRAINING	\$427,915; and

WHEREAS, funding is available in the 2023 and 2024 CIP.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the agreement with BS&A for County-wide ERP software conversion and training for a not to exceed amount of \$618,120.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract 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: Gregg Todd, Controller  
DATE: July 11, 2023  
SUBJECT: Financial Impacts of 2023 Reclassifications and Reorganizations (Discussion)  
For the meeting agenda of July 18

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**BACKGROUND**

The County Services Committee requested the financial impacts of the 2023 reclassifications/reorganizations, when they were submitted, the 2024 fiscal impact and the additional reclassification requests that were pending. The attached information provides this.

For the highlights, we have completed 70 reclassifications with a 2023 fiscal impact (determined by current highest Step to proposed highest Step with a 20% benefit premium) of \$655,703 and a 2024 impact of \$688,315 (the 2024 impact is not in addition to the revised 2023 with the reclassifications, but the original budgeted 2023), seven departmental reorganizations (following same guidelines) with a 2023 impact of \$297,592 and 2024 impact of \$303,544, and there are 113 reclassification requests still in the process.

Although a 20% benefit premium is less than the average cost of benefits (35%-40%), utilizing the top Step to top Step approach does not take in to count County policy that restricts a reclass/reorg to a not less than 5% and not more than 10% salary increase. The majority of the reclassifications and about half of the reorganizations fall above that threshold (the gray highlighted percentages are those that fall within that range) and not all of the positions are entirely general fund funded. Therefore, we utilized a lower benefit percentage to offset.

As discussed at the last meeting, we would like to place a hold on the 2024 reclassification/reorganization process due to budget restraints. We are also proposing pausing the 2023 approved Wage Study, which was budgeted at \$500,000. We will utilize this funding to help offset the 2023 personnel cost increases and we are not in a position financially to implement a wage study at this time.

RECLASSIFICATIONS									
#	Position Title	Submitted	Approved	Action	Prev. Salary	New Salary	% Increase*	2023 Increase	2024 Increase
1	PD Office Clerk	10/17/2022	6/13/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
2	CHC Manager	10/17/2022	5/9/2023	MC 11 to 12	\$ 92,321.60	\$ 99,121.01	0.07	\$ 6,799.41	\$ 6,935.40
3	CHC Manager	10/17/2022	5/9/2023	MC 11 to 12	\$ 92,321.60	\$ 99,121.01	0.07	\$ 6,799.41	\$ 6,935.40
4	CHC Manager	10/17/2022	5/9/2023	MC 11 to 12	\$ 92,321.60	\$ 99,121.01	0.07	\$ 6,799.41	\$ 6,935.40
5	CHC Manager	10/17/2022	5/9/2023	MC 11 to 12	\$ 92,321.60	\$ 99,121.01	0.07	\$ 6,799.41	\$ 6,935.40
6	Ct Records Coord	5/7/2022	1/24/2023	UAW G to I	\$ 51,501.53	\$ 57,683.02	0.12	\$ 6,181.49	\$ 6,305.12
7	Child Spec HC Ben Rep	9/24/2022	1/24/2023	UAW D to F	\$ 43,194.87	\$ 48,678.62	0.13	\$ 5,483.75	\$ 5,593.43
8	Child Spec HC Ben Rep	9/24/2022	1/24/2023	UAW D to F	\$ 43,194.87	\$ 48,678.62	0.13	\$ 5,483.75	\$ 5,593.43
9	ADR/Case Proc. Coord	10/9/2022	1/24/2023	ICEA Ct 5 to 8	\$ 59,216.73	\$ 76,572.21	0.29	\$ 17,355.48	\$ 17,702.59
10	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
11	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
12	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
13	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
14	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
15	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
16	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
17	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
18	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
19	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
20	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
21	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
22	Judicial Asst - Probate	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
23	Judicial Asst - Probate	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
24	Director - BOC	1/4/2023	1/24/2023	MC 13 to 14	\$ 103,959.57	\$ 112,006.15	0.08	\$ 8,046.58	\$ 8,207.51
25	Office Coord - BOC	1/4/2023	1/24/2023	MC 5 to 7	\$ 55,057.56	\$ 64,208.34	0.17	\$ 9,150.78	\$ 9,333.80
26	Health Centers Op Dir	10/17/2022	3/28/2023	MC 13 to 14	\$ 106,038.86	\$ 114,246.27	0.08	\$ 8,207.41	\$ 8,371.56
27	Signal & Radio Tech	10/24/2022	5/23/2023	OPEIU 5 to 6	\$ 70,930.84	\$ 76,572.56	0.08	\$ 5,641.72	\$ 5,754.55
28	Legal Sched Coord FOC	11/29/2022	5/23/2023	UAW F to G	\$ 49,652.19	\$ 52,531.56	0.06	\$ 2,879.37	\$ 2,936.96
29	Legal Sched Coord FOC	11/29/2022	5/23/2023	UAW F to G	\$ 49,652.19	\$ 52,531.56	0.06	\$ 2,879.37	\$ 2,936.96
30	Investigations Asst	11/23/2022	5/23/2023	UAW C to E	\$ 41,315.71	\$ 46,971.90	0.14	\$ 5,656.19	\$ 5,769.31
31	Acct/Lead/IT Liaison FOC	12/16/2022	5/23/2023	UAW F to H	\$ 49,652.19	\$ 55,603.90	0.12	\$ 5,951.71	\$ 6,070.74
32	File Clerk - FOC	12/15/2022	5/23/2023	UAW B to D	\$ 38,724.68	\$ 44,058.77	0.14	\$ 5,334.09	\$ 5,440.77
33	Clerk - PDO	10/27/2022	5/23/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
34	Clerk - PDO	10/27/2022	5/23/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
35	Clerk - PDO	10/27/2022	5/23/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
36	Clerk - PDO	10/27/2022	5/23/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
37	Investigator - PDO	11/17/2022	5/23/2023	Co Pro 5 to 8	\$ 60,394.75	\$ 78,095.48	0.29	\$ 17,700.73	\$ 18,054.74
38	Investigator - PDO	11/17/2022	5/23/2023	Co Pro 5 to 8	\$ 60,394.75	\$ 78,095.48	0.29	\$ 17,700.73	\$ 18,054.74
39	Mechanic - Sheriff's Off	1/26/2023	5/23/2023	UAW H to J	\$ 55,603.90	\$ 62,262.46	0.12	\$ 6,658.56	\$ 6,791.73
40	Family Svcs. Enf. Coord.	11/1/2022	6/27/2023	UAW F to G	\$ 49,652.19	\$ 52,531.56	0.05	\$ 2,628.86	\$ 2,936.96
41	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
42	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
43	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
44	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
45	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
46	Pharm Services Manager	11/28/2022	6/27/2023	Co Pro 7 to 9	\$ 71,599.41	\$ 85,410.98	0.19	\$ 13,811.57	\$ 14,087.80
47	MHC - Ct. Svcs. Coord	10/26/2022	6/27/2023	Ct Pro 5 to 7	\$ 60,401.06	\$ 71,606.08	0.19	\$ 11,205.02	\$ 11,429.12
48	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
49	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
50	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
51	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
52	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38

53	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
54	Sr. Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
55	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
56	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
57	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
58	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
59	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
60	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
61	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
62	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
63	Judicial Asst. - Dist Ct	5/30/2023	7/25/2023	MC 6 to 8	\$ 60,462.42	\$ 71,669.51	0.11	\$ 6,511.32	\$ 11,431.23
64	Judicial Asst. - Dist Ct	5/30/2023	7/25/2023	MC 6 to 8	\$ 60,462.42	\$ 71,669.51	0.11	\$ 6,511.32	\$ 11,431.23
65	Bookkeeping Coord. AR	2/17/2023	7/25/2023	UAW F to G	\$ 49,652.19	\$ 52,531.56	0.05	\$ 2,510.81	\$ 2,936.96
66	Purchasing Clerk	2/24/2023	7/25/2023	UAW E to G	\$ 46,971.90	\$ 52,531.56	0.10	\$ 4,848.02	\$ 5,670.85
67	Lead Sr. Acct	3/1/2023	7/25/2023	Co Pro 9 to 10	\$ 85,410.98	\$ 92,245.43	0.07	\$ 5,672.59	\$ 6,971.14
68	Clinic Training Coord	5/4/2023	7/25/2023	UAW H to J	\$ 55,603.90	\$ 62,262.46	0.08	\$ 4,421.28	\$ 6,791.73
69	Program Coord	1/12/2023	7/25/2023	Co Pro 7 to 8	\$ 71,599.41	\$ 79,095.48	0.10	\$ 7,158.75	\$ 7,645.99
70	Finance Coord	3/16/2023	7/25/2023	Co Pro 9 to 10	\$ 85,410.98	\$ 92,245.43	0.06	\$ 5,392.38	\$ 6,971.14
	<b>TOTALS</b>							<b>\$ 546,448.36</b>	<b>\$ 573,596.11</b>
	<b>TOTALS +20% BENEFITS**</b>							<b>\$ 655,738.04</b>	<b>\$ 688,315.34</b>
111	IN PROCESS								
	* Top Step for each grade reflected, reclass policy allows for move to next grade Step that is at least 5%, no more than 10%								
	** Benefit impact listed at 20% to reflect non-GF positions and 5%/10% rule - actual benefits impact 35%-40%								

REORGANIZATIONS							
Department	Existing Position	Action	Prev Salary	New Salary	% Increase*	2023 Increase	2024 Increase
Veterans Affairs	Vet Benefits Counselor MC 5	Deputy Director MC 11	\$ 76,813	\$ 92,322	0.20	\$ 15,509	\$ 15,819
	Vet Benefits Counselor MC 5	MC 9	\$ 65,106	\$ 78,171	0.20	\$ 13,065	\$ 13,326
	Vet Benefits Counselor MC 5	MC 9	\$ 65,106	\$ 78,171	0.20	\$ 13,065	\$ 13,326
	Benefits Support Spec UAW E	UAW I	\$ 49,311	\$ 58,837	0.19	\$ 9,526	\$ 9,717
	Benefits Support Spec UAW E	UAW I	\$ 49,311	\$ 58,837	0.19	\$ 9,526	\$ 9,717
	Vet Clerk/Trust Fund UAW D	Admin Assist UAW G	\$ 44,049	\$ 52,531	0.19	\$ 8,482	\$ 8,652
	Transportation Officer UAW D	UAW E	\$ 39,367	\$ 46,972	0.19	\$ 7,605	\$ 7,757
CC Jury Admin	Jury Clerk UAW H	Jury Admin Coord UAW J	\$ 46,972	\$ 62,262	0.33	\$ 15,290	\$ 15,596
	Jury Clerk UAW H	Jury Admin Coord UAW J	\$ 55,604	\$ 62,262	0.12	\$ 6,658	\$ 6,791
Potter Park Zoo	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 500	Zookeeper IV	\$ 62,889	\$ 69,178	0.10	\$ 6,289	\$ 6,415
Zookeeper 500	Zookeeper IV	\$ 62,889	\$ 69,178	0.10	\$ 6,289	\$ 6,415	
Zookeeper 500	Zookeeper IV	\$ 62,889	\$ 69,178	0.10	\$ 6,289	\$ 6,415	
Finance & Controllers	Financial Serv Director MC 14	Director Finance & Budget MC 16	\$ 114,246	\$ 133,235	0.17	\$ 18,989	\$ 19,369
	Budget Director MC 14	Budget Manager MC 13	\$ 114,246	\$ 106,039	-0.07	\$ (8,207)	\$ (8,371)
	FS Deputy Director MC 12	Finance Manager MC 13	\$ 99,121	\$ 106,039	0.07	\$ 6,918	\$ 7,056
	Budget Analyst MC 10	Senior Budget Analyst MC 11	\$ 78,170	\$ 92,322	0.18	\$ 14,152	\$ 14,435
	Deputy Controller MC 17	Budget Analyst MC 9	\$ 143,015	\$ 78,170	-0.45	\$ (64,845)	\$ (66,142)
ICHD Billing & Reporting	Enroll/Cred. Coord ICEA Pro 6	Cred & Privil Coord ICEA Pro 7	\$ 65,420	\$ 71,599	0.09	\$ 6,179	\$ 6,303
	Billing Specialist ICEA Pro 6	Enrollment Spec ICEA Pro 6	\$ 65,420	\$ 65,420	0.00	\$ -	\$ -
	Coding Specialist UAW H	Billing/Coding Specialist UAW I	\$ 55,604	\$ 58,837	0.06	\$ 3,233	\$ 3,298
	Billing/ Reporting Clerk UAW E	Billing/Reimburse Clerk UAW G	\$ 46,972	\$ 53,532	0.14	\$ 6,560	\$ 6,691
	Billing/ Reporting Clerk UAW E	Billing/Reimburse Clerk UAW G	\$ 46,972	\$ 53,532	0.14	\$ 6,560	\$ 6,691
	Billing/ Reporting Clerk UAW E	Billing/Reimburse Clerk UAW G	\$ 46,972	\$ 53,532	0.14	\$ 6,560	\$ 6,691
	Billing/ Reporting Clerk UAW E	Billing/Reimburse Clerk UAW G	\$ 46,972	\$ 53,532	0.14	\$ 6,560	\$ 6,691
	Billing/ Reporting Clerk UAW E	Billing/Charge Entry Clerk UAW F	\$ 46,972	\$ 49,652	0.06	\$ 2,680	\$ 2,734
Billing/ Reporting Clerk UAW E	Billing/Charge Entry Clerk UAW F	\$ 46,972	\$ 49,652	0.06	\$ 2,680	\$ 2,734	
CC General Trial	CC Tech Liaison ICEA Ct 6	Project Manager ICEA Ct 10	\$ 65,427	\$ 92,355	0.41	\$ 26,928	\$ 27,467
	Counsel Clerk UAW F	Training Coord UAW I	\$ 49,652	\$ 58,837	0.18	\$ 9,185	\$ 9,369
Friend of Court	Casework Super ICEA Ct 9	Records Super ICEA Ct 10	\$ 85,420	\$ 92,253	0.08	\$ 6,833	\$ 6,970
	Casework Super ICEA Ct 9	Support Enfor. Super ICEA Ct 10	\$ 85,420	\$ 92,253	0.08	\$ 6,833	\$ 6,970
<b>TOTALS</b>						<b>\$ 247,994</b>	<b>\$ 252,953</b>
<b>TOTALS +20% BENEFITS**</b>						<b>\$ 297,592</b>	<b>\$ 303,544</b>

\* Top Step for each grade reflected, reclass policy allows for move to next grade Step that is at least 5%, no more than 10%

\*\* Benefit impact listed at 20% to reflect non-GF positions and 5%/10% rule - actual benefits impact 35%-40%